

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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This meeting will be webcast live via: <https://west-lindsey-public-i.tv/core/portal/home> and published on the Council's website

## AGENDA

Prayers will be conducted prior to the start of the meeting.  
Members are welcome to attend.

**Notice** is hereby given that a meeting of the Council will be held in the Council Chamber - The Guildhall, on **Monday, 4th November, 2024 at 7.00 pm**, and your attendance at such meeting is hereby requested to transact the following business.

**To: Members of West Lindsey District Council**

1. APOLOGIES FOR ABSENCE
  
2. MINUTES OF THE PREVIOUS MEETING  
To confirm and sign as a correct record the Minutes of the Meeting of Full Council held on 2 September 2024.  
  
**(PAGES 7 - 20)**
  
3. MEMBERS' DECLARATIONS OF INTEREST  
Members may make any declarations of interest at this point and may also make them at any point during the meeting.
  
4. MATTERS ARISING  
Setting out the current position of previously agreed actions as at 25 October 2024.

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5. ANNOUNCEMENTS

- i) Chairman of Council
- ii) Leader of the Council
- iii) Head of Paid Service

**(VERBAL REPORT)**

6. PUBLIC QUESTION TIME

Questions, if received, under this Scheme will be published by way of supplement following closure of the deadline.

**(TO FOLLOW)**

7. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

Questions, if received, under this Scheme will be published by way of supplement following closure of the deadline.

**(TO FOLLOW)**

8. MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

**Motion 1 - The development and planning approval process in respect of Battery Electric Storage System (BESS) sites.**

The need to switch to renewable energy is well established. As a result, there is a need for large scale development of BESS sites in order to mitigate the fluctuation of renewable energy due to the lack of consistency with solar and wind systems.

A modern well designed and constructed BESS site is, in all probability of very little risk. Based on analysis of incidents involving BESS sites, the majority of incidents occur during the construction and commissioning phase of development.

Generally, the planning process is concerned about the impact of developments in an area when they have been completed.

As such it would seem that the potential risk area for a BESS site, (Construction & Commissioning phase) is currently given little consideration by the current statutory consultees.

The Government published a research briefing on 19 April 2024 <https://researchbriefings.files.parliament.uk/documents/CBP-7621/CBP-7621.pdf>

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However, it would appear this provides little clarity and raises further questions (See comments by Paul Christensen, Director Lithiumionsafety Ltd Consultancy in background information attached).

In August 2023 the Government updated its planning practice guidance to encourage developers and local planning authorities to consult their local Fire & Rescue Service on planning applications for BESS sites.

The National Fire Chiefs Council produce a guidance document in April 2023 which was reviewed in July 2024 and went through consultation which closed on 22 August 2024. The final version is yet to be published. <https://nfcc.org.uk/consultation/draft-grid-scale-energy-storage-system-planning-guidance/>

However, the Local Fire Authority (LFA) is not a statutory consultee for planning applications and therefore they do not have to be consulted and even if they are consulted their feedback is only advisory. Furthermore, they are not funded to respond to such consultations which can create capacity issues.

As such currently there is no defined safety regulator.

Even the statutory consultees who are consulted review the applications based on the final site, rather than the Health & Safety issues that could arise during construction and commissioning, the riskiest part of the development. Highways do not consider the implications of a major fire on the local highway network nor the risk of contaminated run-off water in the event of a fire, neither does The Environment Agency.

This technology is fairly new, and development is very fast moving (see background information for number of sites), so there is a lack of legislative control in place. too stricter regime risks tying up the developing industry.

Given the current situation Council resolves to :

- Lobby the Government (Ministry of Housing, Communities and Local Government (MHCLG) to make Local Fire Authorities statutory consultees in respect of planning applications relating to Renewable Energy Sites and specifically Battery Electric Storage System sites.
- Writes to the Local Government Association and Greater Lincolnshire Local Authorities to highlight the current situation and lack of oversight on such developments and request that they too lobby the Government to bring about this national change.

I so move  
Councillor Trevor Bridgwood

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## Motion 2

In founding the Metropolitan Police in 1829 Robert Peel created 'modern' policing.

The underlying principle of which is to make the community safer by preventing the occurrence of crime and disorder and by ending the need to tackle anti-social behaviour with military force and severe legal punishment.

The first Metropolitan Police Commissioners Charles Rowan and Richard Mayer stressed the need for the Police and Public to work together in the interests of community welfare. This required the 'Peeler' or 'Bobby' to be seen in public on the 'beat'. The emphasis was very much on community cohesion rather than crime detection.

Peel being clear that if officers spent time on the latter, high levels of anti-social behaviour would continue and the public remain threatened and feeling unsafe.

The current Chief Constable of Lincolnshire Police, Paul Gibson, echoes the aims of Peel, Rowan and Mayer in the document "Making Lincolnshire Safe Strategy 2024 -2025" by making Neighbourhood Policing a major priority for the force as evidenced in the following extracts in the section entitled 'Building Confidence in Policing'.

"... Neighbourhood Policing is effective as it engages creatively with the communities and solves problems ..."

"... takes a proactive approach to prevention, working in partnership...."

"... maximising our visibility.."

"... opportunities for collaboration with ... partners, community groups, schools etc.."

"... focus on rural crime and the prevention of harm in the rural communities"

"... expand connections with the community ..."

Worthwhile aspirations but not being fully met across our district – the limited number of officers and resources available focusing on detecting and solving serious crime – leaving precious few resources and individuals to carry out 'preventative work'.

In some areas levels are so low that Neighbourhood teams are providing minimal part time cover for less than half the week – hardly working with the public to bring about community safety and welfare. In fact, it harbours the opposite – residents do not have confidence in the force and so do not report issues etc. taking the attitude 'there is no point as there are no officers to deal with the concern.'

Both the Chief Constable and Marc Jones, The Police and Crime Commissioner are lobbying The Home Office and Central Government to provide sufficient funding to finance a force that they believe will deliver both the 'preventative' neighbourhood policing and crime detection. So far, they have had little success

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leaving Lincolnshire Police as the second lowest centrally financed force per head of population in the country at just over £100 per head a total of £89.834m for 2024 -2025.

To this a further £86m is added from local sources – one of the highest contributions per head in the country. Nevertheless, the combined figure of £174m makes the Authority the least funded force in the country, with the third lowest number of officers per 1000 head of population.

This is detrimental to our low-density rural area where the numbers of officers per head of population need to be higher than the national average to compensate for the time taken travelling between communities and to visit the myriad of hamlets and 'isolated' standalone properties.

This Council resolves to instruct the Chief Executive, Leader and Chairman to write:

- to the Chief Constable and Police Commissioner to support their lobbying for fairer funding for Lincolnshire police to ensure that they can establish and sustain a truly preventative Neighbourhood Policing Structure, alongside an effective detection service, enhancing community safety and well-being in our District.
- to petition Sir Edward Leigh MP, The Home Office and Treasury to provide a realistic funding formula to allow Lincolnshire police to carry out the preventative policing principles laid down by Peel, Rowan and Mayer in 1829 alongside the justice system functions of crime detection.

I so move  
Councillor Stephen Bunney

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## 9. REPORTS FOR DETERMINATION

a. Adoption of the Nettleham Neighbourhood Plan Review

**(PAGES 28 - 34)**

b. Recommendation from the Licensing Committee - Gambling Act 2005  
Statement of Principles (Gambling Policy) - Approval

**(PAGES 35 - 114)**

c. Statutory Review of Polling Districts, Polling Stations and Polling Places

**(PAGES 115 - 223)**

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Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Friday, 25 October 2024

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## WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall on 2 September 2024 at 7.00 pm.

**Present:** Councillor Stephen Bunney (Chairman)

Councillor Emma Bailey	Councillor John Barrett
Councillor Eve Bennett	Councillor Owen Bierley
Councillor Trevor Bridgwood	Councillor Mrs Jackie Brockway
Councillor Liz Clews	Councillor Frazer Brown
Councillor Karen Carless	Councillor Christopher Darcel
Councillor David Dobbie	Councillor Jacob Flear
Councillor Ian Fleetwood	Councillor Sabastian Hague
Councillor Paul Howitt-Cowan	Councillor Paul Key
Councillor Mrs Angela Lawrence	Councillor Paul Lee
Councillor Peter Morris	Councillor Lynda Mullally
Councillor Maureen Palmer	Councillor Roger Patterson
Councillor Roger Pilgrim	Councillor Mrs Diana Rodgers
Councillor Mrs Lesley Rollings	Councillor Tom Smith
Councillor Jim Snee	Councillor Mrs Mandy Snee
Councillor Paul Swift	Councillor Baptiste Velan
Councillor Moira Westley	Councillor Trevor Young

**In Attendance:**

Ian Knowles	Chief Executive
Emma Foy	Director of Corporate Services and Section 151 Officer
Lisa Langdon	Assistant Director People and Democratic (Monitoring Officer)
Katie Storr	Democratic Services & Elections Team Manager (Deputy Monitoring Officer)

**Apologies**

Councillor Matthew Boles  
Councillor Adam Duguid  
Councillor Jeanette McGhee

### 27 MINUTES OF THE PREVIOUS MEETING(S)

The Chairman advised that there were two sets of minutes for approval, these being, the Minutes of the Extraordinary Meeting of Full Council, held on 25 April 2024 and the Minutes of Full Council held on 24 June 2024. With contentment indicated from the Chamber, both set of minutes were taken en-bloc.

With both having been moved and seconded, on being put to the vote it was: -

**RESOLVED** that the Minutes of the Extraordinary Meeting of Full Council held on 25 April and the Minutes of Full Council held on 24 June be confirmed, approved and signed as a correct record.

## **28 MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made at this point in the meeting. The Chairman reminded Members that they could make a declaration at any point in the meeting should they feel it necessary to do so.

## **29 MATTERS ARISING**

The Chairman introduced the report advising Members that it would be taken "as read" unless Members had any questions that they wished to raise.

An update was sought in respect of the amber action - motion relating to increasing sweeping capacity, with Members advised that this matter would start its journey through the Committee cycle in November 2024.

With no further comments or questions and with no requirement to vote, the matters arising were **DULY NOTED**.

## **30 ANNOUNCEMENTS**

### **Chairman**

The Chairman addressed the Council, referencing briefly some of the events which he had been involved and attended since Council last met, in what had been a busy period.

The Chairman had had the pleasure of attending Word Fest in Market Rasen, whilst the weather had been terrible, the event was successfully moved indoors and the Trinity Arts on Tour production of Peter Pan proved very popular and great value for money.

It had been an honour to be part of the Gainsborough in Bloom judging, seeing the tremendous efforts of those striving to improve their communities. Similarly, the Chairman had been honoured to attend the Skills Fayre in the Market Place and the same day a 24hour music event at the X-Church, noting he had not attended for the full 24 hours.

Many a garden party had been enjoyed at both Middle Rasen and Market Rasen, raising money for charities, and the food festival held in Market Rasen only the last weekend had been a much-enjoyed event. The support offered by the District Council was welcomed and the Chairman indicated he would like to see similar events extended across the District.

An afternoon at the STEP Fusion project had been most interesting, with this being the first project of its kind, and was most impressive.



The end of July had seen the return of the DN21 Business Awards in conjunction with Marshalls Yard, at which the Chairman had had the pleasure of attending, speaking to entrants who had welcomed the event, supported by the District Council.

Finally, and of a more sombre tone, the Chairman referenced two critical policing incidents seen in the District in recent weeks. Whilst it was not appropriate to discuss those in detail, the Chairman did wish to recognise the tremendous work of the Police, a force which was known to be short of resources. He indicated that he would be requesting the Civic Office to write a letter of thanks to both the Chief Constable and the Police and Crime Commissioner for the way they had served the District during those incidents.

## **Leader**

The Leader made the following address to Council: -

“Firstly, in respect of RAF Scampton, Members will recall, I wrote to the newly appointed Labour Government the day after the general election. It is extremely disappointing that eight weeks later, despite all their election promises, there is still not a decision regarding the future of the site, clearly, this is not good enough, leaving many of the small communities around Scampton, with the continued uncertainty about the future use of the site. We will continue trying to have dialogue with the Government over the next few days and hopefully get announcement soon.

Secondly, Chairman and Members will be aware that we have had two critical police incidents in the District in the past week, which is a very unusual event, I will not go into the details of the incident, but, like you Chairman I pay tribute to the bravery of the police officers involved. They do a thankless job in terms of protecting the community, and I support your thoughts in terms of writing to Inspector Head.

Finally, the Deputy Leader and I had the pleasure of visiting several parts of the District over the summer period, and I must highlight how wonderful Caistor’s floral displays are, truly magnificent. It’s a credit to the strength of the community and clearly one of the most attractive towns in the county. I would encourage all Members to go across and just see what actually can be achieved in a small town. I would really like to see more of this. Credit to the team who has been involved and well done to everyone.”

## **Chief Executive**

The Chief Executive addressed Council and was pleased to advise Members that the Authority had been successful in its bid to the Local Authority Housing Fund, round three. The Council had been successful in drawing down £1.4 million to develop 11 properties across the district, seven for temporary accommodation and four for resettlement.

The Chief Executive further advised that Council would be holding an event called the Golden Awards. This would be a staff awards ceremony to mark the 50th anniversary of West Lindsey District Council. The event was being held on 16 October at the Trinity Arts Centre.

Members were updated on both Central Government consultations in which the Authority had recently engaged and of current consultations the Council was hosting.

Central Government were currently consulting on changes to the National Planning Policy Framework, a Members' briefing and discussion was planned for Wednesday 18 September with Members encourage to attend.

The Council was currently consulting residents on its green garden waste scheme, the Chief Executive was pleased to advise that the Council had piloted its new approach to engagement and consultation. The new Strategy for which would be submitted to Committee in October. Over 7,000 responses had been received, and 26,000 e-mails sent, with a current return rate of 26%, which was considered excellent for surveys of this nature. Of further note over 1,100 responses had been made by way of paper return. Officers would be analysing the responses and findings would be reported to Committee in October.

A Member briefing was to be held on 9 September, to allow Members to consider the budget consultation document for the year. This would provide Members an opportunity to help develop how the Council approached residents and businesses about the budget for future years.

In addition, and with agreement of the Leader and Leader of the Opposition, on 23 September, the Chief Executive would be providing an all members briefing on the extensive forward plan for the administrative year. This briefing had been well received at Leaders Panel and extending it to all Members was considered useful. Member Briefings would be held on-line to, reducing travel requirements and enabling Members to engage more easily. Again, Members were encouraged to attend.

The Chief Executive highlighted a new mentoring scheme for Officers which had been launched, whereby officers could request a mentor from within the organisation to help with personal development and support.

Finally, Members were advised that the Authority was currently in the process of setting its progress and delivery performance measures for 2025/26. This again would involve members and would be led by the Change Management Team. An approved set of measures provided the Council with information to learn and improve the services offered. Information regarding the forming of a review Group had been included in the most recent Members Bulletin those interested were requested to contact the Change Management Team Manager.

This brought announcements to a conclusion.

### **31 PUBLIC QUESTION TIME**

The Chairman advised the meeting that no public questions had been received.

### **32 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9**

The Chairman advised the meeting that no questions under Procedure Rule No.9 had been submitted by Members.

### **33 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

The Chairman advised the meeting that three Motions had been submitted pursuant to Council Procedure Rule No. 10 and these were set out on the agenda.

As the mover of the first motion, the Chairman read aloud, his motion to the meeting as follows: -

“Members

The Household Support Fund was introduced in October 2021 to help struggling households through the Covid Crisis by providing them with additional funds allowing them to afford things like energy, food, clothing and other essentials. Post Covid the Government have kept the fund open to help households cope with the cost of living crisis.

The Government distribute the money through the County Councils and Unitary Authorities. Lincolnshire County Council work closely with the District Councils to ensure that the funds reach those most in need. In this year’s budget speech, the Chancellor announced a six month extension to the scheme from March 2024 to October 2024 with no plans or commitment for funding beyond that date.

West Lindsey’s Corporate Plan 2023 - 2027 recognises that levels of fuel poverty and child poverty are on the increase with 27.4% of households experiencing child poverty. The State of the District 2023 states that 20.1% of the children aged 0-15, live in absolute low-income households, defined as below 60% of the median income. This means that around 3000 youngsters could potentially see a further reduction in their already low standard of living and well-being after October 2024 when the Household Support Fund comes to an end. This cannot be allowed to happen.

This Council instruct the Leader and Chief Executive to write to the Rt. Hon. Sir Edward Leigh MP for Gainsborough Constituency, Rt. Hon. Sir Keir Starmer MP - Prime Minister, Rt. Hon. Rachel Reeves, Chancellor of The Exchequer and The Treasury to petition for the establishment of a further three-year extension to The Household Support Fund from October 2024.

I so move.  
Councillor Stephen Bunney”

As the mover of the motion and before seeking a seconder, the Chairman took opportunity to update Members of decisions taken by Government Ministers earlier in the day, this being to extend the Household Support fund for a further six months. Whilst this was welcomed by the Chairman, he considered his motion still relevant and

pertinent given it sought a three year extension.

Having been duly seconded debate ensued, with seconder indicating that she concurred with all points raised by the motion. Society and residents still faced challenging times and energy costs were due to spiral once again over the winter.

Speakers from across the Chamber spoke in support of the proposed three year extension, noting that Winter Fuel Payments were due to stop, which would likely add to the burden and mortgage rates had not subsided. West Lindsey had previously allocated its Household Support Funding very quickly as there was a real need across communities and the need had not decreased. A six-month extension was simply not considered long enough and without this much needed support, Councils would likely need to find additional funds, if the much-needed service was to continue.

Members spoke at length about the benefits and difference the Fund had made to local communities, citing examples of personal first-hand experiences. Members also acknowledged and praised the wide range of services, our distribution partners offered. Whilst this was a nationally funded fund, Members welcomed how it allowed for the use of local knowledge to identify individuals and areas where support was required.

In bringing comments to a conclusion, the Chairman advised of a recent campaign by the LGA seeking an extension to the Fund, to which he signed up. Whilst this had now closed, he reiterated his support for the campaign.

On being put to the vote it was: -

**RESOLVED unanimously** that the Leader and Chief Executive write to the Rt. Hon. Sir Edward Leigh MP for Gainsborough Constituency, the Rt. Hon. Sir Keir Starmer MP, Prime Minister, the Rt. Hon. Rachel Reeves, Chancellor of the Exchequer and the Treasury to petition for the establishment of a further three-year extension to The Household Support Fund from October 2024.

## Motion 2

Councillor Young, mover of the second motion, was invited to put his motion to the meeting as follows: -

**“Motion to call upon West Lindsey District Council and NHS Commissioners to improve access to health care across the district prioritising the construction of a new GP surgery in Gainsborough.**

**Purpose:** To address the urgent need for improved healthcare services in Gainsborough by establishing a new General Practitioner (GP) service to cater for the growing population and current demand.

### **Background:**

#### **1. Current Situation:**

- The population of West Lindsey District has been steadily increasing, leading to higher demand for healthcare services.
  - Existing GP services are under significant pressure, resulting in longer waiting times for appointments and limited availability of medical professionals.
  - Residents have expressed concerns about the accessibility and quality of current GP services and inconsistent provision across the district.
- 2. Impact on Community:**
- Inadequate GP services can lead to delayed diagnoses and treatments, negatively impacting on the health and wellbeing of residents.
  - Overburdened healthcare professionals may experience burnout, further exacerbating the problem.
  - Insufficient medical services can deter new residents and businesses from moving to the area, affecting local development.

**Proposal:**

**1. Immediate Actions:**

- To call on the ICB to conduct a comprehensive needs assessment to demonstrate accurate need around GP provision.
- Engage with local health authorities, NHS representatives, and community stakeholders to gather input and support for the initiative.

**2. Long-Term Strategy:**

- Develop a strategic plan for the establishment of a new GP service, including potential locations, required resources, and projected timelines.
- Secure funding and resources through collaboration with local government and healthcare organisations.

**3. Implementation:**

- Appoint a working group dedicated to overseeing the establishment of the new GP service, ensuring accountability and progress tracking.
- Launch community awareness campaigns to inform residents of the forthcoming improvements and encourage their participation in the process.

**Expected Outcomes:**

**1. Enhanced Healthcare Access:**

- Reduced waiting times for GP appointments and improved access to healthcare services for all residents.
- Increased satisfaction and wellbeing among the community due to timely and effective medical care.
- Reduced reliance on A&E services currently used to support GP capacity.

**2. Support for Healthcare Providers:**

- Alleviation of pressure on existing GP services, allowing healthcare providers to offer better care and maintain their own wellbeing.
- Attraction of new healthcare professionals to the area, creating a more

robust and resilient healthcare system.

**3. Community and Economic Benefits:**

- Strengthened community health outcomes, contributing to a healthier, more vibrant district.
- Potential economic growth through the attraction of new residents and businesses seeking reliable healthcare services.

**Conclusion:** The establishment of a new GP service in Gainsborough is crucial to meeting the current and future healthcare needs of our community. We urge the Council to approve this motion and take immediate steps towards its implementation.

I so move  
Councillor Trevor Young”

With the motion duly seconded, lengthy debate ensued.

All Members were supportive of the motion and the need for additional GP surgeries and appropriate health care provision in general. Members spoke of how communities were both growing and aging without adequate healthcare provision being provided, with many citing problems within their own areas.

Opposition Members asked the Chamber to recognise the complexity of the provision of GPs and how these sat outside of the NHS and were in effect private businesses. Lincolnshire as a whole had a recognised GP shortage and attracting them to the area and specifically Gainsborough would not be a simple task. Perceived flaws within the contracting system between the NHS and GPs were also outlined, with some Members feeling this contributed to GPs leaving the profession.

It was also suggested that raising awareness of other similar facilities such as pharmacists and Nurse Practitioners, could go some way to ease the burden on GPs.

The need to retain current service provision was also discussed with Members raising the ever-increasing difficult environment health care professionals operated in and their need for safety and dignity at work.

Whilst fully supporting the Motion some urged the Leader to involve the Health Scrutiny Committee and the County Council, given the complexity of the task and issues which would have to be overcome, to realise a new facility and to move users to more appropriate medical services.

Further debate ensued and many Members commented on increasing community sizes, future planned development and how service provision simply did not match, the need for additional GPs was in no doubt. The Government’s previous decision to close walk-in centres was considered to be false economy and had further negatively impacted on service provision and access.

Many Members spoke of how the rurality of the area often compounded access to services,

with there being little public transport. Furthermore, many of the developments in West Lindsey were attracting or aimed at the older generation, which did place additional burdens on already oversubscribed services.

Members also spoke of practices across the District, which were at risk as new owners could not be found, referencing the point of earlier speakers around viable businesses.

Whilst acknowledging GPs may be funded differently, many Members were of the view that ultimately, they were the gateway to the NHS. Limited access to GPs was impacting on A and E services, and potentially detection rates of certain illnesses. Community leaders needed to take action to fight for access to services in the District as whole, but also for Gainsborough where some of the poorest of the community lived, with a well-recognised link between economic prosperity and health.

The Leader thanked all Members for their input, for speaking in support of his motion and for setting out clearly the experience residents were having.

Whilst recognising a more joined up approach with the NHS was something which had been spoken of for many years at both a national and local level, putting this into practice had proven much more difficult. The motion sought to ensure that the District Council had much more improved and direct dialogue with the ICBs and health colleagues, and those discussions would go some way to assist in realising additional facilities in the medium to longer term, it was hoped. The Leader was of the view that the Health Scrutiny Committee for Lincolnshire, had to date not delivered for this District and as such felt it imperative that West Lindsey took a more direct approach and tried to drive some of the conversations needed.

The Chairman brought comments to a conclusion, and before moving to the vote highlighted to the Chamber, two consultations being undertaken, one relating to GPS and one relating to pharmacy provision. He undertook to circulate these to all Members and stressed the importance of encouraging residents to complete them, so a true and accurate record of residents' experiences was captured.

On being put to the vote it is was: -

-

**RESOLVED unanimously** that the Motion as submitted be accepted, and actioned accordingly, starting with those items referred to as immediate actions: -

- (1) To call on the ICB to conduct a comprehensive needs assessment to demonstrate accurate need around GP provision; and
- (2) Engage with local health authorities, NHS representatives, and community stakeholders to gather input and support for the initiative.

### Motion 3

Councillor Rollings, mover of the third motion, was invited to put her motion to the meeting as follows: -

“Council notes the recent announcement by the Labour Government to end universal winter fuel payments and restrict eligibility to only those in receipt of Pension Credits and other benefits.

Though many agree that universal Winter Fuel Payments are not necessary, Council is deeply concerned that many pensioners on lower and middle incomes will now not receive the payments. Across England and Wales the number of people eligible for winter fuel payments will fall by 10 million (from 11.4 million to only 1.5 million).

In West Lindsey the number of pensioners affected by the change in eligibility criteria is 20856. That means 91.3% of pensioners currently eligible for winter fuel payments will no longer be able to claim the payment from this winter onwards.

Council believes that the Labour Government has set the threshold at which pensioners do not qualify for Winter Fuel Payments far too low. Only those receiving a pension of less than £218.15 a week (or £332.95 a week for couples) are eligible for pension credits. This is significantly lower than the living wage rate.

Council is also concerned by the low take up of pension credit with only 63% of those eligible nationwide receiving them – and over 880,000 pensioners not doing so. Council recognises the role we have to play to increase awareness of benefits such as Pension Credit to ensure people are aware of the support they are entitled to.

Council further notes that the Energy Price Cap is due to rise by 10% in October, which combined by the removal of Winter Fuel Payments will push thousands of local pensioners into fuel poverty.

Council resolves to:

Instruct the Chief Executive to write to the Chancellor of the Exchequer calling for the policy on linking Winter Fuel Payments to Pension Credit receipt to be immediately paused and introduce a new threshold to determine eligibility for Winter Fuel Payments.

Council further requests the Chief Executive write to the local MP covering West Lindsey District area asking them to give their formal support to halting the changes to the Winter Fuel Payment eligibility.

Request all group leaders within West Lindsey District Council sign a joint letter to the Chancellor of the Exchequer calling for the new Winter Fuel Payment policy to be suspended and reviewed.

Urgently commence a significant awareness campaign to maximise uptake of pension credits. This will include use of council noticeboards, social media, promotion in local press and also targeted letters to those who may be eligible.



I so move  
Councillor Lesley Rollings”

With the motion duly seconded debate ensued.

Members across the Chamber supported the action proposed by the Motion whole heartedly. It was questioned why the Government, if they knew those eligible for Pension Credit were not applying, couldn't inform those people. Members also recognised the complexity of completing Pension Credit applications.

Members recognised that the District Council did a lot of promotional work already to ensure residents were aware of help available but encouraged that there be an additional focus in the light of the Government's recent announcement. Members were also encouraged to promote the change. Members requested whether it was feasible for Officers to provide assistance with form completion and a hands-on approach, such support was the approach welcomed across the Chamber, with many Members commenting on the barriers to seeking help. It was suggested promoting not just Pension Credit but the support which could be offered to access the benefit would further encourage people

Members spoke of their concern at the numbers effected by the change in Policy and how quickly it would be implemented, a further reason for additional support to be given to those applying for "pension credit". It was suggested that Pensioners did not live the lifestyle reported by the media, with many finding themselves in difficult circumstances. If Winter Fuel payments were to be means tested, Members considered a different test needed to be applied but linking this to Pension Credit was simply not appropriate.

The motion mover took opportunity to sum up, and welcomed the suggestion raised through the debate, to provide additional assistance in completing forms. Real concern was expressed for those that would be affected this Winter with a number of 20,000 quoted for the District alone. Again, it was questioned why the Government could not simply apply a top up to those it knew were eligible. Members were encouraged to raise the issue through every opportunity and interaction and to do all they could to ensure their constituents knew where to come for help.

On being put to the vote it was **RESOLVED unanimously** that

- (a) the Chief Executive write to the Chancellor of the Exchequer calling for the policy on linking Winter Fuel Payments to Pension Credit receipt to be immediately paused and to introduce a new threshold to determine eligibility for Winter Fuel Payments;
- (b) the Chief Executive write to the local MP covering West Lindsey District area asking them to give their formal support to halting the changes to the Winter Fuel Payment eligibility.
- (c) all Group Leaders within West Lindsey District Council be requested to sign a joint letter to the Chancellor of the Exchequer calling for the new Winter Fuel Payment policy to be suspended and reviewed; and

- (d) a significant awareness campaign to maximise uptake of pension credits be commenced urgently, including use of council noticeboards, social media, promotion in local press and also targeted letters to those who may be eligible.

**Note:** Councillor Tom Smith declared a personal interest in relation to Motion 2 as he was a Member of Lincolnshire County Council's Health Scrutiny Committee.

### **34 RECOMMENDATION FROM THE GOVERNANCE AND AUDIT COMMITTEE 11 JUNE 2024 - ESTABLISHMENT OF THE JOINT COMMITTEE FOR DEVOLUTION (TERMS OF REFERENCE AND STANDING ORDERS)**

The Chairman, in his capacity as Chairman of the Governance and Audit Committee, presented the report to Members. The report sought approval for the Council to establish a District Joint Committee for the purposes of devolution and participation at the forthcoming Greater Lincolnshire Mayoral Combined County Authority.

Members were advised that whilst the legalisation which would formally allow the Combined Authority to progress was still awaited, it was considered prudent that the Council ensured its own governance process was in place to enable West Lindsey to be in the best position it could be to represent the interest of the District in the newly formed Combined Authority once established.

In order to prevent unnecessary delays, the Chairman, in moving the recommendations, also moved an amendment to recommendation four, namely, to add the words "with any minor amendments required delegated to the Monitoring Officer in consultation with the Leader" so as fourth recommendation would read: -

"Council delegates any further review or amendment of the Terms of Reference to the Governance and Audit Committee, with any minor amendments required delegated to the Monitoring Officer in consultation with the Leader."

It was further suggested that the amendment should be extended further to include the words "and Chairman of the Governance and Audit Committee"

The mover or the original amendment indicated his agreement, and having been seconded, on being put to the vote the amendment was **CARRIED**.

With the recommendations, as amended moved and seconded it was: -

**RESOLVED** that the recommendation from the Governance and Audit Committee be accepted and in doing so:-

- (a) the establishment of a District Joint Committee of the Lincolnshire Districts for the purposes of devolution and participation at the Mayoral Combined County Authority be approved;

- (b) that the Leader of West Lindsey District Council be the Authority's representative at the District Joint Committee;
- (c) the proposed Terms of Reference and Standing Orders for the District Joint Committee be approved; and
- (d) authority be delegated to the Governance Audit Committee to undertake any further review or amendment of the Terms of Reference, with any minor amendments required, delegated to the Monitoring Officer in consultation with the Leader and Chairman of the Governance and Audit Committee.

**35 RECOMMENDATION FROM CORPORATE POLICY AND RESOURCES COMMITTEE 27 JUNE 2024 - ANNUAL TREASURY MANAGEMENT REPORT 2023/24**

The Leader of the Council, in his capacity as Chairman of the Corporate Policy and Resources Committee presented the report to Members.

The Annual Treasury Management report 2023/204 confirmed that the Council had complied with legislative and regulatory requirements for Treasury Management as set out in the CIPFA Code of Practice.

The report further confirmed that there had been no breaches in the prudential indicators.

Inflation and interest rates had been higher during 2023/2024 than in previous periods which had significantly contributed to the small underspend delivered during the year.

External borrowing had not increased as anticipated due to a slower delivery of the Capital Programme.

The report had been considered by the Corporate Policy and Resources Committee at their meeting on 27 June and stood recommended for approval.

The recommendations were proposed and duly seconded.

In response to Members questions regarding advance borrowing and the volatility fund, the Section 151 Officer advised that the Council was not permitted to borrow in advance of need. She further outlined the circumstances which had led to this change and the strict terms applied to PWLB loans.

In respect of the valuation volatility fund, this only related to the Council's investment property portfolio. The reasoning for the Fund was outlined with Members noting how and when it would be utilised and the safeguard the Fund offered in case of a decrease in valuation. There was a separate budget volatility reserve, this allowed provision to deal with short term budgetary pressures arising from any longer-term decisions.

**RESOLVED** that the recommendation from the Corporate Policy and Resources Committee be accepted and the Annual Treasury Management Report and Actual Prudential Indicators 2023/24 be approved.

The meeting concluded at 8.40 pm.

Chairman

**Council Matters Arising Schedule**

**Purpose:**

To consider progress on the matters arising from previous Council meetings.

**Recommendation:** That Members note progress on the matters arising and request corrective action if necessary.

**Matters arising Schedule**

Meeting	Full Council				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<b>Motion to Council - explore options to increase our road sweeping capability, including the feasibility and financial implications.</b>	Council to be advised when the motion is to be considered and outcome of Motion - Outcome will be reported through Council matters arising for information	<p><b>I therefore call upon this Council to support me in requesting that the Prosperous Communities Committee explore options to increase our road sweeping capability, including the feasibility and financial implications. - Motion was referred with out debate.</b></p> <p><b>This item was awaiting entry on to committee workplans. Council were advised at their September meeting the report could be anticipated in November 2024 and is now showing in work plans</b></p>	01/11/24	Nova Roberts
Black	<b>Appreciation Letter to Lincs Police</b>	At the request of Chairman - Civic Office to draft a letter of appreciation to Lincolnshire Police from Chair of Council on behalf of WLDC	<b>Letter has been issued</b>	10/09/24	Katie Storr

<p>Green</p>	<p><b>Motion - Lobbying of LNER</b></p>	<p>Please undertake action to fulfil Council resolution below.</p> <p>Please outline what action has been taken.</p>	<p><b>Extract from Mins of Mtg 6 /11/23 - RESOLVED unanimously that the District Council lobby LNER, seeking support from all statutory partners, to assess the viability of Barnetby being included in the direct run from Cleethorpes, passing through Market Rasen, to London.</b></p> <p><b>Officers are arranging a meeting with LNER to obtain the latest details of the potential new Cleethorpes to London service. This includes understanding which stations will and will not be included as stopping points. Once this is clarified officers will establish a lobbying strategy as required.</b> 22/8/24</p> <p><b>A commitment to re-introduce a direct Cleethorpes to London service was made by the previous Government with previous ministers stating an expected start date of December 2024. There has not been any update on this position as yet following the election.</b></p> <p><b>Officers continue to monitor announcements on rail services by the Government and train operators. When the Government position on this new service commitment is confirmed, officers will work to establish a lobbying strategy as required.</b></p>	<p>04/11/24</p>	<p>Grant White</p>
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Green	<p><b>Motion to Council - Extension to Household Support Fund</b></p>	<p>Council passed a motion relating to the Household Support Fund at their meeting on 2 September requiring lobby letters to be issued as follows:</p> <p>This Council instruct the Leader and Chief Executive to write to the Rt. Hon. Sir Edward Leigh MP for Gainsborough Constituency, Rt. Hon. Sir Keir Starmer MP - Prime Minister, Rt. Hon. Rachel Reeves, Chancellor of The Exchequer and The Treasury to petition for the establishment of a further three-year extension to The Household Support Fund from October 2024.</p> <p>Please issue letters and report any response through this Matters arising</p>	<p><b>Letters have been issued . Progress or responses to the letters will be reported through Council Matters Arising Schedule</b></p>	04/11/24	Nova Roberts
Green	<p><b>Motion to Council to improve Gp Access</b></p>	<p>Council at its meeting on 2 September passed a motion relating to the above - immediate actions requested were</p> <ul style="list-style-type: none"> <li>o To call on the ICB to conduct a comprehensive needs assessment to demonstrate accurate need around GP provision.</li> <li>o Engage with local health authorities, NHS representatives, and community stakeholders to gather input and support for the initiative.</li> </ul>	<p><b>Initial communication has been sent to the ICB - Council will be updated of any progress through this matters arising</b></p>	04/11/24	Ian Knowles

Green	<p><b>Motion - Winter Fuel Payments</b></p>	<p>Council at its meeting on 2 September passed a motion in respect of above . Which requested the following: -</p> <p>Instruct the Chief Executive to write to the Chancellor of the Exchequer calling for the policy on linking Winter Fuel Payments to Pension Credit receipt to be immediately paused and introduce a new threshold to determine eligibility for Winter Fuel Payments.</p> <p>Council further requests the Chief Executive write to the local MP covering West Lindsey District area asking them to give their formal support to halting the changes to the Winter Fuel Payment eligibility.</p> <p>Request all group leaders within West Lindsey District Council sign a joint letter to the Chancellor of the Exchequer calling for the new Winter Fuel Payment policy to be suspended and reviewed.</p> <p>Urgently commence a significant awareness campaign to maximise uptake of pension credits. This will include use of council noticeboards, social media, promotion in local press and also targeted letters to those who may be eligible.</p>	<p><b>Letters requested have been issued .</b></p> <p><b>The Council is now actively promoting pension credit. Any responses received will be reported to council through this matters arising</b></p>	1/11/24	Ian Knowles
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ON HOLD	Public Participation Schemes - Review of	<p>AGM Mtg 23/5/23 When considering the Annual Review of Constitution, the Leader advised the Administration would wish to undertake a fundamental review of the participation schemes in year</p> <p>Scope and time line of this work to be discussed with Administration</p>	Initial conversation to be held at Chairs Brief as to how the Group would like to proceed - ITEM ON HOLD	(blank)	Katie Storr
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# Agenda Item 8

Supporting Background Information relating to Motion 1 : -

## Current Scale of these developments: -

The Renewable Energy Planning Database <https://data.barbour-abi.com/smart-map/repd/desn/?type=repd> lists the following:

<b>BESS</b>	<b>National</b>	<b>EMids</b>
Applications submitted	434	36
Awaiting Construction	592	40
Operational	116	9
Revised	109	6
Under Construction	<u>86</u>	<u>4</u>
<b>Total</b>	<b>1,337</b>	<b>95</b>

## **Solar PV**

Applications submitted	505	55
Awaiting Construction	2379	218
Revised	250	24
Under Construction	<u>160</u>	<u>23</u>
<b>Total</b>	<b>3,294</b>	<b>320</b>

## **Wind Onshore**

Applications submitted	214	0
Awaiting Construction	259	1
Revised	218	7
Under Construction	<u>33</u>	<u>0</u>
<b>Total</b>	<b>724</b>	<b>8</b>

That means there are 1,337 BESS Sites, that are operational or potentially coming into operation that have had no official safety regulator overseeing their construction nationally and 95 in the East Midlands. If you also assume that the Solar PV and Onshore Wind sites that are in the planning/construction stage will also require BESS sites there is potential for a further 4,018 nationally and 328 in the East Midlands that could go through without the overview of an official safety regulator.

Paul Christensen, Director Lithiumionsafety Ltd Consultancy

[https://www.linkedin.com/posts/paul-christensen-a2bb6b82\\_battery-energy-storage-systems-bess-activity-7242068051511152640-h78z/?utm\\_source=share&utm\\_medium=member\\_android](https://www.linkedin.com/posts/paul-christensen-a2bb6b82_battery-energy-storage-systems-bess-activity-7242068051511152640-h78z/?utm_source=share&utm_medium=member_android)

I am very much a supporter of safe, well managed BESS, and I believe they are essential if we are to decarbonise our electricity supply, hence I am pleased to see that a Research Briefing on BESS has been published by the UK Government.

P5: “In response to concerns about the safety, the [then] government said BESS were covered by “robust regulatory framework.” Based on my reading of the report, this framework is the following:

All energy storage system planning applications are assessed by local planning authorities. In my experience, planning officers know essentially nothing about the risks and hazards of lithium-ion batteries – so how can they make an informed judgement?

“There is no list of material considerations” to guide planning officers. P15

“There are no specific policies for the siting of BESS”. P15.

The government guidance on BESS published in August 2023 encouraged developers and local planning authorities to consult local FRS: but they are not statutory consultees. P16.

Schedule 2 of the Buildings Regulations 2010 states that “detached buildings (i.e. BESS) are exempt from the Building Regulations if people do not normally enter them or they only enter intermittently to inspect or maintain plants or machinery”. P28.

BESS are excluded from the COMAH Regulations 2015 as LiBs are considered “devices” rather than “dangerous substances”. Also, the HSE considered that “the current regulatory framework is sufficient and suitably robust”. P32.

The Environmental and Permitting (England and Wales) Regulations 2016 require some installations to require an environmental permit – for activities that may cause pollution. But the government does not class BESS as installations. It stated it was “in discussions with the Environment Agency”. I do not think anything has come from these discussions as yet. P33

A few additional comments.

P5: “BESS sites can also be designed with safety features such as fire suppression systems to ensure their safety”. This is patently not true given the number of failures in recent years including BESS that have conformed to UL 9540A (see EPRI database). The report repeatedly refers to suppression systems and ignores the generally-accepted view that BESS fires cannot be put out, but if they are, the hazard switches from fire to explosion. Hence the “controlled burn” strategy adopted by FRS and the guidance re same from e.g. Tesla.

# Agenda Item 9a



**COUNCIL**

**Monday 4 November  
2024**

**Subject: Adoption of the Nettleham Neighbourhood Plan Review**

Report by:

Director of Planning, Regeneration and  
Communities

Contact Officer:

Nev Brown  
Senior Neighbourhood Planning Policy Officer

nev.brown@west-lindsey.gov.uk

Purpose / Summary:

To adopt the Nettleham Neighbourhood Plan  
Review

**RECOMMENDATION(S):**

**That Members formally agree to adopt (make) the Nettleham Neighbourhood Plan Review in accordance with the Neighbourhood Planning Regulations 2012.**

**That the newly adopted (made) Nettleham Neighbourhood Plan Review November 2024, replaces the Nettleham Neighbourhood Plan adopted March 2016, to form part of the West Lindsey Development Plan for Nettleham parish area.**

## IMPLICATIONS

### **Legal:**

This work is a duty under the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Regulation 18A of the Neighbourhood Planning Regulations 2012, stipulates that a neighbourhood plan (NP) must be made (adopted) within eight weeks of the referendum, which was held on 26 September 2024. This requirement will be met if the Council adopts the Nettleham Neighbourhood Plan Review (NNPR) at its meeting on 4 November 2024.

### **Financial: FIN REF/85/25/COUNCIL/SST**

For neighbourhood plan reviews requiring an examination and new referendum the Council receives a grant of £20k from the Ministry of Housing, Communities and Local Government to help support its neighbourhood planning role in the district. A claim of £20k will be submitted for the NNPR when a funding window is available.

### **Staffing:**

Internal resources are in place to deal with neighbourhood planning and therefore there are no HR implications.

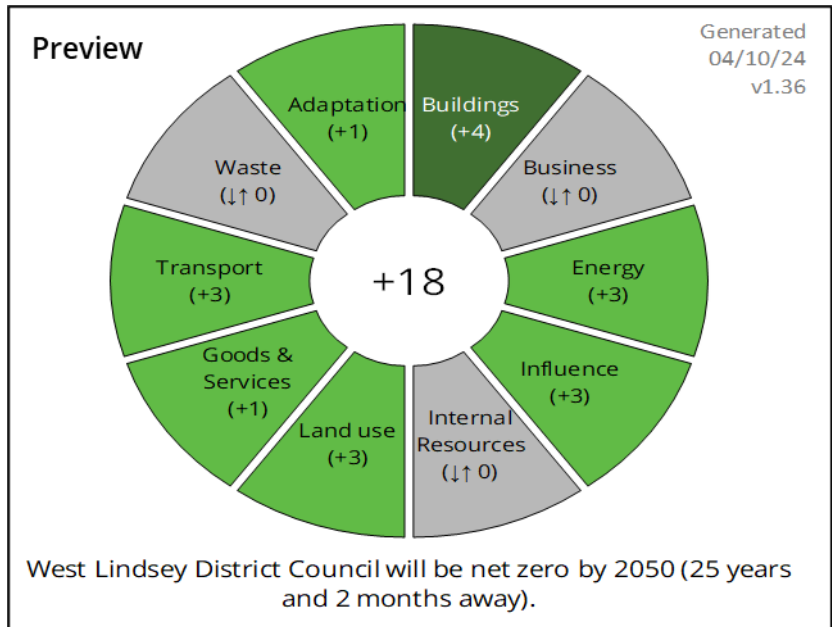
### **Equality and Diversity including Human Rights:**

The NNPR has been examined under the Neighbourhood Planning Regulations for any issues relating to equality and diversity.

### **Data Protection Implications: n/a**

**Climate Related Risks and Opportunities:**

The NNPR scored well when it was evaluated using the Council’s Climate, Environment, and Assessment tool. Please see below. The NNPR’s approach to sustainable construction and provision of blue /green infrastructure received positive outcomes. The NNPR also rated good in terms of improving biodiversity adaptation.



The NNPR has been the subject of a Strategic Environmental and Habitats Regulations Assessment Report which concluded that the plan would be unlikely to give rise to any significant effects on protected sites.

**Section 17 Crime and Disorder Considerations:**

The NNPR expects new housing layouts to provide useable and safe public open spaces.

**Health Implications:**

The NNPR identifies minor and major green corridors to provide a focal point for local conservation effort and to aid community cohesion. They will help people access the countryside to experience wildlife first hand. Such corridors are important to ensure that residents have easy access to areas of open space for their health and well-being.

**Title and Location of any Background Papers used in the preparation of this report:**

[Nettleham Neighbourhood Plan | West Lindsey District Council \(west-lindsey.gov.uk\)](https://www.west-lindsey.gov.uk)

**Risk Assessment :** n/a

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**x**

**No**

## **1. Introduction**

- 1.1 This report seeks Members' approval to adopt (make) the Nettleham Neighbourhood Plan Review (NNPR) as part of the West Lindsey Development Plan. The report follows the NNPR's successful referendum which was held on 26 September 2024.
- 1.2 The NNPR would be the second review of a NP to be adopted within the district. There are six other NPs being reviewed, all at different stages of preparation.

## **2. Background**

- 2.1 NPs were introduced in the Localism Act 2011. They are important and powerful tools that give parish and town councils the statutory planning powers to shape how their communities develop. A NP is a document written by parish/town councils that sets out planning policies for a parish area which are used to help decide planning applications.
- 2.2 There are legal steps to creating a NP, for the first time, which must be followed, and they are: area designation, plan preparation, consultation, examination, referendum, and finally adoption (making).
- 2.3 Where a NP is being reviewed it does not need to redesignate its area. For later steps, if the review involves material modifications which change the nature of the NP it would require examination and referendum. A referendum is not required for a NP review which includes material modifications, but they do not change the nature of the NP. For a NP which has only minor modifications there is no requirement for an examination, referendum or readopting of the NP. It would be authorised under the scheme of officer delegation.
- 2.4 Following a successful examination and/or referendum, it is a requirement that the NP should be adopted by Full Council for it to formally become part of the West Lindsey Development Plan for that NP area alongside the Local Plan. In the case of a NP review, this would see it replacing the original NP for that area.
- 2.5 As part of the Development Plan, the adopted NP would be given full weight in helping determine future planning applications within its parish. Planning law requires that applications for planning permission be determined in accordance with the Development Plan unless material considerations indicate otherwise.

## **3. Decision & Reasoning**

- 3.1 Having completed preparation and consultation steps on the NNPR, Nettleham Parish Council (PC) submitted the plan to the Council for examination in October 2023 and comments were invited from the public and stakeholders.



- 3.2 The Council, in agreement with the PC, appointed an independent examiner to determine whether the NNPR met legal requirements and, as it was a NP review, if an examination was sufficient or if it should also go to a referendum.
- 3.3 The Examiner’s Report concluded that the NNPR met legal conditions, and that subject to the modifications proposed in the report, the NNPR should proceed to a referendum, as it contained significant changes to the original plan. The NNPR was examined alongside the Central Lincolnshire Local Plan and was prepared in accordance with EU obligations or Convention rights.
- 3.4 The Examiner’s Report was considered under the Council’s delegated powers, and it was agreed that the NNPR should proceed to a referendum and if successful should be recommended for adoption (making) by the Council.
- 3.5 The NNPR referendum met the requirements of the Localism Act 2011. It was held on 26 September 2024 in Nettleham and posed the question:
- ‘Do you want West Lindsey District Council to use the Neighbourhood Plan for Nettleham to help it decide planning applications in the neighbourhood area?’***
- 3.6 At the referendum 94.56% of residents who voted were in favour of the NNPR. Legislation requires that the Council must make the NP if more than half of those voting have voted in favour of it. Greater than 50% of those who voted were in favour of the NNPR being used to help decide planning applications in the plan area.

The results of the referendum were:	Votes Recorded	Percentage
Number of votes cast in favour of ‘yes’	869	94.56%
Number of votes cast in favour of ‘no’	50	5.44%

Electorate	3482
Ballot Papers Issued	919
Turnout	26.39%

- 3.7 In accordance with national planning guidance, an adopted (made) NNPR should be given full weight in the determination of planning applications within the parish area.
- 3.8 NPs have given many of West Lindsey’s local communities the tools to shape and protect their areas. At each step, West Lindsey District Council strongly supports parish/town councils with their NPs. Currently, West Lindsey has 26 adopted NPs covering a large part of the district.
- 3.9 The total number of made NPs in the district should continue to rise as there are 16 in various stages of preparation. There are also six other NPs being reviewed and around 40 areas remaining in the district that are suitable for NPs but have yet to start the process. Compared to

nationally, West Lindsey continues to perform well in terms of NP coverage.

3.11 For the latest on NPs in West Lindsey please go to:

[Neighbourhood planning | West Lindsey District Council \(west-lindsey.gov.uk\)](https://www.west-lindsey.gov.uk/Neighbourhood_planning_|_West_Lindsey_District_Council_(west-lindsey.gov.uk))

**4. Recommendation:**

**4.1 That Members formally agree to adopt (make) the Nettleham Neighbourhood Plan Review in accordance with the Neighbourhood Planning Regulations 2012.**

**4.2 That the newly adopted (made) Nettleham Neighbourhood Plan Review November 2024, replaces the Nettleham Neighbourhood Plan adopted March 2016, to form part of the West Lindsey Development Plan for Nettleham parish area.**



**Full Council**

**4<sup>th</sup> November 2024**

**Subject: Gambling Act 2005 Statement of Principles (Gambling Policy) - Approval**

Report by:

Director – Change Management, ICT & Regulatory Services

Contact Officer:

Andy Gray  
Housing and Enforcement Manager  
andy.gray@west-lindsey.gov.uk

Kimble Enderby  
Senior Licensing and Community Safety Officer  
Kimble.Enderby@west-lindsey.gov.uk

Purpose / Summary:

To recommend the approval of the Gambling Act 2005 – Statement of Principles following on from public consultation.

**RECOMMENDATION:**

**Full Council are asked to:**

- a) Approve the Gambling Act 2005 – Statement of Principles 2025-2027 as recommended by Licensing Committee on the 12<sup>th</sup> of September 2024.**

## IMPLICATIONS

### **Legal:**

West Lindsey District Council as the licensing authority is responsible for the licensing of premises and the issue of permits and authorisation under the Gambling Act 2005.

The Council have a number of functions under the Gambling Act 2005, which are referred to in section 1.3 of the Statement of Principles. Alongside this Licensing Authorities are required by the Gambling Act 2005 to publish a Statement of Principles, which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed as required and any amended parts re-consulted upon, the statement must be then re-published.

The last statement was agreed in 2021.

### **Financial : FIN/60/25/MT/SL**

The costs of activities referred to within the Statement of Principles are all recoverable on a total cost recovery basis through the approved fees and charges associated with the relevant licensable activity.

### **Staffing :**

There are no staffing implications.

### **Equality and Diversity including Human Rights :**

The Statement of Principles sets out how it aligns with the Council's overall policy approach to licensing and the enforcement of licensing related matters.

### **Data Protection Implications :**

There are no data protection implications.

### **Climate Related Risks and Opportunities :**

None noted.

### **Section 17 Crime and Disorder Considerations :**

As per the Council's role as the licensing authority any premises that fall within the remit of the Gambling Act 2005 will be required to ensure that they act accordingly in relation to crime and disorder. The Council retains the right to deal with these matters in its role as the licensing authority.

**Health Implications:**

As per the Gambling Commissions Licence Conditions licensees are required to assess the local risks to the licensing objectives posed by the provision of any gambling facilities and have appropriate controls in place to manage this. These controls include measures in relation to mental health support, alongside other requirements outlined within the Statement of Principles.

In reference to the public health harm of gambling, the Council will undertake to raise this issue with its public health colleagues to better understand the data that is available and how it can be used to inform future policy approaches.

**Title and Location of any Background Papers used in the preparation of this report:**

**Risk Assessment :**

**Legislative Requirement** - The Council have a number of functions under the Gambling Act 2005, which are referred to in section 1.3 of the Statement of Principles. Alongside this Licensing Authorities are required by the Gambling Act 2005 to publish a Statement of Principles, which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed as required and any amended parts re- consulted upon, the statement must be then re-published.

**Legislative consultation requirement** – the Council is required to consult as part of its statutory obligations, failure to do this would mean that these obligations are not then met.

**Consultation Response Levels** – there is no minimum response level required, however the Council is required to consult with certain parties and received only one response. Around 30 individual requests for response were sent out to various stakeholders.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

*i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)*

**Yes**

**No**

**Key Decision:**

*A matter which affects two or more wards, or has significant financial implications*

**Yes**

**No**

## **1. Introduction**

- 1.1. The Council is required to publish a Statement of Licensing Principles in relation to gambling licensing. The policy is intended to guide decision makers, applicants, objectors and others regarding the decision-making process. Whilst all applications will be judged and determined on their individual merits, the policy will be the basis of the licensing authority's decisions. It also states how the Authority will work to fulfil the licensing objectives. The full document is shown in appendix 1.
- 1.2. On the 12<sup>th</sup> of September 2024 the Council's Licensing Committee recommended that it be considered by Full Council for approval.

## **2. Context**

- 2.1. The Gambling Act 2005 applies to casinos, bingo clubs, betting shops, track betting, amusement arcades, gaming machines, prize gaming, lotteries and other forms of gambling.
- 2.2. The Council work with the Gambling Commission and license gambling premises in the West Lindsey district as well as issuing permits in relation to gaming machines and other forms of gambling. The Gambling Commission is responsible for granting operating and personal licences for gambling operators and personnel working in the gambling industry.
- 2.3. Any person or business that wishes to operate a gambling business in West Lindsey, such as a betting shop or amusement arcade, must first apply for an operating licence and any relevant personal licences from the Gambling Commission. After this they can then apply to us for a premises licence.
- 2.4. The Council is required to publish a Statement of Licensing Principles in relation to gambling licensing. The policy is intended to guide decision makers, applicants, objectors and others regarding the decision-making process. Whilst all applications will be judged and determined on their individual merits, the policy will be the basis of the licensing authority's decisions. It also states how the Authority will work to fulfil the licensing objectives.

## **3. Amendments**

- 3.1. There have been no major amendments made to the Statement of Licensing Principles.
- 3.2. The local area profile statistics in appendix 2 have also been updated.

## **4. Governance**

4.1. If the report is approved at Licensing Committee on the 12<sup>th</sup> of September 2024, it will then need to be ratified by Full Council on Monday the 4<sup>th</sup> of November 2024.

## **5. Consultation**

5.1. The Statement of Principles must be published at least every three years, alongside being reviewed as required and any amended parts being re consulted upon.

5.2. The consultation took place between the 10<sup>th</sup> June 2024 to the 5<sup>th</sup> August 2024 and was available for comment on the Council's website and alongside this was sent directly to key stakeholders and businesses who are involved in functions related to the Act.

5.3. A number of minor wording amendments have been made, which do not affect the policy approach.

5.4. One response to the consultation was provided to the Council and it is generally supportive of the proposed policy. There are also a number of comments provided, which have been responded to below;

- In reference to the public health harm of gambling, the Council will undertake to raise this issue with its public health colleagues to better understand the data that is available and how it can be used to inform future policy approaches.
- Reference is made to the provision of training to frontline and primary care staff to recognise the signs and harm of gambling. This is not something that the District Council is responsible for and will be raised as part of the discussion with public health colleagues.
- The Council does not currently undertake a specific local area profile assessment to analyse gambling risk as it is not believed that this is necessary. The Council has a historic understanding of its area and does not have densely gathered gambling premises that are causing concern.
- The Council will also ensure that any further changes to regulations are responded to accordingly and update this policy at such time should it be required, prior to its scheduled update in 2027.

**END**

# **Gambling Act 2005**

## **STATEMENT OF PRINCIPLES (Policy)**

**2025 - 2027**

Prepared May 2024

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## Foreword

The Gambling Act 2005 applies to casinos, bingo clubs, betting shops, track betting, amusement arcades, gaming machines, prize gaming, lotteries and other forms of gambling.

We work with the Gambling Commission and license gambling premises in the West Lindsey district as well as issuing permits in relation to gaming machines and other forms of gambling. The Gambling Commission is responsible for granting operating and personal licences for gambling operators and personnel working in the gambling industry.

Any person or business that wishes to operate a gambling business in West Lindsey, such as a betting shop or amusement arcade, must first apply for an operating licence and any relevant personal licences from the Gambling Commission. After this they can then apply to us for a premises licence.

The Council is required to publish a Statement of Licensing Principles in relation to gambling licensing. The policy is intended to guide decision makers, applicants, objectors and others regarding the decision making process. Whilst all applications will be judged and determined on their individual merits, the policy will be the basis of the licensing authority's decisions. It also states how the Authority will work to fulfil the licensing objectives.

The revised document will be presented to Council for formal approval on 04 November 2024 and will then be published and effective from 01 January 2025 .

# West Lindsey District Council Statement of Principles Gambling Act 2005

## Part A

### 1. Introduction

- 1.1 West Lindsey District Council, (hereinafter referred to as the Licensing Authority) is responsible for the licensing of premises and the issue of permits and authorisation under the Gambling Act 2005.
- 1.2 The 2005 Act provides for 3 categories Operating Licences, Personal Licences and Premises Licences. The Council will be responsible for the issues of Premises Licences. The Gambling Commission will be responsible for the issue of Operator and Personal Licences.
- 1.3 The Authority's main functions under the 2005 Act are:
- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
  - Issue provisional statements
  - Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via the issuing of club gaming permits and/or club machine permits
  - Issue club machine permits to commercial clubs
  - Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
  - Receive notifications from premises licensed for the sale and consumption of alcohol on the premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
  - Issue licensed premises gaming machine permits for premises licensed to sell/supply alcohol (for consumption on the licensed premises), under the Licensing Act 2003, where there are more than two machines
  - Register small society lotteries below prescribed thresholds
  - Issue prize gaming permits
  - Receive and endorse temporary use notices (TUNs)
  - Receive occasional use notices (OUNs)
  - Provide information to the Gambling Commission regarding details of licences and permits issued (see section in this Policy Statement on exchange of information)
  - Maintain registers of the permits and licences that are issued under these functions
- 1.4 It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via operating licences.

- 1.5 This Policy (Statement of Principles) is intended to provide clarity to applicants, interested parties and responsible authorities on how this Licensing Authority will determine applications. Guidance is available to assist applicants: the aforementioned guidance does not form part of this Policy.

## **2. Authorised Activities**

- 2.1 'Gambling' is defined in the 2005 Act as either gaming, betting or taking part in a lottery:
- 'Gaming' means playing a game of chance for a prize
  - 'Betting' means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not true
  - A 'lottery' is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process, which relies wholly on chance

## **3. The Licensing Objectives**

- 3.1 In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in Section 1 of the Act. The licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - Ensuring that gambling is conducted in a fair and open way
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 3.2 In practice, the objective of protecting children from being harmed or exploited by gambling usually means preventing them from taking part in, or being in close proximity to gambling.
- 3.3 The 2005 Act promotes safe practice at premises where gambling activities take place and this means that licensees and operators have a legal responsibility to 'protect children and other vulnerable persons from being harmed or exploited by gambling'. More information about the signs of problem gambling can be found on the GambleAware <https://www.begambleaware.org/understanding-someone-who-gambles> and GamCare <https://www.gamcare.org.uk/understanding-gambling-problems/how-can-gambling-affect-your-life/> websites. These websites also provide general information about gambling, including how to gamble safely and where to get help if somebody or someone you know has problems with their gambling. This Authority would expect licensees and operators to acquaint themselves with the contents of the aforementioned websites.
- 3.4 Further specific information on this Authority's recommendations and expectations, in relation to the protection of children and other vulnerable

persons, can be found at Appendices 4 and 5 of this policy document.

3.5 The Licensing Authority is especially mindful that it must always consider the need to protect children from sexual exploitation.

3.6 The Licensing Authority will consider the following when taking protecting of children and other vulnerable persons from being harmed or exploited by gambling licensing objective into account:

- Whether the operator has a specific training programme for staff to ensure they are able to identify children and vulnerable people and take appropriate action to promote this objective to exclude them from the premises or parts of the premises;
- If the premises is an adult only environment, whether the operator has taken effective measures to implement a proof of age scheme to ensure no one under the age of 18 is admitted to the premises or restricted areas;
- Whether the layout, lighting and fitting out of the premises have been designed so as to not attract children and other vulnerable persons who might be harmed or exploited by gambling;
- Whether sufficient management measures are proposed or are in place to protect children and other vulnerable persons from being harmed or exploited by gambling;
- Whether any promotional material associated with the premises could encourage the use of the premises by children or young people;
- Whether the premises are located near to facilities that may encourage their use by vulnerable people, such as hostels for those with mental illness and/or addiction problems.

3.7 Applicants should be reasonably consistent when considering the licensing objectives referring to the protection of children and other vulnerable persons. It is noted that neither the Act nor the Gambling Commission Guidance define the term 'vulnerable persons'. The Licensing Authority consider the term 'vulnerable persons' to include people who gamble more than they want to; people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

3.8 This Licensing Authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it

- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives and
- In accordance with the authority's statement of licensing Statement of Principles
- In accordance with any relevant code of practice issued by the Gambling Commission

## **4. General Matters**

### **The Council's Vision**

- 4.1 The Council's vision is for West Lindsey to be seen as a place where people, businesses and communities can thrive and reach their potential. Underpinning three key themes have been identified in our Corporate Plan leading up to 2027:

### **Our People**

- 4.2 The health and wellbeing of our residents and communities is of utmost importance to the Council. Our residents have varied and complex needs. We must ensure that we work with partner organisations, communities and residents themselves to address their issues and have a positive impact on people's lives. We recognise that managing expectations in relation to time and resources available is essential.

### **Our Place**

- 4.3 West Lindsey is a predominantly rural district and it is imperative that we seek to protect what is important to current and future residents. We will achieve this by meeting the need for homes and infrastructure and diversifying the economic and employment opportunities available in the district. We are also committed to promoting sustainability and reducing our impact on the environment; taking action to reduce our own carbon emissions whilst supporting residents, businesses and communities to do the same.

### **Our Council**

- 4.4 It is the Council's strategic aim to be a well-managed and well-governed Council, delivering high quality services that demonstrate continuous improvement and offer value for money to local taxpayers. The Council is aware that, it has a key role to play in the current and future wellbeing of West Lindsey residents through the efficient delivery of excellent services and joint working with partners.




### **Our District**

- 4.5 West Lindsey is one of the largest districts in England and one of the most rural in the County of Lincolnshire, which is comprised of seven district areas.
- 4.6 Our district covers 1,157km<sup>2</sup> (447 square miles), with the administrative centre in Gainsborough on the River Trent to the west, and the market towns of Caistor and Market Rasen to the east.
- 4.7 West Lindsey's population is spread across a large area. The 2021 Census revealed that there are 95,570 people living in the district with a population density of just 82 people per sq km. This makes West Lindsey the second least densely populated local authority area in the East Midlands.

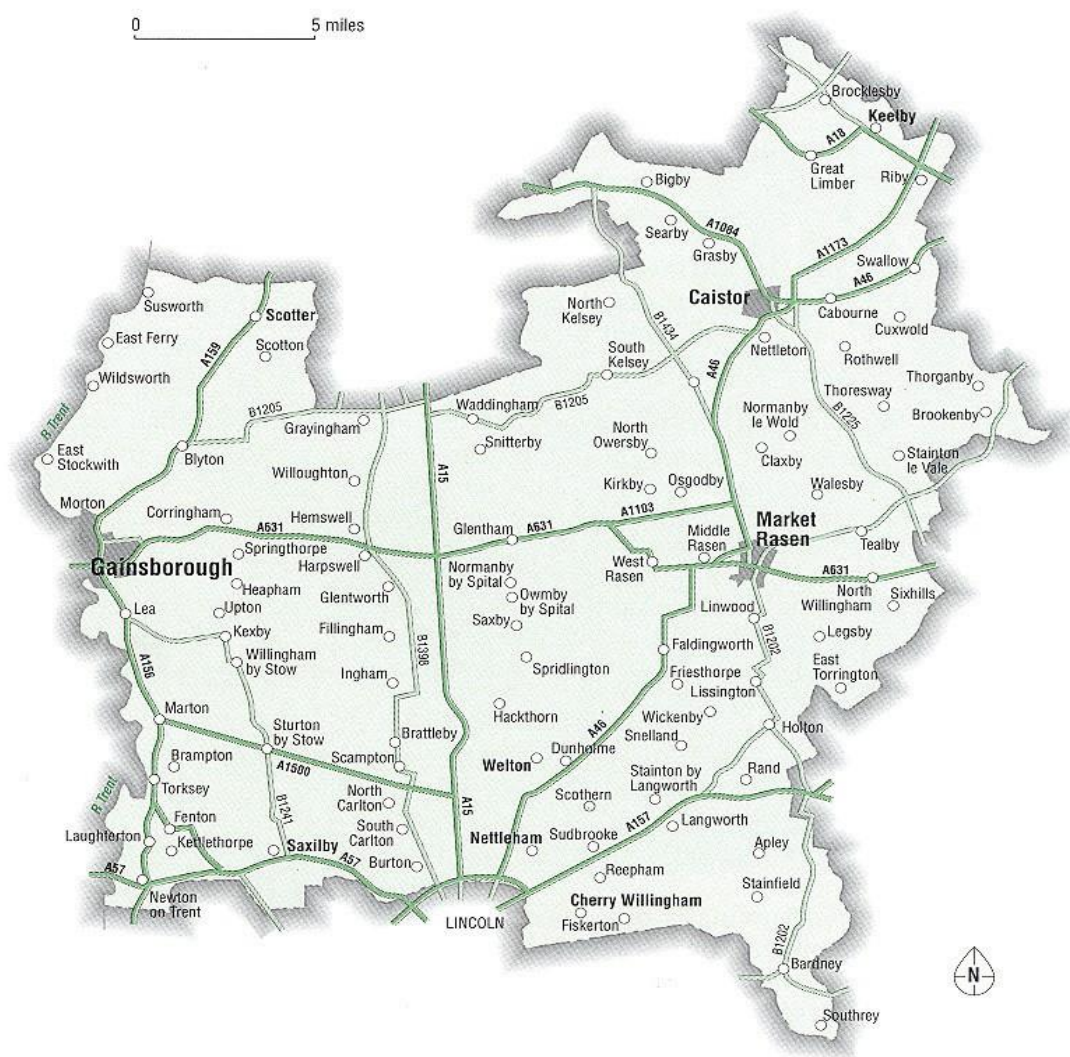
- 4.8 There are currently 44,737 households in the district. The majority of these are concentrated in Gainsborough, which currently has 9,284 households.
- 4.9 There are great differences in the characteristics and levels of need across the district, with some wards experiencing the highest levels of deprivation in the country, and others being amongst the most affluent. There are neighbourhoods in Gainsborough which are among the most deprived in the country, including one neighbourhood in the south-west ward which is in the top 0.1% of most deprived neighbourhoods in England.
- 4.10 This range of characteristics, such as wealth, accessibility, infrastructure and deprivation factors have a varied effect on the needs and aspirations of local people and the delivery of services in the district.
- 4.11 Much more detailed information relating to demography, crime and disorder, deprivation, education, employment, health and wellbeing can be found in our State of the District Report, which is updated annually. <https://www.west-lindsey.gov.uk/my-business/growth-and-regeneration/state-of-the-district/>



# West Lindsey District

-  'A' Road
-  'B' Road
-  District Boundary

0  5 miles



4.12 At the time of compiling this policy the Licensing Authority was responsible for the following number of premises licences and permits:

<b>Betting Premises (including tracks)</b>	<b>5</b>
<b>Bingo Premises</b>	<b>0</b>
<b>Adult Gaming Centres (AGC)</b>	<b>1</b>
<b>Family Entertainment Centres (FEC)</b>	<b>0</b>
<b>Unlicensed FEC Permit (UFEC)</b>	<b>0</b>
<b>Small Society Lotteries</b>	<b>104</b>
<b>Alcohol Licensed Premises with 2 Machines or Less</b>	<b>76</b>
<b>Alcohol Licensed Premises with 3 Machines or More</b>	<b>5</b>
<b>Club Gaming Permits</b>	<b>0</b>
<b>Club Machine Permits</b>	<b>2</b>
<b>Prize Gaming Permits</b>	<b>0</b>

- 4.13 The Licensing Authority has worked in partnership with the other councils in the county in preparing this Statement of Principles, which is based on the Statement of Principles guidance issued by the Gambling Commission.
- 4.14 The Licensing Authority recognises its duties to consider the impact of all its' functions and decisions on crime and disorder under the requirements of Section 17 of the Crime and Disorder Act 1998 in adopting this Statement of Principles. The Licensing Authority acknowledges the benefits to the community of properly regulating gambling in the district.
- 4.15 The Licensing Act 2003 provides the delegated and procedural arrangements for the establishment of licensing authorities.
- 4.16 Licensing committees which were established under Section 6 of the Licensing Act 2003 are also the relevant committees for the purpose of gambling functions. Therefore, the same committee that deals with applications and other issues in relation to the Licensing Act 2003 will also be responsible for premises licence applications and other issues (i.e. permits) in relation to gambling.
- 4.17 The proceedings of the licensing committee are regulated by section 9 of the 2003 Act (and regulations made under that section). Particular provision can be made for proceedings in relation to just the 2003 Act functions or just the 2005 Act functions.
- 4.18 The functions of the Licensing Authority under the Act may be carried out by the licensing committee, by a sub-committee or by one or more officers acting under delegated authority. Delegated powers shall be in accordance with the table at Appendix 1 of this document.
- 4.19 Licensing Authorities are required by the Gambling Act 2005 to publish a

Statement of Principles, which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed as required and any amended parts re-consulted upon, the statement must be then re-published.

- 4.20 The Licensing Authority consulted widely upon this Statement of Principles before finalising and publishing.
- 4.21 The Gambling Act requires that the following parties be consulted by licensing authorities:
- The Chief Officer of Police
  - The Director of Public Health
  - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
  - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005
- 4.22 The consultation will take place between 10 June and 04 August 2024 and will be published on the council's website.
- 4.23 The Statement of Principles will be submitted for approval at a meeting of the Council on 01 November 2021 and will be published via the council's website shortly after that meeting. Copies will be available from the council offices at Guildhall, Marshall's Yard, Gainsborough, Lincolnshire DN21 2NA.
- 4.24 Should you have any comments regarding this Statement of Principles document please send them via one of the following methods:

E-mail: [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)

Letter: Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

- 4.25 It should be noted that this Statement of Principles does not override the right of any person to make an application, or to make representations about an application, or to apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 4.26 Planning Permission - The Licensing Authority will only take into account relevant representations related to gambling and the three licensing objectives. The existence of a planning permission or building regulation approval for a premises or activity associated with gambling shall not be taken into account by the Licensing Authority in determining an application for a

premises licence. Similarly, the existence of a gambling licence shall not prejudice the consideration of any planning or building regulation application related to a gambling activity or premises.

- 4.27 Further information is available on West Lindsey's website <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/gambling/> or The Gambling Commission's website <https://www.gamblingcommission.gov.uk/for-gambling-businesses/Compliance/General-compliance/Premises-licence.aspx>

## **5. Declaration**

- 5.1 In producing the statement, the Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the Statement of Principles statement.

## **6. Responsible Authorities**

- 6.1 The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the Licensing Authority's area and
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group and
- That this body is experienced in dealing with the protection of children

- 6.2 The body considered competent by this Licensing Authority for this purpose is Lincolnshire Safeguarding Children Partnership.

## **7. Interested Parties**

- 7.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

- 7.2 "For the purposes of this part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the applications is made, the person:

- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities
- b) Has business interests that might be affected by the authorised activities

or

- c) Represents persons who satisfy paragraph (a) or (b) e.g. members of parliament and ward councillors

### **Principles of determining Interested Parties:**

- 7.3 The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party.
- 7.4 The Licensing Authority, in determining whether a person is an Interested Party, will consider each case on its merits. The Authority will not apply a rigid rule to its decision making. In reaching its decision, the Licensing Authority will consider factors such as
- the size of the premises
  - the nature of the premises
  - the distance of the premises from the home or workplace of the person making the representation
  - the potential impact of the premises (numbers of customers, routes likely to be taken by those visiting the premises)
  - the circumstances of the person and nature of their interests, which may be relevant to the distance from the premises
- 7.5 “Business interests” will be given its widest possible interpretation and may include partnerships, charities, faith groups and medical practices.
- 7.6 Interested parties can be people who are democratically elected such as councillors and MPs. This will include county, district and parish councillors providing they represent the ward likely to be affected. Other than these persons, the Licensing Authority will require written evidence that a person ‘represents’ someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activity/activities and/or business interest that might be affected by the authorised activity/activities. A letter from one of these persons requesting the representation is sufficient.
- 7.7 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the licensing committee dealing with the licence application. If there are any doubts then please contact the Committee Admin team via customer services on 01427 676676 or by emailing [committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk).

## **8. Exchange of Information**

- 8.1 In accordance with Section 350 and Schedule 6 of the Gambling Act 2005, the Council may exchange information with the following statutory bodies or individuals:
- A constable or police force
  - An enforcement officer

- A licensing authority
- Her Majesty's Revenue and Customs
- The Gambling Appeal First Tier Tribunal
- The Secretary of State
- Scottish Ministers
- Any other person or body designated by the Secretary of State in accordance with the Act

8.2 The Council may also exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime, but we will only share any personal details for this purpose if required to do so by law.

8.3 The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission to Licensing Authorities as well as any relevant regulations issued by the Secretary of State under powers provided in the Gambling Act 2005.

8.4 The Licensing Authority will inform the Gambling Commission without delay if:

- Information that causes the Licensing Authority to question the suitability of a person or business holding or applying to hold an operating licence is received.
- There are persistent or serious disorder problems that an operator could or should do more to prevent, so that the Commission may consider the continuing suitability of the operator to hold an Operating Licence.
- It comes to the Licensing Authority's attention that alcohol-licensed premises, clubs or institutes are playing bingo during the course of a week which involves significant stakes and prizes that that make it possible that £2,000 in seven days is being exceeded.
- Any other reasonable and relevant information that the Licensing Authority is of the opinion the Gambling Commission should be made aware of.

8.5 Should any protocols be established as regards information exchange with other bodies then they will be made available.

8.6 The council is a signatory to the joint protocol on information exchange under the provisions of Section 115 of the Crime and Disorder Act 1998 with the Lincolnshire Police and Lincolnshire County Council. The council will seek to use that provision as appropriate.

8.7 There is an expectation that all operators share information with the Licensing Authority.

## **9. Enforcement and Inspection**

9.1 Licensing authorities are required by regulation under the Gambling Act 2005

to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

9.2 The Licensing Authority's principles are that:

It will be guided by the Gambling Commission's guidance for local authorities and, as per the Gambling Commission's guidance for local authorities, it will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny
- Consistent: rules and standards must be consistent and implemented fairly
- Transparent: regulators should be open, and keep regulations simple and user friendly
- Targeted: regulation should be focused on the problem, and minimise side effects

9.3 The main enforcement and compliance role for this Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the operator and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.

9.4 As per the Gambling Commission's guidance for local authorities the Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

9.5 The Licensing Authority has implemented a risk-based inspection programme based on:

- The Licensing Objectives
- Relevant Codes of Practice
- Guidance issued by the Gambling Commission
- The principles set out in this Statement of Principles

9.6 This Licensing Authority may carry out risk based regular operations with other agencies including the Gambling Commission and the Police to ensure the objectives are being promoted. This includes test purchasing operations to ensure children and the vulnerable are being protected where required.

9.7 As a general rule the Licensing Authority will consider formal action where there is evidence that the Licensing Objectives are being adversely affected.

Premises licence holders are advised that where following the receipt of a warning or warnings in relation to a Premises Licence breach or breaches, an operator subsequently breaches the licence conditions, the Licensing Authority will seek to review the premises licence.

9.8 The Licensing Authority keeps itself informed of developments as regards the work of the better regulation executive in its consideration of the regulatory functions of local authorities.

9.9 In considering enforcement action, the Licensing Authority will bear in mind the Human Rights Act, in particular:

- Article 1, Protocol 1 – peaceful enjoyment of possessions
- Article 6 – right to a fair hearing
- Article 8 – respect for private and family life
- Article 10 – right to freedom of expression



## Part B – Premises Licences

### 1. General Principles

- 1.1 The Licensing Authority expects all applicants for gambling Premises Licences to ensure there is adequate provision for staff to supervise persons using the licensed premises. This is to identify those who have self-excluded, vulnerable persons, underage persons and persons who may become aggressive.
- 1.3 Arrangements must be made for how staff will deal with customers who become aggressive and ejecting patrons who are, for example, self-excluded, vulnerable or underage. This will include staff training and ensuring there are appropriate numbers of staff to deal with problems.
- 1.4 Staff should be in a position to monitor entrances and gaming machines and challenges should be initiated at the earliest opportunity.
- 1.5 Where access to premises is age restricted, the Licensing Authority expects applicants to have a Challenge 21 or 25 policy in place and to train its staff in recognising acceptable forms of identification. Posters should also be displayed stating that the relevant policy is in place and that users may be challenged.
- 1.6 Records of persons who have self-excluded, persons who have been ejected or refused admission, persons who have been excluded by the operator, and any crime or disorder that occurs on, or in association with, the licensed premises should be made available to the Licensing Authority on request

Reason for amendment:

Records of these types of incidents have to be reported to the Gambling Commission daily

- 1.7 Applicants should demonstrate how they will identify self-excluded persons.
- 1.8 Premises licences are subject to the requirements set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions, detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 1.9 The Licensing Authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:
  - In accordance with any relevant code of practice issued by the Gambling Commission
  - In accordance with any relevant guidance issued by the Gambling Commission

- Reasonably consistent with the licensing objectives and
  - In accordance with the Licensing Authority's Statement of Principles
- 1.10 It is appreciated that as per the Gambling Commission's Guidance for local authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" and also that unmet demand is not a criterion for a Licensing Authority.
- 1.11 Premises Licences authorise the provision of gambling facilities on the following:
- Casino premises
  - Bingo premises
  - Betting premises (including race tracks used by betting intermediaries)
  - Adult Gaming Centres (AGCs)
  - Family Entertainment Centres (FECs)
- 1.12 **Definition of "premises"** - Premises is defined in the Act as "any place". Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, track, or shopping mall to obtain discrete Premises Licences, where appropriate safeguards are in place. However, the Licensing Authority will pay particular attention if there are issues about sub-division of a single building or plot and will ensure that mandatory conditions relating to access between premises are observed. Each case will be judged on its individual merits.
- 1.13 The Gambling Commission states in its guidance to Licensing Authorities that "in most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 32 High Street. That does not mean that 32 High Street cannot be the subject of separate premises licences for the basement and ground floor if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can be properly regarded as different premises"
- 1.14 This Licensing Authority takes particular note of the Gambling Commission's Guidance for local authorities which states that:
- 1.15 Licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes.

1.16 In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore, premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised, and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

1.17 The Guidance also gives a list of factors which the Licensing Authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

1.18 The Licensing Authority will consider these and other relevant factors in making its decision depending on all the circumstances of the case.

1.19 The Gambling Commission's relevant access provisions for each premises type are reproduced below:

#### **Adult Gaming Centre**

- No customer must be able to access the premises directly from any other licensed gambling premises

#### **Betting Shops**

- Access must be from a street or from another premises with a betting premises licence.
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

#### **Tracks**

- No customer should be able to access the premises directly from:

- A casino
- An adult gaming centre

### **Bingo Premises**

- No customer should be able to access the premises directly from:
  - A casino
  - An adult gaming centre
  - A betting premises, other than a track

### **Family Entertainment Centre**

- No customer must be able to access the premises directly from:
  - A casino
  - An adult gaming centre
  - A betting premises, other than a track

1.20 Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision making.

1.21 **Premises 'ready for gambling'** – The Gambling Commission's Guidance to Licensing Authorities states that a licence to use premises for gambling should only be issued in relation to premises that the Licensing Authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of the building or alterations required before the premises are brought into use.

1.22 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at the premises, this authority will determine applications on their merits, applying a two-stage consideration process:

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

1.23 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement can be made instead.

1.24 Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to condition, but it is not obliged to grant such a licence.

1.25 More detailed examples of the circumstances in which such a licence may be granted can be found in the Gambling Commissions Guidance.

1.26 **Location** - The Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision making. As per the Gambling Commission's guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from

being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific Statement of Principles be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such statement does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

- 1.27 **Planning** – The Gambling Commission Guidance to Licensing Authorities states: “In determining applications the Licensing Authority has a duty to take into consideration all relevant matters and not take into consideration any irrelevant matter. I.e. those not related to gambling and the licensing objectives. One example of an irrelevant factor would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.
- 1.28 This authority will not take into account any irrelevant matters as per the above Guidance. In addition, this authority notes the following excerpt from the Guidance.
- 1.29 “When dealing with a premises licence application for finished buildings, the Licensing Authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under the relevant planning control and building regulation powers and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents Licensing Authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.
- 1.30 **Duplication with other regulatory regimes** - The Licensing Authority will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. The authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though listen to, and consider carefully, any concerns about conditions, which cannot be met by licensees due to planning restrictions, should such a situation arise.
- 1.31 Fire or health and safety risks will not be taken into account, as these matters are dealt by other regulations and must not form part of the consideration for the premises licence.
- 1.32 **Licensing objectives** - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, the Licensing Authority has considered the Gambling Commission’s guidance to local authorities and some comments are made below.
- 1.33 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** - This Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing

authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. Issues of nuisance cannot be addressed via the Gambling Act provisions.

1.34 **Ensuring that gambling is conducted in a fair and open way** - This Licensing Authority has noted that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks section'.

1.35 **Protecting children and other vulnerable persons from being harmed or exploited by gambling** - As children and young persons are prohibited from the great majority of gambling they must be prevented from entering adult only gaming environments. This Licensing Objective intends to prevent children and young persons from taking part in, or being in close proximity to, gambling. Restrictions are therefore necessary when advertising gambling products that are aimed at children or advertised in such a way that makes them attractive to children. The Licensing Authority will therefore consider whether or not specific measures are needed to protect children at particular premises. Such measures may include:

- Staff training (to include training on how to deal with suspected truants and vulnerable persons).
- Provision of CCTV (with images retained for a minimum period of 28 days).
- Additional requirements to provide supervision at entrances.
- Steps taken to segregate gambling from non-gambling areas frequented by children.
- The supervision of gaming machines in non-adult gambling specific premises in order to prevent children or vulnerable young persons from being harmed or exploited by gambling.
- Minimum staffing levels in adult only gambling premises
- Induction training for new staff and refresher training for existing staff
- Maintenance of a refusals register
- Proof of age schemes (e.g. Think 21)
- Third party test purchasing
- Location of entry to adult only gambling premises

- Infra-Red Beam positioned across the entrance to the adult only gambling premises.
- 1.36 These measures will be particularly relevant on mixed use premises, and on tracks where children have freedom of movement in betting areas on race days. Other such measures may include:
- appropriate signage
  - location of machines
  - numbers of staff on duty
  - not siting child orientated machines or facilities close to the entrance to adult gaming / betting facilities
  - ensuring there is no accidental access to premises used for adult gambling
  - ensuring that all staff are suitably trained and aware of the Gambling laws, social responsibility and statutory requirements related to age restrictions on gaming machines
- 1.37 As regards ‘vulnerable persons’, it is noted that the Gambling Commission has not defined a ‘vulnerable person’ but states that it will assume that this group will include people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs. Whilst the Gambling Act does not prohibit vulnerable groups in the same manner as children and young persons, with regard to vulnerable people, the Licensing Authority will consider whether or not any measures have been taken to protect such a group. Measures such as the use of self-barring schemes, provision of information leaflets and helpline numbers for organisations such as Gamcare, should be deemed particularly appropriate. Further specific information on this Authority’s recommendations and expectations, in relation to the protection of children and other vulnerable persons, can be found at Appendices 4 and 5 of this policy document. Any such considerations will be balanced against the Licensing Authority’s aim to permit the use of premises for gambling, with each application being treated on its own merits.
- 1.38 **Conditions** - Mandatory and default conditions are attached to all premises licences. Any further conditions attached to licences will be proportionate and:
- Relevant to the need to make the proposed building suitable as a gambling facility
  - Directly related to the premises and the type of licence applied for
  - Fairly and reasonably related to the scale and type of premises
  - Reasonable in all other respects.
- 1.39 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of control measures the Licensing Authority will consider utilising should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage

for adult only areas, Child Protection Policies and Awareness Training etc. There are specific comments made in this regard under some of the licence types below. The Licensing Authority will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.

- 1.40 This Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.
- 1.41 This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:
- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
  - only adults are admitted to the area where these machines are located
  - access to the area where the machines are located is supervised
  - the area where these machines are located is arranged so that it can be observed by the staff or the licence holder
  - at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 1.42 These considerations will apply to premises including buildings where multiple premises licences are applicable.
- 1.43 This Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 1.44 It is noted that there are conditions which the Licensing Authority cannot attach to premises licences which are:
- any condition on the premises licence which makes it impossible to comply with an operating licence condition
  - conditions relating to gaming machine categories, numbers, or method of operation
  - conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it



being reinstated)

- conditions in relation to stakes, fees, winning or prizes.

1.45 **Door Supervisors** - If there are concerns that premises may attract disorder or be subject to unauthorised access by children and young persons, then the Licensing Authority may require that Door Supervisors control entrances to the premises. The Licensing Authority recognises that each premises application shall be treated on its own merit. In addition, the Licensing Authority shall take into account the previous trading history of the type of premises proposed and that any decision shall be necessary and proportionate.

1.46 Where door supervisors are imposed as a condition on a Premises Licence (except casino or bingo premises), Section 178 of the 2005 Act requires that any person employed in that capacity will hold a relevant licence issued by the Security Industry Authority (SIA).

## 2. **Adult Gaming Centres (AGC's)**

2.1 The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18-year-olds do not have access to the premises.

2.2 The Licensing Authority may expect applicants to offer their own measures to meet the licensing objectives, however appropriate measures/licence conditions may cover issues such as:

- CCTV
- Supervision of entrances/machine areas (e.g. Use of door supervisors)
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare

2.3 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.4 The Licensing Authority will expect applicants to adopt an approved proof of age scheme (such as Challenge 21), for staff to be suitably trained and aware of the gambling laws, social responsibility and statutory requirements relating to age restrictions.

### **3. Licensed Family Entertainment Centres (FEC's)**

- 3.1 The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
- 3.2 Therefore, all Category C machines must be located in an area of the premises separate from the remainder of the premises by a physical barrier, which is effective to prevent access other than through a designated entrance.
- 3.3 The Licensing authority will seek to ensure that access to the area where machines are located is supervised, the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder and the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 3.4 This authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:
- CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry
  - Notices/signage (including the statutory requirement for Gamcare Stickers)
  - Specific opening hours
  - Self-barring schemes
  - Provision of information leaflets/helpline numbers for organisations such as GamCare
  - Measures/training for staff on how to deal with suspected truant school children on the premises
  - Appropriately trained floor walking staff with regard to the protection of children and vulnerable adults.
- 3.5 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.
- 3.6 The Licensing Authority will, as per the Gambling Commission's guidance, refer to the commission's website to see any conditions that apply to operator licences covering the way in which the area containing the category C machines should be delineated.

## 4. Casinos

- 4.1 **No Casinos resolution** - Full council has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the Licensing Authority decide in the future to pass such a resolution, it will update this Statement of Principles with details of that resolution. Any such resolution will be made by the Full Council.

## 5. Bingo

- 5.1 This Licensing Authority notes that the Gambling Commission's Guidance states:
- 5.2 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a licence. This is a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence or multiple licence, for that or those excluded areas.
- 5.3 This authority also notes that regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.
- 5.4 Children and young persons are allowed into bingo premises; however, they are not permitted to participate in the bingo and if Category B and C machines are made available for use these must be separated from areas where children and young people are allowed.
- 5.5 In accordance with the Gambling Commission's Guidance, the Licensing Authority recognises that it is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on Category D machines. Where Category C or above machines are available in the bingo premises to which children are admitted, the Licensing Authority will seek to ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
  - only adults are admitted to the area where the machines are located;
  - access to the area where the machines are located is supervised;
  - the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
  - At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

- 5.6 Where bingo is permitted in alcohol-licensed premises, this must be low turnover bingo only and applicants are expected to comply with any Codes of Practice and advice issued by the Gambling Commission. High turnover bingo will require a Bingo Operating Licence. Definitions of low and high turnover bingo are available by referring to the Gambling Commission's website.
- 5.7 With regard to turnover, where the Licensing Authority is suspicious that a licensee or club exceeds the turnover in the required 7-day period, the Licensing Authority will inform the Gambling Commission accordingly.
- 5.8 The Licensing Authority will take into account any additional guidance issued by the Gambling Commission in relation to the suitability and layout of bingo premises.

## **6. Betting Premises Licence (in respect of a track)**

- 6.1 The district contains a well-known and prestigious horseracing racetrack at Market Rasen.
- 6.2 This Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this Licensing Authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 6.3 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 6.4 This Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:
- Proof of age schemes
  - CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry
  - Notices/signage (including the statutory requirement for GamCare Stickers)
  - Specific opening hours

- Self-barring schemes
  - Provision of information leaflets/helpline numbers for organisations such as GamCare
- 6.5 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.
- 6.6 Gaming machines – Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.
- 6.7 Betting machines – This Licensing Authority will, as per the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.
- 6.8 Applications and plans – The Gambling Act (section 151) requires applicants to submit plans of the premises with their application, in order to ensure that the Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the Licensing Authority to plan future premises inspection activity.
- 6.9 Plans for tracks do not need to be in a particular scale but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 6.10 Where appropriate, in order for the Licensing Authority to gain a proper understanding of what it is being asked to licence, applicants will be required to:
- Provide a detailed plan of the grounds indicating where the betting is to take place and the location of the race track
  - In the case of dog tracks and horse racecourses, indicate the location of any fixed and mobile pool betting facilities operated by the Tote or track operator as well as any other proposed gambling facilities
  - Evidence measures taken to ensure the third Licensing Objective will be complied with
  - Indicate what arrangements are being proposed for the administration of the betting; the Gambling Commission and Licensing Authority recommend that betting takes place in areas reserved for, and identified as being for, that purpose
  - Define the areas of the track that will be used by on course operators visiting the track on race days

- Define any temporary structures erected on the track for providing facilities for betting
  - Define the location of any gaming machines (if any)
- 6.11 Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.
- 6.12 The Licensing Authority recommends an applicant seek further advice from the Gambling Commission prior to submission of their application.
- 6.13 With regard to gaming machines on tracks, the Licensing Authority will carefully consider the location of any adult gaming machines at tracks to ensure that these machines are in areas which children are excluded, though it is recognised that children and young persons are not prohibited from playing Category D machines on a track.
- 6.14 Betting and Gaming Machines on Tracks - The Licensing Authority recognises the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines. It is the responsibility of the track operator to ensure compliance with the law in preventing children from using these machines. It is for this reason the Licensing Authority may consider restricting the number and location of machines, however, each application will be considered on its own merit.
- 6.15 Self-contained betting offices on Tracks - In general, the rules that apply to betting premises away from tracks will apply to self-contained betting premises on tracks and the Licensing Authority will consider future guidance from the Gambling Commission about how such premises should be delineated, both to make it clear to the public that they are entering a 'betting office' and to prevent the entry of children and young persons. Applicants are recommended to consider the Gambling Commission's view that it would be preferable for all self-contained premises operated by off course betting operators on track to be the subjects of separate premises licences. This would thus ensure that there was clarity between the respective responsibilities of the track operator and the off course-betting operator running a self-contained unit on the premises.
- 6.16 On advice from the Gambling Commission, the Licensing Authority may attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race card or made available in leaflet form from the track office. The Licensing Authority would welcome other suitable methods.
- 6.17 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such circumstances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 6.18 In the rare cases where the outer perimeter cannot be defined, it is likely that

the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.

- 6.19 This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information so that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting area subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan.

## **7. Betting Premises (in respect of premises other than a track)**

- 7.1 The Licensing Authority is responsible for issuing and monitoring Premises Licences for all betting premises. Children and young persons are not permitted entry to a premises with a Betting Premises Licence. They may, however, be permitted entry to tracks and special rules will apply. The Licensing Authority recommends that an applicant for gaming machines in betting premises consider carefully the location of betting machines to ensure that they are not in sight of the entrance of the premises.
- 7.2 The Licensing Authority expect applicants to comply with all mandatory conditions and Codes of Practice issued by the Gambling Commission. The Licensing Authority may expect applicants to offer their own measures to meet the licensing objectives, however appropriate measures/licence conditions may cover issues such as:
- Minimum staffing levels
  - Induction training for new staff and refresher training for existing staff
  - Refusals register
  - Proof of age schemes
  - Provision of CCTV
  - Entry control system
  - Supervision of entrances/ machine areas
  - Self-barring schemes
  - Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not exhaustive and is merely indicative of examples measures.

## **8. Split Premises**

- 8.1 The Gambling Commission's Guidance states that a building can, in principle, be divided into more than one premises and be subject to more than one Premises Licence provided they are for different parts of the building, and the different parts of the building can reasonably be regarded as being different premises. An example is given of units within a shopping mall, where each unit is separate self-contained premises contained within one building. It is also possible for licensed premises to be located next to each other.
- 8.2 The Gambling Commission state they do 'not consider that areas of a building that are artificially separated, for example by ropes or moveable partitions, can properly be regarded as separate premises'.
- 8.3 Whether different parts of a building can be reasonably regarded as different premises will depend on the circumstances of the individual building and how any division is proposed. To agree to accept applications to grant or vary a licence for a building which has been divided, the Licensing Authority will need to be satisfied the premises are genuinely separate premises, and not an artificially created additional part of single premises.
- 8.4 In considering whether different areas of a building are genuinely separate premises the Licensing Authority will take into account factors which will include:
- whether there are separate registrations for business rates in place for the premises
  - whether the premises are owned or operated by the same person, and
  - whether the premises are operated independently of each other
- 8.5 When considering proposals to divide a building into separate premises, the Licensing Authority will also need to be satisfied that the form of separation between the premises is appropriate.
- 8.6 The separation between one premises and another must be clearly defined. Any barrier used to separate one premises from another must be permanent and constructed so the public cannot go from one premises to another.
- 8.7 It may be acceptable for staff working in adjacent premises to have access through barriers between premises. The applicant must demonstrate that in providing staff access there are suitable control measures in place that will ensure the safety and security of staff and will prevent the public from using the same access point to enter the other premises.
- 8.8 The Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007 restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises, the Licensing Authority will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions relating to access between premises.
- 8.9 The relevant provisions of the regulations relating to access are set out in the Gambling Commission's Guidance to Licensing Authorities. There are a



number of provisions on access to prevent customers from being able to enter the premises directly from other licensed premises.

- 8.10 The Guidance states “There is no definition of ‘direct access’ in the Act or Regulations. However, it could be said that there should be an area separating the premises concerned (for example a street or café), which the public go to for purposes other than gambling, for there to be shown to be no direct access.”
- 8.11 It is the Licensing Authority’s opinion that any area which separates licensed premises, and from which those premises can be accessed, must be genuinely separate premises which are habitually and actually used by members of the public other than those using the licensed premises.
- 8.12 The Licensing Authority does not consider that provisions which prohibit direct access between licensed premises are satisfied where licensed premises are separated by an area created artificially within a building principally for members of the public attending the licensed premises, irrespective of whether this area is unlicensed or provides non-gambling facilities, for example refreshments or cashpoint machines.
- 8.13 Where the Licensing Authority is satisfied that a building can be divided into separate premises it will expect applicants to ensure that:
- the premises are configured so that children are not invited to participate in, have accidental access to, or closely observe gambling to which they are prohibited from taking part
  - entrances and exits from parts of a building covered by one or more Premises Licences are separate and identifiable so the separation of different premises is not compromised, and people do not ‘drift’ into a gambling area. In this context it should be possible to access the premises without going through another licensed premises or premises with a permit
  - customers should be able to participate in the activity named on the Premises Licence

This is not an exhaustive list and the Licensing Authority will consider other aspects based on the merits of the application.

## **9. Plans**

- 9.1 The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007 state that a plan to accompany an application for a Premises Licence must show:
- the extent of the boundary or perimeter of the premises
  - where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building
  - where the premises forms part of a building, the location of any external or internal walls of the building which are included in the premises

- where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel which are included in the premises
- the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which exit leads.

9.2 The Regulations also state that other than in respect of a track, the plan must show 'the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence'. The Licensing Authority may, however, consider that these minimum requirements are insufficient to satisfy them in respect of the licensing objectives, Gambling Commission Guidance, Codes of Practice, or its own Statement of Licensing Policy. In such cases, the Licensing Authority may ask for such additional information to be shown on the plan as it deems necessary to enable it to discharge its duties effectively.

9.3 If plans change in any material respect during the lifetime of the licence, the applicant will be in breach of their licence and would either need to make a fresh application under s.159 or to seek an amendment to the licence under s.187 of the Gambling Act 2005. If the changes are substantial, this may, in the opinion of the Licensing Authority, render the premises different to those to which the licence was granted. In such cases, variation of the licence under s.187 would not be possible and an application for a new application would be required under s.159.

## **10. Credit and ATMs**

10.1 Section 177 of the 2005 Act requires, in relation to casino and bingo premises licences, that a condition be placed on the licence prohibiting the provision of credit in connection with gambling authorised by the licence or any involvement with the provision of credit.

10.2 Section 177 does not, however, prevent the licensee from permitting the installation of cash dispensers (ATMs) on the premises. Such machines may accept credit cards (and debit cards) providing the arrangement is subject to a requirement that the licensee has no other commercial connection with the machine provider in relation to gambling (aside from the agreement to site the machines) and does not profit from the arrangement, nor make any payment in connection with the machines.

## **11 Gaming Machines**

11.1 Where the Licensing Authority is uncertain of whether or not a machine is a gaming machine as defined under the Act, it will seek the advice of the Gambling Commission.

11.2 Where the Licensing Authority has concerns about the manufacture, supply or repair of a gaming machine it will bring this to the attention of the Gambling Commission.

- 11.3 The Licensing Authority will expect the holder of a Permit or Premises Licence to comply with the Codes of Practice issued by the Commission on the location of, and access to, Category D machines by children and young persons and their separation from Category C and B machines where those are also located on the same premises.
- 11.4 The Licensing Authority seeks to discourage applications for Premises Licences for the sole purpose of obtaining the ancillary provision of additional gaming machines where the principal activity either does not take place or is minimal. The Licensing Authority believes that the Gambling Act 2005 intended to set restrictions on the number of gaming machines for certain premises and considers that the fact that the licence authorised the holder to provide facilities for betting or bingo means that the operator must provide those facilities to qualify for the ancillary entitlement to gaming machines. Whilst this has not yet been legally contested, the Licensing Authority fully supports this view. The Licensing Authority is aware that the Gambling Commission has amended its operator licence conditions to address the issue of the primary gambling activity.

## **12. Travelling Fairs**

- 12.1 This Licensing Authority is responsible for deciding whether, where category D machines and/or equal chance prize gaming without a permit are to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 12.2 The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 12.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, applies on a calendar year basis and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land.
- 12.4 The Licensing Authority will work with its neighbouring authorities to ensure that land, which crosses our boundaries, is monitored so that the statutory limits are not exceeded.

## **13. Provisional Statements**

- 13.1 Developers may wish to apply to this authority for a Provisional Statement before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 13.2 Section 204 of the Gambling Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that he or she:

- Expects to be constructed
- Expects to be altered; or
- Expects to acquire a right to occupy

13.3 The process for considering an application for a Provisional Statement is the same as that for a Premises Licence application. The applicant is obliged to give notice of the application in the same way as applying for a Premises Licence. Responsible Authorities and Interested Parties may make representations and there are rights of appeal.

13.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission, and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

13.5 The holder of the provisional statement may then apply for a Premises Licence once the premises are constructed, altered or acquired. The Licensing Authority will be constrained in the matters it can consider when determining the Premises Licence application, and in terms of representations about Premises Licence applications that follow the grant of a Provisional Statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- They concern matters which could not have been addressed at the provisional statement stage, or
- They reflect a change in the applicant's circumstances.

13.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- Which could not have been raised by objectors at the provisional statement stage
- Which in the authority's opinion reflect a change in the operator's circumstances; or
- Where the premises have not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this Licensing Authority notes that it can discuss any concerns it has with the applicant before making a decision.

## 14. Reviews

14.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities, however, it is for the Licensing Authority to decide whether the review is to be carried-out.

14.2 This will be on the basis of whether the request for the review is relevant to the matters listed below:

- in accordance with any relevant code of practice issued by the Gambling Commission
  - in accordance with any relevant guidance issued by the Gambling Commission
  - reasonably consistent with the licensing objectives; and
  - in accordance with the authority's statement of licensing principles.
- 14.3 The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representation(s) or request(s) for review.
- 14.4 The Licensing Authority can also initiate a review of a particular Premises Licence, or a particular class of Premises Licence on the basis of any reason which it thinks appropriate.
- 14.5 Once a valid application for review has been received by the Licensing Authority, representations can be made by Responsible Authorities and Interested Parties during a 28-day period. This period begins 7 days after the application was received by the Licensing Authority, who will publish notice of the application within 7 days of receipt.
- 14.6 The Licensing Authority must carry out the review as soon as possible after the 28-day period for making representations has passed.
- 14.7 The purpose of the review will be to determine whether the Licensing Authority should take any action in relation to the licence. If action is justified, the options open to the Licensing Authority are:
- Add, remove, or amend a licence condition imposed by the Licensing Authority
  - Exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such a condition
  - Suspend the premises licence for a period not exceeding three months
  - Revoke the licence
- 14.8 In determining what action, if any, should be taken following a review, the Licensing Authority must have regard to the principles set out in Section 153 of the Act, as well as any relevant representation.
- 14.9 In particular, the Licensing Authority may also initiate a review of a Premises Licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 14.10 Once the review has been completed, the Licensing Authority must, as soon as possible, notify its decision to:

- The licence holder
- The applicant for review (if any)
- The Gambling Commission
- Any person who made a representation
- The Chief Officer of Police or Chief Constable
- Her Majesty's Commissioners for Revenue and Customs.

## **15. Appeals**

15.1 There is a right of appeal both for applicants and those who have made relevant representations or applied for a review. This appeal must be lodged within a period of 21 days from the day on which the applicant was notified by the Licensing Authority of the decision and must be made to Lincoln Magistrates' Court.

## Part C – Other Consents

### 1. **Unlicensed Family Entertainment Centre Gaming Machine Permits (Statement of Principles on permits – schedule 10 paragraph 7)**

1.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the Licensing Authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

#### 1.2 **This Licensing Authority notes that:**

- The Gambling Act 2005 states that a Licensing Authority may prepare a Statement of Principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the commission.
- The Gambling Commission's guidance for local authorities also states: "In their three-year licensing Statement of Principles statement, licensing authorities may include a Statement of Principles that they propose to apply when exercising their functions in considering applications for permits licensing authorities will want to give weight to child protection issues.

1.3 Guidance also states: "...An application for a permit may be granted only if the Licensing Authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application...Licensing authorities might wish to consider asking applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act) and the applicant to do this by producing a Basic Disclosure and Barring Service (DBS) Certificate dated within one calendar month of the date of the application being submitted to the Licensing Authority; and
- that staff are trained to have a full understanding of the maximum stakes and prizes."

It should be noted that a Licensing Authority cannot attach conditions to this type of permit.

1.4 **Statement of Principles** - This Licensing Authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may

include appropriate measures / training for staff as regards suspected truant school children on the premises, measures/training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises.

- 1.5 N.B. Applicants and permit holders are reminded that there is no provision within the Gambling Act 2005 and associated regulations which enable the transfer of a permit from one person to another, therefore the new operator will need to apply for the permit.

## **2. Alcohol Licensed Premises Gaming Machine Permits and Notifications**

- 2.1 **Notifications of 2 or less machines** - There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, from a bar to automatically have 2 gaming machines of categories C and/or D. The premises merely need to notify the Licensing Authority. The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives
- Gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- The premises are mainly used for gaming; or
- An offence under the Gambling Act has been committed on the premises

- 2.2 **Permits for 3 or more machines** - If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the Licensing Authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Gambling Act 2005, and “such matters as they think relevant.” This Licensing Authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be helpful. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets and helpline numbers for organisations such as GamCare.

- 2.3 A plan must accompany applications indicating where and what type, of



gambling machines are to be provided. This plan may take the form of an amendment to the plan attached to the Premises Licence issued under the Licensing Act 2003.

- 2.4 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for and dealt with as an Adult Gaming Centre premises licence.
- 2.5 It should be noted that the Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 2.6 It should also be noted that the holder of a permit must comply with any code of practice issued by the Gambling Commission about the location and operation of the machine.

### **3. Prize Gaming Permits**

- 3.1 This Licensing Authority notes that the Gambling Act 2005 states that a Licensing Authority may “prepare a statement of principles that they propose to apply in exercising their functions under this schedule” which “may, in particular, specify matters that the Licensing Authority propose to consider in determining the suitability of the applicant for a permit”.
- 3.2 This Licensing Authority has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
  - that they understand the limits to stakes and prizes that are set out in Regulations
  - and that the gaming offered is within the law
  - clear policies that outline steps to be taken to protect children from harm
- 3.3 In making its decision on an application for this permit the Licensing Authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 3.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the Licensing Authority cannot attach conditions. The conditions in the Act are:
  - The limits on participation fees, as set out in regulations, must be complied with;
  - All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
  - The prize for which the game is played must not exceed the amount set

out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and

- Participation in the gaming must not entitle the player to take part in any other gambling.

3.5 The permit will have effect for ten years, unless it ceases to have effect, lapses or is renewed. There is no annual fee for prize gaming permits.

3.6 An application for renewal of a permit must be made during the period beginning six months before the permit expires and ending two months before it expires. A permit will be still valid pending renewal including an appeal against a decision not to renew. The permit must be kept on the premises, and it is an offence not to produce it when requested to do so by a constable, an enforcement officer, or an authorised local authority officer. There is a right of appeal against a decision not to grant or renew a permit.

#### **4. Club Gaming and Club Machines Permits**

4.1 Members clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit, or a club gaming machines permit. The club gaming permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set out in regulations. A club gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

4.2 Gambling Commission Guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming unless the gaming is permitted by separate regulations. The Secretary of State has made regulation and these cover bridge and whist clubs, which replicates the position under the Gambling Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations."

4.3 The Commission Guidance also notes that "licensing authorities may only refuse an application on the grounds that:

- a) the applicant does not fulfil the requirements for a members' or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- b) the applicant's premises are used wholly or mainly by children and/or young persons
- c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
- d) a permit held by the applicant has been cancelled in the previous ten years; or

e) an objection has been lodged by the Commission or the police.

- 4.4 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:
- a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12
  - b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
  - c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."
- 4.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.
- 4.6 Licensing 2003: Review of a Club Premises Certificate or a Premises Licence for a Commercial Club – Where the Licensing Authority is considering the review of a Club Premises Certificate or a Premises Licence, and that club holds a Club Gaming or Club Machine Permit, the Licensing Authority may, where appropriate, at the same time decide to review the status of the permit.
- 4.7 N.B. - Gaming in Commercial Clubs - A commercial club is a club that is established as a commercial enterprise and differs from a members' club that is conducted for the benefit of its members. Commercial Clubs may only apply for Club Machine Permits, not Club Gaming Permits. The Licensing Authority expects Commercial Club licence holders to comply with the Gambling Commission's Codes of Practice and the Secretary of State's statutory stakes and prizes limits.

## **5. Temporary Use Notices (TUN)**

- 5.1 Temporary Use Notices allow the use of premises for gambling where there is no Premises Licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 5.2 The Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence i.e. a non-remote casino Operating Licence.
- 5.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this

statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

- 5.4 There are a number of statutory limits as regards Temporary Use Notices. The meaning of “premises” in Part 8 of the Act is discussed in Part 7 of the Gambling Commission’s Guidance to Local Authorities. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of a “set of premises” the Licensing Authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 5.5 The Licensing Authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission’s Guidance to Licensing Authorities.

## **6. Occasional Use Notices**

- 6.1 It is noted that the Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This Licensing Authority will though consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice.

## **7. Lotteries**

- 7.1 The Licensing Authority registers and deals with Small Society Lotteries. Promoting or facilitating a lottery falls within one of the following categories:
- Licensed Lotteries (requiring an Operating Licence from the Gambling Commission);
  - Small Society Lotteries (registered with the Licensing Authority); and
  - Exempt Lotteries
- 7.2 Lotteries permitted to be conducted without a licence from the Gambling Commission and these are:
- Small Society Lotteries (registered with the Licensing Authority);
  - Incidental Non-Commercial Lotteries;
  - Private Lotteries: (Private Society Lottery, Work Lottery, Residents’ Lottery);
  - Customer Lotteries
- 7.3 Societies may organise lotteries if they are licensed by the Gambling

Commission, registered with the Licensing Authority or fall within the exempt category. The Licensing Authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within. However, guidance notes with regard to all lotteries, limits placed on small society lotteries and information setting out financial limits is available by contacting the Licensing Authority.

- 7.4 Applicants for lottery licences must apply to the Licensing Authority in the area where their principal office is located. Where the Licensing Authority believes that the Society's principal office is situated in another area it will inform the Society as soon as possible and where possible, will inform the other Licensing Authority.
- 7.5 The Licensing Authority will keep a Public Register of all applications and will provide information to the Gambling Commission on all lotteries registered by the Licensing Authority. As soon as the entry on the Register is completed, the Licensing Authority will notify the applicant of registration.
- 7.6 The Licensing Authority will ask applicants to set out the purposes for which the Society is established and will ask the Society to declare that they represent a bona fide non-commercial society and have no relevant convictions. The Licensing Authority may seek further information from the Society and in particular may require a copy of the society's constitution.
- 7.7 Where the Licensing Authority intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion.
- 7.8 The Licensing Authority may revoke the registered status of a society if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. The Licensing Authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.
- 7.9 With regards to where Small Society Lottery tickets may be sold, the Licensing Authority applies the following guidance criteria to all Small Society Lotteries it registers:
  - Tickets should not be sold in a street. (Street includes any bridge, road, lane, footway, subway, square, court or passage (including passages through enclosed premises such as shopping malls)
  - Tickets may be sold from a kiosk, in a shop or door-to-door.
- 7.10 This approach is consistent with the operating licence conditions imposed by the Gambling Commission upon operators of large lotteries.

## **8 Poker**

### **Poker in alcohol-licensed premises**

- 8.1 The Commission actively engages with the larger national and regional organisers of poker leagues to remind them of the limited exemptions that apply to poker being offered in pubs. This authority conducts appropriate enforcement to detect and prevent infringements of such localised requirements as stake and prize limits, because the Council issued the alcohol premises licence in the first place.
- 8.2 In some poker tournaments the organisers offer 'prizes' at the end of a series of weekly games for the players with the most points. It is likely that the association of a prize with a monetary value with a game or series of games constitutes gaming. Therefore, if the eventual prize is worth more than the maximum prize set out in regulations then it could be unlawful gaming. For example, if a tournament simply involves a series of straightforward 'knockout' qualifying rounds, culminating in a 'final' game, then the winner's prize in the final – whether it comprises the stakes laid in that game, a separate prize provided by the organiser, or a combination of the two – must not exceed £100, which is the limit set by the regulations.

### **Poker under a club gaming permit**

- 8.3 A club gaming permit can only be granted to a members' club (including a miners' welfare institute) but cannot be granted to a commercial club or other alcohol-licensed premises. Other than in the case of clubs established to provide facilities for gaming of a prescribed kind (currently bridge and whist), clubs seeking club gaming permits must be established 'wholly or mainly' for purposes other than gaming. When a club gaming permit is granted there are no limits on the stakes and prizes associated with poker.
- 8.4 If a club established to provide facilities for gaming of a prescribed kind (currently bridge and whist) has a club gaming permit, it may not offer any other gaming besides bridge and whist. If such a club does not have a permit, it may provide exempt gaming provided it is not established to function for a limited period of time and it has at least 25 members. If it wishes to offer other non-exempt gaming it will require a Commission casino operating licence and any relevant personal licences.
- 8.5 The poker which a club gaming permit allows is subject to the following conditions:
- (a) In respect of equal chance gaming:
    - (i) the club must not deduct money from sums staked or won the participation fee must not exceed the amount prescribed in regulations; and
    - (ii) the game takes place on the premises and must not be linked with a game on another set of premises.

- (b) Two games are linked if:

- the result of one game is, or may be, wholly or partly determined by reference to the result of the other game
- the amount of winnings available in one game is wholly or partly determined by reference to the amount of participation in the other game
- a game which is split so that part is played on one site and another part is played elsewhere is treated as two linked games
- only club members and their genuine guests participate

(c) In respect of other games of chance:

- the games must be pontoon and chemin de fer only
- no participation fee may be charged otherwise than in accordance with the regulations
- no amount may be deducted from sums staked or won otherwise than in accordance with the regulations.

8.6 All three types of gaming are subject to the 48-hour rule, meaning that the games may only be played by people who have been members of the club for at least 48 hours, or have applied or been nominated for membership or are genuine guests of a member.

#### **Poker as non-commercial gaming**

8.7 This is allowed if it takes places at a non-commercial event, that is to say, if no part of the proceeds is for private profit or gain. One or more persons may benefit from the proceeds of such events if the activity is organised by or on behalf of a charity or for charitable purposes; or to enable participation in or support of athletic or cultural activities.

8.8 It would be possible to raise funds for an individual providing the proceeds were for example a wheelchair or to support a sporting endeavour. Events such as poker nights or casino nights are also permitted if they comply with the regulations and are run on a non-commercial basis.

#### **Poker as private gaming**

8.9 Poker offered as private gaming can take place anywhere to which the public do not have access, including a workplace. Domestic and residential gaming are two subsets where non-equal chance gaming is allowed.

- Domestic gaming is permitted without the need for permissions if it takes place in a private dwelling or it is on a domestic occasion and no charge or levy is made for playing.
- Residential gaming is permitted when it takes place in a hall of residence or hostel not administered in the course of a trade or business, and more than 50% of the participants are residents.

8.10 Private gaming can potentially take place on commercial premises in circumstances where a members' club hires a room in, for example, a pub or

hotel for a private function where equal chance gaming only is played. However, organisers would need to scrutinise very carefully the arrangements put in place to make sure that the particular area of the pub, hotel or other venue in which the gaming takes place is not, on the occasion of the private function, a place to which the public have access and that those participating are not selected by a process which means that, in fact, they are members of the public rather than members of the club.

- 8.11 The law in this area is complex. It is contained in SI No 3157/2007: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007. Organisers should be advised to seek their own legal advice before proceeding with the event. 29.48 It is a condition of private gaming that no charge (by whatever name called) is made for participation and Schedule 15 to the Act makes it clear that a deduction from or levy on sums staked or won by participants in gaming is a charge for participation in the gaming. It is irrelevant whether the charge is expressed to be voluntary or compulsory, particularly if customers are prevented from playing if they do not make the 'voluntary' donation, or there is strong peer pressure to make the donation.

## **9. Local Risk Assessments**

- 9.1 It is a requirement of the Gambling Commission's 'Licence Conditions and Codes of Practice' (LCCP) for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy document.
- 9.2 The LCCP goes on to say licensees must review (and update as necessary) their local risk assessments:
- to take account of significant changes in local circumstance, including those identified in this policy
  - when there are significant changes at a licensee's premises that may affect their mitigation of local risks
  - when applying for a variation of a premises licence.
- 9.3 In addition, operators must undertake a local risk assessment when applying for a new premises licence.
- 9.4 The Local Risk Assessment should indicate the provision of gambling facilities at each individual premises, and set out the policies, procedures, and control measures that the operator has in place to mitigate those risks.
- 9.5 This Authority will expect that the manager of the gambling premises in question (and wherever possible the local staff) are involved in the formulation of the local risk assessment. It is also expected that a copy of the finalised local risk assessment will be kept at the gambling premises in question and be made available to staff (and inspecting officers) at all times.



9.6 This Authority will expect the local risk assessment to consider as a minimum:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather
- significant presence of young children, both residents and visitors
- high unemployment area
- nearby homeless hostels
- nearby gambling, alcohol, drug or mental health support facility
- the area has a high number of rough sleepers/homeless people
- 
- pawn broker/pay day loan businesses in the vicinity
- other gambling premises in the vicinity

9.7 The local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.

9.8 Other matters that the assessment may include:

- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
- Arrangements for monitoring and dealing with underage persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self- exclusion schemes, window displays and advertisements not to entice passers-by, etc.
- The provision of signage and documents relating to games rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.

- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

- 9.9 Such information may be used to inform the decision the Licensing Authority makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.
- 9.10 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.
- 9.11 A copy of the Local Risk Assessment should be submitted to the Licensing Authority when an operator applies for a new gambling premises licence or a variation to an existing premises licence. The Local Risk Assessment should also be presented at such other time as the Licensing Authority may require (e.g. during the annual premises compliance check).
- 9.12 Other than at the time of applications and annual compliance checks, this Authority may also require risk assessments to be submitted (or revisited) when there has been a significant change in local circumstances or at a particular premises that might affect the mitigation of local risk.

*N.B. The Licensing Authority accept that racecourses do not need to complete a local area risk assessment, as it is for those standing on the track and the operating betting premises to do this.*

## **Local Area**

- 9.13 Operators may wish to make themselves aware of the demographics of the local area before submitting an application. A better knowledge of the local area will increase the awareness of local risks to operators which will need to be addressed in their risk assessments. This may prove useful when submitting a new application, or in an application to vary a licence by helping mitigate any concerns highlighted.
- 9.14 Local Area Information has now been compiled, please see Appendix 2 for further information which is intended to make Operators aware of local risks.

## **10. Review**

- 10.1 This Statement of Principles will remain in existence for a period of three years and will be subject to review and further consultation before December 2024. However, following consultation, the Licensing Authority may make revisions to it as deemed necessary.

## **11. Glossary**

- 11.1 A glossary of terms is attached at Appendix 3

# Appendix 1: Summary of Licensing Authority Delegations Permitted under the Gambling Act

## Gambling Act 2005 – Proposed Scheme of Delegation

1. The power of the Licensing Authority
  - a) as a responsible authority, to make representations in respect of premises licences under Part 8 of the Act;
  - b) to propose to attach a condition to a premises licence in accordance with section 169(1)(a) of the Act in addition to the mandatory or default conditions
  - c) to propose the exclusion of a default condition from a premises licence under S169(1)(b) of the Act
  - d) as a responsible authority, to request a review of a premises licence under sections 197 or 200 of the Act
  - e) to give a notice of objection to a temporary use notice under S221 of the Act
  - f) to serve notification of intended refusal of any of the following: -
    - i. Family Entertainment Centre Gaming Machine Permit (Sch 10 Para 10)
    - ii. Prize gaming Permits (Sch 14 Para 11)
    - iii. Licensed Premises Gaming Machine Permits (Sch 13 Para 6) And also, in the latter case, notice of intention to grant the application but for a smaller number of machines than specified and/or a different category of machines from that specified in the application.
  - g) Serve notification of lapse of a Family Entertainment Centre Gaming Machine Permit (Sch 10 Para 14 and 15 (1)(b));
  - h) Serve notice of intention to cancel or vary any of the following:-
    - i. Club Gaming permit or Club Gaming Machine permit (Sch 12 Para 21)
    - ii. Licensed Premises Gaming Machine permits (Sch 13 Para 16)
  - i) Create and amend the Authority's application procedures in relation to applications for the following in accordance with any relevant legislation:-
    - i. Family Entertainment Centre Gaming Machine Permits (sch10 paras 5 and 7)
    - ii. Licensed Premises gaming Machine Permits (Sch 13 Para 2)
    - iii. Prize Gaming Permits (Sch 14 paras 6 and 8); and
  - j) To appoint authorised persons under s 304 of the Act Determine that any representations received under Part 8 of the Act are vexatious, frivolous, or certainly will not influence the Authority's determination of an application; and
  - k) Reject all or part of any application for a review of a premises licence in accordance with Section 198 of the Act - shall be delegated to the Head

of Paid Service.

2. In relation to the following matters in the attached table the Authority will, in the majority of cases, adhere to the table of delegated functions set out below. This table indicates the lowest level of the Authority which will normally exercise the delegation though the Authority reserves the right, where appropriate, for any particular matter to be dealt with at a higher level whilst having due regard to statutory requirements. For example, an Officer may choose not to exercise their delegated power and refer the matter to the Sub-Committee or the Sub-Committee itself may choose to refer the matter to the Full Committee.

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Sub-committee of Licensing Committee</b>	<b>Head of Paid Service</b>
Final approval of three-year licensing statement of principles	All Cases		
Statement of principles not to permit casinos	All Cases		
Fee setting (when appropriate)	All Cases		
Application for premises licence (including applications for re-instatement under S195)		Representation made and not withdrawn (S154 (4)(a))and/or where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary	No representation made or representations have been withdrawn.  The only representations received are vexatious, frivolous, or certainly will not influence the Authority's determination of the application.
Application to vary premises licence		Representation made and not withdrawn (S154 (4)(b)) and/or where the Licensing Authority considers that a condition should be default condition	No representation made or representations have been withdrawn

		<p>added to the licence under S169(1)(a) or a should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary (S187(3))</p> <p>If the application for variation is to remove a default condition and there are no reps and there are no proposals by the Authority to otherwise alter the conditions this could be dealt with at officer level without a hearing</p>	<p>The only representations received are vexatious, frivolous, or certainly will not influence the Authority's determination of the application</p>
Application for transfer of premises licence		<p>Representation made by the Commission S154 (4) (c)</p> <p>Representations made and not withdrawn under S161</p>	<p>All other cases where no representation made by the Commission, including cases where the only representations received are vexatious, frivolous, or certainly will not influence the Authority's determination of the application</p>
Application for a provisional statement		<p>Representation made and not withdrawn S154 (4)(d) and/or where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a</p>	<p>No representation made or representations have been withdrawn</p>

		default condition should be excluded under section 169(1)(b)	
Revocation of a premises licence due to non-payment of an annual fee. S193			All Cases
Review of a premises Licence		All cases go to Licensing Sub Committee S154 (4)(e)	
Application for Club Gaming/Club machine permits, renewals and variations (including those leading to cancellation of permit) under Sch12 Para 15		Objection made and not withdrawn (Sch 12 Para 28 (2))  Refusal of permit proposed on the grounds listed in Sch 12 paragraph 6(1)(a)-(d), or paragraph 10(3) as applicable unless Authority and all relevant parties agree that a hearing is unnecessary (Sch 12 Para 7)	No objection made or objections have been withdrawn.  Refusal of permit proposed on the grounds listed in Sch 12 paragraph 6(1) (a) -(d) or paragraph 10(3) as applicable, where Authority and all relevant parties agree a hearing is unnecessary (Sch 12 Para 7)
Cancellation of Club Gaming /Club Machine Permits under Schedule 12 Paragraph 21		All Cases	
Consideration of Temporary Use Notices (including notices modified under section 223)		All cases where an objection notice has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary.  All cases where a counter notice may be required (S232(3))	All other cases
Decision to give a counter notice to a temporary use notice		All Cases	

Applications for other permits registrations. and notifications		All cases where the officer serves notice of intention of refusal and representations are received or proposes to grant for lesser number of machines.	All cases except where the officer serves notice of intention of refusal and representations are received or proposes to grant for lesser number of machines.
Cancellation of licensed premises gaming machine permits. Sch 13 paragraph 16		All Cases	
Cancellation of licensed premises gaming machine permits for non-payment of fee			All Cases
Registration of small society lotteries		Where officers believe there is a reason to refuse the application for registration	All other cases
Cancellation of a small society lottery due to non-payment of annual fee			All cases

N.B. - The summary of Licensing Authority delegations permitted under the Gambling Act 2005, contained within Appendix 1 above, is for information purposes only and does not form part of the Statement of Principles. The delegations may be amended at any time without further consultation.



## Appendix 2: West Lindsey Area Profile

### Introduction

This area profile report provides a summary of the latest available information relating to the demographic and socio-economic make-up of the 20 wards in West Lindsey. It looks at the population structure and provides information on the economy, housing, employment, crime and deprivation. Where possible, the information is presented at ward level. The report is to be used in conjunction with the Council's Gambling Policy to aid stakeholders in their decision making. More detailed information relating to demography, crime and disorder, deprivation, education, employment, health and wellbeing can be found in the Council's State of the District Report, which is updated annually.

<https://www.west-lindsey.gov.uk/my-business/growth-and-regeneration/state-of-the-district/>

There are currently six gambling venues in the District and these are listed in the table below:

Name	Address
Ladbrokes Betting Shop	Market Street, Gainsborough
William Hill Betting Shop	Market Street, Gainsborough
Betfred Betting Shop	Silver Street, Gainsborough
Cashino Gaming - Adult Gaming Centre	Silver Street, Gainsborough
Market Rasen Racecourse	Legsby Road, Market Rasen
Don Noble Betting Shop	Market Place, Market Rasen

## Population

As of the latest Census in 2021, West Lindsey has a population of 95,570, an increase of 0.4% on the previous year. The district's population has risen by 6.7% over the past decade, however, West Lindsey remains the second least densely populated area in the East Midlands.

Broken down to ward level, Dunholme and Welton has the highest population at 8,998 which equates to 9.4% of the overall population of West Lindsey. Gainsborough is the urban and administrative centre of the district and is comprised of three wards. Taken as a whole, Gainsborough has a population of 20,829 people. The following table provides a full breakdown of the population at ward level.

	Geographical area, land only measurements	Total population	Total female population	Total male population
	Hectares	People	People	People
<b>Bardney</b>	6,256.93	2,793	1,392	1,401
<b>Caistor and Yarborough</b>	8,114.28	5,672	2,875	2,797
<b>Cherry Willingham</b>	4,612.15	8,190	4,197	3,993
<b>Dunholme and Welton</b>	10,104.91	8,998	4,605	4,393
<b>Gainsborough East</b>	472.30	7,533	3,917	3,616
<b>Gainsborough North</b>	239.58	7,683	3,986	3,697
<b>Gainsborough South-West</b>	258.83	5,593	2,726	2,867
<b>Hemswell</b>	9,592.40	2,628	1,299	1,329
<b>Kelsey Wold</b>	7,929.53	2,729	1,386	1,343
<b>Lea</b>	2,819.11	2,172	1,117	1,055
<b>Market Rasen</b>	14,739.74	8,593	4,389	4,204
<b>Nettleham</b>	1,945.98	4,520	2,328	2,192

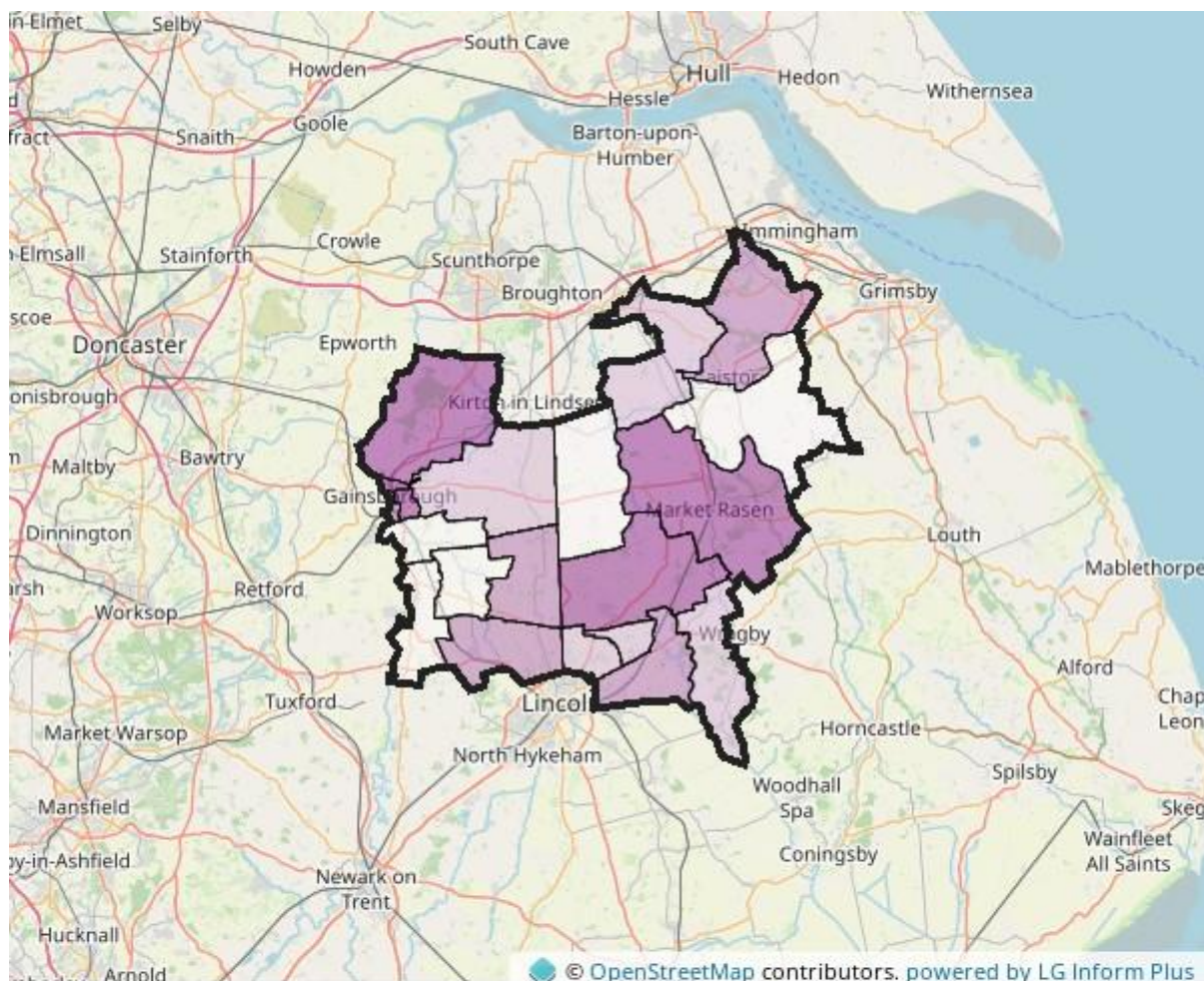
<b>Saxilby</b>	5,507.49	5,914	3,011	2,903
<b>Scampton</b>	5,091.57	2,806	1,374	1,432
<b>Scotter and Blyton</b>	10,246.43	7,622	3,855	3,767
<b>Stow</b>	3,328.50	2,530	1,266	1,264
<b>Sudbrooke</b>	1,297.21	2,845	1,496	1,349
<b>Torksey</b>	3,952.34	2,916	1,454	1,462
<b>Waddingham and Spital</b>	7,815.89	2,446	1,228	1,218
<b>Wold View</b>	11,248.49	2,634	1,381	1,253

## Age

West Lindsey has an ageing population. Currently, there are 56,700 people of working age in the district, with this number not projected to alter significantly over the next 20 years. The 0-19 age group currently accounts for 20% of the population, a proportion that is predicted to remain relatively stable up to 2043.

The number of people of state pension age and above will rise every year, from 21,325 in 2020 to 27,179 in 2041, an increase of 27.4%.

The map below shows the number of households with dependent children for all wards in West Lindsey. The Dunholme and Welton Ward has the highest number of households with dependent children (1,475) whilst Lea has the lowest number (264).



### Dependent Children (0-15) (2019)

- $\geq 1,160 \leq 1,736$
- $\geq 721 < 1,160$
- $\geq 395 < 721$
- $\geq 264 < 395$

## Diversity

For the first time, the Census collected data relating to sexual orientation and gender identity. For West Lindsey, this showed that 94.9% of the adult population (75,073 people) has a gender identity the same as their sex registered at birth. A total of 0.2% of people identified as trans, 0.03% identify as non-binary and 0.02% define themselves as another gender identity. Just over 4%, or 3,817 people chose not to answer this question.

With regards to ethnicity, 5.4% of the district's population describe themselves as non-white British, up from 3.6% at the last Census in 2011..

## Housing

In total, there are 44,737 households in West Lindsey. Of these, 41.5% are owned outright, 29.7% are owned with a mortgage, 10.9% are socially rented and 17.9% are private.

## Employment

As of December 2023, a total of 15,300 people were classed as economically inactive. This equates to 27.8% of the adult population, higher than the national average of 21.2%. Just over 72% of adults in West Lindsey are economically active, of which 61.7% are in employment which is significantly below the national average of 75.8%.

## Education

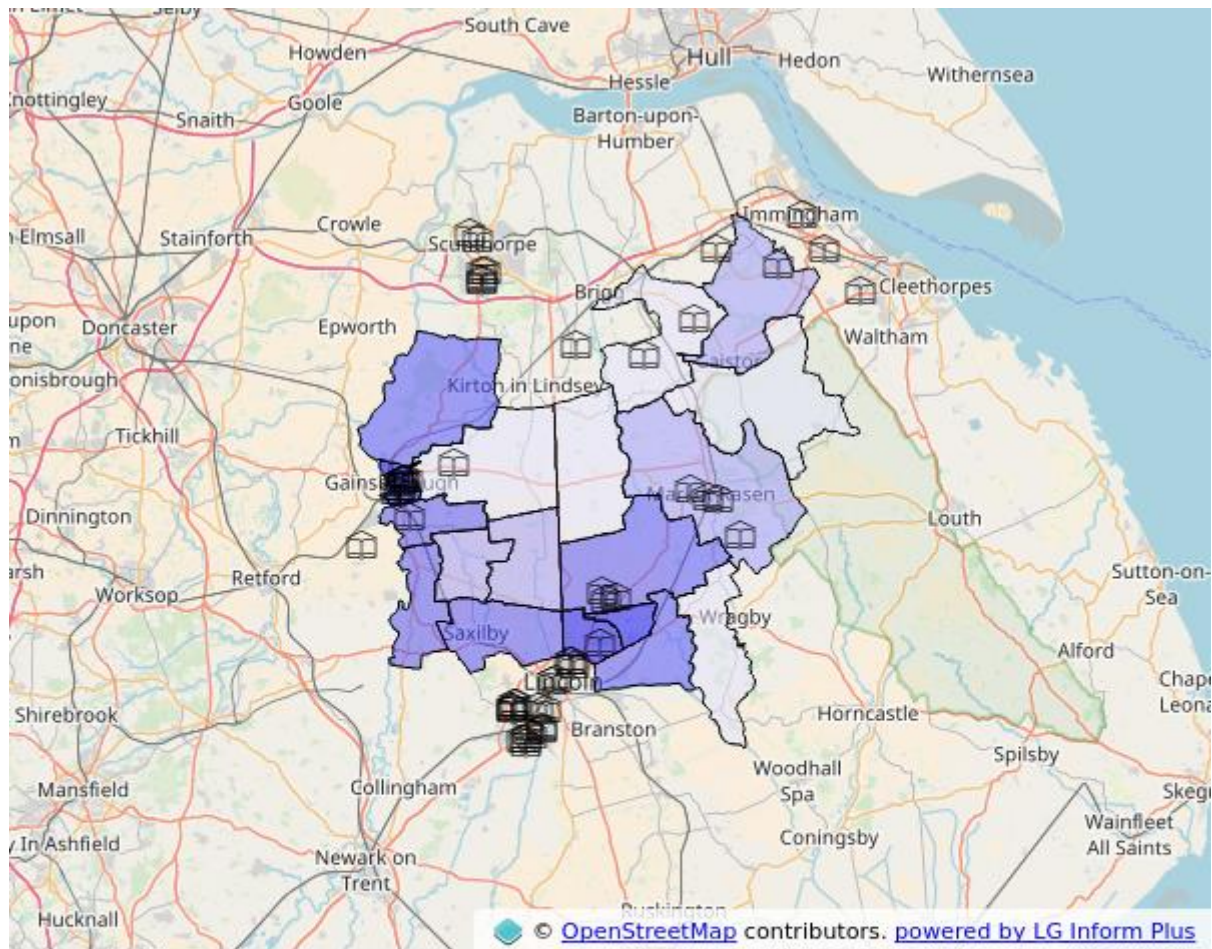
As of December 2023, . 43,400 people (81%) gained at least a level 2 qualification (equivalent to 5 GCSE passes), which is lower than both the regional (84%) and national average (86.5%). The gap that exists for post-16 education has widened with 25,700 people (47.8% ) gaining a Level 3 qualification (equivalent to A Level) compared to 61.9% for the East Midlands and 67.8% for the country as a whole.

Over the years, the proportion of the population with a level 4 qualification (equivalent to HND, degree level or higher) has fluctuated. As of 2023, 24.7% of the working age population held a level 4 qualification, equivalent to 13,300 people. This is significantly lower than both the regional (40.2%) and national (47.3%) averages. The table below provides a full break down of the latest educational attainment figures. .

Educational attainment as a % of people aged 16-64 (2023)				
	West Lindsey		East Midlands	England
No qualifications	Suppressed		7.7%	6.5%
Level 1 and above	82.2%		87.1%	89.0%

<b>Level 2 and above</b>	81.0%%		84.0%	86.5%
<b>Level 3 and above</b>	47.8%		61.9%	67.8%
<b>Level 4 and above</b>	24.7%%		40.2%	47.3%
<b>Other qualifications</b>	Suppressed		5.1%	4.6%

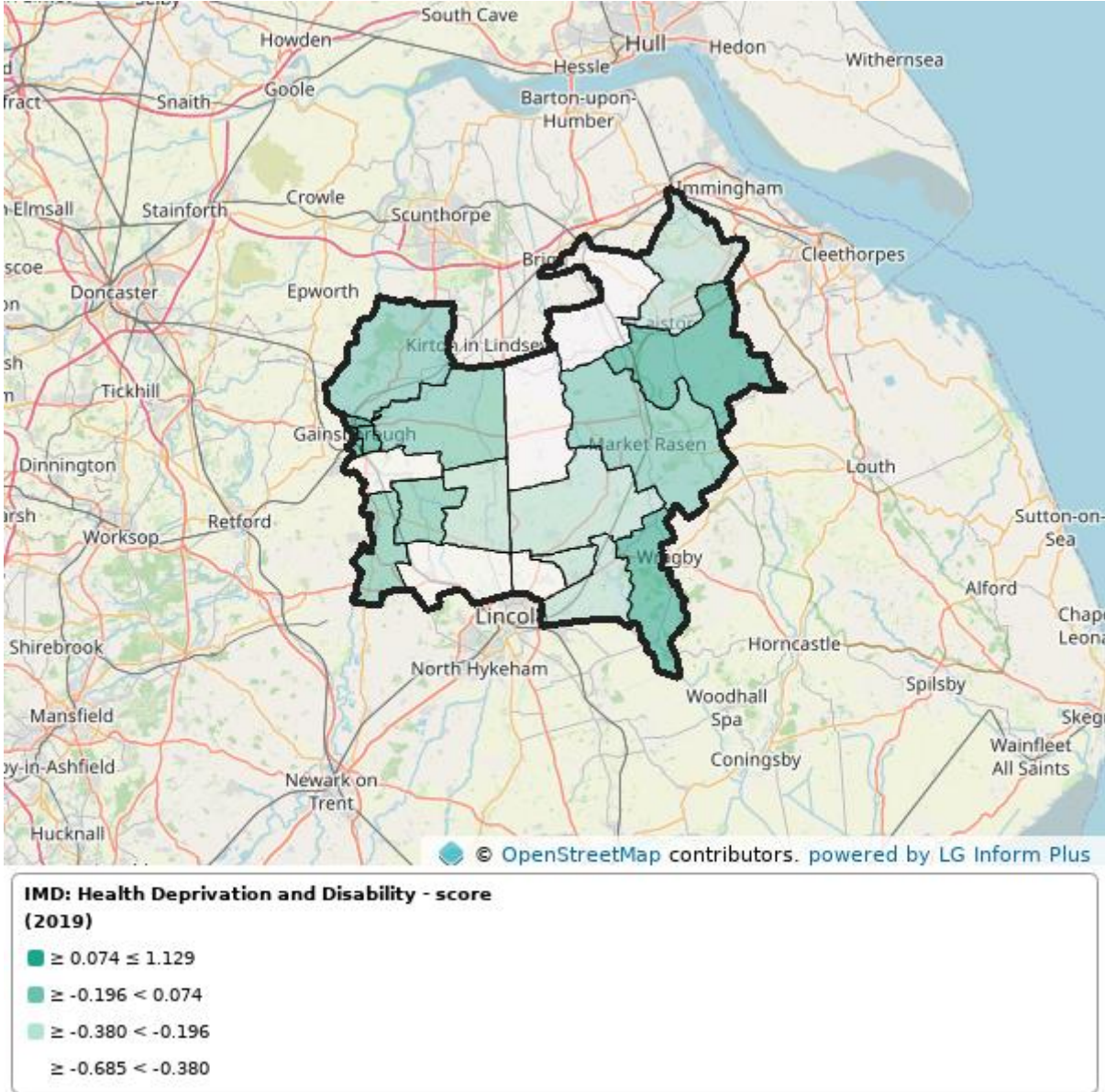
The map below shows the location of all schools in West Lindsey.



<p><b>Population density (2016)</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #000080; margin-right: 5px;"></span> <math>\geq 1.75 \leq 30.17</math> persons per hectare</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0000FF; margin-right: 5px;"></span> <math>\geq 0.74 &lt; 1.75</math> persons per hectare</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #6666FF; margin-right: 5px;"></span> <math>\geq 0.53 &lt; 0.74</math> persons per hectare</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #CCCCFF; margin-right: 5px;"></span> <math>\geq 0.23 &lt; 0.53</math> persons per hectare</li> </ul>	<p><b>Amenities</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> School</li> </ul>
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# Health

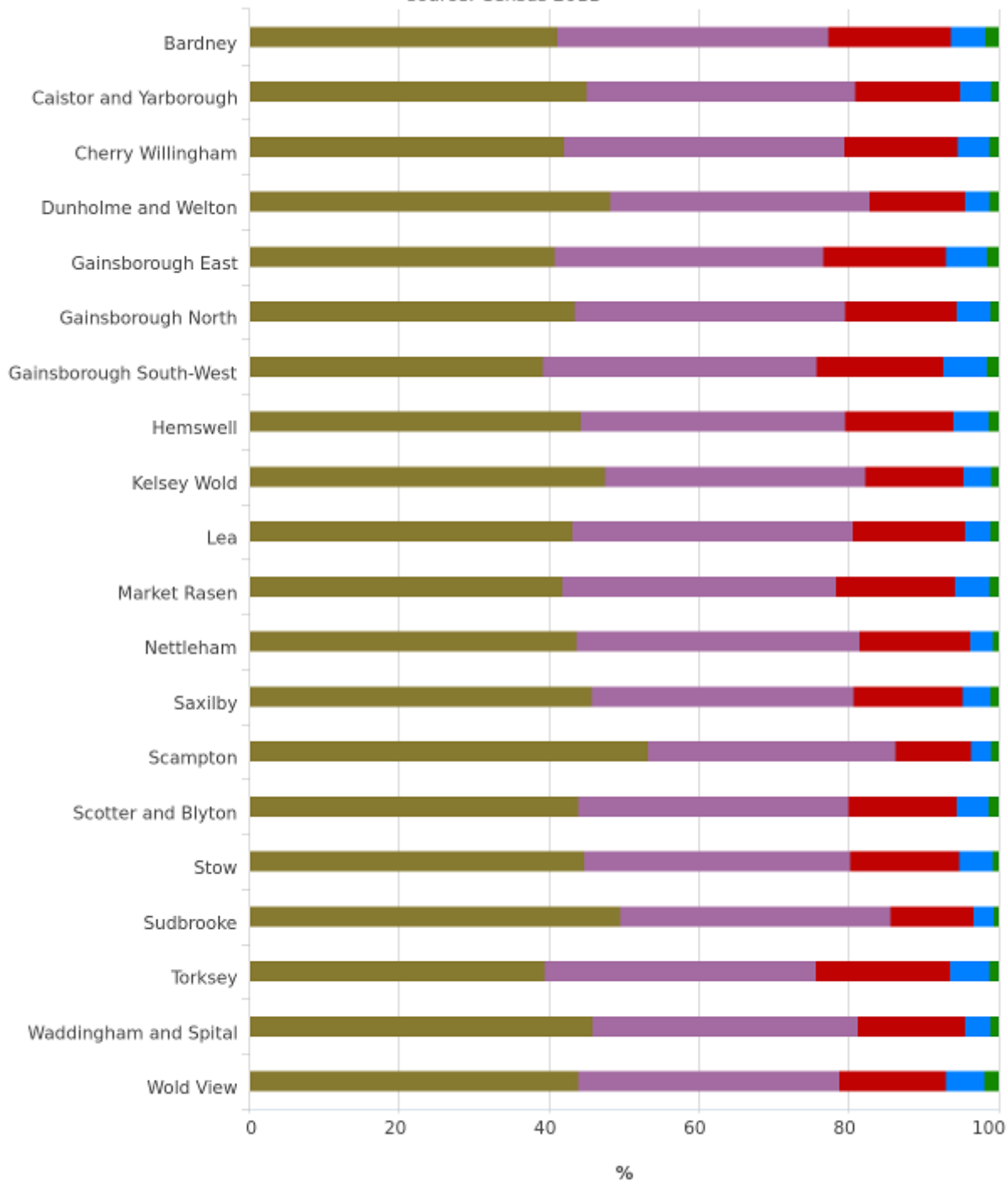
The chart below shows the general health of residents by each ward in West Lindsey, as per the Indices of Multiple Deprivation, 2019. Wold View ward has the highest percentage of residents in West Lindsey who report they are in very bad health (1.8%). The map below shows the most recent (2019) health and disability deprivation score in West Lindsey broken down by ward.



# Health and disability deprivation score in West Lindsey by ward

## Health of the population

source: Census 2011



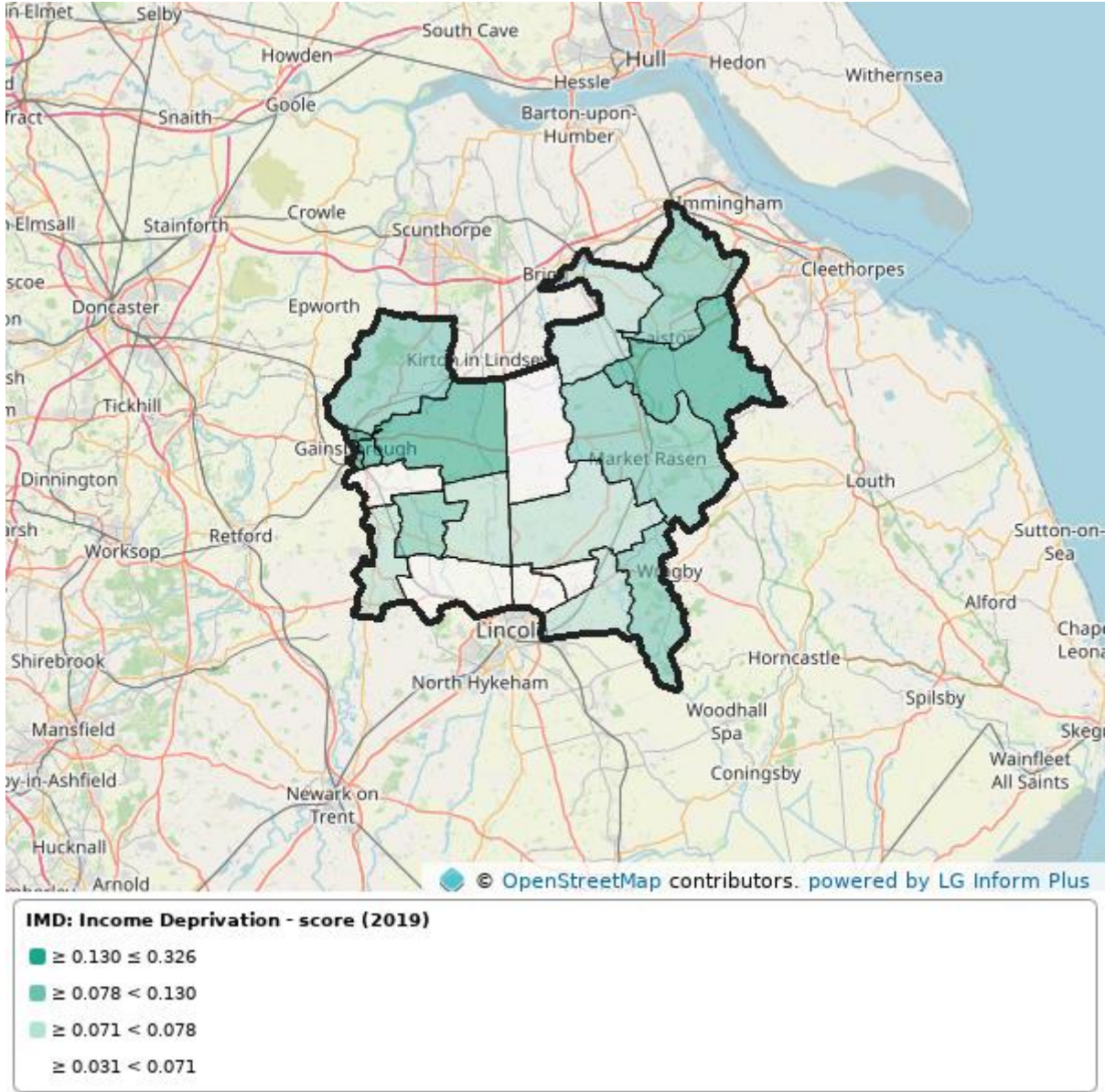
■ Very bad health (%), 2011   
 ■ Bad health (%), 2011   
 ■ Fair health (%), 2011  
■ Good health (%), 2011   
 ■ Very good health (%), 2011

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# Deprivation

The Index of Multiple Deprivation 2019 (IMD) is the official measure of relative deprivation for small areas in England. The IMD ranks every small area in England from 1 (most deprived area) to 32,844 (least deprived area). The score combines information from seven areas of income deprivation, employment deprivation, health deprivation and disability, education, skills and training deprivation, barriers to housing and services, living environment deprivation and crime. The higher the score, the more deprived an area is. Information in the map below is broken down to ward level. The higher the score, the more deprived the area.



## Crime

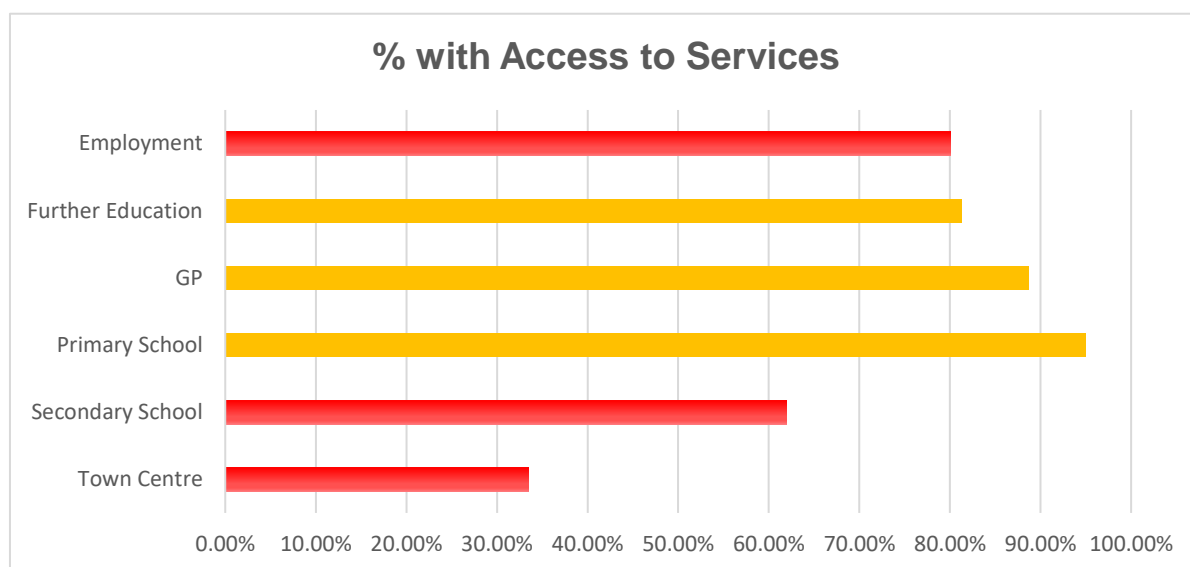
Levels of crime in West Lindsey remain low and stable. There was a total of 5,456 recorded crimes in the district during 2021 (the latest figures available). This was an increase of 1% on the previous year and represents a crime rate of 57 per 1,000, which is lower than the national average of 79 per 1,000.

Violence against the person is down 3% while violence without injury is down 7%. Burglary has also fallen, down 15% compared to the previous year whilst residential burglary fell by 25%. As these figures were recorded during the height of the pandemic, it is likely that long periods of lockdown have resulted in anomalies in the data.

## Access to Services

With the exception of Gainsborough and Market Rasen, access to services such as local shops, schools and urban amenities is generally moderate to poor compared to the rest of the County, as detailed in the chart below.

However, car ownership is higher than the regional or national average. Overall, access to public transport is good.



## References

This report was generated using data from:

[Nomis; mid-year population estimates](#)

N.B. The data contained within the Local Area Profile is provided as supporting information in relation to the review of the Gambling Policy (Statement of Principles) and is the most up to date information at the time that the Gambling Policy (Statement of Principles) was under the review process. The document is an appendix to the Gambling Policy (Statement of Principles) and therefore does not form part of the actual policy and from time to time the information will be updated accordingly, without the need to carry out further consultation.

## Appendix 3: Glossary of Terms under the Gambling Act 2005

<b>Council</b>	West Lindsey District Council
<b>Applications</b>	Applications for licences and permits as stated in the Statement of Principles
<b>Notifications</b>	Notifications of temporary and occasional use notices
<b>Act</b>	The Gambling Act 2005
<b>Regulations</b>	Regulations made under the Gambling Act 2005
<b>Premises</b>	Any place, including a vehicle, vessel or moveable structure
<b>Premises Licence</b>	Issued by the Licensing Authority to authorise premises to be used for the activities as defined by Section 150 of the Gambling Act
<b>Operator Licence</b>	Issued by the Gambling Commission to organisations and individuals who are providing facilities for gambling as defined by Section 65 of the Gambling Act
<b>Personal Licence</b>	Issued by the Gambling Commission to certain categories of people working in the gambling industry as defined by Section 127 of the Gambling Act
<b>Family Entertainment Centre</b>	<p>The Act creates two classes of Family Entertainment Centres</p> <ul style="list-style-type: none"> <li>• Licensed: which provide category C and D gaming machines and require a premises licence</li> <li>• Unlicensed: which provide category D gaming machines in reliance on a Gaming machine Permit</li> </ul>
<b>Adult Gaming Centre</b>	Premises which provide category B, C and D gaming machines and require an operating licence and a premises licence
<b>Gaming Machine</b>	A machine which is designed or adapted for use by individuals to gamble as defined by Section 235 of the Gambling Act
<b>Betting Machine</b>	A machine designed or adapted for use to bet on future real events as defined by Section 235(2)(c) of the Gambling Act
<b>Remote Gambling</b>	Gambling in which persons participate by the use of remote communication as defined by Section 4 of the Gambling Act

<b>Remote Communication</b>	<p>Communication using:</p> <ul style="list-style-type: none"> <li>• The internet</li> <li>• Telephone</li> <li>• Television Radio, or</li> <li>• any other type of electronic or other technology as defined by Section 4(2) of the Gambling Act</li> </ul>
<b>Travelling Fair</b>	<p>A fair wholly or principally providing amusements and that has been provided wholly or principally by persons who travel from place to place for the purpose of providing fairs, and on a site used for fairs for no more than 27 days per calendar year as defined by Section 286 of the Gambling Act</p>
<b>Money Prize Machine</b>	<p>A machine in respect of which every prize which can be won as a result of using the machine is a money prize as defined in regulation 3(7) of the Categories of Gaming Machine (Amendment) Regulations 2009</p>
<b>Non- Money Prize Machine</b>	<p>A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize as defined in regulation 3(7) of the Categories of Gaming Machine (Amendment) Regulations 2009. For non-money prize machines in general, the maximum stake (charge for use) must be no more than 30 pence, and the maximum prize value must be no more than £8</p>
<b>Crane Grab Machine</b>	<p>A crane grab machine is defined as a non-money prize machine in respect of which two conditions are satisfied. The first is that every prize which can be won as a result of using the machine consists of an individual physical object (such as a stuffed toy). The second is that whether or not a person using the machine wins a prize is determined by the person's success or failure in manipulating a device forming part of the machine so as to separate and keep separate one or more physical objects from a group of such objects. The maximum stake may be anything up to and including £1, and the maximum prize value may be anything up to and including £50</p>
<b>Coin Pusher or Penny Fall Machine</b>	<p>These machines are commonly found in seaside arcades and are defined in regulation 2(3) of the Categories of Gaming Machine Regulations 2007 with the additional requirement that the machine be neither a money-prize nor a non-money prize machine. The maximum stake may be anything up to and including 10 pence, and the maximum prize value may be anything up to and including £15</p>

<p><b>Other Categories of Gaming Machines</b></p>	<p>With effect from July 2011:</p> <p>A – No category A gaming machines are currently permitted</p> <p>B1 – Maximum Stake: £5, Maximum Prize: £10,000</p> <p>B2 – Maximum Stake: £100 (in multiples of £10) Maximum Prize: £500 <b>subject to change</b></p> <p>B3A – Maximum Stake: £2 Maximum Prize: £500</p> <p>B3 – Maximum Stake: £2, Maximum Prize: £500</p> <p>B4 – Maximum Stake: £2, Maximum Prize: £400</p> <p>C – Maximum Stake: £1, Maximum Prize: £100</p> <p>D – (money prize, other than a coin pusher or penny falls machine) Maximum Stake: 10p Maximum Prize: £5</p> <p>D – combined money and non – money prize (other than a coin pusher or penny falls machine) Maximum Stake: 10p Maximum Prize: £8 (of which no more than £5 may be a money prize)</p> <p>D – combined money and non – money prize (coin pusher or penny falls machine) Maximum Stake: 20p Maximum Prize: £20 (of which no more than £10 may be a money prize)</p>
<p><b>Code of Practice</b></p>	<p>Means any relevant code of practice under section 24 of the Gambling Act 2005</p>
<p><b>Responsible Authority</b></p>	<p>For the purposes of this Act, the following are responsible authorities in relation to premises:</p> <ol style="list-style-type: none"> <li>1. The Licensing Authority in whose area the premises are wholly or mainly situated (the District of West Lindsey)</li> <li>2. The Gambling Commission</li> <li>3. Lincolnshire Police</li> <li>4. Lincolnshire Fire and Rescue Service</li> <li>5. Planning Department, West Lindsey District Council</li> <li>6. Environmental Protection Team, West Lindsey District Council</li> <li>7. Lincolnshire Safe Guarding Children’s Board, Lincolnshire County Council</li> <li>8. HM Customs and Excise</li> </ol>
<p><b>Interested Party</b></p>	<p>For the purposes of this Act, a person is an interested party in relation to a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person: -</p> <ol style="list-style-type: none"> <li>a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities</li> <li>b) Has business interests that might be affected by the authorised activities</li> <li>c) Represents persons who</li> <li>d) satisfy a) or b) above</li> </ol>

## Appendix 4: Safeguarding of Children

### What are the risks to children?

The risks will vary, depending on the type of gambling activities taking place at the premises. For example, at Adult Gaming Centres, Off-Course (High Street) Betting Premises or Casinos, safeguarding systems should be in place to prevent young people gaining access to the premises.

If children are permitted access to adult gambling activities, they may be at risk of being:

- exposed to information or advertisements encouraging them to gamble
- allowed, or invited to, gamble or bet in a commercial setting
- allowed to purchase and consume alcohol (casino premises)
- financially exploited

They may also witness, or be involved in, other dangerous or threatening behaviour.

### Managing the risks

To prevent children and young people accessing adult gambling activities, stringent safeguarding measures should be in place, examples of such measures could include:

- the Challenge 25 scheme operated by all door and bar staff and only recognised proof of age accepted (for example photo driving licence or passport; PASS cards)
- all points of entry monitored by security staff/CCTV
- signage prominently displayed at all points of entry regarding the prohibition of under 18's
- signage displayed on machines highlighting age restrictions
- signage prominently displayed in bar areas regarding the law and the sale of alcohol
- operating a membership scheme
- all staff being trained to be vigilant and respond if a child gains illegal access to premises

If a premises offers a range of gambling activities (for example, a licensed Family Entertainment Centre or Bingo Premises) premises must operate systems to ensure that under 18's are prevented from accessing areas where adult activities (such as betting or high stakes gambling) take place; or where adult gaming machines are located.

The measures set out above should be used to help the public clearly identify from which areas children are prohibited.

If a premises offers a variety of activities, it may be necessary to operate the following systems:

- designated family-friendly areas using physical barriers/cordons to segregate these from restricted areas
- points of access/egress located for easy supervision by staff and regularly monitored
- signage displayed to indicate access rules

- signage to remind parents/adults of their responsibilities
- use of screens
- use of the Challenge 25 scheme
- assigning at least one member of staff as a 'Children's Safeguarding Lead'

Premises should ensure that the environment to which they allow children access is safe and suitable.

Action should be taken if adults demonstrate irresponsible behaviour, such as showing signs of intoxication, using strong or offensive language, threatening behaviour, or violence towards others or towards machinery.

Adults accompanying children should be encouraged to supervise them, to minimise the risk of children being exposed to inappropriate or dangerous behaviour or gaining access to prohibited areas of the premises.

### **The employment of children and young people**

The Gambling Act 2005 does not prohibit the employment of children and young people at some premises.

However, it does restrict the type of tasks and areas to which children and young people may have access and it is important that premises comply with these restrictions, as failure to do so may result in committing an offence; for example, it is an offence to employ children and young people to provide facilities for gambling, or to perform a function in relation to a gaming machine, at any time.

Children should not be exposed to gambling as they carry out their employment functions.



## **Appendix 5: Safeguarding of Vulnerable Adults**

The Gambling Commission puts a high priority on the social responsibilities operators have to protect vulnerable adults from the harm associated with gambling; and policies must be in place to support the protection of vulnerable adults.

### **Who is a vulnerable adult?**

Adults may be vulnerable if, for example, they are taking certain types of prescribed medication which may impair their judgement or prevent them making informed, balanced decisions about gambling; or if they are intoxicated from misusing drugs or alcohol.

If an adult has mental health issues, a mental impairment or problems with addiction, they may also be vulnerable as they may have difficulty controlling their activities or behaviour or understanding the players' guides to games.

### **What are the risks to vulnerable adults?**

If vulnerable adults are not supported within the gambling environment they may be at risk of:

- gambling beyond their financial means
- problems with addiction
- financial exploitation
- causing, or being a victim of dangerous, abusive or threatening behaviour
- physical, emotional or accidental harm.

These difficulties may have a serious impact upon the person's relationships, home life or employment.

### **Managing the risks and being socially responsible**

Premises should consider the following steps:

- Designate a member of staff to lead on problem gambling issues.
- Train staff on how to recognise and respond to indicators of concern.
- Staff should be trained to recognise the signs of persons becoming aggressive and how to deal with such situations whilst maintaining their own safety.
- Information should be made readily/discreetly available to customers on how to gamble responsibly and seek help in respect of problem gambling.
- Offer a self-exclusion, or self-limit scheme, enabling individuals to restrict the amount of time or money they spend.
- When offering membership schemes, the details of a contactable person should be required in the event of an emergency.

**If you would like a copy of this document in large print, audio, Braille or in another language please telephone 01427 676676 or email [customer.services@west-lindsey.gov.uk](mailto:customer.services@west-lindsey.gov.uk)**



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**FULL COUNCIL**

**Monday, 4 November 2024**

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

Report by:

Returning Officer

Contact Officer:

Katie Storr  
Democratic Services & Elections Team Manager  
[katie.storr@west-lindsey.gov.uk](mailto:katie.storr@west-lindsey.gov.uk)

Purpose / Summary:

To consider the outcome of the recent review of polling districts and polling places

## **RECOMMENDATION(S):**

- 1. That the process undertaken, and responses received, summarised in Appendix 1 be noted.**
- 2. That the proposals for the polling districts, polling places and polling stations in the District, as set out in the analysis of polling stations document attached at Appendix 2 of the report be approved. (Key changes are set out in paragraph 5.4.).**
- 3. That Council receives the outcome and recommendations arising from the next statutory review not later than November 2029**

## IMPLICATIONS

### **Legal:**

In order to comply with the requirements of the Electoral Registration and Administration Act 2013, the Council must seek to provide reasonable facilities for voting that, so far as is practical, are accessible to all electors including those who are disabled.

The Electoral Registration and Administration Act 2013 mandates that compulsory Reviews must be held once every five years, with the last statutory review reported to Council in November 2019.

The outcome of this review becomes effective from scheduled elections in May 2025, any by-elections in the intervening period are not affected by these proposed changes.

The next Statutory review will therefore need to be presented to Council in November 2029.

### **Financial : FIN/90/25/VA**

The designation of any additional polling places will have financial implications regarding the hire of premises and polling staff fees and will be contained within existing budgets. Some elections are grant funded.

### **Staffing :**

None arising from this report.

### **Equality and Diversity including Human Rights :**

Representation of the People Act 1983 requires the accessibility needs of disabled persons to be taken into account when designating polling places.

Equality Impact assessment for stations closing has been undertaken and is attached at Appendix 3

### **Data Protection Implications :**

None arising from this report.

**Climate Related Risks and Opportunities :**

None arising from this report.

**Section 17 Crime and Disorder Considerations :**

None arising from this report.

**Health Implications:**

None arising from this report.

**Title and Location of any Background Papers used in the preparation of this report:**

Consultation responses received – held by Elections.

**Risk Assessment :**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

*i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)*

**Yes**

**No**

**x**

**Key Decision:**

*A matter which affects two or more wards, or has significant financial implications*

**Yes**

**x**

**No**

## **Executive Summary**

This report sets of the statutory requirement to review Polling Stations, Places, and Districts, the process undertaken and the arising recommendations, contained in Appendix 2 and summarised at Section 5.4 of this report .

## **1 INTRODUCTION**

- 1.1 The Electoral Registration & Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The first compulsory review under this requirement had to be completed by 31 January 2020, with Council receiving the outcome report in November 2019.
- 1.2 Subsequent compulsory reviews must be held once every five years, as such this report sets out the outcome of the second compulsory review and steps undertaken in reaching this outcome.
- 1.3 In undertaking a review, the local authority must:
  - a) Publish notice of the holding of a review;
  - b) Consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area;
  - c) Enable any such (Acting) Returning Officer to make representations to the authority and publish them in a prescribed manner;
  - d) Seek representations from such persons that it thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
  - e) Allow any elector in the authority's area to make representations which could include proposals for alternative polling places.
- 1.4 On completion of a review the authority must give reasons for its decisions in the review and publish such other information as is prescribed in the Act and regulations.
- 1.5 Details of the Returning Officer's proposals regarding polling districts, polling places, electorates and postal voters are set out at Appendix 2.

## **2. POLLING DISTRICT BOUNDARIES AND POLLING PLACES**

- 2.1 Polling Districts are, in effect, sub divisions of Electoral Wards. Each parish is automatically a polling district in its own right but then that area can be broken down into further polling districts dependent on the size of the parish and the number and location of the electors.
- 2.2 When designating polling districts, the local authority must seek to ensure that all the electors in the area have such reasonable facilities for voting as are practical in the circumstances.
- 2.3 In determining where polling places should be located the Council must seek to ensure that all electors have such reasonable facilities for voting as are practical in the circumstances and that, so far as is reasonable and practical, polling places chosen are accessible to all electors, including those who are disabled.

### **3. CONSULTATIONS UNDERTAKEN**

- 3.1 Public notice of the review was given on 1 October 2023 and full details of the review were placed on the Council's website. The period for representations to be made on the Returning Officer's proposals was from 1 October 2023 to 5 January 2024.
- 3.2 In addition, the following specific consultations were undertaken explaining the reason for the review and factors which could influence the Returning Officer's proposals regarding the location of polling districts/places:
- a) with all Members of the Council prior to the publication of the Returning Officer's proposals by way of electronic mail on 28 September 2023
  - b) with all Town/Parish Councils and Chairs of Parish Meetings by way of a letter dated 28 September 2023.
  - c) letters advising of the review, accessibility and proposals dated 1 28 September 2023 to:
    - i. Gainsborough Constituency Conservative Association
    - ii. Gainsborough Constituency Labour Party
    - iii. West Lindsey Liberal Democrats
    - iv. United Kingdom Independence Party
    - v. Lincolnshire Independents
- 3.3 Press releases were issued to the local media and notices placed on parish notice boards throughout the Council's administrative area.

### **4. COMMENTS RECEIVED DURING THE CONSULTATION PROCESS**

- 4.1 A total of 9 responses were received and these are summarised in the schedule set out at Appendix 1. The schedule provides details of the parishes on which comment has been received, observations of the Returning Officer and the name of the person or organisation who has made comments or representations.

### **5. CONCLUSION**

- 5.1 The Council is aware that in a vast, mainly rural area such as West Lindsey, there are many electors who have to travel some miles in order to vote at their allocated polling station. However, postal voting is available to all electors and is an easier and more convenient method of voting for many electors. The current records show that almost 13,010 electors have already chosen to vote by post on a permanent basis, an increase of over 1,860 since the last review was undertaken in 2019.
- 5.2 Throughout the review process every effort has been made to ensure that electors have such reasonable facilities for voting as are practical in the circumstances and that, so far as is reasonable and practical, polling places are accessible to all electors, including those who are disabled.



- 5.3 The proposals as listed in Appendix 2 reflect the composition of the 20 district council wards, and each polling station contains a recommendation arising from the review. Where a change is recommended this is shown in highlighted or red text.
- 5.4 The main changes proposed are summarised below and all agreed changes would become effective from the next large scale planned elections in May 2025. Any by-elections held in the intervening period, would be subject to the current designated polling places.

Ward	Polling District & Register No.	Polling Place	Recommended Change
Caistor & Yarborough	Keelby 1 BF Keelby 2 BG	Keelby Village Hall	Reduce to single polling station
Gainsborough North	Gains. No.7 FB Gains. No.8 FC Gains. No.9 FD	Gladstone House Club 370 Ropery Road Gainsborough (previously Mercers Wood Academy)	Previous polling place was Mercers Wood Academy. This was changed under delegation 2 years ago due direction to not use schools where possible post COVID. This to be a permanent change.
Hemswell Ward	Blyborough HA Grayingham HD	The Conservatory 1 Hillside Blyborough	Station no longer available. Proposed to move electors to village hall, Willoughton <b>0.8 miles away</b>
Hemswell Ward	Hemswell Cliff HH	Hemswell Cliff Primary School Capper Avenue Hemswell Cliff (previously Hemswell Court)	Station previously cited at Hemswell Court, moved under delegated powers due to cost, to Hemswell Cliff Primary School. This to be a permanent change
Market Rasen	Legsby KA Sixhills KJ	Legsby County Primary School Main Road Legsby	Stop using this location as the school has to close to accommodate - move electors to Tealby (Memorial Hall). Station has been moved under delegation previously in 2019 & 2023 without issues – this to be a permanent change
Saxilby	North Carlton MF South Carlton MI	St Luke's Church Church Lane North Carlton	Stop Using this location due to poor facilities . Electorate to join Burton Estate Club 2.6 miles (4 mins)
Scampton	NG Scampton	Barnes Wallace Community Centre (formerly known as the Youth Hub)	Between Reviews the Polling Station was relocated to Pollyplatt School under delegation whilst the RAF site,

		Gibson Drive Scampton	on which the designated polling station was situated, was transferred to Waddingham. The station was re-instated to the Scampton Youth Hub now known as Barnes Wallace Centre under delegation in May 2024  Station to return to Scampton Barnes Wallace Centre on permanent basis
Waddingham & Spital	Normanby-by-spital SD Owmbly SE Saxby SF West firsby SI	County primary school Main road Normanby-by-spital	Stop using this location as the school has to close to accommodate . Move electorate to Glentham village hall - . Station has been moved under delegation previously in 2021 and 2023 without any issues. This to be a permanent change.

\* Grey boxes denote changes made between reviews under delegation which are to become permanent

5.5 On occasions designated polling places may become unavailable for use during elections owing to the closure of buildings or premises being used for other events. The Returning Officer requires approval by the Council in order to change polling places at relatively short notice. For this reason, the Constitution grants delegated authority to the Returning Officer following consultation with local Ward Member(s) to approve any such changes during an election period.

5.6 As is indicated in the Analysis of polling stations document set out at Appendix 2, there is a station, where no changes are recommended through this review, but where changes will likely need to be made before the next statutory review. Namely, St Peter's Church, Main Street, Torksey.

WEST LINDSEY DISTRICT COUNCIL  
REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2023/24

**SUMMARY OF REPRESENTATIONS AND COMMENTS RECEIVED  
as at close of public consultation on 5 January 2024**

**BARDNEY WARD**

No written responses or comments received.

**CAISTOR & YARBOROUGH WARD**

Responses were received from Cllr Bierley and Cllr Lawrence, the ward members, and both are happy with the current position.

**Response : No changes proposed to polling places, however Keelby will be reduced to one station based on feedback from staff.**

**CHERRY WILLINGHAM WARD**

No written responses or comments received.

**DUNHOLME & WELTON WARD**

Response received from Welton Parish Council - Happy with Welton Village Hall to continue. Suggested the Pavilion at Manor Park Sports Club be used as an alternative if the village hall is not available for any reason.

**Response: Noted**

Toft Newton Parish Council had no comments other than Social Club/Village Hall in Toft Newton, happy to continue.

**Response: No changes proposed**

**GAINSBOROUGH EAST WARD**

No written responses or comments received.

**GAINSBOROUGH NORTH WARD**

No written responses or comments received.

**GAINSBOROUGH SOUTH-WEST WARD**

No written responses or comments received.

**HEMSWELL WARD**

No written responses or comments received.

### **KELSEY WARD**

No written responses or comments received.

### **LEA WARD**

No written responses or comments received.

### **MARKET RASEN WARD**

No written responses or comments received.

### **NETTLEHAM WARD**

Response from ward member Cllr Brown - Supports continued use of existing locations for Nettleham as meet requirements.

Nettleham Parish Council - Suggest Riseholme have own polling station as currently have to travel to Nettleham.

Use the Pavilion at Mulsanne Park rather than the Village Hall as it is situated on the edge of the village continue with the Old School.

No comments have been received from Riseholme Parish Council

**Response: – Re Riseholme - If a venue could be found the cost of a separate polling station would be approximately £700 (hire, staffing and materials) for 240 electors. Previously unable to find suitable venue.**

**Electors happy with the village hall no negative reports received.**

**No Changes proposed**

### **SAXILBY WARD**

Cllr Lee responded – Regarding North and South Carlton there might be a number of people for whom it will be a challenge to make it to the Burton Estate Club and the local communities of North and South Carlton would likely wish to keep the polling station as is for future elections.

**Response: - every elector is entitled to a postal or proxy vote details of which are on the annual canvass forms and poll cards issued at each election. The facilities for staff are really not up to standard.**

**Propose move to Burton Estate Club located 2.6 miles away**

### **SCAMPTON WARD**

Response received from Fillingham Parish Council - Would appreciate continued use of the Village Hall as a polling station.

**Response: - No changes proposed**

### **SCOTTER & BLYTON WARD**

No written responses or comments received.

### **STOW WARD**

No written responses or comments received.

### **SUDBROOKE WARD**

No written responses or comments received.

### **TORKSEY WARD**

Response from Cllr Pilgrim – As the church is the only possible community amenity in Torksey there should be some attempt to look at earlier plans to provide toilet facilities and a servery in an attempt to turn the building into some form of amenity for the village. The Parish Council is looking to sponsor events in the Church once basic facilities have been installed. For the time being closure is not on the cards but the whole thing will rest on the availability of funding and the response from electors. The church can be regarded as open for business for the foreseeable future.

**Response: -No changes proposed.**

### **WADDINGHAM & SPITAL WARD**

No written responses or comments received.

### **WOLD VIEW WARD**

Response from Claxby Parish Council – Elections in Claxby have always been held at the village hall. Until recently this was not ideal as it had steep steps up to the entrance and no ramp. After major improvements there is now a wheelchair ramp and accessible toilet with access by stairlift. The venue is now ideal for elections.

**Response: -No changes proposed.**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND  
POLLING STATIONS**

**ANALYSIS OF POLLING STATIONS**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
BARDNEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
AA	APLEY	56	14	Stainfield and Apley Village Hall Main Road Stainfield
AI	STAINFIELD	77	14	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

The approach is well lit but some places on the pathway are worn. It is about 10 metres walk from the car park to the polling station

**ENTRANCE TO BUILDING**

There is a step over the threshold at the entrance, but a purpose-built ramp has been installed. There is an alternative entrance for access by disabled electors if required. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
BARDNEY WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
AB	BARDNEY (BARDNEY WARD)	1578	227	The Village Hall Silver Street Bardney

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking spaces.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with permanent ramp for use by disabled persons and entrance wide enough for a wheelchair user to gain access. Entrance doors are heavy but are kept open during polling hours.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. ALLOCATE 3 POLL CLERKS**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
BARDNEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
AC	BULLINGTON	21	4	Restaurant Annex
AD	FULNETBY	8	2	Thorn's Beehives
AE	GOLTHO	67	25	Beehive Business Park
AF	HOLTON-CUM- BECKERING	96	20	Rand
AG	RAND	29	2	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate although no kitchen facilities available. Canteen available for use by staff.

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
BARDNEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
AH	BARDNEY (SOUTHREY WARD)	180	23	The Village Hall Highthorpe Southrey

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate – quite steep short ramp.

**ENTRANCE TO BUILDING**

Adequate with permanent ramp for use by disabled persons and entrance wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities (with disabled toilet), heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CAISTOR & YARBOROUGH WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
BF BG	KEELBY No. 1 KEELBY No. 2	841 748	117 107	The Village Hall King Street Keelby

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Adequate.

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**HOWEVER, USE AS A SINGLE STATION, PRESIDING OFFICER IN MAY 2023 CONFIRMED ONE STATION ADEQUATE. KEEPING WITH EC GUIDANCE 3 POLL CLERKS BE ALLOCATED.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CAISTOR & YARBOROUGH WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
BB	CABOURNE	58	9	Caistor Town Hall
BC	CAISTOR NO.1	1343	215	High Street
BD	CAISTOR NO.2	1102	177	Caistor

DOUBLE STATION

**AVAILABILITY OF PARKING**

Adequate parking immediately outside the hall with designated disabled parking spaces

**APPROACH TO BUILDING**

Adequate – No gradient and well lit

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

EC suggest 3 poll clerks at each station due to size of electorate, however, staff who have presided this station for a number of years suggest 2 at each is more than adequate.

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CAISTOR & YARBOROUGH WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
BA BE	BROCKLESBY GREAT LIMBER	80 202	5 21	The Village Hall Church Lane Great Limber

**AVAILABILITY OF PARKING**

Ample parking immediately outside, designated spaces for disabled electors.

**APPROACH TO BUILDING**

Adequate – slight ramp. External lighting.

**ENTRANCE TO BUILDING**

Level access and entrance door wide enough for a motorised wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi  
No accessible telephone on the premises.

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CAISTOR & YARBOROUGH WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
BH	RIBY	106	13	St Edmunds Church Church Hill Riby

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

One step but alternate entrance for use by disabled persons and wheelchair users.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CHERRY WILLINGHAM WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
CA	BARLINGS	433	74	The Memorial Hall Main Road Langworth
CG	NEWBALL	35	6	
CI	STANTON-BY-LANGWORTH	75	14	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

One step at entrance. Permanent ramp for use by disabled persons and entrance wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CHERRY WILLINGHAM WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
CB	CHERRY WILLINGHAM NO.1	1577	258	The Church Hall High Street Cherry Willingham  DOUBLE STATION
CC	CHERRY WILLINGHAM NO.2	874	145	
CD	CHERRY WILLINGHAM NO.3	912	162	

**AVAILABILITY OF PARKING**

Roadside parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

The main entrance does not have a level access. However, there is an alternate entrance which is accessible by disabled persons and is also wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. EC GUIDANCE BOTH STATIONS 3 POLL CLERKS, HOWEVER THERE IS LIMITED SPACE IN THE POLLING STATION SO 2 POLL CLERKS AT EACH RECOMMENDED**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CHERRY WILLINGHAM WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
CE	FISKERTON	961	162	Fiskerton Village Hall Ferry Road Fiskerton

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

One small step but otherwise the premises are adequate.  
Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CHERRY WILLINGHAM WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
CF	GREETWELL	801	183	25 Westfield Avenue North Greetwell
<b>AVAILABILITY OF PARKING</b>				
Roadside parking.				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Two steps at entrance although a table setup in garage area for voting by disabled persons and wheelchair users if required.				
<b>INSIDE THE BUILDING</b>				
Adequate although toilet facilities not available for use by electors Kitchen and staff toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<p><b>THIS IS A DOMESTIC DWELLING. NO REPORTED PROBLEMS ASSOCIATED WITH THESE PREMISES. THERE ARE NO PUBLIC HALLS IN THE AREA OR SUITABLE VENUES. RECOMMEND THE CONTINUED USE OF THE PREMISES AS A POLLING STATION.</b></p> <p><b>APPROPRIATE INSURANCE</b></p>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
CHERRY WILLINGHAM WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
CH	REEPHAM	739	124	The Methodist Schoolroom High Street Reepham

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access, this is at the back of the church.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. 1 PO – 2 PC**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
DA DD	BUSLINGTHORPE FALDINGWORTH	52 394	13 73	The Memorial Hall High Street Faldingworth

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
DB DF	COLD HANWORTH HACKTHORN	26 147	1 24	The Village Hall Popples Hill Hackthorn

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

There is an alternative entrance for access by disabled electors if required. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
DC DH	DUNHOLME SNARFORD	1737 40	272 4	The Village Hall Honeyholes Lane Dunholme

**AVAILABILITY OF PARKING**

Adequate

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although there is a level entrance to the building there is an alternative entrance for access by disabled electors if required. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. ALLOCATE 3 POLL CLERKS**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
DE	FRIESTHORPE	26	5	Broadbent Theatre
DG	LISSINGTON	102	31	Snarford Road
DI	SNELLAND	59	21	Wickenby
DN	WICKENBY	183	30	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Main entrance has three steps. Access for disabled persons and wheelchair users at the side of the building.

**INSIDE THE BUILDING**

Restricted level area in front of stage for polling facilities as requires access by disabled persons and wheelchair users from the side door.

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
DJ	SPRIDLINGTON	184	26	The Village Hall Owmy Road Spridlington

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>No. of electors</b>	<b>No. of Postal Voters</b>	<b>Polling Place</b>
DK	TOFT NEWTON	364	53	Washington Drive Social Club Washington Drive New Toft

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Three steps at the entrance and no alternate entrance available for use by disabled electors. Able to gain access with assistance.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**THE PREMISES HAVE BEEN USED FOR MANY YEARS WITHOUT ANY REPORTED PROBLEMS. UNLESS ALTERNATE PREMISES AVAILABLE RECOMMEND CONTINUED USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
DUNHOLME & WELTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
DL DM	WELTON No.1 WELTON No.2	1546 2054	279 283	The Village Hall Ryland Road Welton  DOUBLE STATION

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**BOTH STATIONS TO HAVE 3 POLL CLERKS**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH EAST WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
EA EB	GAINS. NO.1 GAINS. NO.2	1485 815	222 73	St. George's Church Hall Heapham Road Gainsborough  DOUBLE STATION
<b>AVAILABILITY OF PARKING</b>				
Onsite parking				
<b>APPROACH TO BUILDING</b>				
Adequate – very slight gradient				
<b>ENTRANCE TO BUILDING</b>				
High door sill at entrance. Adequate with permanent ramp for use by disabled persons and entrance wide enough for wheelchair users to gain access.				
<b>INSIDE THE BUILDING</b>				
Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. <b>ALLOCATE (EA) 3 POLL CLERKS (EB) 2 POLL CLERKS</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH EAST WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
EC	GAINS. NO.3	884	122	Cornerstone Christian Centre Middlefield Lane Gainsborough

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi  
(toilet facilities not available for use by electors)

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. ALLOCATE 2 POLL CLERKS**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH EAST WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
ED EE	GAINS. NO.4 GAINS. NO.5	1866 63	189 6	Gainsborough Uphill Community Centre Riseholme Road Gainsborough

**AVAILABILITY OF PARKING7**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. ALLOCATE 3 POLL CLERKS**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH NORTH WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
FA	Gains No. 6	1942	308	West Lindsey Leisure Centre The Avenue Gainsborough

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate, however, there are no kitchen facilities available.

**RECOMMENDATION**

**NOT AN IDEAL POLLING STATION, HOWEVER, NO OTHER VENUE AVAILABLE IN THE AREA SO CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. ALLOCATE 3 POLL CLERKS**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH NORTH WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
FB	GAINS. NO.7	884	119	Gladstone House Club 370 Ropery Road Gainsborough  DOUBLE STATION (1) FB & FC & (2) FD
FC	GAINS. NO.8	478	101	
FD	GAINS. NO.9	953	112	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. ALLOCATE (1) 3 POLL CLERKS AND (2) 2 CLERKS**  
**Moved away from the school Mercers Wood Academy 2 years ago under delegation. MAKE PERMANENT CHANGE**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH NORTH WARD**

Register Number	Polling District	Total No. of electors	No. of Postal Voters	Polling Place
FE	GAINS. NO.10	1197	173	Sea Scout Headquarters Love Lane Gainsborough
<b>AVAILABILITY OF PARKING</b>				
Roadside parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.				
<b>INSIDE THE BUILDING</b>				
Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. <b>ALLOCATE 2 POLL CLERKS</b>				



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH SOUTH-WEST WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
GA	GAINS. NO.11	1064	118	The United Reform Church Gladstone Street Gainsborough
<b>AVAILABILITY OF PARKING</b>				
Roadside parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.				
<b>INSIDE THE BUILDING</b>				
Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi (toilet facilities not available for use by electors)				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. <b>ALLOCATE 2 POLL CLERKS</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH SOUTH-WEST WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
GB	GAINS. NO.12	942	128	The Vestry Trinity Arts Centre Trinity Street Gainsborough
<b>AVAILABILITY OF PARKING</b>				
Onsite parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.				
<b>INSIDE THE BUILDING</b>				
Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
CONTINUE THE USE OF THE PREMISES AS A POLLING STATION. <b>ALLOCATE 2 POLL CLERKS</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
GAINSBOROUGH SOUTH-WEST WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
GC	GAINS. NO.13	1172	213	Benjamin Adlard Primary School Sandsfield Lane Gainsborough  DOUBLE STATION
GD	GAINS. NO.14	647	89	

**AVAILABILITY OF PARKING**

On street parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

The lip over the threshold into the polling place does cause some issues with wheelchairs. There is an adequate ramp access into polling station and the entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Restricted space in area used to accommodate two polling stations. Toilet facilities available to polling staff but not for use by electors. Kitchen facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**THE HEADMASTER IS ANXIOUS THAT NO DISRUPTION IS CAUSED TO THE SCHOOL AND ALTERNATE ACCOMMODATION IS RESTRICTED WITHIN THE SCHOOL. CONTINUE THE USE OF THE PREMISES AS A POLLING STATION OWING TO THE PREMISES BEING IDEALLY LOCATED AND THERE IS NO OTHER OPTION. POSSIBILITY OF MAKING THIS INTO ONE STATION WITH 3 POLL CLERKS IN FUTURE**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
HEMSWELL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
HA HD	BLYBOROUGH GRAYINGHAM	80 109	13 31	The Conservatory 1 Hillside Blyborough

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Step at entrance but wooden ramp for use by disabled persons is available. The entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate although toilet facilities not available for use by electors

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**THIS IS A DOMESTIC DWELLING.**

**PROPERTY NO LONGER AVAILABLE AS POLLING STATION – PROPOSE MOVE TO VILLAGE HALL, WILLOUGHTON**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
HEMSWELL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
HB	CORRINGHAM	400	66	The Village Hall Middle Street Corringham

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although the entrance is level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
HEMSWELL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
HC	GLENTWORTH	245	39	The Village Hall Stoney Lane Glentworth

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
HEMSWELL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
HE	HARPSWELL	45	12	The Village Hall Maypole Street Hemswell
HG	HEMSWELL	283	42	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
HEMSWELL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
HF HI	HEAPHAM SPRINGTHORPE	92 122	19 26	The Village Hall School Lane Springthorpe

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Disabled access at rear entrance with disabled parking alongside. Entrance wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
HEMSWELL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total No. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
HH	HEMSWELL CLIFF	509	85	Hemswell Cliff Primary School Capper Avenue Hemswell Cliff

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Kitchen facilities available

**RECOMMENDATION**

Changed from Hemswell Court, due to Costs, to Hemswell Cliff Primary School. The school is more central to the village and they are more than willing for us to use the venue. **MOVED UNDER DELEGATION – RECOMMENDED THIS BE A PERMANENT CHANGE**

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
**HEMSWELL WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
HJ	WILLOUGHTON	239	25	The Village Hall
HA	<b>BLYBOROUGH</b>	80	13	Vicarage Road
HD	<b>GRAYINGHAM</b>	109	31	Willoughton
<b>AVAILABILITY OF PARKING</b>				
Roadside parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Three steps with handrail at entrance. Purpose built ramp installed for use by disabled electors and wheelchair users.				
<b>INSIDE THE BUILDING</b>				
Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>Move Blyborough and Grayingham from residential property in Blyborough to Willoughton Village Hall 0.8 mile away CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
KELSEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
IA IE	BIGBY SOMERBY	354 39	63 18	The Village Hall Main Street Bigby

**AVAILABILITY OF PARKING**

Roadside parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
KELSEY WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
IB ID	GRASBY SEARBY-CUM-OWMBY	381 166	54 47	The Village Hall Station Road Grasby

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with permanent ramp for use by disabled persons and entrance wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating, lighting and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
KELSEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
IC	NORTH KELSEY	805	164	The Village Hall School Lane North Kelsey

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
KELSEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
IF	SOUTH KELSEY	484	91	The Village Hall Rasen Road South Kelsey

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with permanent ramp for use by disabled persons and entrance wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
LEA WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
JA	KEXBY	288	49	The Village Hall Upton Road Kexby

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
LEA WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
JB	KNAITH	281	46	The Village Hall Willingham Road Knaith Park

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with permanent ramp with handrail for use by disabled persons and entrance wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
LEA WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
JC	LEA	843	180	Lea Village Hall Rectory Lane Lea

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate – although single lane track access not proved any problem

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
LEA WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
JD	UPTON	385	55	Methodist Schoolroom High Street Upton

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although the entrance is level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site, no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
KA KJ	LEGSBY SIXHILLS	169 34	42 7	Legsby County Primary School Main Road Legsby

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate – although one small step within the building

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**STOP USING THIS LOCATION AS THE SCHOOL HAS TO CLOSE - MOVE TO TEALBY. MOVED UNDER DELEGATION IN 2019 & 2023 WITHOUT ISSUES – MAKE THIS A PERMANENT CHANGE**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
KB	LINWOOD	93	18	The Festival Hall
KC	MARKET RASEN No. 1	1364	187	Caistor Road
KD	MARKET RASEN No. 2	1804	340	Market Rasen
KF	MIDDLE RASEN No. 2	778	126	

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>No. of electors</b>	<b>No. of Postal Voters</b>	<b>Polling Place</b>
KE KM	MIDDLE RASEN No. 1 WEST RASEN	918 60	141 13	Church Hall Church Street Middle Rasen

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
KH	OSGODBY	478	80	The Village Hall Mill Lane Osgodby

**AVAILABILITY OF PARKING**

Onsite parking no designated disabled parking.

**APPROACH TO BUILDING**

Adequate. External lighting.

**ENTRANCE TO BUILDING**

Small step at the main entrance which may be difficult for a wheelchair user without assistance but there is a separate level access entrance for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
KI	OWERSBY	233	38	Little Owls, North End Farm Thornton Road North Owersby

**AVAILABILITY OF PARKING**

Onsite parking no designated disabled parking.

**APPROACH TO BUILDING**

Adequate. External lighting.

**ENTRANCE TO BUILDING**

Small step at the main entrance which may be difficult for a wheelchair user without assistance but there is a separate level access entrance for wheelchair users to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
KG	NORTH WILLINGHAM	109	24	The Memorial Hall
KK	TEALBY	463	74	Beck Hill Tealby
<b>KA</b>	<b>LEGSBY</b>	<b>169</b>	<b>42</b>	
<b>KJ</b>	<b>SIXHILLS</b>	<b>34</b>	<b>7</b>	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although the entrance is level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**KA & KJ FROM LEGSBY SCHOOL (SCHOOL HAS TO CLOSE FOR THE DAY) USED TEALBY IN 2019, 2021 & 2023 WITHOUT ISSUES**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
MARKET RASEN WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
KL	WALESBY	190	49	The Village Hall Otby Lane Walesby

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building leading from a slight slope. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
NETTLEHAM WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
LA LC	GRANGE-DE-LINGS NETTLEHAM NO.2	38 1045	12 180	Nettleham Village Hall Brookfield Avenue Nettleham

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for wheelchair users to gain access. An alternate entrance may also be used.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
NETTLEHAM WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
LB	NETTLEHAM NO.1	1160	212	The Old School
LD	NETTLEHAM NO.3	1189	248	Mill Hill
LE	RISEHOLME	240	74	Nettleham

**DOUBLE STATION**

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair user to gain access

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**BOTH HAVE 2 PC'S EACH USUAL STAFF SAY THIS IS MORE THAN ADEQUATE**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SAXILBY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
MA	BROADHOLME	73	26	The Village Hall High Street Saxilby  DOUBLE STATION
MB	BROXHOLME	55	8	
ME	HARDWICK	41	9	
MG	SAXILBY WITH INGLEBY No.1	1811	291	
MH	SAXILBY WITH INGLEBY No.2	1891	357	

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair user to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**MA, MB, ME, MH – 1 STATION 1 PO & 2 PC's    2<sup>nd</sup> STATION 1 PO & 2 PC's    PO's confirm no need for further PC's**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.  
AS SAXILBY GROWS, THE VILLAGE HALL CAN ACCOMMODATE A FURTHER STATION**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SAXILBY WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
MC	BURTON No. 1	143	27	The Estate Club
MF	NORTH	172	26	Main Street
MI	CARLTON	64	9	Burton
	SOUTH			
	CARLTON			

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Concrete path with slight gradient. The lighting is poor and may prove a problem during the early and late hours of polling.

**ENTRANCE TO BUILDING**

Two small steps. Wheelchair users may gain access via the rear entrance.

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**THE PREMISES HAVE BEEN USED FOR MANY YEARS WITHOUT ANY REPORTED PROBLEMS. UNLESS ALTERNATE PREMISES AVAILABLE RECOMMEND CONTINUED USE OF THE PREMISES AS A POLLING STATION. MF AND MI TO MOVE TO THIS STATION AS USE OF ST LUKES CHURCH RECOMMENDED TO CEASE (STAFF ALLOCATIONS TO BE REVIEWED)**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SAXILBY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
MD	BURTON NO.2	642	153	The Woodcocks Burton Waters

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SAXILBY WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
MF MI	NORTH CARLTON SOUTH CARLTON	172 64	26 9	St Luke's Church Church Lane North Carlton

**AVAILABILITY OF PARKING**

Roadside parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair user to gain access

**INSIDE THE BUILDING**

Not really adequate – heating and lighting available

**HUMAN NEEDS OF POLLING STATION STAFF**

Limited facilities. **Portaloo provided**  
No running water

**RECOMMENDATION**

**STOP USING THIS STATION DUE TO POOR FACILITES Alternative venue recommended - JOIN BURTON ESTATE CLUB  
2.6 MILES (4 MINS)**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCAMPTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
NA	AISTHORPE	73	9	BSA Village Hall Village Hall Lane Aisthorpe
NB	BRATTLEBY	84	16	
NF	SCAMPTON No. 1	184	35	
NH	THORPE-IN-THE-FALLOWS	17	5	

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate although swing doors can make access awkward.  
Toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate - Kitchen facilities are limited

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCAMPTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
NC NE	CAMMERINGHAM INGHAM	97 797	16 131	The Village Hall The Green Ingham

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCAMPTON WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
ND	FILLINGHAM	179	19	The Village Hall Willingham Road Fillingham
<b>AVAILABILITY OF PARKING</b>				
Limited to 3 vehicles otherwise roadside parking.				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Adequate with permanent ramp with handrail for use by disabled persons and entrance is wide enough for a wheelchair user to gain access.				
<b>INSIDE THE BUILDING</b>				
Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCAMPTON WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
NG	SCAMPTON No. 2	693	103	The Barnes Wallace Community Centre (Formerly Scampton Youth HUB Gibson Drive RAF Scampton

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site limited WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**The Electorate had been relocated to Polly Platt Primary School under delegation whilst the RAF site was going through ownership changes, with the former youth hub been unavailable during that time. The polling station was re-instated at its original site in May 2024 and is a better alternative to the Polly Platt School - CONTINUE THE USE OF THE PREMISES AS A POLLING STATION, NOTING ITS NEW NAME.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
OA OG	BLYTON PILHAM	965 50	182 14	The Memorial Hall Church Lane Blyton

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
OB ON	EAST FERRY WILDSWORTH	98 59	17 10	The Conservatory Ferry Farm 11 High Street East Ferry

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**INSURANCE**

**THIS IS A DOMESTIC DWELLING. NO REPORTED PROBLEMS ASSOCIATED WITH THESE PREMISES. THERE ARE NO PUBLIC HALLS IN THE AREA. RECOMMEND THE CONTINUED USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
OC OM	EAST STOCKWITH WALKERITH	212 61	21 14	Grosvenor House Care Home 19 Back Street East Stockwith

**AVAILABILITY OF PARKING**

On street parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
OD	LAUGHTON	320	46	Methodist Schoolroom Scotter Road Laughton
<b>AVAILABILITY OF PARKING</b>				
Onsite parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Outside steps at entrance with rotting handrail. Difficult for disabled persons and wheelchair users to gain access – but not impossible.				
<b>INSIDE THE BUILDING</b>				
Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site no WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<p><b>THE PREMISES HAVE BEEN USED FOR MANY YEARS WITHOUT ANY REPORTED PROBLEMS. UNLESS ALTERNATE PREMISES AVAILABLE RECOMMEND CONTINUED USE OF THE PREMISES AS A POLLING STATION.</b></p>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
OE OL	MORTON THONOCK	1113 28	218 0	Morton Village Hall Walkerith Road Morton
<b>AVAILABILITY OF PARKING</b>				
Onsite parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access				
<b>INSIDE THE BUILDING</b>				
Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
OH OI	SCOTTER No.1 SCOTTER No. 2	1362 1069	267 174	The Village Hall High Street Scotter  DOUBLE STATION

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.      BOTH STATIONS HAVE 1 PO & 2 PC's ?**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
OJ	SCOTTER No. 3	98	16	The Conservatory Barlings House Farm Butterwick Road Susworth

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**INSURANCE**

**THIS IS A DOMESTIC DWELLING. NO REPORTED PROBLEMS ASSOCIATED WITH THESE PREMISES. THERE ARE NO PUBLIC HALLS IN THE AREA. RECOMMEND THE CONTINUED USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SCOTTER & BLYTON WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
OF OK	NORTHORPE SCOTTON	115 495	38 59	The Village Hall Northorpe Road Scotton

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
STOW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
PA	STOW	300	48	St Mary's Church Church Road Stow

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

The main doors can be opened fully to allow level access for disabled persons and would then be wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Tiled floor can become slippery when wet.  
Kitchen and toilet facilities, heating and lighting, first aid kit on site no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
STOW WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
PB	STURTON-BY-STOW	1185	150	The Village Hall High Street Sturton-by-Stow
<b>AVAILABILITY OF PARKING</b>				
Onsite parking including designated disabled parking space				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair user to gain access				
<b>INSIDE THE BUILDING</b>				
Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
STOW WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
PC	WILLINGHAM	497	60	The Village Hall High Street Willingham-by-Stow
<b>AVAILABILITY OF PARKING</b>				
On street parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Although the entrance has a couple of small steps there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.				
<b>INSIDE THE BUILDING</b>				
Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SUSBROOKE WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
QA	SCOTHERN	773	101	The Village Hall Main Street Scothern

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although the entrance is level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
SUDBROOKE WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
QB	SUDBROOKE	1410	276	The Village Hall Scothern Lane Sudbrooke

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**



**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
TORKSEY WARD**

Register Number	Polling District	No. of electors	No. of Postal Voters	Polling Place
RA RG	BRAMPTON TORKSEY	56 686	20 220	St Peter's Church Main Street Torksey
<b>AVAILABILITY OF PARKING</b>				
Adequate				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Adequate with access by disabled persons and wheelchair users.				
<b>INSIDE THE BUILDING</b>				
Adequate - Toilet facilities, heating and lighting, first aid kit on site no WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate. <b>PORTALOO PROVIDED.</b>				
<b>RECOMMENDATION</b>				
<b>THESE PREMISES ARE CLOSING WITHIN 2 YEARS, NEED TO FIND ALTERNATIVE VENUE ASAP</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
TORKSEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
RB RD	FENTON KETTLETHORPE	401 324	107 56	The Village Hall Kettlethorpe Lane Kettlethorpe

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
TORKSEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>No. of electors</b>	<b>No. of Postal Voters</b>	<b>Polling Place</b>
RC RE	GATE BURTON MARTON	36 553	4 103	The Village Hall Trent Port Road Marton

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
TORKSEY WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
RF	NEWTON-ON-TRENT	311	41	St Peter's Church High Street Newton-on-Trent

**AVAILABILITY OF PARKING**

Onsite parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with level access to the building. The entrance is wide enough for wheelchair users to gain access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
WADDINGHAM & SPITAL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
SA	BISHOP NORTON	271	46	The Village Hall Grange Lane Bishop Norton
<b>AVAILABILITY OF PARKING</b>				
Onsite parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Although the entrance is level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.				
<b>INSIDE THE BUILDING</b>				
Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
WADDINGHAM & SPITAL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
SB	CAENBY	61	7	The Village Hall Bishop Norton Road Glentham
SC	GLENTHAM	364	74	
SD	NORMANBY BY SPITAL	299	63	
SE	OWMBY	267	54	
SF	SAXBY	31	0	
SI	WEST FIRSBY	25	1	

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although the entrance is level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**SD, SE, SF & SI MOVE FROM NORMANBY SCHOOL, WHICH HAS TO CLOSE, TO VILLAGE HALL - HAPPENED IN 2021 & 2023 WITHOUT ANY ISSUES – MAKE THIS A PERMANENT MOVE**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
WADDINGHAM & SPITAL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
SD	NORMANBY-BY-SPITAL	299	63	County Primary School Main Road Normanby-by-Spital
SE	OWMBY	267	54	
SF	SAXBY	31	0	
SI	WEST FIRSBY	25	1	

**AVAILABILITY OF PARKING**

Adequate

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Although the entrance is not level there is a permanent ramp for use by disabled persons and the entrance is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**MOVE TO GLENTHAM VILLAGE HALL - SCHOOL HAS TO CLOSE. USED GLENTHAM IN 2021 AND 2023 WITHOUT ANY ISSUES. RECOMMEND TO MAKE THIS PERMANENT**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
WADDINGHAM & SPITAL WARD**

Register Number	Polling District	Total no. of electors	Postal Voters	Polling Place
SG	SNITTERBY	188	24	The Village Hall School Lane Snitterby
<b>AVAILABILITY OF PARKING</b>				
Onsite parking				
<b>APPROACH TO BUILDING</b>				
Adequate				
<b>ENTRANCE TO BUILDING</b>				
Level entrance allows access by disabled persons and the entrance is wide enough for a wheelchair user to gain access.				
<b>INSIDE THE BUILDING</b>				
Small step from entrance into main hall. Kitchen and toilet facilities, heating, lighting and WiFi				
<b>HUMAN NEEDS OF POLLING STATION STAFF</b>				
Adequate				
<b>RECOMMENDATION</b>				
<b>CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.</b>				

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**



**WADDINGHAM & SPITAL WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
SH	WADDINGHAM	513	70	The Jubilee Hall Common Road Waddingham

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and entrance wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**WOLD VIEW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
TA	BROOKENBY	529	69	The Village Hall
TD	KIRMOND LE MIRE	32	9	Kent Road
TH	STAINTON LE VALE	53	15	Brookenby
TJ	SWINHOPE	125	44	
TL	THORGANBY	32	10	

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows easy access for disabled persons and wheelchair users.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi  
However, kitchen facilities are limited

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**USE AS SINGLE STATION FOR ALL ELECTIONS APART FROM LCC WHEN TD & TH ARE IN DIFFERENT DIVISIONS**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS  
WOLD VIEW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
TB	CLAXBY	127	24	The Village Hall
TF	NORMANBY-LE-WOLD	38	6	Normanby Rise Claxby

**AVAILABILITY OF PARKING**

Roadside parking.

**APPROACH TO BUILDING**

Steps in the grounds.

**ENTRANCE TO BUILDING**

Steps into building

**INSIDE THE BUILDING**

Door thresholds may cause trip hazard.  
Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**THE PREMISES HAVE BEEN USED FOR MANY YEARS WITHOUT ANY REPORTED PROBLEMS. UNLESS ALTERNATE PREMISES AVAILABLE RECOMMEND CONTINUED USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

**WOLD VIEW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
TC	HOLTON-LE-MOOR	137	17	Moot Hall Market Rasen Road Holton-le-Moor

**AVAILABILITY OF PARKING**

Roadside parking

**APPROACH TO BUILDING**

Slope outside but this can be avoided.

**ENTRANCE TO BUILDING**

Adequate and level entrance enables access by disabled persons and is wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**WOLD VIEW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
TE	NETTLETON	563	85	Nettleton Village Hall Moortown Road Nettleton

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Level entrance allows access by disabled persons and entrance wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**WOLD VIEW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
TG	ROTHWELL	164	26	The Village Hall School Lane Rothwell
TK	THORESWAY	83	18	

**AVAILABILITY OF PARKING**

Roadside parking

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

No disabled access

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site no WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

**WOLD VIEW WARD**

<b>Register Number</b>	<b>Polling District</b>	<b>Total no. of electors</b>	<b>Postal Voters</b>	<b>Polling Place</b>
TI	Swallow	154	24	Swallow Village Hall Limber Road Swallow

**AVAILABILITY OF PARKING**

Onsite parking including designated disabled parking space

**APPROACH TO BUILDING**

Adequate

**ENTRANCE TO BUILDING**

Adequate with permanent ramp for use by disabled persons and entrance wide enough for a wheelchair user to gain access.

**INSIDE THE BUILDING**

Adequate - Kitchen and toilet facilities, heating and lighting, first aid kit on site and WiFi

**HUMAN NEEDS OF POLLING STATION STAFF**

Adequate

**RECOMMENDATION**

**CONTINUE THE USE OF THE PREMISES AS A POLLING STATION.**

# Equality Impact Assessment Form v.2

September 2024



## Version Control

<b>Version</b>	<b>Responsible Officer</b>	<b>Review Date</b>	<b>Changes</b>
V.1	Katy Allen	29/01/24	New
V.2	Katy Allen	9/9/24	Changes from initial training session

This tool helps West Lindsey District Council ensure that we fulfil legal obligations of the Public Sector Equality Duty to have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act.
- b) Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- c) Foster good relations between people who share a protected characteristic and those who do not.

Guidance on completing this form can be found at [Equality and Diversity \(sharepoint.com\)](#) and for support please contact the Corporate Governance Officer on [engagement@west-lindsey.gov.uk](mailto:engagement@west-lindsey.gov.uk).

This form needs to be completed as part of a team as noted in the Equality Impact Assessment Guidance and once undertaken sent to [engagement@west-lindsey.gov.uk](mailto:engagement@west-lindsey.gov.uk).

Name and job title for the lead officer
Katie Storr – Democratic Services and Elections Team Manager

Name and job titles for other members of the assessment team
Katy Allen – Corporate Governance Officer

Date of assessment
18/10/2024

**Stage 1 – Scoping and Defining**

1. Name of strategy, policy, plan, project or change to the service
Closure of Polling Station sites

2. What is the objective or purpose of the strategy, plan, project or change?
Closure of St Lukes Church, North Carlton and The Conservatory, Blyborough. Reviews of all polling stations need legally to be undertaken and under the latest review one is a private residence and no longer available and St. Lukes Church is unacceptable to use due to lack of resources and facilities.

3. Who will be affected by this strategy, policy, plan, project or change to the service?
Residents <input checked="" type="checkbox"/>
Visitors <input type="checkbox"/>

Staff Elected Members	<input checked="" type="checkbox"/> <input type="checkbox"/>
Please state any specific group or groups that may be affected:  Electorate within the locations plus polling staff will be affected.	

4. What type of change is this?	
New Major change Minor change Stopping service	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

## Stage 2 - Information Gathering

5. What research methods/evidence have you used in order to identify equality impacts of your strategy, policy, plan, project or change to your service?
Addresses of those affected. Location of proposed venues and distance between. Amount of postal issued within the area. Numbers of those voting in previous elections.

6. What consultation has been used as part of the information gathering?
Ward councillors, parish councils, political groups and a public notice, press release in local media all undertaken in regard to the review. Feedback from staff working in the locations. Appraisal undertaken from all locations.

7. Has there been any demographic changes or trends locally and if so what?
Amount of those voting in stations is reducing nationally.

### Stage 3 – Engagement and Consultation

8. Consultation	
a. Do you need to undertake any new consultation?	
Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
b. If yes, what consultation is needed?	
Statutory notice will be put up and any objections will be reviewed and taken into consideration for a final decision.	

### Stage 4 – Potential Impacts

**For each category below, explain if the strategy, policy, plan or service change could have a positive or negative impact or no impact. Where an impact is identified from the information gathering and consultation, please explain what it is. Consider how this impact would affect each user (residents/visitors/staff/elected members/any other group).**

9. Age
Mileage taken into account between those proposed for closure and the location which would be therefore used. The locations proposed for closure are places which already have no other facilities so it is likely that those living within the area already have transport of some kind. May however have an impact on those who are less mobile or with no vehicle.

10. Disability
Mileage taken into account between those proposed for closure and the location which would be therefore used. The locations proposed for closure are places which already have no other facilities so it is likely that those living within the area already have transport of some kind. May however have an impact on those who are less mobile or with no vehicle. The locations proposed for closure may not be disability compliant.

11. Sex

12. Gender reassignment

13. Race

14. Religion or belief

15. Sexual orientation

16. Pregnancy and maternity

17. Marriage and civil partnership

18. Member of Armed Forces Community

19. Care Experience

20. Any other factors that may lead to inequality such as low-income groups or those experiencing poverty or groups which have more than one protected characteristic

**Stage 5 – Recommendation and potential actions**

21. What course of action is recommended	
No major change needed	<input type="checkbox"/>
Adjust the strategy, policy, plan or service	<input type="checkbox"/>
Adverse impact but continue	<input checked="" type="checkbox"/>
Stop progress	<input type="checkbox"/>

22. What actions are needed?
Ensuring those in the locations are aware of the absence voting routes that they can use.

**Stage 6 – Sign off**

23. Date of EIA sign off
18/10/24

24. Name and title of Director for sign off
Emma Foy – Director Resources

These completed forms are important documents and the Equality and Human Rights Commission may request to examine them in the event of any challenge, therefore once sign off has taken place these forms but be forward to the Corporate Governance Officer on [engagement@west-lindsey.gov.uk](mailto:engagement@west-lindsey.gov.uk). These are to be taken into account for any relevant committee report and will be reported in the annual Equality, Diversity and Inclusion Report.