



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE ELECTORAL MATTERS COMMITTEE**

**WEDNESDAY 18TH NOVEMBER 2009**  
**AT 5.00 P.M.**

**CONFERENCE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

**MEMBERS:** Councillors Mrs. J. M. Boswell, Mrs. R. L. Dent, Mrs. A. E. Doyle, J. T. Duddy, Mrs. J. M. L. A. Griffiths, Ms. H. J. Jones, D. McGrath, D. L. Pardoe, R. D. Smith and L. J. Turner

### **AGENDA**

1. Election of Chairman
2. Election of Vice-Chairman
3. To receive apologies for absence and notification of substitutes
4. Declarations of Interest
5. To confirm the accuracy of the minutes of the meeting of the Electoral Matters Committee held on 18th November 2008 (Pages 1 - 2)
6. Annual Polling Station Review (Pages 3 - 12)
7. Polling District Codes (Pages 13 - 18)
8. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the

commencement of the meeting and which the Chairman considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS  
Joint Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

9th November 2009

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE ELECTORAL MATTERS COMMITTEE

TUESDAY, 18TH NOVEMBER 2008

AT 6.00 P.M.

PRESENT: Councillors R. J. Deeming, Dr. G. H. Lord, D. McGrath, S. P. Shannon  
and L. J. Turner

Officers: Mrs. S. Mould and Mr. A. C. Stephens

1/08 **ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor Dr. G. H. Lord be elected Chairman of the Committee for the remainder of the municipal year.

2/08 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Councillor R. J. Deeming be elected Vice-Chairman of the Committee for the remainder of the municipal year.

3/08 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dr. D. W. P. Booth, Mrs. C. M. McDonald and R. D. Smith.

4/08 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/08 **MINUTES**

The minutes of the meeting of the Electoral Matters Committee held on 19th November 2007 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

6/08 **ANNUAL POLLING STATION REVIEW**

The Committee considered a report which detailed the annual review of polling stations within the District, in pursuance of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

The Committee voiced their concern about the type and size of portable building units used as polling stations as a result of feedback from previous elections. In addition, Members expressed a wish for improved accessibility

for disabled persons and wheelchair users into polling station premises used at elections.

**RESOLVED**

- (a) that the review of polling districts and polling places, as detailed in Appendix 1 to the report, be approved and adopted; and
- (b) that officers be requested to continually monitor the location of, and access arrangements for, polling stations used at elections within the District.

7/08

**REGISTER OF ELECTORS POLLING DISTRICT CODES**

The Committee considered a report relating to a revised coding system used to represent the polling districts in the Register of Electors.

**RESOLVED** that, with the addition of the following codes relating to the Charford ward polling districts, the list of polling district codes attached to the report at Appendix 1 be approved.

| <b>New Code</b> | <b>Ward</b> | <b>Polling District</b> | <b>County Division</b> | <b>Previous Code</b> |
|-----------------|-------------|-------------------------|------------------------|----------------------|
| CHA             | Charford    | Charford (West)         | Bromsgrove South       | TA                   |
| CHB             | Charford    | Charford (East)         | Bromsgrove South       | TB                   |

The meeting closed at 6.25 p.m.

Chairman

## BROMSGROVE DISTRICT COUNCIL

### ELECTORAL MATTERS COMMITTEE

18TH NOVEMBER 2009

#### ANNUAL POLLING STATION REVIEW

|                              |                         |
|------------------------------|-------------------------|
| Responsible Portfolio Holder | Councillor G. N. Denaro |
| Responsible Head of Service  | Claire Felton           |

#### **1. SUMMARY**

- 1.1 To undertake an annual review of all Polling Districts and Polling Places within the District of Bromsgrove in compliance with The Review of Polling Districts & Polling Places (Parliamentary Elections) Regulations 2006.

#### **2. RECOMMENDATION**

- 2.1 That the review of polling districts and places shown at Appendix 1 be approved and adopted.

#### **3. BACKGROUND**

- 3.1 The Electoral Administration Act 2006 requires all local authorities in England and Wales to undertake a full review of Polling Districts and Polling Places every 4 years. An annual review of polling places is considered good practise.
- 3.2 In undertaking the review, the Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances, and have regard to the needs of electors who are disabled.
- 3.3 This review is not concerned with alterations to Ward boundaries, only Polling Districts and the situation of polling stations.
- 3.4 Consultation has been sought from District and County Council Members, Parish Councillors and Parish Clerks.

#### **4. FINDINGS**

- 4.1 All polling places and polling stations within the District have been evaluated in terms of suitability and accessibility. The law says that facilities for voting must be reasonable and practicable. What this means in practice is a matter of judgement, but there is certainly no duty on the Council to make

an unreasonably high level of provision, or to provide facilities in locations where it is impracticable to do so.

#### Representations Received

- 4.2 A request has been received from Bentley Pouncefoot Parish Council to consider returning to Bentley Village Hall following recent improvements.
- 4.3 A request has been received from Blackwell Methodist Church Hall to consider an alternative venue.

#### **5. REVISIONS RECOMMENDED**

- 5.1 Electors for the Bentley Pouncefoot Polling District (TAA) currently vote at the Church Hall at Tardebigge, which involves some distance to travel. Bentley Village Hall has recently been upgraded to meet the Disabilities Act recommendations with a suitable ramped access leading to double doors and the interior has been completely refurbished to a high standard for use as polling station.
- 5.2 Electors for Burcot Polling District (LTA), Linthurst Polling District (LTB) and the Shepley Polling District (LTC) currently vote at the Methodist Church Hall, Green Hill, Blackwell. An alternative location for a polling station has been located at The Wheel, St Catherine's Church, Blackwell. This room is in the centre of the village and fully accessible under the Disabilities Act recommendations; it is of a high standard and has all suitable facilities for use as a polling station.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 There will be a cost for rent and employment of election staff for the additional polling station at Bentley.

#### **7. LEGAL IMPLICATIONS**

- 7.1. In accordance with the requirements of section 18C of the Representation of the People Act 1983.

#### **8. COUNCIL OBJECTIVES**

- 8.1. Helping to meet the needs of our customers by eliminating discrimination and promoting equality.

#### **9. RISK MANAGEMENT**

- 9.1 There are no significant risks associated with the details included in this report.

**10. CUSTOMER IMPLICATIONS**

10.1 Changes of polling stations will be identified to the elector by a special note included on their polling card.

**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

11.1 By addressing the issues with regard to access to the Polling Stations the Council is improving access to all areas of the Community.

**12. VALUE FOR MONEY IMPLICATIONS**

12.1 Not applicable in this case.

**13. OTHER IMPLICATIONS**

|  |
|--|
| Procurement Issues   |
| None   |
| Personnel Implications   |
| None   |
| Governance/Performance Management                                    |
| None   |
| Community Safety including Section 17 of Crime and Disorder Act 1998 |
| None   |
| Policy   |
| None   |
| Environmental  |
| None   |

**14. OTHERS CONSULTED ON THE REPORT**

|  |     |
|--|-----|
| Portfolio Holder Councillor G. N. Denaro | Yes |
| Chief Executive as Returning Officer     | Yes |
| Corporate Director (Services)            | No  |
| Assistant Chief Executive                | No  |
| Head of Service                          | Yes |

|   |     |
|---|-----|
| Head of Financial Services                      | Yes |
| Head of Legal, Equalities & Democratic Services | Yes |
| Head of Organisational Development & HR         | No  |
| Corporate Procurement Team                      | No  |

**15. WARDS AFFECTED**

Linthurst Ward and Tardebigge Ward.

**16. APPENDICES**

Appendix 1 List of Polling Districts and Polling Stations

**CONTACT OFFICER**

Name: Susan Mould, Electoral Services Manager  
 Email: [s.mould@bromsgrove.gov.uk](mailto:s.mould@bromsgrove.gov.uk)  
 Tel: (01527) 881 462



**Bromsgrove District Council**  
**Polling District Review 2009**

| Ward                            | PD Code | Polling District Name           | Existing Polling Station                                      | Proposed New Polling Station | Comments  |
|---------------------------------|---------|---------------------------------|---|------------------------------|-----------|
| Alvechurch                      | ALA     | Alvechurch                      | Alvechurch Baptist Church,<br>Red Lion Street, Alvechurch     |                              | No Change |
| Alvechurch                      | ALB     | Beoley                          | Beoley Village Hall,<br>Beoley                                |                              | No Change |
| Alvechurch                      | ALC     | Bordesley                       | Citroen Garage,<br>Birmingham Road, Bordesley                 |                              | No Change |
| Alvechurch                      | ALD     | Hopwood                         | Hopwood Village Hall,<br>Hopwood, Alvechurch                  |                              | No Change |
| Alvechurch                      | ALE     | Lye Bridge                      | Citroen Garage,<br>Birmingham Road, Bordesley                 |                              | No Change |
| Alvechurch                      | ALF     | Rowney Green                    | Rowney Green Peace Memorial<br>Hall, Rowney Green, Alvechurch |                              | No Change |
| Beacon                          | BEA     | Rubery (Beacon<br>Ward)         | Youthworcs Rubery,<br>New Road, Rubery                        |                              | No Change |
| Catshill                        | CAA     | Catshill Village                | Catshill Village Hall,<br>Golden Cross Lane, Catshill         |                              | No Change |
| Charford                        | CFA     | Charford West                   | St Andrews Church Hall,<br>Lyttleton Avenue, Charford         |                              | No Change |
| Charford                        | CFB     | Charford East                   | Salvation Army Hall,<br>Carlyle Road, Bromsgrove              |                              | No Change |
| Drakes Cross &<br>Walkers Heath | DCA     | Drakes Cross                    | Woodrush Youth Centre,<br>Shawhurst Lane, Hollywood           |                              | No Change |
| Drakes Cross &<br>Walkers Heath | DCB     | Drakes Cross &<br>Headley Heath | Park Hall,<br>Silver Street, Wythall                          |                              | No Change |

Appendix 1

|                              |     |                        |   |  |           |
|------------------------------|-----|------------------------|---|--|-----------|
| Drakes Cross & Walkers Heath | DCC | Walkers Heath          | Broadmeadow Junior School, Monyhull Hall Road, Birmingham     |  | No Change |
| Furlongs                     | FLA | Belbroughton           | Belbroughton Recreation Centre, Hartle Lane, Belbroughton     |  | No Change |
| Furlongs                     | FLB | Clent                  | Clent Parish Hall, Church Avenue, Clent                       |  | No Change |
| Furlongs                     | FLC | Hagley (Clent Parish)  | Hagley Community Centre, Worcester Road, Hagley               |  | No Change |
| Hagley                       | HAA | Hagley (Hagley Parish) | Hagley Community Centre, Worcester Road, Hagley               |  | No Change |
| Hillside                     | HLA | Barnt Green            | Friends Meeting House, Sandhills Road, Barnt Green            |  | No Change |
| Hillside                     | HLB | Cofton Hackett         | Cofton Village Hall, Barnt Green Road, Cofton Hackett         |  | No Change |
| Hillside                     | HLC | Lickey Monument        | Lickey Parish Hall, Old Birmingham Road, Lickey               |  | No Change |
| Hollywood & Majors Green     | HMA | Hollywood              | The Coppice Primary School, Shawhurst Lane, Hollywood         |  | No Change |
| Hollywood & Majors Green     | HMB | Majors Green           | Wake Green Afc Sports Pavilion, Drawbridge Road, Majors Green |  | No Change |

Appendix 1

|           |     |                 |   |  |   |
|-----------|-----|-----------------|---|--|---|
| Linthurst | LTA | Burcot          | Blackwell Methodist Church Hall,<br>Green Hill, Blackwell | The Wheel, St Catherine's Church, St Catherine's Road, Blackwell | Request to move to building with more suitable access |
| Linthurst | LTB | Linthurst       | Blackwell Methodist Church Hall,<br>Green Hill, Blackwell | The Wheel, St Catherine's Church, St Catherine's Road, Blackwell | Request to move to building with more suitable access |
| Linthurst | LTC | Shepley         | Blackwell Methodist Church Hall,<br>Green Hill, Blackwell | The Wheel, St Catherine's Church, St Catherine's Road, Blackwell | Request to move to building with more suitable access |
| Marlbrook | MLA | Barley Mow      | Catshill Village Hall,<br>Golden Cross Lane, Catshill     |  | No Change   |
| Marlbrook | MLB | Lickey Grange   | St Lukes Church Centre,<br>Braces Lane, Marlbrook         |  | No Change   |
| Marlbrook | MLC | Marlbrook       | St Lukes Church Centre,<br>Braces Lane, Marlbrook         |  | No Change   |
| Marlbrook | MLD | South Marlbrook | St Lukes Church Centre,<br>Braces Lane, Marlbrook         |  | No Change   |
| Norton    | NTA | Lickey End      | Lickey End First School,<br>School Lane, Lickey End       |  | No Change   |
| Norton    | NTB | Norton East     | All Saints Church Hall,<br>Burcot Lane, Bromsgrove        |  | No Change   |
| Norton    | NTC | Norton West     | Portable Building,<br>Barnsley Hall Drive, Bromsgrove     |  | No Change   |
| Sidemoor  | SDA | Sidemoor West   | New Song Community Church,<br>Broad Street, Bromsgrove    |  | No Change   |

Appendix 1

|             |     |                    |  |   |   |
|-------------|-----|--------------------|--|---|---|
| Sidemoor    | SDB | Sidemoor East      | Meadows Parkside,<br>Santridge Lane, Bromsgrove                                    |   | No Change   |
| Slideslow   | SLA | Slideslow South    | St Godwalds Church Hall,<br>Finstall Road, Bromsgrove                              |   | No Change   |
| Slideslow   | SLB | Slideslow North    | Portable Building at Car Park off<br>Green Park Road, Bromsgrove                   |   | No Change   |
| St Johns    | SJA | St Johns West      | Bromsgrove Market Hall,<br>Market Street, Bromsgrove                               |   | No Change   |
| St Johns    | SJB | St Johns North     | All Saints Church Hall,<br>Burcot Lane, Bromsgrove                                 |   | No Change   |
| St Johns    | SJC | St Johns East      | Youthworcs Ryland Centre,<br>New Road, Bromsgrove                                  |   | No Change   |
| Stoke Heath | SHA | Stoke Heath        | Portable Building at Morrison's<br>Supermarket, Buntsford Park<br>Road, Bromsgrove |   | No Change   |
| Stoke Prior | SPA | Stoke Prior        | Stoke Prior Village Hall,<br>Hanbury Road, Stoke Prior                             |   | No Change   |
| Tardebigge  | TAA | Bentley Pauncefoot | Tardebigge Church Hall,<br>Tardebigge  | Bentley Village Hall,<br>Manor Road, Upper<br>Bentley | Local request<br>following recent<br>refurbishment to<br>DDA standard |
| Tardebigge  | TAB | Finstall           | Finstall Village Hall,<br>Alcester Road, Finstall                                  |   | No Change   |
| Tardebigge  | TAC | Tutnall & Cobley   | Tardebigge Church Hall,<br>Tardebigge  |   | No Change   |
| Tardebigge  | TAD | Wagon Works        | Finstall Village Hall,<br>Alcester Road, Finstall                                  |   | No Change   |
| Uffdown     | UFA | Frankley           | St Kenelms Church Hall,<br>Bromsgrove Road, Hunnington                             |   | No Change   |

Appendix 1

|               |     |                             |  |  |           |
|---------------|-----|-----------------------------|--|--|-----------|
| Uffdown       | UFB | Hunnington                  | Romsley & Hunnington Cricket Club, Bromsgrove Road, Hunnington |  | No Change |
| Uffdown       | UFC | Romsley                     | St Kenelms Church Hall, Bromsgrove Road, Hunnington            |  | No Change |
| Waseley       | WAA | Rubery North (Waseley Ward) | Holywell Primary School, School Road, Rubery                   |  | No Change |
| Waseley       | WAB | Rubery South (Waseley Ward) | Youthworcs Rubery, New Road, Rubery                            |  | No Change |
| Whitford      | WHA | Whitford West               | Girl Guide Building, Kidderminster Road, Bromsgrove            |  | No Change |
| Whitford      | WHB | Whitford East               | Millfields Social Club, Millfields Road, Bromsgrove            |  | No Change |
| Woodvale      | WOA | Bournheath                  | Bournheath Village Hall, Claypit Lane, Bournheath              |  | No Change |
| Woodvale      | WOB | Dodford                     | Dodford Village Hall, Priory Road, Dodford                     |  | No Change |
| Woodvale      | WOC | Fairfield                   | Fairfield Village Hall, Stourbridge Road, Fairfield            |  | No Change |
| Wythall South | WSA | Wythall                     | Wythall Village Hall, Alcester Road, Wythall                   |  | No Change |

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## BROMSGROVE DISTRICT COUNCIL

### ELECTORAL MATTERS COMMITTEE

18TH NOVEMBER 2009

#### REGISTER OF ELECTORS POLLING DISTRICT CODES

|                              |                         |
|------------------------------|-------------------------|
| Responsible Portfolio Holder | Councillor G. N. Denaro |
| Responsible Head of Service  | Claire Felton           |

#### 1. SUMMARY

- 1.1 To report a revision of codes used to represent the polling districts in the Register of Electors.

#### 2. RECOMMENDATION

- 2.1 That the list of polling district codes attached at Appendix 1 be approved.

#### 3. BACKGROUND

- 3.1 A revision of polling district codes represents the wards using the first two digits and the particular polling district with the third digit was conducted in 2008. Following the implementation of shared Electoral Services some codes are duplicated and it would be less confusing if the codes for Charford Ward and Marlbrook Ward were altered.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 No financial implications.

#### 5. LEGAL IMPLICATIONS

- 5.1 The Representation of the People Act 1983 requires that every parliamentary constituency is divided into polling districts and that each parliamentary polling district must have a separate letter(s) in the register and that letter(s) is part of the elector's number on the register.

#### 6. COUNCIL OBJECTIVES

- 6.1 The revision of the polling district codes should aid a sense of community by achieving a much more logical system of identification of the wards and their associated polling districts.

**7. RISK MANAGEMENT**

7.1 None associated.

**8. CUSTOMER IMPLICATIONS**

8.1 All users of the register of electors will be notified of the changes of the register when the new register of electors is published on 1st December 2008.

**9. EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 None directly associated.

**10. VALUE FOR MONEY IMPLICATIONS**

10.1 None associated.

**11. OTHER IMPLICATIONS**

|  |
|--|
| Procurement Issues   |
| None   |
| Personnel Implications   |
| None   |
| Governance/Performance   |
| None   |
| Community Safety including Section 17 of Crime and Disorder Act 1998 |
| None   |
| Policy   |
| None   |
| Environmental  |
| None   |

**12. OTHERS CONSULTED ON THE REPORT**

|  |     |
|--|-----|
| Portfolio Holder – Councillor G. N. Denaro     | Yes |
| Chief Executive as ERO                         | Yes |
| Executive Director (Partnerships and Projects) | No  |



|   |     |
|---|-----|
| Executive Director (Services)                   | No  |
| Assistant Chief Executive                       | No  |
| Head of Service                                 | Yes |
| Head of Financial Services                      | No  |
| Head of Legal, Equalities & Democratic Services | Yes |
| Head of Organisational Development & HR         | No  |
| Corporate Procurement Team                      | No  |

**13. WARDS AFFECTED**

Charford Ward and Marlbrook Ward

**14. APPENDICES**

Appendix 1 List of Revised Polling District Codes.

**CONTACT OFFICER**

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Tel: (01527) 881462

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**BROMSGROVE DISTRICT COUNCIL**  
**REVISION OF POLLING DISTRICT CODES**

| <b>New Code</b> | <b>Ward</b> | <b>Polling District</b> | <b>County Division</b> | <b>Existing Code</b> |
|-----------------|-------------|-------------------------|------------------------|----------------------|
| CFA             | Charford    | Charford West           | Bromsgrove South       | CHA                  |
| CFB             | Charford    | Charford East           | Bromsgrove South       | CHB                  |
| MLA             | Marlbrook   | Barley Mow              | Woodvale               | MBA                  |
| MLB             | Marlbrook   | Lickey Grange           | Woodvale               | MBB                  |
| MLC             | Marlbrook   | Marlbrook               | Woodvale               | MBC                  |
| MLD             | Marlbrook   | South Marlbrook         | Woodvale               | MBD                  |

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