



**Castle House  
Great North Road  
Newark  
NG24 1BY**

**Tel: 01636 650000**  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Wednesday, 21 February 2024**

**Chair: Councillor J Hall  
Vice-Chair: Councillor L Tift**

**Members of the Committee:**

**Councillor N Allen  
Councillor A Brazier  
Councillor L Brazier  
Councillor R Cozens  
Councillor D Darby  
Councillor R Jackson  
Councillor S Michael**

**Councillor D Moore  
Councillor K Roberts  
Councillor S Saddington  
Councillor P Taylor  
Councillor T Wendels  
Councillor T Wildgust**

<b>MEETING:</b>	<b>General Purposes Committee</b>
<b>DATE:</b>	<b>Thursday, 29 February 2024 at 6.00 pm</b>
<b>VENUE:</b>	<b>Castle House, Great North Road, Newark, NG24 1BY</b>
<p><b>You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as overleaf.</b></p> <p><b>If you have any queries please contact Helen Brandham on <a href="mailto:helen.brandham@newark-sherwooddc.gov.uk">helen.brandham@newark-sherwooddc.gov.uk</a> 01636 655248.</b></p>	

## **AGENDA**

### **Page Nos.**

1. Notification to those present that the meeting will be recorded and streamed online
2. Apologies for Absence
3. Declarations of Interests from Members and Officers
4. Minutes of the Meeting Held on 30 November 2023
5. Forward Plan - March 2024 to February 2025

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### **PART 1 - ITEMS FOR DECISION**

6. Review of Polling Districts and Polling Places
7. Request to Remove Reference to Trailers in the HC/PH Vehicles Policy

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### **PART 2 - ITEMS FOR INFORMATION**

8. Department of Transport Taxi & PH Best Practice Guidance

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### **PART 3 - STATISTICAL AND PERFORMANCE REVIEW ITEMS**

9. Update on Performance and Enforcement Matters

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### **PART 4 - EXEMPT AND CONFIDENTIAL ITEMS**

10. Exclusion of the Press and Public

To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

11. Minutes of Hackney Carriage & Private Hire Driver's Sub-Committees held on 18 December 2023

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## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 30 November 2023 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor R Cozens, Councillor D Darby, Councillor S Michael, Councillor D Moore, Councillor S Saddington, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor L Tift (Vice-Chair), Councillor R Jackson and Councillor K Roberts

### 15 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 16 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

### 17 MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2023

AGREED that the Minutes of the meeting held on 14 September 2023 were a correct record and signed by the Chairman.

### 18 FORWARD PLAN (DECEMBER 2023 TO NOVEMBER 2024)

NOTED the General Purposes Committee's Forward Plan from 1 December 2023 to 30 November 2024.

### 19 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Environmental Health & Licensing Manager which sought to provide Members with information as to the activity and performance of the Licensing Team between 1 July to 30 September 2023.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.04 pm.

### **Forward Plan of the General Purposes Committee Decisions from 1 March 2024 to 28 February 2025**

This document records some of the items that will be submitted to the General Purposes Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for General Purposes Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

<b>Meeting Date</b>	<b>Subject for Decision and Brief Description</b>	<b>Contact Officer Details</b>
TBC	Taxi & Private Hire Vehicle Licensing: Best Practice Guidance for Licensing Authorities in England	<a href="mailto:damian.wilkins@newark-sherwooddc.gov.uk">damian.wilkins@newark-sherwooddc.gov.uk</a>
TBC	Norwell Community Governance Review	<a href="mailto:Nigel.hill@newark-sherwooddc.gov.uk">Nigel.hill@newark-sherwooddc.gov.uk</a> <a href="mailto:Mark.jurejko@newark-sherwooddc.gov.uk">Mark.jurejko@newark-sherwooddc.gov.uk</a>
TBC	Cotham Community Governance Review	<a href="mailto:Nigel.hill@newark-sherwooddc.gov.uk">Nigel.hill@newark-sherwooddc.gov.uk</a> <a href="mailto:Mark.jurejko@newark-sherwooddc.gov.uk">Mark.jurejko@newark-sherwooddc.gov.uk</a>



Report to: General Purposes Committee – 29 February 2024

Director Lead: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services  
[nigel.hill@newark-sherwooddc.gov.uk](mailto:nigel.hill@newark-sherwooddc.gov.uk)

Report Summary	
<b>Report Title</b>	Review of Polling Districts and Polling Places
<b>Purpose of Report</b>	To consider representations received during the Review of Polling Districts and Polling Places and to recommend a final scheme to the Full Council for approval and adoption.
<b>Recommendations</b>	That the proposals, as set out in the <b>Appendix</b> to the report, subject to any revisions put forward by the Committee, be recommended to the Full Council for approval.
<b>Reason for Recommendation</b>	There is a statutory requirement to review the Councils scheme of polling districts, places and stations to ensure that all electors in the authority have reasonable facilities for voting which are practical given the local circumstances.

## 1.0 Background

- 1.1 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the Representation of the People Act 1983 in respect of the way in which reviews of polling districts and polling places must be carried out.
- 1.2 It is a requirement that local authorities undertake a compulsory review of their polling districts and polling places for UK parliamentary constituencies at least once every five years and prior to a Parliamentary Election. The last review was undertaken in 2019, so the review has been undertaken now given the time elapsed since the last review and it is anticipated that the next UK Parliamentary Election will be held at some point in 2024 (the last date such an election can be held is 28 January 2025).
- 1.3 Given there are scheduled elections taking place on Thursday 2 May 2024 (East Midlands Combined Authority Mayor and Nottinghamshire Police & Crime Commissioner) it was considered appropriate to undertake the review early in 2024 in order to have an agreed final scheme ahead of these scheduled polls.
- 1.4 The table below sets out the timetable for the review:

Publication of notice and consultation document – consultation opens	Monday 18 December 2023
Closing date for representations	Friday 16 February 2024

Report on representations to General Purposes Committee. General Purposes to recommend a final scheme to the Full Council	Thursday 29 February 2024
Full Council to agree final scheme	Thursday 7 March 2024

- 1.5 The requisite notice of review and consultation were published on the Council's website in accordance with the review timetable and responses were invited from electors, Members, Parish and Town Councils and accessibility groups etc.

## **2.0 Proposal/Options Considered**

- 2.1 Following the nine-week consultation period, only one representation was received which was from an elector in the Parish of Norwell who made a case for retaining Norwell Village Hall as a polling station as the village was poorly served by public transport. Norwell Village Hall is an existing polling station with no proposal to change what is considered a suitable building.
- 2.2 As Members will see from the draft scheme which is attached as Appendix A to the report, there are three specific areas for which a resolution is sought in relation to polling stations. No representations were made or alternative suggestions made in relation to these during the consultation. These are as follows:

### **Bulcote (Lowdham District Ward: Polling District JB)**

The polling station used at the 2023 District & Parish Elections was a private dwelling. This dwelling has now been sold and is therefore no longer available for use as polling station. There are no alternative venues in the parish, and as such the draft scheme proposes to direct voters to Lowdham Village Hall until such time a replacement can be found. It is understood there is proposed future development in the parish which may bring about a community facility.

### **Winkburn (Southwell District Ward: Polling District SI)**

The polling station used at the 2023 District & Parish Elections was Winkburn School, but this is no longer considered suitable given its poor state of repair and poor facilities for staff. Two alternative venues have been identified within the parish, the Winkburn Micro-Brewery and Winkburn Learn2Print. Having assessed both options, the use of the Micro-Brewery is recommended.

### **Magnus Church of England Academy (Beacon District Ward: Polling District AD)**

This polling station has poor accessibility with poor staff facilities and is no longer considered as appropriate to serve this polling district. Potential options around alternative venues are being considered, with the preferred solution being to explore the possibility of a different location on the school site, but officers will also explore any alternative venues.

- 2.3 Any changes to polling stations will be advised to electors on their poll cards which are sent out prior to the poll, and in good time for electors to make an absent vote application of they cannot vote in person at the polling station.
- 2.4 The Committee are invited to consider the proposals, as contained in the Polling District Scheme, which will then be recommended to Full Council at their meeting to be held on 7 March 2024.
- 2.5 The General Purposes Committee issued a general delegation to the Returning Officer to make required changes to polling stations which become necessary following consultation with the Chair of the Committee and relevant Ward Members.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Equalities Implications**

As part of the review, local authorities must consider the accessibility of potential polling stations when considering designating as a polling place. All electors should have reasonable facilities for voting as are practicable in the circumstances and so far as reasonable and practicable every polling place should be accessible to voters who are disabled.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Commission Guidance

Responses received in respect of the Consultation

District Ward Summary: Balderton North & Coddington	
Parliamentary Constituency	Newark
Number of Polling Districts	7 (EA, EB, EC, ED, EE, EF and EG)
Number of Polling Places	5
Number of properties (as at 01/12/23)	3,251
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	5,176

Polling District Information: EA	
Parish	Parish of Balderton – Rowan Ward
County Division	Balderton
Polling Place	John Hunt Primary & Nursery School, London Road, Balderton, NEWARK, NG24 3BN
Polling Place comments	Used the old nursery building for Newark Parliamentary by-election on 5 June 2014 and proposed to continue to use this for future elections. This enables the school to remain open. This building, which is adjacent to the school, has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	912
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,391
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	270
Number of Voters in Person (as at 01/12/23)	1,121
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: EB	
Parish	Newark Town – East Ward (Beacon Ward for 04/05/23 elections)
County Division	Newark East
Polling Place	Balderton Village Centre, Coronation Street, Balderton, NEWARK, NG24 3BD
Polling Place comments	This building has good car parking facilities and excellent access for all electors.
Number of properties (as at 01/12/23)	3
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	4
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	1
Number of Voters in Person (as at 01/12/23)	3
Number of Stations	1
Summary/Recommendation	No proposed change







### District Ward Summary: Balderton South

Parliamentary Constituency	Newark
Number of Polling Districts	3 (FA, FB and FC)
Number of Polling Places	2
Number of properties (as at 01/12/23)	2,710
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	4,276

Polling District Information: <b>FA</b>	
Parish	Parish of Balderton – South Ward
County Division	Balderton
Polling Place	William Ghent House, Gibson Crescent, Balderton, NEWARK, NG24 3EB
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,317
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,133
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	367
Number of Voters in Person (as at 01/12/23)	1,766
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>FB</b>	
Parish	Newark Town – South Ward (from 04/05/23 elections)
County Division	Balderton
Polling Place	William Ghent House, Gibson Crescent, Balderton, NEWARK, NG24 3EB
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	469
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	641
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	111
Number of Voters in Person (as at 01/12/23)	530
Number of Stations	0 (merged into one of the polling stations in FA)
Summary/Recommendation	No proposed change



District Ward Summary: <b>Beacon</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	5 (AA, AA1, AB, AC and AD)
Number of Polling Places	3
Number of properties (as at 01/12/23)	4,667
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	6,674

Polling District Information: <b>AA</b>	
Parish	Newark Town – Beacon Ward
County Division	Newark East
Polling Place	Charles Street Methodist Church, Charles Street, NEWARK, NG24 1RN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/12/23)	1,873
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,505
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	373
Number of Voters in Person (as at 01/12/23)	2,132
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>AA1</b>	
Parish	Balderton – North Ward
County Division	Newark East
Polling Place	Charles Street Methodist Church, Charles Street, NEWARK, NG24 1RN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/12/23)	1
Number of properties with no electors registered (as at 01/12/23)	0
Number of Electors (as at 01/12/23)	0
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	0
Number of Voters in Person (as at 01/12/23)	0
Number of Stations	0 (merged into one of the polling stations in AA)
Summary/Recommendation	No proposed change





District Ward Summary: <b>Bilsthorpe</b>	
Parliamentary Constituency	Sherwood Forest
Number of Polling Districts	3 (NA, NB and NC)
Number of Polling Places	2
Number of properties (as at 01/12/23)	2,003
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,834

Polling District Information: <b>NA</b>	
Parish	Parish of Bilsthorpe
County Division	Muskham & Farnsfield
Polling Place	The Green Community Centre, The Green, BILSTHORPE, NG22 8QQ
Polling Place comments	New polling place from 04/05/23 elections, to replace Bilsthorpe Village Hall, Cross Street, BILSTHORPE, NG22 8QY, following consultation with members, as no longer available for us to use as a polling place. This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,351
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,911
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	259
Number of Voters in Person (as at 01/12/23)	1,652
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>NB</b>	
Parish	Parish of Rufford – Mickledale Ward
County Division	Muskham & Farnsfield
Polling Place	The Green Community Centre, The Green, BILSTHORPE, NG22 8QQ
Polling Place comments	New polling place from 04/05/23 elections, to replace Bilsthorpe Village Hall, Cross Street, BILSTHORPE, NG22 8QY, following consultation with members, as no longer available for us to use as a polling place. This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	81
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	130
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	35
Number of Voters in Person (as at 01/12/23)	95
Number of Stations	0 (merged into the polling station in NB)
Summary/Recommendation	No proposed change





District Ward Summary: <b>Boughton</b>	
Parliamentary Constituency	Sherwood Forest
Number of Polling Districts	3 (QA, QB and QC)
Number of Polling Places	3
Number of properties (as at 01/12/23)	1,522
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,290

Polling District Information: <b>QA</b>	
Parish	Ollerton & Boughton Town – Boughton Ward
County Division	Ollerton
Polling Place	The Dukeries Young Peoples Centre, Main Road, BOUGHTON, NG22 9JE
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	763
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,090
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	198
Number of Voters in Person (as at 01/12/23)	892
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>QB</b>	
Parish	Parish of Kirton
County Division	Ollerton
Polling Place	Room At Kirton Hall Farm, Main Street, KIRTON, NG22 9LP
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	140
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	222
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	44
Number of Voters in Person (as at 01/12/23)	174
Number of Stations	1
Summary/Recommendation	No proposed change



District Ward Summary: <b>Bridge</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	4 (BA, BB, BC and BD)
Number of Polling Places	4
Number of properties (as at 01/12/23)	3,542
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	4,750

Polling District Information: <b>BA</b>	
Parish	Newark Town – Bridge Ward
County Division	Collingham
Polling Place	Church Of Promise, Winthorpe Road, NEWARK, NG24 2AA
Polling Place comments	New polling place from 04/05/23 elections, to replace Bishop Alexander Primary School, Wolsey Road, NEWARK, NG24 2BQ, following consultation with members, as no longer available for us to use as a polling place. This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	655
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	913
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	140
Number of Voters in Person (as at 01/12/23)	773
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>BB</b>	
Parish	Newark Town – Bridge Ward
County Division	Collingham
Polling Place	Bridge Community Centre, Lincoln Road, NEWARK, NG24 2DQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,314
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,973
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	358
Number of Voters in Person (as at 01/12/23)	1,615
Number of Stations	1
Summary/Recommendation	No proposed change



District Ward Summary: <b>Castle</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	2 (CA and CB)
Number of Polling Places	2
Number of properties (as at 01/12/23)	2,366
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,575

Polling District Information: <b>CA</b>	
Parish	Newark Town – Castle Ward
County Division	Farndon & Trent
Polling Place	7th Newark Scout Group Hall, Lovers Lane, NEWARK, NG24 1HZ
Polling Place comments	This building has good car parking facilities and access for all electors. There is no ramp, but alternative disabled access is available and signed.
Number of properties (as at 01/12/23)	870
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as of 01/12/23)	841
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	168
Number of Voters in Person (as at 01/12/23)	673
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>CB</b>	
Parish	Newark Town – Castle Ward
County Division	Farndon & Trent
Polling Place	Holy Trinity Community And Partnership Centre, Boundary Road, NEWARK, NG24 4AU
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members in June 2018: Venue changed from Christ Church Infant School, Victoria Street, as no longer available for us to use as a polling place.
Number of properties (as at 01/12/23)	1,496
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as of 01/12/23)	1,734
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	329
Number of Voters in Person (as at 01/12/23)	1,405
Number of Stations	1
Summary/Recommendation	No proposed change

District Ward Summary: <b>Collingham</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	13 (UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL and UM)
Number of Polling Places	8
Number of properties (as at 01/12/23)	2,854
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	4,753

Polling District Information: <b>UA</b>	
Parish	Parish of Collingham
County Division	Collingham
Polling Place	Collingham War Memorial Hall, Collingham, NEWARK, NG23 7LB
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/12/23)	1,622
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,576
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	530
Number of Voters in Person (as at 01/12/23)	2,046
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>UB</b>	
Parish	Parish of Winthorpe & Langford – Winthorpe Ward
County Division	Collingham
Polling Place	Winthorpe Village Hall, Gainsborough Road, Winthorpe, NEWARK, NG24 2NN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/12/23)	303
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	524
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	98
Number of Voters in Person (as at 01/12/23)	426
Number of Stations	1
Summary/Recommendation	No proposed change











District Ward Summary: <b>Devon</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	5 (DA, DB, DC, DD and DE)
Number of Polling Places	5
Number of properties (as at 01/12/23)	4,406
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	6,376

Polling District Information: <b>DA</b>	
Parish	Newark Town – Devon Ward
County Division	Newark West
Polling Place	Thomas Mann Pavilion, Between 89 91 Valley Prospect, NEWARK, NG24 4QN
Polling Place comments	The building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	529
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	864
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	177
Number of Voters in Person (as at 01/12/23)	687
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>DB</b>	
Parish	Newark Town – Devon Ward
County Division	Newark West
Polling Place	Hawtonville Community Centre, St Marys Gardens, NEWARK, NG24 4JQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,476
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,177
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	328
Number of Voters in Person (as at 01/12/23)	1,849
Number of Stations	2
Summary/Recommendation	No proposed change



District Ward Summary: <b>Dover Beck</b>	
Parliamentary Constituency	Sherwood Forest (from 29/11/23, previously Newark except Polling District: IG previously was Sherwood)
Number of Polling Districts	7 (IA, IB, IC, ID, IE, IF and IG)
Number of Polling Places	6
Number of properties (as at 01/12/23)	1,391
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,407

Polling District Information: <b>IA</b>	
Parish	Parish of Gunthorpe
County Division	Southwell
Polling Place	Gunthorpe Village Hall, Davids Lane, GUNTHORPE, NG14 7EW
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	349
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	590
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	108
Number of Voters in Person (as at 01/12/23)	482
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>IB</b>	
Parish	Parish of Caythorpe
County Division	Southwell
Polling Place	Caythorpe War Memorial Hall, CAYTHORPE, NG14 7EF
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	123
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	203
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	45
Number of Voters in Person (as at 01/12/23)	158
Number of Stations	1
Summary/Recommendation	No proposed change







### District Ward Summary: Edwinstowe & Clipstone

Parliamentary Constituency	Sherwood Forest
Number of Polling Districts	5 (OA, OB, OC, OD and OE)
Number of Polling Places	3
Number of properties (as at 01/12/23)	5,673
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	8,939

Polling District Information: <b>OA</b>	
Parish	Parish of Clipstone – Clipstone Village Ward
County Division	Sherwood Forest
Polling Place	Clipstone Village Hall, Church Road, CLIPSTONE, NG21 9DF
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,549
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,413
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	364
Number of Voters in Person (as at 01/12/23)	2,049
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>OB</b>	
Parish	Parish of Clipstone – Cavendish Ward
County Division	Sherwood Forest
Polling Place	Clipstone Village Hall, Church Road, CLIPSTONE, NG21 9DF
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,049
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,850
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	364
Number of Voters in Person (as at 01/12/23)	1,486
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>OC</b>	
Parish	Parish of Kings Clipstone
County Division	Sherwood Forest
Polling Place	Clipstone Village Hall, Church Road, CLIPSTONE, NG21 9DF
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	155
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	265
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	85
Number of Voters in Person (as at 01/12/23)	180
Number of Stations	0 (merged into the polling station in OB)
Summary/Recommendation	No proposed change

Polling District Information: <b>OD</b>	
Parish	Parish of Edwinstowe
County Division	Sherwood Forest
Polling Place	Abbey Road Community Centre, 25 Abbey Road, Edwinstowe, MANSFIELD, NG21 9LQ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	852
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,445
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	272
Number of Voters in Person (as at 01/12/23)	1,173
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>OE</b>	
Parish	Parish of Edwinstowe
County Division	Sherwood Forest
Polling Place	Edwinstowe Village Hall, Mansfield Road, EDWINSTOWE, NG21 9NJ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	2,068
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,966
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	570
Number of Voters in Person (as at 01/12/23)	2,396
Number of Stations	2
Summary/Recommendation	No proposed change

District Ward Summary: Farndon & Fernwood	
Parliamentary Constituency	Newark
Number of Polling Districts	12 (GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK and GL)
Number of Polling Places	7
Number of properties (as at 01/12/23)	4,293
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	5,975

Polling District Information: <b>GA</b>	
Parish	Parish of Farndon
County Division	Farndon & Trent
Polling Place	Farndon Memorial Hall, Marsh Lane, Farndon, NEWARK, NG24 3SZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,157
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,928
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	391
Number of Voters in Person (as at 01/12/23)	1,537
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>GB</b>	
Parish	Parish of East Stoke & Thorpe – East Stoke Ward
County Division	Farndon & Trent
Polling Place	Farndon Memorial Hall, Marsh Lane, Farndon, NEWARK, NG24 3SZ
Polling Place comments	New polling place from 04/05/23 elections, to replace East Stoke W I Hall, School Lane, East Stoke, NEWARK, NG23 5QL, following consultation with members, as no longer available for us to use as a polling place. This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	90
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	144
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	26
Number of Voters in Person (as at 01/12/23)	118
Number of Stations	0 (merged into the one of the polling stations in GA)
Summary/Recommendation	No proposed change









District Ward Summary: <b>Farnsfield</b>	
Parliamentary Constituency	Sherwood Forest
Number of Polling Districts	1 (KA)
Number of Polling Places	1
Number of properties (as at 01/12/23)	1,441
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,492

Polling District Information: <b>KA</b>	
Parish	Parish of Farnsfield
County Division	Farnsfield
Polling Place	Farnsfield Village Centre, New Hill, FARNSFIELD, NG22 8JN
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/12/23)	1,441
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,492
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	474
Number of Voters in Person (as at 01/12/23)	2,018
Number of Stations	2
Summary/Recommendation	No proposed change



District Ward Summary: <b>Lowdham</b>	
Parliamentary Constituency	Sherwood Forest (from 29/11/23, previously Newark)
Number of Polling Districts	2 (JA and JB)
Number of Polling Places	2
Number of properties (as at 01/12/23)	1,274
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,240

Polling District Information: <b>JA</b>	
Parish	Parish of Lowdham
County Division	Southwell
Polling Place	Lowdham Village Hall, Main Street, LOWDHAM, NG14 7BD
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,098
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,954
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	419
Number of Voters in Person as at 01/12/23)	1,535
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>JB</b>	
Parish	Parish of Bulcote
County Division	Southwell
Polling Place	5 Corporation Cottages, Old Main Road, Bulcote, Nottingham, NG14 5GY
Polling Place comments	<p>This was a new polling place used for the 04/05/23 elections, to replace Bulcote Farm Committee Room which was no longer available for use as a polling place.</p> <p>This private property had good access for all electors, however the dwelling has now been sold and is therefore no longer available for use as polling station.</p>
Number of properties (as at 01/12/23)	176
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	286
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	59
Number of Voters in Person as at 01/12/23)	227
Number of Stations	1
Summary/Recommendation	There are no alternative venues in the parish, and as such the draft scheme proposes to direct voters to Lowdham Village Hall until such time a replacement can be found. It is understood there is proposed future development in the parish which may bring about a community facility.

District Ward Summary: <b>Muskham</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	6 (TA, TB, TC, TD, TE and TF)
Number of Polling Places	6
Number of properties (as at 01/12/23)	1,365
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,388

Polling District Information: <b>TA</b>	
Parish	Parish of North Muskham
County Division	Muskham & Farnsfield
Polling Place	North Muskham Rural Community Centre, Nelson Lane, NORTH MUSKHAM, NG23 6HD
Polling Place comments	This building has good car parking facilities and access for all electors. North Muskham Parish Council has confirmed their approval of the venue.
Number of properties (as at 01/12/23)	433
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	785
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	130
Number of Voters in Person (as at 01/12/23)	655
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>TB</b>	
Parish	Parish of South Muskham
County Division	Muskham & Farnsfield
Polling Place	South Muskham Village Hall, Main Street, South Muskham, NEWARK, NG23 6EE
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	230
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	393
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	67
Number of Voters in Person (as at 01/12/23)	326
Number of Stations	1
Summary/Recommendation	No proposed change





District Ward Summary: <b>Ollerton</b>	
Parliamentary Constituency	Sherwood Forest
Number of Polling Districts	7 (PA, PB, PC, PD, PE, PF and PG)
Number of Polling Places	7
Number of properties (as at 01/12/23)	4,976
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	7,225

Polling District Information: <b>PA</b>	
Parish	Ollerton & Boughton Town – North Ward
County Division	Ollerton
Polling Place	St Paulinus Church Hall, Church Circle, Briar Road, OLLERTON, NG22 9SZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,998
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	2,950
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	459
Number of Voters in Person (as at 01/12/23)	2,491
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: <b>PB</b>	
Parish	Ollerton & Boughton Town – North Ward
County Division	Ollerton
Polling Place	Boughton Social Club, Hallam Road, BOUGHTON, NG22 9TT
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	450
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	686
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	95
Number of Voters in Person (as at 01/12/23)	591
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>PC</b>	
Parish	Ollerton & Boughton Town – North Ward
County Division	Ollerton
Polling Place	Ollerton Town Hall, Sherwood Drive, NEW OLLERTON, NG22 9PP
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	313
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	523
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	57
Number of Voters in Person (as at 01/12/23)	466
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>PD</b>	
Parish	Ollerton & Boughton Town – South Ward
County Division	Ollerton
Polling Place	Ollerton Methodist Church Hall, Forest Road, NEW OLLERTON, NG22 9QS
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	562
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	874
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	124
Number of Voters in Person (as at 01/12/23)	750
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>PE</b>	
Parish	Ollerton & Boughton Town – South Ward
County Division	Ollerton
Polling Place	Unit 8, Beacon Court, OLLERTON, NG22 9QL
Polling Place comments	Used Unit 8, Beacon Court, OLLERTON, NG22 9QL following requests made during the 2014 review.
Number of properties (as at 01/12/23)	696
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	773
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	123
Number of Voters in Person (as at 01/12/23)	650
Number of Stations	1
Summary/Recommendation	Due to issues with this polling place from the 2019 elections, we would welcome any suggestions for an alternative venue as it is considered not suitable long term due to the type of building.

Polling District Information: <b>PF</b>	
Parish	Ollerton & Boughton Town – South Ward
County Division	Ollerton
Polling Place	Ollerton Jubilee Hall, Wellow Road, OLLERTON, NG22 9AP
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	866
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,288
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	278
Number of Voters in Person (as at 01/12/23)	1,010
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>PG</b>	
Parish	Perlethorpe-cum-Budby (Meeting)
County Division	Ollerton
Polling Place	Perlethorpe Village Hall, Perlethorpe, NEWARK, NG22 9EF
Polling Place comments	This building has limited car parking facilities and access for all electors. The Parish Meeting have previously confirmed that they would welcome the continued use of the Village Hall as the polling place.
Number of properties (as at 01/12/23)	91
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	131
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	22
Number of Voters in Person (as at 01/12/23)	109
Number of Stations	1
Summary/Recommendation	No proposed change

District Ward Summary: Rainworth North & Rufford	
Parliamentary Constituency	Sherwood Forest (Polling District: LD was previously Newark)
Number of Polling Districts	4 (LA, LB, LC and LD)
Number of Polling Places	4
Number of properties (as at 01/12/23)	3,078
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	5,030

Polling District Information: LA	
Parish	Parish of Rainworth – North Ward
County Division	Blidworth
Polling Place	Rainworth Village Hall, Kirklington Road, Rainworth, MANSFIELD, NG21 0JZ
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	2,450
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	3,952
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	655
Number of Voters in Person (as at 01/12/23)	3,297
Number of Stations	2
Summary/Recommendation	No proposed change

Polling District Information: LB	
Parish	Parish of Rufford – Forest Ward
County Division	Sherwood Forest
Polling Place	Markham Suite Rufford Mill, Rufford Country Park, Rufford Lane, RUFFORD, NG22 9DG
Polling Place comments	This building has good car parking facilities and access for all electors. Consultation with members in January 2019: Venue changed from Rufford Country Park – Abbey Site, as no longer available for us to use as a polling place.
Number of properties (as at 01/12/23)	174
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	315
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	71
Number of Voters in Person (as at 01/12/23)	244
Number of Stations	1
Summary/Recommendation	No proposed change





District Ward Summary: Rainworth South & Blidworth	
Parliamentary Constituency	Sherwood Forest
Number of Polling Districts	5 (MA, MB, MC, MD and ME)
Number of Polling Places	3
Number of properties (as at 01/12/23)	2,830
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	4,432

Polling District Information: <b>MA</b>	
Parish	Parish of Rainworth – South Ward
County Division	Blidworth
Polling Place	Cambridge Close Community Centre, Cambridge Close, RAINWORTH, NG21 0AY
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	752
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,238
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	223
Number of Voters in Person (as at 01/12/23)	1,012
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>MB</b>	
Parish	Parish of Blidworth – North Ward
County Division	Blidworth
Polling Place	St Andrews Mission Hall, The Crescent, BLIDWORTH, NG21 0SE
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	791
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,283
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	213
Number of Voters in Person (as at 01/12/23)	1,070
Number of Stations	1
Summary/Recommendation	No proposed change



District Ward Summary: <b>Southwell</b>	
Parliamentary Constituency	Newark (Polling Districts: SE, SF and SG were previously Sherwood)
Number of Polling Districts	9 (SA, SB, SC, SD, SE, SF, SG, SH and SI)
Number of Polling Places	7
Number of properties (as at 01/12/23)	4,203
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	6,857

Polling District Information: <b>SA</b>	
Parish	Southwell Town – East Ward
County Division	Southwell
Polling Place	The Barn Room, The Hearty Goodfellow, 81 Church Street, SOUTHWELL, NG25 0HQ
Polling Place comments	New polling place from 04/05/23 elections, to replace Easthorpe Hall, Bramley Close, SOUTHWELL, NG25 0HQ, following consultation with members, as no longer available for us to use as a polling place.
Number of properties (as at 01/12/23)	924
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,497
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	316
Number of Voters in Person (as at 01/12/23)	1,181
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>SB</b>	
Parish	Southwell Town – North Ward
County Division	Southwell
Polling Place	Kings Court Community Centre, King Street, SOUTHWELL, NG25 0EL
Polling Place comments	This building has limited car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	1,199
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,909
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	435
Number of Voters in Person (as at 01/12/23)	1,474
Number of Stations	2
Summary/Recommendation	No proposed change







District Ward Summary: <b>Sutton-on-Trent</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	11 (RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ and RK)
Number of Polling Places	8
Number of properties (as at 01/12/23)	1,480
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,479

Polling District Information: <b>RA</b>	
Parish	Parish of Sutton-on-Trent
County Division	Muskham & Farnsfield
Polling Place	Sutton-On-Trent Methodist Community Centre, High Street, Sutton-On-Trent, NEWARK, NG23 6QG
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/12/23)	678
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	1,124
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	194
Number of Voters in Person (as at 01/12/23)	930
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>RB</b>	
Parish	Parish of Grassthorpe (Meeting)
County Division	Muskham & Farnsfield
Polling Place	Sutton-On-Trent Methodist Community Centre, High Street, Sutton-On-Trent, NEWARK, NG23 6QG
Polling Place comments	This building has good car parking facilities and access for all electors (ramp in place for disabled access).
Number of properties (as at 01/12/23)	28
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	45
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	6
Number of Voters in Person (as at 01/12/23)	39
Number of Stations	0 (merged into the polling station in RA)
Summary/Recommendation	No proposed change









District Ward Summary: <b>Trent</b>	
Parliamentary Constituency	Newark
Number of Polling Districts	7 (HA, HB, HC, HD, HE, HF and HG)
Number of Polling Places	5
Number of properties (as at 01/12/23)	1,296
Number of properties with no electors registered (as at 01/12/23)	N/A
Electorate (as at 01/12/23)	2,352

Polling District Information: <b>HA</b>	
Parish	Parish of Bleasby
County Division	Farndon & Trent
Polling Place	Bleasby Village Hall, Gypsy Lane, BLEASBY, NG14 7GG
Polling Place comments	This building has good car parking facilities and access for all electors.
Number of properties (as at 01/12/23)	344
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	665
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	125
Number of Voters in Person (as at 01/12/23)	540
Number of Stations	1
Summary/Recommendation	No proposed change

Polling District Information: <b>HB</b>	
Parish	Parish of Fiskerton-cum-Morton
County Division	Farndon & Trent
Polling Place	Fiskerton Chapel, Gravelly Lane, FISKERTON, NG25 0UW
Polling Place comments	This building has on street parking only and access for all electors.
Number of properties (as at 01/12/23)	359
Number of properties with no electors registered (as at 01/12/23)	N/A
Number of Electors (as at 01/12/23)	683
Number of Postal Voters (as at 01/12/23 – these electors would not vote in person)	151
Number of Voters in Person (as at 01/12/23)	532
Number of Stations	1
Summary/Recommendation	No proposed change









Report to: General Purposes Committee Meeting – 29 February 2024

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

Report Summary	
<b>Report Title</b>	Approach to Trailers in Accordance with our Policy for Hackney Carriage & Private Hire Vehicles.
<b>Purpose of Report</b>	To ask Members of this Committee for approval to consult on the removal of the section on Trailers in the current version of the Hackney Carriage & Private Hire Operational Policy.
<b>Recommendation</b>	That Members consider if references to Trailers be removed from our Operational Policy and if approved, agree a timetable for consultation.

## 1.0 Background

- 1.1 The Council's General Purposes Committee has agreed a number of changes to the Hackney Carriage and Private Hire Licensing Policy. The last full review of the Policy took place in 2016 (and before that in 2012) although some minor changes have been undertaken to ensure current best practice continues to be adhered to.
- 1.2 In late August 2023, we were contacted by a local operator advising that they had invested in a luggage trailer which they intended to be used with two of their licensed Private Hire Vehicles. This was the first request received since the section on trailers (**Appendix 1**) was inserted into the policy in 2016. Investigations into the process for licensing a trailer and the appropriate testing to ensure its safety, found that our garage were unable to provide this service.
- 1.3 There are a number of issues raised by the garage in relation to trailer inspection. The main reason is that trailers do not have to have an identification number and so ensuring that the trailer tested by our garage is the one being utilised, is impossible unless we physically attached permanent ID plates.
- 1.4 In addition, a thorough inspection would have to include the underside as well as axle/wheel bearing inspection. Some trailer track widths are so narrow that we don't have sufficient equipment to carry out such an inspection.
- 1.5 Other issues identified have included questions around the time allowed; the development of an appropriate charging structure; and policy considerations around whether we would we allow a dangerous trailer to be towed away from the garage following inspection.



- 1.6 As a consequence of the above we have determined that it is not practically possible to offer this type of licence at present and therefore we are asking for this section to be removed. This will prevent any future confusion over our stance concerning the requirements around their use.

## **2.0 Proposal/Options Considered**

- 2.1 Officers request that Members consider removing Section 19 entitled 'Trailers' from the Operational Policy as we currently have no practical way in which to deliver the regular inspection of trailers presented to our garage. If Members approve this removal, a timetable for any subsequent consultation exercise will need to be agreed.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

**19.0 Trailers**

19.1 Trailers may only be used with the prior approval of the Council and subject to the following requirements:

- i. The driver's DVLA driving licence must cover the categories that allow the towing of trailers, currently 'BE' for cars and 'D1E' for a minibus, as amended by any subsequent legislation.
- ii. The trailer must at all times comply with all requirements of road traffic legislation, in particular those as laid down in the Road Vehicles (Construction and Use) Regulations 1986.
- iii. The vehicle insurance must include cover for towing a trailer.
- iv. Trailers must not be left unattended anywhere on the highway.
- v. The speed restrictions applicable to trailers must be observed at all times.
- vi. A suitable lid or other approved means of enclosure shall be fitted to secure and cover the contents of the trailer whenever in use.
- vii. Trailers must be approved by the Council's nominated garage.
- viii. Trailers must undergo any inspection required by the Council and in all cases be inspected at the same frequency of vehicles.
- ix. Trailers must display an identical licence plate to the licensed vehicle. The Council may charge an administrative fee for the duplicate plate.
- x. Trailers cannot be used on a hackney carriage rank and should only be used for specific pre-booked journeys, not whilst plying for hire.



Report to: General Purposes Committee – 29 February 2024

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Narelle Plowright, Senior Licensing Officer

Report Summary	
Report Title	Department for Transport's Best Practice Guidance.
Purpose of Report	To update Members of the changes to the Department for Transport's Best Practice Guidance.
Recommendations	Members are asked to note the contents of the revised Best Practice Guidance.

## 1.0 Background

- 1.1 On 17 November 2023 the updated Taxi & Private Hire Vehicle Licensing Best Practice Guidance for licensing authorities was published [here](#). This guidance was first issued in 2006 and was last updated in 2010. This is intended to assist licensing authorities on various matters, but it is only guidance and licensing authorities are responsible for any decisions they make.
- 1.2 The guidance includes several updates, which are detailed along with a comparison with the Council's Taxi Policy.
- 1.2.1 **Terminology** – The guidance explains the legal definitions of Hackney Carriage Vehicle and Private Hire Vehicle and the different legislation that governs each type of licence. *The Policy does not have a Terminology or Glossary Section nor does it explain the different pieces of legislation for Hackney Carriage & Private Hire Licensing.*
- 1.2.2 **Crime & Disorder** – The guidance states that licensing authorities should not only set licensing requirements that protect passengers but should also consider ways to reduce crime against drivers. *Our Policy has a section on the procedure the Council will follow if a licence holder or applicant has committed an offence but not how the Council will reduce crime against drivers.*
- 1.2.3 **Delivering Licensing Services** – The guidance suggests that licensing authorities should deliver the service in a timely manner and enable those who wish to enter the trade to evidence that they meet the necessary requirements in a timely way. *Our Policy does not mention timescales for any of the different types of licences.*

- 1.2.4 **Licence Fees** – The guidance states that the licensing function is self-funded through licence fees and that licensing authorities are expected to provide a well-resourced system at the lowest cost to licensees. It also states that fees should be regularly reviewed.  
*The Policy does not give any detail about the fees charged or state that the fees are regularly reviewed. However, fees are reviewed annually to ensure best value.*
- 1.2.5 **Licensing Policy** – The guidance states that licensing policies should be published online in an accessible format. Licensing Policies should contain details on how the public can provide feedback on licence holders, taxi tariffs and licensing fees.  
*The Council's Policy is published online but does not contain any details of the current tariff, licensing fees or how the public can provide feedback.*
- 1.2.6 **Assistance Dogs** – The guidance suggests that licensing authorities should adopt a policy affecting the carriage of assistance dogs in licensed vehicles and the investigation into drivers alleged to have discriminated against their owners.  
*The Council's Taxi Policy has a short paragraph which includes the requirement for drivers to carry assistance dogs in accordance with the Equality Act 2010.*
- 1.2.7 **Points-Based Enforcement System** – The guidance does not say that all licensing authorities should run a points-based enforcement policy but those that do can provide greater consistency in enforcement. The guidance does state that the authorities that do run a points-based enforcement system should make it clear that these are separate to 'penalty points' that are put on a DVLA licence by the courts.  
*The Policy does have a points-based enforcement system but it does not state that these points are separate from the points issued by the courts and is even called a 'Penalty Points Scheme'.*
- 1.2.8 **Fit and Proper Test** – The guidance states that before making a decision on a person's application for a driver's licence a licensing authority must search the National Register for Revocations, Refusals and Suspensions (NR3S).  
*The Policy does say that the Council will check the NR3S before issuing a driver's licence and will also record the relevant information onto the NR3S where necessary.*
- 1.2.9 **Driver Proficiency** – The guidance suggests that licensing authorities should require taxi and private hire vehicle drivers to undertake training/assessment focussed on attitudes and behaviours, at first application and renewal.  
*The Council's Policy states that all new driver applicant must undertake a driving ability test with the Council's appointed driving examiner, it also details the matters assessed.*
- 1.2.10 **Medical Assessment** – The guidance suggests that a medical report should be obtained from a doctor with access to their full medical records.  
*The Policy states that a medical examination must be conducted with the Council's appointed medical advisor but it does not state whether or not this medical advisor has access to the driver's full medical records.*
- 1.2.11 **Tinted Windows** – The guidance suggests that vehicles should allow a minimum of 30% light through the rear windows but in the case of executive hire vehicles this could be relaxed through an exemption.

*The Policy states that the rear windows of vehicles should not allow less than 70% of light through.*

- 1.2.12 **Carrying Children** – The guidance clarifies that, if the correct car seat is not available, that children must travel in the rear of the vehicle. Children over 3 must use an adult seatbelt and count towards the capacity of the vehicle, children under 3 do not need to use an adult seatbelt so do not count towards the vehicle capacity.

*The Council's Policy states that all children count towards the overall vehicle capacity and does not mention age. It also does not mention child car seats or the wearing of seatbelts.*

## **2.0 Proposal/Options Considered**

- 2.1 The Taxi & Private Hire Vehicle Licensing Best Practice Guidance for licensing authorities is not statutory so the Council is not obliged to make changes to its Taxi Policy nor adopt the guidance. Officers recommend that the contents of the revised guidance are noted by Members.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

NSDC Taxi Policy available [here](#).

Department for Transport - Taxi & Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England



Report to: General Purposes Committee – 29 February 2024

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

Report Summary	
<b>Report Title</b>	Update on Performance and Enforcement Matters
<b>Purpose of Report</b>	To provide Members of the Committee with details of the various activities undertaken by the Licensing Team in relation to Hackney Carriage/Private Hire Drivers, Private Ambulance Drivers together with House to House and Street Collections
<b>Recommendation</b>	That the report be noted.

## 1.0 Background

- 1.1 A new applicant for a Hackney Carriage/Private Hire Drivers or Private Ambulance Drivers Licence have to undergo various checks. These include a: Disclosure and Barring check; DVLA check; two references are required; Group II medical; and knowledge & ability tests.
- 1.2 This report covers the period from 1 October to 31 December 2023 inclusive and sets out the range and number of licence applications during this period. It also highlights any activity required as a result of the applications.

Application Type	New Applications Rec'd	Renewal of Applications Rec'd	Number Issued	Comments
Hackney Carriage/ Private Hire Driver	8	9	17	
Ambulance Drivers	3	8	11	
Hackney Carriage Vehicles	8	10	18	
Private Hire Vehicles	0	6	6	
Private Ambulance Vehicle Licence	4	18	22	

### 1.3 Street Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 October 2023 to 31 December 2023 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80 % of the collection that is returned to the charity. However, The Poppy Appeal have advised us that they won't be able to provide us with their return until March 2024.

Charity	Date	Total Amount Collected	% Returned to Charity
The Poppy Appeal	28 October to 11 November 2023	N/A	N/A

### 1.4 House to House Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 October 2023 to 31 December 2023 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80 % of the collection that is returned to the charity.

Charity	Date	Total Amount Collected	% Returned to Charity
The Rotary Club	4, 6 & 11 December	£703.36	95%

### 1.5 Enforcement Issues

Enforcement Activity between 1 October to 31 December 2023:

Location	Activity	Date Case Opened	Action Taken So Far
Goldstraw Lane, Fernwood	Routine Inspection	03.10.23	Advisory only – carry spare bulbs. All in order
Esther Varney Place, Newark	Routine inspection	03.10.23	All in order
Swan Lane, Ollerton	Service Request - following operation carries out at East Midlands Airport	04.10.23	Driver found with no badge. Lanyard broken and couldn't locate badge at time. Later found in lining of bag. Warning provided, that badge should be worn at all times.
Catkin Way, Balderton	Service Request – Customer charged £79 by Z Cars for journey from Newark to Kingsmill Hospital at 0100hrs. Return journey just £45	25.10.23	Fare agreed by the customer prior to journey. Advice provided by our LEO. Customer satisfied with response.

Walters Close	Service Request – missing rear plate on Taxi	03.11.23	Following a number of interventions, the owner was given 4 Penalty Points. Plate eventually attached.
Fairfax Avenue	Service Request – dirty vehicle, could not see the Plate	06.12.23	Visited – Taxi now cleaned – words of advice provided.

## **2.0 Proposal/Options Considered**

This report is intended to provide Members with a summary of the various activities undertaken by the Licensing Team in relation to Hackney Carriage/Private Hire Drivers, Private Hire Ambulance Drivers together with House to House and Street Collections.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
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