

# **EXTRAORDINARY MEETING OF THE COUNCIL**



**Tuesday, 18th November, 2014**

**7.00 pm**

**Council Chamber  
Thanet District Council  
Margate**

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Date: 10 November 2014  
Our ref:  
Ask For: Anona Somasundaram  
Direct Dial: (01843) 577046  
Email: anona.somasundaram@thanet.gov.uk



You are hereby summoned to attend the meeting of the Thanet District Council to be held in the Council Chamber, Council Offices, Cecil Street, Margate, Kent on Tuesday, 18 November 2014 at 7.00 pm for the purpose of transacting the business mentioned below.

A handwritten signature in black ink, appearing to read "G. Bach".

Democratic Services & Scrutiny Manager

To: The Members of Thanet District Council

**FIRE ALARM PROCEDURES:** If the fire alarm is activated, please vacate the offices via the stairs either through the security door to the left of the Chairman or opposite the lifts in the foyer. Please do not use the lifts. Please assemble in Hawley Square on the green. Officers will assist you and advise when it is deemed safe to return to the Chamber.

**AGENDA**

- | <u>Item No</u> | <u>Subject</u>  |
|----------------|---|
| 1.             | <b><u>APOLOGIES FOR ABSENCE</u></b>   |
| 2.             | <b><u>DECLARATIONS OF INTEREST</u></b>  |
| 3.             | <b><u>REVIEW OF GOVERNANCE ARRANGEMENTS - MARGATE</u></b> (Pages 1 - 28)          |
| 4.             | <b><u>REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014</u></b> (Pages 29 - 44) |

**Declaration of Interests Form**

## REVIEW OF COMMUNITY GOVERNANCE ARRANGEMENTS - MARGATE

To: **Extraordinary Council - 18 November 2014**

By: **Glenn Back, Democratic Services and Scrutiny Manager;**

Classification: **Unrestricted**

Wards: **Cliftonville East, Cliftonville West, Dane Valley, Garlinge, Margate Central, Salmestone, Westbrook, Westgate-on-Sea**

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**Summary:** **This report sets out the results of the community governance review of the un-parished area of Margate requested by Council in 2013.**

### **For decision**

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#### **1.0 Introduction and Background**

1.1 In April 2013 Council considered a report relating to options for undertaking a District-wide electoral review of Thanet (including the future number of District Councillors) and community governance review of the un-parished parts of the District.

1.2 Council agreed:

i. That the Local Government Boundary Commission for England be requested to include the Council in the electoral review programme that would facilitate a whole Council electoral review commencing after the date of the Local Government elections in 2015 and with a planned implementation date of the date of the Local Government elections in 2019;

ii. That the Local Government Boundary Commission for England be requested to conduct the electoral review with the objective of reducing the number of elected members;

iii. That a Community Governance Review be undertaken in respect of the un-parished parts of the administrative area of the Council;

iv. That the Boundaries & Electoral Arrangements Working Party be given delegated authority to approve and publish the terms of reference of the Community Governance Review and that the Working Party makes recommendations to full Council concerning the review within the twelve months' statutory time limit.

- 1.3 A letter was sent to the Local Government Boundary Commission for England shortly after the Council meeting, and a reply was received dated 31 July 2013 which included the following:

The Commission is currently finalising its review programme for 2014/15 and has included an electoral review of Kent in that programme. This will have an impact on any [local] review as an electoral review of the county's constituent districts, including Thanet, would only be able to start following the completion of the Kent review. This would not be before later summer of 2015 at the earliest...

The review programme for 2015/16 will be considered by the Commission next year and your council's request for a review in time for elections in 2019 will be recorded for consideration at that time. Before any decisions are taken, we would of course wish to have your Council's updated view on the desirability of a review and I will contact you at that time.

I note and welcome that your paper to Council states that it is desirable to complete a community governance review before the conduct of an electoral review. As part of the electoral review of Kent the commission will be using parish boundaries and I would therefore be grateful if you could keep both the County Council and the Commission updated with progress of the CGR."

- 1.4 It is worth reminding Council that a community governance review can take place for the whole or part of a District to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- Whether any new parish created should have a Parish Council. Note that Section 94(2) of the LGPIH Act 2007 states that where a community governance review is required to recommend whether or not a new parish should have a parish council, it is mandatory to recommend that a parish should have a parish council in an area that has 1,000 or more electors.
- The electoral arrangements for any such Council (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

## **2.0 Work undertaken by the Boundary and Electoral Arrangements Working Party**

- 2.1 The Working Party met on 9 January, 3 July, 24 July and 22 October 2014. The first meeting agreed the details of a first stage public consultation exercise. By law, that stage had to be a very "open-ended" consultation on options for the future governance of the un-parished area of Margate. The meetings in July reviewed the outcome of that consultation programme and agreed the specific proposals that would become the subject of a second stage consultation programme. The final meeting on 22 October 2014 reviewed the outcome of the second stage public consultation exercise and agreed the recommendations to be put to this meeting of Council.

2.2 As a result of the first stage consultation, on 3 and 24 July 2014 the Working Party agreed that the following recommendations should form the basis of the second stage consultation:

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. A “Margate Town Council” be created for the un-parished area of Margate excluding the District Ward of Westgate on Sea; with the same number and distribution of Councillors as the current District Wards, that is to say 17 Councillors in all; and,</li> <li>2. A “Westgate Parish Council” be created for the area covered by the current District Ward of Westgate-on-Sea, with 10 parish councillors.</li> <li>3. The consultation documents would cite possible Band D precepts of £14.86 for Margate Town Council and £24.58 for Westgate Parish Council.</li> </ol> |
|--|

2.3 On 22 October 2014, as a result of the second stage consultation, the Working Party agreed to recommend to Council:

the creation of a Westgate Parish Council, but that the remainder of the area retains Charter Trustees
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2.4 The specific details of that recommendation in so far as it relates to Westgate were as set out in the second stage consultation and included at paragraph 6.2 in the report on 22 October 2014:

	<b>Westgate-on-Sea</b>
Governance	Town/Parish Council to replace Charter Trustees
Boundary	Same as for current District Ward of Westgate-on-Sea
Name	Westgate
Style	Parish Council
Electoral division	Same as current District Ward of Westgate-on-Sea
Number of councillors	10
Whether any grouping or de-grouping is desired	No
Whether any consequential amendments to existing District or County electoral arrangements are to be recommended to the Local Government Boundary Commission for England.	No
Date of first election	7 May 2015

2.5 The consequence of that recommendation would be a reduced area for the Charter Trustees and a reduction in the number of Charter Trustees of three to reflect the removal of Westgate-on-Sea from the Charter Trustee area.

2.6 Annexes 1 and 2 summarise the two stages of public consultation and include the analysis of responses presented to the Boundary & Electoral Arrangements Working Party.

2.7 Annexes 3 and 4 show the recommendation of the Boundary & Electoral Arrangements Working Party on a map.

### **3.0 Corporate Implications**

#### **3.1 Financial and VAT**

3.1.1 There are no financial implications arising directly from the report for Thanet District Council. However, if Council accepts the recommendation of the Working Party to create a new Westgate Parish Council, consideration will need to be given to the impact on the Margate Charter Trustees.

3.1.2 There would be a need to split the Charter Trustee assets with any newly parished area, including but not limited to reserves, assets, accommodation and mayors regalia. This would need to be addressed through the legal process as part of creating the Community Governance Order that would give effect to any decision, which could then potentially impact on any precept assumptions that had previously been made.

3.1.3 There are no VAT implications arising directly from this report.

#### **3.2 Legal**

3.2.1 Thanet District Council has conducted the review of community governance arrangements in the Margate area in accordance with Part 4 Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

3.2.2 The Council has had regard to the Statutory Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government.

3.2.3 In light of the responses to the stage two consultation, external legal advice was sought on whether a resolution by the Council to create a Westgate Parish Council but retain the Charter Trustees in the remainder of the currently un-parished area of Margate (should that be the Council's decision) would be lawful. A summary of the legal advice in respect of that particular issue was reported to the Boundary & Electoral Arrangements Working Party on 22 October 2014 as follows:

a) It would be lawful for the Council to create a parish council covering only part of the area currently covered by the Margate Charter Trustees.

b) If required, a further agreement about "incidental matters" could be made between the remaining Charter Trustees and the new parish council (covering transfer of assets etc).

c) A consequence of creating a Westgate Parish Council and retaining the Charter Trustees in the rest of the Margate area would be a reduction in the number of Charter Trustees (because these reflect exactly the number of District Councillors in the relevant Wards) and a reduction in the precept of the Charter Trustees (to reflect the smaller number of Trustees and the smaller area they administer).

- 3.2.4 It is also worth noting that the proposition that the result of a community governance consultation exercise can be ignored as not representing the majority view when only a small percentage of the electorate responds to the consultation was rejected by the Court of Appeal in the 2011 case of R(Offerton Park Parish Council) -v- Stockport MBC.
- 3.2.5 Section 93(6) of the Local Government & Public Involvement in Health Act 2007 states: The principal council must take into account any representations received in connection with the review.
- 3.2.6 Taking the two paragraphs above, it seems to be the case that the Council should have regard to the majority views expressed in the second stage consultation when reaching a decision, no matter that (despite the Council's best efforts), the response rate was relatively small.
- 3.2.7 Under the Local Government and Public Involvement in Health Act 2007, the Council is responsible for the preparation of the "community governance order" required to amend the area of the Charter Trustees and create a new Parish Council. This report therefore includes a recommendation to Council to delegate authority to the Interim Head of Legal Services to ensure that all necessary steps required to create a community governance order in accordance with Council's decision are taken, and to the Council's Electoral Registration Officer to include any necessary changes into the electoral register to be published on 1 December 2014 (following the 2014 canvass).

### 3.3 Corporate

- 3.3.1 Thanet residents have been consulted at several stages of the review.

### 3.4 Equity and Equalities

- 3.4.1 None identified.

## 4.0 Recommendations

- 4.1 Council is recommended to agree the recommendations of the Boundary & Electoral Arrangements Working Party on 22 October 2014; that is to say:

- 4.1.1 The creation of a Westgate Parish Council, but that the remainder of the currently un-parished area of Margate retains Charter Trustees

- 4.1.2 That the detailed arrangements be as follows:

	<b>Westgate-on-Sea</b>	<b>Remainder of currently un-parished area of Margate</b>
Governance	Town/Parish Council to replace Charter Trustees	"No change" - Margate Charter Trustees remain.
Boundaries	Same as for current District Ward of Westgate-on-Sea	Same as for currently un-parished area of Margate except for Ward of Westgate-on-Sea
Names	Westgate	N/A
Styles	Parish Council	N/A

	<b>Westgate-on-Sea</b>	<b>Remainder of currently un-parished area of Margate</b>
Electoral divisions	Same as current District Ward of Westgate-on-Sea	No changes to current District Ward boundaries of: Cliftonville East, Cliftonville West, Dane Valley, Garlinge, Margate Central, Salmestone, and Westbrook.
Number of councillors	10	Would be elected by virtue of District elections to relevant Wards
Whether any grouping or de-grouping is desired	No	No
Whether any consequential amendments to existing District or County electoral arrangements are to be recommended to the Local Government Boundary Commission for England.	No	No
Date of first election	7 May 2015	Would be elected by virtue of District elections to relevant Wards on 7 May 2015 and every subsequent District election to those Wards.

4.1.3 That council delegates authority to the Interim Legal Services Manager to ensure that all necessary steps required to create a community governance order in accordance with Council's decision are taken, and to the Council's Electoral Registration Officer to include any necessary changes into the electoral register to be published on 1 December 2014 (following the 2014 canvass).

## **5.0 Decision Making Process**

5.1 Council is required to make a final decision prior to the Community Governance Order being made.

Contact Officer:	Glenn Back, Democratic Services and Scrutiny Manager, x7187
Reporting to:	Paul Cook, Interim Director of Corporate Resources

## **Future decisions**

None	N/A
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## **Background Papers**

<b>Title</b>	<b>Details of where to access copy</b>
Local Government and Public Involvement in Health Act 2007	<i>Via internet</i>



## **Annexes**

Annex 1	First stage public consultation
Annex 2	Second stage public consultation
Annexes 3 and 4	Maps showing recommendations from Boundary & Electoral Arrangements Working Party

## **Corporate Consultation Undertaken**

Finance	Matt Sanham, Finance Manager (Service Support)
Legal	Steven Boyle, Interim Legal Services Manager

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### **Annex 1 First stage public consultation**

Shortly after the Working Party met in January 2014, formal notification of the review was sent to bodies that appeared to have an interest in the review, including Kent County Council, the parish clerks of all town/parish Councils in Thanet and the secretary of the Margate Charter Trustees. Written confirmation has been received from Kent County Council that it will not make a submission in respect of this review. No formal responses have been received from existing local town/parish councils or the Margate Charter Trustees.

The stage one public consultation was undertaken on schedule between 3 March and 2 June 2014. This included the activities set out in the following sections.

#### **1.0 Web site**

- 1.1 A wide range of information was published on the Council's web site, outlining the nature of a community governance review, the options available and what they mean. Detailed descriptions were offered of all the governance options outlined in the Statutory Guidance, in order to ensure compliance with Section 93 of the Local Government & Public Involvement in Health Act 2007 (i.e. that all possible administrative options are considered).
- 1.2 The powers of the existing Charter Trustees in Margate were outlined. There was also a section noting the precepts currently charged by the Charter Trustees and all of the town/parish councils in Thanet, and how a precept would be set by any new town/parish council(s).
- 1.3 Accompanying this information, an on-line questionnaire was published (see section below), seeking residents' views.

#### **2.0 Letters, leaflets etc**

- 2.1 A wide range of other publicity material was issued, including:
  - 160 letters and advertising "post cards" to residents' associations and other local community groups in the Margate/Westgate area
  - several messages using the Council's Twitter account
  - a letter to a random sample of 1,000 people on the electoral register explaining the review and encouraging them to complete the on-line survey (this being a common practice in recent years when the Communications Team wishes to raise the profile of a particular issue)
  - targeted publicity raising the profile of the public consultation meetings, including delivery of post-cards to shops in Margate High Street and Margate old town, and over 140 food outlets and cafes in Margate & Westgate.

#### **3.0 Public meetings**

- 3.1 Two public meetings were held in the Council Chamber in Cecil Street, on Tuesday 25 March 2014 and Friday 9 May 2014. At each meeting, the Council's Democratic Services & Scrutiny Manager outlined the origins, basis and timetable of the community governance review, the main options available, and some of the implications of each of the options. No formal record of comments made was

made at those meetings, because attendees were encouraged to use the information they had received when completing responses to the formal consultation. To that end, paper copies of the questionnaire were made available, as was a laptop computer on which the on-line questionnaire could be completed. In total, around 30 people attended the meetings.

- 3.2 Officers consider that a fair summary of the meeting would be (although a good number of detailed points were made) that those attending fell into two broad groups. Some attendees were sympathetic to the idea of creating a town/parish council in Margate on either or both “community governance” and “representational” grounds (that is to say, delivery of some local services, and lobbying on behalf of the interests of the Margate area). However, other attendees were concerned about the precept that a town/parish Council might levy on residents, and were unconvinced that the additional powers of a town/parish Council (over and above Charter Trustees) would justify such a net increase in Council Tax.

#### 4.0 Questionnaire

- 4.1. Alongside the information published on the Council’s web site, a key part of the stage 1 consultation process included publishing an on-line questionnaire. Whereas it had been hoped to present the draft questionnaire to a meeting of the Working Party before it commenced, other commitments prevented that. However, information on the proposed questionnaire was circulated to members of the Working Party for comment, prior to its launch. There were 75 responses to the survey from residents and the results are analysed as follows.

- 4.2 The first question asked, “Generally speaking, within your local area, how satisfied are you with....?” The results were as follows:

	Very satisfied	Fairly satisfied	Neither satisfied or dissatisfied	Fairly dissatisfied	Very dissatisfied	Not sure
Local Democracy?	3	14	5	12	37	1
How local services are currently delivered?	3	18	4	16	33	0
The existing arrangement for community engagement?	7	13	5	9	37	2

- 4.3 The second question was “open-ended” and asked how Thanet District Council could improve any or all of these. The responses are included in the survey results attached at Annex 3. A very wide range of responses were provided, some of which related to options for future governance arrangements (and were largely reflected in the preferred option chosen by the respondent), but several suggested different ways in which Thanet District Council itself could operate. Those more general comments will be fed into the ongoing “Peer Review” process being reported to Council elsewhere.

- 4.4 The third question was central to the review of governance arrangements and asked which form of local governance people thought would be best for Margate. The responses, ranked in order of preference, are as follows:

Governance options	Number of responses	Percentage of responses
Parish or Town Council	33 <sup>1</sup>	44.6%
No change	21	28.4%
Area, neighbourhood or Community Forums	7	9.5%
Community Development Trusts	6	8.1%
Community Associations	4	5.4%
Neighbourhood management	2	2.7%
Residents' Tenants' Associations	1	1.4%
Total	74 (preferences from 75 responses)	

- 4.5 Thus nearly half of all respondents stated a preference for a town/ parish council, though a significant number did suggest no change (21, or 28.4%). What is notable is that of the 33 stating they wanted a town/parish council, six (or 18.2% of them) expressed a preference for a separate parish council for Westgate. It should also be noted that under the previous open-ended question, those expressing a preference for a separate parish council for Westgate offered justifications for so doing, many of which reflected the Statutory Guidance for undertaking community governance reviews.
- 4.6 So, for example, the following comments were made:

“I doubt that Westgate would want to come under Margate”

“Westgate has a clear centre, with it's own main line rail station. population wise it is only slightly lower than Birchington and more than Minster. It is sufficiently distinct from Margate to warrant it's own council.”

“Margate Central, Cliftonville East and West have NOTHING in common with places like Westgate and Birchington”

- 4.7 The comment suggesting that Westgate has an identity of its own, with a clear “centre” and a railway station, appears to reflect the legal requirement that any

<sup>1</sup> In fact, 32 responses selected that option from the choices offered, but a 33<sup>rd</sup> response very clearly preferred a town/parish council despite not actually selecting a response to this question. Because the narrative response to other questions clearly favoured a town/parish council, it has been added into this category.

new form of governance should reflect the “identities and interests” of the community. So, as well as the central question the Working Party needs to address (regarding future governance arrangements), a related question must be whether any town or parish Council covering the Margate area should be split as between Westgate and the rest of the area.

- 4.8 Although a few other possible combinations of parishes were mentioned, each of them appears in one response only (see Annex 3).
- 4.9 The fourth question asked what role and/or services the preferred form of governance should provide. Many of the responses did not specifically address this question, but those that did picked up both “local administration” (service delivery) and “community representation” in varying degrees.
- 4.10 The fifth question enquired about any further comments about governance in Margate. By and large, the comments provided reflected the comments made elsewhere within the same responses.
- 4.11 The sixth question asked where respondents reside. Of those providing this information, fifty-two were from the un-parished area of Margate, nine from Broadstairs and St. Peters, seven were from Ramsgate, two from Birchington, one from Monkton, and one from Minster.
- 4.12 If community governance preferences are analysed in terms of where the respondents live (taking the top three areas of residence only), the following results are obtained:

Area of residence	Community Governance preference	Number	Percentage (in that area)
Margate	Parish/ town council	25	49.0%
	No change	14	27.5%
	Community development trusts	5	9.8%
	Area, neighbourhood	4	7.8%
	Neighbourhood management	2	3.9%
	Community associations	1	2.0%
Broadstairs & St. Peters	Parish/ town council	3	33.3%
	No change	2	22.2%
	Community development trusts	0	
	Area, neighbourhood	1	11.1%
	Neighbourhood management	0	
	Community	3	33.3%

	associations		
Ramsgate	Parish/ town council	3	42.9%
	No change	3	42.9%
	Community development trusts	0	
	Area, neighbourhood	1	14.3%
	Neighbourhood management	0	
	Community associations	0	

- 4.13 This suggests that the preference for a town/parish council in Margate is stronger amongst the respondents living in the un-parished area of Margate than it is amongst those living elsewhere.
- 4.14 The remaining questions are largely contextual, showing that thirty-two respondents are members of existing community groups but forty are not. Three respondents are aged 16 to 24, eighteen are aged 25 to 40, twenty-two aged 41 to 55, thirteen aged 55 to 65 and sixteen aged over 65. Of those willing to provide the information, thirty-three respondents were male and the same number female. Seventeen respondents indicated that they considered they have a disability. Thirty-two respondents indicated a religion/belief of Christian and twenty-two stated no religion, with one from each of a very small number of the other categories. Sixty-four respondents stated their ethnic group to be white-British, with very small numbers in some of the other ethnic groups.
- 4.15 The Working Party needs to recognise that 75 responses is a very small number indeed compared to the current electorate of the un-parished area of Margate, currently around 36,000. On the other hand, a comprehensive public consultation exercise was undertaken and these results were obtained from that. It would thus be reasonable to make decisions regarding the second stage consultation taking those responses into consideration – indeed, as stated before, it is nothing less than a legal requirement under section 93 of the Local Government & Public Involvement in Health Act.

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### Annex 2 Second Stage Consultation

#### 1.0 Stage 2 public consultation – activities undertaken

1.1 Following the Working Party agreeing a programme of consultation on 24 July 2014, a very wide range of activities were undertaken. These included:

- a) A very wide range of information was made available on the Council's web site, including an on-line version of the consultation questionnaire. A "banner" highlighting the consultation was placed on the Council's home page for the duration of the consultation period (see Figure 1), linking directly to the information and questionnaire.
- b) Press advertisements were run in both the Isle of Thanet Gazette (page 14 Aug 15th edition & 19th Sept & 26th Sept editions): and the Thanet Extra (page 9 Aug 20th edition & 17th Sept & 24th Sept editions).
- c) There was a press release from which articles were printed on p.16 of the Thanet Extra (13 Aug edition) "Public given say on creation of fresh councils" and p.2 of the Isle of Thanet Gazette (15 Aug edition) 'Westgate plots to break from Margate in Review'.
- d) The PR & Publicity team liaised with local papers to seek further editorial coverage in the run-up to the consultation deadline.
- e) Two tweets per day were broadcast via the Council's Twitter account for the duration of the consultation period.
- f) A random sample of 1,000 Margate and Westgate residents were sent letters introducing the consultation process and inviting them to respond.
- g) Posters and postcards were hand-delivered to shops in the highest footfall areas of Margate, Westgate, Westbrook and Garlinge.
- h) There was a generic post card produced and a slightly different "door-drop" postcard that was delivered to all Margate and Westgate properties in September detailing the content of the proposal and how to respond (see Figures 2 to 4 regarding the post cards and Figures 5 and 6 regarding the posters).
- i) There were two public meetings held in August, one in Westgate and the other in Margate. Around seventy people attended the meeting in Westgate and around twenty people attended in Margate). The background to the review was outlined and the proposals made by the Working Party were explained. A wide range of questions were answered and many hard copies of the questionnaire and consultation posters were handed out. After those meetings, several people that attended also requested paper copies of the questionnaire.
- j) Hard copy consultation documents were provided to local libraries, the Council Reception and the Gateway.
- k) All Thanet District Councillors were provided with posters and postcards as well as some additional hard copy questionnaires.
- l) Posters and postcards were sent to community groups and leisure facilities in Margate and Westgate.
- m) Posters were displayed around the Council offices as well as information being displayed on the Council's intranet and in staff briefings.
- n) A full page advertorial in the KM Extra newspaper with the full consultation questionnaire, which could be cut out, completed and returned.

Figure 1

The “banner” on the home page of the Council’s web site.

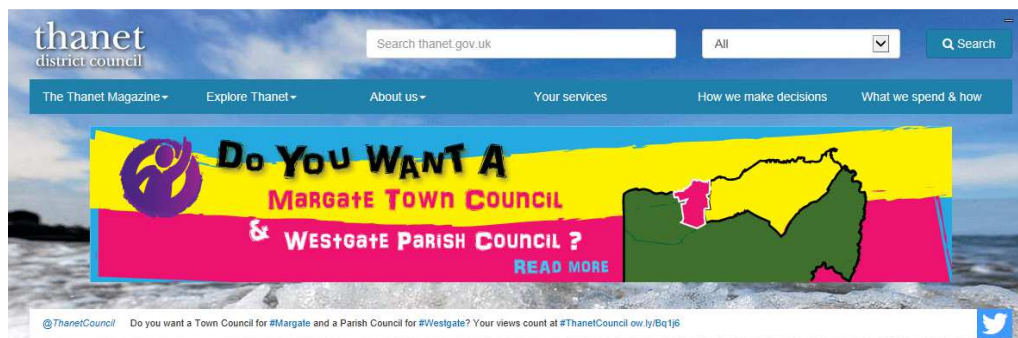


Figure 2

The “post card” (front)



Figure 3

The generic “post card” (rear)



Figure 4

The door drop “post card” (rear)

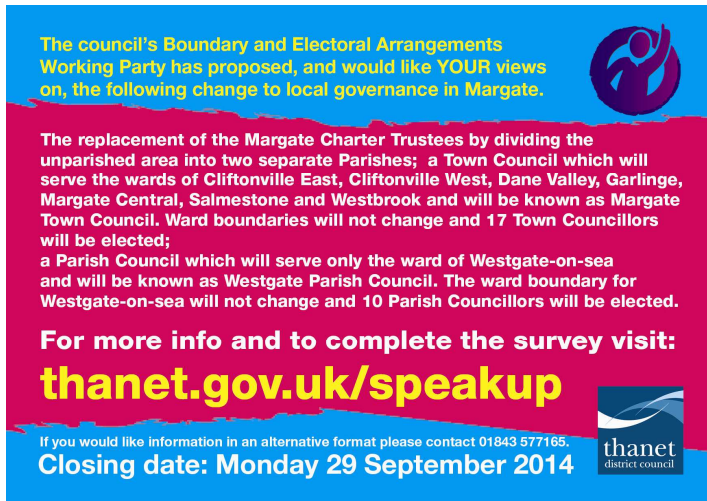


Figure 5

The A3 poster (for public meetings):



Figure 6

The A3 generic poster:



## **2.0 Stage 2 public consultation - outcome**

- 2.1 This section analyses the responses to the second stage consultation. Note that there were a few “non-responses” to some specific questions, and that where applicable, the analysis below focuses upon those responses that did express a preference one way or another. Thus it is possible that a small variation in the “totals” may appear from time to time.
- 2.2 Three-hundred and thirty-seven responses to the consultation were received. The overwhelming majority of responses were from people living within the un-parished area of Margate subject to the review; all but eight responses, in fact.

<b>Where do you live?</b>	Number	% of total
Not in Margate	8	2.4
Cliftonville East	41	12.3
Cliftonville West	25	7.5
Dane Valley	17	5.1
Garlinge	35	10.5
Margate Central	20	6.0
Salmestone	10	3.0
Westbrook	44	13.2
Westgate on Sea	134	40.1

- 2.3 Overall, a clear majority of respondents expressed a preference not to have a town/parish council

<b>Do you agree with the proposal... for two new parish/town councils (a Margate Town Council and a Westgate Parish Council)?</b>	Number	% of total
Yes	137	40.7
No	200	59.3

- 2.4 An analysis of responses to the previous question has been undertaken based upon area of residence, given that the public consultation meeting in Westgate did suggest a high level of support for the creation of a local parish council. For residents of Westgate, the result is as follows:

<b>Do you agree with the proposal... for two new parish/town councils (a Margate Town Council and a Westgate Parish Council)? <i>Residents of Westgate Only</i></b>	Number	% of total
Yes	81	68.1
No	50	38.2

- 2.5 Thus, a significant majority of the responses in Westgate favoured the creation of a parish council.

- 2.6 A number of comments were made at the public consultation meeting held in Westgate by residents of nearby Wards, such as Westbrook, that they would like to form a parish council together with the Westgate area. Thus the following table shows the preference expressed within each of the other Wards of the review area, and for the un-parished area of Margate as a whole but excluding Westgate:

<b>Do you agree with the proposal... for two new parish/town councils (a Margate Town Council and a Westgate Parish Council)?</b>	Number of responses	%age supporting parish/Town Council	% opposing parish/Town Council
Clintonville East	41	24.4	62.5
Clintonville West	25	44.0	56.0
Dane Valley	17	35.3	64.7
Garlinge	35	17.1	82.9
Margate Central	20	30.0	70.0
Salmestone	10	30.0	70.0
Westbrook	42	26.2	73.8
The whole review area <u>except</u> for Westgate	190	27.9	72.1

- 2.7 It is therefore clear that in no Ward other than Westgate was there a majority of responses supporting the creation of a parish/town council.
- 2.8 For residents living outside of the review area (i.e. outside of the un-parished area of Margate), the result was as follows:

<b>Do you agree with the proposal... for two new parish/town councils (a Margate Town Council and a Westgate Parish Council)? <i>Residents outside of the un-parished area of Margate Only</i></b>	Number	% of total
Yes	3	37.5
No	5	62.5

- 2.9 Some comments regarding the boundaries of a possible parish/town council were also made to the open-ended question at the end of the survey. Given the results of the specific survey questions, these have been analysed in terms of whether they favoured joining a Westgate parish council with any other area. Overall, 23 such comments favoured a Westgate parish council on its own, 11 supported a combined Westgate & Westbrook parish council, and 10 supported a combined Westgate, Westbrook and Garlinge parish council. If responses are analysed from Westgate residents only, 21 favoured Westgate parish council on its own, and only 13 combined with Westbrook or Garlinge.
- 2.10 It must be concluded that there is more support for a stand-alone Westgate parish council than there is for any other combination, plus it needs to be borne in mind in any case that a majority of responses from all the Wards except for Westgate were opposed the idea of creating a parish council.
- 2.11 Although it was for the Working Party to agree recommendations to Council, the above analysis does seem to suggest that it could possibly consider a different recommendation for Westgate, compared to the rest of the review area.

2.12 In terms of any new town/parish council boundaries, the responses were as follows:

<b>Do you agree that the current ward boundaries within the two proposed parish/town councils remain unchanged?</b>	Number	% of total
Yes	282	87.0
No	42	13.0

2.13 Bearing in mind that only in Westgate did a majority of responses favour the creation of a parish council, the following table shows the responses to this question for the Westgate area only:

<b>Do you agree that the current ward boundaries within the two proposed parish/town councils remain unchanged? <i>Residents of Westgate only</i></b>	Number	% of total
Yes	107	85.6
No	18	14.4

2.14 In terms of the proposed number of parish/town councillors, it needs to be borne in mind that this was covered in two questions. One was a “closed” question – do you agree with the number proposed by the Working Party? The other was an “open” question – if you do not agree with the proposed number, how many do you think there should be? The responses to the “closed” question were as follows:

<b>Do you agree with the suggested number of new parish/town councillors for each of the proposed parish/town councils?</b>	Number	% of total
Yes	138	43.7
No	178	56.3

2.15 Again, bearing in mind that only in Westgate did a majority of responses favour the creation of a parish council, the following table shows the responses to this question for the Westgate area only:

<b>Do you agree with the suggested number of new parish/town councillors for each of the proposed parish/town councils? <i>Residents of Westgate only</i></b>	Number	% of total
Yes	73	58.4
No	52	41.6



- 2.16 In contrast to the rest of the currently un-parished area of Margate, a majority of the residents in Westgate agreed with the proposed number of parish councillors serving on the parish council (ten).
- 2.17 There was also a separate “open” question asking how many parish/town councillors there should be. This has been analysed for residents of Westgate given that it is only there that a majority of responses supported a parish council. The responses to this open question included the following suggestions for the desirable number of parish councillors:

<b>Suggested number of parish councillors: Residents of Westgate only</b>	Number	% of total	Comment
Below five	3	16.7	Not lawful - too few
Five	5	27.8	
Six	2	11.1	
Seven	2	11.1	
Eight	4	22.2	
Nine	1	5.6	
Ten	1	5.6	The number proposed in the consultation
Above ten	0	0.0	

- 2.18 In terms of the responses to the open-ended question, there was a clear preference for fewer than 10 parish councillors (17 out of 18 responses). But that needs to be considered within the context that when responding to the "closed" question (do you agree with the suggested number of 10 parish councillors), many more (73 out of 125, or 58.4%) of the responses from residents of Westgate did indeed agree that there should be 10 parish councillors.
- 2.19 The consultation documents included indicative precepts if a Margate Town and Westgate parish Council were to be created. The views expressed regarding these were as follows:

<b>Do you think the estimated precept for Margate Town Council is:</b>	Number	% of total
Too high	148	55.0
The right amount	104	38.7
Too little	17	6.3

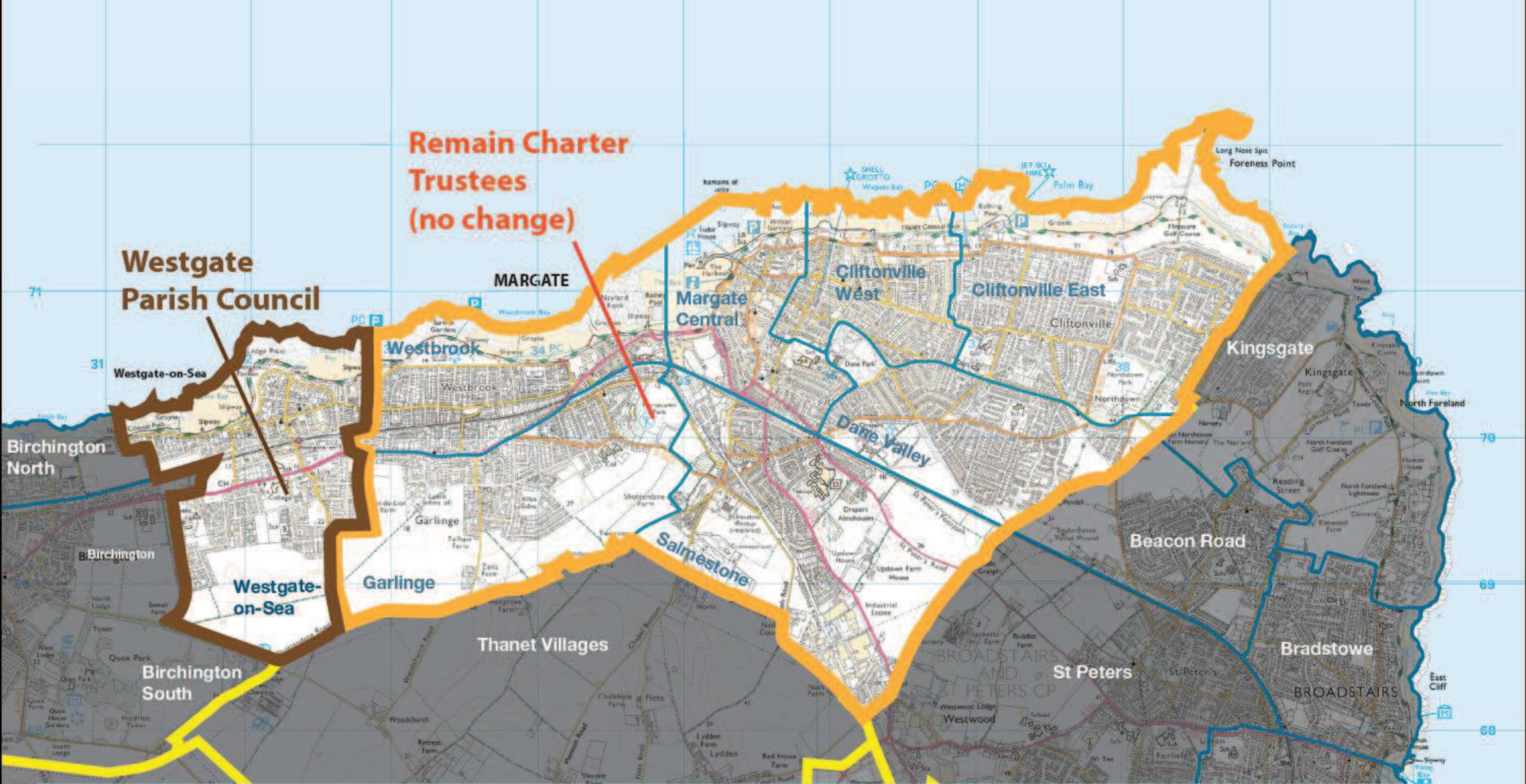
<b>Do you think the estimated precept for Westgate Parish Council is:</b>	Number	% of total
Too high	157	57.7
The right amount	102	37.5
Too little	13	4.8

2.20 Overall, respondents felt the suggested precepts were too high.

2.21 Because it is only in the Westgate Ward that a majority of respondents favoured the creation of a parish council, the responses to this question in the Westgate Ward are shown below:

<b>Do you think the estimated precept for Westgate Parish Council is:</b> <i>Residents of Westgate only</i>	Number	% of total
Too high	51	42.9
The right amount	61	51.3
Too little	7	5.9

2.22 Again, there is a significant difference from the rest of the review area, with a majority of responses from residents in Westgate thinking the indicative precept of £24.58 is about right.







Remain Charter Trustees  
(no change)

Westgate Parish Council

## Thanet Wards and Parishes

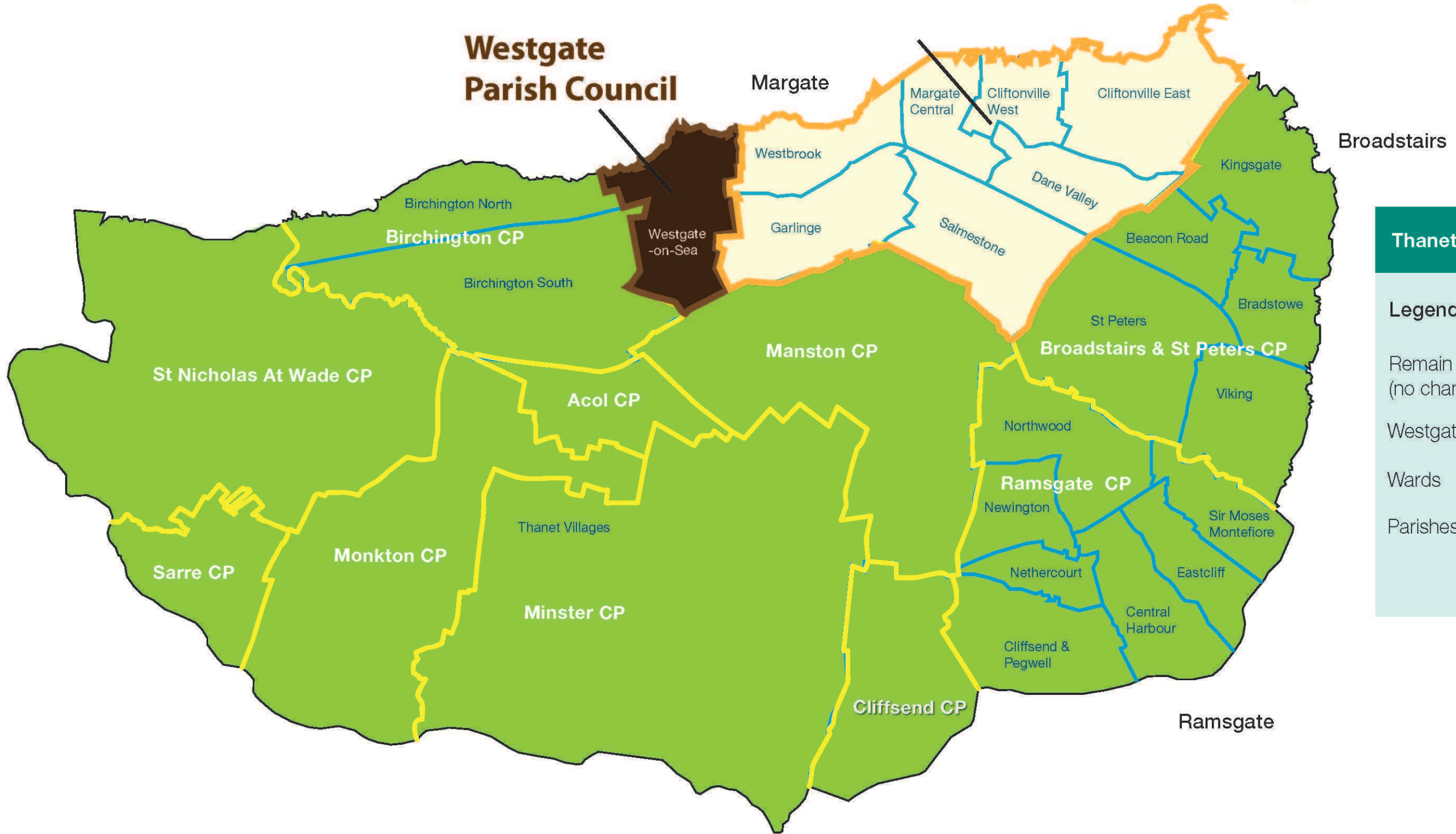
### Legend

- Existing Wards 
- Existing Parishes 

- Remain Charter Trustees (no change) 
- Westgate Parish Council 

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## Remain Charter Trustees (no change)



**Thanet Wards and Parishes**

**Legend**

- Remain Charter Trustees (no change)
- Westgate Parish Council
- Wards
- Parishes

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## REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014

To: **Council – 18 November 2014**

By: **Madeline Homer, Returning Officer**

Classification: **Unrestricted**

Ward: **All wards**

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**Summary: To consider the revised Polling Districts and Polling Places Scheme 2014 following the review of Polling Districts and Polling Places.**

### **For Decision**

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#### **1.0 Introduction and Background**

- 1.1 On 9 January 2014, the Boundary and Electoral Arrangements Working Party received a report from the Democratic Services and Scrutiny Manager outlining the need for a polling district and polling places review, notice of the review and consultation arrangements and timetable of the review.
- 1.2 By 31 January 2015, Council must have undertaken and completed a new review of its polling district and polling places. However, in practice, it is extremely advantageous for the review to be completed prior to the republication of the electoral register on 1 December 2014, in order to avoid the need for repeated republication of the register following the 2014 canvass, and the incorporation of any new electoral arrangements that may flow from the community governance review of Margate This Report outlines the steps the Council has taken to comply with this duty, the consideration of representations made during public consultation and suggests a scheme for adoption by the Council.
- 1.3 Every relevant authority is responsible for dividing its area into polling districts for UK Parliamentary elections and for keeping polling districts under review. For local government elections, the Council may divide its electoral areas (i.e. county electoral divisions and wards) into polling districts, but there is no legal requirement to do so, although it is good practice. Where the Council sub-divides its electoral areas into polling districts this must, so far as possible, mirror the scheme in place for Parliamentary elections.
- 1.4 The Council's current scheme of polling districts and polling places was approved by the Council on 13 October 2011.

#### **2.0 Definitions**

- 2.1 A polling district is a geographical sub-division of an electoral area such as a district council ward.
- 2.2 A polling place is a geographical area in which a polling station is located. There is no legal definition of what a polling place is. The polling place can be either designated as tightly as a building in the polling district used for polling or as widely as the entire polling district. It is considered good practice however to designate a polling place as being "at or near" a specific building within the polling district. This allows the Returning Officer to

use an alternative polling place within the polling district should, for any reason, the designated polling place be unavailable at an election.

- 2.3 A polling station is the area, normally a building, where voting takes place. One or more polling stations may be provided within a polling place.

### **3.0 The rules**

- 3.1 When designating polling districts and polling places, the Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances. Furthermore, unless there are special circumstances that lead the Council to determine otherwise, each parish must be in a separate polling district.

- 3.2 The Council must also seek to ensure that, so far as is reasonable and practicable, the polling places it designates are accessible to all electors, including taking into account the accessibility needs of disabled persons.

- 3.3 The designation of polling districts and polling places are matters for which the Council is responsible. The Returning Officer is responsible for providing a sufficient number of polling stations within those polling places.

### **4.0 The review process**

- 4.1 All existing polling stations were evaluated by officers at the European Parliamentary Election using the evaluation checklist provided by the Electoral Commission. Upon completion, officers analysed each individual polling station checklist to ascertain the suitability of the existing polling stations.

- 4.2 Furthermore, feedback generated from the European Parliamentary Election (electors, staff, candidates, agents, elected representatives, etc) was analysed and incorporated into the review. This was in addition to the public consultation undertaken as part of the statutory review.

### **5.0 Public consultation**

- 5.1 The Council gave public notice of the review and consulted the Returning Officer and any such persons it thought would have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons were given the opportunity to make representations and to comment on representations made to the Council by the Returning Officer.

- 5.2 The Council gave public notice of the review in a local newspaper and on the Council's website on 1 July 2014. In addition, the following parties were invited to submit representations including suggestions for the identification of polling districts and alternative polling places and polling stations:

- All district councillors;
- Town and Parish Councils;
- Kent County Council
- Local political party groups; and
- Local organisations with expertise in matters concerning access to premises.

- 5.3 Following this initial consultation period, the Returning Officer made representations to the Council which included information as to the location of both existing and proposed polling places and polling stations. Interested parties were able to make comments on the Returning Officer's representations.



## **6.0 The revised polling district and polling places scheme**

- 6.1 The Returning Officer's recommendations, together with any other representations received, were considered at meetings of the Boundary and Electoral Matters Working Party on 22 October 2014. The revised scheme the Returning Officer and Democratic Services Department had suggested was approved by the Working Party subject to one possible amendment being suggested by the Working Party.
- 6.2 It was suggested that officers look at alternatives for the RE1 polling place (St Lawrence College, College Road, Ramsgate).

### **Playwise (Artwise), St Luke's Avenue, Ramsgate, Kent**

- 6.3 Officers carried out an inspection and assessment of Playwise (Artwise), St Luke's Avenue, Ramsgate.
- 6.4 Although the venue does have sufficient space to accommodate a polling station, officers raised concerns about access to and from the premises. There was a considerable drop from the entrance door (12-14 inches), a ramp was provided but the slope wasn't gentle. The door to proposed station was too narrow for a motorised wheelchair.
- 6.5 Alternative rooms were available but due to the lack of turning space in the corridors and a further two steps (which would require ramps) this wasn't considered suitable.
- 6.6 There were also concerns about the potential turnout at next year's elections as elector traffic flow in and out of the polling station would pose problems due to the narrowness of the rooms and corridors.
- 6.7 Due to access issues and the suspected high turnout at next year's elections it is the officer's recommendation that Artwise is unsuitable as a polling station due to the restrictions in disabled access.

### **St Luke's Church Hall, St Luke's Avenue, Ramsgate, Kent**

- 6.8 Officers contacted the St Luke's Church Hall, St Luke's Avenue with a view to officers inspecting the premises to see if we could use the premises as a polling place.
- 6.9 The hall has informed us that it cannot accommodate us as it has regular bookings throughout the week and the hall is only available in the evenings.
- 6.10 Officers have informed the Chairman of the Boundary and Electoral Arrangements Working Party of the outcomes of their investigations and that the scheme of polling districts and places to be recommended to Council will need to be the same as that considered by the Boundary & Electoral Arrangements Working Party on 22 October 2014.
- 6.11 The proposed revised Polling Districts and Polling Places Scheme is attached at **annex 1**.

## **7.0 Location of Polling Places**

- 7.1 Members will note from the attached schedule that all revised polling places are located "at or near" a specific building. This provides the Returning Officer and the Council some flexibility with the situation of polling places. If for example, due to

some unforeseen circumstances, a village hall was not available at an election then the Returning Officer would be able to find an alternative polling place at or near to the original location.

## **8.0 Further Reviews**

- 8.1 Subsequent compulsory 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.
- 8.3 The Council may undertake reviews of all or some of the designated polling districts and polling places at any time, but must undertake a comprehensive review of each within four years of the previous review.
- 8.4 For administrative convenience, it would seem desirable to review all polling districts and polling places in a regular five-yearly cycle, regardless of whether or not a particular polling district or polling place has been reviewed for some reason in the intervening period. This will help in ensuring a consistent approach is taken across the Council's area.

## **9.0 Options**

- 9.1 The Council must adopt a scheme by 31 January 2015; however officers are seeking adoption prior to 1 December 2014. This is to allow the Electoral Registration Officer to carry out boundary changes to the electoral register to reflect the additional/changes to existing polling districts. The revised electoral register has to be published on 1 December 2014.

### **9.2 Option 1**

- 9.2.1 Council can adopt the proposed revised polling districts and polling places scheme (as recommended by the Boundary and Electoral Matters Working Party) for implementation on 1 December 2014.

### **9.3 Option 2**

- 9.3.1 Alternatively, Council can suggest an alternative scheme of polling districts and polling places that officers would need to consider.

- 9.4 Members need to be aware, however, that if there is not a revised scheme in place by 1 December 2014 (when the revised electoral register is published) any subsequent changes Council make to the polling districts will need to be incorporated into a revised electoral register which would then need to be republished at an additional cost (i.e. costs of re-printing, re-distributing and re-advertising the revised register). Such additional republishing costs are not currently budgeted for.

## **10.0 Corporate implications**

### **10.1 Financial**

- 10.1.1 There will be some limited financial implications due to the increase in the number of ramps and signage suggested. Any additional costs to the Council would be reduced somewhat in so far as those costs could be divided across other elections and that these costs will be contained within existing budgets.

## 10.2 Legal

10.2.1 It is a legal requirement to undertake the review before 31 January 2015. Failure to carry out the review could result in representations being made to the Electoral Commission because the Council failed to carry out the review. This could result in the Electoral Commission directing the Council to amend its current polling districts and polling places.

## 10.3 Corporate

10.3.1 Through the polling district and polling places review Thanet people have been consulted.

## 10.4 Equity and Equalities

10.4.1 The subject of equalities has been considered in great detail during the review, from the initial feedback provided by Presiding Officers at the 2014 European Parliamentary Election, which was based upon template provided by the Electoral Commission which fully address accessibility issues. Detailed findings were included in the briefing note previously circulated to all Members and the reports presented to the Working Party and circulated to others.

## 11.0 Recommendation

11.1 In accordance with the recommendation of the Boundary and Electoral Matters Working Party, Members are recommended to agree Option 1 and adopt the proposed polling districts and polling places scheme for implementation on 1 December 2014 (as set out in Annex 1).

## 12.0 Decision Making Process

12.1 The Council delegated the review of the polling districts and polling places to the Boundary and Electoral Matters Working Party. Upon completion of the review the Boundary and Electoral Matters Working Party must recommend to Council a revised scheme of polling districts and polling places for its determination.

12.2 Council is the decision making body.

Contact Officer:	Glenn Back, Democratic and Scrutiny Services Manager
Reporting to:	Paul Cook, Interim Director of Corporate Resources

## Annex List

Annex 1	District of Thanet District Council – Polling Districts and Polling Places, Revised Scheme 2014
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## Background Papers

Title	Details of where to access copy
Existing Polling District and Polling Places Scheme	<i>Available from Electoral Services</i>

## Corporate Consultation Undertaken

Finance	Matt Sanham, Finance Manager (Service Support)
Legal	Steven Boyle – Interim Legal Services Manager & Monitoring Officer

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**Thanet District Council**

**Review of polling districts and polling places (Parliamentary Elections)  
Regulations 2006**

**Proposed Scheme**

Ward	Polling District Letters	Polling Place	Electorate	Comment
<b>Beacon Road Ward</b>	BSB	At or near Westover Free Church Hall, Linley Road, Broadstairs	2180	Ramps need to be provided on polling day.  No change
	BSC	At or near St Andrews Church Hall, Reading Street, Broadstairs	1306	No change
<b>Birchington North Ward</b>	BTA	At or near Kearns Memorial Hall, Grenham Bay Avenue, Birchington	2034	No change
	BTB	At or near Birchington Bowls Club, Bowls Pavilion, Beach Avenue	1246	Ramp needs to be provided on polling day  No change
<b>Birchington South Ward</b>	BTC	At or near Church House, Kent Gardens, Birchington	2898	No change
	BTD	At or near Birchington Village Centre, Alpha Road, Birchington	2364	No change
<b>Bradstowe Ward</b>	BSD	At or near Holy Trinity	3239	Change to place existing polling

Ward	Polling District Letters	Polling Place	Electorate	Comment
		Church Hall, Church Road, Broadstairs		(Youth and Leisure Centre, Retort House, Albion Street) due to concerns about the polling station area being relatively small
<b>Central Harbour Ward</b>	RG	At or near Ramsgate Youth Centre, High Street, St Lawrence	2697	No change
	RH	At or near The Elms Club (Ramsgate) Ltd, Elms Avenue, Ramsgate	2938	No change
<b>Cliffsend and Pegwell Ward</b>	RL	At or near Cliffsend Village Hall, Foads Lane, Cliffsend	1527	No change
	RM	At or near Sunflower Suite - Christ Church C.E. School, London Road, Ramsgate	2366	No change
<b>Cliftonville East Ward</b>	MK	At or near St Annes Hall, Devonshire Gardens, Margate	1841	No change however keep a watching brief on plans for redevelopment
	ML	At or near St Philips Church, Summerfield Road, Margate	2397	No change

Ward	Polling District Letters	Polling Place	Electorate	Comment
	MM	At or near Cliftonville Library, Northdown Road, Margate	877	No change
<b>Cliftonville West Ward</b>	MI	At or near Quarterdeck Youth Centre, Zion Place, Margate	1545	No change
	MJ1	At or near Cliftonville Community Centre, St Pauls Road, Margate	1723	No change
	MJ2	At or near Margate Bowls Club, Northdown Avenue, Margate	1513	Ramp provided No change
<b>Dane Valley Ward</b>	MN	At or near St Johns Scout Hall, Durban Road, Margate	2031	No change
	MO1	At or near Lounge Room, Trinity Resource Centre, Holy Trinity Church	994	No change

Ward	Polling District Letters	Polling Place	Electorate	Comment
	MO2	At or near Surestart, Millmead Children`s Centre, Dane Valley Road	2373	Due to layout of centre electors have to open doors and walk through corridors to reach station. Therefore, suggest more signage for both internal corridors and outside.  No change
<b>Eastcliff Ward</b>	RE1	At or near St Lawrence College, College Road, Ramsgate	2345	No change
	RE2	At or near Brunswick Hall, Belmont Street, Ramsgate	778	No change
	RF	At or near Echo Shop, Plains of Waterloo, Ramsgate	2052	No change
<b>Garlinge Ward</b>	ME	At or near Methodist Church Hall, High Street, Garlinge	2467	No change
	MF	At or near All Saints Church Hall, All Saints Avenue, Margate	1353	No change



Ward	Polling District Letters	Polling Place	Electorate	Comment
<b>Kingsgate Ward</b>	BSA	At or near Botany Bay Hotel, Marine Drive, Broadstairs	1760	No change
<b>Margate Central Ward</b>	MG	At or near Union Church, Union Row, Margate	1735	No change
	MH	At or near St Johns Community Centre, Victoria Road, Margate	1523	No change
<b>Nethercourt Ward</b>	RJ	At or near St Laurence Parish Hall, High Street, St Lawrence, Ramsgate	1874	No change
	RK	At or near Ramsgate Football Club, Southwood Stadium, Prices Avenue	1691	No change
<b>Newington Ward</b>	RI	At or near Newington Community Centre, Princess Margaret Avenue, Ramsgate	3737	No change
<b>Northwood Ward</b>	RA	At or near St Marks Church Hall, Pysons Road, Ramsgate	2755	No change

Ward	Polling District Letters	Polling Place	Electorate	Comment
	RB	At or near Windmill Public House, 45 Newington Road, Ramsgate	2308	No change
<b>Salmestone Ward</b>	MP1	At or near Lesters, 162 Ramsgate Road, Margate	3577	No change
	MP2	At or near The Orb Public House, Ramsgate Road, Margate	586	Change to existing polling place (Global Generation Church, Unit 2-4, Westwood Business Park, Margate) due to place not being easy to find with no good public transport links.
<b>Sir Moses Montefiore Ward</b>	RC	At or near Newlands School Dining Hall Building, Newlands Primary School, West Dumpton Lane, Ramsgate	1287	"A" frame required to identify building however accessible and appropriate for electorate  No change
	RD	At or near Racing Greyhound, 227 Hereson Road, Ramsgate	2434	No change

Ward	Polling District Letters	Polling Place	Electorate	Comment
<b>St Peters Ward</b>	BSE	At or near Mulberry Room, Portland Centre, Hopeville Avenue, Broadstairs	2811	No change
	BSF	At or near Kent Innovation Centre, Thanet Reach Business Park, Millennium Way, Broadstairs	2762	No change
<b>Thanet Villages Ward</b>	VAC	At or near Acol Village Hall, The Street, Acol	235	No change
	VMA	At or near Manston Village Hall, Preston Road, Manston	731	No change
	VMI	At or near Minster Village Hall, High Street, Minster	2895	No change
	VMK	At or near Monkton Village Hall, 120 Monkton Street, Monkton	544	No change

Ward	Polling District Letters	Polling Place	Electorate	Comment
	VSA	At or near Wansum Room, The Crown Inn, Ramsgate Road, Sarre	165	No change
	VSN	At or near Village Hall (St Nicholas at Wade), The Street, St Nicholas-At-Wade	660	No change
<b>Viking Ward</b>	BSG	At or near Crampton Function Hall, The Broadway, Broadstairs	2765	Not clear to find provide clearer signage however accessible and appropriate for electorate.  No change
	BSH	At or near Council Chamber, Pierremont Park, Pierremont Avenue, Broadstairs	2812	No change
<b>Westbrook Ward</b>	MC	At or near Westbrook Bowls Pavilion, Westcliff Gardens, Margate, Kent	2266	No change
	MD	At or near Methodist Church Hall, High Street, Garlinge	965	No change

Ward	Polling District Letters	Polling Place	Electorate	Comment
<b>Westgate Ward</b>	MA	At or near Christ Church Hall, Westgate Bay Avenue, Westgate-on-Sea	2673	<p>Trip hazard at entrance to polling place and then again into polling station</p> <p>Ramps need to be provided on polling day</p> <p>No change</p>
	MB	At or near Westgate Community Centre, Lymington Road, Westgate-on-Sea	2707	No change

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## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCLOSABLE PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....  
.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.