



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Officer Delegated Decision

5 November 2025


Karen Bradford, Chief Executive, Head  
of Paid Service and Returning Officer

### Temporary change to polling station for the Aveland Ward By-Election taking place on 11 December 2025

This decision details a temporary change to one polling station for the by-election taking place on 11 December 2025.

#### Contact

Julie Edwards, Electoral Services Manager

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| <b>Decision made by:</b>      | Karen Bradford, Chief Executive, Head of Paid Service and Returning Officer   |
| <b>Decision:</b>              | To temporarily relocate the polling station for the Haconby and Stainfield parish to St Andrew's Church for the by-election for the Aveland Ward on 11 December 2025.   |
| <b>Public or Exempt:</b>      | Public  |
| <b>Reasons for exemption:</b> | Not applicable  |
| <b>Conflicts of interest:</b> | No  |
| <b>Policy compliant:</b>      | Yes   |
| <b>Details of delegation:</b> | The Chief Executive as Returning Officer, Acting Returning Officer and Counting Officer has delegated authority to determine polling places in accordance with Section 16 of the Electoral Administration Act 2006. Constitution, Part 3 Responsibility for Functions, 3(c) Delegated Powers to Officers, Head of Paid Service 1 (p): <a href="#">Part 3 - Responsibility for Functions.pdf</a> |

## **1. Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance***

- 1.1 There are no financial implications arising from the recommendations set out in this report which proposes to relocate a polling place from one venue to another for the by-election.

Completed by: David Scott – Assistant Director of Finance and Deputy s151 officer

### ***Legal and Governance***

- 1.2 The Electoral Registration and Administration Act 2013 requires the Council to keep polling districts and polling places under review and conduct a compulsory review every five years.
- 1.3 Outside of this compulsory review period it may be necessary to make changes to polling places if a polling station becomes unavailable before an election.
- 1.4 The Head of Paid Service (Chief Executive) has the authority to determine polling places in the event that a polling place becomes unavailable during an election period. Ordinarily, consultation with Ward Councillors needs to take place but, in this instance, Aveland Ward has a vacancy, so it is not possible for this consultation to take place.

Completed by: *James Welbourn, Democratic Services Manager*

## **2. The Purpose of the Report**

- 2.1 This report sets out a temporary change to a polling station for the Aveland Ward by-election being held on 11 December 2025.
- 2.2 Electoral Registration and Administration Act 2013 requires the Council to carry out a review of the polling districts and polling places every five years. The last compulsory review was completed in November 2023.
- 2.3 Outside of this compulsory review period it may be necessary to make changes to polling places if a polling station becomes unavailable before an election.
- 2.4 By-elections are held at short notice when a vacancy occurs and as a result the following polling place is required to be relocated:

**Parish of Haconby and Stainfield – polling district AVD1 (Aveland Ward) –**  
The Hare and Hounds Public House is the designated polling place for the Haconby and Stainfield Parish however the venue is not available on 11 December. For the by-election on 11 December, the polling station will be temporarily relocated to the **St Andrew’s Church, Church Street, Haconby, PE10 0UW.**

- 2.5 The change will be detailed on the polling cards sent to voters and additional signage will be displayed at the previous location on polling day to redirect voters.

### **3. Available Options Considered**

- 3.1 Other options considered were the siting of a portacabin in the car park of the Hare and Hounds public house and the relocation of the polling station to the neighbouring village of Dunsby which would involve a two mile journey for voters.

There are significant costs involved in siting of a portacabin, including hire and transportation costs, hire of the site as well as electricity generator costs.

### **4. Preferred Option**

- 4.1 To agree the temporary change of polling station for the by-election taking place on 11 December 2025 as detailed in paragraph 2.4. This option ensures the polling station can be retained within the village only a short distance from the usual location.

### **5. Reasons for the Decision(s)**

- 5.1 The change to polling station location identified is required to ensure voters can continue to cast their vote at a polling station within their local area.

### **6. Consultation**

- 6.1 When a change to a polling station is required it is usual practice to consult with the councillor(s) for the relevant ward. The Aveland Ward is a single member ward and therefore it is not possible to consult with the Ward member for the area due to the seat currently being vacant.

Signed by: **Karen Bradford**