

## Scrutiny Panel Agenda



### **Constitution and Members Services Scrutiny Panel Monday, 28th July, 2014**

You are invited to attend the next meeting of **Constitution and Members Services Scrutiny Panel**, which will be held at:

**Committee Room 1**  
on **Monday, 28th July, 2014**  
at **7.00 pm** .

**Glen Chipp**  
Chief Executive

**Democratic Services  
Officer**

M Jenkins - The Office of the Chief Executive  
Tel: 01992 564607  
Email:democraticservices@eppingforestdc.gov.uk

#### **Members:**

Councillors Mrs M Sartin (Chairman), A Watts (Vice-Chairman), Mrs J Lea, Mrs M McEwen, J Philip, Mrs C P Pond, D Stallan, Mrs J H Whitehouse, G Waller and S Weston

**SUBSTITUTE NOMINATION DEADLINE:**

**18:00**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

**3. NOTES OF THE LAST MEETING (Pages 3 - 8)**

To agree the notes of the last Panel meeting held on 18 March 2014 (attached).

**4. DECLARATION OF INTERESTS**

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. TERMS OF REFERENCE / WORK PROGRAMME (Pages 9 - 12)**

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

The OSC is about to formulate next years OS work plan incorporating a programme for this Panel. In view of this, the Panel may wish to bring forward suggestions/ideas on topics for inclusion in its work programme for next year.

**6. LOCAL ELECTIONS 22 MAY 2014 (Pages 13 - 18)**

(Returning Officer) To consider the attached report.

**7. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS (Pages 19 - 50)**

(Returning Officer) To consider the attached report and appendices.

**8. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

**9. FUTURE MEETINGS**

The programmed meeting of the Panel will be held at 7.00p.m. in Committee Room 1 on Tuesday 23 September 2014 and then on:

- (a) Tuesday 18 November;
- (b) Tuesday 13 January 2015; and
- (c) Tuesday 17 March, 7.00p.m.

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF CONSTITUTION AND MEMBERS SERVICES SCRUTINY  
STANDING PANEL  
HELD ON TUESDAY, 18 MARCH 2014  
IN COMMITTEE ROOM 1  
AT 7.00 - 8.35 PM**

**Members Present:** J Philip (Chairman), A Watts (Vice-Chairman), R Cohen, Mrs M McEwen, Mrs C Pond, Mrs M Sartin, D Stallan, Mrs J H Whitehouse and G Waller

**Other members present:**

**Apologies for Absence:** Mrs R Gadsby and R Morgan

**Officers Present** I Willett (Assistant to the Chief Executive), S G Hill (Assistant Director (Governance & Performance Management)) and M Jenkins (Democratic Services Assistant)

### **33. NOTES OF THE LAST MEETING**

**RESOLVED:**

That the notes of the last meeting of the Panel held on 14 January 2014 be agreed.

### **34. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

It was advised that there were no substitutions made at the meeting.

### **35. DECLARATION OF INTERESTS**

(a) Pursuant to the Council's Code of Member Conduct, Councillor Mrs M Sartin declared a non pecuniary interest in the following item of the agenda by virtue of being the current Chairman of Council. The Councillor advised that she would remain in the meeting for the duration of the discussion on the item.

- Item 38 Questions at Council - Review

### **36. TERMS OF REFERENCE / WORK PROGRAMME**

**(a) Terms of Reference**

The Terms of Reference were noted.

**(b) Work Programme**

**(i) Item 8 - Review of Financial Regulations**

This item would be reviewed in the new year as it was advised that there was new EU legislation pending.

**(ii) Item 10 - Review of Polling Stations**

This report was currently being drafted and would be submitted to the July 2014 Panel.

**(iii) Item 11 - Joint Consultative Committee**

This report was currently with Human Resources, it would be submitted to the Cabinet before Overview and Scrutiny discussed it.

**37. PETITIONS SCHEME - FURTHER REVIEW**

The Panel received a report from the Senior Democratic Services Officer regarding a further review of the Petitions Scheme.

The Panel had last considered the Petitions Scheme in September 2012, since then officers felt that the Petitions Scheme needed re-drafting.

**Thresholds**

Members were advised that Section 7 of the re-drafted scheme provided greater clarity on how petitions were dealt with in relation to the amount of support they received. Currently petitions with at least 1,200 signatures were scheduled for the Council's Overview and Scrutiny Committee, and those with over 2,400 were scheduled for a Council debate. However, no petitions had met these thresholds yet. Members supported the current thresholds, but they recommended that petitions over 1,200 should require a Portfolio Holder's report to the Cabinet for a decision with the decision open to call-in if Overview and Scrutiny wished to give consideration. The Panel suggested that Portfolio Holders could decide to treat a smaller petition in this way if they thought it appropriate.

**Dissatisfied Petitioners**

The current scheme provided an opportunity for a petition organiser to seek a review by the Overview and Scrutiny Committee on the processes and adequacy of the response adopted. Members recommended that any concerns should be directed towards the Council's complaints process.

**Other Changes**

The Panel suggested that the receipt of petitions should be notified to ward members and that all petitions were subject to commentary in Portfolio Holder reports to Council. The Panel made minor changes to timescales for response to timescales.

**Website Guide**

Members supported wording of the website guide for submitting petitions which sought to differentiate information aimed at petitioners as a guide to submitting their petition.

It was advised that this report would be submitted to the Council.

**RECOMMENDED:**

- (1) That the Review of the Petitions Scheme be reported to the Overview and Scrutiny Committee with the recommendation to approve the re-drafted Council petitions scheme; and
- (2) That the proposal revised website information on petitions be noted.

### **38. QUESTIONS WITHOUT NOTICE AT COUNCIL - REVIEW**

The Panel received a report from the Assistant to the Chief Executive regarding a review of Questions Without Notice at Council meetings.

The Council had received a PICK form from the Panel Chairman and Chairman of Council, regarding a request for review of the procedure for dealing with questions without notice at Council meetings. They felt that the current system of questions without notice led to a sense of disorganisation. Dealing with questions on reports and on other matters led to confusion about when these should be dealt with in the 20 minutes allocated for this purpose.

The Overview and Scrutiny Committee at its meeting in November 2013 had referred the PICK form to this Panel for consideration. As part of the review, officers had compiled a summary of the practices adopted by other Essex authorities and one London Borough, as published on their websites.

At present, the District Council allocated 20 minutes at each Council meeting for:

- (i) questions on circulated written reports by Portfolio Holders; and
- (ii) open questions to Portfolio Holders.

Currently, the 20 minute session at Council meetings was divided into two parts, 10 minutes to ask questions on Portfolio Holder's written reports followed by 10 minutes of unscripted questions to Portfolio Holders. There was provision for the Chairman of the Council to extend the time allocated to these sessions.

#### **Time Allocated for Questions Without Notice**

The Panel felt that the distinction between the two types of questions in managing the 20 minute period should be discontinued. They proposed that the time allocated should be used to take questions on reports or other matters, in any order. This should make the meeting easier and clearer. It was felt that the 20 minutes allocated should be increased to 30 minutes. There was sometimes pressure on time due to the number of questions asked.

#### **Supplementary Questions**

The Panel noted that the Constitution neither permitted or disallowed supplementary questions in respect of those asked without notice. The Panel suggested that these should not be allowed as they were likely to put time pressure on Members raising other questions.

#### **Dealing with Overview and Scrutiny (OS) Questions**

Questions without notice could be asked of the Leader of Council, Cabinet Members and the Chairman of the Overview and Scrutiny Committee, currently the OS report

was submitted with the item for OS business. The Panel felt that this should be clarified in the Council Procedure Rules as this was not shown. The same time limit should apply to that part of the meeting.

### **Formalising the 2007 Protocol**

Finally, it was felt that the remaining provisions of the 2007 Protocol should be entered in the Constitution. This covered matters like the Chairman's discretion to extend the 30 minute period by up to 10 minutes if needed and would ensure that questions from all political groups and independents were dealt with in the order they were put.

#### **RECOMMENDED:**

- (1) That the following changes be made to the procedure for dealing with questions without notice by members of the Council to the Leader of the Council, Cabinet members and the Chairman of the Overview and Scrutiny Committee;
  - (a) That the existing time limit for such questions be increased from 20 to 30 minutes;
  - (b) That questions to the Chairman of the Overview and Scrutiny Committee be dealt with at Council meetings at the same time as other Overview and Scrutiny Business, separately from questions to the Leader of Council and Cabinet members;
  - (c) That a new provision be added to the Council Procedure Rules clarifying that no supplementary questions on questions without notice shall be permitted;
  - (d) That the remaining provisions of a Council Protocol approved in 2007 in respect of questions without notice being incorporated in the new revised Procedure Rules covering the following:
    - (i) Chairman's discretion to extend the period for questions without notice up to an additional ten minutes;
    - (ii) Questions on written reports by Cabinet members etc, and without notice on other subjects in the order in which they are put;
    - (iii) Chairman's discretion to extend the period by an additional ten minutes; and
    - (iv) Chairman to ensure that questions from all political groups and independent members are put.
- (2) That the draft revisions to the Council Procedure Rules set out in the Appendix to these notes and shown in bold text be approved; and

- (3) That a report be submitted to the Council recommending the adoption of the revised Council Procedure Rules and their publication as part of the Constitution.

**39. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

The following reports would be submitted to the forthcoming Overview and Scrutiny Committee:

- (a) Petitions Scheme – Further Review; and
- (b) Questions at Council – Review.

**40. FUTURE MEETINGS**

This was the last meeting of the Panel for 2013/14, the next meeting would take place on Tuesday 24 June 2014 at 7.00p.m. in Committee Room 1. This was also the last Constitution and Member Services Scrutiny Standing Panel meeting at which the Assistant to the Chief Executive attended as he was due to retire shortly, the Panel extended its thanks for his work over the years as the Support Officer for this Panel.

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## TERMS OF REFERENCE - STANDING PANEL

<b>Title: Constitution and Member Services</b>
<b>Status:</b> Standing Panel
<b>Terms of Reference:</b>  1. To undertake reviews of constitutional, civic, electoral and governance matters and services for members on behalf of the Overview and Scrutiny Committee.  2. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate.
<b>Chairman: Councillor M Sartin</b>

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## Constitution and Member Services Scrutiny Panel (Chairman – Cllr M Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of Polling Stations	28 July 2014		28 July 2014; 23 September; 18 November; 13 January 2015; and 17 March
(2) Review of Elections	28 July 2014		
(3) Joint Consultative Committee – Terms of Reference and Constitution regarding representation for non-union staff	TBA		
(4) Constitution Review Initial Scoping Report	23 September	The Governance and Performance Management Business Plan shows a review of the content and structure of the Constitution is requested by March 2016.	

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## **Report to the Constitution and Member Services Standing Scrutiny Panel**

**Date of meeting:** 28 July 2014

**Portfolio Holder:** Leader (Local Returning Officer's/  
Returning Officer's Report)

**Subject:** Local Elections – 22 May 2014

**Officer Contact for further Information:** Simon Hill (01992 56 4249)  
Wendy MacLeod (01992 56 4023)

**Democratic Services Officer:** Mark Jenkins (01992 56 4607)



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### **Recommendation:**

**To consider this review of the elections held on 22 May 2014**

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### **Introduction**

1. The following elections were held on 22 May 2014:
  - (a) election of seven members of the European Parliament for the Eastern Region of the UK;
  - (b) 19 District Council wards (returning one councillor for each);
  - (c) one Parish Council by-election for the Parish of Buckhurst Hill West (returning one councillor).

### **Responsibility**

2. Responsibility for the three elections was as follows:
  - (a) European Parliamentary Election – I Willett as Local Returning Officer on behalf of Mr S Packham, Regional Returning Officer (Chelmsford City Council);
  - (b) District Council Elections – I Willett as Returning Officer;
  - (c) Parish Council By-Election – I Willett as Returning Officer.

### **Statistics**

3. Voter turnout at the various elections ranged between 44% in respect of those entitled to vote in the Buckhurst Hill East ward and 28% in respect of the Waltham Abbey Paternoster ward. The turnout for the European Parliamentary Election in the District was 35.58 % compared with a turnout of 35.90% across the whole region.
4. The total number of postal votes issued for the elections was 8309. Only eight packs failed to reach the electors in the post and had to be re-issued. 73% were returned which equates well with previous elections. 24 postal votes were handed in at polling stations. In the Council's post on the days immediately following polling day a total of 20 postal vote packages were received. A few were returned as undelivered because electors had moved or died and the Elections Office had not been notified.

### **Nomination Process**

5. The statutory timescale provided for the receipt of nominations for candidates by not

later than 4pm on 24 April 2014. One nomination paper delivered on 24 April, when informally checked by the Elections Office did not have the necessary consent to include a political party logo on the ballot paper and the agent had insufficient to rectify this error before the submission deadline.

6. It should be noted that the nomination process in respect of the European Parliamentary election was solely the responsibility of the Regional Returning Officer.

### **Arrangements**

7. A Project Plan and a Risk Register for the combined elections were prepared in December 2013 and updated on a regular basis. An Engagement Strategy was prepared for the European Parliamentary election. Meetings were held with the Regional Returning Officer who issued a number of directions to Local Returning Officers regarding the conduct of the European Parliamentary election and count.

### **Polling Stations**

8. 80 established Polling Stations were provided in 64 different buildings. This required the appointment of 72 presiding officers and around 125 poll clerks. Sufficient staff were appointed including standby staff some of whom had to be called upon at short notice.
9. All of the polling stations were opened on time without incident. No issues were raised regarding the layout or access to polling stations. In one building in which two polling stations were situated some electors went to the wrong one as the street lists directing electors could not be seen if a number of electors were queuing for their ballot papers. This was particularly noticeable at Murray Hall, Loughton. Whilst the staff were able to redirect the electors this did lead to some delay and congestion which if repeated next year at the Parliamentary election when the turnout is expected to be higher could present problems. Consideration will be given to improving the ways in which electors can be directed when initially entering such buildings.

### **Postal Votes**

10. The issue of postal votes went reasonably smoothly. At the initial opening session the software and scanners used for checking personal identifiers (signature and date of birth) did not work well and it was necessary to get Xpress (the software providers) to change settings remotely. Once this had been done the sessions went smoothly. There was no evidence of any postal vote fraud although 196 postal votes were rejected for various reasons. Over 60 of these because the pack did not contain a ballot paper or a postal voting statement. Others were rejected because of mismatched signature or date of birth or both. In relation to those rejected due to mismatched signature or date of birth, regulations made under the Electoral Registration and Administration Act 2013 now require the Electoral Registration Officer to inform electors, after a poll, that their postal vote identifiers have been rejected (unless fraud is suspected). This should help electors who submit their postal ballot packs in good faith to avoid their vote being rejected at future elections.

### **Ballot Papers**

11. The proofs of all District Council and Parish Council by-election ballot papers were scrutinised carefully and all ballot papers were printed in the correct format. Due to a misunderstanding, the logo for the LRA Group (the letters LRA) was not reproduced as agreed following the elections in 2013. A proof has now been agreed with the LRA agent before the next election to ensure that the logo is reproduced in the agreed font.

In addition a manual check was made of each printed ballot paper prior to election day to ensure that books were printed correctly and that all papers included the official mark. All of the papers were printed by the Council's Reprographics Section which again provided an excellent service bearing in mind the tight timescale for printing.

12. There were no reports from polling stations of printing errors on the papers which suggests that the checks made before polling day were accurate.
13. Due to the size and number of ballot papers required for the European Parliamentary election it was necessary to engage an external printer. This printer produced papers for several of the Essex authorities and no errors were found.

### **Spoilt Papers**

14. The number of ballot papers rejected in respect of the District Council Elections varied between 47 in the Grange Hill ward and one in the Waltham Abbey Paternoster ward. The majority of papers were rejected for being unmarked or wholly void for uncertainty. 185 European Parliamentary election ballot papers were rejected, 181 of which being unmarked or void for uncertainty or voting for more than one candidate.

### **Verification and Counts**

15. Verification and counting of ballot papers took place at Theydon Bois Village Hall on 23 May and 25 May. Although it took some time to verify due to the need to sort and count District Council and the large European Parliamentary election papers the process went smoothly. The District Council elections and the Parish Council by-election counts were completed very quickly.
16. The timing of the European Parliamentary election count on 25 May was dictated by the need to ensure that the results would not be announced until after voting had closed throughout the 28 member states of the European Union. In this District the count commenced at 5.30pm and was completed by 8.30pm. However, staff were required to remain at the count centre until 10pm until authorised to leave by the Regional Returning Officer.
17. In view of the limited car parking available at the Theydon Bois Village Hall arrangements were made with the North Essex Parking Partnership to relax the enforcement of parking restrictions on single yellow lines in the vicinity of the Hall on 23 May for staff, candidates, agents etc. attending the verification/count. All of those expected to attend were reminded of the need to display the notice provided on the dashboard of their vehicle.

### **Police Liaison**

18. Discussions were held with the Police prior the election. Polling Stations received visits during the day. There were no instances requiring immediate Police presence outside of the regular visits. There was also Police support provided at the Count Centre. From a policing prospective the elections gave little cause for concern although one incident at a polling station which could have justified police presence was ultimately dealt with by polling station staff. Police visits during polling day were well received by Polling Station staff.

### **Complaints and Queries Received in the Elections Office**

19. There were few telephone calls made to the Elections Office on 22 May by electors.

## **Review of Procedures**

20. An evaluation has been undertaken of the processes outlined in the Project Plan and Risk Register.
21. A Project Team comprising the Local Returning Officer/Returning Officer, Deputy Returning Officers, Public Relations and Marketing Officer and the Returning Officer designate met regularly between November 2013 and May 2014 to ensure that the processes were undertaken at the appropriate times.
22. Sufficient resources were allocated to the elections.
23. The levels of staffing for polling stations, verification and counts were adequate. Assumptions made about the level of staff required for the issue and opening of postal votes proved correct as these proceedings were all completed in good time. Directors were helpful in making officers available for all of the processes.
24. Poll cards and ballot papers for the District Council elections and Parish Council by-election were printed internally by the Reprographics Section within the specified timescales. Being in-house it was easy for officers to liaise with the printers and achieve speedy turnaround times for approving drafts etc.
25. Training was provided for presiding officers, poll clerks and senior count staff.
26. Using established polling stations ensured that buildings were suitable.
27. Theydon Bois Village Hall again proved to be a good venue for the verification and counts although consideration will need to be given to an alternative larger venue next year capable of accommodating the Parliamentary Election count.
28. An adequate level of police support was provided. A meeting was held with the Single Point of Contact (SPOC) officer and agreement reached on the level of support.
29. Once the District Council ballot papers had been printed a system was put in place to ensure that they were securely stored and free from interference at all times. Staff checking books of ballot papers ensured that the papers were not left unsupervised at any time.
30. The Council's Public Relations and Marketing Officer supported by the Website Officer ensured that appropriate publicity was made available at all stages with links to the Council's website. Social media was also used to spread the message.
31. Stationery and equipment levels were checked at an early stage and adequate supplies obtained.
32. Nomination forms were informally checked when received and with one exception this enabled agents to correct errors before the close of nominations. Agents were provided with detailed guidance about the various processes.
33. All of the statutory timescales were met.
34. Throughout the election period the Elections Office was staffed for the handling of queries from electors, agents and candidates.

## **Lessons Learned**

35. Broadly speaking there were no key issues arising at the May 2014 elections. Generally all practices were completed successfully.



36. Further discussions will be held with the software providers to ensure that the settings are set correctly to read signatures and dates of birth on postal vote statements.

### **Future Elections**

37. In May 2015 there will be the Parliamentary election, elections for a third of the District Council seats and parish council elections in approximately half of the parish/town councils. The Parliamentary election count has to be undertaken on the same night as voting closes (ie Thursday). This will necessitate finding an alternative counting centre for that evening as the Theydon Bois Village Hall is not considered large enough for verification of the ballot papers and the Parliamentary election count. Contact will be made with secondary schools which have a large hall. However, a school hall will not be available on the following day for the District Council count and this will probably be held at Theydon Bois Village Hall. Consideration will also need to be given to the timing of parish/town council counts as there may not be sufficient time to complete them on the day following the election.
38. The Faversham Hall will no longer be available for use as a polling station and the Returning Officer will shortly commence a search for a suitable alternative building at Chigwell Row.
39. The Returning Officer will also give consideration to ways of improving how electors can be directed when initially entering buildings housing more than one polling station.
40. A reminder will be given next year to political parties and agents of the importance of proper supervision of poll cards collected from electors at polling stations. At one station a batch of poll cards was left unattended. It will also be stressed again that, in accordance with the protocol agreed with local political parties, tellers should only ask electors for their details or their poll card on the way out of polling stations. There were instances again this year of electors being asked for their details on their way into the polling station.

### **Members' Views**

41. Members are invited to express views on the running of the Elections held on 22 May 2014 which will also be taken into account for future elections.





## SCRUTINY

 Epping Forest District Council

### **Report to Constitution and Member Services Standing Scrutiny Panel**

**Date of meeting: 28 July 2014**

**Portfolio: Leader's**

**Subject: Review of Polling Districts, Polling Places and Polling Stations**

**Officer contact for further information: S Hill (01992 56 4249)**

**Committee Secretary: M Jenkins (01992 56 4023)**

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#### **Recommendations:**

**That a report be submitted to the Council recommending:**

- (a) that, following a review, the proposals for Polling Districts and Polling Places in the Epping Forest District as set out in Appendix 1 to this report and the reasons therefore as set out in Appendix 2 to this report be approved;**
  - (b) that the proposals be published and copies made available for inspection by the public at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;**
  - (c) that the intention of the Electoral Registration Officer to reflect in the revised electoral register to be published on 1 December 2014 any alterations required as a result of the review be noted; and**
  - (d) that the (Acting) Returning Officer when determining the location of Polling Stations for future elections, take account of the comments made about Polling Stations during the consultation period.**
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#### **Introduction:**

1. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. In accordance with the provisions of that Act a compulsory review must be started and completed between 1 October 2013 and 31 January 2015. Subsequent reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

#### **Roles and Responsibilities**

2. The statutory responsibility for reviewing Parliamentary polling districts and polling places rests with the District Council for so much of any constituency as is situated within its area. It is therefore necessary for the Council to consider polling districts and polling places in the Epping Forest Parliamentary constituency and those parts of the Brentwood and Ongar and Harlow Parliamentary constituencies which are situated within the Epping Forest District.
3. Where the Council makes any alterations to the polling districts within its area, the Electoral Registration Officer must amend the register of electors accordingly.

4. The (Acting) Returning Officer for each relevant constituency must comment during any review on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

### **Definition of Terms**

5. A polling district is a geographical area created by the sub-division of a UK Parliamentary Constituency for the purposes of a UK Parliamentary election. Each parish should be a separate polling district, unless there are special circumstances, for example, the parish has only a small number of electors and it is not practicable for the parish to be its own polling district.
6. A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from places across the polling district. It has been the practice at this Council to designate the entire polling district as the polling place although the Electoral Commission is of the view that polling places should be defined more specifically, for example, by designating a particular building or area and its environs. As the Council's approach has not been an issue in the past it is proposed that it be continued and this is reflected in the proposals.
7. A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

### **Scope of Compulsory Reviews**

8. Polling districts and polling places for other elections are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the district should be taken into account as part of the review. This means that although it is the (Acting) Returning Officer who is the primary Returning Officer for the purposes of the review and has a statutory role to participate in it, all Returning Officers within the constituency (if they are not also the (Acting) Returning Officer) should be involved in the review process.

### **Accessibility**

9. As part of a review the Council must seek to ensure (a) that all electors in a constituency in the district have such reasonable facilities for voting as are practicable in the circumstances and (b) that so far as is reasonable and practicable every polling place and polling station is accessible to electors who are disabled.

### **Review Process**

10. Notice of a review together with details of the existing polling districts, polling places and polling stations was given on 24 March 2014. Copies were made available at the Civic Offices and at the libraries at Buckhurst Hill, Loughton, Ongar and Waltham Abbey. Details were also published on the Council's website. District Councillors were consulted via the Council Bulletin. Details were sent to the three local Members of Parliament, Eastern Region members of the European Parliament, Parish and Town Councils, local County Councillors, local political party agents, the Returning Officers for the three Parliamentary Constituencies covering the District and those with specific experience of assessing access to persons with different disabilities. A press release was issued and social media used to publicise the review.

11. The consultation period ran from 24 March 2014 until 30 May 2014. The consultation stage provides for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There are two aspects of this stage: (a) submissions from the (Acting) Returning Officers of the UK Parliamentary constituencies which on receipt have to be published by the Council so that others can take account of those views and (b) submissions from electors and other interested persons and bodies.

### **Results of the Consultation Exercise**

12. Epping Town Council drew attention to the fact that Homefield Close, Epping is currently split between two polling districts with electors occupying numbers 1-6 in polling district AN voting at the United Reformed Church, Lindsey Street and those occupying 7-19 in polling district AO voting at Epping Hall, St John's Road. This has been the case for many years and surprising has not led to any comments being made by the electors in that road. However, it is more logical for all of the electors in the road to be in the same polling district and it is recommended that house numbers 7-19 be transferred to polling district AN with the result that the polling station for all electors in the road will be the United Reformed Church.
13. The (Acting) Returning Officer for the Epping Forest Constituency highlighted three issues:-
  - (a) He drew attention to the parking difficulties in the vicinity of the Allnutts Institute, Allnutts Road, Epping polling station but said that no suitable alternative location could be found within the polling place. He pointed out that in recent years the Council had funded works at the Institute to make the entrance safer and more user friendly;
  - (b) In relation to the Hastingwood Village Hall polling station, the (Acting) Returning Officer drew attention to the purchase by the Council of a portable ramp to make access easier for wheelchair users; and
  - (c) The third issue on which he drew attention was the outcome of the community governance review which had taken place in 2012 in respect of Matching Green Village. He pointed out that whilst the review had changed the boundaries for parish, district and county council elections there had been no opportunity to change the Parliamentary constituency boundaries. As a result for the Parliamentary election in 2015 some voters in the Brentwood and Ongar Constituency would be using a polling station situated in the Harlow Constituency. Whilst acknowledging that this is not ideal he indicated that the situation could be managed and stated that careful publicity would need to be given stressing there would be two polling stations at Matching Village Hall, one for electors from the part of Matching Green Village in the Brentwood and Ongar Constituency and a second for the remainder of the polling district in the Harlow Constituency.
14. In accordance with the requirements of the polling districts, polling places and polling stations review, the representations of the (Acting) Returning Officer for the Epping Forest Constituency were made available to the public during the week commencing 21 April 2014. No representations were received from the public in respect of the (Acting) Returning Officer's representations. No representations were made by the (Acting) Returning Officers for the Brentwood and Ongar and Harlow Constituencies.
15. The Harlow Constituency Labour Party stated that they are content with the present arrangements and see no case for change.
16. No other representations were made in relation to polling districts or polling places but the following comments were received in relation to polling stations. As advised earlier

in this report, polling stations are chosen by the Returning Officer not the Council and the following comments and views thereon will be taken into account by the (Acting) Returning Officer:-

- (a) District Councillor Gavin Chambers advised that he would like to see a different venue for the polling station for the Buckhurst Hill West district ward and suggested the use of the Library in Queen's Road. There are currently two polling stations serving that ward, St John's Church Hall, High Road and Buckhurst Hill Baptist Church, Palmerston Road. On receipt of Councillor Chambers' representations an approach was made to Essex County Council regarding the possible use of the Library. The Library Service responded stating that the library is open to the public on Thursdays (election day) and it is their busiest day so they would not be willing to close it denying access to the public. They continued that the public area is quite limited and it would not be possible to have the library and a polling station running at the same time;
  - (b) The Stapleford Abbots Parish Council advised that the one polling station at the Village Hall is adequate for that Parish;
  - (c) The Loughton Town Council pointed out that redevelopment works proposed for the buildings adjacent to the polling station at St Mary's Parish Centre, High Road, Loughton could disrupt access for electors requiring consideration of an alternative location;
  - (d) The Moreton, Bobbingworth and the Lavers Parish Council requested that the polling stations for the High Laver East and Little Laver polling districts be changed from Matching Village Hall to Magdalen Laver Village Hall; and
  - (e) An elector living at The Windsors, Buckhurst Hill who currently votes at the Woollard Centre advised that she previously had voted at the Church Hall at the top of Lower Queen's Road which is more convenient, especially for elderly electors living in the vicinity of The Windsors. The Woollard Centre has been the polling station for many years and the Church Hall was only used when the Woollard Centre was being renovated.
17. The (Acting) Returning Officer will also secure new polling stations where necessary, for example, at Chigwell Row where the existing polling station is due to be demolished before the next election.

### **Proposals following Review**

18. Attached as Appendix 1 to this report are the proposals following consideration of the responses to the consultation exercise. The only change proposed is the transfer of numbers 7-19 Homefield Close, Epping from polling district AO to polling district AN resulting in the polling station for those electors being the United Reformed Church, Lindsey Street instead of Epping Hall, St John's Road.
19. Since the last compulsory review, all polling places and polling districts have been kept under consideration and an evaluation of their suitability carried out after each election. No changes have been identified in relation to polling places. Changes have been made to polling stations by the (Acting) Returning Officer when necessary.
20. The (Acting) Returning Officer has reviewed the accessibility for disabled persons of polling stations at each election in recent years and has arranged for works to be undertaken where required. It is considered that all of the existing polling stations are fully accessible.
21. Attached as Appendix 2 to this report are the suggested reasons for the proposals.
22. The Electoral Registration Officer proposes that the necessary alterations to the electoral register resulting from any changes to polling districts agreed by the Council

will be reflected in the revised register published on 1 December 2014 following the annual canvass.

23. Electors affected by the review will be made aware of changes to the place where they vote, for example, when they receive poll cards for the next election.

### **Publishing the conclusions of the Review**

24. Once the Council has agreed the proposals, details of the new polling districts and polling places must be made available to the public at the Civic Offices, in at least one conspicuous place in each of the three Parliamentary Constituencies and on the Council's website.
25. Along with the reasons for the decisions on the review and the designation of polling districts and polling places as a result of the review, the following must also be published at that time:
- (a) correspondence sent to the (Acting) Returning Officers;
  - (b) correspondence sent to any person with particular expertise in relation to access to premises or facilities for disabled people;
  - (c) representations received by the Council;
  - (d) the minutes of the Council meeting at which consideration is given to the review;
  - (e) details of the places where the results of the review have been published.

### **The Appeals Process**

26. It is possible that representations could be made to the Electoral Commission claiming that the review process has not been conducted correctly. As a result the Commission may require the Council to make further amendments.

### **Reason for decision:**

The Council must complete a review by not later than 31 January 2015.

### **Options considered and rejected:**

There are no other options

### **Resource implications:**

Budget provision: From existing provision provided the process is completed before 1 December 2014 when the new register of electors is published following the annual review. If this deadline is missed the register will need to be republished when the process is completed necessitating a supplementary estimate for printing etc.

Personnel: From existing provision

Land: N/A

### **Consultation undertaken:**

District Councillors, local County Councillors, Parish and Town Councils, local MPs, Eastern Region MEPs, local political party agents, Returning Officers for the three Parliamentary Constituencies covering the district, groups with experience of assessing access to persons with different disabilities, the public via press release, social media, the Council's website, and places where documents were available for inspection.

**Legal and Governance Implications:**

It is a requirement of the Electoral Registration and Administration Act 2013 that a review is completed by not later than 31 January 2015.

**Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations in respect of the Council's commitment to Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

**Background papers:** Consultation letters and emails and responses

**Risk Management:** Failure to meet the reasonable requirements of the electors may result in the Electoral Commission directing the Council to make alterations or making them on behalf of the Council.

**Equality:** Account has been taken of the need to make polling places and polling stations accessible for all electors.



## DISTRICT OF EPPING FOREST – SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

## PROPOSED POLLING DISTRICTS AND POLLING PLACES

## (EPPING FOREST PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Buckhurst Hill East	Buckhurst Way	AA	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish comprising the roads – Albert Road (Wentworth Court and nos 2-24 evens), Birch Close, Buckhurst Way (51-71 odds, Honeysuckle Court and 2-182 evens), Cascade Close, Cascade Road, Cedar Close, Chestnut Avenue, Chestnut Close, Elgar Close, Elm Close, Holly Close, Hornbeam Close, Hornbeam Road, Lime Close, Lower Queens Road (2-90 evens), Maple Close, Station Way, Walnut Way, Willow Close	The polling district	Roding Valley Hall, Station Way	1743
Buckhurst Hill East	Loughton Way	AB	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish not included in the Buckhurst Way Polling District	The polling district	Woollard Centre, Loughton Way	1832
Buckhurst Hill West	St Johns	AC	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish comprising the roads – Albany View, Amberley Road (odd numbers), Ardmore Lane, Beech Avenue, Beech Lane,	The polling district	St John's Church Hall, High Road	2652

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Brook Road, Chandos Close, Chequers Hills Road, Church Road, Devon Close, Epping New Road, Fairlands Avenue, Fernside, Forest Side, Gladstone Road, Greenhill High Road, Hawsted, Heron Close, High Road (51-117 odd numbers, 2-114 even numbers), Hills Road, Little Plucketts Way, Luctons Avenue, Manor Road, North End, Ormonde Rise, Osborne Road, Parkside, Powell Road, Roebuck Lane (16-72 even numbers, 31-79 odd numbers), Russell Road (2-24 even numbers, 1-99 odd numbers), Stag Lane, Starling Close, Stradbroke Grove (29-81 odd numbers, 14-54 even numbers), The Cedars, The Drive, The Meadway (odds), The Stables, Trent Road, Tuttlebee Lane			
Buckhurst Hill West	Westbury	AD	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish not included in the St John's Polling District	The polling district	Buckhurst Hill Baptist Church, Palmerston Road	2663
Chigwell Row	Chigwell Row	AE	The Chigwell Row parish ward of Chigwell parish	The polling district	To be decided	1886
Chigwell Village	St Johns	AF	That part of the Chigwell Village parish ward of Chigwell parish	The polling district	St John's Special School, Turpins	1721

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			comprising the roads – Brunel Road, Chigwell Park, Chigwell Park Drive, Chigwell Road, Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road (Little West Hatch, Cedar Park, Chigwell Nursery, 187-221 odds, 118-152 evens, Semmering, Forest Terrace), Hilltop View, Love Lane, Luxborough Lane, Lyndhurst Rise, Manor Road, New Barns Farm Lane, New Barns Way, Smeaton Road, St Mary's Way, The Childers, Tudor Close, Turpins Lane		Lane	
Chigwell Village	Chigwell Village	AG	That part of the Chigwell Village parish ward of Chigwell parish not included in the St John's Polling District	The polling district	St Mary's Parish Rooms, High Road	1556
Grange Hill	Limes Farm	AH	That part of the Grange Hill parish ward of Chigwell parish comprising the roads – Clayside, Cobdens Limes Avenue, Copperfield, High Meadows, Keats Close Limes Avenue, Limes Avenue, Northdene, Orange Grove, Regency Close, Southdale, The Brambles, Trotwood, View Close, Westmede	The polling district	Limes Farm Hall, Limes Avenue	2052

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Grange Hill	St Winifreds	AJ	That part of the Grange Hill parish ward of Chigwell parish not included in the Limes Farm Polling District	The polling district	St Winifred's Church Hall, Manor Road	3060
Epping Hemnall	Allnutts	AK	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Allnutts Road, Bower Hill, Bower Vale, Brook Road, Charles Street, Coopersale Hall, Coopersale Street, Crossing Road, Fiddlers Hamlet, Hillcrest Way, Oakleigh Rise, Stewards Close, Stewards Green Road, Stonards Hill (Stonards Cottages and Birds Green), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield	The polling district	Allnutts Institute, Allnutts Road	1175
Epping Hemnall	Coopersale	AL	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Brickfield Road, Chevely Close, Coopersale Common, Coopersale Street, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road	The polling district	Coopersale Social Institute, Institute Road	811
Epping Hemnall	Hemnall	AM	That part of the Epping Hemnall ward of Epping Town Council not included in the Allnutts and Coopersale Polling Districts	The polling district	Pelly Court, Hemnall Street	2984

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Epping Lindsey and Thornwood Common	Lindsey North	AN	That part of the Epping St John's ward of Epping Town Council comprising the roads – Aragon Mews, Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odds, 2-114 evens), Beaconfield Way, Beulah Road, Birch View, Boleyn Row, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, King Henrys Walk, Kingswood Park, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Rayfield (1-25 odds), Severns Field, Seymour Chase, Shaftesbury Road (7-49 odds, 2-76 evens), St Margaret's Hospital, Stonards Hill (Redgrove House, 1-7 odds, Old Pastures), The Plain, Thornwood Road, Tidy's Lane, Woodbury Down, Woodmeads	The polling district	Epping United Reformed Church, Lindsey Street	2086
Epping Lindsey and Thornwood Common	Lindsey South	AO	That part of the Epping St John's ward of Epping Town Council not included in the Lindsey North Polling District	The polling district	Conference Room, Epping Town Council Offices, St John's Road	2188

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Epping Lindsey and Thornwood Common	Thornwood	AP	The Thornwood parish ward of North Weald Bassett parish	The polling district	Thornwood Village Hall, Weald Hall Lane	783
Loughton Alderton	Barfields	AQ	That part of the Loughton Alderton ward of Loughton Town Council comprising the roads – Alderton Close, Alderton Hall Lane, Alderton Hill (71A and 73), Alderton Mews, Alderton Rise, Barfields, Barfields Gardens, Barfields Path, Borders Lane, Bryony Close, Bushfields, Chequers Road, Cherston Gardens, Cherston Road, Chigwell Lane, Colson Gardens, Colson Green, Colson Path, Colson Road, Crossfields, Deepdene Path, Deepdene Road, Greenfields, Greenfields Close, Hogarth Reach, Homecroft Gardens, Honeycroft, Ladyfields, Ladyfields Close, Lucton Mews, Lushes Road, Maybury Close, Parkmead, Poundfield Road, School House Gardens, The Hawthorns, The Lindens, The Spinney	The polling district	Murray Hall, Borders Lane	2773
Loughton Alderton	Oakwood	AR	That part of the Loughton Alderton ward of Loughton Town Council not included in the Barfields Polling District	The polling district	Senior Citizens Clubroom Oakwood Hill	643
Loughton	Willingale	AS	That part of the Loughton	The polling district	The Nursery Unit,	1812

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Broadway			Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington Green, Barrington Road, Chigwell Lane, Doubleday Road, Etheridge Green, Etheridge Road, Eversley Close, Ibbetson Path, Kingsley Road, Lytton Close, Mornington Road, Paley Gardens, Parsonage Court, Rochford Avenue, Rochford Green, Rookwood Avenue, Rookwood Gardens, Sandford Avenue, The Broadway, Torrington Drive, Torrington Gardens, Westall Road, Willingale Road (260-360 evens, 249-297 odds)		The Thomas Willingale Primary School, The Broadway	
Loughton Broadway	Hereward	AT	That part of the Loughton Broadway ward of Loughton Town Council not included in the Willingale Polling District	The polling district	St Thomas More RC Church, Willingale Road	1459
Loughton Fairmead	Fairmead	AU	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Beech Close, Castell Road, Cedar Drive, Chandler Road, Chester Green, Chester Road, Cleland Path, Colebrook Lane (1-173 odds), Colebrook Path, Conyers Way, Droveaway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor	The polling district	Grosvenor Hall, Grosvenor Drive	1641

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close, Pyrles Green, Pyrles Lane (2-132 evens), Swanshope, Sycamore Close			
Loughton Fairmead	Colebrook	AV	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Appleton Road, Brady Avenue, Burney Drive, Colebrook Gardens, Colebrook Lane (2-102 even numbers), Etheridge Road, Foxley Close, Goldingham Avenue, Hanson Close, Hanson Drive, Hanson Green, Mannock Drive, Prescott Green, Thatchers Close, Westall Road	The polling district	Trinity Church Hall, Mannock Drive	957
Loughton Fairmead	Hillyfields	AW	That part of the Loughton Fairmead ward of Loughton Town Council not included in the Fairmead and Colebrook Polling Districts	The polling district	Loughton Town Council Meeting Room, Rectory Lane	735
Loughton Forest	Loughton Forest	AX	The Loughton Forest ward of Loughton Town Council	The polling district	Lincoln Hall, High Road	3442
Loughton Roding	Barncroft	AY	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Barncroft Close, Barncroft Green, Barncroft Road, Leycroft Close, Oakwood Hill (62-118 evens, 73-123 odds), River Way (57-153 odds, 62-	Loughton Oakwood	Oakwood Hill Senior Citizens Clubrooms (outside Polling District)	446



Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			156 evens)			
Loughton Roding	Whitebridge	AZ	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Cheltenham Gardens, Danbury Road, Dunmow Close, Felstead Road, Greensted Road, Kirby Close, Nevill Way, Roydon Close, Sutton Close, The Meadway, Tylers Close, Valley Hill (54-150 evens, Hubbard Court, 59-123 odds, Roxwell House, Parndon House), Witham Close	The polling district	Whitebridge Junior School, Greensted Road	1081
Loughton Roding	St Michaels	BA	That part of the Loughton Roding ward of Loughton Town Council not included in the Barncroft and Whitebridge Polling Districts	The polling district	St Michaels and All Angels Church Hall, Roding Road	2072
Loughton St Johns	Loughton St Johns	BB	The Loughton St Johns ward of Loughton Town Council	The polling district	St John's Church Hall, Church Lane	3404
Loughton St Marys	St Mary's	BC	That part of the Loughton St Mary's ward of Loughton Town Council comprising the roads – Alderton Hill, Brook Road, Brooklyn Avenue, Churchfields, Clifton Road, Forest Road, Habgood Road, High Road, Kings Green, Priory Road, Rowans Way, Shaftesbury, Shelley Grove, Spareleaze Hill, St Mary's Close, Staples Road,	The polling district	St Mary's Parish Centre, High Road	1922

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Station Road, The Drive, Traps Hill (nos 1-69 odds), Tycehurst Hill, Woodland Road, York Crescent, York Hill			
Loughton St Marys	Whitehills	BD	That part of the Loughton St Mary's ward of Loughton Town Council not included in the St Mary's Polling District	Loughton Alderton	Murray Hall, Borders Lane (outside Polling District)	1838
Theydon Bois	Theydon Bois	BE	The parish of Theydon Bois	The polling district	St Mary's on the Green Hall, Coppice Row	3332
Waltham Abbey High Beach	High Beach	BF	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Avey Lane, Beech Hill Gardens, Church Road, Forest Close, Lippitts Hill, Manor Road, Mott Street (not included in the Sewardstone Polling District), Paul's Nursery Road, Pynest Green Lane, Rats Lane, Wellington Hill	The polling district	High Beech Village Hall, Avey Lane	449
Waltham Abbey High Beach	Sewardstone	BG	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Baden Drive, Bury Road, Butlers Drive, Cornwall Place, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane, Hornbeam Lane, King George Way, Mill Lane, Mott Street,	The polling district	Gilwell Community Centre, Gilwell Hill, Sewardstone Road	916

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			(Mill Lodge, Mill House, Willow Tree Lodge, Daines Nursery, The Bungalow, Lira, Magnolia Cottage, Old Plough Cottage, Rose Cottage, Cedar Lodge, Beechside Bungalow, Netherhouse Cottages), Powell Drive, Sewardstone Green, Sewardstone Road, Woodman Lane			
Waltham Abbey High Beach	Upshire	BH	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Cobbins End Road, Copped Hall, Copthall Green, Crown Hill, Epping Road, Fernhall Lane, Forest Side, Honey Lane, Honeypot Lane, Horseshoe Hill, Long Street, Sergeants Green Lane, Skillet Hill, Southend Lane, Upshire Road, Upshirebury Green, Warlies, Woodgreen Road, Woodredon Farm Lane, Woodredon Hill	The polling district	Upshire Village Hall, Horseshoe Hill	321
Waltham Abbey High Beach	Woodbine Close	BJ	That part of the Waltham Abbey High Beach ward not included in the High Beach, Sewardstone and Upshire Polling Districts	The polling district	Room at Woodbine Close Social Club	286
Waltham Abbey Paternoster	Ninefields	BK	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council	The polling district	Ninefields Community Centre, Hillhouse	1699

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, Fullers Close, Geisthorp Court, Hill House, Loughton Court, Mallion Court, Neal Court, Read Court, Shingle Court, Skarnings Court, Stanford Court, Stanway Road, Sudicamps Court, Theydon Court, Tillingham Court, Winters Way, Woodford Court, Wormley Court, Wrangley Court			
Waltham Abbey Paternoster	Paternoster	BL	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council not included in the Ninefields Polling District	The polling district	King Harold School, Broomstick Hall Lane or Ninefields Community Centre, Hillhouse	1761
Waltham Abbey Honey Lane	Leverton	BM	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Acacia Court, Ashleigh Court, Ashtree Court, Caneland Court, Caterham Court, Coppergate Court, Dowding Way, Eagle Close, Falcon Close, Farthingale Court, Farthingale Lane, Gant Court, Harlton Court, Harrier Way, Hawk Close, Haywood Court, Honey	The polling district	The Leverton Infant and Nursery School, Honey Lane	1990

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Lane, (119-207 odds, Honey Lane Care Home, Upshire Hall Lodge, Skillett Hill Cottages, Skillett Hill Farm, Upshire Hall Lodge, 102-176 evens, Cobmead), Honeylands, Honeylands Cottage, Cobmead), Horseshoe Close, Jessop Court, Kestrel Road, Kings Meadow Court, Kingsdale Court, Lamplighters Close, Margherita Place, Margherita Road, Maynard Court, Merlin Close, Milhoo Court, Morris Court, Old Forge Court, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Farthingale Lane, Wren Drive			
Waltham Abbey Honey Lane	Brookways	BN	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Aldersgrove, Birchwood, Bray Springs, Caldbeck, Downlands, Fairways, Gilsland, Greenleas, Heronswood, Holecroft, Honey Lane (30-100 evens), Longcrofts, Mayfield, Nightingales, Oakwood, Patmore Road, Pinnacles Roundhills, Robinsway,	The polling district	Brookways, Roundhills	1446

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close			
Waltham Abbey Honey Lane	Honey Lane	BO	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council not included in the Leverton and Brookways Polling District	The polling district	Old Peoples Day Centre, adj. to Ninefields Community Centre, Hillhouse	1180
Waltham Abbey North East	Breach Barns	BP	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council comprising the roads – Aimes Green, Breach Barns, Breach Barns Lane, Claverhambury Road, First Avenue, Galley Hill, Maple Way, Northside, Second Avenue, Southside, The Rise, Third Avenue	Waltham Abbey South West	Waltham Abbey Town Hall, Highbridge Street (outside Polling District)	413
Waltham Abbey North East	Monkswood	BQ	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council not included in the Breach Barns Polling District	The polling district	Community Centre, Saxon Way	2879
Waltham Abbey South West	Abbey	BR	The Waltham Abbey South West ward of Waltham Abbey Town Council	The polling district	Waltham Abbey Town Hall, Highbridge Street	3118
Broadley Common, Epping Upland and	Upland North	BS	That part of the Epping Upland parish comprising the roads – Carters Lane, Chestnut Walk,	The polling district	Epping Upland Primary School, Carters Lane	642

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Nazeing			Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The Magpies, Thornwood Road, Upland Road			
Broadley Common, Epping Upland and Nazeing	Upland South	BT	That part of the Epping Upland parish not included in the Upland North Polling District	Epping Lindsey South	Conference Room, Epping Town Council Offices, St John's Road (outside Polling District)	54
Broadley Common, Epping Upland and Nazeing	Bumbles Green	BU	The Bumbles Green parish ward of Nazeing parish	The polling district	The Leisure Centre, Bumbles Green	446
Broadley Common, Epping Upland and Nazeing	Broadley Common	BV	The Broadley Common ward of Roydon parish	The polling district	Craner Produce Farm, Common Road	565

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## DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

## PROPOSED POLLING DISTRICTS AND POLLING PLACES

## (BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
North Weald Bassett	Village (North Weald)	BW	The Village parish ward of North Weald Bassett parish	The polling district	North Weald Village Hall, High Road	3726
Chipping Ongar, Greensted and Marden Ash	Chipping Ongar	BX	The Chipping Ongar ward of the Ongar Town Council	The polling district	Budworth Hall, High Street	1453
Chipping Ongar, Greensted and Marden Ash	Greensted	BY	The Greensted ward of the Ongar Town Council	Chipping Ongar	Budworth Hall, High Street (outside Polling District)	601
Chipping Ongar, Greensted and Marden Ash	Marden Ash	BZ	The Marden Ash ward of the Ongar Town Council	The polling district	St James Church Hall, St James Avenue	1437
Shelley	Shelley	CA	The Shelley ward of the Ongar Town Council	The polling district	Community Centre, Cripsey Avenue	1758
High Ongar, Willingale and The Rodings	High Ongar	CB	The High Ongar parish ward of the High Ongar parish	The polling district	High Ongar Village Hall, The Street	513

<b>Ward</b>	<b>Polling District</b>	<b>Letters</b>	<b>Description of Polling District</b>	<b>Existing Polling Place</b>	<b>Existing Polling Station</b>	<b>Electorate</b>
High Ongar, Willingale and The Rodings	Norton Mandeville	CC	The Norton Mandeville parish ward of the High Ongar parish	High Ongar Village	High Ongar Village Hall, The Street (outside Polling District)	147
High Ongar, Willingale and The Rodings	Paslow Common	CD	The Paslow Common parish ward of the High Ongar parish	High Ongar Village	High Ongar Village Hall, The Street (outside Polling District)	365
High Ongar, Willingale and The Rodings	Willingale	CE	The parish of Willingale	The polling district	Willingale Village Hall	409
High Ongar, Willingale and The Rodings	Abbess Beauchamp and Berners Roding	CF	The parish of Abbess Beauchamp and Berners Roding	The polling district	Room in The Rodings, Dunmow Road	358
Lambourne	Abridge	CG	The Abridge parish ward of the Lambourne parish	The polling district	New Village Hall, Ongar Road	1297
Lambourne	Lambourne End	CH	The Lambourne End parish ward of the Lambourne parish	The polling district	Parish Rooms, Lambourne End	197
Moreton and Fyfield	Bobbingworth	CJ	The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Moreton Village	Moreton Village Hall (outside Polling District)	220

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Moreton and Fyfield	High Laver East	CK	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes comprising the roads - Harlow Road, High Laver, High Laver Road, Mill Lane, Moreton Road	The polling district	Matching Village Hall, Matching Tye	60
Moreton and Fyfield	High Laver West	CL	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes not included in the High Laver East Polling District	Magdalen Laver Village	Magdalen Laver Village Hall, Church Road (outside Polling District)	116
Moreton and Fyfield	Little Laver	CM	The Little Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Matching Green Village	Matching Village Hall, Matching Tye (outside Polling District)	71
Moreton and Fyfield	Moreton	CN	The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Moreton Village Hall, Church Road	300
Moreton and Fyfield	Magdalen Laver	CO	The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Magdalen Laver Village Hall, Church Road	199
Moreton and Fyfield	Fyfield	CP	The parish of Fyfield	The polling district	Fyfield Village Hall	669
Passingford	Stanford Rivers	CQ	The parish of Stanford Rivers	The polling districts for Hare Street and Toot Hill combined	Toot Hill Village Hall	645

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
				to form one polling district for the whole parish		
Passingford	Stapleford Abbots	CR	The parish of Stapleford Abbots	The polling district	Stapleford Abbots Village Hall, Stapleford Road	837
Passingford	Stapleford Tawney	CS	The parish of Stapleford Tawney	The polling district	St Mary's Church Hall, Tawney Road, Stapleford Tawney	108
Passingford	Theydon Garnon	CT	The parish of Theydon Garnon	The polling district	The Gatehouse, All Saints Church, Theydon Garnon	106
Passingford	Theydon Mount	CU	The parish of Theydon Mount	The hamlet of Theydon Garnon	The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District)	145

## DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

## PROPOSED POLLING DISTRICTS AND POLLING PLACES

## (HARLOW PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Page 45	Hastingwood North	CV	That part of the Hastingwood parish ward of North Weald Bassett parish comprising the roads – Foster Street, Green Lane Threshers Bush, Harlow Common, Latton Common, London Road (Whalebone Cottages, Tara, Ashgrove, The Gatekeeper, Hill House, Hill House Cottage, End House, Hill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue	The polling district	St Mary Magdalen Church Hall, Potter Street	314
	Hastingwood South	CW	That part of the Hastingwood parish ward of North Weald Bassett parish not included in the Hastingwood North Polling District	The polling district	Hastingwood Village Hall, Glovers Lane	180
	Matching(1)	CX	The Parish of Matching of Matching comprising the roads – Carters Green, Church Lane, Clifford Close, Downhall Road, Harlow Road, Harlow Tye, High Lane, Hobbs Cross Road,	The polling district	Matching Village Hall, Matching Tye	553

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
Page 46			Homefields, Housham Tye, Matching Green (The Cherry Tree, Lascelles Cottage, Lascelles Lodge, Wingates, Martinsfield, The Leys, Martins Cottage, Kingstons Cottages, Mulberry Cottage, Lilac Cottages, Lavender Cottage, Karensa, Scathes, Little Honington House, Beeches, Forge Cottage, Blackwood House, Moat House, Saddlers Cottage, Maytrees, The Limes, Pear Tree House, Pond House, The Old Exchange, The Maltings, The Malt Barn, Albion House, Green Edge Cottage) , Matching Hall, Matching Road, Moor Hall Road, New Way Lane, Newmans End, Potash Road, Rainbow Road, The Green, Threshers Bush			
	Hastingwood, Matching and Sheering Village	Matching(2)	CX	The Parish of Matching of Matching comprising the roads High Laver Road, Little Laver Road, Matching Green (Rose Cottage, Little Watermans, Willow Cottage, Horsegate, Brick Cottages, Jasmin Cottage, North Cottage, Chestnut Cottage, The Lilacs, Elem House, Little Elm Cottage, Maple House, Elms	The polling district	Matching Village Hall, Matching Tye

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Existing Polling Station	Electorate
			Farm House, Home Meadow Barns), Watery Lane			
Hastingwood, Matching and Sheering Village	Sheering Village	CY	The Sheering Village parish ward of the Sheering parish	The polling district	Sheering Village Hall, The Street	693
Hastingwood, Matching and Sheering Village	Lower Sheering	CZ	The Lower Sheering parish ward of the Sheering parish	The polling district	Area in the bar at Railway Hotel, Hatfield Heath Road	1717
Lower Nazeing	Nazeingbury	DA	The Nazeingbury parish ward of the Nazeing parish	The polling district	St Giles Church Hall, Nazeing	2473
Lower Nazeing	Riverside	DB	The Riverside parish ward of the Nazeing parish	Nazeing Village	St Giles Church Hall, Nazeing (outside Polling District)	836
Roydon	Dobbs Weir	DC	The Dobbs Weir parish ward of the Roydon parish	The polling district	St Christopher's Hall, Dobbs Weir Road	425
Roydon	Roydon Village	DD	The Roydon Village parish ward of the Roydon parish	The polling district	St Peter's Church Hall, High Street	1399

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**Reasons for Decision**

**Polling Districts**

Polling districts are based on parishes or parish wards except where these are considered too large in which case they have been split into smaller districts.

The polling districts have been in place for several years and are considered to provide all electors with reasonable facilities to be able to vote.

**Polling Places**

Polling places are within the polling district except where it is not possible to find a suitable place within the area.

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In making the decisions regard has been had to:

- (a) The reasonable requirements of the electors in the constituency; and
- (b) The accessibility for disabled persons to the polling stations within the polling places.

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