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Ask for Will Stevenson
Email william.stevenson@lichfielddc.gov.uk



**District Council House, Frog Lane
Lichfield, Staffordshire WS13 6YU**

Customer Services 01543 308000
Direct Line 01543 308199

Tuesday, 21 February 2023

Dear Sir/Madam

REGULATORY AND LICENSING COMMITTEE

A meeting of the Regulatory and Licensing Committee has been arranged to take place **WEDNESDAY, 1ST MARCH, 2023 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Council Chamber is via the Members' Entrance.

The meeting will be live streamed on the Council's [YouTube channel](#)

Yours faithfully

A handwritten signature in cursive script that reads 'Kerry Dove'.

Kerry Dove
Chief Operating Officer

To: Members of Regulatory and Licensing Committee

Councillors B Yeates (Chair), Checkland (Vice-Chair), Anketell, Barnett, Cross, Eagland, L Ennis, Evans, A Little, Ray, Salter, Tranter and Warfield



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Previous Meeting 3 - 4
4. **Polling Places - Local Elections 2023** 5 - 18
Report of the Assistant Director Operations, Regulation and Enforcement
5. **Taxi Licensing Update**
Presentation by the Assistant Director Operations, Regulation and Enforcement
6. **Events & Street Trading Update**
Presentation by Assistant Director Operations, Regulation and Enforcement
7. Work Programme 19 - 20



REGULATORY AND LICENSING COMMITTEE

28 SEPTEMBER 2022

PRESENT:

Councillors B Yeates (Chair), Checkland (Vice-Chair), Anketell, Cross, Eagland, L Ennis, Evans, Salter, Mrs Tranter and Warfield

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Barnett, A Little and Ray.

14 DECLARATIONS OF INTEREST

Councillors Anketell, Checkland, and Warfield declared a non-pecuniary interest in Item 7 as members of Lichfield City Council.

Councillor Eagland declared a non-pecuniary interest in Item 7 as a member of Lichfield City Council and as the Staffordshire County Councillor for Lichfield Rural North.

Councillor Salter declared a non-pecuniary interest in Item 7 as the Chair of Shenstone Parish Council.

Councillor Cross declared a non-pecuniary interest in Item 7 as a member of Fradley and Streethay Parish Council.

15 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were taken as read and approved as a correct record by the Chair.

16 WORK PROGRAMME

The committee noted the current contents of the work programme and were informed that this may be amended before the next meeting.

17 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 0.333 (PART) IN THE PARISH OF BURNTWOOD

Robin Carr (Public Rights of Way Consultant) presented the report to the committee. Mr Carr explained that whilst there were no objections in principle to the diversion there had been one or two technical issues relating to diversion in the past. However, he confirmed that there were being addressed by new orders and changes to the alignments.

Members outlined concern at the past approach of developers; building properties and developments without seeking permission to divert any existing footpaths beforehand. It was confirmed that any potential condition put in place to mitigate this would be a matter for the Planning Committee. The Chair confirmed that the concerns expressed would be passed on.

RESOLVED: The committee approved the proposed diversion of Public Footpath No. 0.333 (part) in the Parish of Burntwood as set out in Appendix A of the report.

18 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 6 (PART) IN THE PARISH OF ELFORD

Robin Carr (Public Rights of Way Consultant) presented the report to the committee. Mr Carr outlined that the path has historically been obstructed by the social club and housing association homes. This proposal deals with the social club element and is necessary to facilitate development to take place in the future. It was confirmed that the continuation of the footpath outside of the development site is due to be addressed by the County Council. Mr Carr informed the committee that the developers had been in discussion with the Parish Council on this matter and the Parish Council had indicated strong opposition to any proposal to extinguish the footpath entirely.

Members agreed that whilst diversion was a sensible course of action, they believed that developers should seek permission to divert footpaths before beginning any proposed developments.

RESOLVED: The committee approved the proposed diversion of Public Footpath No. 6 (part) in the Parish of Elford as set out in Appendix A of the report.

19 COMMUNITY GOVERNANCE REVIEW - STAGE II CONSULTATION

Mark Hooper (Governance Manager & Monitoring Officer) presented the report to the committee. He explained that the report summarises key issues identified during the second stage consultation, with a view to agreeing final recommendations, as set out in section 3.11 of the report.

The new proposals involved revising the number of parish members to 10 for Fradley and 7 for Streethay parish councils. No objections were received in relation to the proposal to reduce Longdon from 11 to 9 members. The committee was informed that Lichfield City Council had agreed with additions to Curborough and Leomansley additions but did want to reduce the St Johns ward from 6 to 5 members, due to increased development there over coming years. The cumulative effect of all proposed changes would take the City Council from 27 to 28 members.

Mr Hooper confirmed to members that there was no need to include Shenstone parish council in the order as there is no recommendation for change on that parish.

RESOLVED: The committee gave consideration to the draft Community Governance Review recommendations as set out in section 3.11 of the report and determined these final recommendations to be submitted to Council for approval.

(The Meeting closed at 6.20 pm)

CHAIR

Polling Places - Local Elections 2023

Report of the Deputy Returning Officer

Date: 1 March 2023



Agenda Item: 4
Contact Officer: Christie Tims, Assistant Director, Operations,
Regulation and Enforcement
Tel Number: 01543 308002
Email: christie.tims@lichfielddc.gov.uk
Key Decision? **NO**
Local Ward: All wards
Members

**REGULATORY &
LICENSING
COMMITTEE**

1. Executive Summary

- 1.1 A polling district is an area whose electorate are all invited to vote at the same polling place. A polling place is a location in which one or more polling stations are provided to allow the electorate to vote. A polling station is the room, or part of a room, where voting takes place.
- 1.2 This review has been conducted on behalf of the Returning Officer in anticipation of the 2023 full District and Parish elections to ensure sufficient suitable locations are available given the recent dramatic changes brought about by Covid 19 and the voter ID checks, and accessibility requirements under the Elections Act 2022.
- 1.3 This report outlines the polling stations likely to be introduced at these elections, should sufficient nominations be received for each polling district for a ballot to be required.

2. Recommendations

- 2.1 To approve the polling stations proposed at Appendix A for use by the Returning Officer in the 2023 District and Parish elections.

3. Background

- 3.1 The Council is required to complete a review of all parliamentary polling districts and polling places in the district at least every five years, the last being completed in November 2019. Since then, we have also seen emergency locations introduced because of the Covid 19 Pandemic in preference to schools and other locations set aside as vaccination sites. A full review is not due to be considered before November 2024, however given the pressure on certain locations and the new requirements it was felt appropriate to bring these locations forward for consideration.
- 3.2 Under the Elections Act 2022 all electors seeking to cast their vote in a polling station must now present approved photo ID to prove their identity and be provided with a ballot paper. The current regulations do not yet impact on postal voters. For any registered elector who does not have a suitable form of photographic ID they can apply for a Voter Authority Certificate free of charge before 25 April.
- 3.3 Public Campaigns have been launched by the government regarding the new requirements and LDC has a targeted communications campaign in the run up to the election to ensure all voters are aware

of the need to present photographic ID and have a suitable form provided in time if they do not.

- 3.4 This means that polling stations may have increasing pressures this year due to the volume of electors who may arrive without suitable forms of ID who require additional assistance from polling staff on the day. Additional space must be provided for the checks to be carried out and private areas to check ID or for the removal of headwear etc. to confirm identity.
- 3.5 In addition, the returning officer and election team have additional duties to ensure we provide suitable support for all electors to cast their vote, be those additional physical measures to read the ballot papers, hold the pencil to cast their vote or personal support to assist them in moving through a station. To assist this the DRO is seeking engagement with disabled voters and groups to understand local needs and barriers to voting at a polling station.
- 3.6 In any event this means that the current stations in use have been assessed to consider these new requirements and this has resulted in some locations being unsuitable. A list of all proposed stations is attached at appendix A. Those highlighted in yellow are new stations, proposed as alternatives to avoid school closures wherever possible due to the disruption of the additional Bank Holiday for the King's Coronation. Schools are listed in green text and seats which were uncontested in the last all-out local elections are in red text.
- 3.7 As part of the election planning process all possible venues have been sent notification of the election dates with appeals for availability. Some of these requests have already resulted in refusals or requests for us to seek alternative venues. Members can be further apprised on the progress of this during the committee.

Alternative Options	The polling locations have been identified over several years and will continue to be assessed to mitigate the risks associated with running elections and meet the needs of all voters.
Consultation	All current polling locations listed have been contacted to assess availability for the May 2023 elections. Details of current and proposed sites used as alternatives in previous elections have also been publicized and any responses captured.
Financial Implications	School locations are free to hire and under SCC guidance issued to headteachers must be made available if no other suitable venue exists. Most other locations attract a hire and cleaning fee which is paid for from the District election's budget and where parish ballots are held, from the relevant Parish Council budget.
Approved by Section 151 Officer	Yes
Legal Implications	The Council is required to complete a review of all parliamentary polling districts and polling places in the district in accordance with the Representation of the People Act 1983 and guidance issued by the Electoral Commission. <ol style="list-style-type: none"> 1. Insert legal implications in bullet point format. Ensure that these have been discussed in advance with a suitably qualified legal officer. 2. Detail any rules of procedure actions undertaken in developing the recommendations for the report.
Approved by Monitoring Officer	Yes

Contribution to the Delivery of the Strategic Plan	Suitable polling places ensure maximum participation in the democratic election process.
Equality, Diversity and Human Rights Implications	All Polling places must be accessible to those wishing to vote. New guidance issued as part of the Election Act 2022 requires councils to consider a wider range of support to improve the voter experience. Inspections of all polling locations is undertaken to ensure these meet local needs. The DRO is also engaging with local disability groups to further develop this practice in advance of the elections in May.
EIA logged by Equalities Officer	Yes EIA first draft completed and submitted – to be updated throughout planning and consultation process

Crime & Safety Issues	Not relevant to location, though Police SPOC is notified and asked to visit all locations on the polling day.
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Environmental Impact (including Climate Change and Biodiversity).	Local facilities that can be accessed without the need for cars are selected wherever possible to encourage people to walk to vote. However, parking should be available for disabled voters to access sites wherever possible.
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GDPR / Privacy Impact Assessment	Polling regulations control the data used during polling very tightly, a separate assessment is not required based on location.
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	That suitable sites are not available in key locations	Likelihood Yellow (material) and Impact Assessment. Yellow (material)	Continually identify suitable sites to use and respond to notification of sites no longer suitable. Where necessary seek a site for a mobile location as a last resort.	Likelihood Green (tolerable) and Impact Assessment. Green (tolerable)
B	That sites used are disruptive to local communities and school's activities	Likelihood Yellow (material) and Impact Assessment. Yellow (material)	Seek alternative sites wherever possible	Likelihood Green (tolerable) and Impact Assessment. Green (tolerable)
C	That facilities do not meet the new requirements introduced by the Elections Act.	Likelihood Yellow (material) and Impact Assessment. Yellow (material)	Undertake regular inspections and seek feedback from users on equipment and processes that may assist them further.	Likelihood Green (tolerable) and Impact Assessment. Green (tolerable)
D				
E				

	Background documents Any previous reports or decisions linked to this item
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	Relevant web links Any links for background information which may be useful to understand the context of the report
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Polling Places List 2023

Appendix A

Polling stn. No.	Polling Place	Multi Stn	Polling District(s)	Elector Count	District Ward	Parish (parish ward)
1	Alrewas Methodist Hall, Post Office Road, DE13 7BS	1 of 2	AA	1283	Alrewas & Fradley	Alrewas
2	Alrewas Methodist Hall, Post Office Road, DE13 7BS	2 of 2	AA	1218	Alrewas & Fradley	Alrewas
3	Fradley Village Hall, Hay End Lane, WS13 8NW	1 of 2	AB	1041	Alrewas & Fradley	Fradley
4	Fradley Village Hall, Hay End Lane, WS13 8NW	2 of 2	AB	1020	Alrewas & Fradley	Fradley
5	Mobile Polling Station, Worthington Road, Fradley		AC	897	Alrewas & Fradley	Fradley
6	Armitage & Handsacre Village Hall, Main Hall, Shropshire Brook Road, WS15 4UZ	1 of 2	BA	1436	Armitage with Handsacre	Armitage with Handsacre
7	Armitage & Handsacre Village Hall, Main Hall, Shropshire Brook Road, WS15 4UZ	2 of 2	BA	1462	Armitage with Handsacre	Armitage with Handsacre
8	Armitage & Handsacre Village Hall, Meeting Room No 1, Shropshire Brook Road, WS15 4UZ		BB	1085	Armitage with Handsacre	Armitage with Handsacre
9	Armitage & Handsacre Village Hall, Meeting Room No 2, Shropshire Brook Road, WS15 4UZ		BB	1043	Armitage with Handsacre	Armitage with Handsacre
10	King`s Bromley Village Hall, Alrewas Road, DE13 7HW		QA	925	Armitage with Handsacre	King's Bromley
11	Boley Park Community Hall, 7 Ryknild Street, WS14 9XU	1 of 2	RA, RB1	1773	Boley Park	Lichfield (Boley Park)
12	Boley Park Community Hall, 7 Ryknild Street, WS14 9XU	2 of 2	RB, RC	1552	Boley Park	Lichfield (Boley Park)
13	Boney Hay Primary Academy, Chorley Road, WS7 2PF IN 2021 MOVED TO WMC BUT PREFERRED OPTION IS THE SCHOOL Boney Hay Working Mens Club, 22 North Street, Burntwood, WS7 2PB		CC, CD	1320	Boney Hay & Central	Burntwood (Boney Hay & Central)
14	Mobile Polling Station, Off Robinson Road, Burntwood		CE	1060	Boney Hay & Central	Burntwood (Boney Hay & Central)
15	Chase Terrace Primary School-Nursery Block, Rugeley Road, WS7 1AH		CF	1044	Boney Hay & Central	Burntwood (Boney Hay & Central)
16	Mobile Polling Station, Chase Terrace Academy Car Park, Bridge Cross Road, WS7 2DB		CG	1499	Boney Hay & Central	Burntwood (Boney Hay & Central)
17	St. Peter's Church, Drayton Lane, B78 3TY		GA, GB	820	Bourne Vale	Drayton Bassett (Coleshill)
18	Quinney Hall, London Road, B75 5SD		PA, XA	114	Bourne Vale	Hints & Canwell
19	Hints Village Hall, School Lane, B78 3DN		PB	204	Bourne Vale	Hints & Canwell
20	Shenstone Village Hall, Barnes Road, WS14 0LT	1 of 3	UC	180	Bourne Vale	Shenstone (Shenstone Wood End)
21	Regimental Museum, DMS Whittington, Off Tamworth Road, WS14 9PY		VA, YA	350	Bourne Vale	Swinfen and Packington
22	The Old School House Restaurant, Church Hill, WS14 0PW		VB, XB	268	Bourne Vale	Swinfen and Packington
23	Chadsmead Primary Academy, Infant Block, Friday Acre, WS13 7HJ POTENTIAL MOVE TO St Chads Scout Hall, The Leasowe, Lichfield, WS13 7HD	1 of 2	RE, RG1	1392	Chadsmead	Lichfield (Chadsmead)
24	Chadsmead Primary Academy, Infant Block, Friday Acre, WS13 7HJ POTENTIAL MOVE TO St Chads Scout Hall, The Leasowe, Lichfield, WS13 7HD	2 of 2	RG, RK	949	Chadsmead	Lichfield (Chadsmead)
25	Mobile Polling Station, Land at junction of Collins Hill and Greencroft, WS13 7JG	1	RF	847	Chadsmead	Lichfield (Chadsmead)
26	St. John's Community Church, High Street, WS7 1LR	1 of 3	CH	1417	Chase Terrace	Burntwood (Chase Terrace)
27	St. John's Community Church, High Street, WS7 1LR	2 of 3	CJ	688	Chase Terrace	Burntwood (Chase Terrace)
28	St. John's Community Church, High Street, WS7 1LR	3 of 3	CK	1491	Chase Terrace	Burntwood (Chase Terrace)

29	Old Mining College Centre - Ron Bradbury Room, Queen Street, WS7 4QH POTENTIAL MOVE TO Chasetown Methodist Church, Queens Drive, Off Lawnswood Avenue, WS7 4YE	1 of 2	CN	548	Chasetown	Burntwood (Chasetown)
30	Burntwood Area Youth Centre, Cherry Close, WS7 4RJ POTENTIAL MOVE TO Burntwood Leisure Centre, High Street, Chasetown	1 of 3	CL, CM	878	Chasetown	Burntwood (Chasetown)
31	St. Joseph & St. Theresa, R.C. Primary School, High Street, WS7 3XL POTENTIAL MOVE TO Studio - Burntwood Leisure Centre, High Street, Chasetown, Burntwood, WS7 3XH	2 of 3	CP	997	Chasetown	Burntwood (Chasetown)
32	St. Joseph & St. Theresa, R.C. Primary School, High Street, WS7 3XL POTENTIAL MOVE TO Studio - Burntwood Leisure Centre, High Street, Chasetown, Burntwood, WS7 3XH	3 of 3	CP	1066	Chasetown	Burntwood (Chasetown)
33	Colton Village Hall, Bellamour Way, WS15 3LN		EA	596	Colton & the Ridwares	Colton
34	Mobile Polling Station, Adj. Shoulder of Mutton P.H., Yoxall Road, WS15 3RZ		MA	264	Colton & the Ridwares	Hamstall Ridware
35	Mavesyn Ridware Village Hall, Uttoxeter Road, WS15 3QX		TA	953	Colton & the Ridwares	Mavesyn Ridware
36	Curborough Community Centre, Main Hall, Reynolds Close, WS13 7NY		RH	1375	Curborough	Lichfield (Curborough)
37	Charnwood Primary Academy, Purcell Avenue, WS13 7PH POTENTIAL MOVE TO Lichfield Social Club, Purcell Avenue, Lichfield, WS13 6TS	1 of 2	RJ	934	Curborough	Lichfield (Curborough)
38	Charnwood Primary Academy, Purcell Avenue, WS13 7PH POTENTIAL MOVE TO Lichfield Social Club, Purcell Avenue, Lichfield, WS13 6TS	2 of 2	RJ	928	Curborough	Lichfield (Curborough)
39	Fazeley Town Hall, Lichfield Street, B78 3QN		KA, KB	1680	Fazeley	Fazeley
40	Mile Oak Village Hall, Community Centre, Coronation Avenue, B78 3NN		KC	1726	Fazeley	Fazeley
41	Hammerwich W.I.Hall, 95 Burntwood Road, WS7 0JL		LA	916	Hammerwich with Wall	Hammerwich (Hammerwich)
42	Chasetown Methodist Church, Queens Drive, Off Lawnswood Avenue, WS7 4YE	2 of 2	LB	327	Hammerwich with Wall	Hammerwich (Pool)
43	Ridgeway Primary School, Grange Road, WS7 4TU	1 of 3	LC	941	Hammerwich with Wall	Hammerwich (Triangle)
44	Ridgeway Primary School, Grange Road, WS7 4TU	2 of 3	LC	848	Hammerwich with Wall	Hammerwich (Triangle)
45	Wall Village Hall, Watling Street, WS14 0AW	1	WA	348	Hammerwich with Wall	Wall
46	Highfields Primary School, Elder Lane, WS7 9BT	1 of 2	CB	577	Highfield	Burntwood (Gorstey Ley)
47	Highfields Primary School, Elder Lane, WS7 9BT	2 of 2	CQ1	991	Highfield	Burntwood (Hunslet)
48	Burntwood Memorial Institute, Rugeley Road, WS7 9BE	1 of 2	CR1	906	Highfield	Burntwood (Gorstey Ley)
49	Burntwood Memorial Institute, Rugeley Road, WS7 9BE	2 of 2	CR2	1181	Highfield	Burntwood (Highfield)
50	Mobile Polling Station, Morrisons Car Park, Beacon Street, WS13 7BG POTENTIAL MOVE TO Friary Grange Leisure Centre, Eastern Avenue, Lichfield		RL	1182	Leomansley	Lichfield (Leomansley)
51	Martin Heath Hall, Leomansley Room, Christchurch Lane, WS13 8AY		RM1	893	Leomansley	Lichfield (Leomansley)
52	Darwin Hall, Heathcot Place, WS13 6RQ	1 of 2	RM2	1127	Leomansley	Lichfield (Leomansley)
53	Darwin Hall, Heathcot Place, WS13 6RQ	2 of 2	RN1	1037	Leomansley	Lichfield (Leomansley)

54	Mobile Polling Station, Staffs University West Car Park, Monks Close, WS13 6QE POTENTIAL MOVE TO Council Chamber, Lichfield District Council House, Frog Lane, Lichfield		RN2	1175	Leomansley	Lichfield (Leomansley)
55	Little Aston Village Hall, 14/16 Little Aston Lane, B74 3UF	1 of 2	UA	1300	Little Aston & Stonnall	Shenstone (Little Aston & Stonnall)
56	Little Aston Village Hall, 14/16 Little Aston Lane, B74 3UF	2 of 2	UA	1298	Little Aston & Stonnall	Shenstone (Little Aston & Stonnall)
57	Stonnall Youth & Community Centre, Main Street, WS9 9EE		UD	1241	Little Aston & Stonnall	Shenstone (Little Aston & Stonnall)
58	Elmhurst Mission Church, Fox Lane, WS13 8HB		FA	154	Longdon	Curborough and Elmhurst
59	Farewell & Chorley Village Hall, Shute Hill, WS13 8DB		FB	276	Longdon	Farewell and Chorley
60	Gentleshaw Primary Academy, Darlings Lane, WS15 4LY POTENTIAL MOVE TO Christ Church, Chapel Lane, Gentleshaw, Rugeley, WS15 4ND		SA	180	Longdon	Longdon (Gentleshaw)
61	St. James' C. of E. Primary Academy, Brook End, WS15 4PL POTENTIAL MOVE TO Longdon Village Hall, Brook End, Longdon, Rugeley, WS15 4PN		SB	1052	Longdon	Longdon (Longdon)
62	Clifton Campville Village Hall, Church Street, B79 0AR		DA, DB	747	Mease Valley	Clifton Campville
63	Edingale Village Hall, 1 Moores Croft, B79 9LJ		HA	489	Mease Valley	Edingale
64	Harlaston Village Hall, Manor Lane, B79 9JS		NA	338	Mease Valley	Harlaston
65	Shenstone Village Hall, Barnes Road, WS14 0LT	2 of 3	UB	953	Shenstone	Shenstone (Shenstone)
66	Shenstone Village Hall, Barnes Road, WS14 0LT	3 of 3	UB	963	Shenstone	Shenstone (Shenstone)
67	St. Michael's C. of E. School, Cherry Orchard, WS14 9AN ROTA - Five Spires & St Josephs POTENTIAL MOVE TO Café/ reception area, Lichfield District Council, Council House, Frog Lane, Lichfield, WS13 6YY		RP	980	St John's	Lichfield (St John's)
68	Holy Cross Parish Hall, Chapel Lane, WS14 9BA	1 of 2	RQ	1194	St John's	Lichfield (St John's)
69	Holy Cross Parish Hall, Chapel Lane, WS14 9BA	2 of 2	RQ	1207	St John's	Lichfield (St John's)
70	Holy Cross, Community Meeting Room, Holy Cross Church, Chapel Lane, WS14 9BA		RR	1418	St John's	Lichfield (St John's)
71	7th Lichfield Scout Group HQ, Ash Grove, WS13 6ET		RD	858	Stowe	Lichfield (Stowe)
72	Guildroom, Guildhall, Bore Street, WS13 6LX		RS	821	Stowe	Lichfield (Stowe)
73	Life Church Lichfield, Netherstowe, WS13 6TS		RT	1138	Stowe	Lichfield (Stowe)
74	Cruck House, Stowe Street, WS13 6BN		RU, RW	593	Stowe	Lichfield (Stowe)
75	Scotch Orchard C.P. School, Early Years Unit, Scotch Orchard, WS13 6DE POTENTIAL MOVE TO Lichfield City Football Club, Brownsfield Road, Lichfield, WS13 6BX		RX	1442	Stowe	Lichfield (Stowe)
76	Burntwood Methodist Church, Cannock Road, WS7 0BJ	1 of 2	CA	1098	Summerfield & All Saints	Burntwood (Summerfield and All Saints)
77	Burntwood Methodist Church, Cannock Road, WS7 0BJ	2 of 2	CA	1019	Summerfield & All Saints	Burntwood (Summerfield and All Saints)
78	Springhill Academy, Mossbank Avenue, WS7 4UN POTENTIAL MOVE TO Grangemoor Working Mens Club, 112 Cannock Road, Burntwood, WS7 0BG		CS1, CS2	1605	Summerfield & All Saints	Burntwood (Summerfield and All Saints)
79	Ridgeway Primary School, Grange Road, WS7 4TU	3 of 3	CT	1071	Summerfield & All Saints	Burntwood (Summerfield and All Saints)
80	Streethay Primary School, Yoxall Way, WS13 8FT		AD	1667	Whittington & Streethay	Streethay
81	Elford Village Hall - The Shakespeare Room, Church Road, B79 9DA		JA	477	Whittington & Streethay	Elford
82	Whittington Village Hall, Langton Crescent, WS14 9LR	1 of 2	YB	943	Whittington & Streethay	Whittington
83	Whittington Village Hall, Langton Crescent, WS14 9LR	2 of 2	YB, YC	1073	Whittington & Streethay	Whittington

84	Thomas Barnes C.P. School, School Lane, Hopwas, B78 3AD POTENTIAL MOVE TO Coton and Hopwas Social Club, School Lane, Hopwas, Tamworth, B78 3AD		ZA	521	Whittington & Streethay	Wigginton and Hopwas (Hopwas)
85	Wigginton Church Hall, Comberford Lane, B79 9DN POTENTIAL MOVE TO St Leonards Church, Main Road, Wigginton, Tamworth, B79 9DN		ZB	617	Whittington & Streethay	Wigginton and Hopwas (Wigginton)

KEY	to be confirmed/work in process/Committee Approval needed
	Green text to indicate school
	uncontested in 2019

Section 1: About the service area

Your name:	Christie Tims
Your service area:	Elections
Your assistant director:	Christie Tims
Your cabinet member:	Leader Doug Pullen

Section 2: Overview

Name of service/policy you are assessing:	Introduction of Elections Act 2022 – P1 for May 2023
Detail of proposed change:	<p>Introduction of Voter ID for polling stations – Elections Act 2022 and Voter ID Regulations 2022.</p> <p>Improved accessibility for polling stations and to vote independently.</p> <p>Introduction of Voter Identify Certificates (VAC)</p>
Main users of your service/policy	All registered electors

Section 3: About the proposed change

The new legislation has been introduced to take effect during the May 2023 elections. The national VAC application portal went live on 16 Jan 2023.

All registered electors (or their proxys) are now required to present approved Photo ID at a polling station in order to be provided with a ballot paper.

In addition, returning officers are now required to consider any measure which assists voters with additional needs in order to cast their vote.

Section 4: How will your plans impact on customers with protected characteristics?

Protected characteristic	Positive impact	Negative impact	Mitigating measures
Age ranges (all working age claimants)	<p>Young voters may have access to PASS accredited ID, people of working age are likely to have a driver's licence or passport, elderly may have accredited bus pass.</p> <p>Polling stations are located close to the residential area, with adjacent parking and accessible entry points. Where space allows, seating is available for elderly voters to rest.</p>	<p>Young people may not have suitable forms of ID, similarly older people may not have switched to photographic forms of ID.</p>	<p>All voters can apply for postal vote, appoint a proxy with suitable form of ID to vote in their place or apply for a free VAC as an acceptable form of ID for election purposes. Applications are made online however local support is available from the Councils customer service team to complete an application on their behalf.</p> <p>A national campaign has been launched to raise awareness</p>
Disability (physical, sensory or learning)	<p>Polling stations are located close to the residential area, with adjacent parking and accessible entry points. Where space allows, seating is available for those voters who need to rest.</p> <p>Online user guides are available in a variety of formats</p>	<p>Photo ID may present an additional barrier to voters with disabilities.</p>	<p>Communication plans are geared towards different user groups to assist in understanding the new regulations. All voters can apply for postal vote, appoint a proxy with suitable form of ID to vote in their place or apply for a free VAC as an acceptable form of ID for election purposes. Some postal voters with limited capacity can also apply for a postal vote that does not require a signature. Consultation will be undertaken with local groups to assess additional requirements to meet local needs.</p> <p>Any disabled person may have a person over 18 to accompany hem and support them in casting their vote.</p>
Carers or the people cared for (dependants)			<p>All voters can apply for postal vote, appoint a proxy with suitable form of ID to vote in their place or apply for a free VAC as an acceptable form of ID for election purposes. Some postal voters with limited capacity can also apply for a postal vote that does not require a signature.</p>
Gender/sex		<p>There may be additional issues for female electors in disclosing their Identity.</p>	<p>In any event a VAC can be provided on an up-to-date photo of the elector.</p>

		Photo ID must reflect how the elector presents on the day, which may not be as they are recorded on some official documentation.	Privacy booths (including mirrors) will be available at each polling station. Care will be taken in ensuring female and male polling staff are available at all locations.
Transgender/gender reassignment	VAC provides a valid form of ID for those in process but not yet fully re assigned.	There may be additional issues for female electors in disclosing their Identity. Photo ID must reflect how the elector presents on the day, which may not be as they are recorded on some official documentation.	In any event a VAC can be provided on an up-to-date photo of the elector. Privacy booths (including mirrors) will be available at each polling station. Care will be taken in ensuring female and male polling staff are available at all locations.
Race (includes ethnic or national origins, colour or nationality)	n/a	.	
Gypsies and travelers			Communication plans are geared towards different user groups to assist in understanding the new regulations.
Refugees / asylum seekers			Communication plans are geared towards different user groups to assist in understanding the new regulations.
Sexual orientation	n/a		
Marriage and civil partnerships	n/a		
Religion or belief (includes lack of belief)		There may be additional issues for female electors in disclosing their identity based on the requirements of their religion.	Privacy booths (including mirrors) will be available at each polling station. Care will be taken in ensuring female and male polling staff are available at all locations.
Pregnancy and maternity	n/a		

Other (please specify)			

Section 5: Can you justify and evidence, or lessen any impact?

Justification/evidence in relation to the proposed changes:

These are legislative changes we must adopt, mitigations have been reviewed by O&S and the elections project plan allows for consultation and awareness raising prior to the elections in May.

Section 6: Action plan

Included in the elections timetable and the Elections Act Project Plan.

Section 6: Record your actions

Sent this to the Equalities Team for publication on www.lichfielddc.gov.uk	YES
Date completed: 21 February 2023	

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REGULATORY & LICENSING COMMITTEE WORK PROGRAMME FOR 2022/23

Item	20 June 2022	26 Sept 2022	01 March 2023	30 May 2023	Purpose of the Report	Lead
Footpath Diversion No. 7 (part) - Elford	✓				Application received from Elan Homes & George Hodgetts Farms for the diversion of public footpath No. 7 (part) in the Parish of Elford.	RG
Diversion of Public Footpath No. 1 (part) - Whittington	✓				Application received from Whittington Heath Golf Club (Mr Tony Rundle) for the diversion of public footpath No. 1 (part) in the Parish of Whittington.	RG
Footpath Diversion No. 8 (part) - Mavesyn Ridware	✓				Application received from Fisher German LLP/Mr & Mrs B Wainwright for the diversion of public footpath No. 8 (part) in the Parish of Mavesyn Ridware.	RG
Diversion of Public Footpath No. 6 (part) - Elford		✓			Application received from Mr Adam Cooper for the diversion of public footpath No. 6 (part) in the Parish of Elford.	RG
Diversion of Public Footpath No.0.333 (part) - Burntwood		✓			Application received from Mr Robert Wilson for the diversion of public footpath No. 0.333 (part) in the Parish of Burntwood.	RG
Community Governance Review	✓				In December 2021 the District Council resolved to undertake a review of community governance throughout the whole District. Following consultation, the majority of responses focused on two parishes – (i) Shenstone and (ii) Fradley and Streethay. The report summarises key issues identified in the review and sets out draft recommendations.	MH
Community Governance Review – stage II consultation		✓			Following consideration by Regulatory & Licensing Committee Draft Recommendations were approved by Council on 12 July 2022. These were then subject to a stage 2 consultation. The report sets out an overview of the stage 2 consultation response and draft final recommendations for consideration by the Committee.	MH

REGULATORY & LICENSING COMMITTEE WORK PROGRAMME FOR 2022/23

Item	20 June 2022	26 Sept 2022	01 March 2023	20 June 2023	Purpose of the Report	Lead
Polling Stations for Local Election 2023			✓		Review conducted on behalf of the Returning Officer in anticipation of the 2023 full District and Parish elections, to ensure sufficient suitable locations are available given the recent dramatic changes brought about by Covid-19 and the voter ID checks and accessibility requirements introduced under the 2022 Elections Act.	CT
Taxi Licensing Update			✓		Requested at Audit & Member Standards committee to examine the monitoring of private hire drivers licensed by other authorities but operating within Lichfield District.	CT
Events & Street Trading Update			✓		Updates on the diary of events & EOIS received so far and options appraisal of future street trading options.	CT
Licensing Policy				✓		J