

# Public Document Pack



## **SUMMONS**

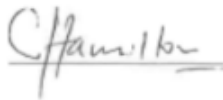
### **MEETING OF THE COUNCIL**

**Wednesday 23 November 2022**

**Council Chamber, The Forum**

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You are hereby summoned to a meeting of the Dacorum Borough Council in the County of Hertfordshire to be held in the Council Chamber, The Forum on Wednesday 23 November 2022 at 7.30 pm to transact the business set out below.



**CLAIRE HAMILTON  
CHIEF EXECUTIVE**

**TO ALL MEMBERS OF THE COUNCIL**

**Contact: Corporate & Democratic Support  
ext 2209**

# AGENDA

**1. MINUTES** (Pages 4 - 5)

To confirm the minutes of the previous meeting of the Council

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest

**3. PUBLIC PARTICIPATION**

To consider questions (if any) by members of the public of which the appropriate notice has been given to the Assistant Director (Legal & Democratic)

**4. ANNOUNCEMENTS**

To receive announcements and business brought forward by the Mayor, Leader, and Members of the Cabinet or the Chief Executive.

4.1 By the Mayor:

4.2 By the Chief Executive:

4.3 By the Group Leaders: Any apologies for absence

4.4 Council Leader and Members of the Cabinet:

Councillor Williams	Leader of the Council
Councillor Williams	Commercial Strategy and Delivery
Councillor Barrett	Neighbourhood Services
Councillor Banks	Communities
Councillor Anderson	Place
Councillor Elliot	Corporate Services
Councillor Griffiths	Housing Services

**5. QUESTIONS**

To consider questions (if any) by members of the Council of which the appropriate notice has been given to the Assistant Director (Legal & Democratic)

**6. BUSINESS FROM THE LAST COUNCIL MEETING**

To consider any business referred from the previous meeting

**7. CABINET REFERRALS** (Pages 6 - 12)

## Part 1

September 27th  
CA/74/22                      Financial Performance Q1 2022-23

October 18th  
CA/85/22                      MFTS Refresh  
CA/86/22                      Annual Treasury Report

November 15th  
CA/96/22                      Financial Monitoring Report

## Part 2

November 15th  
CA/102/22                      Housing Management Restructure

### **8. OVERVIEW AND SCRUTINY REFERRALS**

None

### **9. CHANGES TO COMMITTEE MEMBERSHIP**

To receive any changes to committee membership

### **10. CHANGE TO COMMITTEE DATES**

Proposal that the Cabinet meeting of the 13th December be moved until 14th December

### **11. CONSTITUTION REPORT (Pages 13 - 17)**

### **12. REFERRAL FROM ELECTORAL REVIEW COMMITTEE (Pages 18 - 22)**

### **13. EXCLUSION OF THE PUBLIC**

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.

Local Government Act 1972, Schedule 12A, Part 1, paragraph 3.

# Agenda Item 1

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## DACORUM BOROUGH COUNCIL

### MEETING OF THE COUNCIL

14 SEPTEMBER 2022

\*\*\*\*\*

Present -

#### MEMBERS:

Birnie (Mayor), Johnson (Deputy Mayor), Adeleke, Anderson, Banks, Barrett, Barry-Mears, Bassadone, Beauchamp, Bhinder, Chapman, Claughton, Douris, Durrant, Elliot, England, Foster, Griffiths, Harden, Hobson, Hollinghurst, Link, Maddern, Peter, Ransley, Riddick, Silwal, Sinha, Stevens, Sutton, Symington, Taylor, Tindall, Timmis, Townsend, Williams, Wyatt-Lowe (37)

#### OFFICERS:

The Chief Executive, Assistant Director (Corporate and Contracted Services), Team Leader (Corporate & Democratic Service), G Osler (ICT Operations Team Leader) and L Fowell (Minutes).

The meeting began at 7.30 pm.

#### 1. MINUTES

The Minutes of the 20<sup>th</sup> July 2022 were agreed

#### 2. DECLARATIONS OF INTEREST

None

#### 3. PUBLIC PARTICIPATION

None

#### 4. ANNOUNCEMENTS

Councillor Andrew Williams lead messages of condolence, followed by other members of the council, who expressed their sympathies to the royal family and shared their personal memories of Her Majesty Queen Elizabeth II.

A minutes silence was held for the passing of Her Majesty Queen Elizabeth II

Messages of condolence were received for former Councillor and Mayor Betty Lees, and former Councillor Chris Cadman. A minute's silence was held.

## **5. MOTION**

### **5.1 MOTION TO DBC Council - Proposed by Cllr. Tindall**

A growing number of Local Authorities and local community partners are taking practical steps to support residents who are, or who will be affected by, the rising costs of heating, by the development of Warm Hubs.

This Council seeks to assist residents who are unable to afford to heat their homes this winter and asks officers to develop plans to identify indoor spaces to use as warm banks for those so affected

Councillor Williams seconded the motion.

The motion was agreed unanimously by the Council

## **6. CHANGES TO THE COMMITTEE MEMBERSHIP**

Cllr Williams advised of two changes to committee memberships.

Cllr S Riddick to replace Cllr H Chapman as Chairman of Audit with affect from the close of the Audit committee on the 15th September 2022

Cllr Gbola Adeleke to replace Cllr Imarni on the Hertfordshire Police and Crime Panel

Cllr Griffiths seconded and the changes were agreed by the Council.

## **7. CHANGES TO COMMITTEE DATES**

Councillor Williams advised of 3 changes to committee meeting dates.

Additional Development Management Committee to be held on the 6th October

Full Council 10th May 2023 to move to May 17th 2023 to allow for induction of new members

Health in Dacorum meeting to move from 28th September to 11th October 2022

Cllr Griffiths seconded and the changes were agreed by the Council.

The meeting ended at 8:25pm.

# Agenda Item 7

## Part 1 Cabinet Referrals

27<sup>th</sup> September 2022

### CA/74/22 FINANCIAL PERFORMANCE Q1 2022-23

#### **Decision**

1. Cabinet noted the financial position for 2022-23 as at Quarter 1, and;

#### **RESOLVED TO RECOMMEND;**

2. That Council approve the revised capital programme to move £13.740m slippage identified at Quarter 1 into financial year 2023/24 as detailed in Appendix C.
3. That Council approves a supplementary Capital budget of £1.000m for the HRA for the re-purchasing of Right To Buy properties.

#### **Corporate Priorities**

A clean, safe and enjoyable environment; Building strong and vibrant communities; Ensuring economic growth and prosperity; Providing good quality affordable homes, in particular for those most in need; Ensuring efficient, effective and modern service delivery; Climate and ecological emergency

#### **Statutory Officer Comments:**

##### **Monitoring Officer:**

No comments to add to the report.

##### **Deputy S151 Officer:**

This is a Deputy S151 report

#### **Advice**

Cllr Elliott introduced the report, advising this has been through Overview & Scrutiny. Figures are no surprise, there is an overall pressure on the general fund.

NHowcutt added that since report was written the fiscal environment is changing on a daily basis.

Cllr Tindall referred to Council Tax liability for empty homes falling to Council, noting the concern around empty homes in such times of need and asked; can that be confirmed.

NHowcutt confirmed it is a small number of homes, the liability is following the changes to our Council Tax policy; that when properties are vacant for over 30 days we place charges

on that home. There are a small number of homes requiring a large volume of work to be carried out to make them fit to re-let, so may go over the 30 days.

Cllr Griffiths commented that one empty home is a property that a family needs, adding that it is agreed that it is of priority to ensure those homes are made available as quickly as they can be to those that need them.

### **Recommendations agreed**

**18<sup>th</sup> October 2022**

### **CA/85/22 MFTS REFRESH**

#### **Decision**

It is recommended that Cabinet recommend to Council the approval of the revised Medium Term Financial Strategy for the period 2022/23 –2026/27, including recommendations;

1. To note the financial projections within the 5-year Medium Term Financial Strategy and to approve the Strategy,
2. A General Fund savings target of £1,799k be approved for the 2023/24 budget-setting process;
3. A four-year General Fund savings target of £3.6m be approved for the duration of this Medium Term Financial Strategy;
4. The Chief Finance Officer will work with the Council's Senior Leadership Team and Portfolio Holders to deliver options that will achieve the saving targets identified within the strategy;
5. The Financial Planning Framework is approved to support the budget-setting process for 2023/24;
6. The Chief Finance Officer be requested to revise the Medium Term Financial Strategy and re-present to Cabinet and Council for approval if material changes to forecasts are required following future Government announcements.

#### **Corporate Priorities**

A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity Providing good quality affordable homes, in particular for those most in need Ensuring efficient, effective and modern service delivery Climate and ecological emergency

## **Statutory Officer Comments:**

### **Monitoring Officer:**

The MTFs is an essential strategy to ensure that the Council has appropriate governance and oversight of its financial position and this report provides that overview and financial planning for the medium term.

### **S151 Officer:**

This is a S151 Officer report.

### **Advice**

Cllr Elliot said that this was a bit of a moving feast, as the macro and micro financial situation is changing on a daily basis. The council does need to have in place a medium term financial strategy that runs for a period of 5 years. They have headwinds coming their way with inflation, increase in supplier costs, and increase in salaries and issues with funding from central government. It was good that they had been a prudent council and had been able to absorb the shocks that had come through. With their commercial strategy that was coming forward, they could future proof any other issues that may come down the line. He thanked Nigel and the team for preparing this document he said it was clear, concise and easy to understand.

Nigel H said that they had a sustainable medium term financial strategy, it outlined that they had 3.6 million to achieve over the next five years of which they had a gap to fill of 0.8million. They have many strategies to implement and deliver; it outlines the work that had been put in over the last six to nine months to develop that strategy. He said it was a sustainable footing as long as they could deliver on the strategies that they had outlines and driving forward now.

Cllr Tindall referred to par 5.6 where is mentions “any authority that does not increase council tax by the maximum permissible amount”. He said that this was something that they had before and is most likely going to happen. Looking at the costs of living crisis going through the winter, how geared up are we to exercise the maximum advice for benefits, council tax rebates and payment for those that are going to struggle, or those struggling already and will struggle further with this increase.

Nigel Howcutt responded that in term of the proposed increase at the moment of £5 which was approximately 3.3% was significantly below current inflation levels, from that perspective it was an inflation busting increase, this was positive for those that have very few pounds in the pocket. In terms of the benefits support he said that they have a very good council tax support scheme in which they aim to help those that were financially vulnerable, however they do ask that everybody contribute a small amount towards that so they had always achieved a good level in terms of support for residents. They do have a high council tax collection rate, the highest in Hertfordshire that was because they have a fair scheme that puts resident’s front and centre. There may be proposals that comes out in the next few months around council tax regulations, around what they can and cannot do and how that changes. As a council and cabinet, they would assess any changes that the government may bring in. The fact that it was below inflation rates and about half of what average pay rates were going up by he feels that this would be one of the only bills that people receive that was not increasing astronomically.

Cllr Williams clarified that it was actually 2.3% increase and the 1% comes from growth, fairly modest against the 10% inflation rate.



Cllr Griffiths said that she took issue with Nigel saying the work that had gone on for 9 months, although it had gone on for 9 months it was fair to say that it had gone on a lot longer than the prudence they had over the years had ensured that like some councils they have not fallen over.

Nigel responded in terms of prudence or good fiscal planning they had been very astute in recent years meaning they were able to react to things like Covid in a positive way to continue to focus on their main strategies in terms of supporting frontline services. They were only able to do that because of fiscal plans they had in advance. It went beyond the time that he had been there; fiscal planning had been very strong, they have a good framework, monitoring, controls, checks and balances, supported by internal audit reports that support that as well. They also have very clean value for money external audits in the last few years as well.

### **Recommendation agreed**

## **CA/86/22 ANNUAL TREASURY REPORT**

### **Decision**

1. That Cabinet recommends to Council acceptance of the report on Treasury Management performance in 2021/22 and the Prudential Indicators for 2021/22.

### **Corporate Priorities**

A clean, safe and enjoyable environment; Building strong and vibrant communities; Ensuring economic growth and prosperity; Providing good quality affordable homes, in particular for those most in need

### **Statutory Officer Comments:**

#### **Monitoring Officer:**

No comments to add to the report

#### **S151 Officer:**

This is a Deputy S151 Officer report. Comments are contained within the body of the report.

### **Advice**

Cllr Elliott advised that this is the usual annual review and he would like to draw attention to the fact that interest rates have increased and borrowing has gone up but we are in a fairly robust situation with regard to Treasury Management. We are looking at other ways are to increase our returns on cash but this will be done in a very prudent way.

### **Recommendations agreed**

**15<sup>th</sup> November 2022**

**CA/96/22 FINANCIAL MONITORING REPORT**

**Decision**

1. Cabinet noted the financial outturn position for the General Fund and Housing Revenue account as forecast at Quarter 2. The revenue outturn forecast is a deficit of £0.111m for the General Fund and a deficit of £0.538m for the Housing Revenue Account. The Council's capital programme is forecast on budget, with additional slippage of £3.387m on General Fund schemes and slippage of £17.278m for the HRA.
2. Cabinet **RESOLVED TO RECOMMEND** to Council the approval of the draw down of £870k from the Dacorum Development Reserve to fund the 2022/23 employee pay award and reallocation of £270k of the HRA revenue contribution to capital.

**Corporate Priorities**

A clean, safe and enjoyable environment; Building strong and vibrant communities; Ensuring economic growth and prosperity; Providing good quality affordable homes, in particular for those most in need; Ensuring efficient, effective and modern service delivery; Climate and ecological emergency.

**Statutory Officer Comments:**

**Monitoring Officer:**

The report is part of the Council's continual budget monitoring and provides members with the required oversight of the Council's financial position at quarter 2.

**S151 Officer:**

This report is a S151 Officer report.

**Advice**

Cllr Elliot introduced the report and recommendations, there were no questions.

**Recommendations agreed**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



## Council

<b>Report for:</b>	Council
<b>Title of report:</b>	Members' Allowance Scheme and Constitutional amendment
<b>Date:</b>	23 <sup>rd</sup> November 2022
<b>Report on behalf of:</b>	Councillor Graeme Elliott, Portfolio Holder for Corporate Services
<b>Part:</b>	I
<b>If Part II, reason:</b>	N/A
<b>Appendices:</b>	None
<b>Background papers:</b>	Cabinet Report 16 <sup>th</sup> March 2021 approving the Members' Allowance Scheme
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	

### Report Author / Responsible Officer

Mark Brookes, Assistant Director (Legal and Democratic Services)



Mark.brookes@dacorum.gov.uk / 01442 228236 (ext. 2236)

<b>Corporate Priorities</b>	<ul style="list-style-type: none"> <li>A clean, safe and enjoyable environment</li> <li>Building strong and vibrant communities</li> <li>Ensuring economic growth and prosperity</li> <li>Providing good quality affordable homes, in particular for those most in need</li> </ul>
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	<p>Ensuring efficient, effective and modern service delivery</p> <p>Climate and ecological emergency</p>
<b>Wards affected</b>	All
<b>Purpose of the report:</b>	<ol style="list-style-type: none"> <li>1. To seek approval to changes to the Members' Allowances Scheme for financial year 2023-24.</li> <li>2. To seek approval to change the deadline that members should submit written questions on notice to Council.</li> </ol>
<b>Recommendation (s) to the decision maker (s):</b>	<ol style="list-style-type: none"> <li>1. That Council agree to amend the Members' Allowance Scheme for financial year 2023-24 to provide for a reduced increase in Members' allowances from the September CPI rate (10.1%) to 5.92%.</li> <li>2. That Council agree to amend the deadline that Members should submit written questions on notice for council meetings to the 2<sup>nd</sup> Friday before the meeting and authorise the Assistant Director (Legal and Democratic) Services to make the required changes to Part 4 of the Constitution to reflect this change.</li> </ol>
<b>Period for post policy/project review:</b>	The Constitution is kept under continuous review by the Monitoring Officer and updates are proposed to Council when required.

## **1 Introduction**

- 1.1 The Monitoring Officer is under a continuous duty to review the Constitution to ensure that it is up to date and provides an appropriate governance framework for all Council decision making.
- 1.2 Proposals for change may be prompted not only by formal internal reviews, but also by the Monitoring Officer, the Cabinet, other Members or officers and by public opinion.
- 1.3 The changes proposed in this report have been proposed and considered by the Leader of the Council and the Opposition Leader and will assist the operational effectiveness of the Council and provide a balanced and proportionate increase in members' allowances as explained further in the report.

## **2 Changes to the Members Allowance Scheme**

- 2.1 The current Members' Allowance Scheme was approved by Council in April 2021 and is valid for 4 years from 1<sup>st</sup> April 2021.
- 2.2 In respect of increases to allowances the adopted scheme provides for increases to be aligned to the Consumer Price Index (CPI) from the September before the new financial year. This September CPI rate was 10.1%.
- 2.3 It is proposed that instead of applying the CPI rate for the financial year 2023/24, that a rate of 5.92% is applied; this is the average agreed pay award to Dacorum Borough Council employees and therefore provides equity between increases to the employee proposed increases and councillors.
- 2.4 The proposed changes are for 2023/24 only and will revert to the existing CPI rate for 2024/25 unless otherwise agreed by council during the year.

## **3 Procedural change to deadline for written questions**

- 3.1 Part 4 of the Constitution contains the written procedures that apply to the conduct of Council, Cabinet and its regulatory committees.
- 3.2 Rule 10.3 of Part 4 provides for questions on notice at full Council:

Subject to Rule 10.5, a member of the Council may ask:

- the Mayor
- a member of the Cabinet;
- the chairman of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the Borough.

- 3.3 This is the rule which members use to submit questions in advance of the meeting which are usually addressed to Portfolio Holders. The current deadline set in the Constitution for submitting these questions is the Friday before the meeting. It is proposed to change this deadline to the 2<sup>nd</sup> Friday before the meeting. This will align the deadline with the date that notice of motions are required to be submitted and will allow more time for responses to be considered and prepared. The change will also allow for the questions to be included within the agenda for the meeting.

#### **4 Consultation**

The proposals in this report have been proposed by the Leader of the Council and Opposition Leader and it is understood that further consultation has taken place with Members via political group meetings and discussions.

#### **5 Financial and value for money implications:**

The proposed change to the Members' allowances will have minimal impact on the 2023/24 budget and will be included in the budget proposals to be considered and approved by Council in early 2023.

#### **6 Legal Implications**

If Council approves the changes, the Constitution will be updated to reflect the agreed change in procedures and there are no other legal implications arising from the report.

#### **7 Risk implications:**

This report proposes minor changes to meeting procedures and there are no risks associated to this part of the decision.

The proposed changes to the basis for assessing member allowances represent a balanced response to changes in external economic factors which were not anticipated at the time the current scheme was agreed in quarter 1 of 2021.

#### **8 Equalities, Community Impact and Human Rights:**

There are no Equalities, Community Impact of Human Rights implications arising from this report.

#### **9 Sustainability implications.**

There are no sustainability implications arising from this report.

#### **10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)**

There are no implications arising from this report.

#### **11 Statutory Comments**

##### **Monitoring Officer:**

The proposed change to meeting procedures will help to give members more time to prepare responses to questions and allow questions to be published with the agenda which will assist the efficiency and effectiveness of Council meetings.

**S151:**

The members pay award for 2023/24 will form part of the 2023/24 budget proposals that will be submitted for final approval to cabinet and council in February 2023.

**12 Conclusions:**

The report proposes minor procedural changes to ensure the effective running of Council meetings and are recommended for approval.

The changes to members' allowances are also put forward for Council agreement for the financial year 2023/24.





<b>Report for:</b>	Council
<b>Title of report:</b>	Polling Place Review
<b>Date:</b>	23 November 2022
<b>Report on behalf of:</b>	Councillor Elliot, Portfolio Holder for Corporate Services
<b>Part:</b>	I
<b>If Part II, reason:</b>	n/a
<b>Appendices:</b>	Minutes from Electoral Review Committee 26 October 2022
<b>Background papers:</b>	n/a
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	

### Report Author / Responsible Officer

Mark Brookes, Assistant Director (Legal and Democratic Services)

Michelle Anderson, Electoral Services Team Leader



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<b>Corporate Priorities</b>	Building strong and vibrant communities Ensuring efficient, effective and modern service delivery
<b>Wards affected</b>	Bovingdon, Flaunden & Chipperfield
<b>Purpose of the report:</b>	To consider the options for the arrangement and re-designation of the Polling Place within the LE polling district of the Bovingdon, Flaunden & Chipperfield ward.
<b>Recommendation (s) to the decision maker (s):</b>	That Council agree:

	<p>That the polling station for Bovingdon, Flaunden &amp; Chipperfield ward, polling district LE, be moved from the Boys Brigade HQ at Felden Lodge, Hemel Hempstead to the Boxmoor Trust Centre, London Road, Hemel Hempstead and that</p> <p>the above polling arrangements be included in a revised Polling Place Order</p>
<p><b>Period for post policy/project review:</b></p>	<p>n/a</p>

## 1 Introduction/Background:

Boys Brigade HQ at Felden Lodge in Hemel Hempstead is a designated polling station and is currently on the market and therefore have advised the Council that the building will not be available as a polling station for the May 2023 elections.

Alternative sites have therefore been considered as a suitable relocation.

## 2 Key Issues

### Current polling place

Currently electors within the LE polling district of the Bovingdon, Flaunden, Chipperfield ward are assigned to the Boys Brigade HQ as their polling place. There are approximately 1100 electors on this register, of which approximately 240 are postal voters and therefore are not required to visit the polling station.

The cost to hire this site is £360.

The building is unavailable to use for the May 2023 local Borough elections and therefore a suitable alternative site needs to be assigned.

Ward councillors for this area have been consulted and suggested that the Boxmoor Trust Centre could be looked at as an option.

## 3 Options and alternatives considered

### **The Boxmoor Trust Centre**

The location has had a site visit and an assessment carried out. A number of factors were considered including, the location, its size, availability and accessibility. It concluded that the facilities available would be suitable to use as a polling station.

The entrance to the site is via London Road and into a very large car park. There is disabled access into the building and the room proposed to be used is on the ground floor, to the left of the main building.

Polling station staff would have the necessary facilities required for the 15 hour day.

All lighting has been checked and is deemed suitable.

The cost of the hire for the premises would be £600. This would be an additional cost of around £240 compared to the existing premises.

### **Bourne End Village Hall**

This site is already a designated polling station for electors within the LD polling district of the Bovingdon, Flaunden, Chipperfield ward. There are approximately 325 electors on this register, of which 41 are postal voters and therefore are not required to visit the polling station.

The entrance to the site is via London Road and into a large car park. There is disabled access into the building and then the room proposed to be used is on the ground floor.

Polling station staff would have the necessary facilities required for the 15 hour day.

All lighting has been checked and is deemed suitable.

#### **4 Consultation**

The Returning Officer; Assistant Director, Legal and Democratic Services, Ward councillors; Leader of the Council, Leader of the Opposition party.

#### **5 Financial and value for money implications:**

The re-allocation of the polling place to a new building such as the Boxmoor Trust will result in some cost, but in the context of the cost of an election as a whole this is minimal. However the cost to move to an existing designated polling station would not incur any additional costs.

The provision of Polling Stations for elections is reviewed on a regular basis and the funding is overseen by the Electoral Commission and the Elections Claims Unit.

#### **6 Legal Implications**

A requirement of the Representation of the Peoples Act 1983 requires local authorities to regularly review its polling places and stations and recommend alternatives when necessary. Failure to assign electors to designated polling places would disenfranchise electors.

#### **7 Risk implications:**

Electoral matters require continual review to ensure that the democratic process operates effectively. A failure to provide polling places would result in huge reputational damage.

#### **8 Equalities, Community Impact and Human Rights:**

There are no equalities or community impacts arising directly from this report. Both polling stations have been fully assessed and are fully accessible for all members of the public.

#### **9 Sustainability implications (including climate change, health and wellbeing, community safety)**

There are no sustainability implications arising directly from this report.

#### **10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)**

There are no council infrastructure implications arising directly from this report.

#### **11 Conclusions:**

After consideration, the Boxmoor Trust Centre would provide a more convenient alternative, compared to Bourne End Village Hall as it is slightly closer to the electorate concerned and provides very good facilities.

It will also provide added resilience to the Council as we will have another operational polling station available in case there are any other issues with polling stations in the future.

**MINUTES**  
**ELECTORAL REVIEW COMMITTEE**  
**26 OCTOBER 2022**

**Present:**

Cllr Williams (Leader)	Cllr Stevens
Cllr Anderson	Cllr Douris

**Officers:**

Michelle Anderson, Elections Team Leader

The meeting started at 7.30 pm.

**1. MINUTES**

There were no minutes to be agreed.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Councilor's Griffiths and Hollinghurst.

**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

**4. PUBLIC PARTICIPATION**

There was no public participation.

**5. POLLING PLACE REVIEW**

M Anderson introduced the report and explained that the reason for the polling station review was due to the future sale of the Boys Brigade HQ. This was currently used as a polling station for the LE polling district, which was within the Bovingdon, Flaunden, Chipperfield ward.

Work had been carried out to look at the affected electorate and a site visit was carried out.

Consultation was undertaken with the relevant ward councillors and one suggestion was to look at using The Boxmoor Trust Centre.

M Anderson visited the site and a number of factors were considered including, the location, its size, availability and accessibility. It concluded that the facilities available would be suitable to use as a polling station.

Polling station staff would have the necessary facilities required for the 15 hour day.

All lighting has been checked and is deemed suitable.

It has therefore been recommended to use this location as the new polling station for polling district LE.

Questions and Answers

Councillor Stevens noted that drivers are unable to turn right out of the car park onto London Road and asked that signs are visible advising this.

M Anderson confirmed there was a sign already there which tells drivers to turn left out of the car park. DBC would display an additional sign on the gate at the exit point.

A Williams added that we can only advise drivers to do this and cannot police it.

M Anderson explained that once the decision had been agreed at Full Council, all affected electors will be notified in writing and next year's booking confirmed with the Boxmoor Trust Centre.

The Polling Place Order will be updated to reflect the changes.

**Resolved:**

1. That the option for the transfer of the polling place for the Bovingdon, Flaunden & Chipperfield ward, (polling district LE), from the Boys Brigade HQ to the Boxmoor Trust Centre be agreed and recommended to Council for approval.
2. That the proposed amendment be included in an updated Polling Places Order 2023 to be referred to Council for approval.

The meeting ended at 7.45 pm.