

Community Governance Review Sub-Committee

Agenda

Date:	Friday, 19th August, 2011
Time:	1.30 pm
Venue:	East Committee Room - Municipal Buildings, Earle Street, Crewe, CW1 2BJ

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**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

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4. **Minutes of Previous meeting** (Pages 1 - 4)

To approve the minutes of the meeting held on 26th July 2011.

5. **Crewe Community Governance Review** (Pages 5 - 8)

1. To receive the revised project plan and timetable for the Crewe Community Governance Review (attached as an Appendix).
2. To consider the proposed publicity and consultation arrangements for the review, and in particular the following:
 - (a) the requirements for a draft leaflet to consultees and electors;
 - (b) the draft press release (to be circulated at the meeting);
 - (c) the draft public notice (to be circulated at the meeting);
 - (d) the arrangements for the public meetings on 15th and 16th September (to be reported at the meeting); and
 - (e) the format of the ballot paper.

6. **Next Meeting**

To consider the arrangements for the next meeting on 22nd September 2011.

(There are no Part 2 items)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the
Community Governance Review Sub-Committee
held on Tuesday, 26th July, 2011 at West Committee Room - Municipal
Buildings, Earle Street, Crewe, CW1 2BJ

PRESENT

Councillors G Baxendale, R Cartlidge, P Groves, D Marren, B Murphy and
P Whiteley

Officers

Lindsey Parton, Registration Services and Business Manager
Natalie Bown, Policy Officer, Performance and Partnerships
Paul Mountford, Democratic Services Officer

1 APPOINTMENT OF CHAIRMAN**RESOLVED**

That Councillor D Marren be appointed Chairman of the Sub-Committee.

Councillor Marren in the Chair

2 APPOINTMENT OF VICE-CHAIRMAN**RESOLVED**

That Councillor P Groves be appointed Vice-Chairman of the Sub-Committee.

3 DECLARATIONS OF INTEREST

Councillor R Cartlidge declared a personal interest as the Mayor of Crewe.

4 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

5 BRIEFING PAPER - CREWE COMMUNITY GOVERNANCE REVIEW

The Sub-Committee had been appointed by the Constitution Committee on 2nd June 2011 to conduct a Borough-wide review of community governance arrangements in order of the priority listed below:

- a. A review of the unparished areas of Crewe; in accordance with the Notice of Motion to Council on 14 October 2010

- b. A review of the unparished areas of Macclesfield; in accordance with the representations made by the Macclesfield Civic Society
- c. A review of parishes in the Borough, with particular focus on areas where there is evidence that parish councils are not fully functional or not operating effectively; due to a lack of parish councillors being elected; or where very small parishes exist which may benefit from a grouping arrangement to facilitate the localism agenda

Members noted that as the Review moved around the Borough, the Sub-Committee's membership would be reviewed so that Members of appropriate knowledge and experience could participate.

The Sub-Committee considered an initial briefing paper outlining the process to be followed in conducting a Community Governance Review (CGR). The paper was based on the 'Guidance on Community Governance Reviews' issued by the Department for Communities and Local Government (DCLG) and the Electoral Commission. Copies of the Guidance were circulated at the meeting.

Since February 2008 the decision-making powers relating to the creation of parishes and their electoral arrangements had been devolved from the Secretary of State and the Electoral Commission to principal Councils.

Cheshire East Council could decide whether to give effect to the recommendations made arising from a CGR provided it took into account the views of local people.

It was anticipated that the Crewe CGR would take about 12 months.

A draft project plan for the Review had been circulated with the report. This was intended to be a initiating document to aid project planning. The time scales would be regularly reviewed and updated as appropriate.

The consultation stages of the Review would be critical to the process. The Sub-Committee therefore needed to:

- agree a list of consultees
- agree the methods of consultation to be used
- agree the timing of the consultation stages

It was suggested that as with the Wilmslow Review, the Crewe CGR should begin with two public meetings to give interested parties the opportunity to express their views in a public forum. The meetings would comprise an Officer presentation followed by public questions. They would constitute a listening exercise in which public views would be gathered.

An explanatory leaflet would be prepared and distributed to consultees, outlining the details of the review and the options being consulted. A

proposed list of consultees had been circulated. Examples of the explanatory leaflets used in previous Reviews were circulated at the meeting. Members felt it was important that organisations were asked to submit views relevant to the particular business or activity they were involved in. They should also be asked whether they thought that some form of local community governance would help or hinder service delivery in their communities.

The Cheshire East website would be used to encourage feedback online. It would also serve as the main source of information on the review.

Members commented that the information gathered from previous reviews constituted a valuable resource and should be used.

Following the initial consultation stage, a postal ballot of the electorate would be conducted. The Sub-Committee would need to consider the wording and format of the ballot paper. Examples of the ballot papers used in previous Reviews were circulated at the meeting.

In considering the results of the consultation and in formulating recommendations, Members would be required to ensure that the community governance within the area under review would be:

- reflective of the identities and interests of the community in that area; and
- effective and convenient.

The guidance also indicated that as part of the review, other viable options should be considered to determine if they represented a better option in terms of addressing the criteria.

The Review would need to give consideration to the electoral arrangements that should apply in the event that a Parish or Town Council was established.

RESOLVED

That

- (1) subject to amendment as appropriate to incorporate the decisions of the Sub-Committee set out below, the project plan and timetable for the Crewe Community Governance Review be approved and adopted;
- (2) the proposed consultation methods for the Review be approved and further consideration be given to the leaflet and publicity arrangements at the next meeting;
- (3) the proposed list of consultees be approved subject to the following amendments and to consultation with LAP managers:
 - a. the following be added:

- GPs Consortium
 - Crewe Alexander Football Club
 - Crewe Guardian
 - CAT FM
 - Market Traders
 - Ocean (Cheshire) Ltd
 - Crewe Urban Vision
 - A Voice for Crewe
 - Willaston Parish Council
 - Age Concern
- b. the following be deleted:
- Wistaston Green Partnership
 - South East Cheshire Enterprise Ltd
 - LMR Sports Club
- c. the following be amended:
- C&N Senior Voices be amended to Senior Voice

Any further amendments be notified to Lindsey Parton by 1st August.

(4) public consultation meetings be held as follows:

Thursday, 15th September 2011 (evening)
Friday, 16th September 2011 (afternoon)

Venues to be confirmed.

(5) further meetings of the Sub-Committee be held as follows:

Friday, 19th August 2011 at 1.30 pm
Thursday, 22nd September 2011 at 10.30 am
Tuesday, 8th November 2011 at 10.00 am

All to be held in Crewe if possible.

The meeting commenced at 9.30 am and concluded at 10.42 am

Councillor D Marren (Chairman)

Task/activity		Decision making process	Date of Meeting
Officer Project Team	Officer Responsible	Community Governance Review Sub Committee - 1st and 2nd meetings	26/7/2011 19/8/2011
Guidance summary Project Plan Map of Review Area Electorate figures Options appraisal (As per last Crewe CGR) Prepare consultation leaflet Electoral arrangements - initial views size/warding Consultation – Full list of consultees and contact details 2 x Public notices prepared for public meetings and for commencement of the Review Arrange public meetings Arrange printing for postal ballot	LP/ NB	Consider summary of CGR guidance Approve terms of reference Approve Review Process / project plan Agree consultation methods Agree list of consultees Identify and evaluate options for the review Formulate Leaflet to consultees and electors Agree arrangements for public meetings Agree and signoff format of ballot paper	
Publish Public Notice giving details of public meetings	LP/NB		24/8/2011 <i>(Two weeks before public meetings held)</i>
Public Meetings	BR/ LP/ NB	2 meetings in Crewe	15/9/2011 – evening 16/9/2011 - afternoon

Task/activity		Decision making process	Date of Meeting
Publish Public Notices for 1 st stage consultation	LP/NB		14/9/2011 <i>(Two weeks before consultation starts)</i>
Comments / submissions invited from interested parties on Options (4 week consultation period) Count of ballot ballots returned		Consultation Period (stage 1)	30/09/2011 – 28 /10/2011
Collate representations and prepare committee report <i>(agenda dispatched on 31/10/2011)</i>	LP/NB	Community Governance Review Sub Committee - 3rd meeting	8/11/2011 – 10am
All submissions / comments considered and evaluated. Report / draft recommendation prepared for consideration by Constitution Committee <i>(agenda dispatched on 9.11.2011)</i>	LP/NB		
		Constitution Committee	17.11.2011
Preparation of report to Council on draft final recommendation (including any warding arrangements) <i>(agenda dispatched on 6.12.2011)</i>	LP/NB	Formulate draft final recommendation to Council	
		Council	15/12/2011

Task/activity		Decision making process	Date of Meeting
		Approval of final draft recommendation for consultation Agree public notice for stage 2 consultation	
Publish Notice	LP/ NB		21/12/2011 Two weeks before consultation starts
Implement Consultation (3 weeks)	LP/ NB	Consultation Period (stage 2)	3/1/2012 – 24/1/2012
		Community Governance Review Sub-Committee - 4th meeting	wk cmg 6/2/2012
Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP/NB	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by Constitution Committee	
Preparation of report to Constitution Committee detailing final recommendation for approval by Council	LP/NB	Approval of final recommendation and Implementation Plan for consideration by Council	
		SPECIAL MEETING Constitution Committee	Mid February 2012 - tbc
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/NB		

Task/activity		Decision making process	Date of Meeting
		Final Decision by COUNCIL MEETING Including Approval of reorganisation order and Implementation Plan	23/2/2012
Council Publishes Reorganisation Order			March 2012
Implementation of any changes in electoral arrangements			Thereafter

Key to Officers:-

- LP - Lindsey Parton, Registration Service and Business Manager, Legal & Democratic Services
- NB - Natalie Bown, Policy Officer, Performance and Partnerships
- BR - Brian Reed, Democratic and Registration Services Manager