

# **Lewes District Council**



## **Council Agenda**

**Wednesday, 07 December 2016**

Southover House, Lewes

Robert Cottrill  
Chief Executive

# Lewes District Council



## Council Meeting

*Councillors are kindly requested to switch off their mobile 'phones and other mobile devices prior to the commencement of the meeting.*

Note: At the commencement of the meeting the Chair will ask for a period of silence to enable councillors to focus their thoughts on the meeting or to pray silently.

### To all Members of the Council

A meeting of the **Council** will be held in the **Council Chamber, County Hall, St Annes Crescent, Lewes BN7 1UE** on **Wednesday, 07 December 2016 at 18:00** which you are requested to attend. Please note the start time and that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

## Agenda

### 1 Minutes

To confirm and sign the Minutes of the Meeting of the Council dated 13 October 2016 (copy previously circulated).

### 2 Apologies for Absence

### 3 Declarations of Interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct

### 4 Announcements

To receive any announcements from the Chair of the Council, Leader of the Council, Members of the Cabinet or the Chief Executive.

A list of the Chair and Vice-Chair of the Council's engagements since the Meeting of the Council on 13 October 2016 is enclosed - page 5.

## **5 Urgent Items**

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972. Please see the attached Notice of Motion from Councillor Ient (herewith - page 7).

## **6 Questions from Members of the Public**

To deal with questions which members of the public may wish to put to members of the Cabinet in accordance with Council Procedure Rule 11. (Question from Mr. Vivian Carrick herewith - page 8).

## **7 Petitions**

To receive petitions from councillors or members of the public in accordance with Council Procedure Rule 13 (if any).

## **8 Written Questions from Councillors**

To deal with written questions which councillors may wish to put to the Chair of the Council, a Lead Councillor on the Cabinet or the Chair of any committee or sub-committee in accordance with Council Procedure Rule 12 (if any).

## **9 Questions to the Leader of the Council**

To deal with questions (if any) which councillors may wish to put to the Leader of the Council. It will be at the Leader's discretion to re-direct questions to relevant Members of the Cabinet. A councillor wishing to raise a question must notify the Chair of the Council of the text of the question prior to the commencement of the meeting. *(NB This item is limited to a maximum of 5 questions, with no more than 1 question being asked per councillor. If a question requires a detailed or technical response, the Leader may decide that a written response is more appropriate).*

## **10 Ward Issues**

To deal with ward issues which councillors wish to raise. A councillor wishing to raise a ward issue must notify the Chair of the Council prior to the commencement of the meeting in accordance with Council Procedure Rule 12.8 (if any).

## **11 Urgent Decisions taken by the Cabinet or Cabinet Members**

In accordance with Scrutiny Procedure Rule 17, to receive details of any urgent decisions taken by the Cabinet or Cabinet Members since the Meeting of the Council on 13 October 2016.

## **12 Recommendations from Cabinet**

To consider the recommendations from the meeting of the Cabinet held on 16 November 2016 (herewith - page 9).

## **13 Review of Polling Districts and Polling Places 2016 - Report**

To consider the Report of the Assistant Director of Legal and Democratic Services (Report No 160/16 herewith - page 14).

## **14 Appointment of External Auditor**

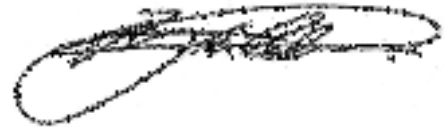
To consider the Report of the Deputy Chief Executive (Report No 161/16 herewith - page 42).

## **15 Local Council Tax Reduction Scheme 2017-18 - Report**

To consider the Report of the Director of Service Delivery (Report No 164/16 herewith - page 45).

## **16 Reporting Back on Meetings of Outside Bodies**

To receive feedback from the Council's representatives who serve on outside bodies in respect of meetings they have attended (if any). A councillor wishing to provide feedback must notify the Chair of the Council prior to the commencement of the meeting.



Robert Cottrill  
Chief Executive

For further information about items appearing on this Agenda, please contact Catherine Knight at Southover House, Southover Road, Lewes, East Sussex BN7 1AB. Telephone (01273) 471600.



## Lewes District Council

Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB

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**CHAIR**  
**Councillor NIGEL ENEVER**

### **CHAIR'S ENGAGEMENTS** **13 October 2016 – 7 December 2016**

Monday 17 October	10am	Chair: To attend a Peacehaven & District Chamber of Commerce breakfast meeting.
Thursday 20 October	7.30pm	Chair: To attend Her Majesty's Lord Lieutenants of Sussex SERFCA Awards Ceremony at Christ's Hospital School, Horsham.
Friday 21 October	7pm	Vice-Chair: To attend the Trafalgar Day commemoration dinner hosted by the Royal Society of St George Seahaven Branch at Deans Place Hotel, Alfriston.
Saturday 22 October	1pm	Chair and Consort: To have lunch and a trip on the Great Northern Saloon, starting at The Bluebell Railway, Sheffield Park Station.
Sunday 23 October	12pm	Chair: To attend the Cuckmere Buses 40th Anniversary Celebration at the Cavendish Hotel, Eastbourne.
Friday 28 October	7pm	Chair: To attend the Anne of Cleves House Annual General Meeting at Anne of Cleves House, Lewes.
Saturday 5 November	5.30pm	Chair and Consort: To host the annual Bonfire Celebrations for staff and civic guests at Lewes House, Lewes.
Monday 7 November	7pm	Chair: To attend East Sussex Music Service's Secondary Schools' Prom at the Winter Garden, Eastbourne.
Friday 11 November	10.45am	Chair: To attend the Peacehaven Town Council Maroon launch service for Remembrance at Meridian Park and the War Memorial, Peacehaven.

Friday 11 November	6.30pm	Chair: To attend the Reimagined Buildings screening of Jigsaw at the Gateway Café, Centenary Park, Peacehaven.
Sunday 13 November	9.45am	Chair: To attend Newhaven Town Council's Remembrance Sunday events and to lay a wreath, at St Michaels Church, the Town Memorial, and Mencap Hall, Newhaven.
Sunday 13 November	2pm	Chair: To attend Lewes Town Council's Remembrance Sunday events and to lay a wreath, at the War Memorial, Lewes.
Thursday 17 November	6.30pm	Chair and Consort: To attend the Rotary Club of Lewes Youth Music Concert at Lewes Town Hall.
Sunday 20 November	7.30pm	Chair and Consort: To attend New Sussex Opera's production of Trial by Jury at Lewes Crown Court.
Thursday 1 December	6pm	Chair and Consort: To host Santa's Grotto and mulled wine at Lewes House as part of Lewes Late Night Shopping (Chamber of Commerce event).
Friday 2 December	6pm	Chair: To attend Peacehaven's Annual Community Carol Concert hosted by the Mayor of Peacehaven at Community House, Peacehaven.

# **Council**

**7 December 2016**

## **Urgent Items (Agenda Item No 5)**

The Chair of the Council has agreed that, in accordance with Section 100B(4)(b) of the Local Government Act 1972, a Notice of Motion that has been received from Councillor Ient relating to the proposed fare increases for Southern rail passengers which are scheduled to be introduced in the New Year, which was circulated to all Members of the Council on 5 December 2016, be considered as a matter of urgency under Agenda Item No 5 at the Meeting of the Council on 7 December 2016 in order that discussion and any subsequent decisions thereon can be taken based on the most recent information which is available. Details of the Notice of Motion are set out below:

“The Lewes District Council deplores the fact that the Rail Delivery Group on behalf of the rail operators is putting up rail fares by an average of 2.3% this coming January 2017 this being especially painful for southern railway commuters bearing in mind the abominable service provided by the rail operator GTR/Govia. Accordingly this council requests that the Secretary of State for Transport cancels any fare increase on Southern Railways for the next 12 months.”

# **Council**

**7 December 2016**

## **Questions from Members of the Public (Agenda Item No 6)**

**The following question has been submitted by Mr Vivian Carrick, Secretary, Peacehaven Focus Group, which is to be put to the Cabinet Member for Planning, Councillor Jones:**

“Taking in to consideration the Supreme Court and very recent High Court ruling for immediate action for the UK government to review AQAPs, speed up and improve measures to combat harmful air pollution levels, particularly nitrogen dioxide and comply with EU Legislation, what immediate and future plans are Lewes District Council taking to address these matters and safeguard the health of their residents and future generations from Peacehaven to East Saltdean, because of recent, current and future building developments as stated in the Local Plan, which as a result increases traffic pollution, due to high levels of slow moving traffic both ways along the A259 particularly at rush hour?”



## **Agenda Item No: 12**



### **Cabinet recommendations for consideration by Council at the Meeting of the Council on Wednesday, 7 December 2016**

#### **Cabinet – 16 November 2016**

#### **34 Finance Update – Performance Quarter 2 - 2016/2017**

The Cabinet considered Report No 147/16 which provided an update on financial matters that affected the General Fund Revenue Account, the Housing Revenue Account and the approved Capital Programme.

Paragraph 4 of the Report set out details of the financial performance of the General Fund Revenue budgets at the end of Quarter 2 (September) 2016/2017, in respect of which the service details were shown at Appendix 1 thereto. Such performance had been largely in line with service budgets. Items to note were:

- spending on staff (adjusted for payments in respect of agency staff providing cover for short-term absences and shared staffing arrangements with Eastbourne Borough Council) was below budget;
- income generating activities were performing in line with, or exceeding, projections;
- the share of business rates income to be received by the General Fund in 2016/2017 was expected to reduce for reasons outside the Council's control with the net reduction for the year currently projected to be in the region of £280,000 compared to a projection of £215,000 at the end of Quarter 1;
- trends in housing benefit awarded and associated government

subsidy, which could have a net impact on the net budget, continued to be monitored and would be more identifiable later in the year; and

- the timing of Joint Transformation Programme activity was likely to result in the delivery of some of the savings target of £400,000 being deferred into 2017/2018 which was currently offset by a managed vacancy process that would remain until the main restructuring was complete.\*\*\*

The amount held in the General Fund Uncommitted Reserve was projected to be £2.3m at 31 March 2017 before any adjustment needed in respect of the items listed above.

Financial performance in respect of the Housing Revenue Account budgets at the end of Quarter 2 was set out in the table in paragraph 5.1 of the Report in respect of which spending and income was generally in line with service budgets and no significant variations had arisen since the Quarter 1 Report to Cabinet. Spending on responsive and void repairs was demand led and could be expected to fluctuate during the course of the year.

Appendix 2 to the Report set out details of the capital programme spending which was currently in line with expectations. Payments of £3.9m had been made by the end of Quarter 2 and there were no variations to the capital programme that required Cabinet approval.

The table in paragraph 8.1 of the Report set out details relating to Treasury Management investment performance at the end of Quarter 2 together with the average 7-day London Interbank Bid (LIBID) Rate. All activity was consistent with the Council's approved Treasury and Investment Strategy for 2016/2017. No new borrowing had been undertaken in Quarter 2 and long term borrowing remained at £56.6m.

Investments in Treasury Bills, bonds, certificates of deposits and other tradeable instruments were held securely in Custody accounts in the Council's name. Without such accounts, the Council could not access a significant range of investments which meant that its ability to diversify the portfolio was significantly affected.

The Council currently had two custody accounts in place, one of which was provided by a supplier that was no longer recommended for use by Arlingclose, the Council's treasury adviser. In order to maintain the opportunity for investment in such instruments, the Report recommended that a custody account be opened with an alternative supplier in respect of which the Council's financial procedure rules required Cabinet agreement.

The Chartered Institute of Public Finance and Accountancy's Code of Practice recommended that all councillors be informed of Treasury Management activities at least twice a year. A Mid-year Report for 2016/2017, which covered the period 1 April to 30 September 2016, was set out at Appendix 3 to Report No 147/16 which confirmed that the key elements of the approved

Treasury and Investment Strategy had been complied with during the first half of the year.

Resolved:

- |             |                                                                                                                                                                                 |     |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>34.1</b> | That the General Fund and Housing Revenue Account financial performance for the quarter ended 30 September 2016, as set out in sections 4 and 5 of Report No 147/16, be agreed; | DCE |
| <b>34.2</b> | That the Capital Programme financial performance for the quarter ended 30 September 2016, as set out in section 7 of the Report, be agreed;                                     | DCE |
| <b>34.3</b> | That the Treasury Management financial performance for the quarter ended 30 September 2016, as set out in section 8 of the Report, be agreed;                                   | DCE |
| <b>34.4</b> | That a custody account be opened to facilitate treasury management transactions as explained in section 8.4 of the Report; and                                                  | DCE |
| <b>34.5</b> | That the mid-year position for the Council's 2016/2017 Treasury Management and Investment Strategy be agreed.                                                                   | DCE |

It was further

Recommended:

- |             |                                                                                                                    |                     |
|-------------|--------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>34.6</b> | That the Mid-Year Treasury Management Report 2016/2017, as set out at Appendix 3 to Report No 147/16, be approved. | DCE<br>(to<br>note) |
|-------------|--------------------------------------------------------------------------------------------------------------------|---------------------|

Reasons for the Decisions:

A Report on current and anticipated financial performance is made to Cabinet to ensure that the financial health of the General Fund, Housing Revenue Account, Council Tax and Business Rates Collection Funds and the Capital Programme are kept under continual review. It is essential to ensure that the Council has a sound financial base from which to respond to changing activity levels and demand for statutory services and to ensure that, when appropriate, its finances are adjusted in response to reducing income levels and inflationary pressures on expenditure.

The Council's Treasury Management function deals with very large value transactions on a daily basis. It is essential that the Council is satisfied that appropriate controls are in place and in accordance with the Code of Practice on Treasury Management in the Public Services prepared by the Chartered Institute of Public Finance and Accountancy and adopted by the Council.

† *The Recommendation, and not the Resolutions, in the above Minute is for consideration by Council.*

*Councillors are requested to bring with them to the meeting Report No 147/16 which was circulated with the agenda papers for the meeting of the Cabinet on 16 November 2016. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail [trevor.hayward@lewes.gov.uk](mailto:trevor.hayward@lewes.gov.uk) or telephone 01273 471600.*

### **37 Adoption ‘Making’ of the Wivelsfield Neighbourhood Plan**

The Cabinet considered Report No 148/16 which related to the proposed adoption ‘making’ of the Wivelsfield Neighbourhood Plan.

The Localism Act 2011 had introduced a right for communities to prepare neighbourhood plans. Wivelsfield Parish Council, with support and advice from the Council, had produced a neighbourhood plan which had subsequently undergone a successful examination and referendum. Report No 148/16 considered whether the Plan should be adopted by the District Council as part of the statutory development plan.

When it formed part of the statutory development plan, the neighbourhood plan sat alongside the Local Plan that had been prepared by the Local Planning Authority. In instances when planning permission was sought in areas covered by an adopted neighbourhood plan, the application needed to be determined in accordance with both the neighbourhood plan and the Local Plan.

There were a number of legally prescribed stages that needed to be undertaken in the preparation of a neighbourhood plan. It needed to be subject to examination by an independent examiner. Subject to a positive outcome from such an examination, the plan then proceeded to a referendum. In instances when it was subject to a successful referendum, and the local planning authority was satisfied that European Union and human rights obligations had been met, it was a legal requirement to bring the plan into force as soon as was reasonably practicable.

Paragraphs 3.1 to 3.12 of the Report set out details relating to the progress of the Wivelsfield Neighbourhood Plan which, on Thursday 27 October 2016, had been the subject of a referendum which posed the following question to eligible voters:

“Do you want Lewes District Council to use the Neighbourhood Plan for Wivelsfield Parish to help it decide planning applications in the neighbourhood area?”

34% of registered electors had recorded votes, 555 of which were cast in favour of ‘yes’ against 23 in favour of ‘No’. It was declared that more than half of those voting had voted in favour of the Plan. Therefore, in accordance with

the Neighbourhood Planning Regulations, following the outcome of the referendum it was now for the Council to 'make' the neighbourhood plan in order that it formally became part of the development plan for Lewes District.

Recommended:

- 37.1** That the Wivelsfield Neighbourhood Plan be formally adopted as part of the statutory development plan for the district.

DRP  
(to  
note)

Reasons for the Decision:

The Wivelsfield Neighbourhood Plan has undergone a successful examination and received a majority vote in favour at a referendum.

To comply with the Localism Act which requires local planning authorities to 'make' a neighbourhood development plan as soon as reasonably practicable following a successful referendum.

† *Councillors are requested to bring with them to the meeting Report No 148/16 which was circulated with the agenda papers for the meeting of the Cabinet on 16 November 2016. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail [trevor.hayward@lewes.gov.uk](mailto:trevor.hayward@lewes.gov.uk) or telephone 01273 471600.*

**Agenda Item No:** 13 **Report No:** 160/16  
**Report Title:** Review of Polling Districts and Polling Places 2016  
**Report To:** Council **Date:** 7 December 2016  
**Ward(s) Affected:** All  
**Report By:** Catherine Knight, Assistant Director of Legal and Democratic Services  
**Contact Officer(s)-**

**Name(s):** Jackie Gavigan  
**Post Title(s):** Head of Democratic Services  
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### **Purpose of Report:**

- 1 The Council has a statutory duty to undertake a review of polling districts and polling places. This Report considers the outcome of the consultation process and makes recommendations to Council in order to complete the review for Lewes District.

### **Officer Recommendation(s):**

- 1 To consider the results of the consultation process;
  - 2 To approve the Returning Officer's proposals for Polling Places as set out in paragraph 15 and Appendix A of this Report; and
  - 3 To approve the Returning Officer's proposals for Polling Districts as set out in Appendix B of this Report, and as shown on the maps and table accompanying the consultation document.
- 

### **Reason for Recommendations**

- 1 To enable the Council to complete the polling review in accordance with the statutory requirements.

#### **Information**

- 2 The Council must regularly review the division of its area into polling districts and the places where electors are asked to vote. The last full review of the whole District was undertaken in 2014, and they should then be conducted at intervals approximately every 4 years.
- 3 However, a further full review is now required following the conclusion of the Local Government Boundary Commission for England's (LGBCE) electoral review of Lewes District. This review made changes to our District wards and

created a number of new parish wards, which resulted in the need to alter some of our polling districts accordingly.

- 4 The relevant legislation can be found in the Electoral Registration and Administration Act 2013 and in Schedule A1 to the Representation of the People Act 1983. Guidance is also published by the Electoral Commission.

### **Definitions**

- 5 A **parliamentary constituency** cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. Only the part of Lewes constituency that lies within Lewes District is being reviewed by this Council. The area of the constituency that lies outside the District is being reviewed separately by Wealden District Council.
- 6 A **polling district** is the area created by the division of a constituency or ward into smaller parts, within which a polling place can be selected which is convenient to the electors.
- 7 A **polling place** is the building or area in which polling stations will be selected by the Returning Officer.
- 8 A **polling station** is the actual area where the process of voting takes place and must be located within the polling place designated for the particular polling district.

### **The review process**

- 9 As part of the review process the Council must:
  - Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
  - Seek to ensure that, so far as is reasonable and practicable, the polling places are accessible to those who are disabled, and
  - When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

Key factors such as location, accessibility, size of venue, parking, availability and suitable facilities must be considered by the Returning Officer as part of the review.

- 10 The consultation period ran from 30 September 2016 to 3 November 2016. Notice of the review was published and displayed in public places across the District. Information about the review was made available on the Council's website.
- 11 Any elector in the whole of the Lewes constituency (whether they live in the District or not) could make representations to the Council and were asked to suggest alternative polling districts/places to those proposed where appropriate and to give reasons for the alternative.

- 12 As well as being available on request, the consultation document was sent to the local Member of Parliament, District and County Councillors, Town & Parish Councils, local political parties and the Returning Officer for Brighton & Hove City Council polling areas.
- 13 It was also sent to persons who have particular expertise in relation to access and disability issues including:
- Age UK – Lewes Area
  - Scope – Lewes Area
  - Lewes Area Access Group
  - Federation of Disabled People.
- 14 Information gathered following the elections held since 2014 was also considered as part of the review including feedback from voters, polling staff, polling station inspectors and Elections staff.

### **Results of consultation process**

- 15 Comments received and the Returning Officer's proposals are as follows:
- 15.1 **Chailey, Barcombe and Hamsey Ward** – no changes proposed to polling districts or places and no comments received.
- 15.2 **Ditchling and Westmeston Ward** - no changes proposed to polling districts or places and no comments received.
- 15.3 **East Saltdean and Telscombe Cliffs Ward** - no changes proposed to polling districts or places and no comments received.
- 15.4 **Kingston Ward** – no changes proposed to polling districts or places and no comments received.
- 15.5 **Lewes Bridge Ward** - no changes proposed to polling districts or places and no comments received.
- 15.6 **Lewes Castle Ward** – changes proposed to polling districts, no change to polling places. The LGBCE has changed the ward boundary so that Christie Road, Clare Road, Ferrers Road, Fitzjohns Road, Gundreda Road and Mildmay Road are now part of Lewes Priory ward. The LGBCE also decided that the District ward be split to create two Parish wards, Lewes Castle and Lewes Central. The boundary line for these two wards runs down the River Ouse. Therefore it is proposed that the two new Parish wards form the basis of polling districts LGA and LGB for this District Ward.

**It is recommended that the amended polling districts LGA, LGB and LGC be designated, as illustrated on the Lewes town map in Appendix B of this Report.**

- 15.7 **Lewes Priory Ward** - changes proposed to polling districts and to polling places. As outlined above, the LGBCE has moved the ward boundary so that Christie Road, Clare Road, Ferrers Road, Fitzjohns



Road, Gundreda Road and Mildmay Road are now included as part of Lewes Priory ward. These streets will become part of polling district LHA.

Comments were received from Cllr Ruth O'Keeffe requesting that consideration be given to the use of the reception area of Southover House as a polling venue for the East Sussex County Council elections in May 2017, instead of the Projectile Hall, Lewes Leisure Centre which was located on the very edge of the polling district. Officers investigated the possibility of using Southover House but found that, as the main reception would need to remain open to the public and in order to ensure the secrecy of the vote, a false wall would be required to completely seal off the west side of the reception area. In turn, voters would be entering via a fire escape door rather than through the main entrance so a ramp to enable wheelchair access would need to be constructed. Both these constructions would incur a cost to the Council for the sake of only one election, as it is intended to return to the more suitable venue of Southover Grange for all elections after 2017. There were also concerns regarding the lack of available parking and the difficulty with congestion outside of Southover House, without our adding any additional vehicles.

Therefore, Lewes Leisure Centre is considered to be the most suitable venue currently available for the May 2017 elections and it is proposed to continue its use until such time as the renovation work on Southover Grange has been completed. This is scheduled for completion at the end of March 2017. However, if the renovation work is completed earlier, then we would look to use Southover Grange for the elections in May 2017 and thereafter.

**It is recommended that the amended polling districts LHA and LHC be designated, as illustrated on the Lewes town map in Appendix B of this Report.**

**It is recommended that the Projectile Hall, Lewes Leisure Centre, Mountfield Road be designated as the polling place for polling district LHC for the scheduled elections in May 2017, unless the renovation works at Southover Grange are completed ahead of schedule. If this happens, then it is proposed that Southover Grange, Southover High Street be designated as the polling place instead.**

- 15.8 Newhaven North Ward** – changes proposed to polling districts and to polling places. The LGBCE has altered the warding of Newhaven to divide it east to west to form the two new District wards of Newhaven North and Newhaven South. It has been necessary to make adjustments to the polling districts to fit with the new boundaries of the District and Town Council wards.

Comments were received from Newhaven Town Council confirming that the Town Council had no objections to the proposals for polling districts and polling venues in this ward.

**It is recommended that the amended polling districts LIA and LIC be designated, as illustrated on the Newhaven town map in Appendix B of this Report.**

- 15.9 Newhaven South Ward** - changes proposed to polling districts and to polling places. The LGBCE has altered the warding of Newhaven to divide it east to west to form the two new District wards of Newhaven North and Newhaven South. It has been necessary to make adjustments to the polling districts to fit with the new boundaries of the District and Town Council wards.

Comments were received from Newhaven Town Council confirming that the Town Council had no objections to the proposals for polling districts and polling venues in this ward.

It is proposed that the Air Cadet Hut, Transit Road be used as the new polling place for polling district LJB. Previously electors have voted at the East Side Social Centre, Norton Terrace which has poor disabled access. The Air Cadets Hut has a permanent wheelchair ramp, ample parking and limited disruption will be caused to users as the hall is empty during the day. The Cadets have confirmed that they will be able to easily vacate in the evenings with notice.

**It is recommended that the amended polling districts LJA, LJB and LJC be designated, as illustrated on the Newhaven town map in Appendix B of this Report.**

**It is recommended that the Air Cadets Hut, Transit Road be designated as the polling place for polling district LJB.**

- 15.10 Newick Ward** – no changes proposed to polling district or place and no comments received.

- 15.11 Ouse Valley and Ringmer Ward** - no changes proposed to polling districts or places and no comments received.

- 15.12 Peacehaven East Ward** – changes proposed to polling district, no changes to polling places and no comments received. The LGBCE has altered the boundary of this ward to follow the line of the newly created Peacehaven Central Town Council ward to the west. It has been necessary to make adjustments to polling district LMB by moving the area to the west of Bolney Avenue to accommodate this.

**It is recommended that the amended polling district LMB be designated, as illustrated on the East Saltdean/Telscombe Cliffs/Peacehaven town map in Appendix B of this Report.**

- 15.13 Peacehaven North Ward** – changes proposed to polling districts, no changes to polling places and no comments received. The LGBCE has altered the boundary of this ward to follow the line of the newly created Peacehaven Central Town Council ward which includes the area between Glynn Road to the north and Firle Road to the south. It has been necessary to make a slight adjustment to polling district LNA and

to create polling district LNB to fit with the newly created Town Council ward.

**It is recommended that the amended polling districts LNA and LNB be designated, as illustrated on the East Saltdean/Telscombe Cliffs/Peacehaven town map in Appendix B of this Report.**

- 15.14 Peacehaven West Ward** – changes proposed to polling districts, no changes to polling places and no comments received. The LGBCE has altered the boundary of this ward to follow the line of the newly created Peacehaven Town Council Central ward and the altered West ward. It has been necessary to make a slight adjustment to polling districts LOA and LOC to fit with these new boundaries.

**It is recommended that the amended polling districts LOA and LOC be designated, as illustrated on the East Saltdean/Telscombe Cliffs/Peacehaven town map in Appendix B of this Report.**

- 15.15 Plumpton, Streat, East Chilmington and St John (Without) Ward** – no changes proposed to polling districts or places and no comments received.

- 15.16 Seaford Central Ward** - changes proposed to polling districts, no changes to polling places and no comments received. The LGBCE has altered the boundary of this ward to follow the line of the altered Seaford Town Council Central ward and the newly created Seaford Town Council Esplanade ward to the south of the A259 and Station Approach. It has been necessary to make slight adjustments to polling districts LQA and LQB to fit with these new boundaries.

**It is recommended that the amended polling districts LQA and LQB be designated, as illustrated on the Seaford town map in Appendix B of this Report.**

- 15.17 Seaford East Ward** – no changes proposed to polling districts or places and no comments received.

- 15.18 Seaford North Ward** – no changes proposed to polling districts or places and no comments received.

- 15.19 Seaford South Ward** – changes proposed to polling districts, no changes to polling places and no comments received. The LGBCE has altered the boundary of this ward to follow the line of the altered Seaford Town Council South ward and the newly created Seaford Town Council Sutton ward. It has been necessary to make slight adjustments to polling districts LTA and LTB to fit with these new boundaries.

**It is recommended that the amended polling districts LTA and LTB be designated, as illustrated on the Seaford town map in Appendix B of this Report.**

- 15.20 Seaford West Ward** - changes proposed to polling districts, no changes to polling places and no comments received. The LGBCE has

split the Seaford West District ward to form three new Seaford Town Council wards. The newly created Seaford Town Council Bay, Bishopstone and East Blatchington wards have made it necessary to create three new polling districts. Polling districts LUA, LUB and LUC exactly follow the new Town ward boundaries.

**It is recommended that the amended polling districts LUA, LUB and LUC be designated, as illustrated on the Seaford town map in Appendix B of this Report.**

- 15.21 Wivelsfield Ward** – no changes proposed to polling districts or places. Comments received from Wivelsfield Town Council asking if the Wivelsfield Parish could be split into two polling districts. The Parish Council explained that there was a proportion of the Parish population living in “West Wivelsfield”, an area that sits within Burgess Hill. It was conscious that there was an expectation for residents in this area to travel to Wivelsfield Green to vote, and asked that adding a polling station in the Worlds End area of Burgess Hill be considered.

The area concerned includes 559 of the total 1718 electors in the Wivelsfield Parish. There has been no elector contact or complaints made regarding the requirement to vote at Wivelsfield Parish Hall. There is also no evidence to suggest that there is a lower turnout amongst these electors due to the requirement to travel to Wivelsfield Green. As such, it is not proposed to change the number of polling districts or polling stations provided in this ward at this time.

- 15.22 All Polling Districts** – it is proposed that, in order to improve our risk resilience planning, that the polling place for each polling district covers the polling district itself and the neighbouring polling districts. This will allow the Returning Officer to allocate an alternative building near to the polling station, in the event that the designated polling place becomes unavailable, in an emergency for example.

**It is recommended that the Polling Place for each Polling District be designated as “the Polling District and neighbouring polling districts”.**

## **Implementation**

- 16** Council is asked to consider the comments received and recommended to approve the Returning Officer’s proposals for polling districts and polling places. Any changes to polling places will become effective at all elections held after this date unless otherwise stated in the Report. Any changes to polling districts will become effective at the next scheduled elections. Therefore, the new East Sussex County Council divisions and polling districts will be used at the elections on 4 May 2017. For any District, Town or Parish by-elections, the Council must use existing wards and polling districts until its scheduled elections in May 2019.
- 17** The Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places. Reasons have been

given in Appendix A to this Report with more detailed comments noted in paragraph 15 above.

- 18 Where a change in polling place and polling station is made, residents will be notified of the change by letter well in advance of the next scheduled elections. A reminder of the change will also be included on the poll cards for those areas at the next elections.
- 19 Copies of this Report have been sent to the original consultees. Details of the results of the review will be published on the Council's website.

### **Financial Appraisal**

- 20 There are no financial implications arising from the recommendations in this Report. Election costs are borne by the body for whom the election is being held.

### **Legal Implications**

- 21 None over and above those set out in the body of this Report.

### **Risk Management Implications**

- 22 The main risk is that the Council would fail in its statutory duty to comply with the requirements of the polling review. We will avoid this by implementing the review in accordance with the legislation and within the required timeframe.

### **Equality Screening**

- 23 I have completed the Equality Analysis screening report which is appended to this Report. Positive impacts are expected from the Polling Review as it aims to continuously improve polling venues and ensure better accessibility.

### **Background Papers**

- 24 Electoral Commission Guidance 'Review of polling districts, polling places and polling stations': <http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>
- 25 Consultation document, representations and maps of each ward showing polling district boundaries and situation of polling places: <http://www.lewes.gov.uk/council/25569.asp>

### **Appendix**

- 26 Appendix A – Polling Places Proposals Document

Appendix B – Maps:

- Lewes District proposed polling district boundaries, plus ward information
- Lewes - detail
- Newhaven - detail
- East Saltdean, Telscombe Cliffs & Peacehaven – detail
- Seaford – detail

## Appendix A

# Review of Polling Districts and Polling Places in Lewes District

## Polling Places Proposals document

Electorate as at 01/09/2016 (Figures in brackets after building name show first year of use as a polling place)

### Chailey, Barcombe & Hamsey Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LAA	<b>BARCOMBE VILLAGE HALL (2011)</b> Barcombe Mills Road Barcombe Lewes, BN8 5BH	1149	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out. Short walk from the centre of the village.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2011. Most suitable venue within the polling district.	None
LAD/ LPD	<b>BEECHWOOD HALL (2009)</b> Beechwood Lane Cooksbridge Lewes, BN7 3QG	490 (LAD) 49 (LPD)	Located within polling district LAD but outside polling district LPD. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2009. Most suitable venue within the polling district and for the neighbouring polling district.	None
LAC	<b>CHAILEY PARISH HALL (1983)</b> Chailey Green Road Chailey Green Lewes, BN8 4DA	2409	Located within the polling district. Accommodates two polling stations. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None

### Ditchling & Westmeston Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LCA	<b>DITCHLING VILLAGE HALL (1983)</b> Lewes Road Ditchling Hassocks, BN6 8TT	1366	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LCC/ LPB	<b>WESTMESTON PARISH HALL</b>	254 (LCC) 141 (LPB)	Located within polling district LCC and outside of polling district	<b>No change</b>	Established use with no record of complaints. Most suitable	None



	<b>(2003)</b> Lewes Road Westmeston Hassocks, BN6 8RL		LPB. Easily accommodates the required polling station. Plenty of car parking available. Good disabled access.		venue within the polling district.	
<i>LCB</i>	<b>WIVELSFIELD VILLAGE HALL</b>	<i>As below</i>	<i>As below</i>	<b>As below</b>	<i>As below</i>	<i>None</i>

#### East Saltdean & Telscombe Cliffs Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LDA	<b>ST MARTINS CHURCH HALL (1983)</b> Longridge Avenue Saltdean Brighton, BN2 8RB	2331	Located just outside the polling district. Accommodates two polling stations. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Just outside of the polling district, but a good location for electors to get to.	None
LDB	<b>TELSCOMBE PARISH HALL (1983)</b> Tyedean Road Telscombe Cliffs Peacehaven BN10 7AU	1686	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. On street car parking available.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LDC	<b>TELSCOMBE CLIFFS CP SCHOOL – NURSERY (2003)</b> Telscombe Cliffs Way Telscombe Cliffs Peacehaven BN10 7DE	1731	Located within the polling district. Easily accommodates the required single polling station. On street car parking available. Good disabled access. The only concern raised has been the distance from Telscombe Village by road.	<b>No change</b>	Long established use with no record of complaints. Generally in a good location within the polling district. As there is no access to vehicles across Telscombe Tye, the distance from Telscombe village by road is unavoidable.	None

#### Kingston Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LEA	<b>FALMER PARISH HALL (1983)</b>	140	Located within the polling district. Easily accommodates the	<b>No change</b>	Long established use with no record of complaints. Most	None

	South Street Falmer Brighton, BN1 9PQ		required single polling station. Plenty of car parking available. Good disabled access.		suitable venue within the polling district.	
LEB	<b>IFORD VILLAGE HALL (1983)</b> The Street Iford Lewes, BN7 3EL	158	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LEC	<b>KINGSTON PARISH HALL (1983)</b> The Street Kingston Lewes District Council, BN7 3NT	705	Located within the polling district. Easily accommodates the required single polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LED	<b>PIDDINGHOE VILLAGE HALL (1983)</b> The Street Piddinghoe Newhaven, BN9 9AS	220	Located within the polling district. Easily accommodates the required single polling station. No parking available, turning area only. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Ideally situated within the polling district.	None
LEE / LEG	<b>RODMELL VILLAGE HALL (1983)</b> Martens Field Rodmell Lewes, BN7 3HR	346 (LEE) 36 (LEG)	Located within polling district LEE but outside polling district LEG. Accommodates the required single polling station. Plenty of car parking available. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling district.	None
LEF	<b>CHRIST CHURCH HALL</b>	<i>As below</i>	<i>As below</i>	<b><i>As below</i></b>	<i>As below</i>	<i>None</i>

#### Lewes Bridge Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LFA / LGB / LGC	<b>THE TOWN HALL – CORN EXCHANGE (1983)</b> Fisher Street Entrance	801 (LFA) 755 (LGB) 871(LGC)	Located within polling district LGB but just outside polling districts LFA and LGC. Accommodates three polling stations. No on street parking, but car parks	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling districts.	None



	Lewes, BN7 2DE		available close by. Good disabled access.			
LFB	<b>CLIFFE HALL (1983)</b> Cliffe High Street Lewes, BN7 2AN	940	Located within the polling district. Easily accommodates the required single polling station. Very limited parking. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district	None
LFC	<b>MALLING COMMUNITY CENTRE (1983)</b> Spences Lane Lewes, BN7 2HQ	1975	Located within the polling district. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Ideally situated within the polling district.	None

#### Lewes Castle Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LGB / LGC	<b>THE TOWN HALL - CORN EXCHANGE</b>	<i>As above</i>	<i>As above</i>	<b>As above</b>	<i>As above</i>	<i>None</i>
LGA	<b>LEWES YOUTH CENTRE (1983)</b> Landport Road Lewes, BN7 2SU	1379	Located within the polling district. Accommodates one polling station. Plenty of on street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None

#### Lewes Priory Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LHA	<b>ST MARYS SOCIAL CENTRE (1983)</b> Christie Road Lewes, BN7 1PL	1774	Located within polling district LHA. Accommodates two polling stations. Car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LHB / LEF	<b>CHRIST CHURCH HALL (2014)</b> Fitzjohns Road Lewes, BN7 1BL	2474(LHB) 78 (LEF)	Located just outside polling district LHB and next to polling district LEF. Accommodates three polling stations. Ample parking.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	None
LHC	<b>LEWES LEISURE CENTRE – PROJECTILE HALL</b>	1741	Located on the edge of the polling district. Accommodates two polling stations. Long walk for	<b>That the Projectile Hall, Lewes</b>	<b>Although the Projectile Hall, Lewes Leisure Centre meets many of the requirements of</b>	<b>Yes, see paragraph 15.7 of the</b>

	<b>(2016)</b> Mountfield Road Lewes, BN7 2XG		electors without a car. Plenty of car parking. Good disabled access.	<b>Leisure Centre remain as the polling station until the renovation work on Southover Grange is complete.</b>	<b>a good polling venue, there is a strong argument for moving it to a more central location in the polling district. The Southover Grange refurbishment is due to complete at the end of March 2017, however, this is not guaranteed. It is for this reason that the next election be scheduled to be held at the Leisure Centre. If the works are finished earlier then Southover Grange will be used instead.</b>	<b>report</b>
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#### Newhaven North Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LIA	<b>LEWES ROAD SOCIAL CENTRE (1983)</b> Lewes Road Newhaven, BN9 9BL	1752	Located inside the polling district. Accommodates two polling stations. Lighting adequate. On street parking. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LIC	<b>DENTON &amp; MOUNT PLEASANT SOCIAL CENTRE (1983)</b> Denton Road Denton Newhaven, BN9 0PX	2072	Located inside the polling district. Accommodates two polling stations. Own car park.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None

#### Newhaven South Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LJA / LJC	<b>HILLCREST CENTRE (2015)</b> Bay Vue Road Newhaven, BN9 9LH	1122 (LJA) 1795 (LJC)	Located inside polling district LJC and next to polling district LJA. Accommodates three polling stations. Has own large car park.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	None

			Good disabled access.			
LJB	<b>AIR CADETS HUT</b> Transit Road Newhaven, BN9 0BB	254	There have historically been difficulties with disabled access at the current polling venue of East Side Social Centre. The Air Cadets Hut has good disabled access. Located inside the polling district. Accommodates the required single polling stations. Ample car park.	<b>That the polling station change from East Side Social Centre to the Air Cadets Hut.</b>	<b>East Side Social Centre has poor disabled access. The Air Cadets Hut has a permanent wheelchair ramp. Limited disruption will be caused to users as the hall is empty during the day and the Cadets can vacate in the evenings with notice.</b>	None

#### Newick Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LKA	<b>NEWICK VILLAGE HALL (2016)</b> Western Road Newick, BN8 4LE	2045	Located inside the polling district. Accommodates two polling stations. Has own large car park. Good disabled access.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	None

#### Ouse Valley & Ringmer Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LLA	<b>RINGMER VILLAGE HALL (1983)</b> Lewes Road Ringmer Lewes, BN8 5QH	3683	Located inside the polling district. Adequate size. Accommodates two polling stations. Has own large car park. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LLB / LLC	<b>BEDDINGHAM READING ROOM (1999)</b> Station Road Glynde Lewes, BN8 6RU	166 (LLB) 191 (LLC)	Located inside the polling district for LLC but outside for LLB. Accommodates one polling station. On road parking. Small lip at door threshold giving poor wheelchair access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district. Hazard tape used to assist disabled voters at entrance.	None
LLD	<b>FIRLE VILLAGE HALL (1983)</b> The Street Firle Lewes, BN8 6NS	243	Located within the polling district. Accommodates one polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None

LLE / LLF	<b>DENTON HOUSE COMMUNITY HALL (2005)</b> Forward Close South Heighton Newhaven, BN9 0JY	756 (LLE) 23 (LLF)	Located within polling district LLF but outside LLE. Accommodates one polling station. Adequate size. On road parking. Disabled access.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	None
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#### Peacehaven East Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LMA	<b>SPORTS PAVILION (2011)</b> Piddinghoe Avenue Peacehaven BN10 8RH	1705	Located outside the polling district. Accommodates one polling station. Large car park. Good disabled access.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	None
LMB	<b>EVANGELICAL FREE CHURCH HALL (1983)</b> Mayfield Avenue Peacehaven BN10 8RE	1509	Located within the polling district. Accommodates one polling station. Good car parking. All on one level with no steps. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LMC	<b>SCOUT HEADQUARTERS (1983)</b> Arundel Road Peacehaven BN10 8TE	727	Located outside the polling district. Accommodates one polling station. On street parking. Rough pathway to entrance makes disabled access poor.	<b>No change</b>	No other suitable venue within the polling district. Temporary pathway considered but was not a practical solution to the access issues. Polling station is set up to ensure disabled voters can be seen at the entrance by polling staff and offered assistance, and additional signage is provided.	None

#### Peacehaven North Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LNA / LNB	<b>MERIDIAN COUNTY PRIMARY SCHOOL (1987)</b>	729 (LNA) 1553 (LNB)	Located outside the polling district. Accommodates two polling stations. Excellent car	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the	None

	Roderick Avenue North Peacehaven BN10 8BZ		parking facilities. Good disabled access.		polling district.	
LNC	<b>THE ANNEXE ROOM (1991)</b> Meridian C P School Roderick Avenue North Peacehaven BN10 8BZ	1329	Located within the polling district. Accommodates one polling station. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the polling district.	None

#### Peacehaven West Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LOA/ LOC	<b>MERIDIAN CENTRE - ANZAC ROOM (1983)</b> Greenwich Way Peacehaven BN10 8BB	1248 (LOA) 114 (LOC)	Located just outside the polling district LOA but inside polling district LOC. Accommodates two polling stations. Disabled access. Ample parking. Central position.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LOB	<b>PEACEHAVEN HEIGHTS INFANT SCHOOL (1999)</b> Hodder Avenue Peacehaven BN10 7QY	2303	Located inside the polling district. Accommodates two polling stations. Adequate size. Car parking with disabled spaces. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None

#### Plumpton, Streat, East Chiltington & St John (Without) Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LPA/ LPC	<b>PLUMPTON VILLAGE HALL (1983)</b> West Gate Plumpton Green Lewes, BN7 3BQ	1266 (LPA) 342 (LPC)	Located inside the polling district LPA but outside the polling district LPC. Accommodates one polling station. Adequate size. Disabled access. Good parking facilities. Centrally located.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
<i>LPB</i>	<b>WESTMESTON</b>	<i>As above</i>	<i>As above</i>	<b>As above</b>	<i>As above</i>	None

	<b>PARISH HALL</b>					
<i>LPD</i>	<b>BEECHWOOD HALL</b>	<i>As above</i>	<i>As above</i>	<b>As above</b>	<i>As above</i>	None

#### Seaford Central Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LQA	<b>THE CLINTON CENTRE (1995)</b> Clinton Place Seaford, BN25 1NP	1534	Located within the polling district. Accommodates two polling stations. Adequate size. Located centrally within the town. On street parking only. Disabled access.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	None
LQB	<b>CLAREMONT HALL (2009)</b> Brooklyn Road Seaford, BN25 2DX	2353	Located just outside the polling district. Accommodates one polling station. Adequate size. 6-8 parking spaces.		Established use with no record of complaints. Most suitable venue within the polling district.	

#### Seaford East Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LRA	<b>ST LUKES CHURCH HALL (1995)</b> Walmer Road Seaford, BN25 3TH	2819	Located within the polling district. Accommodates two polling stations. Adequate size. On street parking. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None
LRB/ LTA	<b>SEAFORD HEAD SCHOOL (2009)</b> Sutton Avenue Seaford, BN25 4LX	1160 (LRB) 3343 (LTA)	Located inside the polling district LTA but outside the polling district LRB. Accommodates three polling stations. Car parking on site and on street. Disabled access adequate.	<b>No change</b>	Established use as a polling venue. No other suitable venue within the polling district.	None

#### Seaford North Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LSA/ LTB	<b>DOWNS LEISURE CENTRE - SUTTON HALL</b>	1191 (LSA) 426 (LTB)	Located outside the polling district. Accommodates two polling stations. Adequate size.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the	None

	<b>(1983)</b> Sutton Road Seaford, BN25 4QW		Plenty of on site parking available. Disabled access.		polling district.	
LSB	<b>CRADLE HILL COUNTY PRIMARY SCHOOL (1987)</b> Lexden Road Seaford, BN25 3BA	2964	Located within the polling district. Accommodates two polling stations. Adequate size. Disabled access and plenty of parking. Lighting good.	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the polling district.	None

### Seaford South Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LTA	<b>SEAFORD HEAD SCHOOL</b>	<i>As above</i>	<i>As above</i>	<b>As above</b>	<i>As above</i>	<i>None</i>
LTB	<b>DOWNS LEISURE CENTRE - SUTTON HALL</b>	<i>As above</i>	<i>As above</i>	<b>As above</b>	<i>As above</i>	<i>None</i>

### Seaford West Ward

Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LUA / LUB / LUC	<b>SEAFORD BAPTIST CHURCH HALL (1983)</b> Belgrave Road Seaford, BN25 2EE	1862 (LUA) 1395 (LUB) 727 (LUC)	Located just outside the polling district. Accommodates three polling stations. Adequate size. Disabled access. Car parking available on site and in surrounding roads.	<b>No change</b>	Long established use as a polling venue. No other suitable venue within the polling district.	None

### Wivelsfield Ward


Polling District	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LBA / LCB	<b>WIVELSFIELD VILLAGE HALL (1983)</b> Eastern Road Wivelsfield Haywards Heath RH17 7QH	1740 (LBA) 430 (LCB)	Located within polling district LBA but just outside polling district LCB. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	None

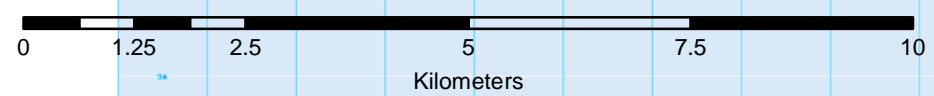


**Key**

ID, Name
1-Wivelsfield Ward
2-Plumpton, Streat, East Chilmington & St John Ward
3-Chailey, Barcombe & Hamsey Ward
4-Lewes Priory Ward
5-Lewes Castle Ward
6-Peacehaven West Ward
7-Newick Ward
8-Lewes Bridge Ward
9-Peacehaven North Ward
10-Peacehaven East Ward
11-Newhaven South Ward
12-Seaford West Ward
13-Seaford Central Ward
14-Seaford North Ward
15-Seaford South Ward
16-Seaford East Ward
17-Ditchling & Westmeston Ward
18-Kington Ward
19-East Saldean & Telscombe Cliffs Ward
20-Newhaven North Ward
21-Ouse Valley & Ringmer Ward
Polling District Boundaries
Lewes District

**Lewes Proposed Polling District Boundaries 2016  
Plus Ward Information**

 1:85,000





**Key**

**ID, Name**

- 1-Wivelsfield Ward
- 2-Plumpton, Streat, East Chiltington & St John Ward
- 3-Chailay, Barcombe & Hamsey Ward
- 4-Lewes Priory Ward
- 5-Lewes Castle Ward
- 6-Peacehaven West Ward
- 7-Newick Ward
- 8-Lewes Bridge Ward
- 9-Peacehaven North Ward
- 10-Peacehaven East Ward
- 11-Newhaven South Ward
- 12-Seaford West Ward
- 13-Seaford Central Ward
- 14-Seaford North Ward
- 15-Seaford South Ward
- 16-Seaford East Ward
- 17-Ditchling & Westmeston Ward
- 18-Kingston Ward
- 19-East Saltdean & Telscombe Cliffs Ward
- 20-Newhaven North Ward
- 21-Ouse Valley & Ringmer Ward

■ Polling District Boundaries

■ Lewes District

Lewes Youth Centre

St Marys Social Centre

Christ Church Hall

Malling Community Centre

Cliffe Hall

Lewes Town Hall - Corn Exchange

Lewes Leisure Centre - Projectile Hall

Lewes Proposed Polling District Boundaries 2016  
LEWES



**Key**

**ID, Name**

- 1-Wivelsfield Ward
- 2-Plumpton, Streat, East Chilington & St John Ward
- 3-Chailley, Barcombe & Hamsey Ward
- 4-Lewes Priory Ward
- 5-Lewes Castle Ward
- 6-Peacehaven West Ward
- 7-Newick Ward
- 8-Lewes Bridge Ward
- 9-Peacehaven North Ward
- 10-Peacehaven East Ward
- 11-Newhaven South Ward
- 12-Seaford West Ward
- 13-Seaford Central Ward
- 14-Seaford North Ward
- 15-Seaford South Ward
- 16-Seaford East Ward
- 17-Ditchling & Westmeston Ward
- 18-Kingston Ward
- 19-East Saltdean & Telscombe Cliffs Ward
- 20-Newhaven North Ward
- 21-Ouse Valley & Ringmer Ward

Polling District Boundaries

Lewes District

Denton & Mount Pleasant Social Centre

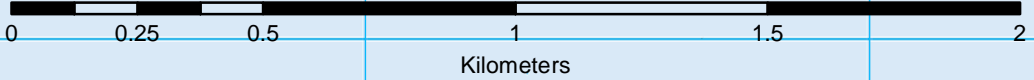
Lewes Road Social Centre

Air Cadets Hut

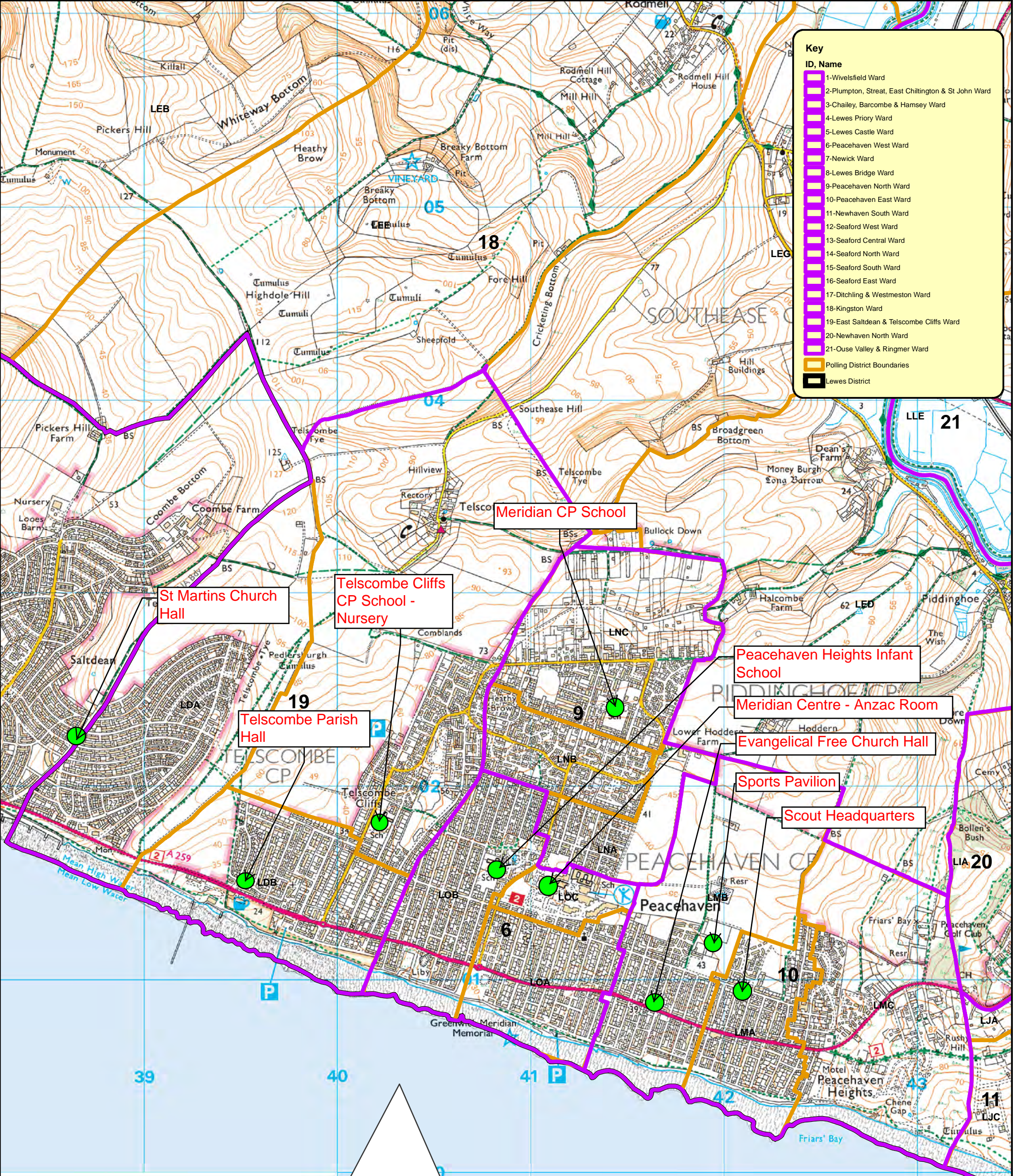
Hillcrest Centre

**Lewes Proposed Polling District Boundaries 2016  
NEWHAVEN**

1:15,000



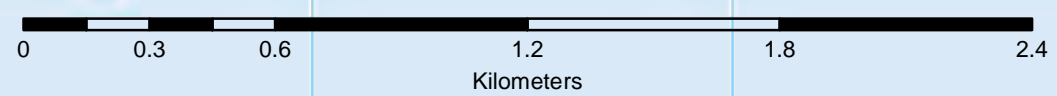




Key	
ID, Name	
1-Wivelsfield Ward	
2-Plumpton, Streat, East Chiltington & St John Ward	
3-Chailey, Barcombe & Hamsey Ward	
4-Lewes Priory Ward	
5-Lewes Castle Ward	
6-Peacehaven West Ward	
7-Newick Ward	
8-Lewes Bridge Ward	
9-Peacehaven North Ward	
10-Peacehaven East Ward	
11-Newhaven South Ward	
12-Seaford West Ward	
13-Seaford Central Ward	
14-Seaford North Ward	
15-Seaford South Ward	
16-Seaford East Ward	
17-Ditchling & Westmeston Ward	
18-Kingston Ward	
19-East Saltdean & Telscombe Cliffs Ward	
20-Newhaven North Ward	
21-Ouse Valley & Ringmer Ward	
Polling District Boundaries	
Lewes District	

**Lewes Proposed Polling District Boundaries 2016  
EAST SALTDEAN / TELSCOMBE CLIFFS/  
PEACEHAVEN**

1:18,000







Key

ID, Name

1-Wivelsfield Ward

2-Plumpton, Streat, East Chiltington & St John Ward

3-Chailly, Barcombe & Hamsey Ward

4-Lewes Priory Ward

5-Lewes Castle Ward

6-Peacehaven West Ward

7-Newick Ward

8-Lewes Bridge Ward

9-Peacehaven North Ward

10-Peacehaven East Ward

11-Newhaven South Ward

12-Seaford West Ward

13-Seaford Central Ward

14-Seaford North Ward

15-Seaford South Ward

16-Seaford East Ward

17-Ditchling & Westmeston Ward

18-Kingston Ward

19-East Saltdean & Telscombe Cliffs Ward

20-Newhaven North Ward

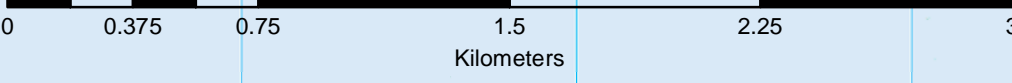
21-Ouse Valley & Ringmer Ward

Polling District Boundaries

Lewes District

Lewes Proposed Polling District Boundaries 2016  
SEAFORD

1:22,585





## **Appendix: Equality Analysis Report**

<b>Title:</b>	<b>Review of Polling Districts and Polling Places 2016</b>
<b>EA Lead :</b>	<b>Jackie Gavigan</b>
<b>EA Team:</b>	<b>Electoral Services</b>
<b>Date Commenced:</b>	<b>August 2016</b>
<b>Target Completion Date:</b>	<b>November 2016</b>
<b>Reason for assessment:</b>	<b>Report to Council</b>

### **Context and Scope**

1. What are the main purposes and aims of the service/project/decision?

*The Polling Districts and Polling Places Review examines the Council's existing polling arrangements including buildings used, and makes recommendations for changes where applicable.*

2. What effect does it have on how other organisations operate and what commitments of resources are involved?

*The Review does not affect how other organisations operate. The Review is being undertaken by the Council's Electoral Services Manager.*

3. How does it relate to the demographics and needs of the local community?

*As the purpose of the Review is to look at potentially changing polling venues where improved accessibility is required, it has the potential to relate to all electors within the voting area.*

4. How does it relate to the local and national political context?

*Any recommended changes to polling venues will be actioned at the next scheduled elections and used at all elections thereafter.*

5. Is there any obvious impact on particular equality groups?

	Race (includes ethnic or national origins, colour, & nationality)			Disability (includes mental & physical)			Gender (includes gender reassignment)			Pregnancy (includes maternity & paternity)			Sexual Orientation (includes heterosexual, homosexual & bisexual)			Religion & Belief (includes all faiths, beliefs & agnostic)			Age (includes all age groups)		
Impact	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None
Tick if relevant			✓	✓			✓					✓			✓			✓	✓		

6. How does it help to us meet our general duties under the Equality Act 2010?

*The Review helps us improve access to the democratic process for all electors.*

7. What is the scope of this analysis?

*The Review examines the Council's polling arrangements in respect of provision of polling places and seeks to improve these where possible.*

## Information gathering and research

8. What existing information and data was obtained and considered in the assessment?

*The Review was carried out by visiting all existing polling places. Potential new venues were sourced by canvassing councillors, electors, and interested organisations. Every proposed new venue was visited and assessed against the Electoral Commission's requirements for a suitable polling venue. The proposals were compiled into a consultation document which was open for representations between 30 September and 3 November 2016. Information gathered from election feedback and debrief meetings was also used to inform the proposals.*

9. What gaps in information were identified and what action was undertaken/is planned to address them?

*None identified.*

10. What communities and groups have been involved and what consultation has taken place as part of this assessment?

*All councillors, residents and specific access groups have been consulted as part of the public consultation process.*

## **Analysis and assessment**

11. What were the main findings, trends and themes from the research and consultation undertaken?

*That where possible, polling buildings should be centrally located in the polling district and be accessible to all electors.*

12. What positive outcomes were identified?

*That where proposing a change to a polling venue, improvements to access are made for electors.*

13. What negative outcomes were identified?

*Due to limited appropriate venues, it is not always possible to meet all the requirements of an ideal polling venue. However, in such cases necessary provisions are put in place to make those venues as accessible as possible.*

## Action planning

14. The following specific actions have been identified: *(see paragraph 25 of the guidance)*

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
<i>As per Polling Places Proposals document</i>					



## Summary Statement

Between August 2016 and November 2016, an Equality Analysis was undertaken by the Head of Democratic Services on the Review of Polling Districts and Polling Places.

Due regard was given to the general equalities duties and to the likely impact of the service on people with protected characteristics, as set out in the Equality Act 2010.

The assessment identified:

The decision is likely to have positive outcomes for all electors in the voting area as the purpose of the Review of Polling Districts and Polling Places is to seek to improve access to the democratic process for all electors.

## Approval

Director/Head of Service	Head of Democratic Services
Signed	Jackie Gavigan
Dated	16 November 2016

**Agenda Item No:** 14 **Report No:** 161/16  
**Report Title:** Appointment of External Auditor  
**Report To:** Council **Date:** 7<sup>th</sup> December 2016  
**Cabinet Member:** Councillor Bill Giles  
**Ward(s) Affected:** All  
**Report By:** Alan Osborne, Deputy Chief Executive  
**Contact Officer(s)-**  
**Name(s):** David Heath  
**Post Title(s):** Head of Audit, Fraud and Procurement  
**E-mail(s):** david.heath@lewes.gov.uk  
**Tel No(s):** 01273 - 484157

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**Purpose of Report:**

To seek authorisation to opt into the national public sector scheme for the appointment of external auditors.

**Officers Recommendation(s):**

- 1 To authorise the Deputy Chief Executive to accept the invitation received from Public Sector Audit Appointments Limited to enrol the Council in the national public sector scheme for the appointment of external auditors.

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**1. Reasons for Recommendations**

- 1.1. An external auditor for the audit of the accounts for 2018/19 must be appointed before the end of 2017.

**2. Background**

- 2.1. Previously external auditors were appointed to authorities by the Audit Commission. With the closure of the Audit Commission on 31<sup>st</sup> March 2015 its various functions were transferred.
- 2.2. Public Sector Audit Appointments Limited (PSAA) was incorporated by guarantee by the Local Government Association (LGA) in August 2014. It is based in the LGA's offices in London but is operationally independent.
- 2.3. There is a revised timetable for the completion of the audit of accounts for 2017/18. The Audit and Standards Committee will need to accept the audited accounts by the end of July.

### **3. Information**

- 3.1. The external auditor for the audit of the accounts for 2018/19 must be appointed before the end of 2017. The Council now has a choice as to how it makes that appointment.
- 3.2. The Secretary of State has awarded the role of appointing local auditors under a national scheme to PSAA which is a not-for-profit company owned by the Local Government Association's "Improvement and Development Agency" (IDeA). It was established to operate the transitional arrangements following closure of the Audit Commission.
- 3.3. PSAA has written to the Council, asking it if it wishes to opt into the national scheme. Any decision to opt in must be made by full Council and the closing date for acceptance is 9 March 2017. There is not a fee to opt into the national scheme. However opted-in bodies will be charged audit fees to cover the cost of PSAA appointing local auditors and managing the arrangements. The fee will reflect the size, audit risk and complexity of the work requested.
- 3.4. PSAA believe that the audit fees achieved through large contracts under the national scheme will be lower than the costs that individual authorities might be able to negotiate. The length of the contract between PSAA and firms will be 5 years. PSAA will consult individual authorities on individual auditor appointments.
- 3.5. PSAA will seek feedback on its auditors as part of its engagement with its local authority members. It will have a complaints process and it will undertake contract monitoring of the firms it appoints. PSAA anticipates that it will consult on and make final auditor appointments by 31 December 2017 and consult on, propose, and publish audit fees by 31 March 2018.

### **4. Considerations**

- 4.1. Consideration has also been given to the sharing of services with Eastbourne Borough Council. If each authority is allocated a different external auditor this could cause issues with duplicated work and, possibly, different standards being used by different companies.
- 4.2. The PSAA has informed officers that in setting up the new arrangements one of its aims will be to make auditor appointments that take account of joint working and shared service arrangements. Requests for the same auditor as another authority will be considered providing there is no conflict with auditor independence considerations e.g. an audit firm could not properly audit schemes on which it had previously been engaged as an advisor. The PSAA has also confirmed that they will request the information on joint working and independence constraints after the opt-in period closes on 9<sup>th</sup> March 2017, in the March-April 2017 period.

### **5. Financial Appraisal**

- 5.1. If the Council chooses not to opt in to the national scheme then it will be responsible for procuring external auditors itself and for managing the contract with them. It will also be required to set up an auditor panel with independent

members. (Opting in to the national scheme will remove the need to set up an auditor panel).

- 5.2. By not opting in the Council will not benefit from lower fees that could be negotiated by PSAA from the number of authorities that they would be negotiating for.
- 5.3. There will be a fee payable to PSAA although this has not yet been determined as well as the fee payable to the company providing the external audit service. In their recent letter PSAA stated that "PSAA will pool scheme costs and charge fees to audited bodies in accordance with a fair scale of fees which has regard for size, complexity and audit risk as evidenced by audit fees for 2016/17" and "scale fees will be determined by the prices achieved in the auditor procurement that PSAA will need to undertake".

## **6. Legal Implications**

- 6.1. There are no legal implications arising from this report.

## **7. Risk Management Implications**

- 7.1. By not enrolling in the PSAA scheme the Council is likely to incur higher fees for its external audit for 2018/19 and onwards as well as a significant additional administrative burden for the process.

## **8. Equality Implications**

- 8.1. There are no equality implications arising from this report.

## **9. Background Papers**

- 9.1. None.

**Agenda Item No:** 15 **Report No:** 164/16  
**Report Title:** Local Council Tax Reduction Scheme 2017/18  
**Report To:** Council **Date:** 7 December 2016  
**Cabinet Member:** Councillor Bill Giles  
**Ward(s) Affected:** All  
**Report By:** Ian Fitzpatrick, Director of Service Delivery  
**Contact Officer(s)-**  
**Name(s):** Ian Morris  
**Post Title(s):** Head of Revenues and Planning  
**E-mail(s):** [ian.morris@lewes.gov.uk](mailto:ian.morris@lewes.gov.uk)  
**Tel No(s):** Ex. 4079

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### **Purpose of Report:**

To adopt a Council Tax Reduction Scheme for 2017/18 as required by legislation.

### **Officers Recommendation(s):**

- 1 That the 2016/17 Council Tax Reduction Scheme be adopted as the local scheme for 2017/18, subject to two minor amendments.
- 2 That Exceptional Hardship fund continues for 2017/18 subject to continued support by the major preceptors.

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### **Reasons for Recommendations**

- 1 To clarify the existing Council Tax Reduction Scheme rules for self employed applicants and to clarify the approach taken to the use of Self Employed income for disabled residents in the calculation of financial support for Council Tax.

### **Information**

- 2 The coalition government abolished the national Council Tax Benefit scheme from April 2013 and required local authorities to develop and adopt their own scheme of support for working age claimants. This change came with a 10% cut in funding, for the Council this was c£0.8m.
- 3 To protect pensioner households from any reduction in support, the government put in place a national scheme that local authorities had to adopt. Therefore, any changes to the local scheme only apply to working age households.

- 4 The Council, on 10 January 2013, adopted a local scheme of support for 2013/14 which, in the main, followed the rules of the Council Tax Benefit scheme, as well as agreeing changes to certain council tax discounts and exemptions.
- 5 On 9 December 2015 the Council adopted a revised scheme for 2016/17 that:
  - Limited a Council Tax Reduction to 80% of the council tax liability
  - Assumed a minimum income for working age claimants who have been self-employed for more than 12 month, subject to a number of exceptions for Lone Parents, Carers and those who are both self-employed and on PAYE.
- 6 The current scheme, which is similar to the schemes adopted by Eastbourne, Rother and Wealden councils follows the principles of protecting the most vulnerable, incentivising individuals into work and taking into account and meeting the financial pressures on the Council and the major preceptors.
- 7 The changes made to the 2016/17 scheme have reduced the overall cost of the scheme by c£1.3m to c£6.5m against the cost of the scheme in 2015/16

#### **Proposed Changes to the Scheme for 2017/18**

- 8 To clarify the level of income that will be used when calculating Self Employed income for the purpose of determining entitlement to support under the Council Tax Reduction Scheme. The proposed rewrite of paragraph 29A.1 (see Appendix A) of the current scheme does not alter the current workings of the scheme. The amendment has been proposed due to external challenge that the existing paragraph is ambiguous.
- 9 To reduce the Minimum Income Floor for working age self-employed applicants (or partners) that are registered blind or are in receipt of one of the following:
  - Disability Living Allowance (DLA)
  - Personal Independence Payment (PIP)
  - Armed Forces Independence Payment (AFIP)
  - Working Tax Credit with a disability element
  - Attendance Allowance
  - Constant Attendance Allowance
  - War Pensioners Mobility Supplement
  - Severe Disablement Allowance
  - Incapacity Benefit (long term)

In these cases we will use either their actual self-employed earnings or 16 hours at the minimum/living wage (as opposed to 35 currently) – whichever is the higher - in the calculation of entitlement to support under the Council Tax Reduction Scheme. This change will have a beneficial effect on these households in that they will receive additional financial support for their Council Tax where their actual earnings are below the current 35-hour threshold.

### **Exceptional Hardship Fund**

- 10** An Exceptional Hardship fund of £39,000 was established for 2016/17 to provide additional support to those most affected by the 20% reduction in liability and the change to the way self-employed claims are assessed.
- 11** The Exceptional Hardship scheme mitigates the impact of any changes to the current local scheme that severely affects someone's ability to pay the tax due. As at the 31 August 2016 we had made 14 awards.
- 12** Discussions will take place with the major preceptors to gain their agreement to continue supporting the fund in 2017/18

### **Financial Appraisal**

- 13** It is estimated that the impact of the proposed change would be to reduce the annual amount of collectable Council Tax by approximately £5,000, a loss of revenue to Lewes District Council of approximately £600 per annum.

### **Legal Implications**

- 14** There is a statutory duty to review the scheme annually and make any decisions no later than 31 January in each financial year.

### **Risk Management Implications**

- 15** The Risk Assessment form has been completed

### **Equality Screening**

- 16** There are no equality implications arising from this report. Currently 9 households with a disabled applicant or partner would benefit financially from the proposed change.

### **Background Papers**

- 17** 2016/17 Council Tax Reduction scheme - [http://www.lewes.gov.uk/Files/ctax\\_ctrs\\_guidance.pdf](http://www.lewes.gov.uk/Files/ctax_ctrs_guidance.pdf)
- 18** Council Tax Reduction Scheme Exceptional Hardship Policy - [http://www.lewes.gov.uk/Files/ctax\\_EHP\\_policy.pdf](http://www.lewes.gov.uk/Files/ctax_EHP_policy.pdf).

### **Appendices**

Appendix A – Proposed changes to the Council Tax Reduction Scheme.

## Appendix A – Proposed changes to the Council Tax Reduction Scheme

Replace 29A.1 with ...

Where no start up period (as defined within 29A.4) applies to the applicant and the income from self employment of the applicant or partner as calculated by reference to parts 27 to 29 of this scheme, the income used by the Council in the calculation of their award will be the **highest** of :-

- i. Their calculated income: or
- ii. 35 times the hourly minimum wage / national living wage (as appropriate) for an ordinarily employed worker

From that the Council will deduct only an estimate for tax, national insurance and half of a pension contribution (where a pension contribution is being made) as if estimating the income of an employed worker.

29.A.2 to add ...

Where the self-employed person is in receipt of a disability premium, the income from self-employment will be calculated using the greater of either their income as calculated by reference to parts 27 to 29 of this scheme or 16 hours at national minimum/living wage as appropriate.