

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

28 August 2019

To: MEMBERS OF THE PARISH PARTNERSHIP PANEL
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Parish Partnership Panel to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Thursday, 5th September, 2019 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

Part 1 - Public

1. Apologies for absence
2. Minutes

5 - 12

To confirm as a correct record the Minutes of the meeting of the Parish Partnership Panel held on 13 June 2019

3. Update on action identified in the last Minutes

4. Speedwatch

An opportunity for Parish Councils to share their experiences of the Speedwatch initiative.

Speedwatch Co-ordinator invited to attend and participate. This is subject to confirmation.

5. Parish/Town Council Election Recharge Costs

13 - 22

To respond to a request from the Kent Association of Local Councils for details of the costs of parish council elections.

6. Local Plan Update

7. Kent Police Services Update

Representatives of Kent Police to be present to address crime prevention issues, including those raised by the Panel.

8. Kent County Council Services Update

Representatives from Kent County Council to provide an update on recent activities, initiatives and consultations.

9. Tonbridge and Malling Borough Council Services Update

DISTRIBUTION

Borough Council Representatives

Cllr N J Heslop (Chairman)
Cllr M A Coffin (Vice-Chairman)
Cllr Mrs J A Anderson
Cllr R P Betts
Cllr R W Dalton
Cllr P M Hickmott
Cllr F A Hoskins
Cllr S A Hudson
Cllr Mrs C B Langridge
Cllr D Lettington
Cllr B J Luker
Cllr M R Rhodes
Cllr M Taylor

Parish and Town Council Representatives

Addington
Aylesford
Birling
Borough Green
Burham
Ditton
East Malling and Larkfield
East Peckham
Hadlow
Hildenborough
Ightham
Kings Hill
Leybourne
Mereworth
Offham
Platt
Plaxtol
Ryarsh
Shipbourne
Snodland
Stansted
Trottscliffe
Wateringbury
West Malling
West Peckham
Wouldham
Wrotham

County Councillors

Trudy Dean, Malling Central
Matthew Balfour, Malling Rural East
Sarah Hohler, Malling North
Peter Homewood, Malling Rural North East
Harry Rayner, Malling West

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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

Thursday, 13th June, 2019

Present: Cllr N J Heslop (Chairman), Cllr M A Coffin (Vice-Chairman),
Cllr Mrs J A Anderson, Cllr R P Betts, Cllr R W Dalton,
Cllr P M Hickmott, Cllr F A Hoskins, Cllr S A Hudson,
Cllr Mrs C B Langridge, Cllr D Lettington, Cllr B J Luker,
Cllr M R Rhodes and Cllr M Taylor.

Together with Addington, Aylesford, Borough Green, Burham, East Peckham, Hadlow, Hildenborough, Ightham Mereworth, Offham, Platt, Plaxtol, Wateringbury, West Peckham and Wrotham Parish Councils and County Councillor H Rayner.

Councillors Mrs S Bell and Mrs A S Oakley were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Shipbourne and Wouldham Parish Councils and County Councillors Mrs T Dean, Mrs S Hohler and Mr P Homewood.

PART 1 - PUBLIC

PPP 19/9 CHAIRMAN'S ANNOUNCEMENT(S)

(1) Local Election and New Appointments

Following the local elections on Thursday 2 May, the Chairman opened the meeting by congratulating and welcoming newly elected and re-elected Borough and Parish Councillors. This was the first meeting of the Panel in the new municipal year.

The recent appointments set out below were noted:

- Leader – Councillor Nicolas Heslop
- Deputy Leader – Councillor Martin Coffin

- Mayor – Councillor Mrs Jill Anderson
- Deputy Mayor – Councillor Roger Roud

- Cabinet Member for Strategic Planning and Infrastructure (Councillor David Lettington)
- Cabinet Member for Street Scene and Environment Services (Councillor Robin Betts)
- Cabinet Member for Community Services (Councillor Mark Rhodes)

- Chairman of Area 2 Planning Committee (Councillor Howard Rogers)
- Chairman of Area 3 Planning Committee (Councillor Dave Davis)

The Chairman thanked the outgoing Chairman of the Kent Association of Local Councils (Tonbridge and Malling), Mr Patrick Thomas, and referred to the good working relationship between the organisation and the Borough Council. This had been greatly appreciated and welcomed. It was hoped that a similar approach would be established with the new Chairman, Mrs Sarah Barker.

The Mayor was invited to address the Panel and she announced that the Civic Service would be held on Sunday 30 June at Hadlow Church and all were welcome to attend. Further details were available from the Mayor's Office (email: mayors.office@tmbc.gov.uk) In addition, the Mayor expressed pleasure at her appointment and appreciated the opportunity, especially of meeting the volunteer and community groups who worked tirelessly to help others. In particular, she referred to her recent attendance at the Tonbridge Lions It's a Knockout event for those with learning difficulties. This had been well attended and greatly enjoyed by everyone. Finally, the Mayor would be pleased to attend any community or parish events and this could be arranged via the Mayor's Office.

(2) Recent Flooding

Reference was made to the flash flooding which had occurred on Monday (10 June) evening and the devastating impact on a number of residents' homes, particularly those in Birling, Snodland and Ryarsh. At the current time across the Borough there were 28 verified flooded property reports, including 1 business.

It was reported that on the night of the flooding, the Borough Council had worked closely with KCC Highways and Kent Fire and Rescue Services and had Officers out on site monitoring the situation. Fortunately, an Emergency Rest Centre had not been required.

The following day (Tuesday 11 June) Borough Council Officers had spent the day talking face to face with residents impacted by the flooding and offered advice and support. All flood damaged goods would be collected by the Borough Council free of charge and this information would be circulated to all affected residents.

In the meantime, residents were being referred to the County Council's Support and Assistance Service and/or Business in the Community for additional guidance. The County Council were also prioritising the clearing of drains and gullies.

Finally, local town and parish councils would be provided with regular updates as past experience had shown that resolving the impacts of flooding could often take a significant amount of time.

PPP 19/10 MINUTES

RESOLVED: That the Minutes of the meeting held on 7 February 2019 be approved as a correct record and signed by the Chairman.

PPP 19/11 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

There were no actions identified that were not covered elsewhere on the agenda.

PPP 19/12 SOUTHERN WATER

The representative of Southern Water (Jean-Paul Collett – Operations Manager) addressed the concerns raised by parish councils in advance of the meeting.

Maintenance and cleaning of the A25 sewer (Sevenoaks Road) to avoid flooding and odour

(raised by Borough Green Parish Council)

Southern Water confirmed that funding had been secured to progress improvement works and it was anticipated that these would start in April 2020. Work to improve resilience and address ongoing drainage and infrastructure problems at the pumping station had also been agreed. CCTV surveys to identify any areas of remedial work were ongoing and a plan of action would be considered in due course.

Borough Green and Platt Parish Councils indicated that flooding remained a significant risk to residents and there was a need for better education around what could be disposed of and better monitoring of gullies. It was noted that these had been cleaned in the last few weeks using funding initially earmarked for Brexit planning.

East Peckham also expressed concern regarding cleaning of gullies and advised that a number of properties had recently been flooded. These details would be shared with Southern Water for further investigation.

Finally, it was reiterated that Southern Water were committed to mitigating the causes and effects of flooding and the plan was to completely replace the Victorian sewer. However, no timescale was known at the current time and it was recognised that the site had many challenges.

Responsibility for fire hydrants

(raised by Offham Parish Council)

Clarification was being sought on this question although it was believed that this was the responsibility of Kent Fire and Rescue Services. When the answer was confirmed this would be circulated to parish councils for information.

Would Southern Water have sufficient water resources to supply all the new homes planned to be built in Kent between now and 2031. Were there any plans to have additional reservoirs

(Raised by the Kent Association of Local Councils – Tonbridge and Malling)

The Water Resources Management Plan (WRMP) considered water supply needs to 2070, taking account of local council proposed housing growth numbers (from local plans) as well as other factors such as climate change. In Kent the most significant new strategic water resources scheme being proposed was a water reuse scheme at Aylesford to support the abstraction from the River Medway. This was needed by 2027-28. The updated WRMP went through a public consultation process in 2018 and should be published later this year once permission was granted by DEFRA.

Reference was also made to a Stakeholder Workshop on Friday 28 June in Maidstone and parish/town councils were welcome to attend. Full details would be circulated as soon as possible.

A further question was raised by Snodland Town Council in relation to the Guaranteed Standards Scheme and what (if any) financial compensation was available in recognition of sewer flooding. Details of this Scheme would be circulated as soon as possible and attached to the Minutes for information. However, information was available from [OFWAT](#)

PPP 19/13 LOCAL PLAN UPDATE

The Director of Planning, Housing and Environmental Health advised that the Borough Council was actively engaging with the two Planning Inspectors appointed to look at the Local Plan, prior to public examination.

Reference was made to the letter received from the Planning Inspector dated 23 May 2019. The Panel was advised that Officers were in the process of dealing with all the points raised and were confident that the timescales set out by the Inspector could be met. Further clarity was being sought around the approach to the General Data Protection Regulations and engagement with the public and the Borough Council

remained confident that these could be addressed and responded to in a timely fashion.

At the current time the Borough Council could not demonstrate a 5 year land supply and this created a risk related to development opportunities and increased planning appeals. However, once the Local Plan had been approved the Borough Council would be able to demonstrate a 5.9 year land supply.

The Panel noted the progress being made.

PPP 19/14 WASTE AND RECYCLING UPDATE

The Street Scene Manager provided an update on the new Waste Services Contract and the improved recycling service. The latter would come into operation from September 2019 together with the introduction of charging for garden waste. Initial take up of the Early Bird Discount for the opt-in of garden waste had been very encouraging. Based on early uptake, the Borough Council remained confident that the 30% target of all households in the Borough registering for the service could be achieved.

It was noted that under the new contract recycling, opportunities for residents would be greatly improved and the Borough Council was committed to recycling as much material as possible, including a variety of plastics. The new contractor (Urbaser) was performing satisfactorily with the number of missed bins being reported dropping by 6%.

Members were advised that a new street cleansing schedule had recently been introduced, as part of the new contract, which had resulted in concerns being raised regarding the emptying of dog and litter bins. Parish Councils were encouraged to continue reporting these issues on waste.services@tmbc.gov.uk so that the Borough Council was aware of what areas might be missing from the collection schedule.

Particular reference was made to the marketing campaign undertaken to promote the new waste services contract and the following actions were noted:

- an Introduction Leaflet about the new contractor was mailed to all residents by Urbaser;
- a flyer outlining the new service arrangements was mailed out with the Council Tax bills;
- a new waste and recycling website went live on 3rd May 2019 www.tmbc.gov.uk/recycleforall;
- the use of a wide range of social media advertising;
- individual presentations had been made to 12 Parish/Town Councils;
- 4 roadshows had taken place in Tonbridge, Kings Hill, Hildenborough and Shipbourne; and

- a number of presentations had been made to community groups, meetings of the Parish Partnership Panel and the Tonbridge Forum.

The next most significant marketing activity would be the posting of the New Recycling Service Guide to all households in August 2019. This information pack would explain in detail the new service arrangements and advise households on which day their waste would be collected. There would also be a range of promotional activities a few weeks before the 'early bird discount' expired, to encourage residents to benefit from the reduced charge.

Parish Councils offered to help promote the new arrangements and asked that early notice be given of key dates that should be shared with residents. It was suggested that promotional information could be included in parish magazines if the print deadlines were shared with the Borough Council.

The following roadshow dates were noted:

- 21 June at Tesco, Larkfield
- 14 July at Longmead Stadium, Tonbridge
- 6 August at Asda, Kings Hill

PPP 19/15 KENT POLICE SERVICES UPDATE

Inspector Rothwell provided a verbal update on the achievements made in performance and the neighbourhood policing agenda. The headline messages were the ongoing recruitment drive for additional Police Community Support Officers (PCSOs) and improved communication with parish councils, with parish clerks receiving monthly updates.

Recent crime trends and activity identified during the 3 month spring period included:

- Nuisance cycling: A Community Protection Order had been issued and there was ongoing engagement between parents and police officers;
- Nuisance vehicles, particularly in Larkfield: Community Protection Orders had been issued;
- Additional funding had been secured to address knife crime. However, it was stressed that Tonbridge and Malling remained a safe place to live;
- Truancy 'sweep' was a joint initiative between Kent Police and Youth Groups and work would continue throughout the year;

- There had been a spike in rogue traders and vulnerable people were warned to be careful. Three suspects had been identified; and
- Unlawful encampments: A number of section 61 notices had been issued and it was likely that this trend would continue throughout the summer.

The following trends and initiatives were identified for monitoring during the 3 month summer period:

- Increased creeper burglary where thieves took car keys from homes to steal vehicles from drive ways;
- Increased shed break-ins and theft of garden equipment; and
- Increased activity in 'hot spot' areas such as bikers gathering at Oakdene Café.

The Cabinet Member for Community Services (Councillor Mark Rhodes) referred to the HMICFRS PEEL (Police Effectiveness, Efficiency and Legitimacy) report 2018/19 in which Kent Police had been assessed as outstanding in efficiency and legitimacy and good in effectiveness. This was an impressive result and represented the hard work and dedication of the Kent police force.

Wateringbury Parish Council asked whether communication with parish councils and the crime data provided could be improved. Inspector Rothwell reiterated that local PSCOs could attend parish council meetings if required and reminded Members that parish clerks should be receiving monthly updates advising of current initiatives.

Reference was made to the introduction of a new 'Your Neighbour' reporting tool which would generate online notifications relevant to the local area. This was due to be launched in August 2019. Members welcomed this additional resource but cautioned that the current crime information was too broad in its content and needed to be tailored to a civilian audience.

PPP 19/16 KENT COUNTY COUNCIL SERVICES UPDATE

The County Councillor for Malling West (Councillor Harry Rayner) provided an update on key points of relevance to the Malling Division. Particular reference was made to household waste recycling centres and the recent decision by Medway Council to exclude Kent residents from its sites at Cuxton. Fortunately, as of 23 May Medway Council had changed its position and KCC residents would be able to use the site at Cuxton for the next 18 months. However, all users were required to provide a form of identification that had their address on it. This would enable Medway Council to monitor usage of the sites.

The County Council had publicly confirmed that a suitable site for a new household waste recycling centre in Tonbridge and Malling had been

identified. It had been indicated that this facility would be available to residents within 15 months, subject to planning approval.

PPP 19/17 TONBRIDGE AND MALLING BOROUGH COUNCIL SERVICES UPDATE

The Chairman, in his role as Leader of the Council, advised that key points of relevance to Tonbridge and Malling had been covered elsewhere on the agenda as the Local Plan and the Waste Services Contract continued to represent significant challenges for the Borough Council at the current time.

However, Members were advised that a Crossing the River Medway event, which told the story of the bridges over the river, was being held at Tonbridge Castle until 31 January 2020. Further information would be circulated with the Minutes.

Details of the Holiday Activity Programme for 14-16 year olds during the summer had also been circulated to Parish Councils for information.

The meeting ended at 9.20 pm

TONBRIDGE & MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

05 September 2019

Report of the Chief Executive

Part 1- Public

Matters for Information

1 PARISH/TOWN COUNCIL ELECTION RECHARGE COSTS

To respond to a request from KALC for details of the costs of parish/town council elections.

1.1 Introduction

1.1.1 An agenda item has been requested by KALC for “Elections cost charges to Parish and Town Councils to be fully explained. Also some District & Borough Councils in Kent do not charge Parish and Town Councils election costs, why do TMBC?”

1.1.2 What follows is an explanation of how the costs for parish/town elections are collated.

1.2 Legal Implications

1.2.1 Section 35 of the Representation of the People Act 1983 places a duty on the Borough Council to appoint a Returning Officer for the elections of Town / Parish councillors within its administrative area.

1.2.2 Section 36 of the 1983 Act provides that all expenses reasonably incurred by the Returning Officer (which may be capped by a scale fixed by the Borough Council) shall be paid to that returning officer by the Borough Council and that they, in turn, can then require the relevant local Parish/ Town Council(s) to repay such costs.

1.3 Financial and Value for Money Considerations

1.3.1 There are a number of costs involved in the running of an election. These include:

- Clerical and Administrative Support
- Notices and Stationery – ballot papers, postal vote packs, poll cards
- Delivery Poll Cards (if applicable)
- Postal Vote postage costs

- Hire of Venues and supply of voting equipment (booths etc)
- Polling and Counting staff
- Returning Officer Fee

1.3.2 During the last 15 years or so, there have been changes in the legislation concerning elections. This has led to postal voting on demand, with a sizeable increase in the number of postal votes issued, and an increased requirement on verifying postal votes returned to maintain integrity. This has led to a substantial increase in costs.

1.3.3 The cost of a **contested** Parish/Town Election is based on the following factors:

- 1) The size of the electorate (so large increases in population result in increased costs);
- 2) The number of postal voters, noting that postal vote 'packs' are posted and returned via Royal Mail and so postage increases affect the overall cost of the election;
- 3) Whether the election is combined with other polls; for example Borough Elections combined with Parish Elections. The higher number of combinations the lower the cost to the Parishes, as it is divided between more elections.
- 4) The cost to hire venues varies by area and has increased. Most of the venues used are owned by Parish/Town Councils (so see note in 1.3.6 below)
- 5) In some cases, specific circumstances may lead to a different cost e.g. a postal strike or Brexit; so poll cards and Postal votes have to be hand delivered;
- 6) Timing of the count. A count at night attracts additional staffing costs.
- 7) The costs applied to Parish Councils are in accordance with the agreed Kent scale of fees (Annex 1)

1.3.4 **Uncontested** parish elections, of course, attract a substantially reduced charge covering the (limited) administrative and election management work undertaken. For example, there is no charge for venues, postal packs, count costs, ballot papers or polling station staff.

1.3.5 In all cases, neither TMBC nor the Returning Officer make a 'surplus'. All charges levied are in line with the Kent Scale of Fees & Charges (or the applicable national election if combined with a national poll) and cover the actual costs associated with the election, and a contribution towards the significant staff costs dedicated to running those elections.

- 1.3.6 Parish Councils can make some local decisions that will limit the cost in standalone elections. The Parish Council can choose not to send Poll cards for Parish only elections (this is not an option in combined elections) and could, for example, offer the hire of an appropriate local venue free of charge in order to minimise overall costs.
- 1.3.7 Parish and Town Councils can (and do) include budgetary provision in their precept demands for the cost of local elections. Estimated costs are supplied by the Borough Council's Finance team in order to aid budgetary planning.

1.4 Risk Assessment

- 1.4.1 The Borough Council, along with most other Councils, takes the view that it is right, proper and equitable that the residents of any particular Parish should cover the costs of a Parish/Town Council election, not the residents of the whole Borough.
- 1.4.2 This principle mirrors that taken in the "Fairer Charging" review which led to the introduction of Special Expenses in order to provide a more equitable basis for recharging costs given that Tonbridge does not have a parish/town council.
- 1.4.3 Should TMBC decide not to recharge a Parish/Town Council, the cost of the parish/town election would have to be reflected in the Borough Council's revenue estimates and this cost would then add to the Borough Council's own savings target and would be at odds with the "Fairer Charging" principles.

Background papers:
Annex 1 – Fees schedule

contact: Daune Ashdown

Julie Beilby
Chief Executive/Returning Officer

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ELECTORAL REGISTRATION OFFICERS AND STAFF (Kent AEROS) – SCALE OF FEES

Proposed scale of fees for District/Borough and Parish Council elections and Neighbourhood Referendum held on or after 1st April 2019

1. The scale of fees are uplifted annually, by using the NJC award pay award for local government and approved by the Kent Chief Executives Group.
2. Kent County Council’s scale of fees uses a calculation based upon per 1000 electorate. Kent AEROS’ scale uses a calculation of per 500 electorate because of small parishes.
3. The NJC Pay Award for Local Government Services for both 2018/2019 and 2019/2020 was approved at 2%.
4. The Kent Chief Executives Group has already approved Kent Scale of Fees for 2018/2019. This report seeks approval for the Kent Scale of Fees 2019/2020.

	Item	Current 2018 £	Proposed 2019 £
Stationery and Equipment			
1.	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes	Reasonable and appropriate cost	Reasonable and appropriate cost
2.	Stationery and equipment at each polling station, including depreciation		
3.	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including temporary polling stations if necessary		
4.	Fitting-up polling stations including the provision, transport and		

	erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards		
5.	Ballot Papers – provision and printing		
6.	Register of Electors – purchase		
7.	Printing or production of official poll cards and postal vote packs		
8.	Delivery of official poll cards by hand	Second class postage rate	Second class postage rate
Travelling expenses			
9.	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	46p per mile	47p per mile
10.	Presiding Officer travelling expenses	14.58	14.87
11.	Poll Clerk travelling expenses	8.47	8.64
12.	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	8.47	8.64
Polling Station Staff			
13.	One Presiding Officer at each Polling Station – single election	212.59	216.84
14.	For each PO at a Polling Station – combined election or difficult station due to local circumstances (at the discretion of the	261.15	266.37

	Returning Officer (RO))		
15.	For a PO who acts as a supervisor at a Polling Place where there is more than one Polling Station	(additional) 10.30	(additional) 10.51
16.	Supervising Officer (SO) – for every 10 polling station overseen	212.59	216.84
17.	For each Poll Clerk (PC) at a Polling Station – single election	127.55	130.10
18.	For each Poll Clerk at a Polling Station – joint election or difficult station due to local circumstances (at the discretion of the Returning Officer (RO))	157.92	161.07
19.	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	182.24	185.89
20.	For each Presiding Officer and Poll Clerk attending training	47.19	48.13
21.	An allowance for each polling station to have available a mobile phone on polling day	5.10	5.20
22.	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the RO – for each 500 electors or part in a contested election	74.37 (per 500)	75.86
23.	For the employment of persons in connection with the issue and opening of postal ballot	72.89	74.35

	papers – for each 100 postal voters or part		
24.	For the recount of votes – for each 500 electors or part	4.28	4.37
25.	Payment to the District/Borough for the use of Council staff to support the RO in the conduct of elections as follows:		
(a)	Contested election – (i.e. without District/Borough) for each 500 electors (or part)	57.60 (per 500)	58.75 (per 500)
(b)	Contested joint election (i.e. with District/Borough) – for each 500 (or part)	28.80 (per 500)	29.38 (per 500)
26.	Contested single election – payment to DRO for the management and conduct of the election – for each 500 electors or part	32.19	32.83
27.	Contested joint election – payment to DRO for the management and conduct of the election – for each 500 electors or part	44.45	45.34
28.	For each Counter attending training	15.30	15.61
29.	For each Count Supervisor and Count General Assistant attending training	30.60	31.21
30.	Reasonable refreshments for staff involved in the verification and count	Maximum £5 per head	Maximum £5 per head

31.	Payment to District/Borough Council for the use of Council staff at an uncontested election – for each 500 electors or part	15.89 (per 500)	16.21 (per 500)
32.	RO fee for the conduct of elections as follows:		
(a)	Uncontested District/Borough election – single fee	55.13	56.23
(b)	Uncontested Parish election – single fee	18.89	19.27
33.	For clerical and other assistance required by the Returning Officer at an uncontested election – for each 500 electors (or part)	20.23	20.63

Notes

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
2. At parish polls the fees relating to polling staff **may** be pro rata.
3. **Item 24** – in special circumstances, the RO may recover actual costs
4. **Items 10, 11 and 12** – variable mileage rates may be applied where fixed travel is considered appropriate.
5. **Item 31** – the payment referred to applies (in the case of a parish election) to each ward of the parish.

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