

# Community Governance Review Sub-Committee Agenda

---

**Date:** Friday, 27th April, 2012  
**Time:** 2.00 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.

4. **Minutes of Previous meeting** (Pages 1 - 6)

To approve the minutes of the meeting held on 13<sup>th</sup> March 2012.

---

**Contact:** Paul Mountford, Democratic Services Officer  
**Tel:** 01270 686472  
**E-Mail:** paul.mountford@cheshireeast.gov.uk

5. **Crewe Community Governance Review - Preparation for Stage 2 Consultation**  
(Pages 7 - 16)

To consider the next stage of the review in the light of the decision of Council on the Draft Recommendation.

6. **Macclesfield Community Governance Review** (Pages 17 - 30)

To consider the approach towards, and initial stages of, the Macclesfield Community Governance Review.

7. **Next Meeting**

**THERE ARE NO PART 2 ITEMS**

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the  
**Community Governance Review Sub-Committee**  
held on Tuesday, 13th March, 2012 at Council Chamber, Municipal Buildings,  
Earle Street, Crewe CW1 2BJ

**PRESENT**

Councillor D Marren (Chairman)  
Councillor P Groves (Vice-Chairman)

Councillors G Baxendale, R Cartlidge, B Murphy and P Whiteley

**In attendance**

Councillors D Flude and S Hogben

**Officers**

Brian Reed, Democratic and Registration Services Manager  
Paul Mountford, Democratic Services Officer  
Rose Hignett, Senior Electoral Services Officer  
Jamie Oliver, Communications Officer

**31 DECLARATIONS OF INTEREST**

There were no interests declared.

**32 PUBLIC SPEAKING TIME/OPEN SESSION**

Honorary Alderman Peter Kent expressed his thanks for the way in which the ballot of Crewe electors had been conducted. He went on to say that he had written to the Registration Service and Business Manager with suggestions for the warding of a new Crewe Parish in the event that this was created. His suggestion was that the existing Borough wards be used for the parish wards, with two parish councillors for each Borough councillor, but that the unparished area of Leighton comprise a separate parish ward with one parish councillor. This would result in a parish council of 21 members, which was broadly in line with official guidance. He also suggested that elections to the parish council could be held in November, 2012 at the same time as the election of Police Commissioners. Finally, he urged Cheshire East Council to arrange a seminar for prospective parish councillors for Crewe and asked that the Council consider what support it could give to the parish council in the initial stages.

**33 MINUTES OF PREVIOUS MEETING**

**RESOLVED**

That the minutes of the meeting held on 20<sup>th</sup> December 2012 be approved as a correct record.

**34 CREWE COMMUNITY GOVERNANCE REVIEW - FORMULATING THE COUNCIL'S DRAFT RECOMMENDATION**

The Sub-Committee considered a briefing paper based on the statutory guidance issued by the Department for Communities and Local Government which set out the process to be followed in conducting the Community Governance Review and the matters to be taken into consideration by the Council in formulating a draft recommendation.

**RESOLVED**

That the procedures to be followed in conducting the Community Governance Review, and the matters to be taken into consideration in formulating a draft recommendation, be noted.

**35 CREWE COMMUNITY GOVERNANCE REVIEW - FIRST STAGE CONSULTATION**

Members considered the outcome of the Stage 1 consultation which had concluded on 29<sup>th</sup> February 2012. The Sub-Committee now had to determine its advice to the Constitution Committee on the formulation of the Council's draft recommendation. The Constitution Committee would be meeting on 22<sup>nd</sup> March 2012 and would consider the Sub-Committee's advice at that meeting.

In addition to the briefing paper considered earlier in the meeting, Members had before them the outcome of the ballot of local electors and other representations received from the public and stakeholders during the first round of consultation.

The initial phase of consultation had included written representations received in response to public notices, specific invitations, a website tool and information leaflets. Two public meetings had been held in September to give members of the public the opportunity to learn more about the review and to express their views in a public forum. Further opportunities had subsequently been provided to provide information at various community events during November and December 2011. The Council's website had also been used as a source of information and as a tool for people to use to record their views. Finally, a voting paper had been sent to electors in Crewe to be returned by 29<sup>th</sup> February.

The ballot of local electors had taken place throughout the month of February 2012 and the result was as follows:

Area	No of voting papers received	'Yes'	'No'	Rejected
Crewe	12,135	10,741	1,381	13
Leighton (unparished)	78	69	9	0
TOTAL	12,213	10,810	1,390	13

There was therefore a clear majority in favour of a single town council for Crewe, both within the unparished area as a whole and in the unparished area of Leighton taken separately.

The vote represented a 32% turnout and Members of the Sub-Committee were satisfied that this was sufficient to represent the views of the electors of Crewe.

Members also had before them a summary of other public and stakeholder responses to the initial stage of consultation. These also showed a clear preference for a single town council.

Members then considered whether the potential cost implications of setting up and running a town council had been adequately highlighted and addressed in the consultation publicity and were satisfied that they had been.

Finally, reference was made to a potential mechanism under the Localism Act 2011 which would allow the introduction of a form of community governance known as a community trust. Members considered whether it was appropriate to include this option in the current review. It was noted that there was insufficient information on community trusts at present and that guidance was awaited. Indeed, the option of a community trust was neither contemplated nor available when the community governance process began and it could be considered inappropriate to include it as an option at a point when the review was well advanced. Given this, and the fact that the consultation response so far had not favoured any form of governance option other than a single town council, Members concluded that it would be inappropriate to consider community trusts as part of the current review.

In considering the results of the Stage 1 consultation and formulating its recommendations, the Sub-Committee had regard to the need to ensure that 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.

Members considered the detailed electoral and warding arrangements for a parish council. It was suggested that the number of wards for the new parish should be six and that the existing Borough ward areas could be used for this, except that the unparished area of Leighton could be included in the St Barnabas parish ward. It was further suggested that the number of parish councillors for each ward could mirror that of the respective Borough ward. This would produce a parish council of 10 councillors.

Members agreed that the new parish council should be recommended to consider its designation as a Town Council.

It was suggested that the first formal elections to the new parish council should take place in May 2015, the date of the next ordinary parish elections throughout the Borough. Members had regard to the fact that the Council had powers to appoint a temporary parish council up to 2015 and it was suggested that the members of the Crewe Local Service Delivery Committee could be appointed as the members of the temporary parish council. A temporary parish council would have all the legal powers of an elected parish council in that it could appoint a clerk and other staff, exercise powers, provide services and raise a precept.

Subject to the outcome of the consideration of this matter by the Constitution Committee and full Council, the Stage 2 consultation would take place over a three week period in May. A further meeting of the Sub-Committee would be arranged to consider the arrangements for the Stage 2 consultation.

RESOLVED

That the Constitution Committee be advised that pursuant to Section 87 of the Local Government and Public Involvement in Health Act 2007; and having regard to the provisions of the Department for Communities and Local Government and Electoral Commission Guidance, issued in April 2008, for the conduct of Community Governance Reviews:

1. Having taken into account
  - a. the results of the consultation with the electors of the unparished area of Crewe which shows that a majority of those who returned their ballot papers were in favour of a new parish council for their area;
  - b. the results of the consultation exercise with stakeholders and the representations from other interested persons;

- c. the outcomes of the public meetings held in Crewe and subsequent publicity and consultation arrangements; and
- d. the information on existing community governance arrangements in the area concerned and the alternative forms of community governance which might have been appropriate for the area in question;

2. Council be advised

- a. that the interests of effective and convenient local government and community identities in the area would be served by the creation of a new parish with a parish council for the unparished area of Crewe and that parish council be advised to consider its designation as a Town Council;
- b. that the parish should be divided into 6 wards for the purposes of election to the Parish Council, such wards to be coterminous with the existing Borough wards except that the unparished part of Leighton (Polling District 3FJ5) be incorporated into the St Barnabas parish ward, and that each ward should have the same number of parish councillors as Borough Councillors as follows:

St Barnabas (inc part of Leighton)	1
Crewe Central	1
Crewe North	1
Crewe South	2
Crewe East	3
Crewe West	2
TOTAL	10

- c. that the first year of elections to the new parish council should be 2015;
- d. that in the intervening period, as soon as the community review governance process allows, a temporary parish council be appointed by the Borough Council, to comprise the members of the Crewe Local Service Delivery Committee; and
- e. that these proposals form the basis of a second stage of public consultations and that the Boundary Commission be informed of these proposals.

**36 NEXT STEPS AND ARRANGEMENTS FOR STAGE 2 CONSULTATION**

Members gave further consideration to the project plan which set out the remaining stages of the review. Members noted in particular the timetable for conducting the Stage 2 consultation which would take place over a three week period in May.

**RESOLVED**

That the project plan be noted and updated further as appropriate.

**37 MACCLESFIELD COMMUNITY GOVERNANCE REVIEW**

Members gave preliminary consideration to the timing of the next community governance review, which would relate to the unparished area of Macclesfield.

**RESOLVED**

That a draft project plan be submitted to the next meeting for consideration.

**38 DATE OF NEXT MEETING**

To be agreed with the Chairman following consultation with Members.

The meeting commenced at 2.30 pm and concluded at 4.50 pm

Councillor D Marren (Chairman)



## CHESHIRE EAST COUNCIL

### Community Governance Review Sub-Committee

---

<b>Date of Meeting:</b>	27 <sup>th</sup> April 2012
<b>Report of:</b>	Borough Solicitor
<b>Subject/Title:</b>	Crewe Community Governance Review – Preparation for Stage 2 Consultation

---

#### 1. Report Summary

- 1.1 This paper deals with the next stage of the Crewe Community Governance Review, namely the arrangements for the Stage 2 consultation. Council at its meeting on 19<sup>th</sup> April 2012 will consider the recommendations of the Constitution Committee on the Draft Recommendation on the review and Council's decision will be reported at the meeting.

#### 2. Recommendation

- 2.1 That the Sub-Committee consider the arrangements for the Stage 2 consultation in the light of the decision of Council on the Draft Recommendation.

#### 3. The Review Process

- 3.1 To remind the Sub-Committee, the key stages of the community governance review process are set out below:
- (1) Determine viable options for community governance in the area under review.
  - (2) Draw up a Consultation Plan focused on consulting on those viable options.
  - (3) Stage 1 Consultation on the options.
  - (4) Evaluation and analysis of responses.
  - (5) Draft recommendation for the Constitution Committee to consider for recommendation to Council.
  - (6) Draft Proposal advertised
  - (7) Stage 2 Consultation on the Draft Proposal
  - (8) Council decides Outcome of the review.
- 3.2 The review has now reached stages (6) and (7) in which the Draft Recommendation approved by Council will be advertised and a second round of consultation will be undertaken.

- 3.3 The timetable for the review process is set out in the project plan attached at **Appendix 1**. The project plan timetable has been updated since the previous meeting, and Members are asked to note and endorse the revised timetable.

### **3 Outcome of the Stage 1 Consultation**

- 3.1 The Sub-Committee considered the outcome of the Stage 1 consultation at its last meeting.
- 3.2 The initial phase of consultation had included written representations received in response to public notices, specific invitations, a website tool and information leaflets. Two public meetings had been held in September to give members of the public the opportunity to learn more about the review and to express their views in a public forum. Further opportunities had subsequently been provided to provide information at various community events during November and December 2011. The Council's website had also been used as a source of information and as a tool for people to use to record their views. Finally, a voting paper had been sent to electors in Crewe to be returned by 29<sup>th</sup> February.
- 3.3 The ballot of local electors had taken place throughout the month of February 2012 and the result showed 10,810 electors in favour of a single town council for Crewe and 1,390 against. The vote represented a 32% turnout and the Sub-Committee had been satisfied that this was sufficient to represent the views of the electors of Crewe. Other public and stakeholder responses made during the Stage 1 consultation had also showed a clear preference for a single town council.
- 3.4 The Sub-Committee had also considered the electoral and warding arrangements for the parish council, including the numbers and disposition of wards, number of parish councillors, date of elections and transitional arrangements, details of which were set out in the minutes of the Sub-Committee's meeting.
- 3.5 Having considered the outcome of the Stage 1 consultation, including the Ballot result, and having considered alternative forms of community governance arrangements, the Sub-Committee had recommended the Constitution Committee to advise Council that
- a. that the interests of effective and convenient local government and community identities in the area would be served by the creation of a new parish with a parish council for the unparished area of Crewe and that parish council be advised to consider its designation as a Town Council;
  - b. that the parish should be divided into 6 wards for the purposes of election to the Parish Council, such wards to be coterminous with the existing Borough wards except that the unparished part of Leighton (Polling District 3FJ5) be incorporated into the St

Barnabas parish ward, and that each ward should have the same number of parish councillors as Borough Councillors as follows:

St Barnabas (inc part of Leighton)	1
Crewe Central	1
Crewe North	1
Crewe South	2
Crewe East	3
Crewe West	2
TOTAL	10

- c. that the first year of elections to the new parish council should be 2015;
- d. that in the intervening period, as soon as the community review governance process allows, a temporary parish council be appointed by the Borough Council, to comprise the members of the Crewe Local Service Delivery Committee; and
- e. that these proposals form the basis of a second stage of public consultations and that the Boundary Commission be informed of these proposals.”

3.6 In noting the advice of the Sub-Committee, the Constitution Committee had considered a number of issues:

- 1. whether the electors of the unparished part of Leighton should be asked if they wished to be included in the proposed parish of Crewe or in the existing parish of Leighton;
- 2. whether the proposed number of 10 parish councillors for Crewe was sufficient for a town of that size, given that a number of smaller towns in Cheshire East, such as Nantwich, Congleton, Alsager and Wilmslow, had a larger number of town councillors; and
- 3. whether it was appropriate to delay parish elections until 2015 and to appoint a temporary parish council when elections could be held in May 2013.

3.7 Having considered these issues and the advice of the Sub-Committee, the Committee recommended to Council

- a. that the interests of effective and convenient local government and community identities in the area would be served by the creation of a new parish with a parish council for the unparished area of Crewe and that parish council be advised to consider its designation as a Town Council;

- b. that the parish should be divided into 6 wards for the purposes of election to the Parish Council, such wards to be coterminous with the existing Borough wards except that, subject to recommendation c. below, the unparished part of Leighton (Polling District 3FJ5) be incorporated into the St Barnabas parish ward, and that each ward should have the number of parish councillors as follows:

St Barnabas	2
Crewe Central	2
Crewe North	2
Crewe South	3
Crewe East	4
Crewe West	3
TOTAL	16

- c. that the electors of the unparished part of the Borough ward of Leighton should be asked whether they would prefer to be included within the proposed parish of Crewe or within the existing parish of Leighton;
- d. that elections to the Crewe parish council should be held as soon as is practicably possible, and should thereafter be synchronised with the ordinary date of parish council elections; and
- e. that these proposals form the basis of a second stage of public consultation and that the Boundary Commission be informed of the proposals.

3.8 The decision of Council will be reported at the meeting.

#### **4 Stage 2 Consultation**

- 4.1 The Sub-Committee now needs to consider the arrangements for the Stage 2 consultation in the light of Council's decision on the draft recommendation.
- 4.2 The first step will be the publication of a Notice on 30<sup>th</sup> April 2012. The Notice will set out the Council's draft recommendation and invite comments which may be submitted in writing to the Registration Service and Business Manager, by email or through the Council's website. The Notice will be published in a prominent local newspaper and on the Council's website, and copies will be displayed in appropriate public buildings in the Crewe area and at Westfields. Copies will also be sent to the consultees and stakeholders consulted during the Stage 1 consultation. Electors and stakeholders will then have a three week period, commencing 11<sup>th</sup> May 2012, in which to submit comments on the draft recommendation. A draft Notice will be prepared for consideration at the Sub-Committee's meeting.

- 4.3 A further meeting of the Sub-Committee will be convened to consider the outcome of the Stage 2 consultation and to make a final recommendation to the Constitution Committee.

**Officer Contact Details**

Name: Paul Mountford  
Designation: Democratic Services Officer  
Tel No: 01270 686472  
Email: paul.mountford@cheshireeast.gov.uk

This page is intentionally left blank

## CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
<b>Officer Project Team</b>	<b>Officer Responsible</b>	<b>Community Governance Review Sub Committee meetings</b>	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	
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
		<b>Community Governance Review Sub Committee meeting</b>	23/9/2011

## CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
Further public engagement / publicity arranged			October 2011
Publicity for 1 <sup>st</sup> stage consultation with stakeholders	LP/NB		12/10/2011 <i>(Two weeks before consultation starts)</i>
Sign off of information leaflet		<b>Community Governance Review Sub Committee</b>	21/10/2011
Comments / submissions invited from interested parties on Options (4 week consultation period)		<b>Consultation Period (stage 1)</b>	14/11/2011 – 16/12/2011
All submissions / comments considered and evaluated.	LP		19 December 2011
Collate representations and devise ballot paper to electors		<b>Community Governance Review Sub Committee</b>	20 December 2011- plus further meeting if required in January 2012
Publish Public Notices for consultation with electors			Mid-January 2012 <i>(Two weeks before consultation starts )</i>



## CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
Ballot Papers issued to electors			February 2012
Collate representations and prepare committee report	LP	<b>Community Governance Review Sub Committee</b>	End February 2012
		<b>Constitution Committee</b>	22/3/2012 (or special meeting if required)
Preparation of report to Council on draft final recommendation (including any warding arrangements)	LP/ BR	Formulate draft final recommendation to Council Agree public notice for stage 2 consultation	
		<b>Council</b> Approval of final draft recommendation for consultation	19/4/2012
Approval of arrangements for Stage 2 consultation		<b>Community Governance Review Sub-Committee</b>	27/4/2012
Publish Stage 2 Notice	LP		30/4/2012
Implement Consultation (3 weeks)	LP	<b>Consultation Period (stage 2)</b>	11/5/2012 – 1/6/2012
		<b>Community Governance Review Sub-Committee</b>	W/C 18/6/2012

## CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
Preparation of analysis/evaluation of consultation outcome  Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP	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/BR	Approval of final recommendation and Implementation Plan for consideration by Council	
		<b>Constitution Committee</b>	5/7/2012
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/BR		
		<b>Final Decision by COUNCIL MEETING</b> Including Approval of reorganisation order and Implementation Plan	19/7/2012
Council Publishes Reorganisation Order			August 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

## CHESHIRE EAST COUNCIL

### Community Governance Review Sub-Committee

---

<b>Date of Meeting:</b>	27 <sup>th</sup> April 2012
<b>Report of:</b>	Borough Solicitor
<b>Subject/Title:</b>	Macclesfield Community Governance Review

---

#### 1 Report Summary

- 1.1 This paper is intended as an initial briefing paper to provide Members with an outline of the process to be followed in conducting the Macclesfield Community Governance Review. It is based on the statutory guidance in respect of the process for creating a new local council '[Guidance on Community Governance Reviews](#)' issued by the Department for Communities and Local Government (DCLG) and the Electoral Commission.

#### 2 Background

- 2.1 The Constitution Committee at its meeting on 2<sup>nd</sup> June 2011 had resolved as follows:

That

- (1) a Borough-wide review of community governance arrangements for Cheshire East be conducted to consist of the following areas, and be undertaken in order of priority as listed:
  - (a) a review of the unparished areas of Crewe in accordance with the Notice of Motion to Council on 14<sup>th</sup> October 2010;
  - (b) a review of the unparished areas of Macclesfield in response to 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;
- (2) a sub-committee of six members be appointed (4 Con; 1 Lab; 1 Ind) with delegated authority to conduct the review; and

(3) Macclesfield Civic Society be informed of the Committee's decision regarding the scope of the review.

- 2.2 The Crewe Community Governance Review has now reached the second stage of consultation and is dealt with in another report.
- 2.3 At its meeting on 13<sup>th</sup> March 2012, the Community Governance Review Sub-Committee gave preliminary consideration to the timing of the next community governance review, which would relate to the unparished area of Macclesfield. The Sub-Committee asked that a draft project plan be submitted to its next meeting for consideration.
- 2.4 The representations made by the Macclesfield Civic Society as referred to in resolution (1)(b) above are attached at **Appendix 1**.
- 2.5 At the Sub-Committee's meeting on 26<sup>th</sup> July 2011, Members noted that as the community governance review moved around the Borough, the Sub-Committee's membership may need to be reviewed so that Members of appropriate knowledge and experience could participate.

### **3 Procedure**

- 3.1 Set out below, by way of reminder to Members, is the procedure to be followed in conducting the Macclesfield community governance review.
- 3.2 Since February 2008 the decision-making power about matters such as the creation of parishes and their electoral arrangements has been devolved from the Secretary of State and the Electoral Commission to principal councils such as Cheshire East.
- 3.3 Cheshire East Council can decide whether to give effect to the recommendations made arising from the Community Governance Review provided it takes the views of local people into account.
- 3.4 This process will follow several phases which are outlined below:
- Determine the viable options for community governance in the area under review
  - Draw up a consultation plan for consulting on these options
  - Stage 1 consultation on options
  - Evaluation and analysis of responses
  - Draft recommendations for the Constitution Committee to consider for recommendation to Council
  - Draft proposal advertised
  - Stage 2 consultation on the draft proposal
  - Council decides outcome of the review process
- 3.5 A draft project plan is included in this report as **Appendix 2**. This is intended to be an initiating document to aid project planning. The time scales will be continually reviewed and updated.

- 3.6 The consultation stages of the review will be critical to the process. As such, the Sub-Committee needs to:
- agree a list of consultees (draft list at **Appendix 3**)
  - agree the methods of consultation to be used
  - agree the timing of the consultation stages
- 3.7 Other key considerations:
- The impact of community governance arrangements on community cohesion
  - The size, population and boundaries of a local community or parish
  - Parishes should reflect distinctive and recognisable communities of interest with their own sense of identity
  - The degree to which the proposals offer a sense of place and identity for all residents
  - The ability of the proposed authority to deliver quality services economically and efficiently providing users with a democratic voice
  - The degree to which a town or parish council would be viable in terms of a unit of local government providing at least some local services that are convenient, easy to reach and accessible to local people
- 3.8 Any views received as part of the consultation process must be taken into account.
- 3.9 The view of the Electoral Commission must be sought on any proposed electoral arrangements.
- 3.10 The intention is that the initial phase of consultation will be based largely on written representations received in response to public notices and specific invitations. It is suggested that at least two public meetings be held to give interested parties the opportunity to express their views in a public forum, and that a postal ballot of the electorate be conducted. The Sub-Committee will need to consider the wording and the format of the ballot paper. It is recommended that the Cheshire East website be used to encourage feedback online, and as the main mechanism for the availability of information.
- 3.11 It is recommended that an explanatory leaflet be prepared and distributed to the consultees, outlining the details of the review and the options being consulted upon. Examples of the explanatory leaflet and ballot papers used in the Crewe Community Governance Review will be available at the meeting for the Sub-Committee to consider and adapt as required.

#### **4 Criteria when undertaking a review**

- 4.1 In considering the results of the consultation and formulating recommendations, Members will be required to ensure that the community governance within the area under review will be:
- reflective of the identities and interests of the community in that area; and

- effective and convenient

4.2 Key considerations for the Sub-Committee to identify if the review meets the criteria include:

- The impact of community governance arrangements on community cohesion
- The size, population and boundaries of local communities or parishes
- Parishes should reflect distinctive and recognisable communities of interest with their own sense of identity
- The degree to which the proposals offer a sense of place and identify for all residents
- The ability of the proposed authority to deliver quality services economically and efficiently whilst providing users with a democratic voice
- The degree to which a town or parish council would be viable in terms of a unit of local government providing some local services that are convenient and accessible to local people

4.3 The guidance also indicates that as part of the review other viable options should be considered to determine whether they represent a better option in terms of addressing the criteria. The options identified in previous reviews are as follows:

**Area committees:** formed as part of the structure of principal Councils, often including Councillors. They can be involved in a wide range of service provision and fulfil a number of community governance roles. Their primary role is to contribute to the shaping of Council services and improving local service provision. In Cheshire East, the Local Area Partnerships provide a coherent and consistent pattern across the borough by coordinating partners in small local areas.

**Neighbourhood management:** generally aimed at service delivery improvement and implementation at a local level, facilitated by a neighbourhood manager rather than advising or making decisions at a local level.

**Tenant Management Organisations:** largely public/social housing focused and estate based.

**Area/Community Forums:** mechanisms to give communities a say on principal Council matters or local issues and to influence decision-making. Membership usually consists of those people living or working in a specific area.

**Residents'/Tenants' Associations:** usually neighbourhood/estate focused, established with or without direct support from the principal Council.

**Community Associations:** democratic model for local residents and community organisations to work together for the benefit of the

neighbourhood. The principal Council may be represented on the management committee.

**Multiple Parish Councils:** these may best meet the community cohesion requirements of the review, and may use natural geographical boundaries to form communities.

- 4.4 In addition, the recently-enacted Localism Act may provide further opportunities for developing alternative community governance arrangements, such as working with existing Community Trusts and/or creating new ones for an integrated approach to local governance and service delivery in particular areas. Enquiries are being made of the Department for Communities and Local Government to seek further information and guidance.

## **5 Recommendations and decision on the review outcome**

- 5.1 The guidance requires that recommendations must be made with respect to the following:
- The need to ensure that community governance reflects the identities and interests of the community in the area, and is effective and convenient.
  - Any other arrangements that have been made for the purposes of community representation or engagement.
  - Any representation received supported by evidence which demonstrates that the community governance arrangements would meet the criteria.

## **6 Electoral Arrangements**

- 6.1 The Review must give consideration to the electoral arrangements that should apply in the event that a Parish or Town Council is established. In particular, the following must be considered:
- The ordinary year of election – the first year would be the 2015 Borough and Parish Elections.
  - Council size – the number of councillors.
  - Parish/Town warding – whether the town or parish should be divided into wards; the number and boundaries of any such wards; the number of councillors per ward; the names of any such wards.

## **7 Background Documents**

- 7.1 The Sub-Committee will be provided with the current electorate and an outline map showing the area under review.

### **Officer Contact Details**

Name: Paul Mountford  
Designation: Democratic Services Officer  
Tel No: 01270 686472  
Email: paul.mountford@cheshireeast.gov.uk

This page is intentionally left blank



**MACCLESFIELD CIVIC SOCIETY***working for a town to be proud of*RECEIVED  
11

Mrs Erika Wenzel, Chief Executive,

Cheshire East Council,

Westfields,

Middlewich Road,

Sandbach

CW11 1HZ

5 May 2011

Dear Mrs Wenzel

**Cheshire East Governance Review**

At the meeting of the Civic Society Committee on Monday 13 December 2010 I was instructed to the Democratic Services Team regarding the prospect of a governance review for Macclesfield. The Society and other local organisations have noted the progress of Wilmslow/Handforth towards the establishment of new town and parish councils with both interest and support. We also understand that the position with regard to Crewe may be revisited in 2011. Should these areas eventually obtain town or parish status this would leave only Macclesfield as an area without a lower tier of local government. Rather than remain as an administrative anomaly the Society would wish to see a town council established and to this end have already collected a number of signatories to a petition calling for that end.

The reply received in January of this year from Mrs Parton indicated that the position may be revisited following elections to the Council which take place today.

From recent discussions which the Society has had with the Macclesfield Guild and Chamber of Trade there appears to be real concern that the review ought to be pursued as a matter of urgency given impending changes heralded in the Localism Bill. It would be unfortunate if Macclesfield and Crewe remained the only parts of Cheshire East without a lower tier council in place and reliant upon the workings of ad hoc bodies such as local area committees to oversee delegated or devolved functions.

The Society does not consider that the role of the Macclesfield Charter Trustees (in the absence of direct elections to such positions by Macclesfield residents) would enjoy democratic credibility should they be

accorded further responsibilities for devolved or delegated services. In addition as Cheshire East Councillors the Charter Trustees have many other duties that may have first call on their time and involvement.

In view of this I am instructed by the Society to write to you to formally request that the issue of a governance review for Macclesfield and Crewe be placed before the newly elected Cheshire East Council at the first appropriate opportunity.

I understand that the Macclesfield Guild may be writing to you in similar terms.

With best wishes for the forthcoming Local Government Year and looking forward to your advice I remain

Yours sincerely

*Keith Smith*

Chairman, Macclesfield Civic Society

## MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
<b>Officer Project Team</b>	<b>Officer Responsible</b>	<b>Community Governance Review Sub Committee meetings</b>	27/4/2012 w/c 18/6/2012
Guidance summary Project Plan Map of Review Area Electorate figures  Options appraisal (As per 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  Review Membership of Sub Committee 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	
Publish Public Notice giving details of public meetings	LP/NB		25/6/2012 <i>(Two weeks before public meetings held)</i>
Public Meetings	BR/ LP/ NB	2 meetings in Macclesfield	w/c 9/7/2012 – evening w/c 9/7/2012 - afternoon
		<b>Community Governance Review Sub Committee meeting</b>	w/c 23 /7/2012

## MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
		Consider and approve arrangements for ballot of electors	
Further public engagement / publicity arranged			August 2012
Publicity for 1 <sup>st</sup> stage consultation with stakeholders	LP/NB		20/8/2012 (Two weeks before consultation starts)
Comments / submissions invited from interested parties on Options (4 week consultation period)		<b>Consultation Period (stage 1)</b>	3/9/2012 – 28/9/2012
All submissions / comments considered and evaluated. Collate representations	LP		
Publish Notices for ballot of electors	LP		1/10/2012 (Two weeks before ballot)
		<b>Community Governance Review Sub Committee meeting</b> Consider outcomes from stage 1 consultation	w/c 8/10/2012
Ballot Papers issued to electors	LP		w/c 15/10/2012

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
Collate representations and result of ballot and prepare committee report	LP	<b>Community Governance Review Sub Committee meeting</b>	w/c 5/11/2012
		<b>Constitution Committee</b>	15/11/2012
Preparation of report to Council on draft final recommendation (including any warding arrangements)	LP/ BR	Formulate draft final recommendation to Council Agree public notice for stage 2 consultation	
		<b>Council</b> Approval of final draft recommendation for consultation	13/12/2012
Publish Notice	LP		14/1/2013 <i>Two weeks before consultation starts</i>
Implement Consultation (3 weeks)	LP	<b>Consultation Period (stage 2)</b>	28/1/2013 – 18/2/2013
		<b>Community Governance Review Sub-Committee meeting</b>	
Preparation of analysis/evaluation of consultation outcome  Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by Constitution Committee	w/c 4/3/2013

## MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
Preparation of report to Constitution Committee detailing final recommendation for approval by Council	LP/BR	Approval of final recommendation and Implementation Plan for consideration by Council	
		<b>Constitution Committee</b>	21/3/2013
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/BR		
		<b>Final Decision by COUNCIL MEETING</b> Including Approval of reorganisation order and Implementation Plan	18/4/2013
Council Publishes Reorganisation Order			May 2013
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

## **Macclesfield Community Governance Review**

### **Consultees**

Local political parties  
David Rutley, MP  
All Cheshire East Borough Councillors  
National Association of Local Councils  
Cheshire Association of Local Councils  
Local town and parish councils  
Macclesfield Charter Trustees  
Macclesfield Civic Society  
Central and Eastern Cheshire PCT  
East Cheshire NHS Trust  
Partnerships for Action in Cheshire East  
Macclesfield LAP  
Community Groups  
Neighbourhood Action Groups  
Residents' Groups/Associations (via Cheshire East Community Development Team)  
Local Schools – Primary, Secondary, Nursery  
Private Day Care Centres  
Education Improvement Partnerships  
Macclesfield College  
Local voluntary organisations  
Macclesfield Chamber of Commerce  
Local Business Networks  
Cheshire Interfaith Network  
Local Churches  
Macclesfield Fire Station  
Cheshire Fire and Rescue Service  
Macclesfield Police Station  
Cheshire Police Authority  
Registered Social Landlords  
Local Round Tables  
Local Rotary Clubs  
Local Women's Institutes/Guilds  
Senior Citizens' Clubs  
Youth Associations  
Macclesfield Historical Society  
Royal British Legion

This page is intentionally left blank