

# **Community Governance Review Member Group Agenda**

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**Date:** Wednesday, 12th August, 2009  
**Time:** 4.00 pm  
**Venue:** East Committee Room - Municipal Buildings, Earle Street,  
Crewe, CW1 2BJ

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

## **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** (Pages 1 - 6)

To approve the minutes of the meeting held on 30 July 2009.

4. **Public Speaking**

In accordance with Procedure Rules 11 and 35, a total of 10 Minutes was allocated for Members of the Public to address the Committee on any matter relevant to the work of the Committee.

5. **Crewe Community Governance Review Project Plan and Timeline**  
(Pages 7 - 12)

Based upon feedback from Members at the last meeting, to consider and agree a revised project plan and timeline. **(Report to Follow).**

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For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

**Contact:** Julie North  
**Tel:** 01270 529728  
**E-Mail:** [julie.north@macclesfield.gov.uk](mailto:julie.north@macclesfield.gov.uk)

6. **Crewe Community Governance Review – First Stage Consultation**  
(Pages 13 - 18)

To discuss and agree the format and timescale for the stage 1 consultation **(to follow)** including -

- a) A task timeline
- b) Updated list of Consultees
- c) Press release and Public Notice
- d) Date and time of public meetings
- e) Draft leaflet to consultees including:
  - i. Options on which to consult; and
  - ii. Proposed warding arrangements of the options where they involve a single or multiple parish councils
- f) Questionnaire to Electors

7. **Date of Next Meeting**

To agree the date of the next meeting.

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Community Governance Review Member Group**

held on Thursday, 30th July, 2009 at East Committee Room - Municipal Buildings, Earle Steet, Crewe, CW1 2BJ

**PRESENT**

Councillors D Cannon, R Cartlidge, A Kolker, R Parker, A Ranfield and R West

**IN ATTENDANCE**

Councillors D Flude, B G Silvester and R Westwood

**OFFICERS**

Mr C Chapman	Borough Solicitor
Mr M Flynn	
Mr W Howie	Democratic Services Officer
Ms D Moulson	Democratic Services Officer
Mrs L Parton	Elections and Registration Team Manager
Mr J Rounce	Research and Intelligence Officer (Consultation)
Ms D Todd	Electoral Team Leader

**1 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** That Councillor T Ranfield be appointed Chairman of the Group.

**2 POINT OF ORDER**

A Member raised a Point of Order prior to the start of the proceedings. seeking clarification on whether the press and public should be excluded from the meeting. In response, the Borough Solicitor confirmed that the Access to Information Rules applied only in limited circumstances and would not, in this case, preclude the press and public from being in attendance. It was agreed that a briefing note would be circulated to members following the meeting detailing the position.

**3 APOLOGIES FOR ABSENCE**

No apologies for absence were received on this occasion.

#### **4 DECLARATIONS OF INTEREST**

Councillors Cannon, Cartlidge and Parker each declared a personal interest in the business of the meeting by virtue of their position as Crewe Charter Trustees.

#### **5 PUBLIC SPEAKING TIME**

In accordance with Procedure Rules 11 and 35, a total of 10 Minutes was allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

As no members of the public were in attendance at the meeting, no questions were received.

#### **6 BRIEFING PAPER**

On 30 March 2009, a petition had been received by Cheshire East Council calling for a Community Governance Review; the petition identifying three recommendations arising from a Review; namely that -

- i) a new parish council be constituted under Section 87 of the Local Government and Public Involvement in Health Act 2007;
- ii) a new parish should have a council to be known as Crewe Town Council; and
- iii) the area to which the review was to relate would be the whole of the Electoral Wards of Coppenhall, Delamere, Grosvenor, Maw Green, St. John's, Valley and Waldron; and those parts of the following Electoral Wards which did not already fall into an existing parish: Alexandra, Leighton, St. Barnabas and Wistaston Green.

From February 2008, the power to take such decision had been devolved from the Secretary of State and the Electoral Commission to principal Councils such as Cheshire East Borough Council. The Elections and Registration Manager spoke to the briefing paper attached to the agenda which outlined for the Group the issues which would need to be resolved to conduct the review. In addition, a copy of the government advice on undertaking a Governance Review was provided as background information for Members.

Paragraph three of the paper identified the phases which would need to be completed and on which the Group would be asked to comment. The draft timeline was, in part, being driven by the work of the Boundary Commission and would not allow much leeway for slippage if the Group wished to present its recommendations to Council in December and submit comments to the Boundary Committee before the deadline of February 2010.

In responding to questions from members, officers confirmed that the review had to be completed within twelve months of the petition being submitted i.e. March 2010. Whilst the Group understood of the need to 'fit in' with existing deadlines, such as committee/consultation dates, it was the view of Members that this should not be to the detriment of the process.

Following a short debate the Group concluded that all attempts should be made to adhere to the timeline proposed but that a contingency plan be drawn together should the process slip. It was also agreed that a letter be sent to the Boundary Committee to inform it of the Council's position.

## **7 BRIEFING PAPER - INITIAL OPTIONS EVALUATION**

In accordance with the procedures set down in the guidance for conducting Governance Reviews, Cheshire East Council had to assess any proposal, including that set out in the petition, in terms of the criteria and key considerations. The paper submitted represented an initial valuation of the options which could be considered i.e.

- I. Area Committees
- II. Neighbourhood Management
- III. Tenant Management Organisations
- IV. Area/Community Forums
- V. Residents' and Tenants' Associations
- VI. Community Associations
- VII. Multiple Parish Councils

It was suggested to the Group that, of all the options proposed only (vii) above would fit the required criteria. Therefore the most viable options going forward would be for a single parish or multiple parish councils to represent the areas identified in the petition.

The rationale behind the conclusion was not disputed by the Group but, to ensure that the consultation process was not seen to be weighted in any way it was proposed that each of the options set out in the paper be included in the consultation leaflet, with a short explanation of the pros and cons associated with each.

## **8 COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN AND TIMELINE**

Having discussed the procedure to be applied in some detail, the Group was invited to make a number of decisions to guide the way forward. For ease of reference, a list of required decisions was tabled at the meeting.

Part b of the recommendation sought agreement as to the form the consultation process would take. The Group reiterated its request that the explanatory leaflet, which would be sent to consultees, was short, to the point and clear about the response it wished to solicit; the same approach

to be applied to the questionnaire which would be sent to all electors. A proposal to hold a public meeting at the Municipal Buildings in Crewe was also supported, the Chairman of the Group offering to Chair the meeting.

Further to the above, it was suggested that information be provided as to the potential cost of each of the option. In confirming that the information could be included, the Borough Solicitor provided a caveat in that the data had to be reported in such a way as to inform and not influence.

It was reported to the Group that the Review must give consideration to the electoral arrangements that should apply in the event a parish council was to be established. The views of Members were sought as to whether this issue should be consulted on during stage one of the process or as part of stage two. As the format of questionnaire would need to contain a view on the warding arrangements for a single or multiple parish Council, the Group requested that this item be deferred, to allow time for further consideration.

To enable the timetable to be met, a method of delivery for the leaflets and questionnaires needed to be agreed. For expediency, it had been suggested that the Council employ its on electoral canvassers as a means of deliver, an approach which was supported by the Group.

**RESOLVED:** That

- a) the Community Governance Review Consultation process comprise:
  - i) an explanatory leaflet to all consultees, inviting a written response (to be agreed by the Borough Solicitor in consultation with the Chairman of the Group);
  - ii) a questionnaire to all electors;
  - iii) two public meetings, to be chaired by the Chairman of the Group Councillor T Ranfield and held in the daytime and evening on a date to be nominated in keeping with the timetable proposed;
- b) consideration of the format of the questionnaire [referred to in (aii) above] be deferred to a second meeting;
- c) public notifications be made in the Crewe Chronicle, on Cheshire East Council's website, on Council Notice Boards and libraries;
- d) the Government Guidance on Community Governance reviews be noted;
- e) the timeline for the conduct of the review (to be amended as necessary) be approved;

- f) the use of canvassers for the distribution of the questionnaire to all electors be approved; and
- g) a request be made for the provision of additional funding in the sum of £12,000 to cover all relevant expenditure.

## 9 LIST OF CONSULTEES

A proposed list of consultees has been tabled at the meeting for Members' consideration and views were sought as to whether any additions were required for completeness.

A number of nominations were made for inclusion in the list which included:

- Edward Timpson MP
- Cheshire Police Authority
- Cheshire Fire and Rescue Service
- Cheshire Interfaith Network
- Cheshire and Wirral Mental Health Trust
- Cheshire East Third Sector Congress
- Parish Councils adjoining the wards listed in the petition

To enable the list to be as comprehensive as possible, it was agreed that further nominations could, if required, be submitted to the Borough Solicitor.

It was noted that the Crewe Charter Trustees could have a view on the mayoralty arrangements which might apply in the future and it was suggested that the question be put to its next meeting in August.

**RESOLVED:** That the list of consultees (as amended) be approved.

## 10 DATE OF NEXT MEETING

**RESOLVED:** That the next meeting be held on Wednesday 12th August 2009 commencing at 4.00 pm in the Municipal Buildings, Earle Street, Crewe.

The meeting commenced at 10.00 am and concluded at 11.25 am

Signed: Councillor T Ranfield

# COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
<b>Officer Project Team</b>	<b>Officer Responsible</b>	<b>Community Governance Review Member Group - 1st and 2<sup>nd</sup> meetings</b>	30/07/2009 and 12/08/2009
Guidance summary Process map/timeline Prepare consultation methods/materials Baseline Data - electorate: current/future - population: current/future - households: current/future Electoral arrangements - initial views – size/warding Options appraisal Consultation - initial views methods & consultees Maps of area - including CNBC ward boundaries, adjacent parishes  Final list of consultees Consultation Plan – including methods, time scale Formulate final options for consultation	BH BH/LP BH/JR/KH  JR/RB  LP/RB/MF  KH/BH BH/KH/JR  RB/MG  BH/KH/LP BH/KH/LP  BR/KH	To consider: Summary of guidance To approve: Process Consultation methods Identification & evaluation of options Baseline data Maps   Agree terms of reference for the review Formulate list of consultees Formulate Leaflet and questionnaire to electors on which to consult (first stage)  Agree public meetings to be held	
Publish Public Notices for 1 <sup>st</sup> stage consultation			14/08/2009
Comments / submissions invited from interested parties on Options (3- 4 week consultation period)		<b>Consultation Period (stage 1)</b>	1/09/2009 – 30/09/2009
		<b>Community Governance Review Member Group - 3rd meeting</b>	5/10/2009

# COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
All submissions / comments considered and evaluated.	LP/ MF/CC		
Report / draft recommendation prepared for consideration by Gov and Constitution Committee			
		<b>Special meeting Governance &amp; Constitution Committee (prior to Council)</b>	15/10/2009
Preparation of report to Council on draft final recommendation	LP/MF/ CC	Formulate recommendation on draft final recommendation to Council	
		<b>Council</b>	15/10/2009
		Approval of final draft recommendation for consultation	
Implement Consultation (4 weeks)	LP/ MF/CC	<b>Consultation Period (stage 2)</b>	19/10/2009 –13/11/2009
		<b>Community Governance Review Member Group - 4<sup>th</sup> meeting</b>	Wk cmg 9/11/2009
Preparation of analysis/evaluation of consultation outcome	LP/JR/BR/MF	Analysis of consultation outcome	
Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements		Formulation of final recommendation and Implementation Plan for consideration by G & C	
Preparation of report to G & C detailing final recommendation for approval by Council	LP/BR/MF	Approval of final recommendation and Implementation Plan for consideration by Council	
		<b>Governance &amp; Constitution Committee</b>	19/11/2009

## COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/BR/MF		
		<b>Final Decision by Council</b> Approval of reorganisation order and Implementation Plan	17/12/2009
		<b>Feedback to the Boundary Committee on the outcome of the Review</b>	By 31/12/2009
Council Publishes Reorganisation Order			By 31/1/2010
Implementation of any changes in electoral arrangements			Thereafter

### Key to Officers:-

LP	-	Lindsey Parton	CC	-	Chris Chapman
BH	-	Bill Howie	RB	-	Ralph Bason
MF	-	Mike Flynn	JR	-	James Rounce
KH	-	Kirstie Hurcules	BR	-	Brian Reed
MG	-	Mike Garrity			

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## COMMUNITY GOVERNANCE REVIEW - TIMELINE

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**CREWE COMMUNITY GOVERNANCE REVIEW  
TASK TIMELINE – STAGE 1 CONSULTATION**

<b>TASK</b>	<b>DEADLINE</b>
Produce draft leaflet & questionnaire to electors	7 Aug
Information posted on website	7 Aug
Draft Public Notices	7 Aug
Approval of leaflet/ questionnaire/ public notices by Member Group	12 Aug
Public Notices dispatched	14 Aug
Leaflet & questionnaire submitted for printing	17 Aug
Printing	17 – 21 Aug
Canvassers collect leaflets	24 – 28 Aug
Public Meetings held	1 Sept
Canvassers deliver questionnaires	2 Sept – 6 Sept
Leaflets distributed to consultees	1 Sept
Feedback form live on Website	1 Sept
<b>Consultation Period (3 -4 weeks)</b>	<b>Ends 30 Sept</b>

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*Crewe Community Governance Review*

Consultees

Local political parties

National Association of Local Councils

Cheshire Association of Local Councils

Edward Timpson MP

Petition Organisers

Nantwich Town Council

Minshull Vernon and District Parish Council

Warmingham Parish Council

Haslington Parish Council

Crewe Green Parish Council

Weston and Basford Parish Council

Rope Parish Council

Shavington cum Gresty Parish Council

Wistaston Parish Council

All Cheshire East Borough Councillors

Crewe Charter Trustees (collectively)

Petition organisers

Central and Eastern Cheshire PCT

Mid Cheshire Hospitals NHS Foundation Trust

Cheshire and Wirral Mental Health Trust

Members of the old Crewe & Nantwich LSP Co-ordination Group and thematic groups

Crewe LAP

Community Groups (via Crewe & Nantwich Voluntary Action)

Including:

Crewe West Community Group, Webby's, Frank Webb Avenue, Crewe

Wistaston Green Partnership, St Marks Church, Bramall Road, Crewe

Marshfield Bank Community Centre, West Street, Crewe.

Neighbourhood Action Groups (via Cheshire East Community Development Team)

Residents Groups (via Cheshire East Community Development Team)

Local Schools – Primary, Secondary, Nursery

Private Day Care Centres

Education Improvement Partnerships

Manchester Metropolitan University

South Cheshire College

Appropriate voluntary organisations (via Crewe & Nantwich Voluntary Action)

Cheshire East Third Sector Congress

South East Cheshire Enterprise Ltd

South Cheshire Chamber of Commerce in Crewe

Local Business Networks - SCOOT, Pub Watch

Churches Together in Crewe

Cheshire Interfaith Network

Crewe Fire Station

Cheshire Fire and Rescue Service

Cheshire Police Authority

Registered Social Landlords (Wulvern and M&D Housing)

Polish Association and other migration groups (via Cheshire East Changing Communities Team)

Cont..

Mrs Pam Minshall  
Secretary  
Crewe Local History Association  
145 Gainsborough Road  
Crewe  
CW2 7PL

Mrs Avril Devaney  
Cheshire and Wirral Partnership NHS Trust  
Trust Headquarters  
Countess of Chester Hospital  
Chester

**DRAFT PRESS RELEASE**

**Crewe Community Governance Review  
Have your say!**

Cheshire East Council is conducting a review of Community Governance arrangements for the unparished parts of Crewe and local people are being invited to have their say.

The review has been instigated following the receipt of a petition from electors recommending that a single Town Council be created for the area.

The Council will therefore shortly begin its first round of public consultation from 1<sup>st</sup> – 30<sup>th</sup> September which will seek views on what people consider the best form of future governance should be.

During this stage the Council will hold two public meetings on Tuesday 1<sup>st</sup> September (at 2.30pm and 7pm), at the Municipal Buildings, Earle Street, Crewe, to which anyone interested is invited to attend. All electors in the Crewe area will also receive a questionnaire to complete in early September.

Local residents and organisations are encouraged to respond to the consultation and make their views known. The Council will then be well informed of public opinion, which will be taken into account in deciding the preferred option, including what the electoral arrangements for the area should be.

Later in the year, once the first stage of consultation has been completed and evaluated, the Council will form a draft recommendation on what it feels the best final outcome of the review would be. At this point, a second stage of consultation will take place in the Autumn to seek views on the draft final proposal.

Any new arrangements put in place would take effect from the date of the next local elections in May 2011 when elections to any new Town or Parish Councils created would take place.

Anyone wishing to submit their views at this stage or wishing to obtain further information on the Cheshire East Council's website at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk).

Views can also be forwarded to

The Elections and Registration Team Manager  
Cheshire East Council  
Westfields  
Sandbach  
Cheshire  
CW11 9DZ

ENDS

**DRAFT PUBLIC NOTICE**

**Crewe Community Governance Review - Have your Say**

Cheshire East Council is conducting a review of Community Governance arrangements for the unparished parts of Crewe, following the receipt of a petition from electors recommending that a single Town Council be created for the area. Public consultation on the options available will take place from 1<sup>st</sup> – 30<sup>th</sup> September.

Public meetings will be held on Tuesday 1<sup>st</sup> September (at 2.30pm and 7pm) at the Municipal Buildings, Earle Street, Crewe. Electors in the area will receive a questionnaire in early September and local organisations are encouraged to respond.

Following the first stage of consultation the Council will form a draft recommendation. A second stage of consultation will then take place in the Autumn to seek views on the final draft proposal before the final decision is made.

Any new arrangements would take effect from May 2011 when elections to any new Town or Parish Councils created would take place.

For further information see Cheshire East Council's website at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk). Views can also be forwarded to:

The Elections and Registration Team Manager  
Cheshire East Council  
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