



**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

COUNCIL:

27 NOVEMBER 2014

REPORT OF THE COUNTY CLERK & MONITORING OFFICER

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

AGENDA ITEM: 12

Reason for this Report

- 1.1 The Electoral Registration and Administration Act 2013 requires local authorities to conduct a review of parliamentary polling districts and polling places at least every 5 years.

Background

- 2.1 The current review must be completed by 31 January 2015, but for practical purposes, the review has been designed so that it is completed for implementation on 1 December 2014, to coincide with the publication of the new register of electors. This would avoid the need to re-publish a register after 1 January which could be disadvantageous as preparations for the Parliamentary Election on 7 May 2015 get underway.
- 2.2 The principle reason for conducting a review is to ensure that polling is accessible for all electors.
- 2.3 The Council must:
- seek to ensure that electors have such reasonable facilities for voting as are practicable in the circumstances, and
 - seek to ensure that so far as is reasonable and practicable, polling places are accessible to all electors including those who are disabled.
- 2.4 Cardiff comprises 29 Electoral Divisions, each of which is divided into polling districts. The divisions are currently divided into 204 polling districts.
- 2.5 It is the responsibility of local authorities to divide their areas into polling districts for the purpose of Parliamentary elections, and to designate a polling place within each district. If no polling place is designated, the law

provides that the polling district is to be taken as the polling place. Local government polling districts are based on Parliamentary polling districts.

- 2.6 A polling place is the area or building within which a polling station must be selected by the (Acting) Returning Officer. In Wales the (Acting) Returning Officer is also the Electoral Registration Officer. Currently, the polling places in Cardiff are designated as the area of each polling district.

Issues

- 3.1 It is considered expedient to designate polling places as the polling districts thus ensuring that the (Acting) Returning Officer is able to properly exercise her discretion in the identification of polling stations within those areas. This will maintain the integrity of elections by removing potential for any perception of political bias from the election process.
- 3.2 The choice of fully accessible buildings for use as polling stations is limited, and they are not always located in areas which are convenient for electors. Electoral Services staff, on behalf of the (Acting) Returning Officer, undertake a continuous assessment of the premises used as polling stations, in order to seek alternative more suitable solutions where necessary. The use of Portacabins is not ideal and the Returning Officer will use these units only as a last resort.
- 3.3 Prior to elections the (Acting) Returning Officer will advise political parties of the actual polling stations to be used, and in making that decision will consider any comments made as part of this review.

Consultation

- 4.1 All ward members, AMs, MPs, MEPs, Community Council clerks and the Access Focus Group have been consulted. A public notice has been included on the Council's web site. Comments received as part of the review are set out in **Schedule 1** and summarised in paragraph 4.3 below, and are available for public inspection at the Electoral Services Office at County Hall, along with relevant explanatory maps.
- 4.2 The review has identified a number of changes required to polling stations, one of which requires the creation of a new polling district in the Canton ward. It will be noted that comments were received in relation to only 8 out of the 29 Wards. In the remaining 21 Wards, no changes are proposed.

4.3 Responses and Proposals

i) **Butetown** – Response received from the (Acting) Returning Officer – A new room to be identified at County Hall. Accessible space with independent access is available on level 1

ii) **Canton** – Response received from the Canton Labour Party – requests a new polling station to be created and sited on Newton Road. This would require a new polling district to be created. Recommendation is to create a new polling district to cover the following properties – Dunraven Close,

Ffordd Fred Kenner, Leckwith Close, Hadfield Road, St Donats, Newton Road, Bartley Wilson Way and Sloper Road (Total number of properties – 295), to allow a new polling station (a portacabin) to be sited in Newton Road.

iii) **Creigiau & St Fagans** – Responses received from Councillor Graham Thomas and the Clerk to St Fagans Community Council - requesting that a new polling station be sited at Celandine Road. Further correspondence with the Clerk at St Fagans about the suitability of an alternative polling station confirms that continuing with the present arrangement is the better option.

Responses received from Councillor Graham Thomas and the Clerk to Pentyrch Community Council – queries the justification for the station at Capel Llanilltern (portacabin at Star Lane) for such a small number of houses. However, no suitable alternative can be identified so no change is proposed

iv) **Lisvane** – Responses received from a local resident, a Member of Lisvane Community Council and the Clerk to the Community Council – The Memorial Hall is an excellent venue for a polling station with plenty of room, access for disabled and more than adequate parking facilities and is at the centre of the Community. No change proposed

v) **Llandaff** – Response received from the (Acting) Returning Officer – Insole Court has a major renovation project in progress as part of a community asset transfer to Insole Court Trust. If unavailable at next election an alternative site will be found

vi) **Fairwater** – Response received from the (Acting) Returning Officer about the possibility of Fairwater Rugby Club being sold. If unavailable at next election an alternative site will be found

vii) **Pentwyn** – Responses received from Councillor Judith Woodman and (Acting) Returning Officer – Pentwyn Community Centre (The Dome) no longer open and is to be either sold or demolished. A new polling station site is to be identified in a local school if possible; and in respect of Bryn Celyn Primary School, a Portacabin is to be sited on school premises.

viii) **Radyr & Morganstown** – Responses received from Community Councillor Judith Sydney Marsh, Community Councillor Christopher St Leger and the Clerk to Radyr & Morganstown Community Council - requesting that Radyr Guide Centre be used instead of Bryn Deri Primary School (which was used temporarily during renovation of the Guide Centre). The proposal is to return the polling station to the Radyr Guide Centre.

4.4 Having regard to the consultation responses above, Council is asked to approve a new polling district in Canton as noted in paragraph 4.3 ii) above, and consequential changes to the polling district of UG, but to make no other changes to polling districts; and to designate each polling district as the polling place, leaving the Returning Officer to confirm the polling

stations within each district at her discretion, having regard to the consultation responses set out in paragraph 4.3 above.

Legal Implications

The Council is required by the Electoral Registration and Administration Act 2013 to undertake this review, and the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 identify this as a Council Function.

Financial Implications

If the changes to the polling arrangements are implemented as detailed in the schedule to this report, the following financial implications will arise:

Portacabin Hire	1040.58
Presiding Officer fees	258.00
Poll Clerk fees	173.00
Adaptation of polling station – ramp etc	648.70
Conveyancing of election equipment – furniture, polling booth etc	52.00
Electricity supply to portacabin	27.00
Portacabin Insurance	37.00
Total	2006.28

All costs are based on the European Election

RECOMMENDATION

That the Council:

1. Approves a new polling district in Canton as noted in paragraph 4.3 ii) above, and consequential changes to the polling district of UG;
2. Notes that the Electoral Registration Officer will implement any consequential changes to the register of electors;
3. Makes no other changes to the polling districts;
4. Designates each polling district as the polling place; and
5. Instructs the Returning Officer to confirm the polling stations within each district prior to elections, having regard to the consultation responses set out in paragraph 4.3 above and any other relevant factors pertaining at that time.

Marie Rosenthal
County Clerk and Monitoring Officer
20 November 2014

Schedule 1 Review of Polling Districts, Places and Stations 2014 -
Comments and Reasons for Proposed Recommendations

Background papers

Consultation Document: The Electoral Commission – Reviews of polling districts, polling places and polling stations.

Consultation Responses received from:

Clerk to Pentyrch Community Council,
Councillor Graham Thomas,
Clerk to St Fagans Community Council,
Community Councillor Judith Marsh, Radyr & Morganstown,
Clerk to Radyr & Morganstown Community Council,
Community Councillor Christopher St Leger,
Radyr & Morganstown Community Council,
Councillor Judith Woodman,
Local Resident – Member of Lisvane Community Council,
Clerk to Lisvane Community Council, Canton Labour Party, and
Christine Salter (Acting Returning Officer)

Review of Polling Districts, Places and Stations 2014
Comments and reasons for proposed recommendations

Proposal No	Electoral Division	Name of Respondee	Summary of response	Reasons for recommendations
1	Pentyrch	Alec Davies, Clerk to Pentyrch Community Council	<p>The Council has been considering the issues and wishes to make the following initial comment relating to Polling Stations.</p> <p>The ward of Creigiau is split between the village of Creigiau and the much smaller village of Capel Llanilltern. For contested elections it has been the practice to provide a temporary polling station on Star Lane, Capel Llanilltern. There was a Community Council by election about five years ago for which the Community Council paid the costs. The temporary polling station cost this Community Council over £1,000 for the days hire and staffing. 22 votes were cast on this day at the temporary polling station. It would have been more cost effective to have hired a car and transport each voter individually to the polling station in nearby Creigiau.</p> <p>This Council strongly suggests that the practice of providing a temporary polling station in Capel Llanilltern is stopped for all future elections.</p> <p>Should Council make any further decisions relating to these issues I will let you know immediately.</p>	<p>Polling District 28B covers the properties that vote in Star Lane. Total number of properties for this polling district is 49 properties and 116 electors.</p> <p>Recommendation that the portacabin at Capel Llanilltern remain. (There are only 116 electors, at present, using this portacabin but if they had to walk to Creigiau Church Hall it would take ½ hour to walk the 1.4 miles on unsuitable paths/roads or a 5 min car journey. Those electors could be disenfranchised from the democratic process).</p>

2	Creigiau and St Fagans	Councillor Graham Thomas	<p>In Creigiau and St Fagans I would like to make a few points about the polling station sites.</p> <p>A) is the station at Capel Llanilltern justified to such a small amount of houses? The community council think this is a waste of money.</p> <p>B) in St Fagans there is no station south of the railway line, despite a large number of homes and electors. That needs rectified as this section of the community are missing out. The route to St Fagans polling station is a narrow busy road with no pavement.</p>	<p>(A) Polling District 28B covers the properties that vote in Star Lane. Total number of properties for this polling district is 49 properties and 116 electors.</p> <p>Recommendation that the portacabin at Capel Llanilltern remain. (There are only 116 electors, at present, using this portacabin but if they had to walk to Creigiau Church Hall it would take ½ hour to walk the 1.4 miles on unsuitable paths/roads or a 5 min car journey. Those electors could be disenfranchised from the democratic process).</p> <p>(B) Query location spoke to Graham Thomas portacabin – will identify a site.</p>
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2a	St Fagans (part of Creigiau & St Fagans) 28C, 28D and 28F	David Barnard, Clerk	<p>The Council is satisfied with the arrangements for both 28C and 28D.</p> <p>With regards to 28F, which covers the area of St Fagans south of the railway line, the Council considers the use of the Village Hall in St Fagans Village is unsatisfactory and acts as a deterrent to voters, because of the necessity of travelling along Michaelston Road and over the railway crossing to get to and from the Polling Station. That road is very narrow and potentially dangerous for pedestrians. Furthermore the railway crossing is closed for some 20+ minutes in every hour.</p> <p>Members accept that there are no suitable alternative buildings south of the railway line that could be used, but feel that consideration should be given to providing a temporary portacabin somewhere in the area, perhaps on Celandine Road at the entrance to Westfield Park, or else somewhere around Falconwood Drive. Members are keen that any location should be within the St Fagans community area.</p> <p>The Community Council hopes this matter will be given full consideration.</p>	<p><u>St Fagans – 28F Polling District – Suggested New Polling Station</u></p> <p>The polling station for 28F currently is St Fagans Village Hall in 28C. Another site on Celandine Road has been suggested as an alternative site using a temporary portakabin.</p> <p>There are 1206 electors registered in 28F (as of September 2014 register) The site at Celandine is a larger grassy area which would be suitable for a portakabin</p> <p>The suggested site would be closer and more easily accessible for those electors living in roads which are known as Westfield Park.</p> <p>Electors living in the rest of the polling district (off Michaelston Road) would need to travel down Michaelston Road out of the St Fagans electoral ward into the Ely electoral ward down Green Farm Road, Grand Avenue & Mostyn Road before coming back into the St Fagans electoral ward at Celandine Road. There is no alternative route to get to this site without going through Ely.</p>
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2a				<p>Electors living off Michaelston Road would pass Stirling Road where the polling station for Ely polling district VD (Glamorgan Wanderers RFC club) is located.</p> <p>Although using the suggested site would prevent any of the electors needing to travel over the railway line to their polling station those living at the top end of Michaelston Road would still need to travel down the part of the road that has been suggested as very narrow and potentially dangerous for pedestrians. As these are the more rural properties in 28F this would effect a smaller number of electors than those travelling to the current polling station site.</p> <p>Having undertaken a site examination of Falconwood Drive (within the St Fagans polling district) we could see no suitable location for a portakabin to be placed.</p>
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3	Radyr & Morganstown	Judith Sydney Marsh	<p>Radyr Methodist Church Hall, Windsor Road, Radyr, Cardiff</p> <p>Although I am not completing this form as a representative of any organisation I am a Community Councillor. Polling Stations YB, YD and YC all fulfil the criteria above but YC means Nursery Groups have to close on elections days for health and safety reasons. Council Clerk, Helena Fox will address this in her response.</p> <p>YA Bryn Deri Primary School while suitable for parking for disabled access, is unsuitable as about half of Radyr's primary school children lose a day's education. A suitable replacement venue would be Radyr Guide Hall, Bryn Derwen, Radyr, used in the past I understand and recently refurbished. It is near Bryn Deri and fulfils the criteria. I suggest this the venue for the 2015 General Election.</p>	<p>Bryn Deri Primary School was only used as the Radyr Guide Hall was under renovation. Radyr Guide Hall is the intended polling station for the Parliamentary Election on 7 May 2015.</p> <p>Recommendation – Guide Hall</p>
4	Radyr & Morganstown	Helena Fox, Clerk	<p>YA – Bryn Deri Primary School YB – The Village Hall, Heol Syr Lewis YC – Old Church Rooms, Park Road YD – Radyr Methodist Church</p> <p>We wish to return YA polling station to The Guide Hall, Bryn Derwen, Radyr from Bryn Deri Primary School.</p> <p>We are content with the existing polling station facilities which all have suitable parking and access but we wish to return the YA polling station to its traditional location of The Guide Hall, Bryn Derwen, Radyr from Bryn Deri Primary School.</p>	<p>Bryn Deri Primary School was only used as the Radyr Guide Hall was under renovation. Radyr Guide Hall is the intended polling station for the Parliamentary Election on 7 May 2015.</p> <p>Recommendation – Guide Hall</p>

5	Radyr & Morganstown	Doneraile Christopher St Leger	Bryn Deri Primary School – YA Radyr Guide Centre, Bryn Derwyn, Radyr Previously used instead of Bryn Deri Primary School. Has Car Park.	Bryn Deri Primary School was only used as the Radyr Guide Hall was under renovation. Radyr Guide Hall is the intended polling station for the Parliamentary Election on 7 May 2015. Recommendation – Guide Hall
6	Pentwyn	Councillor Judith Woodman	Pentwyn Community Centre (The Dome) – no longer open. The Dome is to either be sold or demolished. Either way the site will not be in Council ownership. It is currently closed. I also understand there is a strong possibility of Bryn Celyn School will pull out of their use as a polling station. Districts DF and DG within my ward will then be affected. Please find suitable alternative/s asap. Thank you.	Awaiting decision to use St Bernadettes School Portacabin to be sited on Bryn Celyn School
7	Lisvane	Local Resident – Member of Lisvane CC	IA IB – Lisvane Memorial Hall The Memorial Hall is an excellent venue for a polling station, with plenty of room and more than adequate parking facilities.	No change
7a	Lisvane	Christopher Burdett, Lisvane Community Council	The Memorial Hall is a suitable location. It has adequate parking, access for disabled and is at the centre of the Community. The Old School Community Centre has similar advantages but was merely listed for completeness rather than put forward as a case for change.	No action required

8	Canton	Canton Labour Party	<p>I write on behalf of the three Councillors who represent the residents of Canton. Thank you for your letter of Sept 1 regarding the present polling station set-up.</p> <p>We are dissatisfied in one respect only with the existing arrangements in the ward. This is in respect of an area adjoining and including Sloper Road and the following roads: Dunraven Road, St Donats Road, Newton Road and the relatively new but substantial Bartley Wilson Way estate built on the site of the old Cardiff City football ground. This is quite a heavily populated area and may soon become more so as we understand a local housing association are planning to build on land near the Glamorgan Archives building.</p> <p>Residents from these areas must at present make the long trek to the bottom end of Broad Street and cross two very busy major roads sometimes on dark winter nights. Parking along Broad Street can be difficult and for any wheel chair users and other disabled voters with many pavements to negotiate the challenge of getting to the port-a-cabin is substantial.</p> <p>Ideally residents might find postal voting more convenient but as things stand, many like to cast their vote and some are elderly and often infirm. We feel that the long trek to the port-a-cabin at the end of Broad Street might well be a deterrent to casting their vote. Would you consider putting a port-a-cabin in Newton Road along aside the bus depot or some adjacent spot.</p>	<p>Properties involved Dunraven CI – 31 Ffordd Fred Keener - 2 Leckwith CI – 26 Hadfield Road - 1 St Donats – 51 Newton Road – 16 Bartley Wilson Way – 142 Sloper Road – 26</p> <p>Total number of properties = 295</p> <p>Ninian Park School is located in the Grangetown Electoral Division (OA).</p> <p>OA polling station is Baptist Church Hall, Cornwall Street.</p> <p>As we do not used Ninian Park School for Grangetown the school would object to allocating properties in Canton to vote in Grangetown Electoral Division.</p> <p>Creation of a new polling district for these properties to enable a new polling station. Cost incurred in creating a new polling station would be £2006.</p>
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9	(Acting) Returning Officer	Christine Salter	<p>Butetown – Change of Room to be used at County Hall. Fairwater – Fairwater Rugby Club – up for sale – new site required. Llandaff – Insole Court – Possible change of venue required Pentwyn – Pentwyn Community Education Centre – new venue to be agreed Pentwyn – Bryn Celyn Primary School – Portacabin to be sited on school premises</p>	All sites will be identified and polling stations will be under constant review.