



# **GOSPORT BOROUGH COUNCIL MEETING AGENDA**

**Wednesday 13 December 2017  
6pm**



Notice is hereby given that a **MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT** will be held in the **TOWN HALL, GOSPORT** on **WEDNESDAY** the **THIRTEENTH DAY** of **DECEMBER 2017** at **6PM**, AND **ALL MEMBERS OF THE COUNCIL ARE HEREBY SUMMONED TO ATTEND TO CONSIDER AND RESOLVE THE FOLLOWING BUSINESS –**

1. To receive apologies from Members for their inability to attend the Meeting.
2. To confirm the Minutes of Meeting of the Council held on 11<sup>th</sup> October 2017 (copy herewith)
3. To consider any Mayor's Communications.
4. To receive Deputations in accordance with Standing Order No 3.4 and to answer Public Questions pursuant to Standing Order No 3.5, such questions to be answered orally during a time not exceeding 15 minutes.

(**NOTE:** Standing Order No 3.4 requires that notice of a Deputation should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 11 DECEMBER 2017** and likewise Standing Order No 3.6 requires that notice of a Public Question should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 11 DECEMBER 2017**).

5. Questions (if any) pursuant to Standing Order No 3.3.

(**NOTE:** Members are reminded that Standing Order No 3.3 requires that Notice of Question pursuant to that Standing Order must be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON TUESDAY, 12 DECEMBER 2017**).

## **PART II**

6. To receive the following Part II minutes of the Boards of the Council:

<b>BOARD</b>	<b>DATE</b>	<b>Minute No.</b>
Economic Development Board	15 November 2017	27

7. **RETURNING OFFICER'S REPORT ON THE BOROUGH COUNCIL BY-ELECTION IN THE BRIDGEMARY NORTH WARD HELD ON 30 NOVEMBER 2017**

8. REVIEW OF COUNCIL BOARDS AND COMMITTEE AND DETERMINATION OF ALLOCATION OF SEATS
9. TO APPOINT MEMBERS OF THE COMMUNITY AND REGULATORY BOARD
10. REVIEW OF POLLING PLACES FOR THE CHRISTCHURCH AND GRANGE ELECTORAL WARDS
11. LOCAL COUNCIL TAX SUPPORT SCHEME

**DAVID WILLIAMS  
CHIEF EXECUTIVE**

**TOWN HALL  
GOSPORT**

5 December 2017

### **FIRE PRECAUTIONS**

(To be read by the Mayor if members of the public are present)

**In the event of the fire alarm being activated, please leave the Council Chamber and Public Gallery immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.**

**MEMBERS ARE REQUESTED TO NOTE THAT:**

**(1) IF THE COUNCIL WISHES TO CONTINUE ITS BUSINESS BEYOND 9.30PM THEN THE MAYOR MUST MOVE SUCH A PROPOSITION IN ACCORDANCE WITH STANDING ORDER 4.11.18**

**(2) MOBILE PHONES SHOULD BE SWITCHED OFF OR SWITCHED TO SILENT FOR THE DURATION OF THE MEETING**

**MINUTES OF THE MEETING OF THE COUNCIL  
HELD ON 11 OCTOBER 2017 AT 6.00pm**

Attendance:

The Mayor (Councillor Mrs Batty) (P) (in the Chair);

Councillors Allen (P) , Ms Ballard, Bateman (P), Beavis (P), Bergin (P) , Burgess (P), Carter , Chegwyn (P), Mrs Cully (P), Ms Diffey , Earle (P), Edgar , Farr (P), Mrs Forder (P), Foster-Reed (P), Mrs Furlong (P) Hicks (P), Hook (P), Mrs Hook (P), Mrs Huggins (P), Hylands (P), Jessop (P), Mrs Jones (P), Miss Kelly (P), Mrs Morgan (P), Murphy (P), Philpott (P), Mrs Prickett (P), Raffaelli (P), Ronayne (P), Scard, and Wright (P).

Also In Attendance was Honorary Freeman O'Neill and Honorary Alderman Foster.

**MINUTE'S SILENCE**

Members stood for a minute's silence in remembrance of, and paid tribute to Councillor Jill Wright and former Councillors Peter Langdon and Mike Geddes.

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**APOLOGIES**

Apologies for inability to attend the meeting were submitted on behalf of Councillors Ms Ballard, Carter, Ms Diffey, Edgar, Mrs Forder and Scard.

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**MINUTES**

COUNCIL RESOLVED: That the Minutes of the meeting of the Council held on 19 July 2017 be confirmed and signed.

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**MAYOR'S COMMUNICATIONS**

Charles Burns was invited to address the Council and present an award to the Council for the most innovative business campaign or project from Hampshire and the Isle of Wight from the Federation of Small Businesses.

The Mayor advised that Gosport Borough Council had also won an award from the RSPCA's Community Welfare Awards achieving the Gold Stray Dog Footprint recognising organisations that go above and beyond basic requirements to ensure higher standards of animal welfare in the services they provide.

## DEPUTATIONS

There were no deputations received.

## QUESTIONS PURSUANT TO STANDING ORDER 3.4

There were none.

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## RECOMMENDATIONS FROM COUNCIL BOARDS

### CAPITAL PROGRAMME

Consideration was given to a recommendation by the Policy and Organisation Board at its meeting held on 27<sup>th</sup> September 2017.

**Voting was thereupon taken and the names of the Members voting for and against the recommendation and those abstaining was read to the Council.**

**FOR THE RECOMMENDATION:** Councillors Allen Bateman, Beavis, Bergin, Burgess, Mrs Cully, Mrs Furlong, Hook, Mrs Hook, Mrs Huggins, Jessop, Mrs Jones, Mrs Morgan, Murphy, Philpott, Raffaelli, Ronayne, **(17)**

**AGAINST THE RECOMMENDATION:** Councillor Farr **(1)**

**ABSTENTIONS:** Councillors Chegwyn, Earle, Foster-Reed, Hicks, Hylands, Miss Kelly, Prickett, Wright, **(8)**

**COUNCIL RESOLVED:** That the Capital Programme 2017/18 to 2020/21 be approved.

## PART II MINUTES

**COUNCIL RESOLVED:** That the following Part II Minutes be received.

- Community Board: 6 September 2017.
- Economic Development Board: 20 September 2017
- Policy and Organisation Board: 27 September 2017

## FEES AND CHARGES

Consideration was given to a report of the Borough Treasurer detailing the amended fees and charges for implementation from January 2018. It was recommended that the Council agree to approve the fees and charges referred to in the report and appendix for implementation from 1 January 2018, unless otherwise stated.

**Voting was thereupon taken and the names of the Members voting for and**

**against the Recommendation and those abstaining were read to the Council:**

**FOR THE RECOMMENDATION:** Councillors Allen, Bateman, Beavis, Bergin, Burgess, , Mrs Furlong, Hook, Mrs Hook, Mrs Huggins, Jessop, Mrs Jones, Mrs Morgan, Murphy, Philpott, Raffaelli, Ronayne. **(16)**

**AGAINST THE RECOMMENDATION: (0)**

**ABSTENTIONS:** Councillors Chegwyn, Mrs Cully, Earle, Farr, Foster-Reed, Hicks, Hylands, Miss Kelly, Mrs Prickett, Wright **(10)**

**COUNCIL RESOLVED: That the recommendations be approved**

The meeting concluded at 7.01pm

The Mayor.

**A MEETING OF THE ECONOMIC DEVELOPMENT BOARD  
WAS HELD ON 15 NOVEMBER 2017**

The Mayor (Councillor Mrs Batty) (ex-officio), Councillors Hook, Ms Ballard (P), Bateman , Beavis (P), Mrs Cully (P), Ms Diffey , Edgar , Farr (P), Mrs Forder, Mrs Furlong (P), Mrs Huggins (P), Miss Kelly (P), Philpott (P), Mrs Prickett (P), Raffaelli (P).

It was reported that in accordance with Standing Order 2.3.6 Councillors Burgess, Scard and Earle had been nominated to replace Councillor Bateman, Edgar and Ms Diffey respectively for this meeting.

**PART II**

**27. PROPOSED CONSERVATION AREA, HASLAR BARRACKS (FORMER IMMIGRATION HOLDING CENTRE)**

Consideration was given to the report of the Head of Conservation and Design requesting that consideration be given to a proposal to carry out a public consultation exercise to ascertain the views of the local community and relevant organisations with regard to a proposed Haslar Barracks Conservation Area as detailed in the attached Draft Haslar Barracks Conservation Area Appraisal.

The Board was advised that consideration had been given by Historic England to listing the site, but they had not considered it to qualify, this had been appealed by the Council.

The Board was advised that the site was significant and rare and unique as it was believed to be the only remaining Napoleonic barrack in England.

Members were advised that the Ministry of Justice were the current owners and that the Boundary of their land extended to include the adjacent road and the sea wall up to high water point.

The Board was advised that the Ministry of Justice had indicated that the land was surplus to requirements and that it would be sold. Members were advised that any potential development on the site would be subject to planning permission.

The Board was advised that the proposed questions for the consultation were

1. Do you support the proposed designation of the Haslar Barracks Conservation Area?
2. Do you agree with the proposed extent of the Conservation Area?
3. Do you have access to any historic or architectural information that would increase our understanding of the site in order to ensure that the proposed Conservation Area Appraisal is as accurate as possible?
4. Do you have any other comments?

Members were advised that it was hoped that the consultation would allow members of the public to offer forward any additional information they may hold about the site.

Members welcomed the proposal and welcomed the level of detail that the appraisal provided.

Members were advised that the boundary of the Conservation Area was clearly defined and were advised of the buildings that the proposed area comprised.

Members expressed concern that the proposal was not to designate the Conservation Area immediately and felt they may be a risk to the site and the proposed area if there was a delay in designation.

Members were advised that it was standard practice to hold a consultation period prior to designating an area and that this would allow for any additional information that the Council may not be aware of to be brought forward. Members were also advised that the consultations were valued documents in the event of any planning application appeal.

It was clarified to the Board that the designation of a conservation area was the responsibility of the Local Authority and that there was no right to appeal the designation.

The Board was advised that the Ministry of Justice, as current land owners had been advised of the proposal.

Members reiterated their concerns regarding action being taken on the site prior to the designation being confirmed. Members felt that there was a degree of risk from not designating the site immediately and felt that work could be undertaken to the site that could prove damaging, concern was also expressed that land was also being marketed without Conservation Area Status.

Members were advised that the Board was designated white land and that the Ministry of Justice was aware of the proposal and that any legal matters relating to the sale of the land would be for the consideration of the Solicitors for the parties concerned.

Members expressed concern at the risk that a delay in designation would present and were concerned about a quick sale or a demolition attempt on the site.

In answer to a Members question, the Board was advised that it would be possible to remove the designation on the area should an earlier decision on the site be made and the public disagree with it.

Members felt that the consultation was a valid exercise but felt that the designation of the Conservation area should be made immediately rather than waiting until the end of the consultation period. Members agreed that the consultation should still be undertaken with the questions revised to reflect the immediate designation of the Conservation Area

Members were advised that the Ministry of Justice had been approached with regard to allowing Members to visit the site and this was being considered by them.

It was proposed, and agreed that Conservation Area be designated immediately.

**RESOLVED:** That the Proposed Haslar Barracks Conservation Area Boundary be designated a Conservation as a Conservation Area and that the Draft Haslar Barracks revised Conservation Area Appraisal, be approved for consultation purposes.



The meeting concluded at 6.46pm

CHAIRMAN

**GOSPORT BOROUGH COUNCIL**

**RETURNING OFFICER'S REPORT ON THE BOROUGH COUNCIL**

**BY-ELECTION IN THE BRIDGEMARY NORTH WARD HELD ON**

**30 NOVEMBER 2017**

1. I have to report that a vacancy arose for the office of Councillor for the Bridgmary North Ward of the Borough following the sad passing of Councillor Jill Wright.
2. Three candidates were validly nominated in the election of a Councillor for the Bridgmary North Ward to fill the resulting vacancy. A Poll was taken on 30 November 2017 and the votes cast for the respective candidates were as follows:

<b><u>Names of Candidates</u></b>	<b><u>Votes Given for Each Candidate</u></b>
Richard James DICKSON	212
James Llewellyn FOX	255
Stephen Geoffrey HAMMOND	644

3. Accordingly, I duly declared elected the candidate who received the greatest number of votes, namely Stephen Geoffrey Hammond who will serve until May 2020.

**MICHAEL LAWThER  
RETURNING OFFICER**

**TOWN HALL  
GOSPORT**

5 December 2017

**GOSPORT BOROUGH COUNCIL**

<b>BOARD/COMMITTEE:</b>	<b>COUNCIL</b>
<b>DATE OF MEETING:</b>	<b>13 DECEMBER 2017</b>
<b>TITLE:</b>	<b>REVIEW OF COUNCIL BOARDS AND COMMITTEE AND DETERMINATION OF ALLOCATION OF SEATS</b>
<b>AUTHOR:</b>	<b>BOROUGH SOLICITOR AND DEPUTY CHIEF EXECUTIVE</b>
<b>STATUS:</b>	<b>FOR DECISION</b>

**PURPOSE**

To advise the Council of the balance of the seats on the Council following the Bridgemary North by-election and the position with regard to Political Groups and to undertake a review in accordance with the “Proportionality Rules” of the balance of seats on the Boards and Committees of the Council.

**RECOMMENDATIONS**

That the Council approve:

1. The allocation of seats on the Boards and Committee as set out in paragraph 3.1

**1.0 REVIEW OF COUNCIL BOARDS AND SUB-BOARDS**

- 1.1 The Council previously reviewed the allocation of seats and made a determination as to the allocation between the Political Groups at the Annual Council Meeting on 18 May 2017.

**2.0 PROPORTIONALITY RULES**

- 2.1 Following the by-election for the Bridgemary North on 30<sup>th</sup> November 2017 the Political balance of the Council has altered.
- 2.2 Section 15 of the Local Government and Housing Act 1989 requires the Council to review the allocation of seats and when making allocation of seats to Political Groups allocations are made to give effect so far as reasonably practicable to the following principles:
  1. That not all the seats are allocated to the same Political Group;

2. That the majority of seats are allocated to the Political Group having a majority of seats on the Council;
3. That subject to 1 and 2 above the number of seats on the total of all Boards and Committees of the Council allocated to each Political Group bears the same proportion to the proportion on the Council;
4. That subject to all the above the number of seats on each Board and Committee allocated to each Political Group bears the same proportion to the proportion on the Council

2.3 The Council has 4 Boards and one Committee and there will be 68 seats to be allocated as set out in paragraph 2.2 above.

	<b>Conservative</b>	<b>Labour</b>	<b>Liberal Democrats</b>	<b>TOTAL</b>
Members	21	3	10	34
Proportion	61.76%	8.83%	29.41%	100%
Seats	42	6	20	68

### **3.0 PROPOSED ALLOCATION – BOARDS, AND STANDARDS AND GOVERNANCE COMMITTEE**

3.1 The proposed allocation of seats is set out below.

	<b>Conservative</b>	<b>Labour</b>	<b>Liberal Democrats</b>	<b>TOTAL</b>
Policy and Organisation	9	1	4	14
Community	9	1	4	14
Economic Development	8	2	4	14
Regulatory	8	1	5	14
Standards and Governance Committee	8	1	3	12
<b>TOTAL</b>	<b>42</b>	<b>6</b>	<b>20</b>	<b>68</b>

3.2 This proposed allocation gives effect to the principles set out in paragraph 2.2 above

## SUPPORTING INFORMATION

<b>Financial Services Comments:</b>	Nil
<b>Legal Services Comments:</b>	As indicated in Section 2
<b>Crime and Disorder:</b>	Not applicable
<b>Equality and Diversity:</b>	Not applicable
<b>Service Improvement Plan implications:</b>	Nil
<b>Corporate Plan:</b>	Nil
<b>Risk Assessment:</b>	Nil
<b>Background Papers:</b>	Council Meeting 17 May 2017
<b>Appendices/Enclosures:</b>	None
<b>Report Author/Lead Officer:</b>	Michael Lawther, Borough Solicitor and Deputy Chief Executive

## AGENDA ITEM NO. 10

<b>Board/Committee:</b>	COUNCIL
<b>Date of Meeting:</b>	WEDNESDAY, 13 DECEMBER 2017
<b>Title:</b>	REVIEW OF POLLING PLACES FOR THE CHRISTCHURCH AND GRANGE ELECTORAL WARDS
<b>Author:</b>	GRAEME JESTY HEAD OF ELECTORAL SERVICES
<b>Status:</b>	FOR DECISION

### 1.0 Purpose

- 1.1 Two new Polling Places need to be designated in time for the next Local Government Elections due on Thursday, 3 May 2018, one in each Electoral Ward of Christchurch and Grange.

### 2.0 RECOMMENDATION

- 2.1 The proposed designation of Polling Places is recommended for approval:
- The Queens Social Club as a Polling Place for the Christchurch Ward in place of Nicholson Hall; and
  - The Youth, Arts and Media Centre of the Nimrod Community Centre as Polling Place for the Grange Ward in place of Siskin School.
- 2.2 The proposed re-allocation of seven streets from Grange GI2 to Grange GI1 to balance the number of electors between both Polling Districts is recommended for approval.

### 3.0 BACKGROUND

- 3.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places.
- 3.2 All local authorities must review their UK Parliamentary polling districts and polling places at least once every four years.
- 3.3 The last Polling Place review for Gosport took place in 2014, and therefore the next full, complete review is due in 2018 it is therefore proposed that this will be conducted following the Local Government Elections in May 2018.

- 3.4 A polling place is the building or area in which polling stations will be located as selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
- 3.5 Section 18B(4)(e) of the Representation of the Peoples Act 1983 states that 'the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. Therefore polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).
- 3.6 A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.
- 3.7 Local authorities must also comply with the following access requirements. As part of the review, they must:
- seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances;
  - seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled.
- 3.8 The Council must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing.
- 3.9 Christchurch Electoral Ward is currently composed of three Polling Districts, and the Polling Stations are located in Newtown Primary School, Queens Road; Gosport Methodist Church, Stoke Road; and Nicholson Hall, St Andrews Road.
- 3.10 The Returning Officer has received notification from Nicholson Hall that it will no longer be available for use as a Polling Station following the June 2017 UK Parliamentary General Election.
- 3.11 Grange Electoral Ward is composed of two Polling Districts, and both Polling Stations are currently located in Siskin Junior School, Nimrod Drive.
- 3.12 With the Alver Village regeneration scheme nearing completion, more of the new properties are becoming occupied, and Polling District Grange GI2 is currently nearing the maximum allowed number of electors allocated to a Polling Station.

## **4.0 REPORT**

- 4.1 A task and finish group comprising members from the Policy and Organisation Board was established, and each political party leader was requested to submit names for this task and finish group in line with the proportional representation of their party on the Policy and Organisation Board.
- 4.2 The task and finish Group comprised of the following members: Councillors Allen (Con), Bateman (Con), Burgess (Con) and Mrs Cully (Lab). The Liberal Democrat party did not submit a member to their seat on the group.
- 4.3 The task and finish group also comprised of two council officers: Graeme Jesty – Head of Electoral Services, and Lisa Young – Senior Democratic Services Officer.
- 4.4 The task and finish group met on two occasions to discuss proposed/possible locations and to make visits to two of the venues to carry out an evaluation of their facilities and suitability as Polling Places.
- 4.5 Members and officers that visiting both of the proposed Polling Places assessed them against the Electoral Commission Inspectors Checklist's to ensure they conformed to the access requirements required.
- 4.6 The only point to highlight is that The Queens Social Club has a small step (approx. 2 inches in height) which will mean their ramp will be deployed for the duration of the Poll (from 0700 until 2200) for those electors with any mobility issues, when accessing the Polling Station.
- 4.7 Due to the regeneration of the Alver Village which is nearing completion, there is concern that the Grange GI2 is nearing the capacity of electors allowed to be designated to a Polling Station. There are currently 2,390 registered electors (as of 12 October 2017), with a limit of 2,500 electors permitted by the Electoral Commission.
- 4.8 It is therefore proposed to re-balance the distribution of streets between Grange GI1 and Grange GI2 This will not cause any confusion as both Polling Districts attend the same Polling Place, No streets will be moved between different Electoral Wards, it will not therefore require a Boundary Review consultation.



- 4.9 The proposed move of nine streets will make the following changes to the number of electors allocated to each Polling District (see Appendix D for the list of streets proposed for change):

	<b>Current Elector Count*</b>	<b>Proposed Elector Count*</b>
Grange GI1	1,578	2,095
Grange GI2	2,390	1,851

\*Elector counts as of 12 October 2017

- 4.10 The proposed re-allocation of streets between the two Polling Districts will increase the number of electors in Grange GI1. There are still a number of properties to be completed in Grange GI2 and it is anticipated that once they are completed and residents move in, both Polling Districts will then be approximately the same size.

<b>Financial Services comments:</b>	None
<b>Legal Services comments:</b>	Contained in the report
<b>Crime and Disorder:</b>	No implications from a crime and disorder perspective.
<b>Equality and Diversity:</b>	Equality access requirements have been met.
<b>EIA:</b>	Not applicable
<b>Service Improvement Plan implications:</b>	Not applicable
<b>Corporate Plan:</b>	Not applicable
<b>Risk Assessment:</b>	Not applicable
<b>Background papers:</b>	Briefing Note to the Task and Finish Group on the 'review of Polling Places for the Christchurch and Grange Electoral Wards' by the Head of Electoral Services dated 3 August 2017.
<b>Appendices/Enclosures:</b>	
Appendix 'A'	Polling Station Allocation with the current electorate count as of 12 October 2017 for both Christchurch and Grange Electoral Wards
Appendix 'B'	The current street lists that make up Christchurch GF3 Polling Division, and Grange GI1 and GI2 Polling Divisions
Appendix 'C'	The Electoral Commission Checklists used by the Polling Station Inspectors on Polling Day to check access and accessibility of Polling Stations
Appendix 'D'	The proposed re-allocation of streets within in the Grange Electoral Ward to re-balance the Polling Stations following the Alver Village regeneration scheme
<b>Report author/ Lead Officer:</b>	Graeme Jesty

## Appendix A

### Polling Station Allocation with the current electorate count as of 25 July 2017 for both Christchurch and Grange Electoral Wards

Gosport Borough Council TEST TEST TEST

Thursday 3 May 2018

#### Eligible Elector Totals by Polling District for Borough

Polling District		Elector Count
GF3	Gosport Christchurch	1,420
GF2	Gosport Christchurch	987
GF1	Gosport Christchurch	1,587
<b>Total</b>		<b>3,994</b>

Gosport Borough Council TEST TEST TEST

Thursday 3 May 2018

#### Eligible Elector Totals by Polling District for Borough

Polling District		Elector Count
GI2	Gosport Grange	2,375
GI1	Gosport Grange	1,579
<b>Total</b>		<b>3,954</b>

## Appendix B

The current street lists that make up Christchurch GF3 Polling Division,  
and Grange GI1 and GI2 Polling Divisions

Name	District	District Name	Elector Count
Bevis Road	GF3	Gosport Christchurch	67
Blake Road	GF3	Gosport Christchurch	69
Daisy Lane	GF3	Gosport Christchurch	1
Elmhurst Road	GF3	Gosport Christchurch	179
Kings Road	GF3	Gosport Christchurch	253
Percy Road	GF3	Gosport Christchurch	49
Queens Road	GF3	Gosport Christchurch	109
St Andrews Road	GF3	Gosport Christchurch	151
St. Edwards Road	GF3	Gosport Christchurch	199
Stoke Gardens	GF3	Gosport Christchurch	14
Stoke Road	GF3	Gosport Christchurch	162
Sydney Road	GF3	Gosport Christchurch	153
White Hart Road	GF3	Gosport Christchurch	7
Other Electors	GF3	Gosport Christchurch	0
			<b>1,413</b>

Name	District	District Name	Elector Count
Ayling Close	GI1	Gosport Grange	27
Broomfield Crescent	GI1	Gosport Grange	56
Carless Close	GI1	Gosport Grange	146
Cornwell Close	GI1	Gosport Grange	177
Dampier Close	GI1	Gosport Grange	44
Fairlead Drive	GI1	Gosport Grange	27
Grange Lane	GI1	Gosport Grange	5
Halyard Close	GI1	Gosport Grange	23
Hunter Close	GI1	Gosport Grange	66
Lanyard Drive	GI1	Gosport Grange	62
Magennis Close	GI1	Gosport Grange	240
Mantle Close	GI1	Gosport Grange	143
Marlin Close	GI1	Gosport Grange	50
Paffard Close	GI1	Gosport Grange	0
Samson Close	GI1	Gosport Grange	83
Spinnaker Close	GI1	Gosport Grange	33
St Nicholas Avenue	GI1	Gosport Grange	208
Stares Close	GI1	Gosport Grange	28
Wayfarers	GI1	Gosport Grange	26
Williams Close	GI1	Gosport Grange	133
Other Electors	GI1	Gosport Grange	0
			<b>1,577</b>

Name	District	District Name	Elector Count
Amelia Gardens	GI2	Gosport Grange	27
Agincourt Avenue	GI2	Gosport Grange	3
Anson Close	GI2	Gosport Grange	73
Balfour Close	GI2	Gosport Grange	23
Blanchard Avenue	GI2	Gosport Grange	263
Cochrane Close	GI2	Gosport Grange	87
Compass Close	GI2	Gosport Grange	32
Davenport Close	GI2	Gosport Grange	115
Ensign Drive	GI2	Gosport Grange	172
Falcon Meadows Way	GI2	Gosport Grange	8
Fanfare Close	GI2	Gosport Grange	28
Fawn Close	GI2	Gosport Grange	33
Frobisher Close	GI2	Gosport Grange	117
Gazelle Close	GI2	Gosport Grange	80
Griffin Walk	GI2	Gosport Grange	15
Helm Close	GI2	Gosport Grange	34
Howe Road	GI2	Gosport Grange	539
Hudson Close	GI2	Gosport Grange	14
Jersey Way	GI2	Gosport Grange	7
Keel Close	GI2	Gosport Grange	27
Lindbergh Close	GI2	Gosport Grange	73
Little Woodham Lane	GI2	Gosport Grange	15
Lizard Close	GI2	Gosport Grange	29
Mizen Way	GI2	Gosport Grange	35
Napier Close	GI2	Gosport Grange	54
Nimrod Drive	GI2	Gosport Grange	0
Oakthorn Close	GI2	Gosport Grange	50
Otter Close	GI2	Gosport Grange	8
Pegasus Close	GI2	Gosport Grange	62
Rambler Drive	GI2	Gosport Grange	49
Ramsey Avenue	GI2	Gosport Grange	14
Raven Close	GI2	Gosport Grange	31
Rodney Close	GI2	Gosport Grange	83
Solebay Way	GI2	Gosport Grange	130
Woodland Close	GI2	Gosport Grange	41
Other Electors	GI2	Gosport Grange	0
			<b>2,371</b>

## Appendix C

### The Electoral Commission Checklists used by the Polling Station Inspectors on Polling Day to check access and accessibility of Polling Stations

#### Polling Station checklist for use by Polling Station Inspectors

Polling station number	«Polling_Station»
Polling place name and address	«Location»
Presiding Officer name	«Staff»
Presiding Officer mobile number	«PhoneMobile»

Polling place assessment	(√)	Comments
<b>Parking facilities</b>		
• Adequate		
• Reserved/signed for disabled voters		
• Conveniently located for voters		
<b>Pathways &amp; external areas – from the boundary/entrance(s) of the Polling Place</b>		
• Level throughout		
• Non-slip		
• No hazards		
• Well maintained (no obstructions)		
• Well-lit		
• Official signs displayed in suitable places		
<b>Entrance</b>		
• Level or securely ramped with handrail		
• Adequate door width or alternative entrance for powered wheelchairs		
• All entrances signed to assist voters		
• Space for tellers		
• Official notice displayed at entrance or outside the building?		
<b>Inside the building</b>		
• Level throughout		
• All doors, except fires doors, propped open?		
• Non-slip		
• Adequate corridor access		
• Adequate lighting		

Inside polling station		
• Does the layout assist the flow for voting? Check that there are no obstructions, including at a low level.		
• Does the layout help to maintain the security of the ballot box and secrecy of the vote?		
• Does the layout prevent voters from leaving the polling station without placing their ballot paper in the ballot box?		
• Is the lighting adequate?		
• Are the polling booths well-lit, but out of direct sunlight?		
• Is the furniture appropriate?		
• Is there a low-level voting booth?		
• Is the ballot box accessible?		
• Is the posting slot visible?		
• Is there seating available for voters? Check is not positioned so that blind or partially sighted people could walk into it.		
• Are the notices visible? - Official notice for inside the polling station - Official notice for the inside of each polling booth		
• Are the large-print ballot paper(s) and the hand-held sample ballot paper(s) visible?		
• Are the tactile template(s) appropriate for each election available and in full view?		
• Do the staff know how to use it/them?		
General observations		
• Polling station opened on time?		
• Staff clearly identified (name badges worn)?		
• Staff appropriately dressed (no demin, track-suits, shorts etc)?		
• Polling station staff helpful and friendly?		
• Staff dealing competently with marking the register and the CNL(s)?		
• Staff dealing competently with issuing the ballot paper(s)?		
• Ballot box(es) sealed?		
• All stationery accounted for?		
• Clear understanding about postal votes (how to deal with those handed into the polling station and with a clear understanding of who is entitled to receive a tendered ballot paper and at what time)?		

• Clear understanding about completion of the ballot paper account(s)?		
• Any polling agents able to observe and hear but not obstructing the voting process?		
• Guidance material and handbooks available for reference purposes?		
• Tellers aware of the code of conduct and other instructions?		
• Presiding Officer aware of transportation and handover arrangements for ballot box(es) and materials at close of poll?		

Comments or feedback from Presiding Officer / Poll Clerk:

Polling station inspector's comments on first visit: (time of visit \_\_\_\_\_)

Polling station inspector's comments on second visit: (time of visit \_\_\_\_\_)

Polling station inspector's comments on third visit: (time of visit \_\_\_\_\_)

Polling station inspector's comments on fourth visit: (time of visit \_\_\_\_\_)



Inside polling station		
• Does the layout assist the flow for voting? Check that there are no obstructions, including at a low level.		
• Does the layout help to maintain the security of the ballot box and secrecy of the vote?		
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• Are the notices visible? - Official notice for inside the polling station - Official notice for the inside of each polling booth		
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• Do the staff know how to use it/them?		
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• Polling station opened on time?		
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• Staff dealing competently with marking the register and the CNL(s)?		
• Staff dealing competently with issuing the ballot paper(s)?		
• Ballot box(es) sealed?		
• All stationery accounted for?		
• Clear understanding about postal votes (how to deal with those handed into the polling station and with a clear understanding of who is entitled to receive a tendered ballot paper and at what time)?		

## Appendix D

### The proposed streets to be moved from Grange GI2 into GI1 Polling Division

Name	District	District Name	Elector Count
Compass Close	GI2→GI1	Gosport Grange	32
Ensign Drive	GI2→GI1	Gosport Grange	172
Frobisher Close	GI2→GI1	Gosport Grange	117
Helm Close	GI2→GI1	Gosport Grange	34
Keel Close	GI2→GI1	Gosport Grange	27
Mizen Way	GI2→GI1	Gosport Grange	35
Oakthorn Close	GI2→GI1	Gosport Grange	50
Rodney Close	GI2→GI1	Gosport Grange	83
Woodland Close	GI2→GI1	Gosport Grange	41
			<b>591</b>

## AGENDA ITEM NO.11

<b>Board/Committee:</b>	Full Council
<b>Date of Meeting:</b>	13 December 2017
<b>Title:</b>	Local Council Tax Support scheme for Gosport
<b>Author:</b>	Borough Treasurer
<b>Status:</b>	FOR DECISION

### **Purpose**

The purpose of this report is to inform Members of the proposal not to change the Local Council Tax Support scheme (LCTS) for Gosport for the forthcoming 2018-2019 financial year.

### **Recommendations**

That Council approve the Local Council Tax Support Scheme (LCTS) for Gosport at Appendix 1 of this report and notes the statutory scheme for Pension Age customers. Statutory changes to the Pension Age scheme are released by Department for Communities and Local Government at the end of December 2017 and Members are asked to note that these changes will be incorporated into the statutory scheme at that point.

#### **1 Background**

- 1.1 On the 23 January 2012 Council approved the Local Council Tax Support scheme for Gosport for the 2013/14 financial year following the abolition of the national scheme for Council Tax Benefit.
- 1.2 It remained largely unchanged until 30 January 2017 when Council approved changes to the scheme for the 2017/18 financial year. In addition Council approved the Exceptional Hardship Policy introduced for the 2017/18 financial year.
- 1.3 Legislation requires that the scheme is approved by full Council for each year.
- 1.4 Up until 2013/14 support to the Council Tax Benefit Scheme was provided through a direct subsidy from Government and amounted to £5.7m. The funding responsibility then transferred to individual Local Authorities in 2013/14 alongside the replacement new Local Council Tax Support Scheme. On transfer, the Government reduced the funding for the scheme by 10% and has subsequently provided funding to the LCTS through the Local Government Finance Settlement which has been reducing year on year.

## **2. Report**

- 2.1 There are no proposed changes to the 2018/19 LCTS working age scheme with the current scheme at Appendix 1 maintaining the following protections for vulnerable customers:
- The continuation of income disregards for Disability benefits, Child benefit and maintenance payments.
  - The continuation of the full income disregard for War Widows and War disablement pension.
  - The continuation of “extended payments” or benefit “run-ons” when a Customer starts work or increases their hours in work.
  - “fast track” claims to expedite re-claims after a short period of temporary work reducing the requirement for extended verification.
- 2.2 In addition the Exceptional Hardship Policy introduced for the 2017/18 financial year recognised that in a small amount of cases additional support may be needed when an LCTS customer is suffering “extreme hardship”. A separate Policy was approved by Council for this purpose.
- 2.3 To date one applicant previously identified as vulnerable has received an award under the Policy.
- 2.4 Training has been undertaken with both Benefits and Council Tax which ensures that all staff offer the scheme when dealing with potential hardship cases. To date 6 claim forms have been issued to customers and 1 has been returned with the application currently under consideration.

## **3. Financial implications**

- 3.1 It is estimated that compared with the current cost of the scheme (£3.1m), the funding provided from Government is now £2.7m, leaving a shortfall which is currently funded by local taxpayers of £0.4m
- 3.2 Funding for the scheme will continue to reduce in line with overall funding from Government over the next 2 years and is estimated to reduce to at least £2.3m per annum by 2019/20.

## 4 **Risk Assessment**

- 4.1 To mitigate any challenges to the Council over the amended 2017/18 LCTS scheme, an initial Equality Impact risk assessment was undertaken followed by a full Equalities Impact Assessment, which considered all factors of the scheme and the responses to the Consultation undertaken at the time.

<b>Financial Services comments:</b>	As detailed in the report.
<b>Legal Services comments:</b>	Contained in the Report.
<b>Crime and Disorder:</b>	
<b>Equality and Diversity:</b>	As detailed in the report.
<b>Service Improvement Plan implications:</b>	None
<b>Corporate Plan:</b>	None
<b>Risk Assessment:</b>	See Paragraph 4
<b>Background papers:</b>	Full Council report 23.1.2012 Full Council report 18.12.2013 Full Council report 28.1.2015 Full Council report 30.1.2017
	Local Tax Support Scheme 2013/14 and 2014/15, 2015/16, 2016/17 and 2017/18
	( <a href="http://www.gosport.gov.uk/assets/lcts">http://www.gosport.gov.uk/assets/lcts</a> )
<b>Appendices/Enclosures:</b>	Appendix 1 Local Council Tax Support Scheme 2017/18(to be updated with pension age changes in December 17 once released.
<b>Report author/ Lead Officer:</b>	Stephanie Lucking