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Chief Executive

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Date: 26th October 2016

Dear Councillor,

Council

YOU ARE HEREBY SUMMONED to attend the Meeting of the **Council** to be held in the **Council Chamber**, on **Thursday, 03 November 2016** at **18:00** to transact the business set out on the attached agenda.

Yours faithfully,

Chief Executive

To:- **Conservative Group**

Councillor Murray (Chairman), Councillor Stanton (Vice-Chairman) and Councillors Atkin, Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, MacPherson, Muller, Mrs Patten, Mrs Plenderleith, Roberts, Smith, Swann, Watson, Wheeler and Mrs Wyatt.

Labour Group

Councillors Bambrick, Chahal, Dunn, Dr Pearson, Rhind, Richards, Shepherd, Southerd, Mrs Stuart, Taylor, Tilley, and Wilkins.

AGENDA

Open to Public and Press

- 1 Apologies.
- 2 PARALYMPIC WELCOME: LEWIS WHITE
- 3 To confirm the Open Minutes of the Council Meeting held on the 22nd September 2016 (CL/56-CL/76).
Council 22nd September 2016 Open Minutes **5 - 11**
- 4 To note any declarations of interest arising from any items on the Agenda
- 5 To receive any announcements from the Chairman, Leader and Head of Paid Service.
- 6 To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 7 To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 8 To consider any Notices of Motion in order of which they have been received.

In accordance with Council Procedure Rule No. 12, Councillor Richards will move the following motion:-
MOTION **12 - 12**
- 9 To authorise the sealing of the documents.

SEALED DOCUMENTS **13 - 13**
- 10 THE ANNUAL AUDIT LETTER FOR SOUTH DERBYSHIRE DISTRICT COUNCIL **14 - 38**

11	INDEPENDENT REMUNERATION PANEL	39 - 67
12	COMMUNITY GOVERNANCE REVIEW - BARROW UPON TRENT, TWYFORD & STENSON AND STENSON FIELDS - DRAFT PROPOSALS	68 - 164
13	To receive and consider the Open Minutes of the following Committees:-	
	Licensing and Appeals Committee 16th September 2016 Open Minutes	165 - 166
	Finance and Management Special Committee 22nd September 2016 Open Minutes	167 - 168
	Etwall Joint Management Committee 26th September 2016 Open Minutes	169 - 171
	Planning Committee 27th September 2016 Open Minutes	172 - 177
	Environmental and Development Services Committee 29th September 2016 Open Minutes	178 - 182
	Licensing and Appeals Committee 6th October 2016 Open Minutes	183 - 186
	Housing and Community Services Committee 6th October 2016 Open Minutes	187 - 190
	Finance and Management Special Committee 13th October 2016 Open Minutes	191 - 194
	Overview and Scrutiny Committee 19th October 2016 Open Minutes	195 - 198
	Licensing and Appeals Committee 20th October 2016 Open Minutes	199 - 199
14	To review the compositions of Committees, Sub-Committees and Working Panels for the remainder of the municipal year.	

15 To review the compositions of Substitute Panels.

16 To review representation on Outside Bodies.

Exclusion of the Public and Press:

17 The Chairman may therefore move:-

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

18 To confirm the Exempt Minutes of the Council Meeting held on 22nd September 2016 (CL/77–CL/79).

Council 22nd September 2016 Exempt Minutes

19 To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.

20 To receive and consider the Exempt Minutes of the following Committees:-

Planning Committee 27th September 2016 Exempt Minutes

Environmental and Development Services Committee 29th September 2016 Exempt Minutes

Housing and Community Services Committee 6th October 2016 Exempt Minutes

Finance and Management Special Committee 13th October 2016 Exempt Minutes

Licensing and Appeals Committee 20th October 2016 Exempt Minutes

MINUTES of the MEETING of the
SOUTH DERBYSHIRE DISTRICT COUNCIL
held at the Civic Offices, Civic Way, Swadlincote
on Thursday 22nd September 2016
at 6.00pm

PRESENT:-

Conservative Group

Councillor Murray (Chairman), Councillor Stanton (Vice Chairman), Councillors Atkin, Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, MacPherson, Muller, Mrs Patten, Mrs Plenderleith, Roberts, Swann, Watson, Wheeler and Mrs Wyatt

Labour Group

Councillors Bambrick, Chahal, Dunn, Dr Pearson, Rhind, Richards, Shepherd, Mrs Stuart, Taylor and Tilley

CL/56 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillors Smith (Conservative Group), Southerd and Wilkins (Labour Group).

Councillor Richards updated Council on Councillor Wilkins' progress. Best wishes were passed on by all Members.

CL/57 **ROSPA AWARD**

The Chairman announced the Council's achievement in once again attaining a Gold Award from the Royal Society for the Prevention of Accidents, national recognition that the Council strives to safeguard the health and well-being of its staff and workforce to reduce the risk of accidents occurring in the workplace.

The Chairman presented the Award to the Council's Health and Safety Officer, Tony Guest, who received it on behalf of all Council officers. Thanks were also expressed to Councillors Watson and Taylor in their role as Health and Safety Champions, their involvement demonstrating how seriously the Council takes its health and safety responsibilities.

CL/58 **DEMENTIA**

Councillor Mrs Farrington introduced Darren Perry of the South Derbyshire Dementia Action Alliance who delivered a presentation to Council on the condition. Reference was made to the promotional activities of the Alliance and the aims of spreading the Dementia Friendly principles across Derbyshire, aided by the new Forget-Me-Not logo.

The Leader acknowledged that many families were becoming aware of the effects of dementia and how important it was that the matter be taken

seriously, encouraging all efforts to increase awareness. Councillor Dunn supported this approach, noting its timeliness and similar initiatives at the County Council. The Health Partnership Manager outlined the Council's four main aims in this area, namely for the Council to attain Dementia Friendly status; to develop a housing offer that supports residents with dementia and their carers; to provide information and advice about local dementia friendly services to South Derbyshire residents and to support the South Derbyshire Dementia Action Alliance.

Councillor Mrs Farrington led Members in thanking Mr Perry and officers for their work in this area.

CL/59 **MINUTES OF ANNUAL COUNCIL**

The Open Minutes of the Annual Council held on 30th June 2016 (Minute Nos. CL/36-CL/52) were approved as a true record.

CL/60 **DECLARATIONS OF INTEREST**

Council was informed that no declarations of interest had been received.

CL/61 **ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman of the Council outlined a summary of events attended since the last meeting, including the new Council homes at Lullington Road, Overseal, the Newhall Park Memorial, the Dancing in the Forest event, the Pingle School 50 years event, the Civic Service, the Aston on Trent bowls day, the opening of the Maurice Lee Park World War One Walk, a visit to JCB to recognise its two Queen's Awards, the opening of the climbing wall at the Greenbank leisure centre, the Last Night of the Proms and the opening of the Melbourne Sporting Partnership pavilion. The Chairman also referred to the recognition of South Derbyshire around the world – a member of the 1211 Squadron had presented two New Zealand mayors with civic gifts, for which letters of thanks had been received; a member of the Texas Baptist Church had been presented with civic gifts, as had visitors from Japan.

Special tribute was paid to local swimmer and Pingle School student, Lewis White, who had won a medal at the recent Rio Paralympics.

The Chairman also drew attention to the charity dinner soon to be held at Burton Albion in aid of the prostate cancer charity, Men Utd and asked that Members give it their support.

CL/62 **ANNOUNCEMENTS FROM THE LEADER**

The Leader also commended Lewis White for his achievements at the Rio Paralympics and his intention to invite him to a future Council.

The Leader also relayed an update on devolution matters, in that senior officers from Derbyshire and Nottinghamshire had recently met with Treasury officials and outcomes from these discussions were awaited.

CL/63 **ANNOUNCEMENTS FROM HEAD OF PAID SERVICE**

The Chief Executive made reference to requests for information relating to costs incurred by the Council in Planning Appeals. This information had been collated and was passed to the Leader of the Controlling Group and the Leader of the Opposition.

Details of the successful development of council land were also relayed relating to the Midway Community Centre and the facilities provided at the site, all benefiting the local community.

The Chief Executive invited Gillian Coates to provide a brief update on the Sainsbury's Waste Less Save More project. It was reported that the campaign website had attained 156,000 hits to date; that eight Food Saver Champs had helped undertake over 20 events; that over 2,000 children had taken part in workshops as part of the Fab Food campaign, the Eureka School completing the full programme and recording a 37% reduction in food waste; that food waste weigh-in initiatives had taken place in ten homes with more planned and that £550k had been spent in the area so far as a result of the project. The Chief Executive also referred to the positive local and national publicity this project was generating for South Derbyshire and invited Gillian to present a full report to Council at the end of the project.

CL/64 **QUESTIONS BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

Council were informed that no questions had been received.

CL/65 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

Council were informed that no questions had been received.

CL/66 **SEALED DOCUMENTS**

03.08.16 11435 Transfer – 24 South Drive, Newhall
 03.08.16 11438 Transfer – 3 Durham Close, Midway
 12.08.16 11441 Transfer – 98 Heath Lane, Findern

RESOLVED:

That the Sealed Documents listed, for which there is no specific authority, be duly authorised.

CL/67 **ANNUAL REPORT 2015/16**

The Chief Executive presented the report to Council.

RESOLVED:-

Members noted the draft Annual Report 2015/16.

CL/68 COUNCIL SUMMONS – THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER 2015

The Monitoring Officer presented the report to Council.

Councillor Richards proposed that the wording of recommendation 1.2 be amended to read 'That Members give consent or not to receive Council summonses electronically'. This amendment was passed by Council.

RESOLVED:-

- 1) *Members approved the amendments to the Constitution to meet the requirements of the Local Government (Electronic Communications) (England) Order 2015.***
- 2) *Members gave consent or not to receive Council summonses electronically.***

Members were asked to state whether or not they consented to receive Council summonses electronically:

The Members who voted to receive summons electronically were: Councillors Atkin, Bambrick, Billings, Mrs Brown, Chahal, Mrs Coe, Coe, Mrs Coyle, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, Muller, Murray, Mrs Patten, Dr Pearson, Mrs Plenderleith, Roberts, Swann, Tilley, Watson, Wheeler and Mrs Wyatt.

The Members who voted not to receive summons electronically were: Councillors Dunn, MacPherson, Rhind, Richards, Shepherd, Stanton, Mrs Stuart and Taylor.

CL/69 ADOPTION OF STREET TRADING

The Monitoring Officer presented the report to Council.

RESOLVED:-

- 1) *Members adopted the resolution detailed in paragraph 3.4 of the report so as to allow street trading in the area detailed to come into effect from 1st November 2016.***
- 2) *Members approved the Street Trading Policy to come into effect from 1st November 2016.***
- 3) *Members approved the proposed fees for street trading.***

CL/70 LOCAL GOVERNMENT OMBUDSMAN – ANNUAL REVIEW LETTER 2016 AND UPDATE ON RECENT DEVELOPMENTS TO THE OMBUDSMAN

The Chief Executive presented the report to Council.

RESOLVED:-

Members accepted the Local Government Ombudsman's Annual Review Letter 2016.

CL/71 **COMMUNITY GOVERNANCE REVIEW – NEWHALL AND STANTON:
FINAL PROPOSALS**

The Chief Executive presented the report to Council, clarifying that the submissions contained within the documents at Appendix 6 had not been included in the figures quoted for the consultation response.

The Leader stated that he supported parish council's in principle, that they could be vital to the community if active, providing other services. He had therefore been encouraged when a Newhall and Stanton Parish Council had first been proposed. The Leader stated that whilst the Council had the right to proceed with the formation of a parish council, it did not have the moral right to do so and therefore, in light of the final consultation response figures, he proposed that no further action be taken in relation to this matter.

Councillor Richards stated that whilst he was not opposed to parish council's, the local Members were not sure what the electorate wanted on this occasion and had therefore initiated the survey to clarify their views. Given the outcome, he also supported the Leader's proposal.

RESOLVED:-

Members resolved not to create a Parish Council for Newhall and Stanton.

CL/72 **OPEN MINUTES**

Council received and considered the open minutes of its Committees.

RESOLVED:-

That the open minutes of the following Committees were approved as a true record:-

<i>Finance and Management Special</i>	<i>21.06.16</i>	<i>FM/26-FM/33</i>
<i>Overview and Scrutiny</i>	<i>22.06.16</i>	<i>OS/1-OS/9</i>

Councillor Richards queried the protocol for calling informal Overview and Scrutiny meetings, a query responded to by the Chairman of the Committee.

<i>Planning</i>	<i>28.06.16</i>	<i>PL/1-PL/20</i>
<i>Etwell Joint Management Committee</i>	<i>11.07.16</i>	<i>EL/46-EL/51</i>
<i>Planning</i>	<i>19.07.16</i>	<i>PL/24-PL/32</i>
<i>Finance and Management Special</i>	<i>21.07.16</i>	<i>FM/40-FM/44</i>
<i>Planning</i>	<i>09.08.16</i>	<i>PL/35-PL/51</i>
<i>Licensing and Appeals</i>	<i>12.08.16</i>	<i>LAS/7-LAS/9</i>
<i>Environmental and Development Services</i>	<i>18.08.16</i>	<i>EDS/17-EDS/26</i>

Councillor Shepherd referred to his previous requests for information relating to Planning Appeal costs and noted the Chief Executive's earlier announcement on this matter.

<i>Housing and Community Services</i>	<i>25.08.16</i>	<i>HCS/22-HCS/31</i>
<i>Finance and Management</i>	<i>01.09.16</i>	<i>FM/47-FM/60</i>
<i>Planning</i>	<i>06.09.16</i>	<i>PL/52-PL/66</i>
<i>Overview & Scrutiny</i>	<i>07.09.16</i>	<i>OS/10-OS/18</i>

Area Forums

<i>Etwell</i>	<i>27.06.16</i>	<i>EA/1-EA/9</i>
<i>Newhall</i>	<i>29.06.16</i>	<i>NA/1-NA/9</i>
<i>Repton</i>	<i>05.07.16</i>	<i>RA/1-RA/9</i>
<i>Swadlincote</i>	<i>07.07.16</i>	<i>SA/1-SA/9</i>
<i>Melbourne</i>	<i>14.07.16</i>	<i>MA/1-MA/9</i>
<i>Linton</i>	<i>20.07.16</i>	<i>LA/1-LA/9</i>

CL/73 **THE COMPOSITION OF COMMITTEES, SUB-COMMITTEES & WORKING PANELS FOR THE REMAINDER OF THE MUNICIPAL YEAR**

Council were informed that no changes had been made to the composition of the committees, sub-committees and working panels since its last meeting.

CL/74 **COMPOSITION OF SUBSTITUTE PANELS**

The Leader confirmed the following change in substitute panel compositions:
Planning Committee: Councillor Mrs Patten to replace Councillor Wheeler

CL/75 **REPRESENTATION ON OUTSIDE BODIES**

Council were informed that no changes had been made to representations on outside bodies since its last meeting.

CL/76 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined under the paragraphs of Part 1 of Schedule 12A of the Act as indicated in the reports of Committees.

EXEMPT MINUTES OF ANNUAL COUNCIL

The Exempt Minutes of the Annual Council Meeting held on 30th June 2016 (Minute Nos. CL/53-CL/55) were approved as a true record.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NUMBER 11

Council was informed that no questions had been received.

EXEMPT MINUTES

Council received and considered the Exempt Minutes of its committees.

RESOLVED:-

That the Exempt Minutes of the following Committees be approved as a true record:-

<i>Finance and Management Special</i>	<i>21.06.16</i>	<i>FM/34-FM/39</i>
<i>Planning</i>	<i>28.06.16</i>	<i>PL/21-PL/23</i>
<i>Planning</i>	<i>19.07.16</i>	<i>PL/33-PL/34</i>
<i>Finance and Management Special</i>	<i>21.07.16</i>	<i>FM/45-FM/46</i>
<i>Licensing and Appeals</i>	<i>12.08.16</i>	<i>LAS/10-LAS/13</i>
<i>Environmental and Development Services</i>	<i>18.08.16</i>	<i>EDS/27-EDS/28</i>
<i>Housing and Community Services</i>	<i>25.08.16</i>	<i>HCS/32-HCS/34</i>
<i>Finance and Management</i>	<i>01.09.16</i>	<i>FM/61-FM/64</i>

The meeting terminated at 7.15pm.

COUNCILLOR P MURRAY

CHAIRMAN OF THE DISTRICT COUNCIL

In accordance with Council Procedure Rule No. 12, Councillor Richards will move the following motion:-

Make Fair Transitional State Pension arrangements for 1950's women

“This Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Act of 1995 and 2011 with little/no/personal notification of the changes. Some women had only two years notice of a six year increase to their state pension age.

Many women born in the 1950s are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute – it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women effected, leaving women with no time to make alternative arrangements.

This Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to Pension changes they were not told about until it was too late to make alternative arrangements.”

REPORT TO:	COUNCIL	AGENDA ITEM: 9
DATE OF MEETING:	3rd NOVEMBER 2016	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595848 / 595722	DOC:U:\JAYNE\Commtee\COMM REP\Sealed Docs report 3 Nov 16.docx
SUBJECT:	SEALED DOCUMENTS	REF: J. BEECH
WARD(S) AFFECTED:	VARIOUS	TERMS OF REFERENCE: N/A

1.0 Purpose of Report/Detail/Recommendation

1.1 To authorise the Sealed Documents listed below, which have no specific authority:-

<u>Date</u>	<u>No. of Seal</u>	<u>Nature of Document</u>
05.09.16	11460	Transfer – 35 Bass's Crescent, Castle Gresley
05.09.16	11462	Transfer – 32 Chestnut Avenue, Midway
14.09.16	11467	Transfer – 38 George Street, Church Gresley
30.09.16	11484	Transfer – 26 Windsor Road, Linton
05.10.16	11493	Transfer – 16 New Road, Coton-in-the-Elms
12.10.16	11494	Transfer – 39 Grove Close, Thulston
12.10.16	11496	Transfer – 6 South Drive, Newhall

2.0 Financial Implications

2.1 None.

3.0 Corporate Implications

3.1 None.

4.0 Community Implications

4.1 None.

5.0 Background Papers

5.1 Seal Register

REPORT TO:	FULL COUNCIL	AGENDA ITEM: 10
DATE OF MEETING:	3rd NOVEMBER 2016	CATEGORY: RECOMMENDED
REPORT FROM:	DIRECTOR OF FINANCE and CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/audit/EY audit letters/covering report
SUBJECT:	THE ANNUAL AUDIT LETTER FOR SOUTH DERBYSHIRE DISTRICT COUNCIL	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

1.1 That the Annual Audit Letter for 2015/16 is considered and approved.

2.0 Purpose of Report

2.1 For Ernst and Young LLP (EY) as the Council's appointed auditors, to present their Annual Audit Letter for 2015/16.

3.0 Detail

3.1 The Annual Audit Letter (attached) summarises the key issues arising from the work that the External Auditor has undertaken at the Council during the financial year 2015/16. The Letter is designed to communicate key messages to the Council and external stakeholders, including members of the public.

3.2 The Letter covers key messages and conclusions from work on:

- Auditing the 2015/16 Accounts and Financial Statements.
- Reviewing the Council's governance arrangements.
- Considering whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness on its use of resources, i.e. value for money.

4.0 Financial Implications

4.1 None directly.

5.0 Corporate Implications

5.1 None directly.

6.0 Community Implications

6.1 None directly.

7.0 Background Papers

None

South Derbyshire District Council

Annual Audit Letter for the year ended 31 March 2016

October 2016

Ernst & Young LLP

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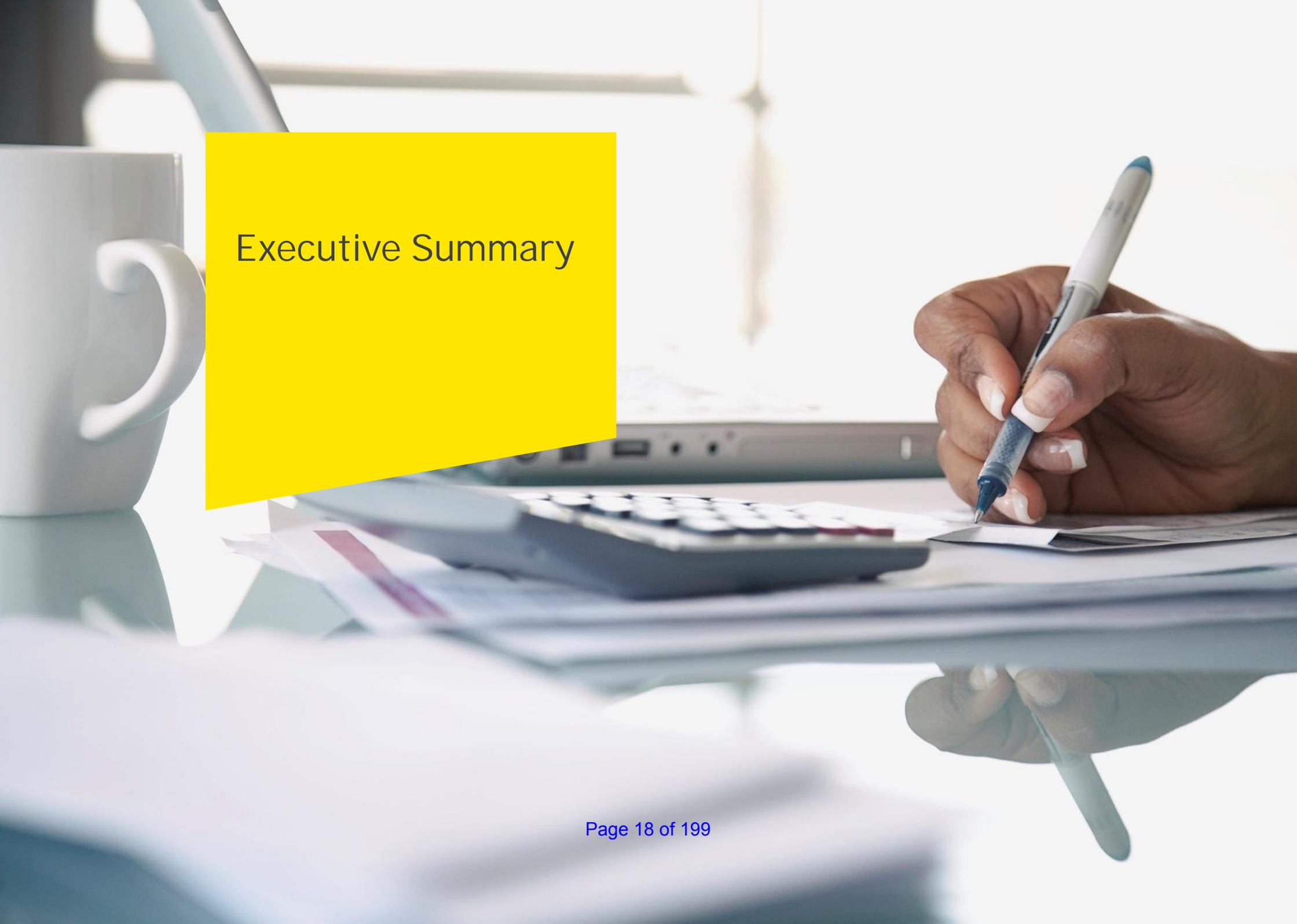
In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued “Statement of responsibilities of auditors and audited bodies 2015-16”. It is available from the Chief Executive of each audited body and via the PSAA website (www.psaa.co.uk)

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The ‘Terms of Appointment from 1 April 2015’ issued by PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Annual Audit Letter is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

A hand holding a pen writing on a document, with a calculator and a laptop in the background.

Executive Summary

Executive Summary

We are required to issue an annual audit letter to South Derbyshire District Council (the Council) following completion of our audit procedures for the year ended 31 March 2016.

Below are the results and conclusions on the significant areas of the audit process.

Area of Work	Conclusion
Opinion on the Council's: ▶ Financial statements	Unqualified – the financial statements give a true and fair view of the financial position of the Council as at 31 March 2016 and of its expenditure and income for the year then ended
▶ Consistency of other information published with the financial statements	Other information published with the financial statements was consistent with the Annual Accounts.
Concluding on the Council's arrangements for securing economy, efficiency and effectiveness	We concluded that you have put in place proper arrangements to secure value for money in your use of resources.

Area of Work	Conclusion
Reports by exception: ▶ Consistency of Governance Statement	The Governance Statement was consistent with our understanding of the Council.
▶ Public interest report	We had no matters to report in the public interest.
▶ Written recommendations to the Council, which should be copied to the Secretary of State	We had no matters to report.
▶ Other actions taken in relation to our responsibilities under the Local Audit and Accountability Act 2014	We had no matters to report.

Area of Work	Conclusion
Reporting to the National Audit Office (NAO) on our review of the Council's Whole of Government Accounts return (WGA).	The Council is below the specified audit threshold of £350 million. Therefore, we did not perform any audit procedures on the consolidation pack.

As a result of the above we have also:

Area of Work	Conclusion
Issued a report to those charged with governance of the Council communicating significant findings resulting from our audit.	Our Audit Results Report was issued on 21 September 2016.
Issued a certificate that we have completed the audit in accordance with the requirements of the Local Audit and Accountability Act 2014 and the National Audit Office's 2015 Code of Audit Practice.	Our certificate was issued on 27 September 2016.

In December 2016 we will also issue a report to those charged with governance of the Council summarising the certification work we have undertaken.

We would like to take this opportunity to thank Kevin and the Council's staff for their assistance during the course of our work.

Steve Clark
Partner
For and on behalf of Ernst & Young LLP

Purpose



Purpose

The Purpose of this Letter

The purpose of this annual audit letter is to communicate to Members and external stakeholders, including members of the public, the key issues arising from our work, which we consider should be brought to the attention of the Council.

We have already reported the detailed findings from our audit work in our 2015/16 Audit Results Report to the 21 September Audit Sub-Committee, representing those charged with governance. We do not repeat those detailed findings in this letter. The matters reported here are the most significant for the Council.



Responsibilities

Responsibilities

Responsibilities of the Appointed Auditor

Our 2015/16 audit work has been undertaken in accordance with the Audit Plan that we issued on 17 February 2016 and is conducted in accordance with the National Audit Office's 2015 Code of Audit Practice, International Standards on Auditing (UK and Ireland), and other guidance issued by the National Audit Office.

As auditors we are responsible for:

- ▶ Expressing an opinion:
 - ▶ On the 2015/16 financial statements; and
 - ▶ On the consistency of other information published with the financial statements.
- ▶ Forming a conclusion on the arrangements the Council has to secure economy, efficiency and effectiveness in its use of resources.
- ▶ Reporting by exception:
 - ▶ If the annual governance statement is misleading or not consistent with our understanding of the Council;
 - ▶ Any significant matters that are in the public interest;
 - ▶ Any written recommendations to the Council, which should be copied to the Secretary of State; and
 - ▶ If we have discharged our duties and responsibilities as established by thy Local Audit and Accountability Act 2014 and Code of Audit Practice.

Alongside our work on the financial statements, we also review and report to the National Audit Office (NAO) on you Whole of Government Accounts return. The Council is below the specified audit threshold of £350 million. Therefore, we did not perform any audit procedures on the return.

Responsibilities of the Council

The Council is responsible for preparing and publishing its statement of accounts accompanied by an Annual Governance Statement. In the AGS, the Council reports publicly each year on how far it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in year, and any changes planned in the coming period.

The Council is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Financial Statement Audit

Financial Statement Audit

Key Issues

The Council's Statement of Accounts is an important tool for the Council to show how it has used public money and how it can demonstrate its financial management and financial health.

We audited the Council's Statement of Accounts in line with the National Audit Office's 2015 Code of Audit Practice, International Standards on Auditing (UK and Ireland), and other guidance issued by the National Audit Office and issued an unqualified audit report on 27 September 2016.

Our detailed findings were reported to the 21 September 2016 Audit Sub-Committee.

The key issues identified as part of our audit were as follows:

Significant Risk	Conclusion
<p>Management override of controls</p> <p>A risk present on all audits is that management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>Auditing standards require us to respond to this risk by testing the appropriateness of journals, testing accounting estimates for possible management bias and obtaining an understanding of the business rationale for any significant unusual transactions.</p>	<p>We obtained a full list of journals posted to the general ledger during the year, and analysed these journals using criteria we set to identify any unusual journal types or amounts. We then tested a sample of journals that met our criteria and tested these to supporting documentation.</p> <p>We considered the significant accounting estimates for evidence of management bias.</p> <p>We made inquiries of management about risks of fraud and the controls put in place to address those risks.</p> <p>We remained sceptical for the existence of any significant unusual transactions.</p> <p>We have not identified any material weaknesses in controls or evidence of material management override.</p> <p>We have not identified any instances of inappropriate judgements being applied.</p> <p>We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business</p>

Revenue and expenditure recognition

Auditing standards also required us to presume that there is a risk that revenue and expenditure may be misstated due to improper recognition or manipulation.

We respond to this risk by reviewing and testing material revenue and expenditure streams and revenue cut-off at the year end.

We reviewed and tested revenue and expenditure recognition policies.

We reviewed, tested and discussed with management any accounting estimates on revenue or expenditure recognition for evidence of bias.

We developed a testing strategy to test samples of material revenue and expenditure streams.

We reviewed and tested revenue cut-off at the period end date.

Our testing of income and review of transactions after the Balance Sheet date identified an error in the reported income of the Council.

During the year, the Council raised an invoice for Section 106 amounts to a third party to the value of £970k.

After the year-end, it was identified that the correct amount should be £447k and a credit note was issued.

The credit note was coded to 2016/17 and therefore 2015/16 income and the corresponding debtor was overstated by £523k.

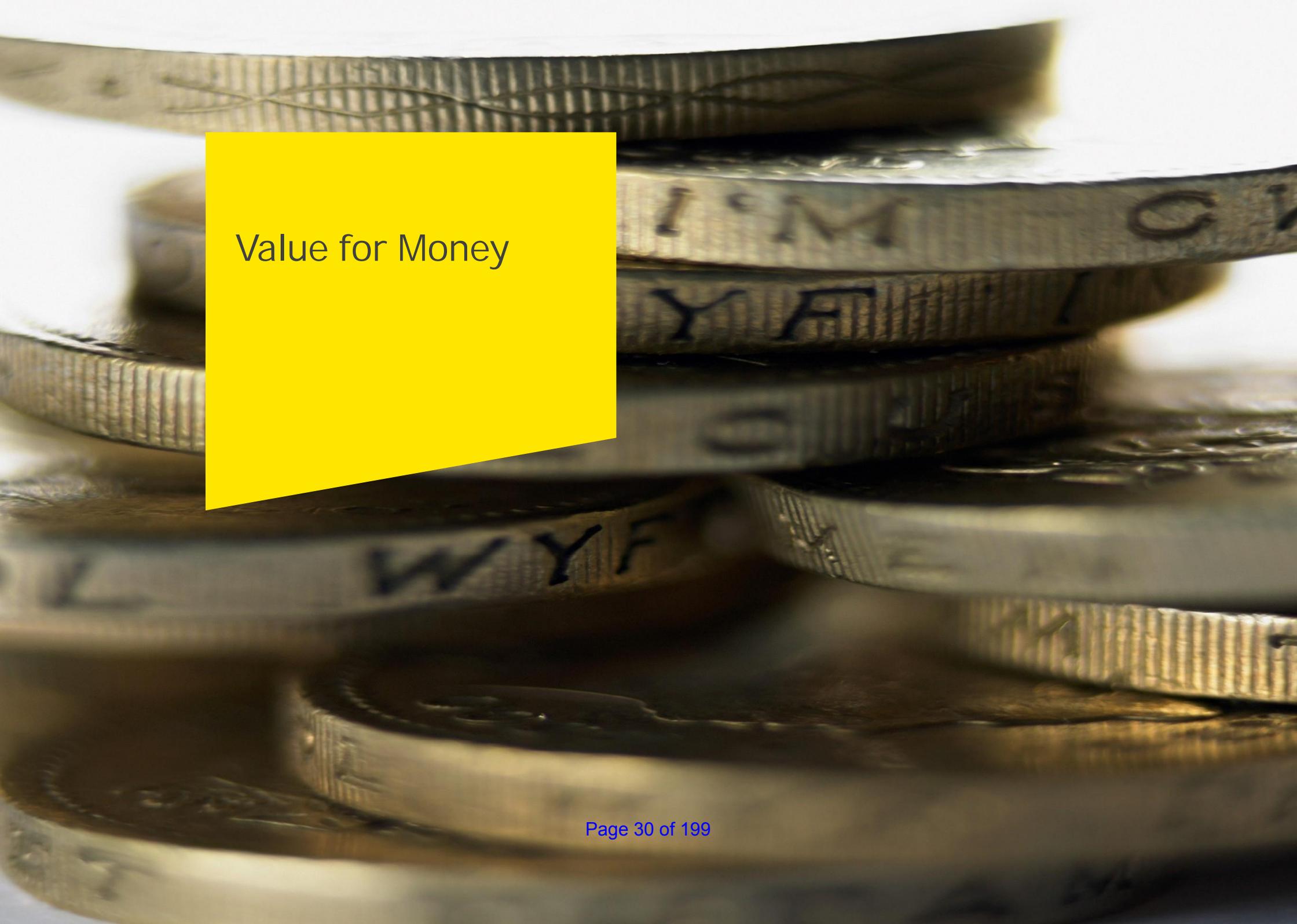
The Council amended for this error in the audited financial statements.

This error had no impact on the reported General Fund Balance of the Council as the income had been transferred to earmarked reserves.

Our testing did not identify any further misstatements with respect to revenue and expenditure recognition.

Overall our audit work did not identify any issues or unusual transactions which indicated that there had been any misreporting of the Council's financial position.

Other Key Findings	Conclusion
<p>Asset valuation</p> <p>During the year the Council valued its portfolio of land and building assets. This resulted in a small increase in the value of Council assets.</p>	<p>We performed procedures to confirm that the Council had appropriately accounted for valuation movements including sample testing of valuations back to the report of the valuer to confirm appropriate amendments had been made to carrying values in the asset register. We considered the qualifications and independence of the valuer engaged to perform the valuation.</p> <p>Our testing confirmed that the Council had appropriately accounted for the changes in valuation and included relevant disclosures in the financial statements.</p> <p>We are satisfied that the valuer is appropriately qualified and experienced and independent of the Council.</p> <p>In conducting sample testing of the valuation of individual assets, we identified that one asset had been incorrectly classified as a community asset. Following discussion with management this asset was reclassified to 'Other Land and Buildings.'</p> <p>There are no further matters to note.</p>

A close-up, shallow depth-of-field photograph of a stack of coins. The coins are stacked vertically, with the edges of several coins visible. The lighting is warm, highlighting the metallic texture and the embossed details on the coins. A bright yellow rectangular box is overlaid on the left side of the image, containing the text 'Value for Money'.

Value for Money

Value for Money

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.



We issued an unqualified value for money conclusion on 27 September 2016.

Our audit did not identify any significant matters in relation to the Council's arrangements.



Other Reporting Issues

Other Reporting Issues

Whole of Government Accounts

The Council is below the specified audit threshold of £350 million. Therefore, we did not perform any audit procedures on the consolidation pack.

Annual Governance Statement

We are required to consider the completeness of disclosures in the Council's annual governance statement, identify any inconsistencies with the other information of which we are aware from our work, and consider whether it is misleading.

We completed this work and did not identify any areas of concern.

Report in the Public Interest

We have a duty under the Local Audit and Accountability Act 2014 to consider whether, in the public interest, to report on any matter that comes to our attention in the course of the audit in order for it to be considered by the Council or brought to the attention of the public.

We did not identify any issues which required us to issue a report in the public interest.

Written Recommendations

We have a duty under the Local Audit and Accountability Act 2014 to designate any audit recommendation as one that requires the Council to consider it at a public meeting and to decide what action to take in response.

We did not identify any issues which required us to issue a written recommendation.

Objections Received

We did not receive any objections to the 2015/16 financial statements from member of the public.

Other Powers and Duties

We identified no issues during our audit that required us to use our additional powers under the Local Audit and Accountability Act 2014.

Independence

We communicated our assessment of independence in our Audit Results Report to the Audit Sub-Committee on 21 September 2016. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning regulatory and professional requirements.

Control Themes and Observations

We have adopted a fully substantive approach and have therefore not tested the operation of controls.

Appendix A

Audit Fees



Appendix A Audit Fees

Our fee for 2015/16 is in line with the scale fee set by the PSAA and reported in our 17 February 2016 Audit Plan.

Description	Final Fee 2015/16 £	Planned Fee 2015/16 £	Scale Fee 2015/16 £
Total Audit Fee – Code work	49,275	49,275	49,275
Total Audit Fee – Certification of claims and returns	TBC	16,313	16,313
Non-audit work – Pooling of Housing Receipts	TBC	1,800	N/a

We confirm we have undertaken non-audit work outside of the PSAA's requirements to certify the Pooling of Housing Receipts return. Completion of this work does not impact our audit independence.

EY | Assurance | Tax | Transactions | Advisory

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ED None

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REPORT TO:	COUNCIL	AGENDA ITEM: 11
DATE OF MEETING:	3rd NOVEMBER 2016	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	ARDIP KAUR (595715) Ardip.Kaur@south-derbys.gov.uk	DOC:
SUBJECT:	INDEPENDENT REMUNERATION PANEL	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

1.1 That Members are requested to consider the recommendations contained in the report of the Independent Remuneration Panel.

2.0 Purpose of Report

2.1 To consider the report of the Independent Remuneration Panel on Members' Allowances attached at Annexe 'A'.

3.0 Detail

3.1 Members are reminded that the Council is required to undertake a review of its Members' Allowances scheme by an Independent Remuneration Panel under the four year rule, as required by The Local Authorities (Members' Allowances) (England) Regulations 2003.

3.2 An Independent Remuneration Panel has previously met in 2001, 2003, 2007, 2011 and 2015 to make recommendations to the Council on Members' Allowances.

3.3 At meetings of Full Council on 5th November 2015 and 29th February 2016, it was agreed to convene a new Panel in order that a report on the new Panel's recommendations could be considered by Full Council in Autumn 2016.

3.3 The following Members were appointed to the Panel, which met on 11th, 12th and 13th October 2016:-

- Richard Penn (Chairman);
- Jon Burnton;
- William Saunders.

Richard Penn will be in attendance at the Meeting to present the report and answer any questions from Members.

4.0 Financial Implications

4.1 As contained in the report.

5.0 Corporate Implications

5.1 The Council will be complying with the provisions of The Local Authorities (Members' Allowances) (England) Regulations 2003.

6.0 Community Implications

6.1 None.

7.0 Background Papers

Report of the Independent Remuneration Panel

Review of the Members Allowances Scheme

at

**South Derbyshire District
Council**

**Report by the Independent
Remuneration Panel**

**Richard Penn (Chairman)
John Burnton
William Saunders OBE**

October 2016

1 Introduction: The Regulatory context

- 1.1 This report is a synopsis of the deliberations and recommendations of by the statutory Independent Remuneration Panel (the Panel) appointed by South Derbyshire District Council (SDDC) to provide advice on its Members' Allowances scheme.
- 1.2 The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)* (the 2003 Regulations). These Regulations, arising out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to maintain an independent remuneration panel (also known as an IRP) to review and provide advice on each council's Members' Allowances. This is in the context whereby the full council retains that powers of determination regarding Members Allowances (both the levels and the scope of remuneration) and other allowances/reimbursements.
- 1.3 Before a council exercises its powers of determination it is required to convene its Panel and seek its advice before it makes any changes or amendments to its Members Allowances scheme. In doing so each council must 'pay regard' to the Panel's recommendations before setting a new or amended Members Allowances scheme.
- 1.4 In particular, the Panel has been reconvened under the 2003 Regulations [10. (50)], which states:

'Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.'
- 1.5 This mechanism is the means by which a council is required to reconvene its Independent Remuneration Panel at least once every four years to ensure a degree of periodic public accountability for its Members Allowances scheme. Last year the previous Panel produced a review of the SDDC scheme under this requirement but the review was not approved and a new Panel was established. It is in this context that the Current Panel has undertaken a further review of Members Allowances for South Derbyshire District Council.

2 Terms of Reference

2.1 The report of the previous Panel that was considered by the Council on 5 November 2015 was not approved and a new Panel was appointed by full Council on 29 February 2016 and was given the following terms of reference for a review of the Council's Member Allowances scheme with the following terms of reference:

- to make recommendations on the amount of Basic Allowance that should be payable to members and the expenses it includes;
- to make recommendations on the categories of members who should receive a Special Responsibility Allowance and the amount of such an allowance;
- To make recommendations on the amount of co-optees allowances, where applicable;
- To make recommendations on travel and subsistence allowances;
- To make recommendations on the amount of Childcare and Dependent Carers' Allowances;
- To make recommendations on whether the allowances should continue to be adjusted in line with the average pay increases negotiated through the National Joint Committee for Local Government Employees or with reference to any other index or none;
- To make recommendations on the implementation date for the new Scheme of Allowances;
- To make recommendations on the Civic Allowances;
- To make recommendations on additional expenses received by members;
- To make recommendations on any other matters which the Panel considers necessary.

3 The Panel

3.1 The following members were appointed to the Panel by the Council at its meeting on 29 February 2016 to carry out a further independent review:

- **Richard Penn** Chairman and national representative

A former local authority chief executive, now an independent consultant. Between 2008 and 2016 the Chair of the Independent Remuneration Panel for Wales

- **John Burnton** Private sector representative

A local resident and businessman

- **William Saunders, OBE** Community representative

A former chief executive of a neighbouring local authority and local resident

3.2 The Panel has been ably supported by Ardip Kaur, the Council's Legal and Democratic Services Manager and Monitoring Officer, whose role was to support the proceedings and to take the organisational lead in facilitating the whole process with support from her team.

4 Process and methodology

4.1 Evidence reviewed by the Panel

The Panel met at the Civic Offices in Swadlincote between October 11 and 13 2016 to consider the evidence and hear representations from members, along with factual briefings about the Council by officers. All Council members were invited to make written submissions to the Panel (none of which were received) and all members who wished to meet with the Panel were accommodated as far as practically possible – see appendices one and two for details. The Panel also reviewed relevant written information, such as Council and Committee meetings schedules, benchmarking data and statutory guidance. The Panel meetings were held in private session to enable it to meet with members and officers and consider the evidence in confidence.

4.2 ‘Benchmarking’ - the SDDC comparator group of councils

The Panel has reviewed and evaluated the evidence and representations within a comparative context. In particular, the Panel has reviewed the benchmark material that was produced for the previous Panel that provides the scope and levels of allowances paid in South Derbyshire District Council (SDDC) against those paid in the 16 comparator Councils utilised for benchmarking purposes. The benchmarking group of Councils was made up of three sub groups:

- i. SDDC’s 6 nearest neighbours (2014 model) as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA). These authorities are those deemed closest to SDDC on a range of demographic, and social and economic criteria - this is done on a national basis.
- ii. adjacent district councils, or immediate neighbours - these are next door neighbours
- iii. the other Derbyshire district councils not otherwise included in sub groups I and II - these are county wide neighbours.¹

The Panel was concerned to understand how the issues under review have been addressed elsewhere (see Appendix 3 for summary of benchmarking information utilised by the Panel). Moreover, the Panel felt that it was important to place the SDDC Members Allowances scheme in a comparative perspective which can inform elected members on the wider picture and which in this case shows that SDDC members are currently comparatively speaking well remunerated.

¹ See Appendix 3 for more details.

5 Principles and purpose of a Members' Allowances scheme

5.1 Principles of remuneration

'Upholding trust and confidence'

Citizens rightly expect that all those who choose to serve in public authorities uphold the public trust by embracing the values and ethics implicit in such public service. The Principles underpin the contribution that the work of the Panel and the Scheme it recommends make towards upholding public trust and confidence.

'Simplicity'

The Scheme should be clear and understandable. This is essential for the Panel to be able to communicate its recommendations effectively to all those who are affected by, or who have an interest in, the Panel's work.

'Remuneration'

The Scheme provides for payment to members of the local authority who carry a responsibility for serving their identified communities of geography and of interest. The level of remuneration should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Scheme should provide additional recompense for those who are given greater levels of responsibility.

'Diversity'

Democracy is strengthened when the membership of public authorities adequately reflects the demographic and cultural make-up of the communities served. The Panel should always take into account the contribution the Scheme can make in encouraging the participation of those who are significantly under-represented.

'Accountability'

Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects the Council to make information readily available about the activities of its members.

'Fairness'

As an essential test of the framework's fairness, the Panel ensures that its recommendations on remuneration for members take account of the earnings of the electorate in the community. The Scheme should be

capable of being applied consistently as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

'Quality'

The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as are required by the Council to properly discharge the duties for which they are remunerated.

'Transparency'

Transparency of members' remuneration is in the public interest. The Scheme serves to ensure that knowledge of members' remuneration is made easily available to the public.

5.2 The purpose of a Members Allowances scheme

During meetings with members it was mentioned on more than one occasion that the allowances payable under the current SDDC Members Allowances scheme are insufficient to encourage a wider range of people to stand for Council. The Panel accepts that this may be the case, but allowances schemes are not designed for this purpose as they would need to be at levels so high that would not be publically acceptable. Some interviewees were not comfortable with the concept of the Allowances scheme having this objective as it would be contrary to the public service ethos if individuals were standing for and remaining on the Council for income reasons. The desire to serve local communities and residents should be the prime motivation for being a councillor.

The Panel shares the concern expressed by a number of members that the profile of the Council is not representative of the communities that make up SDDC. However, addressing this issue is not part of the remit of the Panel.

The policy intention behind the requirement for a bespoke Members' Allowances scheme for each Council in England is to enable and facilitate members' roles and responsibilities as far as practically possible while taking into account such factors as the nature of the Council, local economic conditions and good practice. The Panel has sought to recommend a Scheme that seeks to minimise financial barriers to public service so as to enable a wide range of people to become a councillor without incurring undue personal financial cost, and the Scheme should as far as possible recompense members for the time they devote to their role and to the responsibilities they carry.

5.3 The SDDC Members Allowances scheme

SDDC currently has a quite distinctive scheme - the comparative data shows that it pays a comparatively high Basic Allowance and in most instances the SRAs payable are also comparatively high. The Panel is satisfied that the Basic Allowance and SRAs payable in SDDC are not as high as initially perceived. While there is a relatively high Basic Allowance this is in the context of SDDC having fewer members than many comparator councils. SDDC has 36 Members and the statutory publication of allowances and expenses received by members of SDDC for 2014/15 shows that the total paid out in Basic Allowance was £218,709. The equivalent publication for North East Derbyshire Council show that council's Basic Allowance (£5,087) is almost £1,000 less than that paid in SDDC (£6,075). But as NEDC has 53 Members the total paid out in Basic Allowance was £266,757.

The other consideration has been that is that the comparatively high SRAs in SDDC are paid for fewer posts than in the comparator councils, so the total paid out in SRAs at SDDC is comparable with other councils. SDDC also has a more transparent model of remuneration as a result of which the public can understand the remuneration received by members. This is not always the case with comparator councils.

The total remuneration paid for functions such as the Chairman of Overview and Scrutiny Committee and Planning Committee is more comparable to that paid in peer councils than first appears. For instance, the SDDC scheme does not pay for multiple Overview and Scrutiny Chairmen, as is the case in North Kesteven which has 3 Overview and Scrutiny Panels with each Chair receiving an SRA of £3,125 giving a total of £9,375 to remunerate Members chairing O&S, whereas in SDDC there is one Overview and Scrutiny Committee with the Chair paid £9,248. Nor does SDDC pay a small SRA to all Planning Committee members which is the case in some of the comparator authorities.

The Panel further noted that the SDDC scheme restricts payment to 1 SRA which means that not all SRAs are not paid. By maintaining this principle, whilst there are minor decreases in allowances arising out of from the recommendations of the Panel there may be compensatory savings due to the 1-SRA only rule.

5.4 The economic context

While benchmarking needs to be put in context the current economic climate is complex. The Council is in comparatively good financial health and the South Derbyshire area in general is experiencing economic growth but the Council continues to need to find savings in the next few years. The Panel has to take the economic context both generally and for the Council into consideration in making its recommendations. However, the workloads and responsibilities of members of SDDC have not reduced and where they have changed the evidence suggests that they have got larger. At the time of the previous review in the spring of 2011,

SDDC was a high achieving Council and the evidence shows that this continues to be the case. The economic context has to be balanced against the continued demands placed upon Members.

The Panel takes the view that it would not be appropriate at this time to significantly increase the total spend on allowances, and even what may be a marginal increase in the current total spend has required strong evidence for the Panel to make any recommendation that results in additional expenditure.

This context has led the Panel to restricting itself to correcting current anomalies where they exist rather than undertake a fundamental re-setting of the whole allowances scheme. In addition, there are some clarifications required so as to remove ambiguity in the claiming of some allowances. Finally, it is recognised that local government is in a state of flux, how it operates now and the roles members undertake in the quickly evolving world of local and indeed sub regional government will also undergo change. This will set the context for the next review of allowances.

6 The Panel's recommendations

6.1 Basic Allowance

The previous Panel utilised the formulaic approach set out in the 2003 Statutory Guidance (paragraphs 67-69) which recommends the consideration of three variables in setting the Basic Allowance. That Panel 'recalibrated' the Basic Allowance by repeating the formulaic approach as set out in the 2003 Statutory Guidance but up-dated the variables to take into account the most recent rate of remuneration. This resulted in the following values:

- **time required to fulfil duties:**

the Basic Allowance is primarily a time-based payment (see 2003 Statutory Guidance paragraph 10). Since the 2007 review the Panel has utilized 99 days per year as the minimum required input from a member to fulfil those duties for which the Basic Allowance is paid, including preparing for and attending meetings, - both formal and informal, addressing constituents concerns, engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with officers.

The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid comes from the 2013 Councillors Census. It shows that councillors in district councils who hold no positions of responsibility report that they put in on average 14 hours per week on "on council business". Leaving aside the issue of whether reported inputs are equivalent to time required, this is as close to the Panel's historic time assessment for SDDC members as to make no difference (assuming a working day between 7 - 7.5 hours).

The Panel for the purposes of this review has retained **99 days per year** as the expected time input from members

- **Public Service Discount:**

The Public Service Discount (PSD) recognizes the principle that not all of what a councillor does needs to be remunerated – there is an element of public service. This principle is realized by discounting an element of the expected time inputs associated with the Basic Allowance; in this case 1/3 of the 99 days per year. Thus 33 days annual workload is not remunerated. The proportion of 1/3 has been utilised as the standard PSD used by Panels in England – largely on the grounds that research shows that just over 28% of work by all councillors is dealing with ward/constituency issues and when other constituent/ward related activities are taken into account at least one third of councillors workload is spent representing local constituents and

communities² – thus deemed to be the *pro bono* element of a councillors' workload.

The Panel was not presented with any information to indicate that the current **PSD of 1/3** required revision.

- **rate of remuneration:**

The previous Panel utilised a rate of remuneration that most closely reflected the typical earnings of members' constituents. In late 2006 this was £90 per day, the median gross daily salary for all full time employees in the UK as published by the Office of National Statistics (ONS) in its Annual Survey of Hourly Earnings (ASHE). Panels have increasingly switched to a local authority specific rate of remuneration - largely because ASHE began to collect data on an authority by authority basis about 4 four years ago.

The previous Panel reset the rate of remuneration and based it on the median gross daily earnings of all full time employees who work within the boundaries of SDDC³. The ASHE survey shows the weekly figure to be £470.90 which equates to **£94 per day** to the nearest pound.

That Panel replicated the previous methodology with the day rate updated to produce the following recalibrated Basic Allowance:

99 days minus 1/3 PSD multiplied by £94 per day = £6,204

The current Basic Allowance (with indexation) is £6,175, thus it has not lost its value relative to the Basic Allowance in 2007. As previously indicated the current Panel did not revisit the Basic Allowance despite representation that it is not high enough to 'attract' a wider range of candidates to stand for council. The SDDC BA is already noticeably above the mean BA (£4,552) paid in the comparator group of councils.

Recommendation 1

The Panel therefore recommends no change to the current Basic Allowance (£6,175) payable in SDDC for 2016/17.

6.2 Support for telecommunications and broadband

² See Kettlewell, K. And Phillips, L. (2014), *Census of Local Authority Councillors 2013*, (LGA Research Report), Slough, NFER, Table 7 (p. 42) shows that out of an average weekly workload of 21.3 hours per week for all Councillors that they spend 6 hours per week on "engaging with constituents, surgeries, enquiries" and another 4.5 hours per week "working with community groups" (a proportion of which has been assumed to be ward/constituency related and not council related). Data is not broken down for district councils in this instance.

³ See ASHE, Table 7.1a - Weekly pay - gross - for full time employee jobs in SDDC 2014

Until the 2011 review members received an additional Telephone Allowance of £300 per year paid in addition to the Basic Allowance. It was designed to cover the additional telephone costs that arising from being a member. In addition members could have a phone line installed at their home with a broadband connection paid for by the Council.

In 2011 the Panel was persuaded that the Council was not making the most effective and efficient use of the telecoms infrastructure that was available. Consequently, in the 4th Report the Panel recommended the discontinuation of the annual £300 telephone allowance. It further recommended that those members who wished to seek support for the cost of their council-related communications may do so through one of the following options:

- the Council offers a line rental, including installation costs, and broadband package to members. This will now include a telephone for Council-related calls. This handset will utilise the broadband connection in place to become part of the Council's telephone system and to enable all calls to be routed through it
- alternatively, for those members wishing to continue to use their own broadband provider then they are able to seek reimbursement of up to a maximum of £15 per month upon the production of relevant receipts. In this case, members still have the opportunity to have a telephone provided by the Council to make Council-related calls. This utilises the member's broadband connection to enable the handset to become part of the Council's telephone system.

Although the Council previously accepted this recommendation it proved to be a less cost effective option than originally estimated when the one-off costs such as handsets, licences for software and 'power bricks' to provide either of the options available were taken into account. Consequently, the implementation of the recommendation was suspended and all members (bar those newly elected in May 2015) have continued to receive an annual £300 Telephone Allowance.

There is no justification to treat members differently in respect of the support they receive. Moreover, the world has moved on regarding information technology. It is now common practice for households to have a home telephone land line and to a lesser extent a broadband service as well as individuals owning a personal mobile phone. Packages are widely available that 'bundles' all three services for a flat rate monthly sum with the effect that the costs of telecommunications associated with member related duties are either zero or marginal and the concept of a Telephone Allowance is now outmoded and should be discontinued.

Recommendation 2

The Panel therefore recommends that the Telephone Allowance for

those members in office before May 2013 be discontinued

6.3 Special Responsibility Allowances

- **Leader of the Council**

The current SRA (£18,518) for the Leader of the Council was set at a multiple of three times the BA as it reflects the differential used nationally between a BA and a Leader's SRA, regardless of the type of council. The Leader's SRA and total remuneration package is at the higher end of the comparative spectrum. However, some Leaders (and other post holders) can be paid more than one SRA. Looking at the role of Leader of the Council in the South Derbyshire context, it remains the fact that the Leader's overall commitment if not quite a full time role does demand a significant time commitment that precludes full time employment. Many of the SRAs for Leaders in the benchmarking group have been explicitly set with a limited time commitment such as in High Peaks where the remuneration was expressly set with the model of a part time Leader in mind. The current total remuneration received (£24,693) by the SDDC Leader is still below the median annual gross full time salary for all employees in South Derbyshire, which in 2014 was £26,188 (ASHE Table 7.7a).

The Leader's role appears to have been the role that has changed most since 2011, particularly with regards to the post holder being on and working with the Local Enterprise Partnership (LEP - a statutory body) and involved in more partnership working generally. More recently the Leader has devoted more time and attention to the proposed Combined Authority for Derbyshire, Nottinghamshire and Leicestershire - and regardless of the final form of the Combined Authority the Leader will continue to work with it - most likely by being on the Combined Authority Leaders' Board in the future.

The SRA for the Leader was set in recognition that there is a regional role to undertake. While it may be more of a case of the regional role growing into the original assessment of the role rather than the SRA being too low the Panel received no evidence that the current SRA required revisiting at this stage.

Recommendation 3

The Panel recommends that the SRA for the Leader remains at £18,518 for 2016/17

Other SRAs

In arriving at the other recommended SRAs the Panel continued with the pro rata approach as advised in the 2003 Statutory Guidance (paragraph 76). In most cases the current ratios, as expressed as a percentage of

the Leader's SRA, have been maintained except where there is a compelling case to reset the original ratio.

- **Deputy Leader**

The Deputy Leader's SRA (£10,178) is set at 55% of the Leader's SRA. Again it is at the higher end of the comparative spectrum but the Panel has recognised that the role of Deputy Leader in SDDC is an active one, more so than in many of the comparator councils. While the Deputy Leader may no longer chair a Policy Committee the post holder has acquired a greater range of discrete tasks undertaken at the behest of the Leader such as being on more outside bodies due to the pressures on the Leader. The Deputy Leader also is required to deputise (within and outwith the Council) for the Leader more often than in the past for similar reasons.

Recommendation 4

The Panel recommends that the SRA for the Deputy Leader remains at £10,178 for 2016/17

- **Chairmen of Policy Committees**

Currently, the Chairmen of the three Policy Committees each receive an SRA (£9,249) set at 50% of the Leader's SRA. While this is at the high end of the comparative spectrum it is in a context whereby there are fewer Policy Committees (or equivalent) in the 5 out of 16 councils in the benchmarking group where such a post exists. No evidence was received to suggest the SRAs for the Chairmen of the three Policy Committees needed revising.

Recommendation 5

The Panel recommends that the SRA for the Chairmen of the three Policy Committees remains at £9,249 for 2016/17

- **Chairman of the Planning Committee**

Similarly, the Panel is content to maintain the current 50% ratio of the Leader's SRA as the appropriate pro rata in setting the SRA (£9,249) for the Chairman of the Planning Committee. This leaves it the highest SRA for a Planning Chairman vis-à-vis the comparator group. Yet, once more, it must be set in context where in some authorities, all members of the Planning Committee receive additional remuneration, such as in Amber Valley (£570 for all other 13 Members on Planning) and Newark & Sherwood

(£96 per site visit paid to all other 13 Members on Planning). This is not the case in SDDC.

The Planning Committee in SDDC is highly visible and attracts a lot of attention - the pressures of economic growth and development locally means the Chairman has to do a lot of background reading, including objections from residents, and has to handle meetings sensitively and fairly. The Panel received no evidence that the current SRA required revising.

Recommendation 6

The Panel recommends that the SRA for the Chairman of the Planning Committee remains at £9,249 for 2016/17

- **Chairman of the Overview and Scrutiny Committee**

Of all the posts considered for benchmarking purposes the SRA (£9,259) for the Chairman of the Overview and Scrutiny Committee is the one that is most above the mean SRA (£3,314). However, in SDDC there is only one remunerated Chairman of Overview and Scrutiny which is not the case in some of the comparator councils. For instance, the Chairmen of the 3 Overview and Scrutiny Panels in North Kesteven each receive an SRA of £3,125, with a total cost of £9,375. The Panel received no evidence to alter the current differentials of the SRA for the Chairman of Overview and Scrutiny which is paid on a par with the Chairmen of the other main committees - the previous Panel consistently promoted a flat rate model for the remuneration of the main committee chairmen.

Recommendation 7

The Panel recommends that the SRA for the Chairman of the Overview and Scrutiny Committee remains at £9,249 for 2016/17

- **Chairman of the Licensing and Appeals Committee**

The current SRA (£2,312) was set at 12.5% of the Leader's SRA. Benchmarking shows that the mean SRA paid to Chairmen of equivalent committees is £2,812. The Licensing and Appeals never meets as a full Committee and the work of the Committee is undertaken by the Licensing Appeals Sub Committees that carry out licensing appeals including liquor, housing, personnel and miscellaneous licensing. A Licensing and Appeals Sub Committee always consists of 3 members drawn from the parent committee

and it is constituted and meets as and when required. Over the past three years sub committee meetings have taken place 10-11 times per year. The default position is that the Chairman of the full Licensing and Appeals Committee chairs the sub committees unless there may be a conflict of interest. This represents a considerable workload for the post holder who also carries the responsibility for decisions made. Given this evidence the Panel has concluded that the SRA for the Chair of Licensing and Appeals Committee should be reset at 25% of the Leader's SRA.

Recommendation 8

The Panel recommends that the SRA for the Chairman of Licensing and Appeals Committee should be reset at £4,630, 25% of the Leader's SRA for 2016/17

- **Vice Chairmen of the Policy, Planning, Overview and Scrutiny Committees**

Currently each of the 5 Vice Chairmen of the main committees (the three Policy Committees, the Planning Committee and the Overview and Scrutiny Committee) receives an SRA of £2,312, set at 25% of the SRA for their respective Chairmen. The role of Vice Chairmen of the main committees is important for succession planning and without remuneration it could make having competent Vice Chairmen ready to step up to a Chairman's role harder to plan for. While the comparative picture is mixed, benchmarking shows that it is by no means unusual to pay a Committee Vice Chairmen an SRA - in the case of Planning Committees it is the more common practice.

While a Committee Vice Chairman is required to and indeed does step in for the Chairman when required the role does appear to be variable and for the most part dependent on the how their respective Chairmen view the role. However, the view of the Panel is that the role of Vice Chairmen continues to merit an SRA

Recommendation 9

The Panel recommends that the SRA for the Vice Chairmen of the three Policy Committees, the Planning Committee and the Overview and Scrutiny Committee remains at £2,312 for 2016/17

- **Chairman of the Audit Sub Committee**

The Panel received evidence that the Chairman of the Audit Sub Committee merited an SRA. Indeed benchmarking shows that the equivalent post is typically remunerated with a mean SRA of £2,525. The Panel recognises recognised that the Audit Sub

Committee has a vital role and has real impacts in posing financial challenge.

Given this evidence the Panel has concluded that the SRA for the Chair of the Audit Sub Committee should be reset at 25% of the Leader's SRA.

Recommendation 10

The Panel recommends that the SRA for the Chairman of the Audit Sub Committee should be set at £4,630, 25% of the Leader's SRA for 2016/17

- **The Leader and Deputy Leader of the Opposition**

No evidence was received to indicate that the SRA for the Opposition Leader (£9,249) and Deputy Leader (£2,312) required revising.

Recommendation 11

The Panel recommends that the SRA for the Leader and Deputy Leader of the Opposition continue to receive an SRA of £9,249 and £2,312 respectively for 2016/17

6.4 Confirmation of the '1 SRA only' rule

The 2003 Regulations do not prohibit the payment of multiple SRAs to members, as the benchmarking clearly shows. In line with good practice, SDDC has adopted a '1 SRA only' rule. In other words, regardless of the number of remunerated posts a member may hold they can be paid 1 SRA only. This cap on the payment of SRAs to members means that multiple posts are not sought for financial reasons. Indeed, the outcome of this approach is that posts tend to be spread around more. It also makes for a more transparent allowances scheme in that the published SRA for a post is the total SRA paid and is not topped up through multiple SRAs. Finally, in practice the '1 SRA only' rule means not all SRAs are actually paid which results in a small savings to the Council.

Recommendation 12

The Panel recommends that the Council continue to include a '1 SRA' only rule as part of the SDDC Members' Allowances scheme

6.5 Co-optees' Allowances

Currently there are no co-optees in receipt of a co-optees' Allowance and no evidence was received to indicate that this situation should be changed.

Recommendation 13

The Panel recommends that a Co-optees' Allowance is not made available in 216/17 to any Co-optee the Council chooses to appoint to its Committees and/or Panels

6.6 Dependants' Carers' Allowance (DCA)

The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which members can claim to assist in meeting care costs for their dependants while undertaking approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on Council. It has rarely been claimed by SDDC members but the Panel considers that the principle behind the DCA is sound. This allowance is now almost universally available in English local authorities.

Recommendation 14

The Panel recommends that the DCA and the terms and conditions under which it can be claimed are maintained for 2016/17

6.7 Travel and Subsistence Allowances

Subsistence Allowance

There were no issues brought to the Panel's attention regarding the scope and levels payable under the Subsistence Allowance scheme. There is no subsistence allowance payable for members attending in-authority approved duties. For attending out of authority approved duties schedule 2 of the SDDC allowances scheme states that subsistence is payable "at the *current* rates if not pre-booked by the Authority". In effect the 'current' rates are the same that apply to officers. However, for clarification purposes and to be fully compliant with the 2003 Regulations the actual subsistence rates need setting out in the allowances scheme in Schedule 2 thus ensuring maximum transparency and removing any ambiguity regarding the subsistence rates payable.

Recommendation 15

The Panel recommends that the maximum subsistence and overnight accommodation rates that members may claim for undertaking approved duties out of the authority are set out in Schedule 2 of the SDDC Members' Allowances scheme. The Panel recommends that the current rates and terms and conditions of the Subsistence Allowances scheme should apply in 2016/17

Travel Allowance - Mileage

The current mileage rates that members can claim for undertaking

approved duties are based on the approved mileage rates as published by Her Majesty's Revenue and Customs (HMRC). These mileage rates have the advantage of not incurring any tax or national insurance liability for members. They are now the most prevalent mileage rates for members in British local government and the Panel received no evidence that they required revision.

Recommendation 16

The Panel recommends that the Council continues to pay mileage rates claimable by members for attending approved duties at the HMRC mileage rates

Extending the list of 'approved duties' to cover attendance at Parish/Town Council meetings

The Panel was asked to extend the current list of 'approved duties' to allow claims for travel when members attend Parish and Town Council meetings in their wards. The Panel understands that members who represent wards that contain parish councils feel they need to attend their parish council meetings.

Recommendation 17

The Panel recommends that attendance at meetings of Parish and Town Councils within their wards to be included in the list of approved duties for which members can claim a mileage allowance. Furthermore, that the current terms and conditions applicable for which members can claim travel mileage allowances and the reimbursement of public transport (where used) remain unchanged

6.8 Civic Allowances

The Panel considered the current Civic Allowances payable to the Chairman (£7,649) and Vice Chairman (£1,982) of the Council. The Civic Allowances are paid under the Local Government Act 1972 (sections 3.5 and 5.4), not as remuneration (although in many authorities it has in effect become a substitute salary), but to meet the expenses of holding the office of Chairman and Vice-Chairman of the Council.

There have already been substantial savings in the support costs for the Chairman and Vice Chairman mostly arising from the discontinuation of the provision of a civic car and chauffeur. The role has been re-defined with attendance at civic functions or to functions where the Chairman has been invited limited to within the authority or authorities adjacent to SDDC. The Chairman and where relevant the Vice Chairman of the Council now have to drive themselves.

More importantly the Chairman and Deputy Chairman now attend a lot less formal functions than previously, particularly outside of SDDC. It is recognised that there is more to the role of Chairman than attending civic

functions, such as being the 'champion of unsung local heroes'.

Recommendation 18

The Panel recommends that the Council Chairman's Civic Allowance remains at £7,649 per annum and the Civic Allowance for the Vice Chairman of the Council remains at £1,982 per year for 2016/17

Recommendation 19

To ensure that they are not 'out of pocket' the Panel also recommends that the SDDC Members' Allowances scheme is clarified so that the Chairman and Vice Chairman of the Council are able to claim travel and subsistence for undertaking their civic duties subject to the maximum rates and conditions that apply. It is also recommended that on those occasions when there is an expectation that the Chairman or Vice Chairman would partake of alcoholic beverage, and/or when there may be health and safety issues in respect of the civic chain, taxi fares to and from the event should be remunerated.

6.9 Indexing

Recommendation 20

The Panel recommends the application of the following indices for allowances:

- ***Basic Allowance, SRAs and Civic Allowances:***

to be increased by the same percentage applied annually to the pay of local government staff, implemented each April (linked to spinal column point 49 of the NJC scheme).

- ***Travel:***

Mileage rates at the rates approved by HMRC for cars, motor cycles, bicycles, including the passenger supplement rate where applicable. Other travel will be on the basis of reimbursement of actual costs taking into account the most cost-effective means of transport available and the convenience of use.

- ***Subsistence (out of authority only):***

The same rates that apply to officers of SDDC, with reimbursement of actual costs up to the maximum rate applicable as laid out in Schedule 2 of the allowances scheme.

6.10 Implementation

Recommendation 21

The Panel recommends that the recommendations contained in this report (with any amendments) be implemented from the date of the Council meeting at which the revised Allowances Scheme is adopted

Appendix 1

SDDC Members and officers who met with the Panel

Members

Councillor Murray	Chairman of the Council
Councillor Wheeler	Leader of the Council and Leader of the Conservative Group
Councillor Mrs Coyle	Deputy Leader of the Council and Deputy Leader of the Conservative Group

Councillor Harrison	Chairman of Finance and Management Committee
Councillor Watson	Chairman of Environmental and Development Services Committee
Councillor Hewlett	Chairman of Housing and Community Services Committee
Councillor Roberts	Chairman of Planning Committee
Councillor Mrs Patten	Chairman of Licensing and Appeals Committee
Councillor Swann	Vice Chairman of Overview and Scrutiny Committee
Councillor Grant	Chairman of Audit Sub Committee
Councillor Richards	Leader of the Opposition (Labour Group)
Councillor Southerd	Deputy Leader of the Opposition (Labour Group)

Officers

Mr. F.B. McArdle	Chief Executive
Ms. A. Kaur	Solicitor, Legal & Democratic Services Manager & Monitoring Officer

Appendix 2

Information used by the Panel

1. Terms of reference as agreed by the Council on 29 February 2016 Section 3.4, including full report.
2. SDDC Members Allowances Scheme (2015/16) including DCA, travel and out of authority subsistence rates and any other support Members receive
3. SDDC statutory annual publication that summarizes allowances and expenses paid/claimed (2014/15) for each Member, including sub totals for each category

4. Consolidated Guidance for Panels and Regulations May 2003 (Department of Communities and Local Government)
5. Flow Chart showing political structures of the Council, committees and sub committees, etc
6. Membership of main committees, sub committees and panels, including Chair and Vice Chairmen
7. Remit or responsibility for functions for main committees and sub committees, including meetings schedule 2015/16
8. Benchmarking information summarizing allowances paid in neighbouring/comparator authorities 2015/16
9. The Fifth Report of the Independent Remuneration Panel (November 2015)
10. Councillors Census 2013 data showing mean hours worked by Councillors broken down by type of council and positions held
11. The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)
12. Member role profiles
13. SDDC Expenses Policy & Guidance on claiming expenses

Appendix 3: Benchmarking Allowances for South Derbyshire District Council

BM1 S. Derbyshire DC Comparator Group: BA + Policy & Scrutiny SRAs 2015/16										
Authority	Basic Allowance	Leader	Leader Total	Deputy Leader	Chairs Policy or Service Committees	Vice Chairs Policy Committees	Chair Main O&S	Vice Chair Main O&S	Chairs of Scrutiny	Vice Chairs of Scrutiny
Amber Valley	£3,800	£11,390	£15,190	£5,725	NA	NA	£2,280			
Bolsover	£9,902	£14,672	£24,574	£9,781	NA	NA			£3,260	£1,630
Chesterfield	£4,421	£27,785	£32,206	£15,285	NA	NA			£4,654	£2,327
Chorley*	£4,379	£13,213	£17,592	£4,091	NA	NA	£4,379	£1,460	£322	
Derbyshire Dales	£4,243	£10,658	£14,901	£7,319	£4,408	£1,454				
East Norants	£4,600	£8,000	£12,600	£5,000	£3,683	£1,228	£3,250	£1,083		
East Staffs	£4,540	£18,417	£22,957	£9,208	£9,208				£1,842	
Erewash*	£3,848	£12,754	£16,602	£6,374	NA	NA	£3,377	£1,124		
High Peak 13/14	£3,002	£9,905	£12,907	£5,942	NA	NA			£1,980	
Hinckley & Bosworth*	£3,275	£11,735	£15,010		NA	NA	£2,455			
Newark & Sherwood	£4,279	£9,774	£14,053	£6,799	£5,298	£977				
NE Derbyshire*	£5,171	£17,777	£22,948	£12,774					£3,890	£1,294
N. Kesteven	£4,550	£13,158	£17,708	£8,421	NA	NA			£3,125	£1,002
N. Warwickshire*	£4,942	£10,987	£15,929		£4,983	£1,745	£4,983			
NW Leicestershire	£3,780	£15,120	£18,900	£9,450	NA		£4,914			
Selby*	£4,115	£10,288	£14,403		NA		£3,087			
S. Derbyshire	£6,175	£18,518	£24,693	£10,178	£9,249	£2,312	£9,249	£2,312		
Mean	£4,553	£13,477	£18,030	£8,167	£5,516	£1,351	£3,591	£1,222	£2,725	£1,563
Highest	£9,902	£27,785	£32,206	£15,285	£9,208	£1,745	£4,983	£1,460	£4,654	£2,327
Lowest	£3,002	£8,000	£12,600	£4,091	£3,683	£977	£2,280	£1,083	£322	£1,002

* Denotes scheme is 2014/15 - latest publicly available data

BM2: SDDC Comparator Group: Regulatory & Related SRAs 2015/16										
Authority	Chair of Planning	V/Chair of Planning	Members Planning	Chair of Licensing	V/Chair Licensing	Chair Licensing Panel[s]	Chair of Audit &/or Governance	Vice Chair Audit &/or Governance	Chair HR or Employment	Chair Standards
Amber Valley	£2,280		£570	£1,710			£2,280			£1,710
Bolsover	£4,891	£2,445		£2,445	£1,222					
Chesterfield	£4,629			£4,629			£2,277		£3,491	
Chorley*	£2,964	£1,460		£2,964	£1,460		£1,751			
Derbyshire Dales**	£4,402	£1,466		£1,066	£852					
East Norants	£3,683	£1,228		£2,000	£600		£3,250	£1,083	£1,228	
East Staffs	£6,446			£4,604			£1,842			£921
Erewash*	£3,377	£1,124		£3,377	£1,124	£3,377	£3,377	£1,124		£3,377
High Peak 13/14	£2,970	£1,485		£600	£300		£1,980			
Hinckley & Bosworth*	£2,455			£2,455			£1,645		£1,645	
Newark & Sherwood	£3,797	£595	£96 site visits	£3,129	£460		£1,795			£1,795
NE Derbyshire*	£7,779	£1,294								£3,890
N. Kesteven	£4,497	£1,261		£2,200	£500		£3,125	£1,022		
N. Warwickshire*	£4,983									
NW Leicestershire	£4,914			£4,914			£4,914			
Selby*	£4,115			£4,115			£2,058			
S. Derbyshire	£9,249	£2,312		£2,312						
Mean	£4,261	£1,373		£2,872	£815		£2,525	£1,076	£2,121	£2,339
Highest	£7,779	£2,445		£4,914	£1,460		£4,914	£1,124	£3,491	£3,890
Lowest	£2,280	£595		£600	£300		£1,645	£1,022	£1,228	£921
* Denotes scheme is 2014/15 - latest publicly available data										
** Derbyshire Dales has 2 Area DCCs with Chairs & Vice Chairs each receiving an SRA of £2,201 & £733 respectively										

BM3: SDDC Comparator Group Opposition & Other SRAs & Comments 2015/16				
Authority	Main Opposition Leader	Main Opposition Deputy Leader	2nd Opposition Group Leader	Other SRAs/Comments
Amber Valley	£2,850			Broadband & Printer Consumables Allowance £250
Bolsover	£4,891			
Chesterfield	£8,686	£4,342		Telecommunications Allowance £300 per year
Chorley*	£6,782	£1,908	£1,908	Other minor SRAs payable
Derbyshire Dales	£1,807		£1,445	More than 1 SRA payable
East Norants	£3,683			Finance Chair & Vice Chair get SRA £1,000 & £250 respectively
East Staffs	£9,208		£921	BA inclusive of Broadband & Tel, 70% attendance or 12th instalment withheld
Erewash*	£4,969			Chair & Vice Chair Driver's Licensing Panel £3,377 & £1,124 respectively, Vice Chair Standards £1,124, Tel line rental paid + £100 costs for SRA holders
High Peak 13/14	£1,980			Broadband Allowance up to £216 per year
Hinckley & Bosworth*	£2,455		£2,455	Chair Appeals £1,645
Newark & Sherwood	£3,797		£795	Opposition Spokespersons £977
NE Derbyshire*	£4,915			Vice Chair Standards £1,294, Broadband provided or reimbursed
N. Kesteven	Not specified			V/Chair Scrutiny Panels £1,002, 75% of 2nd SRA paid & £100 ICT Allowance
North Warwickshire*	£1,162 + £233 per member	£1,745	£1,162 + £233 per member	Chairs Sub Committees £1,745, Appeals Panel Members £260, Area Chairs £873
NW Leicestershire	£3,780		£3,780	
Selby*	£2,058			Chair Policy Review £3,087, Majority Group Leader £2,058
S. Derbyshire	£9,249	£2,312		Telecommunications support provided
Mean	£4,419	£2,665	£1,884	
Highest	£9,208	£4,342	£3,780	

Lowest	£1,807	£1,745	£795	
* Denotes scheme is 2014/15 - latest publicly available data				

REPORT TO:	FULL COUNCIL	AGENDA ITEM: 12
DATE OF MEETING:	3rd NOVEMBER 2016	CATEGORY:
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	FRANK McARDLE 01283 595702	DOC:
SUBJECT:	COMMUNITY GOVERNANCE REVIEW - BARROW UPON TRENT, TWYFORD & STENSON AND STENSON FIELDS: DRAFT PROPOSALS	REF:
WARD(S) AFFECTED:	ASTON AND STENSON WARDS	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 Members note the results of the Terms of Reference consultation.
- 1.2 That Members note that the majority of the responses received were in favour of the proposed alterations to the parish boundaries, as shown on the map at **Appendix 2**.
- 1.3 Members agree to the publication of the results of the Terms of Reference consultation.
- 1.4 That Members note that a further period of consultation on the results of the initial consultation responses will take place.
- 1.5 That a further report will be brought to Council in order that a decision may be made in respect of the final recommendations of this Community Governance Review.

2.0 Purpose of Report

- 2.1 To report the outcome of the initial Terms of Reference consultation which took place in Barrow upon Trent, Twyford & Stenson and Stenson Fields on the proposal to alter the Barrow upon Trent Parish Council and Stenson Fields Parish Council boundaries (under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007)

3.0 Detail

- 3.1 The Community Governance Review was instigated following the submission of a valid joint request from Barrow upon Trent Parish Council and Stenson Fields Parish Council, as attached at **Appendix 1**, for a Community Governance Review, primarily requesting that their parish council boundaries be altered.
- 3.2 In effect, Barrow upon Trent Parish Council wishes to divest itself of approximately

153.5 acres of land in the north-west area, as marked in yellow on the map at Appendix 2, in favour of Stenson Fields Parish Council. Stenson Fields Parish Council has indicated its willingness to incorporate this land into its area.

- 3.3 In addition, Stenson Fields Parish Council has stated its wish to incorporate approximately 197.1 acres of land in the south-west area, as marked in green on the map at Appendix 2, that currently sits in the unparished area of Twyford and Stenson. Members should be aware of housing developments in this area – approximately 300 homes have recently been constructed and occupied, with more than 200 homes currently under construction or with planning permission for development.
- 3.3 The initial consultation period was held from 11th July 2016 to 4th September 2016. Letters detailing the consultation and containing the Terms of Reference document, **Appendix 3**, were issued to all addresses within Barrow upon Trent, Twyford and Stenson and Stenson Fields (a total of 2,267 addresses), together with Ward Members, Derbyshire County Councillors for the area and neighbouring areas, the Member of Parliament, Derbyshire County Council, neighbouring Parish Councils and community representative groups.
- 3.4 A total of 272 responses were received to the initial consultation, of which one was discounted as received after the consultation end date of 4th September 2016. A summary of the remaining 271 responses is shown below. Full details are attached at **Appendix 4**.

Proposal	In favour	Against	Other
That the parish boundaries be altered as requested by Barrow upon Trent Parish Council and Stenson Fields Parish Council.	269	0	2*

*Two representations were received expressing neither clear support nor opposition to the Proposals.

- 3.5 Having taken into account all consultation responses made during the first stage of consultation and mindful of the need to ensure that community governance within the area reflects the identities and interests of the community, as well as being effective and convenient, the draft recommendation of officers is: ‘To accept the majority representation from the people of Barrow upon Trent, Twyford & Stenson and Stenson Fields and implement the parish boundary changes jointly requested by Barrow upon Trent Parish Council and Stenson Fields Parish Council.’
- 3.6 By virtue of the Local Government and Public Involvement in Health Act 2007, the Council has the power to undertake a Community Governance Review within its electoral area whenever it considers appropriate to do so. The decision to do so was made by Council on 7th April 2016.
- 3.7 Whilst the primary motive for this Community Governance Review related to the joint request made by the Barrow upon Trent Parish Council and Stenson Fields Parish Council to alter their parish boundaries, Government guidance recommends that Reviews are undertaken if there have been changes in population in certain areas, aimed at considering the impact this has had on community cohesion, the size, population and boundaries of the area and what arrangements have been, or could be, made for the purposes of community representation or community engagement.
- 3.8 As a result, in undertaking a Community Governance Review, Council should also consider issues such as:

- Whether an unparished area should be constituted as a parish and have a parish council (or other body) created;
- What the name and style of any newly constituted parish should be?
- Whether the number of parish councillors on an existing parish council should be changed?
- Whether a parish council boundary should be altered to better reflect the local community?
- Whether or not, as a result of the Review, the area of any other existing neighbouring parish should be retained, merged, altered or abolished?
- Whether a parish council should be warded or whether existing parish wards should be altered to reflect changes in the local community?
- Whether the name of a parish council should be changed?
- Whether existing parish councils should be grouped?

3.9 In accordance with the Terms of Reference agreed by Council on 30th June 2016, the Draft Proposals, as attached at **Appendix 5**, made by Council will be published on 7th November 2016 and a period of further consultation will commence, ending on 15th January 2017. A copy of the letter to accompany the Draft Proposals is attached at **Appendix 6**.

3.10 In accordance with the Local Government and Public Involvement in Health Act 2007, the Council is responsible for undertaking any review within its electoral area. In addition to the Terms of Reference and Draft Proposals, all decisions will be made by Full Council prior to any Reorganisation of Community Governance Order being made.

3.11 Local governance arrangements will be determined following consultations. Details of the parties consulted are contained in the initial Terms of Reference document (Appendix 3).

3.12 A timetable detailing the actions required within the permitted twelve month period is contained within the Terms of Reference document (Appendix 3).

3.13 A copy of the Communities and Local Government Guidance on Community Governance Reviews is attached at **Appendix 7**.

4.0 Financial Implications

4.1 There are no direct financial implications from this report, but the consultation process will incur the Council administrative and postage costs.

4.2 In the event that any final recommendation leads to the re-alignment of parish boundaries, it is likely to result in a precept adjustment to those properties already subject to a Council Tax precept and for those properties currently in the unparished area with no precept, to become subject to a Council Tax precept with effect from April 2017.

5.0 Corporate Implications

5.1 There are none relating to this report.

6.0 Community Implications

6.1 The Review and subsequent recommendations will determine the local governance arrangements for Barrow upon Trent, Twyford & Stenson and Stenson Fields.

7.0 Background Papers

7.1 Area map.

7.2 Joint request from Barrow upon Trent Parish Council and Stenson Fields Parish Council.

7.3 Community Governance Review Terms of Reference.

7.4 Summary of responses made by local residents.

7.5 Community Governance Review Draft Proposals.

7.6 Communities and Local Government Guidance on Community Governance Reviews.

Mrs Alison Hicklin
Clerk of the Council
Tel: 01332 700142
Mobile: 07825 702046



Field House Farm
Snelsmoor Lane
Chellaston
Derby
DE73 6TQ

South Derbyshire District Council
Chief Executive

19 FEB 2015

Passed to:
Copied to:

BARROW UPON TRENT
PARISH COUNCIL

Email: alison@barrowupontrentparish.co.uk

Stenson Fields Parish Council

Email: jacquistorer@aol.com

11th February 2015

Dear Mr McArdle

Please find attached a joint agreement signed by both Stenson Fields and Barrow upon Trent Parish Councils.

The proposed revision to the parish boundaries has been discussed and agreed both in individual Parish Council meetings, and also in a joint meeting between the Chairs, Vice-Chairs and Parish Clerk.

It is our opinion that South Derbyshire District Council is able to implement the proposed changes under the provisions of the 'Guidance on Community Governance Reviews', especially in respect of paragraphs 8b, 12 and 15 where the proposed South Derbyshire Local Plan will cause a '...reaction to specific or local new issues...' and also '... existing parish boundaries becoming anomalous as new houses are built across the boundaries...'

Paragraph 50 of the Community Governance Review also states that 'The views of local communities and inhabitants are of central importance'.

As both Parish Councils are in accord with the proposed boundary change, we would be grateful if you would please consider the process of the implementation as soon as is possible.

Yours sincerely

Signature: 

Date: 11.2.15

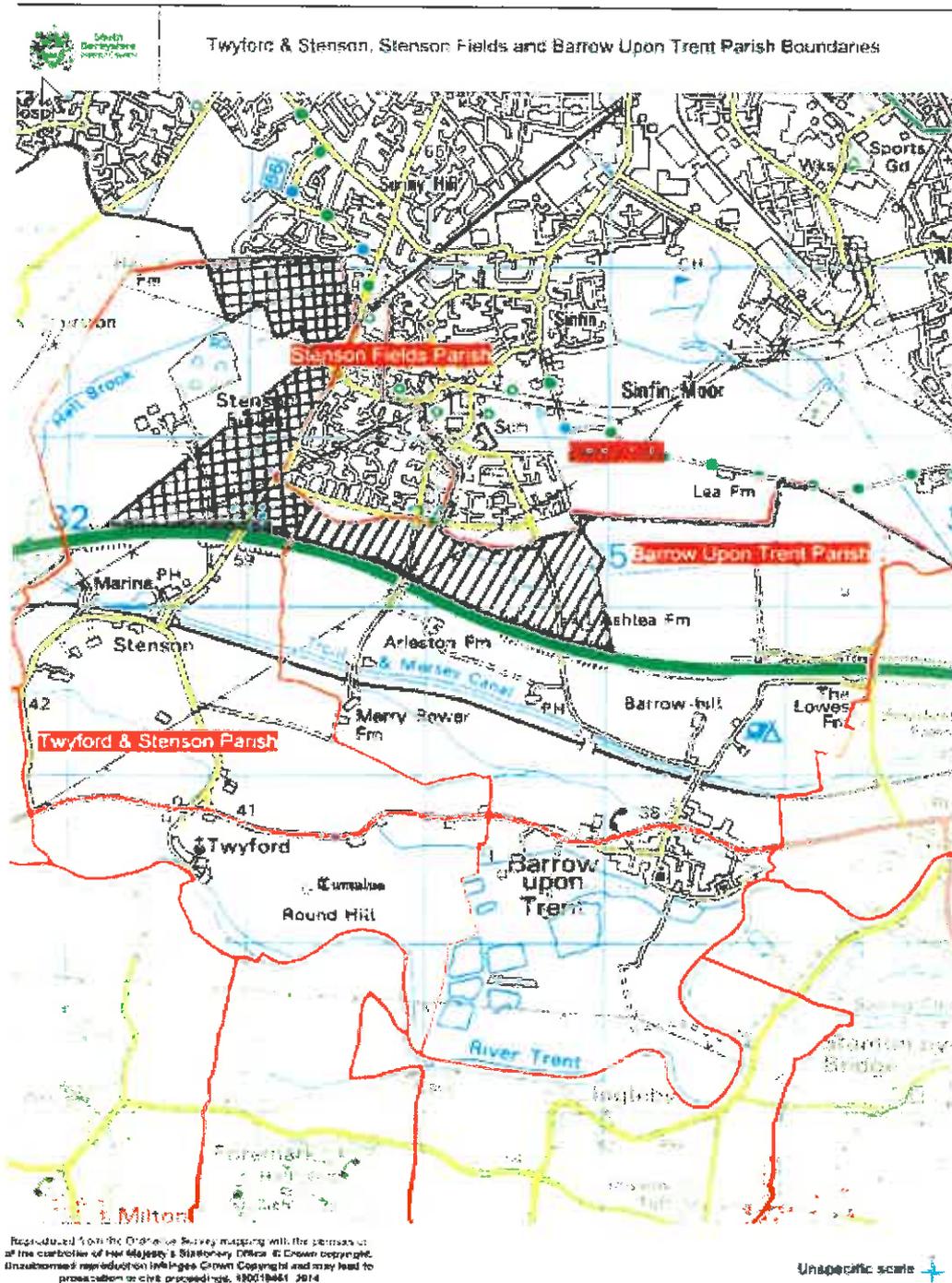
(Chair Barrow upon Trent Parish Council)

Signature: 

Date: 11.2.15

(Chair Stenson Fields Parish Council)

Joint Agreement Parish Council Boundaries
Between Barrow upon Trent Parish Council and Stenson Fields Parish Councils



We the undersigned, as representatives of the respective Parish Councils of Barrow upon Trent and Stenson Fields, propose that the parish boundaries between Barrow upon Trent, Stenson Fields, Twyford & Stenson should be moved as shown on the above map, so that the hatched areas becomes part of the parish of Stenson Fields and is no longer a part of the parishes of Barrow upon Trent and Twyford & Stenson.

Signature: BW Fellus

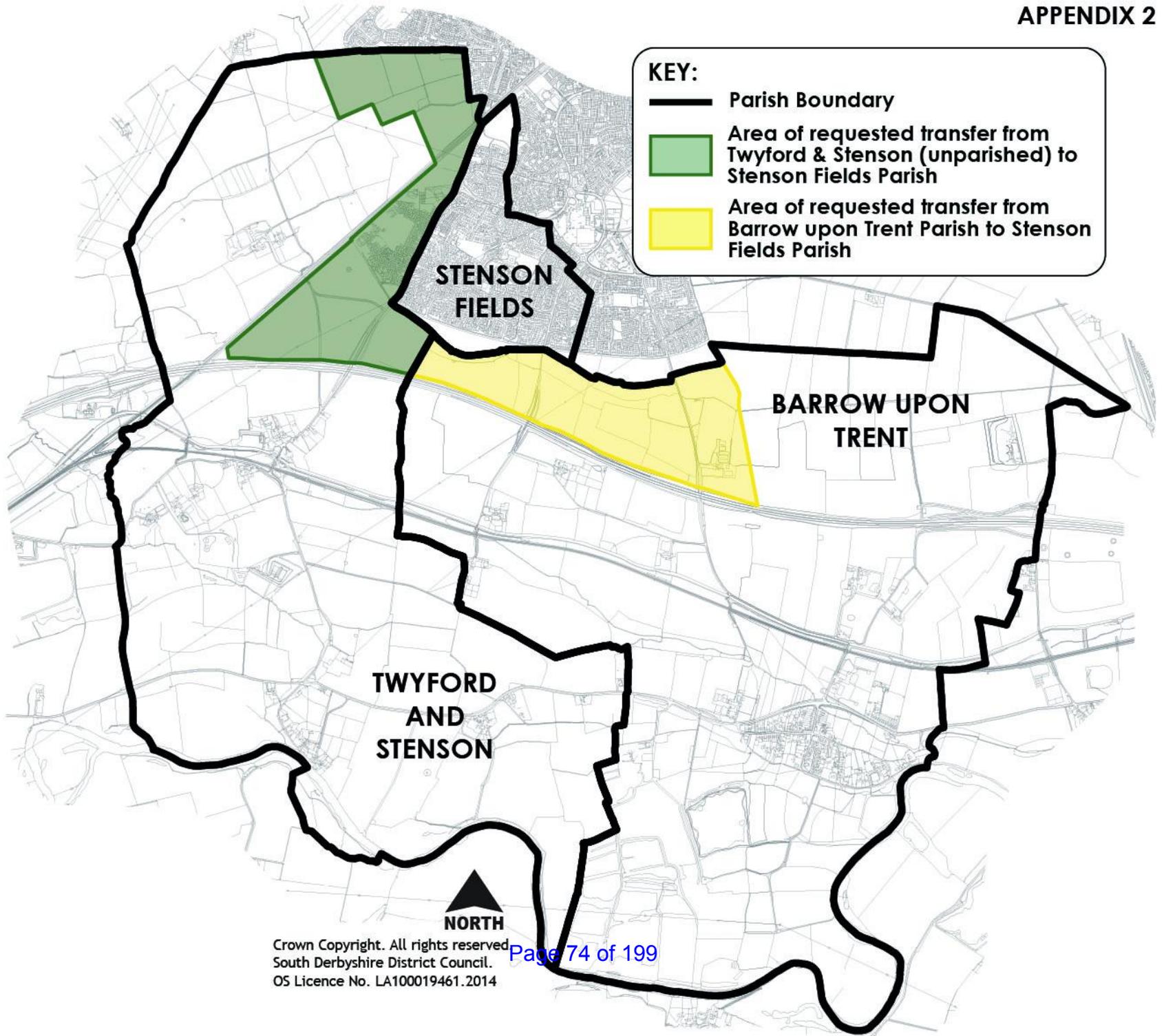
Date: 11.2.15

(Chair Stenson Fields Parish Council)

Signature: Annexed

Date: 11.2.15.

(Chair Barrow upon Trent Parish Council)





COMMUNITY GOVERNANCE REVIEW OF TWYFORD AND STENSON (UNPARISHED AREA), STENSON FIELDS (PARISHED AREA) AND BARROW ON TRENT (PARISHED AREA)

TERMS OF REFERENCE

Introduction

On 30th June 2016, South Derbyshire District Council (“the Council”) approved these Terms of Reference created for the purposes of undertaking a Community Governance Review for the unparished area of Twyford and Stenson, the parished area of Stenson Fields and the parished area of Barrow on Trent.

A Community Governance Review (“the Review”) is a legal process whereby the District Council can review and make changes to local governance arrangements within the whole or part of its district.

These arrangements will be determined following consultation with local people and will aim to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.

Legislation and Guidance

In undertaking the Review and implementing any outcome, the Council will be guided by the following legislation and guidance:-

- Part 4 of the Local Government and Public Involvement in Health Act 2007, as amended;
- The relevant parts of the Local Government Act 1972;
- The Local Government (Parishes and Parish Councils) (England) Regulations 2008;
- The Local Government Finance (New Parishes) (England) Regulations 2008; and
- The Guidance on Community Governance Reviews issued jointly by the Department for Communities and Local Government and the Local

Government Boundary Commission for England (March 2010) (“the Guidance”).

Aim of the Review

In carrying out the Review, the Council aims to ensure that decisions affecting community governance within the area of the Review are reflective of the identities and interests of the community and are both effective and convenient.

Other important considerations are the impact on community cohesion, the size, population and boundaries of the area and what (if any) arrangements have already been made or could be made for the purposes of community representation or community engagement.

The Community Governance Review will consider:

- Should a parish council boundary be altered to better reflect the local community.
- Should an unparished area have a parish council (or other body) created.
- Should existing parish councils be grouped.
- Should the number of parish councillors on an existing parish council be changed.
- Should a parish council be warded or existing parish wards be altered to reflect changes in the local community.
- Should the name of a parish council be changed.
- No change in existing governance arrangements.

Local Government Boundary Commission for England

In the event that the Community Governance Review leads to a change in any ward(s) boundaries in the District, this will be reviewed by the Local Government Boundary Commission for England.

Who is undertaking the Review?

The Council is responsible for undertaking any review within its electoral boundaries.

All interested persons and bodies have the opportunity to submit representations throughout the process for consideration by Full Council (a meeting of all South Derbyshire District Councillors) before any decisions are made.

Why is the Council undertaking the Review?

The Local Government and Public Involvement in Health Act 2007 transferred responsibility for these reviews to principal councils. A number of parishes within the District have asked the Council to review their boundaries.

How will the Council undertake the Review?

Specifically, the Council will consider the following:-

- Whether or not, as a result of the Review, the area of any existing neighbouring parish needs to be retained, merged, altered or abolished;
- Whether or not a parish be constituted for the area under review and if so the name and style of the parish;
- Whether or not any parish should have a Parish Council or any alternative and, if so, determine the electoral arrangements, i.e, the ordinary year of election, the size, the number of Councillors to be elected, the division of the parish into wards and the parish boundaries;
- Whether or not any grouping provision should be made; and
- Whether or not any other local community governance arrangements should be made.

Why constitute a Parish?

The Council recognises that all communities have individual local issues and any decisions made will reflect those issues and be in the best interests of the area concerned.

Government guidance states that the advantage of constituting an area as a parish is that parishes reflect distinctive and recognisable communities of interest with their own sense of identity. It further states that this identity and community lends strength and legitimacy to the parish structure, creates a common interest in local affairs, encourages participation in elections, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense a civic values, responsibility and pride.

The Council, if it is agreed, will attempt, as far as possible, to select boundaries that are, and are likely to remain, easily identifiable.

What does a Parish Council do?

Parish Councils are the most local form of government. They may collect money from council tax payers (via the District Council) known as a 'precept', a separate charge which is added to, and collected along with, your existing Council Tax. These precept monies are required to be used to invest in the area to improve local services or facilities.

A parish council has statutory powers which may be complimentary or over and above those already provided by South Derbyshire District Council. Any parish council created as a result of a Community Governance Review would work with South Derbyshire District Council to agree which services it would like to be involved in delivering.

Parish Councils can take different forms, but are usually made up of local people who stand for election as a Parish Councillor to represent their area. They can be the

voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services and work to improve the quality of life in the area.

What sort of factors might be taken into account when looking at community identity?

There is no set list of factors; the following offers a few suggestions:

- Where do you think the boundary with the next parish is or should be?
- Are there any natural physical boundaries, e.g. river, road, hill nearby?
- Are there any community groups or associations in the area which help to indicate where communities begin and end?
- Where are your key services, e.g. shops, doctors, pub, sports or social club?

Does changing a parish boundary make any difference to the likelihood of development occurring on the edge of the settlements?

No. The criteria, and the legislation that sits behind it, for determining whether or not parish boundaries should change bears no relation to the legislation that guides the determination of planning applications.

Alternative styles

The Council is required by law to consider other forms of community governance as alternatives or stages towards establishing parish councils. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community associations, which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council.

The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate in certain areas. However, the Council also notes that what sets parish councils apart from other kinds of governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

With regard to the naming of parishes, if required, the Council will endeavour to reflect existing local or historic place names and will give a strong presumption in favour of names proposed by local interest parties. The Council notes that Government considers that composite names of parishes are rarely in the interests of effective and convenient local government and encourages avoidance of composite names other than in exceptional circumstances where the demands of history, local connections or the preservation of local ties make a pressing case for the retention of distinctive traditional names. The Council will consider this when making any proposals regarding naming of parishes.

Parishes may have alternative styles to 'Parish'. The alternative styles are 'community', 'neighbourhood' or 'village'. In addition, it should be noted that the style 'town' is still available to a parish. However, for as long as the parish has an 'alternative style', it will not also be able to have the status of a 'town' and vice versa. The use in these terms of reference to parish does not preclude one of the alternative styles being adopted. The 'name' of a parish refers to the geographical name of the area concerned, whereas its status or 'style' allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish.

In the event that a new Parish Council wishes to precept, how much would it charge?

As the precept will depend on the size of the parish or community council, the services it provides and the number of properties across which it is spread, it is not possible to say how much a precept would be for an area which does not currently have a parish or community council. Any new parish or community council would be able to set its own precept level.

Where, as a result of an alteration to parish boundaries, a property moves from one parish to another, this may well have an impact on the overall level of Council Tax payable by occupants of that property, as the amount of precept levied by different parish councils may vary. However, this is not a relevant factor when considering whether it is appropriate to change the community governance arrangements in a particular area.

The Council would endeavour to ensure that any new parishes agreed should be viable and should possess a precept that enables them to actively and effectively promote the well-being of their residents and to contribute to the real provision of services in their areas in an economic and efficient manner.

How many parish councillors would there be?

There must not be fewer than five councillors on a parish council, but there is no maximum number. Ideally, the number of members on a parish council should reflect the size of the parish overall. If it is agreed to establish a new parish or community council, one of the issues that will need to be decided is how many councillors will be elected. Parish councillors can be elected to represent the whole of the parish area or smaller neighbourhoods within the area, called parish wards. Any councillors elected to the parish or community council would be in addition to the existing local district ward councillors who are Members of South Derbyshire District Council. It is possible for the same people to be elected to the district council and a parish or community council.

Are parish councillors paid an allowance?

Parish councillors are not usually paid an allowance, but may incur costs which can be reimbursed.

Timetable for the Review

A timetable for the Review is shown below.

Action	Dates
Terms of Reference agreed by Full Council	30 th June 2016
Publication of Terms of Reference	4 th July 2016
Consultation process – Invitation of initial submissions & Public Meetings	11 th July 2016 to 4 th September 2016
Last date for submissions	4 th September 2016
Analysis/evaluation of submissions and preparation of draft recommendations	5 th September 2016 to 23 rd October 2016
Draft recommendations agreed by Full Council	3 rd November 2016
Publication of draft recommendations	7 th November 2016
Consultation on draft recommendations & Public Meetings	14 th November 2016 to 15 th January 2017
Last date for submissions	15 th January 2017
Analysis/evaluation of submissions and preparation of final recommendations	16 th January 2017 to 19 th February 2017
Final recommendations agreed by Full Council	1 st March 2017
Publication of final recommendations	6 th March 2017
Preparation and publication of any Reorganisation of Community Governance Order	6 th March 2017

This programme and timeline may be adjusted after representations have been received by local people in response to the initial public consultation. This will allow the Council a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be published on the Council's website.

Electorate Forecasts

When considering any electoral arrangements arising as a result of this Review, the Council will consider any change in the number or distribution of electors which is likely to occur within five years from commencement of this Review. This data is as follows:-

District Area	Polling District	Electorate 2016	Electorate 2021
Barrow upon Trent	ASB	567	864
Twyford and Stenson	STB	969	1,811
Stenson Fields	STA	4,162	4,487

Consultation

The Council has a duty under the Local Government and Public Involvement in Health Act 2007 to consult with the local government electors in the area under review and any other interested person or body. Throughout the process all representations will be taken into account before decisions are made.

The Council will:-

- Publish a release in the local press informing residents of the Review and inviting responses;
- Publish information on the Council's website;
- Consult with the residents of the area subject to the Review;
- Consult with the South Derbyshire District Councillors for the area subject to the Review and the neighbouring areas;
- Consult with the Derbyshire County Councillors for the ?? area and the neighbouring areas;
- Consult with the Member of Parliament for the District;
- Consult with Derbyshire County Council;
- Consult with any neighbouring Parish Councils and community representative groups; and
- Consult with any other person or body which appears to the District Council to have an interest in the Review.

The initial consultation period will end on 4th September 2016. Any representations must be received by that date or they may not be considered when the options are prepared for Full Council.

There will then be a further period of time for people to comment on the draft proposals before the final decision is made.

The Council recognises that the development of strong, sustainable communities depends on residents' active participation in decision making and making a positive contribution to improving the place where they live. The Council is therefore committed to engaging effectively with the communities it serves and to enabling local people to participate meaningfully in decisions that affect their lives, where all people feel able to take an active part in influencing service delivery.

The Council welcomes all representations from any persons or bodies with a local interest who may wish to comment or make proposals on any aspect of the matters under review.

Please send any representations to:-

- cgovreview@south-derbys.gov.uk; or
- South Derbyshire District Council
Legal and Democratic Services Section
Community Governance Review
Civic Offices
Civic Way
Swadlincote
Derbyshire
DE11 0AH

If you have any queries relating to the Review, please contact us either by e-mail at democraticservices@south-derbys.gov.uk or by telephone on 01283 595722 / 01283 595848.

Further information about the Review is available on the Council's website and social network pages, detailed below:-

- www.south-derbys.gov.uk/communitygovernance
- www.twitter.com/south-derbys

Completion of the Review

The Council will clearly publish the outcome of decisions taken as a result of the review and the reasons behind those decisions, so as to conduct the process transparently, making local people and other interested parties aware of the decisions reached. Press releases will be issued at key points as detailed in the above timetable and key documents will be on deposit at the Council's offices.

Order and commencement

In the event of a Reorganisation of Community Governance Order being made, the provisions of such an Order will take effect from 1st April 2017 for financial and administrative purposes, depending upon the outcome of the Review.

Date of Publication of these Terms of Reference

4th July 2016

COMMUNITY GOVERNANCE REVIEW: – BARROW UPON TRENT, TWYFORD & STENSON AND STENSON FIELDS - STAGE ONE CONSULTATION RESPONSES

Key: L = letter; E= e-mail

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
14.07.16	1		G	Powell	55 Swarkestone Rd Barrow-upon-Trent DE73 7HF	I have received a letter from yourselves attempting to explain the above review, I find the document confusing and actually explains nothing, it is a 9 page document of waffle. So I would like to explain my position. I AM IN SUPPORT OF THE REQUEST BY BARROW-UPON-TRENT PARISH COUNCIL TO SDDC FOR THE CHANGE OF OUR PARISH BOUNDARY AS PROPOSED IN FEBUARY 2015.	Y			E
14.07.16	2		A G	Eley OBE AE MRCGP	6 Beaumont Close Barrow on Trent Derby DE73 7HQ	<p>I am a long-term resident of the village of Barrow on Trent and I am responding to the call for consultation regarding the community governance review of the parish. Barrow on Trent is fortunate in having a Parish Council which reflects the feeling of the local residents. The Parish Council have been proposing to transfer the land in question to Stenson Fields Parish over a number of years</p> <p>Changes within the parish over the last 20 years have resulted in the parish becoming isolated from the north-eastern portion of the parish.</p> <p>This followed directly from the construction of the A50 road which cut across the parish and isolated the portion of the land which is contiguous to the parishes of Stenson Fields and the City of Derby.</p> <p>Adoption of South Derbyshire District Council Local Plan Part 1 means that this land will be developed over the next 20 years as residential accommodation comprising some 2000 units.</p> <p>This would place an unreasonable change on the character of the Parish of Barrow on Trent which currently has a population of only some 500 souls.</p> <p>The new residential accommodation will be contiguous to both Stenson Fields and the City of Derby and will have no connection with the parish of Barrow on Trent and will be physically separated from the remainder of the parish by both the A50 road and the Trent and Mersey Canal.</p> <p>The proposed new development is separated by road from the built environment of the village of Barrow on Trent by a distance of 1.5 kilometres</p> <p>It will also look for its services towards the existing centre established within the Sinfin District Centre.</p> <p>These proposals have been discussed repeatedly at Parish Council meetings in Barrow on Trent and the Parish Council have established a clear view that they wish the land indicated on map</p>	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
						<p>http://www.south-derbys.gov.uk/Images/Area%20map_tcm21-281679.pdf to be transferred from the Parish of Barrow on Trent to the Parish of Stenson Fields</p> <p>It is also my understanding from attending Parish Council meetings that both the Parish Councils of Barrow on Trent and Stenson Fields support this proposal.</p> <p>I fully support the proposal for the Parish of Barrow upon Trent to divest around 153.5 acres of land in the north-west area, with Stenson Fields to incorporate this into its area.</p>				
15.07.16	3		Victoria	Lucas	17, Hall Park Barrow on Trent	As a resident of Barrow on Trent, I am in support of the request by Barrow upon Trent Parish Council to SDDC for the change of our parish boundary as proposed in February 2015.	Y			E
	4		Ian	Lucas	Derby DE73 7HD		Y			
15.07.16	5		Anne	Heathcote	7 Chapel Lane Barrow upon Trent Derby. DE73 7HE	Will you please take this e-mail as my support for the proposed boundary change for Barrow upon Trent / Stenson Fields as requested by the Parish Council in February 2015, and as illustrated in the recent Community Governance Review 2016 map.	Y			E
18.07.16	6	Mrs	M E	Garratt	59 Swarkestone Road Barrow on Trent Derby DE73 7HF	I am in support of the request by Barrow upon Trent Parish Council, to SDDC, for the change of the Parish boundary as proposed in February 2015.	Y			L
18.07.16	7	Mrs	Diana	Eley	6 Beaumont Close Barrow-on-Trent Derby DE73 7HQ	<p>I am a long-term resident of the village of Barrow on Trent and I am responding to the call for consultation regarding the community governance review of the parish.</p> <p>Barrow on Trent is fortunate in having a Parish Council which reflects the feeling of the local residents.</p> <p>The Parish Council have been proposing to transfer the land in question to Stenson Fields Parish over a number of years</p> <p>Changes within the parish over the last 20 years have resulted in the parish becoming isolated from the north-eastern portion of the parish.</p> <p>This followed directly from the construction of the A50 road which cut across the parish and isolated the portion of the land which is contiguous to the parishes of Stenson Fields and the City of Derby.</p> <p>Adoption of South Derbyshire District Council Local Plan Part 1 means that this land will be developed over the next 20 years as residential accommodation comprising some 2000 units.</p> <p>This would place an unreasonable change on the character of the Parish of Barrow on Trent which currently has a population of only some 500 souls.</p>	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
						<p>The new residential accommodation will be contiguous to both Stenson Fields and the City of Derby and will have no connection with the parish of Barrow on Trent and will be physically separated from the remainder of the parish by both the A50 road and the Trent and Mersey Canal.</p> <p>The proposed new development is separated by road from the built environment of the village of Barrow on Trent by a distance of 1.5 kilometres</p> <p>It will also look for its services towards the existing centre established within the Sinfin District Centre</p> <p>These proposals have been discussed repeatedly at Parish Council meetings in Barrow on Trent and the Parish Council have established a clear view that they wish the land indicated on map http://www.south-derbys.gov.uk/Images/Area%20map_tcm21-281679.pdf to be transferred from the Parish of Barrow on Trent to the Parish of Stenson Fields</p> <p>It is also my understanding that both the Parish Councils of Barrow on Trent and Stenson Fields support this proposal.</p> <p>I fully support the proposal for the Parish of Barrow upon Trent to divest around 153.5 acres of land in the north-west area, with Stenson Fields to incorporate this into its area.</p>				
27.07.16	8	Dr	Jill	Scarfe	39 Church Lane, Barrow upon Trent DE73 7HB	I Jill Scarfe, Barrow upon Trent, support the proposed change to the Barrow upon Trent boundary.	Y			E
28.07.16	9	Mr	Ronald	Scarfe	39 Church Lane, Barrow upon Trent DE73 7HB	I, Ronald G M Scarfe support the proposed change to the Barrow upon Trent boundary	Y			E
28.07.16	10	Mrs	Louise	Brown	By e-mail	My husband and I are in support of the request by Barrow upon Trent Parish Council to SDDC for the change of our parish boundary as proposed in February 2015.	Y			E
	11	Mr	Ian	Brown			Y			
29.07.16	12	Mr		Vaughan	37 Church Lane Barrow Upon Trent DE73 7HB	We support the proposed change to the Barrow upon Trent parish boundary.	Y			E
	13	Mrs		Vaughan			Y			
29.07.16	14		K	Bottrill	17 Chapel lane, Barrow Upon Trent	I support the proposed change to the Barrow Upon Trent boundary.	Y			E
01.08.16	15	Mr	Robert	Thomas	By e-mail	<p>Page 85 of 199</p> <p>My name is Robert Thomas I am a 20 year old that has lived in Barrow upon Trent for my entire life and I support the proposed change to the parish boundary of Barrow upon Trent.</p>	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.08.16	16	Mr	G V	Scott	45 Twyford Road Barrow-on-Trent DE73 7HA	We wish to support the proposed boundary change to the parish of Barrow upon Trent.	Y			E
	17	Mrs	P A	Scott			Y			
02.08.16	18	Dr	Jennifer	Ashworth	By e-mail	I support this motion. Dr Jennifer Ashworth, resident of Barrow on Trent for 18 years	Y			E
03.08.16	19	Mr	John	Peat	Hayside Twyford Road Barrow upon Trent.	I support the proposed changes to the Barrow upon Trent boundary.	Y			E
	20	Mrs	Denise	Peat			Y			
03.08.16	21	Mr	David	Thomas	1 Walnut Close Barrow on Trent Derby DE737JL.	I am writing to support the proposed boundary change at Barrow On Trent. I feel this is very important to maintain the rural nature of the parish.	Y			E
05.08.16	22		Debra	Maddock	By e-mail	As a resident of Barrow On a Trent I wish to advise you that I agree with the proposals jointly put forward by the parish councils of BOT and Stenson Fields to change the boundaries of the 3 parishes as shown in the map included in your recent correspondence.	Y			E
06.08.16	23		David	Stone	3 Walnut Close Barrow upon Trent DE73 7JL	We are well aware that there has been considerable debate over changes to the existing Parish Boundary in respect of the proposed developments at Stenson Fields. Given the rural nature of the village and the very limited facilities available to the residents, a large development to the north of the A50 trunk road within the current parish boundary would be difficult to absorb and would inevitably change the whole nature of the village. From the information supplied in the letter regarding the Community Governance Review sent by South Derbyshire District Council dated the 4th July 2016, we strongly agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the three parishes as shown on the map i.e to reduce the size of the parishes of Barrow upon Trent and Twyford and Stenson and at the same time increase the boundaries of the Stenson Fields parish to the A38 in the west and the A50 in the south.	Y			E
06.08.16	24		Nina	Stone			Y			
06.08.16	25	Mr	Alan	Graves	26 Twyford Road Barrow upon Trent DE73 7HA	I have considered the boundary changes put forward by the parish councils of Barrow-upon-Trent and Stenson Fields. In general, I am in agreement with the proposal that affects Barrow-upon-Trent where I live as described in the Community Governance Review letter map dated 4th July 2016.	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
07.08.16	26		Judy	Smith	By e-mail	Regarding the letter dated 04 July 2016 ref community governance review, I agree with the proposals jointly put forward by the parish councils Barrow-on-Trent and Stenton Fields to change the boundaries of the 3 parishes as shown in the map.	Y			E
07.08.16	27	Mr	Andrew	Dobson	By e-mail	I support the proposed change to the Barrow upon Trent boundary.	Y			E
08.08.16	28		Joanne	Dobson	By e-mail	I support the proposed change to the Barrow upon Trent boundary.	Y			E
08.08.16	29	Mrs	Christine L	Hemmings	1 Club Lane Barrow upon Trent DE73 7HP	I am writing to inform you that I support the proposed change to Barrow upon Trent boundary	Y			E
08.08.16	30	Mrs	E.lizabeth A	Jennings	6, Manor Court, Barrow upon Trent DE73 7HR	Regarding the change of Barrow on Trent boundries. I agree with the proposals jointly put forward by the parish councils of Barrow -on-Trent and Stenson Fields to change the boundries of the 3 parishes as shown on the map	Y			E
08.08.16	31	Mrs	Jean	Johnson	27 Twyford Road Barrow upon Trent Derby DE73 7HA	I, Jean Jonson, agree with the proposals jointly put forward by the parish councils of Barrow on Trent and Stenson Fields to change the boundaries of the parishes as shown in the map.	Y			L
08.08.16	32	Mr	M	Sharp	37 Twyford Road Barrow-upon-Trent DE73 7HA	We support the proposal for the change of Barrow-upon-Trent parish boundary as described in the map forming part of your Community Governance Review letter dated 4th July 2016.	Y			E
	33	Mrs		Sharp		Our reasons for supporting the proposed change are as follows: 1. Current and planned housing developments on the south side of Wragley Way would be part of Barrow-upon-Trent parish, as it stands at the present time. However, such developments would be suburban in nature and therefore better served by Stenson Fields Parish Council, which already has a large area of suburban housing within its current boundaries. 2. The village of Barrow-upon-Trent is several fields to the south of such developments and is rural in nature, with a defined perimeter. It is important that the separate rural identity of the village is maintained. 3. The A50, which is a dual carriageway major road, would form a natural boundary between Stenson Fields and Barrow-upon-Trent parishes, if the proposed change is adopted.	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
09.08.16	34		Millie	Walker	59 Crow Tree Cottage Church Lane Barrow upon Trent DE73 7HB	I would like to register my support for the Parish Proposal to move the boundary of the village to protect our way of life and our amenities.	Y			E
09.08.16	35	Mr	Ivan	Karamihalev	By e-mail	I agree with the proposals jointly put forward by the parish councils of Barrow-upon-Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map.	Y			E
09.08.16	36		Carol	Bradfield	Moorcroft 28 Twyford Road Barrow on Trent DE73 7HA	I am writing regarding the proposed boundary changes around my village. I agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the three parishes as shown on the map. I feel this would be in the best interest of the village and the people who live there.	Y			L
10.08.16	37		Valerie	Woods	2 Mallow Close Stenson Fields	Regarding the above review for Twyford and Stenson, Stenson Fields and Barrow on Trent I have 2 questions. 1. Will this change in any way affect school placement catchment areas? 2. Will this ensure we remain under South Derbyshire County Council and not in any way under Derby City Council?			Y	E
10.08.16	38	Mrs	Stephanie	Powell	By e-mail	We agree with the proposals jointly put forward by the parish councils of Barrow-upon -Trent and Stenson Fields to change the boundaries of the 3 parishes as shown in the map.	Y			E
	39	Mr	Barry	Powell			Y			E
11.08.16	40		R A	Hague	23 Hall Park Barrow on Trent	I support the request by Barrow upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July 2016.	Y			L
11.08.16	41	Mr	L	Cuomo	19 Brookfield Barrow on Trent DE73 7HG	I agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map. This way the parishes (ie Barrow upon Trent, Stenson and Twyford) retain their rural identity, and Stenson Fields is able to develop as a single thriving community.	Y			L
11.08.16	42		H L	Davies	Ivy House 8 Church Lane Barrow upon Trent DE73 7HB	I agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map. This way the parishes (ie Barrow upon Trent, Stenson and Twyford) retain their rural identity, and Stenson Fields is able to develop as a single thriving community.	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
11.08.16	43	Mrs	Susan	Boddy	St Wilfrids 16 Church Lane Barrow upon Trent DE73 7HB	I agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map. This way the parishes (ie Barrow upon Trent, Stenson and Twyford) retain their rural identity, and Stenson Fields is able to develop as a single thriving community.	Y			L
	44	Mr	Ian	Boddy			Y			L
11.08.16	45	Mr	Richard	Lisewski	By e-mail	I agree with the proposals jointly put forward by the parish councils of Barrow-upon-Trent and Stenson Fields to change the boundaries of the 3 parishes as shown in the map.	Y			E
12.08.16	46	Mrs	Joan	Davies	Old Hall Cottage Twyford DE73 7GA	I agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the three parishes shown on the map.	Y			L
15.08.16	47	Mr	John	Wilcox	10 Hall Park Barrow upon Trent	We support the request by Barrow upon Trent Parish Council to SDDC for the change to our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4th July 2016.	Y			E
	48	Mrs	Hazel	Wilcox			Y			
15.08.16	49		F J	Hallam	3 Hall Park Barrow upon Trent DE73 7HD	I support the request by Barrow upon Trent Parish Council to SDDC for the change to our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4th July 2016.	Y			L
15.08.16	50		J	Millington	4 Hall Park Barrow upon Trent DE73 7HD	I support the request by Barrow upon Trent Parish Council to SDDC for the change to our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4th July 2016.	Y			L
	51		J A	Walker			Y			
15.08.16	52		Alison	Wiggins	By e-mail	I agree with the proposals jointly put forward by the parish councils of Barrow on Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map.	Y			E
17.08.16	53	Mr	M S	Rowley	Barrow upon Trent	I support the request by Barrow upon Trent Parish Council to SDDC for the change to our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4th July 2016.	Y			L
	54	Mrs	P R	Rowley			Y			
17.08.16	55	Mr	I A	Brown	21 Hall Park Barrow upon Trent DE73 7HD	I am in support of the request by Barrow upon Trent Parish Council to SDDC for the change of our parish boundary as proposed in February 2015.	Y			E
19.08.16	56	Mr	Ronald G M	Scarfe	39 Church Lane Barrow upon Trent DE73 7HB	I, Ronald G M Scarfe, Barrow upon Trent, support the proposed change to the Barrow upon Trent boundary.	Y			E
21.08.16	57	Mr	C N (Nick)	Seed	Lodge Cottage Chapel Lane Barrow upon Trent DE73 7AD	I am a Barrow resident and have received the proposals you sent dated 4.7.16. I want to put on record my support for these proposals to change the boundary as I think if these did not happen and housing is built it would materially change the parish and not be in the best interests of Barrow-on-Trent residents.	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
22.08.16	58	Mr	Robert	Poole	17 Harebell Lane (new estate on west side of Stenson Road) Stenson Fields DE24 3FS	I agree with the proposals jointly put forward by the parish councils of Barrow-upon-Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map.	Y			E
23.08.16	59	Mrs	Ruth	Croft	Fernello Close Barrow on Trent, DE73 7GP	I have received details relating to this review. I wish to register my support for the proposed changes.	Y			E
23.08.16	60	Mrs	Wendy	Atkin	Barrow upon Trent	I agree with the proposals jointly put forward by the parish councils of barrow upon Trent and Stenson fields to change the boundaries of the three parishes as sown in the map.	Y			E
24.08.16	61	Mr	H M B	Busfield	South Willow 20 Church Lane Barrow Upon Trent DE73 7HB	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016. I agree with the proposals jointly put forward by the parish councils of Barrow-Upon-Tent and Stenson Fields to change the boundaries of the 3 parishes as shown in the map. This way the parishes (ie. Barrow Upon Trent, Stenson and Twyford retain their rural identity, and Stenson Fields is able to develop as a single thriving community.	Y			L
24.08.16	62	Cllr	Linda	Chiltern	County Hall Matlock Derbyshire DE4 3AG	Thank you for your letter of 4 July under the above reference and your letter of 5 August 2016 inviting me to a public meeting at Willington Village Hall to discuss the potential effect of the Governance Review on the Parish. Having now had the time to digest all that you have explained, for which I thank you for clarification, and to discuss the situation with local residents, I now feel, more able to respond with comments.. It has been disappointing to note that there has been quite a lack of interest shown from residents in Twyford and Stenson but as it would appear that the Parish Councils of both Barrow Upon Tent and Stenson Fields both agree on the proposal for new boundaries then I can only recommend proceeding with the application to change the boundary. Please note though, that it is the wishes of the residents of Barrow Upon Trent to retain their parish name of Barrow Upon Trent without addition and I wholeheartedly agree with this wish. I do hope the forgoing is of help.	Y			L
25.08.16	63		M J	Lloyd	29 Twyford Road Barrow on Trent DE73 7HA	I wish for it to be noted concerning the above that I agree with the proposals put forward by both Barrow and Stenson Field Councils to change the boundaries on the three parishes as shown in the map.	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
26.08.16	64		Matt	Foster	The Pinfold 10 Church Lane Barrow upon Trent DE73 7HB	We agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map. This way the parishes (ie Barrow upon Trent, Stenson and Twyford) retain their rural identity, and Stenson Fields is able to develop as a single thriving community.	Y			E
	65		Jo	Foster			Y			E
30.08.16	66	Mr	Robert	Atkin	By e-mail	I agree with the proposals jointly put forward by the parish councils of barrow on trent and stenson fields to change the boundaries of the 3 parishes as shown in the map.	Y			E
30.08.16	67	Mr	Charles	Fellows	Chairman and Press Officer, Stenson Fields Parish Council	Historically the Parish of Stenson Fields was formed from a part of Barrow on Trent and a part of Twyford and Stenson. The new development, to the west of Stenson Rd, is a natural extension of Stenson Fields and it is a natural progression to incorporate the new development into Stenson Fields. Its historic place name is Stenson Fields, its address is Stenson Fields and Stenson Fields Parish Councillors are already raising issues relating to the new development, indeed, many residents may think they already live in the Parish of Stenson Fields. The residents of Newton Village/Saxon Gate, also, use our school, shops, public house, community facilities and playing fields. In reality they are already part of the Stenson Fields community. This will also apply to the residents of any new development south of Wragley Way and north of the A50. The joint proposal by Barrow on Trent and Stenson Fields Parish Councils makes sense, and, has the support of the two Stenson Ward District Councillors and our County Councillor. The idea that the unparished area of Twyford and Stenson could be grouped with Barrow on Trent is something that Barrow on Trent doesn't want, something that nobody has asked for, something that nobody seems to want, and, something, that could lead to reaction, resentment and unrest in the future. Conclusion:- The joint proposal By Barrow on Trent and Stenson Fields Parish Councils, is the best way forward for the greater Stenson Fields area, Barrow on Trent and Twyford and Stenson.	Y			E
31.08.16	68	Mr	David	Gossling	12 Avon Close Stenson Fields Derby	I refer to your circular of 4 th July 2016 in connection with the above matter. I was unaware of the application for this review until the letter arrived. However, I agree with the proposals tabled as I had previously thought that it would make sense for the following reasons: 1) The A50, having cut this area off from the parishes	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
						<p>to the south of it, has become the more natural boundary.</p> <p>2) There have been several proposals to develop the area in question which will clearly impact on Stenson Fields and indeed the housing now being erected between Stenson Road and the railway already is.</p> <p>The only question I have is the NW tip of the proposed transfer zone to the west of the railway. South of the single lane Stenson Road railway bridge there is no road connection to this corner without going over the bridge into the city and back out again. It would seem to me that inclusion of the railway bridge and road down to the NW development's access might make it easier to resolve the bridge bottleneck problem if that is achievable in this review as it is outside the South Derbyshire's area.</p> <p>Finally there does not seem to be any obvious need to change any of the parish names.</p> <p>Thank you for your efforts around this area. It is the first time I have known local councillors to be so accessible not forgetting Mark Todd's tenure as our MP who sometimes joined your surgeries and walkabouts.</p>				
31.08.16	69	Mr	Simon	Phippard	Walnut Farmhouse 38 Twyford Road Barrow upon Trent DE73 7HA	I have owned a house in Barrow upon Trent for nearly ten years and particularly enjoy the atmosphere and character of the village as it is. I have seen the papers relating to the Community Governance Review and wish to note that I support the proposed transfers and changes to the parish boundaries.	Y			E
01.09.16	70	Mr	John	Widdas	4 Church Lane Barrow on Trent DE73 7HB	I agree with the proposals jointly put forward by the parish councils of Barrow upon Trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map. This way the parishes (ie Barrow upon Trent, Stenson and Twyford) retain their rural identity, and Stenson Fields is able to develop as a single thriving community.	Y			L
01.09.16	71		Anne	Heathcote	Chair of Barrow upon Trent Parish Council	<p>Please find enclosed 167 letters from the electors of Barrow upon Trent parish regarding the above review process. All of the letters are in favour of the proposed change of the parish boundary as requested by Barrow upon Trent Parish Council in 2015 and as described in the map of the SDDC letter dated June 2016</p> <p>Page 92 of 199</p> <p>We would be grateful if you could please take all of these opinions into account when coming to a decision upon the proposed changes, and we are also aware that there have</p>	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
						<p>been a significant number of e-mails from Barrow residents to the SDDC regarding the consultation. Could you please ensure that these are also considered.</p> <p>One of the options available to the SDDC Councillors is to consider changing the parish boundary of Barrow upon Trent to include the non-parished areas of Twyford and Stenson. Please be aware that the Parish Council of Barrow upon Trent is not in favour of this option, and requests that the proposed boundaries are as described in the SDDC letter of June 2016.</p>				
01.09.16	72		P	Owen	14 Brookfield Barrow upon Trent DE73 7HG	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	73		Helen	Connaughton	17 Brookfield Barrow upon Trent DE73 7HG	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	74		J	Connaughton			Y			L
01.09.16	75	Mr	Alan	Graves Jr	26 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	76		Mary F	Jackson	12 Manor Court Flats Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	77		William D	Jackson			Y			L
01.09.16	78		N	Toon	4 Fir Tree Drive Barrow upon Trent DE73 7GF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	79			Other name not printed			Y			L
01.09.16	80			No names printed	Hollie Barn Fir Tree Drive Barrow upon Trent DE73 7GF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	81						Y			L
01.09.16	82		Arron	Nash	3 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	83		Sarah	Nash			Y			L
01.09.16	84		Luke	Barradell	Stable Lodge Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	85		J	Barradell			Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	86	Mr	D	Collie	The Old Forge Sinfin Lane	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	87	Mrs	S	Collie	Barrow upon Trent DE73 7HH		Y			L
01.09.16	88	Mr	John T	Billson	Trent House 51 Church Lane	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	89	Mrs	Jeanette A J	Billson	Barrow upon Trent DE73 7HB		Y			L
01.09.16	90			No name printed	1 Beaumont Close Barrow upon Trent DE73 7HQ	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	91		D	Barber	6 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	92			No names printed	17 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	93						Y			L
01.09.16	94		M	Foster	54 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	95		Unclear	Foster			Y			L
	96		Sam	Foster			Y			L
01.09.16	97		K M	Webberley	4 Walnut Close Barrow upon Trent DE73 7JL	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	98		G C	Webberley			Y			L
01.09.16	99		P	Perkins	The Cottage Swarkestone Road Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	100		I R T	Perkins			Y			L
01.09.16	101		S	Hateley	Manor Croft Swarkestone Road Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	102		B M	Hateley			Y			L
	103		D	Hateley			Y			L
01.09.16	104			No name printed	16 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	105	Mr	A	White	Sycamore House Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	106	Mrs	Elizabeth	White			Y			L
01.09.16	107		Susan	Sharp	4 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	108	Mr	Francis Norman	Hill	4 Beaumont Close Barrow upon Trent DE73 7HQ	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	109	Mrs	Marilynne Elizabeth	Hill			Y			L
01.09.16	110		D J	Meigh	7 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	111			No names printed	9 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	112						Y			L
01.09.16	113		Peter	Melew	14 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	114		John	Miller	8 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	115		Victoria	Cameron			Y			L
01.09.16	116		Kevin	Stokes	19 Hall Park Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	117	Mr	R J	March	The Old Chapel Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	118	Mrs	C	March			Y			L
01.09.16	119		T	Moussa	2 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	120		Susan	Moussa			Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	121	Mr	S P	Hodges	2 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	122	Mrs	S	Hodges			Y			L
01.09.16	123		W M	Draper	13 Manor Court Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	124		J	Ault	1 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	125		S	Ault			Y			L
01.09.16	126		I	Hodge	4 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	127		J	Marton	5 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	128		A	Marton			Y			L
01.09.16	129		V L	Cameron	18 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	130		P	Barradell	Stable Lodge Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	131		S	Goodwin	17 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	132			No name printed	20 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	133		Mary Rose	Mills	10 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	134	Mrs	J	Kenny	21 Brookfield Barrow upon Trent DE73 7HG	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	135		M J	Kenny			Y			L
01.09.16	136			No name printed	19 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	137		Micha	Smith	12 Brookfield Barrow upon Trent DE73 7HG	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	138			No name printed	16 Church Lane Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	139		J	Butler	29 Hall Park Barrow upon Trent DE73 7HD	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	140		Other two names not printed	Y					L	
	141			Y					L	
01.09.16	142			No name printed	1 Brookfield Barrow upon Trent DE73 7HG	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	143			No name printed	15 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	144		D M	Wibberley	35 Church Lane Barrow upon Trent DE73 7HB	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	145		S	Flinn	Hall Cottage Club Lane Barrow upon Trent DE73 7HP	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	146			No name printed	2 Fernello Close Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	147		M J	Fallows	22 Hall Park Barrow upon Trent DE73 7HD	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	148		J D	Manson	31 Hall Park Barrow upon Trent DE73 7HD	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	149		Stephen M	Hodgkinson	3 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	150		L	Walton	19 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	151			No name printed	77 Swarkestone Road Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	152		R	Cheshire	2 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	153			No name printed	15 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	154			No name printed	16A Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	155	Mr	G R	Heathcote	20 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	156			No name printed	22 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	157		C E	Hall	41 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	158		H	Rawson	60 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	159		M	Hydes	66 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
01.09.16	160			Walker	Crowtrees	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	161			Walker	59 Church Lane Barrow upon Trent DE73 7HB		Y			L
01.09.16	162		Miriam	Sharpley	20 Brookfield Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	163		G	Sharpley	DE73 7HG		Y			L
01.09.16	164	Mrs	J E	Hargreaves	32 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	165	Mr	Peter	Hargreaves			Y			L
01.09.16	166		H J	Atkin	3 Firtree Drive Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	167		S	Aldous			Y			L
01.09.16	168		M M	Linhurst	16 Brookfield Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	169			Other name not printed			Y			L
01.09.16	170	Mrs	M E A	Bennett	64 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	171	Mr	Charles	Bennett	DE73 7HA		Y			L
	172	Mr	John	Bennett			Y			L
01.09.16	173		J P	Twells	39 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	174		J K	Twells			Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	175		G	Weaks	58 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	176		M A	Weaks			Y			L
01.09.16	177		R L	Davies	56 Twyford Road Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	178		S L	Davies			Y			L
01.09.16	179			No names printed	22 Brookfield Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	180						Y			L
01.09.16	181		O G	Page	24 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	182		S A	Page			Y			L
	183		E E	Page			Y			L
	184		A G	Page			Y			L
01.09.16	185		G M	Lane	79 Swarkestone Road Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	186			Other name not printed			Y			L
01.09.16	187		J M	Harding	5 Hall Drive Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	188		B	Harding			Y			L
01.09.16	189		T	Edwards	4 Club Lane Barrow upon Trent DE73 7HP	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	190		E A	Edwards			Y			L
01.09.16	191		M	Dyer	5 Club Lane Barrow upon Trent DE73 7HP	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	192			Other name not printed			Y			L
01.09.16	193		J	Gardiner	16 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	194		S	Other name not printed			Y			L
01.09.16	195			No names printed	3 Club Lane Barrow upon Trent DE73 7HP	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	196						Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	197		C L	Hemmings	1 Club Lane Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	198		Stephen	Hemmings			Y			L
01.09.16	199		P	Taylor	15 Manor Croft Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	200		C	Other name not printed			Y			L
01.09.16	201		S	Bruit	Waters Edge 55 Church Lane Barrow upon Trent DE73 7HB	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	202		V A	Bruit			Y			L
01.09.16	203		W	Alcock	33 Hall Drive Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	204			Other name not printed			Y			L
01.09.16	205		L	Pinegar	26 Hall Park Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	206		R	Pinegar			Y			L
01.09.16	207		J	Heathcote	8 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	208			Other name not printed			Y			L
01.09.16	209		P J	Cooper	87 Swarkestone Road Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	210		G	Cooper			Y			L
	211		A S	Cooper			Y			L
	212		J	Cooper			Y			L
01.09.16	213	Mrs	Dianne	Bacon	30 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	214	Mr	Philip	Bacon			Y			L
01.09.16	215	Mrs	M G	Bacon	3 Chapel Lane Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	216	Mr	David	Bacon			Y			L
01.09.16	217		K E	Slater	2 Beaumont Close Barrow upon Trent DE73 7HQ	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	218		K J	Slater			Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	219		D G	Williams	Sunny Glen Barrow upon Trent DE73 7HE	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	220		R M	Williams			Y			L
01.09.16	221		P	Shreeve	18 Twyford Road Barrow upon Trent DE73 7HA	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	222		C	Shreeve			Y			L
01.09.16	223		Amanda	Milne	1 Manor Court Church Lane Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	224		William	Milne			Y			L
01.09.16	225		E R	Sharp	25 Hall Park Barrow upon Trent	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	226		N M	Sharp			Y			L
01.09.16	227		I	Atkin-Ball	2 Fire Tree Drive Barrow upon Trent DE73 7GF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	228		L M	Atkin-Ball			Y			L
01.09.16	229			No names printed	The Woodlands Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	230						Y			L
01.09.16	231		S	Vitalis	5 Manor Court Barrow upon Trent DE73 7HR	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	232			Other name not printed			Y			L
01.09.16	233		A	Wright	83 Swarkestone Road Barrow upon Trent DE73 7HF	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	234		B	Wright			Y			L
01.09.16	235			No names printed	The Walnuts Barrow upon Trent DE73 7HB	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	236						Y			L
01.09.16	237	Mr	John	Harm	4 Twyford Road Barrow upon Trent DE73 7HA	I am in support of the request by Barrow Upon Trent parish council to SDDC, for the change of our Parish boundary, as proposed in February 2015.	Y			L
01.09.16	238		Nicola	Bell	The Hill Cottage Moor Lane Barrow on Trent DE73 7HZ	I support the recommendations outlined in your letter dated 4 July to amend the boundaries for Barrow and Stenson Fields.	Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
01.09.16	239		Debra	Maddock	By (printed) e-mail	As a resident of Barrow on Trent I wish to advise you that I agree with the proposals jointly put forward by the parish councils of BOT and Stenson Fields to change the boundaries of the 3 parishes as shown in the map included in your recent correspondence.	Y			E
01.09.16	240		Helen	Eaton	Black Dub Twyford DE73 7GA	<p>I would like to comment on the consultation document received by our household.</p> <p>I understand the changes proposed are to reflect identity and interests of the communities involved and that The Council recognises that all communities have individual local issues and any decisions made will reflect those issues and be in the best interests of the area concerned.</p> <p>I have a concern that the merging of two very small rural communities Twyford and Stenson, plus a largely agricultural area (that on the map next to the current Barrow on Trent Parish) into an amorphous suburb of Derby (Stenson Fields) would not serve the interests of those communities best.</p> <p>This parish would not make a distinctive or recognisable community of interest with its own sense of identity, and I believe there would be little common interest between the two sets of communities, one urban the other rural. This would make decision making challenging.</p> <p>I would feel it is better for the villages if they must be incorporated for governance purposes to join one of the other village parishes – Willington, Barrow, Findern – where there is more likely to be community identity. From my experience schooling for children in the villages takes place in Etwall, Willington and Findern, medical provision is at Willington along with most pubs and shops, as well as the Railway Station at Willington for the limited public transport available.</p> <p>It seems odd that there is an identifiable boundary already with Stenson Fields – the A50 which I understand is the sort Parish Councils usually use as a measure of where community's divide</p> <p>I'd be very keen to hear feedback on this issue.</p>			Y	E
02.09.16	241		Anna	Swieczak	By e-mail	I agree with the proposals jointly put forward by the parish councils of Barrow-upon-trent and Stenson Fields to change the boundaries of the 3 parishes as shown on the map	Y			E
04.09.16	242		Donna	Holt	3 Brookfield Barrow upon Trent	We would like to register our approval and support for the proposed changes to the Barrow on Trent boundary.	Y			E
	243		Christopher	Holt	DE73 7HG		Y			E

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
04.09.16	244		Trudy	Seed	By e-mail	As a resident of Barrow Upon Trent, I would like to register a positive response to the proposals to a change to the boundary.	Y			E
04.09.16	245	Mrs	J A	Edmunds	The Hayloft Arleston DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
04.09.16	246		Angela	Simpson	24 Hall Park Barrow upon Trent DE73 7HD	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	247		Megan	Simpson			Y			L
	248		Julian	Simpson			Y			L
04.09.16	249		Jan	Radford	Merrybower Farm Arleston Lane Barrow upon Trent DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	250		June	Radford			Y			L
	251		John	Radford			Y			L
04.09.16	252		Suzanne	Watson	3 Merrybower Cottages Arleston Lane Barrow upon Trent DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	253		Jamie-Leigh	Hewitt			Y			L
	254		Tyler	Hewitt			Y			L
	255		Duncan	Hewitt			Y			L
04.09.16	256		C	Watson	2 Merrybower Cottages Arleston Lane Barrow upon Trent DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	257		J	Watson			Y			L
04.09.16	258		S	Doxy	1 Merrybower Cottages Arleston Lane Barrow upon Trent DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	259		M	Doxy			Y			L
	260		C	Doxy			Y			L
	261		M	Doxy			Y			L
04.09.16	262		Nicky	Bouie	Highfield Cottage Arleston Cottage Barrow upon Trent DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	263			Collins			Y			L
04.09.16	264		D	Collins	Highfield House Farm Arleston Lane Barrow upon Trent DE73 7HN	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	265		G F	Collins			Y			L

Date rec'd	No.	Title	First Name / Initial	Surname	Address	Comment	In favour	Against	Unknown	Code
04.09.16	266		Lisa	Mitchell-Ross	Highfield House Arleston Lane	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	267		John	Mitchell-Ross	Barrow upon Trent DE73 7HN		Y			L
04.09.16	268		Gail	Edwards	Pond Cottage Arleston Lane	I support the request by Barrow Upon Trent Parish Council to SDDC for the change of our parish boundary, as proposed in February 2015, and as described in the Community Governance Review letter map dated 4 th July2016.	Y			L
	269		Brett	Edwards	Barrow upon Trent De73 7HN		Y			L
04.09.16	270		Margaret	Fielden	Arleston House Farm Arleston Lane	I fully support the proposals of February 2015 by Barrow on Trent Parish Council to Sddc for change of our boundary as described on the Community Governance map and review letter of 4.7.2016. (printed e-mail)	Y			E
	271		Rod	Fielden	Barrow upon Trent		Y			E

Key: L = letter; E= e-mail



**COMMUNITY GOVERNANCE REVIEW OF
BARROW UPON TRENT, TWYFORD & STENSON AND STENSON FIELDS
DRAFT PROPOSALS**

Whether a parish council boundary should be altered to better reflect the local community?

- a) That the Barrow upon Trent Parish Council and Stenson Fields Parish Council boundaries be revised as shown on the enclosed plan.**

Barrow upon Trent Parish Council wishes to divest itself of approx. 153.5 acres of land in the north-west area, as indicated on the enclosed plan, in favour of Stenson Fields Parish Council. Stenson Fields Parish Council has indicated its willingness to incorporate this land into its area.

Currently, the Barrow upon Trent parish area comprises 1,858.2 acres, which would reduce to 1,704.7 acres if the requested area of 153.5 acres, was transferred to the Stenson Fields parish, a reduction of 8.3% land area.

- b) That the Stenson Fields Parish Council and Twyford & Stenson unparished area boundaries be revised as shown on the enclosed plan.**

Stenson Fields Parish Council has stated its wish to incorporate approx. 197.1 acres of land in the south-west area, as also indicated on the enclosed plan, which currently sit in the unparished area of Twyford and Stenson.

The unparished area of Twyford and Stenson currently encompasses 1,662.5 acres, which would reduce to 1,465.4 acres if the requested area of 197.1 acres was transferred to the Stenson Fields parish, a reduction of 11.9% land area.

Stenson Fields parish currently covers 168.1 acres and would, if the areas of requested transfer proceeded, rise by 350.6 acres to 518.7 acres, a land area gain of 308.6%.

Where, as a result of an alteration to parish boundaries, a property moves from one parish to another, this may well have an impact on the overall level of Council Tax payable by the occupants of that property, as the amount of precept levied by different parish councils may vary, in addition to the charges levied by Derbyshire County Council, South Derbyshire District Council, the Police & Crime Commissioner for Derbyshire and Derbyshire Fire & Rescue Authority.

In the event that any final recommendation leads to the re-alignment of parish boundaries, it is likely to result in a precept adjustment to those properties already subject to a Council Tax precept and for those properties currently in the unparished area with no precept, to become subject to a Council Tax precept with effect from April 2017.

Whether an unparished area should be constituted as a parish and have a parish council (or other body) created.

The District Council will take account of the nature of the area subject to the Community Governance Review to determine whether the creation of a Parish Council for the area, rather than moving the boundaries of existing Parishes, would reflect the identities and interests of the community.

In considering whether to revise the existing parish boundaries, consideration needs to be given to the names of the parishes, whether there should be a new parish council and whether any new parish should be styled using one of the alternative names referred to in the Terms of Reference document agreed by, and distributed after, Council on 30th June 2016 and referred to below in summary.

In relation to any future parish council in the area under Review, the electoral arrangements for that parish council must be the subject of a recommendation through the Review. It should be noted that in relation to Twyford & Stenson, the only unparished area subject to this Review, the population is currently 969, estimated to increase to 972 if the proposed boundary changes proceed, to 1,811 if they do not. Section 94 of the 2007 Act applies to these recommendations, in that it places principal councils under a duty to recommend that a parish should have a council in parishes which have 1,000 electors or more.

What the name and style of any newly constituted parish should be?

With regard to the names of Parish Wards, the District Council will endeavour to reflect existing local or historic place names and will give a strong presumption in favour of names proposed by local interested parties. The District Council would wish to avoid composite names other than in exceptional circumstances where the demands of history, local connections or the preservation of local ties make a pressing case for the retention of distinctive traditional names.

Parishes may have alternative styles to 'parish'. The alternative styles are 'community', 'neighbourhood' or 'village'. The use of the term 'parish' in this document does not preclude one of the alternative styles being adopted. The Council feels that the names of the existing parish councils takes into account the distinctive areas well known as Barrow upon Trent and Stenson Fields and that these names should be retained. However, given the proposed revised parish boundaries, consideration has to be given to any proposed name changes. Additionally, for any new parish council formed, a name would need to be determined.

Existing Parish Councils in the District use the style of 'parish council'. The alternative styles of 'village', 'neighbourhood' or 'community' council were introduced

in the Local Government and Public Involvement in Health Act 2007 and are therefore relatively new. It is felt that using one of these alternative styles in the establishment of any new parish council at this time would potentially lead to confusion of the status of the new council, which should be avoided.

Whether the number of parish councillors on an existing parish council should be changed?

The government has advised that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of Councillors.” By law, each Parish Council must have at least five Councillors and there is no specified maximum. As guidance, the National Association of Local Councils (NALC) suggest the minimum number of Councillors for any Town / Parish should be 7 and the maximum 25.

The former Aston Business School published the following indicative table for representation on Parish Councils:

Electorate	Parish Councillor Allocation
Less than 500	5-8
501 – 2,500	6-12
2,501 – 10,000	9-16
10,001 – 20,000	13-27
Greater than 20,000	13-31

By law, the District Council must take the following factors into consideration when determining the number of Councillors to be elected for a Parish Council:

- The number of local government electors for the area.
- Any change in that number which is likely to occur in the period of five years beginning with the day when the Review starts.

Each area will be considered on its own merits, acknowledging its population, geography and the pattern of communities. In addition, a parish council’s budget and planned or actual level of service provision may be important factors in reaching conclusions as to the optimum number of Parish Councillors in any individual case.

For Stenson Fields in particular, if the boundary changes proceed, the current population of 4,162 is estimated to rise to 5,652 by 2021. Stenson Fields Parish Council currently has 11 Parish Councillor positions.

Whether or not, as a result of the Review, the area of any other existing neighbouring parish should be retained, merged, altered or abolished?

South Derbyshire District Council wishes to ensure that electors should be able to identify clearly with the parish council area in which they are resident because it considers that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in local affairs, encourages participation in elections to the parish council, leads to representative and

accountable government, engenders local leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

The District Council considers that parishes should reflect distinctive and recognisable communities of interest with their own sense of identity and that the feelings of the local community and the wishes of local inhabitants be primary considerations in this Community Governance Review. The District Council wishes to balance carefully the consideration of changes that have happened over time, or are likely to occur in the near future, through population shifts or additional development, for example, and that may have led to a different community identity with historic traditions in its area.

The District Council also notes the government guidance that community cohesion should be taken into account in any Review, as well as that it “expects to see a trend in the creation, rather than the abolition, of parishes.” The Council considers that parish boundaries should, wherever possible, be easily identifiable. These barriers will be either natural or man-made features such as parks, railways, major roads – those barriers that oblige the residents of an affected area to have little in common with the remainder of the parish council are to which they may have been allotted. Therefore, in undertaking a Community Governance Review of the areas concerned, the Council must consider whether to retain Barrow upon Trent, Twyford & Stenson and Stenson Fields as three distinct areas, albeit with re-defined boundaries as proposed or to revise those areas by, for example, incorporating the unparished area of Twyford & Stenson in its entirety into either the parish of Barrow upon Trent or Stenson Fields.

Whether a parish council should be warded or whether existing parish wards should be altered to reflect changes in the local community?

Parish warding is the division of the Parish Council area into appropriately sized wards for the purpose of electing Parish Councillors. Any Community Governance Review must examine the number and boundaries of Parish Wards, their names and the number of Councillors to be elected to each ward. In determining warding arrangements regard will be given to community ties in the area. In considering whether or not a Parish Council area should be divided into wards, the legislation requires that consideration be given to:

- a) Whether the number, or distribution, of the local government electors for the Parish Council would make a single election of councillors impractical or inconvenient; and
- b) Whether it is desirable that any area or areas of the Parish Council should be separately represented on the council.

There is a need to consider not only the size of the electorate in the area, but also the distribution of communities within it. Pursuant to government guidance, ‘the warding of parishes in largely rural areas that are based predominantly on a single centrally located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish.’ Warding arrangements should

be clearly and readily understood by and should have relevance for the electorate in the Parish Council area.

The Council will be mindful of all this guidance. Each case will be considered on its merits and on the basis of information and evidence provided during the course of the Review. Any Parish Ward proposals should have merit in themselves. Not only should they meet the two tests laid down in the Act, as given at a) and b) above, they should also be in the interests of effective and convenient local government. They should also not be wasteful of a Parish Council's resources.

The Council does not consider that this proposal necessitates splitting the existing parish into wards or that the single election of councillors for the parish council would be impracticable or inconvenient. Nor does the Council consider that any areas of the existing parish councils should be separately represented on the Council.

Whether the name of a parish council should be changed?

In relation to any existing parish, the Review must come to a conclusion whether an area should be altered or retained and whether the name of the parish should be changed. The Review must also make a recommendation on the future of the current Parish Council. The Council feels that the names of the existing parish councils takes into account the distinctive areas well known as Barrow upon Trent and Stenson Fields and that these names should be retained

Whether existing parish councils should be grouped?

Section 91 of the 2007 Act provides for a Community Governance Review to recommend the grouping or degrouping of parishes by principal councils. In some cases it may be preferable to group together parishes so as to allow a common parish council to be formed. Such proposals are worth considering and may avoid the need for substantive changes to parish boundaries or the creation of new parishes. However, in the circumstances subject to this Review, the Council considers a grouping option inappropriate as it would result in an artificially large unit under a single parish council.



F. McArdle
Chief Executive

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Our ref: Community Governance Review
 Your ref:

Date: 7th November 2016

Dear Sir / Madam,

Community Governance Review 2016 – Barrow upon Trent, Twyford & Stenson and Stenson Fields

Section 79 of the Local Government and Public Involvement in Health Act 2007 allows the Council to undertake a Community Governance Review (the Review) of the whole or part of its area. Council agreed to undertake a Review, published its Terms of Reference on 4th July 2016 and undertook an initial consultation until 4th September 2016. Council agreed Draft Proposals for consultation at its Meeting on 3rd November 2016.

South Derbyshire District Council is now undertaking the second consultation period of the Review process on its Draft Proposals and residents and interested parties are therefore asked to make their views known on the proposals. The Review's Terms of Reference document can be found on the Council's website at http://www.south-derbys.gov.uk/council_and_democracy/community-governance-review/default.asp

Further details relating to the Draft Proposals are enclosed for your attention.

Should you wish to submit a representation relating to the Draft Proposals, please do so using the dedicated e-mail address, cgovreview@south-derbys.gov.uk, by no later than 15th January 2017.

Alternatively, you can, if you wish, make your views known in a letter, addressed to: South Derbyshire District Council, Community Governance Review, Democratic Services, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

Yours faithfully

Chief Executive



Guidance on community governance reviews



The
Local Government
Boundary Commission
for England

Guidance on community governance reviews

March 2010

Department for Communities and Local Government
Local Government Boundary Commission for England

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Foreword

This document comprises guidance issued by the Secretary of State and the Local Government Boundary Commission for England under section 100 of the Local Government and Public Involvement and Health Act 2007 (the 2007 Act) on undertaking, and giving effect to recommendations made in, community governance reviews and on making recommendations about electoral arrangements respectively.

The Implementation Plan for the Local Government white paper, *Strong and Prosperous Communities*¹ (the 2006 white paper), sets out Communities and Local Government's future approach to guidance. It proposes that guidance must be short, clear and practical, and that an open and inclusive approach to its preparation should be followed, involving the range of stakeholders who will be affected by or have an interest in it.

This guidance follows that approach. It is an updated version of guidance originally published in 2008 prepared by a partnership of Communities and Local Government and the Electoral Commission with stakeholders including DEFRA, the Local Government Association, County Councils Network, London Councils, the National Association of Local Councils, and the Society of Local Council Clerks. It aims to be clear and practical but also to encourage innovative and flexible local action. The main change to the guidance has been to reflect the establishment of the Local Government Boundary Commission for England, which is responsible for the boundary-related functions previously exercised by the Electoral Commission and the Boundary Committee for England.

A model community governance reorganisation order is available on the Department's website.²

¹ *Strong and Prosperous Communities*, the Local Government white paper, The Stationery Office, October 2006(Cm 6969).

² <http://www.communities.gov.uk/publications/localgovernment/modelreorganisationorder>

Section 1: Introduction

The Local Government and Public Involvement in Health Act 2007 and community governance reviews

1. Chapter 3 of Part 4 of the 2007 Act devolves the power to take decisions about matters such as the creation of parishes and their electoral arrangements to local government and local communities in England.
2. The Secretary of State therefore has no involvement in the taking of decisions about recommendations made in community governance reviews and the Local Government Boundary Commission for England's (LGBCE) involvement is limited to giving effect to consequential recommendations for related alterations to the electoral areas of principal councils.
3. From 13 February 2008, district councils, unitary county councils and London borough councils ('principal councils') have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In making that decision, they will need to take account of the views of local people.
4. Principal councils are required, by section 100(4) of the 2007 Act, to have regard to this guidance which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2).
5. This guidance is not an authoritative interpretation of the law (as that is ultimately a matter for the courts) and it remains the responsibility of principal councils to ensure that any actions taken by them comply with the relevant legislation. They should seek their own legal advice where appropriate.

Aim of this guidance

6. This guidance is intended to provide assistance to principal councils on:
 - a) undertaking community governance reviews
 - b) the making of recommendations for electoral arrangements for parish councils and the making of consequential recommendations to the LGBCE for related alterations to the boundaries of electoral areas of principal councils; and

- c) giving effect to recommendations made in community governance reviews

Issues covered in this guidance

7. The guidance supports and helps to implement key aspects of the 2006 white paper. The 2007 Act requires that local people are consulted during a community governance review, that representations received in connection with the review are taken into account and that steps are taken to notify them of the outcomes of such reviews including any decisions.
8. The matters covered by the guidance include:
 - a) duties and procedures in undertaking community governance reviews (Chapter 2), including on community governance petitions; the document gives guidance on a valid petition, and for the requirement for petitions to meet specific numerical or percentage thresholds signed by local electors
 - b) making and implementing decisions on community governance (Chapter 3): the 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient; relevant considerations which influence judgements against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area
 - c) other forms of community governance not involving parishes (Chapter 4) for example, residents' associations, community forums, tenant management organisations, area committees
 - d) considerations on whether parish meetings and parish councils would be most appropriate, and electoral arrangements (Chapter 5)
 - e) consequential recommendations for related alterations to ward and division boundaries (Chapter 6)

Statutory provisions

9. In addition to the 2007 Act, legislation relating to parishes can also be found in the Local Government Act 1972 (in particular, provision about parish meetings and councils, the constitution of a parish meeting, the constitution and powers of parish councils and about parish councillors) and the Local Democracy, Economic Development and Construction Act 2009 (reviews and recommendations about,

electoral areas by the LGBCE), as well as in other enactments.

Structure of guidance

10. This document is published jointly and is divided into two parts. Chapters 2 to 4 deal with those matters which the Secretary of State may issue guidance on and the issues raised in Chapters 5 and 6 are those on which the LGBCE may issue guidance. Having conducted a community governance review, unless in certain circumstances there are no implications for electoral arrangements, principal councils will need to consider both parts of this guidance together.

Further information

11. Further information about electoral arrangements for parishes and any related alterations to district or London borough wards, or county divisions should be sought from the LGBCE's website www.lgbce.org.uk

Section 2: Undertaking community governance reviews

Why undertake a community governance review?

12. Community governance reviews provide the opportunity for principal councils to review and make changes to community governance within their areas. It can be helpful to undertake community governance reviews in circumstances such as where there have been changes in population, or in reaction to specific or local new issues. The Government has made clear in the 2006 white paper and in the 2007 Act its commitment to parish councils. It recognises the role such councils can play in terms of community empowerment at the local level. The 2007 Act provisions are intended to improve the development and coordination of support for citizens and community groups so that they can make the best use of empowerment opportunities.
13. The 2007 Act is intended to streamline the process of taking decisions about giving effect to recommendations made in a community governance review, such as recommendations for the creation of new parishes and the establishment of parish councils, and about other matters such as making changes to parish boundaries and electoral arrangements. By devolving the powers to take these decisions from central government to local government, the 2007 Act is intended to simplify the decision-making process and make it more local.
14. Parish and town councils are the most local tier of government in England. There are currently about 10,000 parishes in England – around 8,900 of which have councils served by approximately 70,000 councillors. There is a large variation in size of parishes in England from those with a handful of electors to those with over 40,000 electors.
15. In many cases making changes to the boundaries of existing parishes, rather than creating an entirely new parish, will be sufficient to ensure that community governance arrangements to continue to reflect local identities and facilitate effective and convenient local government. For example, over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours. In such circumstances, the council should consider undertaking a community governance review, the terms of reference

of which should include consideration of the boundaries of existing parishes.

16. A community governance review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that exist in England. Reviews also offer the chance to principal councils to consider the future of what may have become redundant or moribund parishes, often the result of an insufficient number of local electors within the area who are willing to serve on a parish council. Some of these issues are considered elsewhere in this guidance (see Chapter 3 about parish councils and parish meetings and Chapter 4 regarding grouping parishes and dissolving parish councils and abolishing parishes).
17. Since new boundaries may be used to provide the building blocks for district and London borough ward and/or county division boundaries in future electoral reviews of district, London borough, unitary and county councils, it is important that principal councils seek to address parish boundary anomalies when they arise. Principal councils should therefore consider carefully changes to parish boundaries as these can have consequential effects on the boundaries for other tiers of local government.
18. Community governance reviews may also be triggered by local people presenting public petitions to the principal council. This is explained in more detail in paragraphs 39 to 43 on public petitions to trigger community governance reviews.

Terms of reference for community governance reviews

19. The 2007 Act allows principal councils to determine the terms of reference under which a community governance review is to be undertaken. It requires the terms of reference to specify the area under review and the principal council to publish the terms of reference. If any modifications are made to the terms of reference, these must also be published.
20. Terms of reference will need to be drawn up or modified where a valid community governance petition has been received by the principal council. Local people will be able to influence the terms of reference when petitioning (see paragraphs 24 and 39 to 43 for more information).
21. As the 2007 Act devolves power from central to local government and to local communities, it is inappropriate to prescribe a “one size fits

all” approach to terms of reference for community governance reviews applied by principal councils. However, the Government expects terms of reference to set out clearly the matters on which a community governance review is to focus. The local knowledge and experience of communities in their area which principal councils possess will help to frame suitable terms of reference. The terms should be appropriate to local people and their circumstances and reflect the specific needs of their communities.

22. In areas for which there is both a district council and a county council, district councils are required under section 79 of the 2007 Act to notify the county council of their intention to undertake a review and of their terms of reference. County councils play a strategic role in the provision of local services, and they can offer an additional dimension to any proposal to conduct a review, particularly as the terms of reference are being formulated. The bodies which the principal council must consult under section 93 of the 2007 Act include other local authorities which have an interest in the review. Such local authorities would include any county council for the area concerned. In such circumstances the district council should seek the views of the county council at an early stage.
23. Local people may have already expressed views about what form of community governance they would like for their area, and principal councils should tailor their terms of reference to reflect those views on a range of local issues. Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.

Timing of community governance reviews

24. A principal council is under a duty to carry out a community governance review if it receives a valid community governance petition for the whole or part of the council’s area. However, the duty to conduct a review does not apply if:
 - a) the principal council has concluded a community governance review within the last two years which in its opinion covered the whole or a significant part of the area of the petition or
 - b) the council is currently conducting a review of the whole, or a significant part of the area to which the petition relates
25. Where a review has been conducted within the last two years the principal council still has the power to undertake another review if it so wishes. Where a review is ongoing the council can choose to

modify the terms of reference of the ongoing review to include the matters within the petition, or to conduct a second review.

26. Otherwise, the 2007 Act provides for a principal council to conduct a community governance review at any time. Principal councils will want to keep their community governance arrangements under review, and they should ensure that they consider on a regular basis whether a review is needed. A review may need to be carried out, for example, following a major change in the population of a community or as noted earlier in this chapter (see paragraph 15) to re-draw boundaries which have become anomalous, for example following new housing developments being built across existing boundaries. Principal councils should exercise their discretion, but it would be good practice for a principal council to consider conducting a review every 10-15 years – except in the case of areas with very low populations when less frequent reviews may be adequate.
27. In the interests of effective governance, the principal council should consider the benefits of undertaking a review of the whole of its area in one go, rather than carrying out small scale reviews in a piecemeal fashion of two or three areas. However, it is recognised that a full-scale review will not always be warranted, particularly where a review of the whole area or a significant part of the principal council's area has been carried out within the last few years. Occasionally, it may be appropriate to carry out a smaller review, for example, to adjust minor parish boundary anomalies.
28. Principal councils should use their knowledge and awareness of local issues when deciding whether to undertake a review. However, principal councils should avoid starting a community governance review if a review of district, London borough or county council electoral arrangements is being, or is about to be, undertaken. Ideally, community governance reviews should be undertaken well in advance of such electoral reviews, so that the LGBCE in its review of local authority electoral arrangements can take into account any parish boundary changes that are made. The LGBCE can provide advice on its programme of electoral reviews.
29. Where the LGBCE bases its new district or London borough ward boundaries on parish boundaries the Parliamentary Boundary Commission will then use these boundaries to determine parliamentary constituency boundaries (parliamentary constituencies use district and London borough wards as their building blocks). This illustrates the importance of keeping parish boundaries under review and ensuring they accurately reflect local communities.
30. Reorganisation of community governance orders (explained further in [Page 125 of 199](#))

this chapter under implementation) creating new parishes, abolishing parishes or altering their area can be made at any time following a review. However for administrative and financial purposes (such as setting up the parish council and arranging its first precept), the order should take effect on the 1 April following the date on which it is made. Electoral arrangements for a new or existing parish council will come into force at the first elections to the parish council following the reorganisation order. However, orders should be made sufficiently far in advance to allow preparations for the conduct of those elections to be made. In relation to a new parish council, the principal council may wish to consider whether, during the period between 1 April and the first elections to the parish council, it should make interim arrangements for the parish to be represented by councillors who sit on the principal council.

31. Parish council elections should normally take place every four years at the same time as the elections for the district or London borough ward or, in areas outside of London which have no district council, the county division in which a parish, or part of a parish, is situated. However, where a new parish is to be created, it may be necessary to alter the date of the next parish election, particularly if the next elections to the ward or division are not scheduled to take place for some time. To achieve this, section 98 of the 2007 Act allows principal councils to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972, so that the first election to the new parish council is held in an earlier year. This results in councillors serving either a shortened or lengthened first term to allow the parish council's electoral cycle to return to that of the unitary, district or London borough ward at the next election.

Undertaking community governance reviews

32. Section 93 of the 2007 Act allows principal councils to decide how to undertake a community governance review, provided that they comply with the duties in that Act which apply to councils undertaking reviews.
33. Principal councils will need to consult local people and take account of any representations received in connection with the review. When undertaking the review they must have regard to the need to secure that community governance reflects the identities and interests of the community in the area under review, and the need to secure that community governance in that area is effective and convenient. Further information on making recommendations is in Chapter 3.
34. Under the 2007 Act principal councils are required to consult both

those local government electors in the area under review, and others (including a local authority such as a county council) which appears to the principal council to have an interest in the review. In the case of a community governance review where a parish council already exists, as a local authority, it too should be consulted. Other bodies might include local businesses, local public and voluntary organisations - such as schools or health bodies. The principal council must take into account any representations it receives as part of a community governance review.

35. Principal councils must consider the wider picture of community governance in carrying out their reviews. In some areas there may be well established forms of community governance such as local residents' associations, or community forums which local people have set up and which help make a distinct contribution to the community. Some principal councils may also have set up area committees which perform a specific role in the local community.
36. In undertaking a review, section 93(5) requires principal councils to take these bodies into account. Potentially, as representatives of their community, these bodies may be considered as foundations for or stages towards the creation of democratically elected parishes (further information about other non-parish forms of community governance can be found in Chapter 4).
37. Principal councils are required to complete the review, including consequential recommendations to the LGBCE for related alterations to the boundaries of principal area wards and/or divisions, within 12 months of the start of the community governance review. The review begins when the council publishes terms of reference of the review and concludes when the council publishes the recommendations made in the review³. The Government stated in the 2006 white paper that they wanted the process for undertaking community governance (formerly parish reviews) to be simplified and speeded up. Given that there is no longer the need to make recommendations to Central Government prior to implementing any review recommendations, the 2007 Act makes it easier for principal councils to reach decisions on community governance reviews. Whilst a community governance review will depend on a number of factors, such as the number of boundary changes, the Government believes it should be feasible to accomplish reviews within 12 months from the start.
38. Principal councils will need to build into their planning process for

³ See section 102(3) of the 2007 Act for the interpretation of 'begin' and 'conclude' in relation to a review.

reviews reasonable periods for consultation with local electors and other stakeholders, for the consideration of evidence presented to them in representations, as well as for decision-making (see Chapter 3 on making and implementing recommendations made in community governance reviews). Implementation of reviews by Order and the requirement for the principal council to publicise the outcome of a community governance review are covered in paragraphs 98 to 103.

Public petitions to trigger community governance reviews

39. In recent years, the Government has been keen to encourage more community engagement. The 2006 white paper confirmed this development further stressing the intention to build on the existing parish structure improving capacity to deliver better services, and to represent the community's interests.
40. Under the 2007 Act, local electors throughout England can petition their principal council for a community governance review to be undertaken. The petition must set out at least one recommendation that the petitioners want the review to consider making. These recommendations can be about a variety of matters including:
- the creation of a parish
 - the name of a parish
 - the establishment of a separate parish council for an existing parish
 - the alteration of boundaries of existing parishes
 - the abolition of a parish
 - the dissolution of a parish council
 - changes to the electoral arrangements of a parish council
 - whether a parish should be grouped under a common parish council or de-grouped
 - a strong, inclusive community and voluntary sector
 - a sense of civic values, responsibility and pride; and
 - a sense of place – a place with a 'positive' feeling for people and local distinctiveness
 - reflective of the identities and interests of the community in that area and
 - effective and convenient
 - the impact of community governance arrangements on community cohesion; and

- the size, population and boundaries of a local community or parish
 - people from different backgrounds having similar life opportunities
 - people knowing their rights and responsibilities
41. For a petition to be valid it must meet certain conditions. The first of these conditions is that a petition must be signed by the requisite number of local electors. It is recommended that petitioners aim to collect the requisite number of signatures based on the most recently published electoral register. It should be against this register that the petition thresholds (set out below) will be assessed. The three thresholds are:
- a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them
 - b) for an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them
 - c) for an area with more than 2,500 local electors, the petition must be signed by at least 10% of them
42. These thresholds have been chosen to ensure that the minimum number of signatures to be obtained is neither so high that it will be impossible in most cases to collect that number nor so low as to allow a very small minority of electors to trigger a review. So, in areas with higher populations the threshold is not so high as to prevent a genuine desire for a review not being realised. Equally, in areas with smaller numbers of electors, this means that a handful of electors cannot initiate a review against the wishes of the majority of their fellow electors. The thresholds therefore help to ensure that the local democratic process is properly maintained.
43. The petition should define the area to which the review relates, whether on a map or otherwise, and refer to identifiable fixed boundaries. Where a proposed boundary is near an individual property, the petition must make clear on which side of the boundary the property lies. The petition must specify one or more proposed recommendations for review.
44. Where a petition recommends the establishment of a town or parish council or parish meeting (see paragraph 88) in an area which does not currently exist as a parish, the petition is to be treated as including a recommendation for a parish to be created even if it does not expressly make such a recommendation⁴

⁴ See Section 80 (8) of the 2007 Act

Section 3: Making and implementing recommendations made in community governance reviews

45. As stated in the 2006 white paper parish councils are an established and valued form of neighbourhood democracy and management. They are not only important in rural areas but increasingly have a role to play in urban areas. We propose to build on the existing parish structure, so as to improve its capacity to deliver better services and represent the community's interests.

Context of parishes in the wider community

46. Communities and Local Government is working to help people and local agencies create cohesive, attractive and economically vibrant local communities, building on the Government's Sustainable Communities' strategy.
47. An important aspect to approaching sustainable communities is allowing local people a say in the way their neighbourhoods are managed. One of the characteristics of a sustainable community is the desire for a community to be well run with effective and inclusive participation, representation and leadership. This means:
 - a) representative, accountable governance systems which both facilitate strategic, visionary leadership and enable inclusive, active and effective participation by individuals and organisations; and
 - b) effective engagement with the community at neighbourhood level including capacity building to develop the community's skills, knowledge and confidence
48. Central to the concept of sustainable communities is community cohesion. The impact of community governance on cohesion is an issue to be taken into account when taking decisions about community governance arrangements, and this is discussed further below.

Defining a parish

49. Parish and town councils vary enormously in size, activities and circumstances, representing populations ranging from less than 100 (small rural hamlets) to up to 70,000 (large shire towns – Weston-Super-Mare Town Council being the largest). The majority of them are small; around 80% represent populations of less than 2,500. Small parishes with no parish council can be grouped with

neighbouring parishes under a common parish council (see paragraphs 112 to 115).

50. Parish councils continue to have two main roles: community representation and local administration. For both purposes it is desirable that a parish should reflect a distinctive and recognisable community of place, with its own sense of identity. The views of local communities and inhabitants are of central importance.
51. The identification of a community is not a precise or rigid matter. The pattern of daily life in each of the existing communities, the local centres for education and child care, shopping, community activities, worship, leisure pursuits, transport facilities and means of communication generally will have an influence. However, the focus of people's day-to-day activities may not be reflected in their feeling of community identity. For instance, historic loyalty may be to a town but the local community of interest and social focus may lie within a part of the town with its own separate identity.

Criteria for undertaking a community governance review

52. Section 93 of the 2007 Act requires principal councils to ensure that 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
53. When considering the criteria identified in the 2007 Act, principal councils should take into account a number of influential factors, including:
 - the impact of community governance arrangements on community cohesion and
 - the size, population and boundaries of a local community or parish
54. In considering this guidance, the impact on community cohesion is linked specifically to the identities and interests of local communities. Size, population and boundaries are linked to both but perhaps more specifically to community governance being effective and convenient.

The identities and interests of local communities

55. Parish councils have an important role to play in the development of their local communities. Local communities range in size, as well as in a variety of other ways. Communities and Local Government is

working to help people and local agencies create cohesive, attractive and economically vibrant local communities. The aim for communities across the country is for them to be capable of fulfilling their own potential and overcoming their own difficulties, including community conflict, extremism, deprivation and disadvantage. Communities need to be empowered to respond to challenging economic, social, and cultural trends, and to demographic change.

56. Parish councils can contribute to the creation of successful communities by influencing the quality of planning and design of public spaces and the built environment, as well as improving the management and maintenance of such amenities. Neighbourhood renewal is an important factor to improve the quality of life for those living in the most disadvantaged areas. Parish councils can be well placed to judge what is needed to build cohesion. Other factors such as social exclusion and deprivation may be specific issues in certain areas, and respect is fundamental to the functioning of all places and communities. The Government remains committed to civil renewal, and empowering citizens to work with public bodies, including parish councils, to influence public decisions.
57. 'Place' matters in considering community governance and is a factor in deciding whether or not to set up a parish. Communities and Local Government's vision is of prosperous and cohesive communities which offer a safe, healthy and sustainable environment. One aspect of that is strong and accountable local government and leadership. Parish councils can perform a central role in community leadership. Depending on the issue, sometimes they will want to take the lead locally, while at other times they may act as an important stakeholder or in partnership with others. In either case, parish councils will want to work effectively with partners to undertake the role of 'place-shaping', and be responsive to the challenges and opportunities of their area in a co-ordinated way.
58. It is clear that how people perceive where they live - their neighbourhoods - is significant in considering the identities and interests of local communities and depends on a range of circumstances, often best defined by local residents. Some of the factors which help define neighbourhoods are: the geography of an area, the make-up of the local community, sense of identity, and whether people live in a rural, suburban, or urban area.
59. Parishes in many cases may be able to meet the concept of neighbourhoods in an area. Parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity. Like neighbourhoods, the feeling of local community and the wishes

of local inhabitants are the primary considerations.

60. Today, there may well be a variety of different communities of interest within a parish; for example, representing age, gender, ethnicity, faith or life-style groups. There are other communities with say specific interests in schools, hospitals or in leisure pursuits. Any number of communities of interest may flourish in a parish but they do not necessarily centre on a specific area or help to define it.
61. Building a sense of local identity may make an important contribution to cohesion where a local area is facing challenges arising from rapid demographic change. In considering the criteria, community governance reviews need to home in on communities as offering a sense of place and of local identity for all residents.

Effective and convenient local government

62. The Government believes that the effectiveness and convenience of local government is best understood in the context of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them.
63. Local communities should have access to good quality local services, ideally in one place. A parish council may be well placed to do this. With local parish and town councils in mind, effective and convenient local government essentially means that such councils should be viable in terms of providing at least some local services, and if they are to be convenient they need to be easy to reach and accessible to local people.
64. In responding to the requirement for effective and convenient local government, some parish councils are keen, and have the capacity to take on more in the provision of services. However, it is recognised that not all are in position to do so. The 2007 Act provides a power of well-being to those parish councils who want to take on more, giving them additional powers to enable them to promote the social, economic and environmental well being of their areas. Nevertheless, certain conditions must be met by individual parish councils before this power is extended to them.
65. Wider initiatives such as the Quality Parish Scheme and charters agreed between parish councils and principal councils also help to give a greater understanding of securing effective and convenient local government. In such cases, parish and town councils which are well managed and good at representing local views will be in a better

position to work closely with partner authorities to take more responsibility for shaping their area's development and running its services.

Factors for consideration

66. When reviewing community governance arrangements, principal councils may wish to take into account a number of factors, to help inform their judgement against the statutory criteria.

The impact on community cohesion of community governance arrangements

67. Setting up parishes and parish councils clearly offers the opportunity to strengthen community engagement and participation, and generate a positive impact on community cohesion. In conducting community governance reviews (whether initiated by itself or triggered by a valid petition), the principal council should consider the impact on community cohesion when deciding whether or not to set up a parish council.
68. Britain is a more diverse society – ethnically, religiously and culturally – than ever before. Today's challenge is how best to draw on the benefits that migration and diversity bring while addressing the potential problems and risks to cohesion. Community cohesion is about recognising the impact of change and responding to it. This is a fundamental part of the place-shaping agenda and puts local authorities at the heart of community building.
69. In its response to the recommendations of the Commission on Integration and Cohesion the Government has defined community cohesion as what must happen in all communities to enable different groups of people to get on well together. A key contributor to community cohesion is integration which is what must happen to enable new residents and existing residents to adjust to one another.
70. The Government's vision of an integrated and cohesive community is based on three foundations:
- people trusting one another and trusting local institutions to act fairly
71. And three key ways of living together:
- a shared future vision and sense of belonging
 - a focus on what new and existing communities have in common, alongside a recognition of the value of diversity
 - strong and positive relationships between people from different backgrounds

72. The Commission on Integration and Cohesion's report, *Our Shared Future*, is clear that communities have expert knowledge about their own circumstances and that actions at the local level contribute to achieving integration and cohesion, with local authorities well placed to identify any pressures. The Commission reports that policy makers and practitioners see civic participation as a key way of building integration and cohesion – from ensuring people have a stake in the community, to facilitating mixing and engendering a common sense of purpose through shared activities. The 2006 white paper's proposals for stronger local leadership, greater resident participation in decisions and an enhanced role for community groups contribute to promoting cohesion.
73. Community cohesion is about local communities where people should feel they have a stake in the society, and in the local area where they live by having the opportunity to influence decisions affecting their lives. This may include what type of community governance arrangements they want in their local area.
74. The 2007 Act requires principal councils to have regard to the need to secure that community governance reflects the identity and interests of local communities; the impact on community cohesion is linked strongly to it. Cohesion issues are connected to the way people perceive how their local community is composed and what it represents, and the creation of parishes and parish councils may contribute to improving community cohesion. Community governance arrangements should reflect, and be sufficiently representative of, people living across the whole community and not just a discrete cross-section or small part of it. It would be difficult to think of a situation in which a principal council could make a decision to create a parish and a parish council which reflects community identities and interests in the area and at the same time threatens community cohesion. Principal councils should be able to decline to set up such community governance arrangements where they judged that to do so would not be in the interests of either the local community or surrounding communities, and where the effect would be likely to damage community cohesion.
75. As part of a community governance review a principal council should consider whether a recommendation made by petitioners will undermine community cohesion in any part of its area.
76. Challenges to community cohesion are often very local in nature and because of their knowledge of local communities, local authorities are in a good position to assess these challenges. As for the other considerations set out in this guidance, principal councils will wish to

reach a balanced judgement in taking community cohesion into account in community governance arrangements.

Size, population and boundaries of a local community or parish

77. Size, population and boundaries of a local community or parish are linked to aspects of both principal criteria as identified in the 2007 Act, but perhaps more specifically to community governance being effective and convenient. Often it is factors such as the size, population and boundaries which influence whether or not it is going to be viable to create a parish council. Parishes must fall within the boundaries of a single principal council's area.
78. The Local Government Commission for England in its 1993 Report *Renewing Local Government in the English Shires* makes the point that there is a long history of attempts to identify ideal minimum and maximum sizes for local authorities. Instead its preference was for authorities to be based on natural communities and reflecting people's expressed choices. This is even truer today, particularly at the most local level of government. Nevertheless, the size of communities and parishes remains difficult to define.
79. Parish councils in England currently vary greatly in size from those with a handful of electors with some representing hamlets of around 50 people to those in towns with well over 40,000 electors. Geography and natural boundaries; population size; and to an extent 'council size' (the term used by the LGBCE to describe the number of councillors who are elected to a local authority) may influence how small or large a parish council can be.
80. The general rule should be that the parish is based on an area which reflects community identity and interest and which is of a size which is viable as an administrative unit of local government. This is generally because of the representative nature of parish councils and the need for them to reflect closely the identity of their communities. It is desirable that any recommendations should be for parishes or groups of parishes with a population of a sufficient size to adequately represent their communities and to justify the establishment of a parish council in each. Nevertheless as previously noted, it is recognised that there are enormous variations in the size of parishes, although most parishes are below 12,000 in population.
81. A parish council should be in a position to provide some basic services and many larger parishes will be able to offer much more to their local communities. However, it would not be practical or desirable to set a rigid limit for the size of a parish whether it is in a

rural or urban area, although higher population figures are generally more likely to occur in urban areas. Equally, a parish could be based on a small but discrete housing estate rather than on the town within which the estate lies.

82. There may be cases where larger parishes would best suit the needs of the area. These might include places where the division of a cohesive area, such as a Charter Trustee town (see paragraphs 133 to 134), would not reflect the sense of community that needs to lie behind all parishes; or places where there were no recognisable smaller communities.
83. As far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable. For instance, factors to consider include parks and recreation grounds which sometimes provide natural breaks between communities but they can equally act as focal points. A single community would be unlikely to straddle a river where there are no crossing points, or a large area of moor land or marshland. Another example might be where a community appeared to be divided by a motorway (unless connected by walkways at each end). Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable.
84. In many cases a boundary change between existing parishes, or parishes and unparished areas, rather than the creation of an entirely new parish, will be sufficient to ensure that parish arrangements reflect local identities and facilitate effective and convenient local government. For example, over time, communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across them resulting in people being in different parishes from their neighbours.
85. A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries. Since the new boundaries are likely to be used to provide the building blocks for district ward, London borough ward, county division and parliamentary constituency boundaries in future reviews for such councils, it is important that principal councils seek to address parish boundary issues at regular intervals.

Parish meetings and parish councils

- 86.** Under the Local Government Act 1972 all parishes, whether or not they have a parish council, must have a parish meeting. In many parishes the requirement to have a parish meeting takes the form of at least one annual meeting, or more often several meetings during each year, organised (where one exists) by the parish council or if not by the parish meeting itself. The parish meeting of a parish consists of the local government electors for the parish, and as such local electors are invited to attend these meetings. Parish meetings have a number of functions, powers and rights of notification and consultation. The trustees of a parish meeting hold property and act on its behalf. Depending on the number of local government electors in the parish, there are different rules about whether or not a parish council must be created for the parish, or whether it is discretionary.
- 87.** Where principal councils are creating new parishes, the 2007 Act requires them to make recommendations about whether or not a new parish should be constituted in their area. New parishes can be constituted in a number of different ways, including by creating a parish in an area that is not currently parished, amalgamating two or more parishes and separating part of a parish, with or without aggregating it with parts of other parishes.
- 88.** Section 94 of the 2007 Act applies in relation to these recommendations. It places principal councils under a duty to recommend that a parish should have a council in parishes which have 1000 electors or more. In parishes with 151 to 999 electors the principal council may recommend the creation of either a parish council or a parish meeting. In parishes with 150 or fewer electors principal councils are unable to recommend that a parish council should be created and therefore only a parish meeting can be created. The aim of these thresholds is to extend the more direct participatory form of governance provided by parish meetings to a larger numbers of electors. Equally, the thresholds help to ensure that both the population of a new parish for which a council is to be established is of sufficient size to justify its establishment and also that local people are adequately represented.
- 89.** One of the reasons for these differing thresholds is that the Government recognises the difficulty which sometimes exists in small parishes, in particular, in managing to get sufficient numbers to stand for election to the parish council. However, the thresholds identified above do not apply to existing parish councils. If the community governance review concludes that the existence of the parish council reflects community identities and provides effective and convenient

local government, despite the small number of electors, then it can recommend that the parish council should continue in existence. So, where an existing parish of 150 or less electors already has a parish council with the minimum number of five parish councillors it can continue to have a parish council.

90. If a principal council chooses to establish a parish council, or if an existing parish whose boundaries are being changed has a parish council, the principal authority must consult on, and put in place the necessary electoral arrangements for that parish. (See Chapter 5 Electoral Arrangements.)

Recommendations and decisions on the outcome of community governance reviews

91. Community governance reviews will make recommendations on those matters they have considered, as defined by the terms of reference set at the start of the review.
92. A principal council must make recommendations as to:
 - a) whether a new parish or any new parishes should be constituted
 - b) whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered or
 - c) what the electoral arrangements for new or existing parishes, which are to have parish councils, should be
93. It may also make recommendations about:
 - a) the grouping or degrouping of parishes
 - b) adding parishes to an existing group of parishes or
 - c) making related alterations to the boundaries of a principal councils' electoral areas
94. In deciding what recommendations to make the principal council must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient. The 2007 Act provides that it must also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement.
95. The recommendations must take account of any representations received and should be supported by evidence which demonstrates

that the recommended community governance arrangements would meet the criteria set out in the 2007 Act. Where a principal council has conducted a review following the receipt of a petition, it will remain open to the council to make a recommendation which is different to the recommendation the petitioners wished the review to make. This will particularly be the case where the recommendation is not in the interests of the wider local community, such as where giving effect to it would be likely to damage community relations by dividing communities along ethnic, religious or cultural lines.

96. In making its recommendations, the review should consider the information it has received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and also use its own knowledge of the local area. It may be that much of this information can be gained through the consultation which the council will have held with local people and also the council's wider engagement with local people on other matters. In taking this evidence into account and judging the criteria in the 2007 Act against it, a principal council may reasonably conclude that a recommendation set out in a petition should not be made. For example, a recommendation to abolish or establish a parish council, may negatively impact on community cohesion, either within the proposed parish area, or in the wider community within which it would be located, and therefore should not be made.
97. The aim of the 2007 Act is to open up a wider choice of governance to communities at the most local level. However, the Government considers that there is sufficient flexibility for principal councils not to feel 'forced' to recommend that the matters included in every petition must be implemented.
98. Under the 2007 Act the principal council must both publish its recommendations and ensure that those who may have an interest are informed of them. In taking a decision as to whether or not to give effect to a recommendation, the principal council must have regard to the statutory criteria (see paragraph 51). After taking a decision on the extent to which the council will give effect to the recommendations made in a community governance review, the council must publish its decision and its reasons for taking that decision. It must also take sufficient steps to ensure that persons who may be interested in the review are informed of the decision and the reasons for it. Who should be informed will depend on local circumstances. Publicising the outcome of reviews is dealt with in the next section on implementation.

Implementation of community governance reviews by order

99. There are a number of steps that a principal council must take to publicise the outcome of any review it has conducted, and to provide information about that outcome to the bodies it must notify following any reorganisation order it makes to implement the review. Community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions.
100. If the council implements the recommendations made in its review, there are other steps it is required to undertake. These include depositing copies of the reorganisation order⁵ which the principal council will need to draw up to give effect to its decisions. Besides depositing at its main office a copy of the reorganisation order, it should also deposit a map showing the effects of the order in detail which should be available for inspection by the public at all reasonable times (i.e. during normal working hours). The 2007 Act also requires the council to make available a document setting out the reasons for the decisions it has taken (including where it has decided to make no change following a community governance review) and to publicise these reasons.
101. The principal council must publicise how the council has given effect to the review, and that the order and map are available for public inspection as set above. Other means of publicity it may wish to consider are through publication on the council's website, in local newspapers, on notice boards in public places, and in local libraries, town halls or other local offices. In addition, after a principal council has made a reorganisation order, as soon as practicable, it must inform the following organisations that the order has been made:
- a) the Secretary of State for Communities and Local Government
 - b) the LGBCE
 - c) the Office of National Statistics
 - d) the Director General of the Ordnance Survey
 - e) any other principal council (e.g. a county council) whose area the order relates to

⁵ A copy of a model reorganisation order with different examples of recommendations can be viewed on the Communities and Local Government website. It may help principal councils to draw up reorganisation orders which could be adapted to their own needs and circumstances. Principal councils are not obliged to follow this example. It is offered on an advisory basis and principal councils will want to seek their own legal advice that any orders they produce meet the necessary legal requirements.

102. The Audit Commission has statutory responsibility for appointing external auditors to all local councils in England. For the purposes of its audit appointment functions the Commission needs to be aware of changes emerging from community governance reviews. Therefore, principal councils should inform the Audit Commission of any reorganisation orders made to implement the recommendations of community governance reviews.
103. Section 97 of the 2007 Act provides for regulations to make incidental, consequential, transitional or supplementary provision for the purposes of, or in consequence of, reorganisation orders. Two sets of regulations have been made under the 2007 Act, which apply to reorganisation orders - both came into force on 8 April 2008. The first of these, the Local Government (Parishes and Parish Councils) (England) Regulations 2008 No.625 make provisions in relation to matters such as the distribution of property and the rights and liabilities of parish councils affected by a reorganisation order. The second set, the Local Government Finance (New Parishes) Regulations 2008 No.626 deal with the setting of precepts for new parishes.
104. Section 99 of the 2007 Act provides for public bodies affected by reorganisation following a community governance review to make agreements about incidental matters and what those agreements may provide for. So as to ensure that a reorganisation order has effect subject to the terms of any such agreement, principal councils should make provision for this in the reorganisation order. An example provision has been included in the model reorganisation order which can be found on the Communities and Local Government website (see footnote 2).

Maps of parish changes and mapping conventions

105. To assist those who will have an interest in any recommendations made by the principal council when conducting a community governance review and to accompany the reorganisation order, clear high quality maps should be produced to a standard equivalent to using Ordnance Survey large scale data as a base. Maps can be graphically presented at a reduced scale for convenience but preferably no smaller than 1:10,000 scale. Each recommendation and order should be depicted on a map or maps. The mapping should clearly show the existing parish ward, parish, district or London borough boundaries and all proposed parish ward and parish boundaries in the area(s) affected, or given effect to in a reorganisation order.

106. It can be useful to include some positional information to identify the location of the area(s) in relation to the complete area of the principal council. A colour key can be included to clearly identify each boundary type. Where there are only proposed changes to an existing parish boundary alignment it can be helpful to show in translucent colour any areas to be transferred from one parish to another. This indicates clearly the extent of the proposed change. It can also be beneficial to add unique references to all areas of transfer to create a cross reference to the re-organisation order document. Applying a reference to each order map should also be considered so that a link is created with the re-organisation order.

Section 4: Other aspects of community governance reviews

Parish names and alternative styles for parishes

- 107.** Prior to the 2007 Act, a parish could be given the status of a town under section 245 of the Local Government Act 1972. “Town” status continues to be available to a parish. In addition, the 2007 Act inserted sections 12A and 12B into the 1972 Act to offer a further choice of alternative styles for a parish: community, neighbourhood and village. However, for as long as the parish has an alternative style, it will not also be able to have the status of a town and vice versa.
- 108.** The ‘name’ of a parish refers to the geographical name of the area concerned and can be changed independent of a review by a principal council at the request of a parish council or parish meeting (where there is no parish council)⁶. A change in the status or ‘style’ of a parish allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish, the parish meeting, any parish trustees, and the chairman or vice-chairman of the parish meeting or of any parish council. So, for example, the council of a parish which uses the style ‘village’ will be known as the ‘village council’ and its councillors as the ‘village councillors’, etc.
- 109.** References in legislation to a ‘parish’ should be taken to include a parish which has an alternative style, as is the case in relation to a parish which has the status of a town. The same applies in relation to references in legislation to a ‘parish meeting’, ‘parish council’, ‘parish councillor’, ‘parish trustees’, etc in connection with a parish which has an alternative style.
- 110.** The Government recognises that in long established parishes, particularly in rural areas, local people may wish to retain the name of their parish and the existing style of their parish councils, - although others may prefer “village” or another style. Following a community governance review, in areas previously unparished where a new parish is being created, people living there may wish for the style of their parish council to reflect the local community in a different way and may prefer one of the alternative styles. This may well be the case for those living in urban areas. Local authorities will wish to take

⁶ Section 75 Local Government Act 1972

account of these preferences in deciding the name of the parish and the chosen style.

111. Where the review relates to a new parish, it is for the principal council, in the first instance, to make recommendations as to the geographical name of the new parish, and as to whether or not it should have one of the alternative styles. So far as existing parishes under review by principal councils are concerned, the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.
112. In relation to a group of parishes, provision about alternative styles for the group may be made by the principal council in a reorganisation order that forms that group, adds a parish to an existing group or de-groups a parish or group. A grouping containing a mixture of styles is not permitted under section 11A(4) of the Local Government Act 1972. Where an individual parish is removed from a group through a de-grouping order the parish must retain the style it had when it was part of the group until such time as the parish council or meeting resolves to adopt an alternative style. Provision about alternative styles in relation to groups will normally be made independently of a community governance review.

Grouping or degrouping parishes

113. Section 91 of the 2007 Act provides for a community governance review to recommend the grouping or degrouping of parishes by principal councils. As mentioned in chapter 3, (paragraph 87) unless they already exist as functioning parish councils smaller new parishes of less than 150 electors will be unable to establish their own parish council under the 2007 Act.
114. In some cases, it may be preferable to group together parishes so as to allow a common parish council to be formed. Degrouping may offer the reverse possibilities perhaps where local communities have expanded. Such proposals are worth considering and may avoid the need for substantive changes to parish boundaries, the creation of new parishes or the abolition of very small parishes where, despite their size, they still reflect community identity. Grouping or degrouping needs to be compatible with the retention of community interests. It would be inappropriate for it to be used to build artificially large units under single parish councils.
115. Section 91 also requires a review to consider the electoral arrangements

of a grouped parish council or of a parish council established after a parish is de-grouped. Each parish in a group must return at least one councillor.

- 116.** When making a recommendation to group or de-group parishes, the principal council may make a request to the LGBCE to make a related alteration to the boundaries of district or London borough wards or county divisions. For example, if a principal council decided to add an additional parish to a group, because of their shared community identities, it may wish to recommend that all of the parishes in the group be included in the same district ward (see Chapter 6 for more details).

Abolishing parishes, and dissolving parish councils

- 117.** While the Government expects to see a trend in the creation, rather than the abolition, of parishes, there are circumstances where the principal council may conclude that the provision of effective and convenient local government and/or the reflection of community identity and interests may be best met, for example, by the abolition of a number of small parishes and the creation of a larger parish covering the same area. If, following a review, a principal council believes that this would provide the most appropriate community governance arrangements, then it will wish to make this recommendation; the same procedures apply to any recommendation to abolish a parish and/or parish council as to other recommendations (see paragraphs 90 -97). Regulations⁷ provide for the transfer of property, rights and liabilities of a parish council to the new successor parish council, or where none is proposed to the principal council itself.
- 118.** Section 88 of the 2007 Act provides for a community governance review to recommend the alteration of the area of, or the abolition of, an existing parish as a result of a review. The area of abolished parishes does not have to be redistributed to other parishes, an area can become unparished. However, it is the Government's view that it would be undesirable to see existing parishes abolished with the area becoming unparished with no community governance arrangements in place.
- 119.** The abolition of parishes should not be undertaken unless clearly justified. Any decision a principal council may make on whether to abolish a parish should not be taken lightly. Under the previous parish review legislation, the Local Government and Rating Act 1997 , the

⁷ The Local Government (Parishes and Parish Councils) (England) Regulations 2008 No.625.

Secretary of State considered very carefully recommendations made by principal councils for the abolition of any parish (without replacement) given that to abolish parish areas removes a tier of local government. Between 1997 and 2008, the Government rarely received proposals to abolish parish councils, it received only four cases seeking abolition and of these only one was approved for abolition by the Secretary of State.

120. Exceptionally, there may be circumstances where abolition may be the most appropriate way forward. Under the 2007 Act provisions, the principal council would need to consider local opinion, including that of parish councillors and local electors. It would need to find evidence that the abolition of a parish council was justified, and that there was clear and sustained local support for such action. A factor taken into account by the Government in deciding abolition cases, was that local support for abolition needed to have been demonstrated over at least a period equivalent to two terms of office of the parish councillors (i.e. eight years), and that such support was sufficiently informed. This means a properly constituted parish council should have had an opportunity to exercise its functions so that local people can judge its ability to contribute to local quality of life.
121. Where a community governance review is considering abolishing a parish council we would expect the review to consider what arrangements will be in place to engage with the communities in those areas once the parish is abolished. These arrangements might be an alternative forum run by or for the local community, or perhaps a residents' association. It is doubtful however, that abolition of a parish and its council could ever be justified as the most appropriate action in response to a particular contentious issue in the area or decision of the parish council.
122. In future, principal councils will wish to consider the sort of principles identified above in arriving at their decisions on whether or not to abolish a parish council. In doing so, they will be aware that decisions about community governance arrangements, including decisions for the abolition of a parish council, may attract a challenge by way of judicial review.
123. The 2006 white paper underlined the Government's commitment to parish councils as an established and valued form of neighbourhood democracy with an important role to play in both rural, and increasingly urban, areas.
124. Section 10 of the Local Government Act 1972 makes provision for the dissolution of parish councils in parishes with very low populations,

but not for the de-parishing of the area. Recommendations for the dissolution of a parish council which is not in this position are undesirable, unless associated either with boundary changes which amalgamate parishes or divide a parish or with plans for a parish to be grouped with others under a common parish council (see paragraphs 112 to 115). Recommendations for changing a parish area (or part of a parish area) into an unparished area are also undesirable unless that area is amalgamated with an existing unparished urban area.

Rural areas

- 125.** About 90% of the geographical area of England is covered by a parish, and this is mostly in rural or semi-rural areas. So, most populated rural areas already have a structure of local government that includes parishes and many of these have been in existence for hundreds of years. It is desirable that any changes do not upset historic traditions but do reflect changes that have happened over time, such as population shift or additional development, which may have led to a different community identity.
- 126.** The focus of community feeling will differ from place to place and between different types of settlement. A scatter of hamlets may have a feeling of community within each hamlet, meriting a separate parish for each one, or amongst a number of hamlets, for which one parish covering all may be appropriate. Where a number of hamlets surround a village a parish could be based on the village and its environs, provided that the sense of individual identity is not lost.
- 127.** In rural areas, the Government wants to encourage the involvement of local people in developing their community and having a part to play in shaping the decisions that affect them. A parish can be a useful and democratic means of achieving this.

London

- 128.** The London Government Act 1963 abolished parishes existing at the time within London. When the boundaries for Greater London were established, they were adjusted to allow the surrounding shire counties to keep parishes that were in the fringe areas. Since then, London has been the only part of England not to have parishes or parish councils.
- 129.** The Government's view is that Londoners should have the same rights as the rest of the country. The 2007 Act corrects this anomaly to allow London boroughs the possibility to exercise the same community governance powers as other principal councils including

being able to set up parishes and parish councils. Similarly, local electors in London boroughs are, as elsewhere in England, able to petition for a community governance review.

130. In London, there is the same possibility to choose a style for a parish perhaps to reflect better the local urban area like “community” or “neighbourhood”. Whilst some parts of London are populated by people who may be more transient or mobile than elsewhere, there are equally areas of the capital where there are stable populations who may wish to see the creation of a parish council for their local area.

Other urban areas

131. There are parts of rural or semi-rural England which are unparished, but the opportunities for establishing new parishes are increasingly to be found in urban and suburban areas. It is possible that identifying the community upon which a parish might be based may be more difficult to discern in some urban areas. A “community” perhaps already represented by a voluntary organisation or a community endeavour, such as a Neighbourhood Watch area or a residents’ association, may indicate a suitable area on which to base proposals for a new or altered parish, (see paragraphs 135 -145).
132. Much of the information described in Chapter 3 on the identities and interests of local communities is applicable to urban areas. There are parishes in parts of some large cities or unitary authorities, as well as a number of parishes in the metropolitan boroughs of the larger conurbations. Some of these parishes have been created under the Local Government and Rating Act 1997 Act, but in most metropolitan boroughs these are on the more sparsely populated peripheries (the originals having been transferred, as part of former rural districts, to the metropolitan counties in 1974).
133. The lower population limits and grouping mentioned above are more relevant to rural areas than to urban areas, although both are applicable in law. The general rule is that the parish is based on an area which reflects community identity and interest and which is viable as an administrative unit. In urban areas this may mean, for example, that a parish should be based on a housing estate rather than on the town within which the estate lies. The larger the town, the greater will be the scope for identification of distinct communities within it.

Charter trustee areas

- 134.** Charter trustees were established following the local government reorganisations in the early 1970s and 1990s to preserve the historic identity of former boroughs or cities, most with relatively large populations. To this end, charter trustees have the power to carry out ceremonial functions. They were not intended to act as administrative units. Proposals to create a parish or parish council covering all or part of a charter trustee area need to be judged in particular against the following considerations:
- a) the effect on the historic cohesiveness of the area
 - b) what are the other community interests in the area? Is there a demonstrable sense of community identity encompassing the charter trustee area? Are there smaller areas within it which have a demonstrable community identity and which would be viable as administrative units?
- 135.** These issues need to be taken into account in those areas with certain cities or boroughs which will be affected by any consequent reorganisation from the structural and boundary changes in the 2007 Act.

Other (non-parish) forms of community governance

- 136.** In conducting a community governance review, principal councils must consider other forms of community governance as alternatives or stages towards establishing parish councils. Section 93(5) of the 2007 Act states that *“In deciding what recommendations to make [in the community governance review] the principal council must take into account any other arrangements... that have already been made or that could be made for the purposes of community representation or community engagement in respect of the area under review”*. The following paragraphs consider other types of viable community representation which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council. There is sometimes evidence locally of an existing community governance infrastructure and of good practice which are successfully creating opportunities for engagement, empowerment and co-ordination in local communities.
- 137.** However, what sets parish councils apart from other kinds of governance is the fact they are a democratically elected tier of local government, independent of other council tiers and budgets, and possess specific powers. This is an important distinction to make. Parish councils are the foundation stones for other levels of local government in England. Their directly elected parish councillors

represent local communities in a way that other bodies, however worthy, cannot since such organisations do not have representatives directly elected to those bodies.

- 138.** The 2006 white paper recommended that local communities should be able to take more responsibilities for local issues affecting their area. Key to this approach is community empowerment, and the ability of various existing organisations themselves to see through specific projects to tackle local issues. Structures such as local residents' associations, community or neighbourhood forums and area committees have an important role to play in local community governance.
- 139.** At the neighbourhood level, there are various initiatives in existence, which through being representative and accountable can effectively empower local people. They have varying degrees of power and influence, and commensurate levels of transparency and accountability.

Area committees

- 140.** Area committees are part of the structure of some principal councils (e.g. district, unitary and London borough), where they choose to have them. Area committees are a key initiative for enabling local government to fulfil community governance roles and also to deliver government policy on issues affecting social inclusion in local communities. Principal councils also provide resources for area committees, and their councillors are commonly integral to their constitution. Area committees can cover large areas and exist to advise or make decisions on specific responsibilities that can include parks, off-street parking, public toilets, street cleaning, abandoned vehicles and planning applications amongst others. Also, more widely, they contribute to shaping council services and improving local service provision.

Neighbourhood management

- 141.** Neighbourhood management programmes are similarly set up by principal councils and may be led by one of a number of bodies. The expansion of neighbourhood management was promoted in the 2006 White Paper as a tool to enable local authorities to deliver more responsive services through their empowerment of citizens and communities. Their purpose is to create the opportunity for residents to work with local agencies, usually facilitated by a neighbourhood manager, to improve services at the neighbourhood level.

- 142.** Neighbourhood management arrangements aim to improve ‘quality of life’ through implementation of (rather than advising or making decisions on) better management of local environment, increasing community safety, improving housing stock, working with young people, and encouraging employment opportunities, supported strategically by relevant stakeholders and Local Strategic Partnerships. They tend to cover smaller populations than area committees. The 2006 white paper recommends that take up of neighbourhood management should be encouraged and that Government should work with local authorities pioneering the approach, to raise the profile of achievements and promote adoption elsewhere.

Tenant management organisations

- 143.** The 2006 white paper makes a series of proposals that facilitate the empowerment of residents through tenant management organisations (TMOs). Tenant management organisations are established by the local housing authority; they usually function on urban housing estates and can take responsibility for housing services (such as collecting rents and service charges and organising repairs and maintenance) from the local housing authority under the Housing (Right to Manage) (England) Regulations 2008. The 2006 white paper promoted the role of TMOs and recommended simplifying and extending their scope; enabling them to take on additional services and undertake further representation of residents within neighbourhoods. A TMO is an independent legal body and usually elects a tenant-led management committee to the organisation; they can also enter into a legal management agreement with landlords.

Area/community forums

- 144.** Area or community forums (including civic forums) can be set up by the principal council, or created by local residents to act as a mechanism to give communities a say on principal council matters or local issues. Sometimes forums are set up to comment on a specific project or initiative that will impact upon the local area, and so may be time-limited. They increase participation and consultation, aiming to influence decision making, rather than having powers to implement services. They vary in size, purpose and impact, but membership usually consists of people working or living in a specific area. Some forums also include ward councillors, and representatives from the council and relevant stakeholders can attend meetings.

Residents' and tenants' associations

- 145.** Residents' and tenants' associations enable local people to participate in local issues affecting their neighbourhood or housing estate, including the upkeep of the local environment, crime, sometimes dealing with anti-social behaviour matters, or on some estates, housing management. They can be set up by any group of people living in the same area and can choose who members will be; how they will be represented and what they want to achieve. In the case of tenants' and residents' associations on estates, they may be established with direct support from the principal council, as a mechanism for communicating with the tenants and residents on its estates. To engage effectively with other organisations, residents' and tenants' associations must be able to show that they are accountable and represent the views of the whole community, rather than narrow self interests of just a few local people.

Community associations

- 146.** Community associations offer a particular and widespread democratic model for local residents and local community-based organisations in a defined neighbourhood to work together for the benefit of that neighbourhood. They can use a model constitution registered with the Charity Commission. The principal council may also be represented on the association's committee. They usually manage a community centre as a base for their activities. Membership is open to everyone resident in the area.

Section 5: Electoral arrangements

Introduction

147. The purpose of a review undertaken by a principal council, or a petition from the electorate, is likely primarily to concern the administrative boundaries of a new or existing parish. As discussed earlier (Chapter 2), this might be in the light of growth from within an existing parish or a locally identified need for a new form of community governance. However, in addition to these primary concerns, principal authorities will also need to consider the governance of new or altered parishes. The principal council must have regard to the need for community governance within the area under review to reflect the identities and interests of the community in that area, and to ensure that the governance is effective and convenient. Further information on electoral arrangements is available from the LGBCE's website www.LGBCE.org.uk

What are electoral arrangements?

- 148.** Electoral arrangements in relation to an existing or proposed parish council are defined in the 2007 Act and are explained in detail below:
- a) ordinary year of election – the year in which ordinary elections of parish councillors are to be held
 - b) council size – the number of councillors to be elected to the council, or (in the case of a common council) the number of councillors to be elected to the council by local electors in each parish
 - c) parish warding – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any such ward

Ordinary year of election

149. Ordinary parish elections are held once every four years with all councillors being elected at the same time. The standard parish electoral cycle is for elections in 2011, 2015 and every four years after 2015, but parish elections may be held in other years so that they can coincide with elections in associated district or London borough wards or county divisions and share costs. For example, all London borough ward elections take place in 2010, 2014 and so on. We would therefore expect parish elections in London to take place in these years.

- 150.** New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections. They can come into force sooner only if the terms of office of sitting parish councillors are cut so that earlier parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.
- 151.** For example, a parish that had elections in 2007 could wait until its next scheduled elections in 2011 for new parish wards to come into force. Alternatively, the new parish wards could have come into force at elections in 2009 if the terms of office of the councillors elected in 2007 were cut to two years. If the elections in 2009 were for two-year terms of office then the parish council could return to its normal electoral cycle in 2011.
- 152.** Alternatively, if new or revised parish electoral arrangements are to be implemented in the third year of sitting councillors' term of office, provision can be made to cut short the term of office of existing councillors to three years. Elections could then take place with all councillors serving a five-year term of office, enabling the parish to return to its normal year of election.

Council size

- 153.** Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.
- 154.** In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.
- 155.** The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was

conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

- 156.** In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.
- 157.** Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.

Parish warding

- 158.** Parish warding should be considered as part of a community governance review. Parish warding is the division of a parish into wards for the purpose of electing councillors. This includes the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.
- 159.** In considering whether or not a parish should be divided into wards, the 2007 Act requires that consideration be given to whether:
- a) the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
 - b) it is desirable that any area or areas of the parish should be separately represented
- 160.** Accordingly, principal councils should consider not only the size of the electorate in the area but also the distribution of communities within it. The warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish

encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish. However, each case should be considered on its merits, and on the basis of the information and evidence provided during the course of the review.

- 161.** There is likely to be a stronger case for the warding of urban parishes, unless they have particularly low electorates or are based on a particular locality. In urban areas community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity. Again, principal councils should consider each case on its merits having regard to information and evidence generated during the review. (See also under Chapter 3, paragraphs 54 to 60).

The number and boundaries of parish wards

- 162.** In reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area, and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such matters during the course of a review. They will, however, be mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.
- 163.** The principal council should also consider the desirability of parish warding in circumstances where the parish is divided by district or London borough ward and/or county division boundaries. It should be mindful of the provisions of Schedule 2 (electoral change in England: considerations on review) to the Local Democracy, Economic Development and Construction Act 2009 in relation to reviews of district or London borough and county council electoral arrangements. These provide that when the LGBCE is making changes to principal council electoral arrangements, no unwarded parish should be divided by a district or London borough ward or county division boundary, and that no parish ward should be split by such a boundary. While these provisions do not apply to reviews of parish electoral arrangements, the LGBCE believes that, in the interests of effective and convenient local government, they are relevant considerations for principal councils to take into account when undertaking community governance reviews. For example, if a principal council chooses to establish a new parish in an area which is covered by two or more district or London borough wards or county division boundaries it may also wish to consider the merit of putting

parish warding in place to reflect that ward and/or division.

- 164.** When considering parish ward boundaries principal councils should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries.

The number of councillors to be elected for parish wards

- 165.** If a principal council decides that a parish should be warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent.
- 166.** It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors. There is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors. However, the LGBCE believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards. Such variations could make it difficult, in workload terms, for councillors to adequately represent the interests of residents. There is also a risk that where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council.
- 167.** The LGBCE offers no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its merits. Principal councils should be mindful that, for the most part, parish wards are likely to be significantly smaller than district or London borough wards. As a consequence, imbalances expressed in percentage terms may be misleading, disguising the fact that high variations between the number of electors per councillor could be caused by only a few dozen electors.
- 168.** Where a community governance review recommends that two or more parishes should be grouped under a common parish council, then the principal council must take into account the same considerations when considering the number of councillors to be elected by each parish within the group.

Names of parish wards

- 169.** In considering the names of parish wards, the principal council should give some thought to existing local or historic places so that, where appropriate, these are reflected and there should be a presumption in favour of ward names proposed by local interested parties.

Electorate forecasts

- 170.** When considering the electoral arrangements for a parish, whether it is warded or not, the principal council must also consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. The most recent electoral register should be used to gain an accurate figure for the existing electorate. Planning assumptions and likely growth within the area, based on planning permissions granted, local plans or, where they are in place, local development frameworks should be used to project an accurate five year electorate forecast. This ensures that the review does not simply reflect a single moment but takes account of expected population movements in the short- to medium-term.
- 171.** Electorate forecasts should be made available to all interested parties as early as possible in the review process, ideally before the formal commencement of the review so that they are available to all who may wish to make representations.

Consent/protected electoral arrangements

- 172.** If, as part of a community governance review, a principal council wishes to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made either by the Secretary of State, the Electoral Commission, or the LGBCE, the consent of the LGBCE is required. This includes proposals to change the names of parish wards.
- 173.** The principal council must write to the LGBCE detailing its proposal and requesting consent. The LGBCE will consider the request and will seek to ensure that the proposals do not conflict with the original recommendations of the electoral review, and that they are fair and reasonable.
- 174.** Where a request for consent is made to the LGBCE, it will expect to receive evidence that the principal council has consulted with electors in the relevant parish(es) as part of the community governance review and will wish to receive details of the outcome of that review.
- 175.** For changes to the number or boundaries of parish wards, the

principal council will also need to provide the LGBCE with an existing and five-year forecast of electors in the parish(es) affected. Five-year forecasts should be accurate from the day that the review began.

Both existing and forecast figures should be provided for the existing parish (and parish wards where relevant) and the proposed parish (and parish wards where relevant).

176. If the LGBCE consents to the changes it will inform the principal council which can then implement the proposed changes by local order. No LGBCE order is required. Conversely, if the LGBCE declines to give consent, no local order may be made by the local authority until the five-year period has expired.

Section 6: Consequential recommendations for related alterations to the boundaries of principal council's wards and/or divisions

177. As part of a community governance review, principal councils may wish to consider whether to request the LGBCE to make changes to the boundaries of district or London borough wards or county divisions to reflect the changes made at parish level.
178. There are three instances when a principal council may wish to consider related alterations to the boundaries of wards or divisions following:
- the creation, alteration or abolition of a parish
 - the establishment of new or altered parish ward boundaries
 - a grouping or de-grouping of parishes
179. In the interests of maintaining coterminosity between the boundaries of principal authority electoral areas and the boundaries of parishes and parish wards, principal councils may wish to consider as part of a community governance review whether to make consequential recommendations to the LGBCE for related alterations to the boundaries of any affected district or London borough wards and/or county divisions. The Commission may agree to make related alterations to ensure coterminosity between the new parish boundary and the related ward and/or division boundary. If so, the Commission will make an order to implement the related alterations. The Commission will not normally look to move ward or division boundaries onto new parish ward boundaries. However, it will consider each proposal on its merits.
180. In addition, when making a recommendation to group or de-group parishes, (see paragraph 108 to 111 for more details) the principal council may make a request to the LGBCE to make a related alteration of district or London borough ward or county division boundaries. For example, if a principal council decided to add an additional parish to a group it may wish to recommend that all of the parishes be included in the same district or London borough ward and/or county division. Recommendations for related alterations should be directly consequential upon changes made as part of a community governance review.
181. It will be for the LGBCE [Page 10 of 109](#) following the receipt of proposals, if

a related alteration should be made and when it should be implemented. Only the LGBCE can make an order implementing any alterations to the district or London borough ward or county division boundary. No order will be made to implement related alterations until the order changing the boundary of the relevant parish(es) or parish ward(s), or the order grouping or de-grouping parishes, has been made. Rather than make related alterations that would create detached wards or divisions or that would have a disproportionate impact on ward or division electoral equality, the LGBCE may decide to programme an electoral review of the principal council area.

- 182.** If, in liaison with the district or London borough council and/or the county council, the LGBCE decides to make related alterations to ward and/or division boundaries at a different time, it will consider whether there would be any adverse effects for local people in the holding of elections while the boundaries are not coterminous. However, changes to wards and divisions come into force at district or London borough and county ordinary elections in the electoral areas on either side of the electoral boundary change, so a period of non-coterminosity until the scheduled parish, district or London borough and county elections have taken place may be preferable to unscheduled elections. Unscheduled elections will be necessary to bring into force changes between adjacent parishes or wards whose scheduled elections never normally coincide.
- 183.** In two-tier areas, district councils are advised to seek the views of the county council in relation to related alterations to division boundaries.
- 184.** A principal council may decide that it does not wish to propose related alterations to ward or division boundaries. Where this results in boundaries no longer being coterminous, principal councils will need to be satisfied that the identities and interests of local communities are still reflected and that effective and convenient local government will be secured. Principal councils will also wish to consider the practical consequences, for example for polling district reviews, of having electors voting in parish council elections with one community but with a different community for district or London borough and/or county elections.
- 185.** Where proposals for related alterations are submitted to the LGBCE, it will expect to receive evidence that the principal council has consulted on them as part of a community governance review and the details of the outcome of that review. Principal councils may wish to undertake this consultation at the same time as they consult on proposals to alter the boundaries of parishes or establish new parishes. They must complete the community governance review,

including making any consequential recommendations to the LGBCE for related alterations, within a period of one year. Sufficient time should be given to the LGBCE to consider the proposals in advance of the election year in which the principal council proposes they be implemented.

186. The principal council will need to take into account the number of registered electors in any district or London borough ward or county division affected when the review starts, and a forecast of the number of electors expected to be in the areas within five years, and provide this information to the LGBCE. This information should be used to establish a total electorate figure for each district or London borough ward and/or county division affected by the recommendations, both for the current electorate and for expected electorate five years after the start of the review. These totals should also be provided to the LGBCE.
187. When submitting proposals to the LGBCE the principal council should illustrate the proposed changes on maps of a suitable scale, using different coloured lines and suitable keys to illustrate the required changes.
188. If the LGBCE decides not to implement the proposed related alterations, then the existing ward and/or division boundaries will remain in force. The LGBCE has no power to modify any recommendations submitted to it; it may only implement or reject the recommendations.
189. In most cases, related alterations to district or London borough ward and/or county division boundaries tend to be fairly minor in nature and simply tie the ward and/or division boundary to the affected parish boundary. However, if an authority has altered several parish and/or parish ward boundaries and proposes several related alterations to district or London borough ward and/or county division boundaries, the cumulative effect of these could affect electoral equality at district or London borough and/or county level. This could be particularly acute if a number of parishes were transferred between district or London borough wards or county divisions to reflect grouped parishes. In such circumstances, the LGBCE will wish to consider conducting an electoral review of the principal council area or an electoral review of a specified area within it. The timing of such reviews would be dependent on the LGBCE's review programme commitments.

LICENSING AND APPEALS SUB-COMMITTEE

16th September 2016 at 10.00am

PRESENT:-

Members of the Licensing and Appeals Sub-Committee

Councillor Mrs Patten (Chairman), Councillor Stanton (Conservative Group) and Councillor Taylor (Labour Group)

District Council Representatives

A Kaur (Legal and Democratic Services Manager), M Lomas (Licensing Officer), R Pabla (Democratic Services Officer) and F Tucker (Trainee Licensing Officer)

LAS/14 The meeting was opened at 10.00am and the Chairman adjourned for 15 minutes. The meeting reconvened at 10.15am.

LAS/15 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received

LAS/16 **DECLARATION OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received

MATTERS DELEGATED TO SUB-COMMITTEE

LAS/17 **DETERMINATION OF AN APPLICATION FOR THE GRANT OF A PREMISES LICENCE – No.11 Deli Ltd, Unit 12, The Visitors Centre, Melbourne Hall, Church Square, Melbourne, Derbyshire, DE73 8EN**

The Sub-Committee considered an application for a Premises Licence for No.11 Deli Ltd, Unit 12, The Visitors Centre, Melbourne Hall, Church Square, Melbourne, Derbyshire, DE73 8EN

RESOLVED:-

That the application for a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the signed minute book at “SMB1”.

LAS/18 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

The Meeting terminated at 10.25pm.

COUNCILLOR MRS J PATTEN

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

22nd September 2016

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Atkin, Mrs Coyle, Hewlett, Murray (substituting for Councillor Smith), Roberts, (substituting for Councillor Mrs Coe), Watson and Wheeler

Labour Group

Councillors Rhind, Richards, Taylor (substituting for Councillor Wilkins)

In Attendance

Councillors Mrs Brown and Mrs Farrington

FM/65 **APOLOGIES**

Apologies were received from Councillors Mrs Coe, Smith (Conservative Group) Southerd and Wilkins (Labour Group)

FM/66 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

FM/67 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/68 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

FM/69 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no reports of the Overview & Scrutiny Committee to consider.

FM/70 **ACCOUNTS AND FINANCIAL STATEMENTS 2015/16**

The Director of Finance and Corporate Services presented the report to Committee, highlighting that external auditors had submitted an unqualified report for 2015/16. The Director made reference to disclosures and adjustments highlighted in the report, but commented that the external auditors had been compensated in terms of how the Council secured value

for money in its financial activities. Reference was made to the complexity and level of detail in the accounts, as currently required by the CIPFA guidelines, but there is a possibility that these accounts could be condensed for the future. Following approval by Committee, this would allow the signing of the Council's Audited Accounts and Financial Statements for 2015/16 by the Chairman and subsequent publication by 30th September 2016.

The Leader and the Chairman acknowledged the level of work involved in producing the accounts and thanked the Finance team for their efforts.

RESOLVED:

That the Committee approved the Council's Audited Accounts and Financial Statements for 2015/16, for signing by the Chairman of the Committee prior to publication.

FM/71

LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

The meeting terminated at 5.10pm.

COUNCILLOR J HARRISON

CHAIRMAN

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE

26th September 2016

PRESENT:-

Representatives of South Derbyshire District Council

Conservative Group

Councillor Mrs A Plenderleith (Vice-Chairman) and Councillor A Billings

Labour Group

Councillor D Shepherd

Officers

S Batchelor (Director of Community & Planning Services), Mrs R Pabla and
C Tyler (Democratic Services Officers)

Representatives of Etwall John Port School

Governing Body

C Sainsbury

Officer

G Golding

Representatives of Active Nation

J Dobson and S Tasker

EL/52 **APPOINTMENT OF CHAIRMAN**

Councillor Shepherd proposed that this matter be deferred due to the current situation relating to school governors.

RESOLVED:-

That the Appointment of Chairman be deferred to a later meeting.

EL/53 **APPOINTMENT OF VICE-CHAIRMAN**

Nominations for the position of Vice-Chairman were requested.

RESOLVED:-

That Councillor Mrs Plenderleith be appointed Vice-Chairman for the period ending June 2017.

EL/54 **APOLOGIES**

Apologies for absence from the Meeting were received from County Councillor Mrs K Lauro.

EL/55 **MINUTES**

The Open Minutes of the Meeting held on 11th July 2016 were noted, approved as a true record and signed by the Vice-Chairman.

EL/56 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

EL/57 **DERBYSHIRE COUNTY COUNCIL – FINANCIAL CONTRIBUTION**

The Director of Community and Planning Services presented the report to Committee, outlining the County Council's offer to phase out their funding over two years with 1/3rd of the reduction to be made in April 2017, with the balance being withdrawn from April 2018.

Councillor Shepherd commented that whilst the loss of funding was unfortunate, its phased reduction was a welcome development and recommended acceptance of the offer.

RESOLVED:-

That the Derbyshire County Council proposal for delaying the reduction in funding be accepted and the Director of Community and Planning Services be authorised to reply.

EL/58 **ACTIVE NATION PERFORMANCE REPORT – VERBAL REPORT**

J Dobson presented the quarterly review (July to September 2016) of Etwall Leisure Centre, making particular reference to the following items;

Supporter Base

- Total membership currently stands at 1,949, up from 1,200 in 2012/13, 1,500 in 2013/14 and 1,768 in 2015/16, with the average length of stay currently at 9.5 months.
- Swim Scheme: Currently 1,400 children participating, with the Centre making use of Etwall Primary School's pool for Pre-School sessions. The waiting list stands at 300, some of the increase attributable to the closure of facilities in Derby City.

Good News Stories

- Increased participation levels, up to 3,000 visits per month.
- 300 children took part in the Multisport half term holiday camp.
- 50 children took part in the Soccer Stars half term holiday camp.
- The National Circuit Badminton tournament took place on 4th June 2016.

- CAP2 launched for swim lesson feedback: positive feedback received.
- Active Nutrition package launched alongside current exercise packages, helping users match food needs to exercise plans.
- Work completed on the Sports Hall and changing room AHUS, improving air flow for users. One more AHUS to be replaced shortly.
- NPS Survey package launched to the Centre's supporters.
- Tennis courts flood lights fitted, in addition to new posts and nets, allowing usage over longer durations.
- School Sport Partnership Swim Gala held.
- Badminton summer camps undertaken.
- Social Media – Facebook, Twitter and Website all experiencing greater local usage.
- Saturday Night Project: 60 children per weekend attending.
- New Active Nation website launched: 5,344 hits recorded in August, up from 4,914 in July and 4,458 in June.
- Derby Triathlon took place with 600 participants.
- 3g pitch usage increased: 4,664 in August, up from 4,410 in July and 3,598 in June.
- Discovery weekends for new supporters undertaken.

Etwall Leisure Centre Participation Figures

Usage figures continue to show an increase, with 37,833 recorded for August 2016, compared to 28,691 last August.

The Director of Community and Planning Services commented that the 3% target increase figures would need recalibrating to reflect the increased facilities now available at the Centre.

RESOLVED:-

The Committee considered and noted the points made in the presentation.

The meeting terminated at 5:25pm.

COUNCILLOR MRS A PLENDERLEITH

VICE-CHAIRMAN

PLANNING COMMITTEE

27th September 2016

PRESENT:-

Conservative Group

Councillor Roberts (Chairman), Councillor Mrs Brown (Vice-Chairman) and Councillors Atkin, Coe (substituting for Councillor Stanton), Mrs Coe, Ford, Mrs Hall, Harrison and Watson

Labour Group

Councillors Dr Pearson, Shepherd, Southerd and Tilley

In Attendance

Councillors Hewlett and Mrs Plenderleith (Conservative Group)

PL/67 **APOLOGIES**

Apologies for absence from the Meeting were received on behalf of Councillor Stanton (Conservative Group).

PL/68 **MINUTES**

The Open Minutes of the Meetings held on 28th June 2016 (PL/1-PL/20), 19th July 2016 (PL/24-PL32), 9th August 2016 (PL/35-PL/51) and 6th September 2016 (PL/52-PL/66) were taken as read, approved as a true record and signed by the Chairman.

PL/69 **DECLARATIONS OF INTEREST**

Councillor Mrs Brown declared a prejudicial interest in Item 1.6 on the Agenda by virtue of being the applicant.

PL/70 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED TO COMMITTEE

PL/71 **REPORT OF THE DIRECTOR OF COMMUNITY AND PLANNING SERVICES**

The Director of Community and Planning Services submitted reports for consideration and determination by the Committee and presented oral reports to the Meeting to update them as necessary. Consideration was then given thereto and decisions were reached as indicated.

PL/72 **THE ERECTION OF AN AMENITY BUILDING (AMENDMENT TO INCREASE THE SIZE OF THE BUILDING PERMITTED UNDER PERMISSION REF: 9/2010/1085) ON PLOT 1A BROUGHTON CARAVAN PARK SUTTON ROAD CHURCH BROUGHTON DERBY**

The Planning Services Manager informed the Committee that this application had been deferred from the 6th September 2016 Committee in order for a site visit which Members had completed earlier in the day. The report remained as it appeared on the agenda for that committee with minor corrections to the planning history section.

Mr John Casey (applicant) attended the Meeting and addressed Members on this application.

Councillor Mrs Plenderleith addressed the Committee as local Ward Member for Hilton, stating that whilst understanding the reasons for the increase in the size of the building previously permitted, these were exceptional circumstances that were not required across the entire site. Councillor Watson concurred that this was a substantial increase to the size of the facility, and commented that the site was closer to the hamlet of Mount Pleasant than Church Broughton and adjacent to two public footpaths. Councillor Southerd agreed that due to the exceptional circumstances, the recommendation be supported.

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.

Abstention: Councillor Watson

PL/73 **THE SUB-DIVISION INTO 2 GYPSY PITCHES AND THE ERECTION OF AMENITY BUILDINGS ON PLOT 2 BROUGHTON CARAVAN PARK SUTTON ROAD CHURCH BROUGHTON DERBY**

The Planning Services Manager informed the Committee that this application had been deferred from the 6th September 2016 Committee in order for a site visit which Members had completed earlier in the day. The report remained as it appeared on the agenda for that committee with minor corrections to the planning history section.

Mr John Casey (applicant) attended the Meeting and addressed Members on this application.

Councillor Mrs Plenderleith addressed the Committee as local Ward Member for Hilton, highlighting that the sub-division and subsequent increase from eight to nine pitches raised concern that this site could overwhelm the nearest settled community of Mount Pleasant. The Councillor referred to the issue of dominance, in that the increase of pitches including the amenity blocks could potentially dominate the thirteen dwellings in the hamlet of Mount Pleasant as well as present an intrusion of the countryside, the proposal would therefore be contrary to policy.

Councillor Southerd requested clarification as to whether the provision of gypsy and traveller sites was based on requirement or fulfilment of the five-year supply. The Planning Services Manager clarified that pitches needed to be found on a rolling five-year supply as is the case for housing requirements.

It was stated that as an authority, South Derbyshire had a good record with regards to gypsy site provision, however, the exceptional size of the two amenity blocks and the sub-division increasing the number of pitches presented an intrusion into the countryside and would dominate the nearest settled community.

RESOLVED:-

That planning permission be refused contrary to officer recommendation on the grounds that this application is contrary to policy, the new amenity blocks were too intrusive and that the additional pitch amounts to undue dominance of the nearest settled community

Councillor Mrs Plenderleith left the Meeting at 6:20pm.

PL/74

OUTLINE APPLICATION (ALL MATTERS EXCEPT FOR ACCESS TO BE RESERVED) FOR THE RESIDENTIAL DEVELOPMENT OF 95 DWELLINGS TOGETHER WITH HIGHWAYS INFRASTRUCTURE, LANDSCAPING, PUBLIC SPACE AND DEMOLITION OF EXISTING DWELLING ON LAND AT SK3021 4304 BURTON ROAD MIDWAY SWADLINCOTE

The Planning Services Manager presented the report highlighting that the site fell outside the settlement confine, was intrusive on the landscape and that a Tree Preservation Order had been issued in respect of a number of trees on the site.

Ms Lisa Vale (objector) and Mr Jonathan Vose (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Dr Pearson addressed the Committee as local Ward Member for Midway, speaking also on behalf of his Ward colleagues by commending the local residents of Midway for their vigour to protest. The Councillor commented on the shortcomings of the site in terms of highways, ecology and landscape, and so would not amount to sustainable development.

RESOLVED:-

That planning permission not be granted as recommended in the report of the Director of Community & Planning Services.

PL/75 **CONVERSION OF PUBLIC HOUSE AND RESTAURANT INTO TWO DWELLINGS AND THE ERECTION OF FIVE DWELLINGS ON ASSOCIATED LAND AT THE MELBOURNE ARMS 92 ASHBY ROAD MELBOURNE DERBY**

The Principal Area Planning Officer presented the report highlighting suggested amendments to the conditions, particularly to alter the implementation triggers.

Councillor Hewlett addressed the Committee as local Ward Member for Melbourne, drawing attention to the potential impact this proposal would have on local services, lack of Section 106 contribution, use of appropriate materials and the retention and specification of the boundary hedge. These points were addressed by the Principal Area Planning Officer.

RESOLVED:-

That permission be granted as recommendation in the report of the Director of Community & Planning Services, subject to amendments to conditions to increase use of rubble stone on Plots 1 and 2, to alter implementation triggers and to alter landscape condition to require hedge planting on the Robinsons Hill frontage.

PL/76 **RELEVANT DEMOLITION CONSENT (RETROSPECTIVE) FOR PARTIAL DEMOLITION OF PUBLIC HOUSE AND RESTAURANT AT THE MELBOURNE ARMS 92 ASHBY ROAD MELBOURNE DERBY**

This application was considered jointly with the application above.

PL/77 **THE REMOVAL OF APPROXIMATELY 22M (LENGTH) OF TOPSOIL FROM SECTION OF EXISTING FLOOD DEFENCE EMBANKMENT AND RAISING OF EMBANKMENT TO REQUISITE LEVELS USING THE EXCAVATED AND ADDITIONAL IMPORTED TOPSOIL ON LAND AT SK4330 8021 LONDON ROAD SHARDLOW DERBY**

The Principal Area Planning Officer presented the report, highlighting its purpose to help repair a section of the flood bank which had suffered livestock erosion.

RESOLVED:-

That permission be granted as recommendation in the report of the Director of Community & Planning Services.

Councillor Mrs Brown left the Chamber at 7:15pm

PL/78 **CHANGE OF USE OF THE DWELLING TO A MIXED USE COMPRISING A DWELLING AND BED AND BREAKFAST ACCOMMODATION (USE CLASS C1 - HOTELS), THE VARIATION OF CONDITION 2 OF PLANNING PERMISSION 9/2011/0769 TO ALLOW THE GRANNY ANNEXE TO BE USED AS EITHER ACCOMMODATION FOR EITHER MEMBERS OF THE HOUSEHOLD OF THE OLD RECTORY OR BY DOMESTIC STAFF OR SELF-CONTAINED HOLIDAY ACCOMMODATION AND THE VARIATION OF CONDITION 4 OF PLANNING PERMISSION 9/2014/0238 TO ALLOW THE CARERS ACCOMMODATION TO BE USED AS ACCOMMODATION FOR EITHER MEMBERS OF THE HOUSEHOLD OF THE OLD RECTORY OR BY DOMESTIC STAFF OR SELF-CONTAINED HOLIDAY ACCOMMODATION AT THE OLD RECTORY CHURCH ROAD EGGINTON DERBY**

RESOLVED:-

That permission be granted as recommended in the report of the Director of Community & Planning Services.

Councillor Mrs Brown returned to the Chamber at 7:20pm.

PL/79 **OUTLINE APPLICATION (ALL MATTERS EXCEPT FOR ACCESS TO BE RESERVED) FOR THE RESIDENTIAL DEVELOPMENT OF UP TO 34 DWELLINGS ON LAND AT SK3825 9087 JAWBONE LANE KINGS NEWTON DERBY**

The Principle Area Planning Officer reported additional comments received.

Ms Jessica Long (objector) and Mr Tom Collins (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Hewlett addressed the Committee as local Ward Member for Melbourne highlighting that the site is located outside the village confine, its effects on the setting of the Kings Newton conservation area, and due to the requirements set in the Local Plan, there being no additional need for this development.

RESOLVED:-

That planning permission not be granted as recommended in the report of the Director of Community & Planning Services.

PL/80 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it was likely, in view of the nature of the business to be

transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT MINUTES

The Exempt Minutes of the meeting held on the 28th June 2016 (PL/21-PL/23) and 19th July 2016 (PL/33-PL/34) were taken as read, approved as a true record and signed by the Chairman.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE No 11.

The Committee was informed that no questions had been received.

The meeting terminated at 7.35pm.

COUNCILLOR A ROBERTS

CHAIRMAN

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

29th September 2016

PRESENT:-

Conservative Group

Councillor Watson (Chairman), Councillor Muller (Vice-Chairman) and Councillors Mrs Brown, Ford, Mrs Hall, Mrs Patten, Mrs Plenderleith (substituting for Councillor Roberts), Stanton and Wheeler (substituting for Councillor Coe)

Labour Group

Councillors Chahal, Shepherd, Taylor and Tilley

In attendance

Councillor Atkin (Conservative Group)

EDS/29 **APOLOGIES**

Apologies for absence from the meeting was received from Councillors Coe and Roberts (Conservative Group)

EDS/30 **MINUTES**

The Open Minutes of the Meetings held on 18th August 2016 were noted, approved as a true record and signed by the Chairman.

EDS/31 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

EDS/32 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from Members of the Public had been received.

EDS/33 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

EDS/34 REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE

The Committee was informed that there were no Overview & Scrutiny Committee reports for it to consider.

MATTERS DELEGATED TO COMMITTEE**EDS/35 ADOPTION OF MODEL CONDITIONS AND GUIDANCE FOR DOG BOARDING ESTABLISHMENTS UNDER THE ANIMAL BOARDING ACT 1963****RESOLVED:**

Members approved the conditions and guidance contained in Appendix 1 to the report relating to dog boarding establishments, to come into effect upon adoption by Council.

EDS/36 KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT**RESOLVED:**

Members noted the performance of the Licensing Department in relation to the Key Performance Indicators.

EDS/37 SOUTH DERBYSHIRE ECONOMIC DEVELOPMENT STRATEGY 2016-2021

The Economic Development Manager presented the report to Committee.

Councillor Ford commended the report, but queried the impact of the Burton Technical College's non-opening. The Economic Development Manager confirmed that this was an unfortunate development, given the growing demand for engineering courses, being met locally in Derby and Uttoxeter.

Councillor Taylor stated that whilst economic development has a good record, he had concerns regarding its sustainability, given the supply of sites for industrial / employment use, rather than residential. The Planning Services Manager confirmed that although such sites could be targeted for residential development, Planning tried to protect a number of such sites for industrial / employment use.

Councillor Mrs Brown queried Assisted Area Awards. The Economic Development Manager clarified that these were recommended by national government and backed by the European Union, allowing for a higher level of assistance where grants were made. Award status had been made to three areas within the District, but that to date no applications had been made for assistance.

Councillor Stanton requested an update on the broadband project. The Economic Development Manager confirmed that the project was still rolling out across the county, with more funding being applied for, but acknowledged that it was still difficult for isolated businesses in rural areas.

Councillor Tilley referred to the Young Enterprise Challenge, enquiring if, as many Derbyshire schools participate in the Staffordshire Challenge, they could also participate within Derbyshire. The Economic Development Manager stated that this was not an issue, adding that the scheme had been successfully piloted with the William Allitt School.

RESOLVED:

Members approved the new South Derbyshire Economic Development Strategy 2016-2021.

EDS/38 **RIVER MEASE DEVELOPER CONTRIBUTION SCHEME 2**

The Planning Policy Manager presented the report to Committee.

Councillor Atkin queried the sums of monies expected against those sums collected and where the monies were spent. The Planning Policy Manager confirmed that monies were due once development commenced and were spent on primarily short-term mitigation projects (longer term measures falling to Severn Trent). The Planning Services Manager added that the sums contributed to a group fund, targeted at sites along the River Mease, not necessarily within South Derbyshire, but on mitigation measures that benefited South Derbyshire development. Councillor Mrs Brown queried the phosphate levels quoted in the report. The Planning Services Manager referred to information supplied by Natural England and the Environment Agency, responsible for this matter.

RESOLVED:

- 1) Members considered the content and scope of the River Mease Developer Contribution Scheme 2 (DCS2) and the representations received through the consultation on the Draft DCS2.***
- 2) Members agreed that the River Mease Programme Board be informed that the Authority continues to endorse the principle of levying a charge at the rates set out in the DCS2 for new development which reflect the costs of mitigation to offset the impacts of new development consistent with Policy SD3 Aiv) (Sustainable Water Supply, Drainage and Sewerage Infrastructure) of the Adopted Local Plan Part 1.***
- 3) Members approved the publication of the charging schedule on the Council's website following adoption of the Scheme.***

EDS/39 **PLANNING POSITION STATEMENT**

RESOLVED:

Members endorsed the content of the Planning Position Statement at Appendix 1 to the report and agreed to its publication on the Council's website.

EDS/40 **DRAFT LOCAL PLAN PART 2 CONSULTATION RESPONSES**

The Planning Policy Manager presented the report to Committee.

The Chairman commended the contents of the report, finding it useful information that could be relayed at Parish Council Meetings.

Councillor Mrs Brown queried how influential responses were in making revisions to the proposals. The Planning Policy Manager confirmed that all comments were considered, some taken forward, with reasons given as to why others were not, all available on the website in summarised form.

RESOLVED:

Members noted the content of the report.

EDS/41 **LOCAL PLAN PART 2 – REGULATION 19 CONSULTATION**

The Planning Policy Manager presented the report to Committee, highlighting two amendments to the report – to remove item 1 at 3.5 and to also add, for the Hilton site, up to 43 dwellings, not 40.

Councillor Mrs Plenderleith queried the position in relation to green spaces. The Planning Policy Manager confirmed that further correspondence was due to be issued, outlining the revised timetable.

The Chairman confirmed that the aim was to submit the Local Plan Part Two to Council in January, for referral on to the Planning Inspectorate.

RESOLVED:

Members approved the Pre-Submission Local Plan Part 2 at Appendix 1 to the report, for the purposes of a six week public consultation period from 14th October to 25th November 2016.

EDS/42 **WORK PROGRAMME 2016/17**

RESOLVED:

That the Committee considered and approved the updated work programme for 2016/17.

EDS/43 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the

remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meeting held on the on 18th August 2016 were received.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee were informed that no exempt questions from Members of the Council had been received.

SOUTH DERBYSHIRE BUILDING CONTROL SERVICE

Members approved the recommendations contained in the report.

The meeting terminated at 7.05pm.

COUNCILLOR P WATSON

CHAIRMAN

LICENSING AND APPEALS SUB-COMMITTEE

6th October 2016 at 10.00am

PRESENT:-

Members of the Licensing and Appeals Sub-Committee

Councillor Mrs Patten (Chairman), Councillor Mrs Plenderleith (Conservative Group) and Councillor Richards (Labour Group)

District Council Representatives

A Kaur (Legal and Democratic Services Manager), M Lomas (Licensing Officer), F Tucker (Trainee Licensing Officer), R Pabla (Democratic Services Officer) and C Tyler (Democratic Services Officer)

In attendance

Councillor Harrison (Conservative Group)

LAS/19 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received

LAS/20 **DECLARATION OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received

MATTERS DELEGATED TO SUB-COMMITTEE

LAS/21 **DETERMINATION OF AN APPLICATION FOR THE GRANT OF A PREMISES LICENCE – KINARA RESTAURANT, CASTLE WAY, WILLINGTON, DERBYSHIRE, DE65 6BT.**

The Sub-Committee considered an application for a Premises Licence for Kinara Restaurant, Castle Way, Willington, Derbyshire, DE65 6BT.

RESOLVED:-

That the application for a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the signed minute book at “SMB1”.

LAS/22 **DETERMINATION OF AN APPLICATION FOR THE VARIATION OF A PREMISES LICENCE – AMALFI WHITE BAR AND RESTAURANT, DERBY ROAD, MELBOURNE, DERBYSHIRE, DE73 8FE.**

The Sub-Committee considered an application for the variation of a Premises Licence for Amalfi White Bar and Restaurant, Derby Road, Melbourne, Derbyshire, DE73 8FE.

The following individuals attended the Meeting and addressed the Sub-Committee.

Katie Austin referred to the representation previously submitted and further advised the Sub-Committee the premises had changed the nature of the original business. She stated the rubbish bins were not collected after 9am, as stated by the Applicant, and submitted a photograph showing bins being emptied whilst still dark. Ms Austin believed taxis should have a pick up and drop off zone away from the residents' properties. She went on to say bottle bins were emptied very late, up to 1am, which caused disturbance, as did staff smoking in the alleyway between the premises and properties.

Henry Hudson referred to the representation previously submitted and further advised the premises was operating after permitted hours and played video evidence to the Sub-Committee. Mr Hudson advised taxis were noisy and as it was a busy residential road, the level of activity at the front of the premises was a danger to the public. He advised there was no attempt from staff to move people on from outside the building. He advised the Sub-Committee the decision to buy a house close to a licensed premises was taken carefully. He went on to advise he had made complaints to the premises and did not believe staff addressed issues at the premises. He also stated the bins were emptied early morning and drinking outside continued until the early hours.

Rachael Everard referred to the representation previously submitted and further stated the premises were in a conservation area, she could hear song lyrics and speeches when weddings were held at the premises. She advised she had contacted both the premises and the Police. She stated the noise continued late into the night. Ms Everard advised she wished to speak as she believed the final comment in the statement submitted by the Applicant was inappropriate.

Sally James elected not to address the Sub-Committee verbally, referring to the representation previously submitted.

Jennifer Owen referred to the representation previously submitted and further stated the area at the front of the premises was a very small area, people smoked there and glasses were left there. She stated in the alleyway staff were loud. She advised she had lived at her property prior to the premises and they, therefore, needed to be considerate. Ms Owen advised her sleep was disturbed and she could hear vibrations from the premises. She advised she had been asked to complete log sheets by Environmental Health upon complaint. She further advised although there was a noise limiter in the ballroom, she could still hear music. She further highlighted issues with parking. She advised the Sub Committee she believed the problems would increase with increased hours.

Terry Potts advised he lived immediately next door to the premises. He informed the Sub-Committee he suffered from noise nuisance. He stated he lets his property out, which was becoming increasingly difficult. He advised the Sub Committee in 2013 he received a letter from the Applicant regarding the premises and how they would address any issues. He stated the Applicant appeared to be saying the same now. He advised he did not feel the management had any control over people leaving the premises and he would like to know what training they would have in managing the public. He believed the premises was becoming a nightclub environment, rather than a family restaurant.

Greg Smith advised his property was adjacent to the premises. He advised the Sub-Committee he experienced some of the same problems already described by residents. He highlighted he also suffered from noise from the beer garden and music being left on overnight. He advised he was woken by staff drinking in the garden at midnight. He advised his children were also disturbed. Mr Smith stated assurances had previously been made when the premises opened. He questioned the management and believed an extension of hours would make the situation more unbearable.

Steve Spear stated lack of representations from Responsible Authorities had not been helpful to the Sub-Committee, but complaints had been made to them. Mr Spear stated perhaps the Sub-Committee may wish to delay their decision. He went on to say he understood the Sub-Committee was in the hands of Responsible Authorities and they had a duty to act on their behalf. He further stated there was a duty to act consistently and believed there was a danger of escalation with neighbouring premises. Mr Spear advised music could be heard from the premises in South Street. He stated the front of the premises was an issue, as other premises did not spill out onto the street. He stated the Amalfi needed to be good neighbours. He felt when people were waiting for taxis, they should wait inside. He felt all of these were crucial issues.

Elizabeth Devey Smith and Mark Clayton attended the Meeting, in support of the application, also addressing the Sub-Committee.

Elizabeth Devey Smith advised the premises was a large building, had been there a long time and was now a well run restaurant. She advised the Sub Committee she was asking for extra hours for commercial viability of the business. She informed the Sub-Committee she employed 25 staff. Ms Devey Smith stated it was important to get a fair and equitable ruling. She advised the core business was weddings and due to current licensable hours, music has to stop. She advised weddings were important in terms of the success of the business. Ms Devey Smith advised she had addressed other issues in the statement submitted to the Sub-Committee. With regard to the emptying of bins, Ms Devey Smith believed it was difficult later due to school and work traffic. She also maintained bottle bins were not emptied late at night. Ms Devey Smith requested the Sub-Committee grant the hours as requested on her application.

Members raised queries relating to duty manager responsibilities, use of the garden area, last orders policy, the sound limiter, noise control, smoking at the premises, designated premises supervisor presence, front of house policy, taxi management, waste collection and communication with residents and other businesses in the area. Ms Devey Smith responded to the above queries.

Residents also raised queries relating to designated smoking areas, additional glazing, staff training, control of live music, noise management, fire procedures, monitoring of CCTV, use of bottle bins, communication and compliance issues with existing licence. Ms Devey Smith responded to the above queries.

RESOLVED:-

That the application for the variation of a Premises Licence be granted, subject to conditions, as detailed in the Decision Notice, a copy of which is incorporated in the signed minute book at "SMB1".

LAS/23 **DETERMINATION OF AN APPLICATION FOR THE VARIATION OF A PREMISES LICENCE – BROBOT PETROLEUM LTD, A28 SOUTHBOUND DERBY, EGGINTON, DERBYSHIRE, DE65 6GY.**

The Sub-Committee considered an application for the variation of a Premises Licence for Brobot Petroleum Ltd, A38 Southbound Derby, Egginton, Derbyshire, DE65 6GY.

Ms Sabrina Cader, representing Brobot Petroleum Ltd, attended the Meeting and addressed the Sub-Committee.

RESOLVED:-

That the application for the variation of a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the signed minute book at "SMB1".

The Meeting terminated at 2.30pm.

COUNCILLOR MRS J PATTEN

CHAIRMAN

HOUSING AND COMMUNITY SERVICES COMMITTEE

6th October 2016

PRESENT:-

Conservative Group

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman) and Councillors Billings, Mrs Coyle, Grant, Mrs Hall (substituting for Councillor Coe), Muller, Swann and Mrs Wyatt

Labour Group

Councillors Rhind, Richards, Mrs Stuart and Taylor

In attendance

Councillors Atkin (Conservative Group) and Shepherd (Labour Group)

HCS/35 **APOLOGIES**

Apologies for absence were received from Councillor Coe (Conservative Group).

HCS/36 **MINUTES**

The Open Minutes of the Meeting held on 25th August 2016 were noted and approved as a true record and signed by the Chairman.

Councillor Richards made reference to the appointment of a Chestnut Avenue caretaker and queried the recruitment process. The Director of Community and Planning Services confirmed that a recruitment exercise had been undertaken for both this role and that of Town Hall caretaker.

HCS/37 **DECLARATION OF INTEREST**

The Committee was informed that no declarations of interest had been received.

HCS/38 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

HCS/39 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

HCS/40 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

HCS/41 **PRIVATE SECTOR HOUSING RENEWAL POLICY**

The Environmental Health Manager presented the report to Committee.

Councillor Taylor queried the nature of enforcement action in the private rented sector. The Environmental Health Manager confirmed that action was currently reactive due to resources, but that once legal action had been initiated, tenancies were protected, each case being dealt with on its own merits. Councillor Smith suggested publicity to make landlords aware of potential action. The Environmental Health Manager referred to recent Facebook campaigns.

Councillor Richards referenced the eligibility criteria for grants, especially for those with disabilities. The Environmental Health Manager clarified the criteria for the Healthy Homes Grant, adding that as many referrals are GP or officer sourced, these individuals invariably satisfy the requirements.

Councillor Grant commented on the empty property grant. The Environmental Health Manager confirmed that long term empty properties had been identified and were being targeted in order to return them to the housing market, with grant assistance where required. Councillor Muller queried the financial situation. The Environmental Health Manager confirmed that monies were recouped wherever possible, by way of works by agreement payment arrangements or by lodging a claim against the property, for example.

Councillor Mrs Coyle queried the impact of the NHS Sustainability and Transformation Plans, aimed at freeing up hospital beds. The Environmental Health Manager confirmed that this initiative was likely to increase demand for suitable housing, but as it was currently difficult to forecast the level of increase, the situation was being monitored.

RESOLVED:

Members approved the revised Private Sector Housing Renewal Policy.

HCS/42 **HOUSING ASSET MANAGEMENT STRATEGY 2016 - 2046**

The Housing Asset Manager presented the report to Committee, confirming that the Action Plan element was to be completed and circulated shortly.

Councillor Muller led Members in commending the officers for this document.

RESOLVED:-

Members approved the adoption of the 30 Year Housing Asset Management Strategy for the period 2016-2046.

HCS/43 **SOUTH DERBYSHIRE CYCLING PLAN 2016 – 2021**

The Director of Community and Planning Services presented the report to Committee, emphasising that South Derbyshire was the first Council in Derbyshire to adopt a Cycle Plan.

Councillor Grant referred to the aim of holding ‘one large cycle promotion event per year’ by 2021, stating that this should be amended to read ‘at least one’, a suggestion agreed by Committee.

Councillor Smith praised achievements to date, noting in particular the success of the Women’s Cycling Tour of Britain’s passage through South Derbyshire in the summer.

RESOLVED:-

Members approved the South Derbyshire Cycling Plan for the period 2016-2021

HCS/44 **COMMITTEE WORK PROGRAMME**

RESOLVED:-

Members considered and approved the updated work programme.

HCS/45 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meeting held on 25th August 2016 were received.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

STENSON FIELDS COMMUNITY FACILITY

RESOLVED:-

Members approved the recommendations in the report.

The Meeting terminated at 6:45pm.

COUNCILLOR J HEWLETT

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

13th October 2016

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillors Atkin, Mrs Coyle, Mrs Hall (substituting for Councillor Smith), Watson and Wheeler

Labour Group

Councillors Rhind, Richards, Southerd and Mrs Stuart (substituting for Councillor Wilkins)

In Attendance

Councillor Shepherd

FM/72 **APOLOGIES**

Apologies were received from Councillors Mrs Coe, Hewlett, Mrs Plenderleith, Smith (Conservative Group) and Wilkins (Labour Group)

FM/73 **MINUTES**

The Open Minutes of the Meeting held on 21st June 2016, 21st July 2016 and 1st September 2016 were taken as read, approved as a true record and signed by the Chairman.

FM/74 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

FM/75 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/76 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

FM/77 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no reports of the Overview & Scrutiny Committee to consider.

FM/78 **AUDIT SUB-COMMITTEE**

The Minutes of the Audit Sub-Committee Meetings held on 21st September 2016 were submitted.

RESOLVED:-

That the Minutes of the above Audit Sub-Committee Meetings be received and any recommendations contained therein approved.

FM/79 **UPDATE ON THE COUNCIL'S MEDIUM TERM FINANCIAL POSITION**

The Director of Finance and Corporate Services presented the report to Committee, highlighting key factors that may impact on the financial position in relation to the General Fund and the Housing Revenue Account.

It was reported that based on current forecasts, the level of the General Reserve fund remained healthy. However, due to the impact of the reduction of core funding, projections showed that the budget deficit would take effect from 2018/19 onwards. The Director of Finance and Corporate Services advised that key budget saving areas were the leisure facility management contract, the pay award for the next two years combined with the revised pay and grading structure being lower than that budgeted. The Director informed the Committee that a separate report would be presented at a later date to propose the reinvestment of a proportion of the leisure management savings into playschemes. It was highlighted and agreed that remedial measures needed to be in place in order to maintain a resilient and sustainable financial position.

The Director of Finance and Corporate Services reported that the Housing Revenue Account was in a tighter position than the General Reserve Fund. This was predominantly due to the change in legislation to reduce rental of Council Houses by 1% per year to 2020 and therefore had placed pressure on income revenues.

Councillor Richards addressed the Committee advising that a presentation was being held by East Midlands Council with representatives from the Local Government Association regarding apprenticeship schemes. The Chief Executive informed the Committee that a government-assisted company had presented to Officers on the apprenticeship levy.

Councillor Atkins led Members in commending and thanking the Director of Finance and Corporate Services and his team for their hard work and efforts.

RESOLVED:

- 1.1 Members approved the updated financial projections on the General Fund to 2022 and the Housing Revenue Account to 2027 as detailed in the report.***
- 1.2 Members agreed that the financial projections provided the basis for planning purposes and for setting the General Fund and Housing Revenue Account's Base Budgets for 2017/18.***
- 1.3 Members approved the Protocol for the control and use of Earmarked Reserves as detailed in Appendix 3.***

FM/80 PROPOSED LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18

The Director of Finance and Corporate Services delivered the report to the Committee, outlining the options available to members with regards to alternative schemes and the Compensation Grant. Members were advised that the current scheme was cost effective given that changes including reduction of tax credits had been absorbed in the collection fund and the cost of the scheme was reducing whilst being implemented. A discussion ensued as to whether the Compensation Grant be transferred in its entirety, withheld or reviewed. Members decided to continue to transfer the grant.

RESOLVED:

- 1.1 Members agreed that the existing Local Council Tax Support Scheme currently in place be continued and adopted for 2017/18.***
- 1.2 Members noted that the detailed parameters would be reported to Full Council on 19th January 2017.***
- 1.3 Members reviewed the current Compensation Grant, associated with the Council's Support Scheme, paid to Parish Councils. No changes were recommended.***

FM/81 RISK BASED VERIFICATION FRAMEWORK FOR HOUSING BENEFIT

The Director of Finance and Corporate Services delivered the report to the Committee.

RESOLVED:

- 1.1 Members approved that the process of Risk Based Verification for Housing Benefit and Council Tax Reduction Scheme claims be extended to include Change of Circumstances.***
- 1.2 Members agreed that the Risk Based Verification Scheme Policy be updated to include Change of Circumstances.***
- 1.3 Members consented to adopt broadly similar procedures of a risk based approach in respect of claims for Council Tax relief, exemptions and discounts.***

FM/82 ETWALL LEISURE CENTRE – OVERFLOW CAR PARK

The Director of Finance and Corporate Services delivered the report to the Committee outlining the proposal from John Port School to resolve the ongoing car parking issue. It was reported that the School has accepted that if the Section 106 funds were not made available, then John Port School would incur the cost.

RESOLVED:-

Members agreed that John Port School be reimbursed the Councils share of the cost of capital works from Section 106 funds received for that purpose.

FM/83 **COMMITTEE WORK PROGRAMME**

RESOLVED:-

Members considered and approved the updated work programme.

FM/84 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

The meeting terminated at 6.40pm.

COUNCILLOR J HARRISON

CHAIRMAN

OVERVIEW AND SCRUTINY COMMITTEE

19th October 2016

PRESENT:-

Conservative Group

Councillor Mrs Farrington (Chairman), Councillor Swann (Vice-Chairman)
and Councillors Billings and Mrs Patten

Labour Group

Councillor Dunn

In attendance

Councillor Atkin

OS/19 **APOLOGIES**

Apologies were received from Councillors Mrs Coe (Conservative Group),
Bambrick and Dr Pearson (Labour Group)

OS/20 **MINUTES**

The Open Minutes of the Meetings held on 22nd June 2016 and 7th September
2016 were taken as read, approved as a true record and signed by the
Chairman.

OS/21 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

The Committee were informed that no declarations of interest from Members of
the Council had been received.

OS/22 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO
COUNCIL PROCEDURE RULE NO. 10**

The Committee were informed that no questions from members of the Public
had been received.

OS/23 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO
COUNCIL PROCEDURE RULE NO. 11**

The Committee were informed that no questions from Members of the Council
had been received.

OS/24 **NATIONAL HEALTH SERVICE DERBY & BURTON HOSPITALS UPDATE**

Gavin Boyle, Chief Executive, Derby Teaching Hospitals and Alison Wynne, Director of Strategy and Partnerships, Burton Hospitals attended the Meeting and provided the Committee with an update on the organisation's collaborations plans.

Members raised queries relating to meeting the health needs resulting from housing / population growth, joint procurement, hospital choice, staffing numbers and Dementia Friendly information, points responded to by the NHS representatives.

The Chairman led Members in thanking Mr Boyle and Ms Wynne for their attendance and presentation.

OS/25 **EAST MIDLANDS AMBULANCE SERVICE UPDATE**

Annie Palmer, External Relations and Engagement Manager attended the Meeting and addressed the Committee, highlighting the organisation's actions aimed at improving its service provision. Apologies were proffered on behalf of Martin Watts, General Manager, who was unable to attend the Meeting at short notice.

Members raised queries regarding the number of ambulances in service, emergency call categories, the impact of calls referred by the 111 service and difficulties in attaining GP appointments and the eight minute response target, points Ms Palmer responded to.

The Chairman led Members in thanking Ms Palmer for her attendance and presentation.

Councillor Dunn, whilst welcoming the information relayed during the above presentations, queried the Committee's role in such matters and its relevance to the Committee. The Chairman stated that any health related matter fell within the remit of the Committee with its overview responsibility on behalf of South Derbyshire residents.

OS/26 **SECTION 106 CONTRIBUTIONS UPDATE**

The Director of Community and Planning Services, in conjunction with Nwando Umeh, Commissioning Manager – Primary & Community Services, of the NHS Southern Derbyshire Clinical Commissioning Group, provided the Committee with an update on the current Section 106 Contributions situation.

The Chairman queried how the process might be improved and it was agreed that funding needs within South Derbyshire would be reviewed in an attempt to allocate the outstanding funds. The Vice-Chairman noted progress made by Ms Umeh's predecessor in the post and the Committee's role in aiding the process. Ms Umeh commented that, in relation to Section 106 matters, South Derbyshire was one of the more engaged authorities in the county.

The Chairman thanked Ms Umeh for attending the Meeting.

OS/27 **FESTIVAL OF LEISURE**

The Director of Community and Planning Services delivered an update to the Committee, emphasising the joint aims of keeping net costs to a minimum and maximising community participation.

Members raised queries relating to the inclusion and engagement of other areas in the District, as well as the benefits of the revenue generated by those attending these local events, far outweighing costs incurred in their provision. The Director responded to these matters, also outlining plans for the 2017 event.

OS/28 **MEMBER IT PROVISION UPDATE**

The Director of Finance and Corporate Services presented the report to Committee. Members considered the report's content and discussed options as to how replacement iPads could be assessed by the Committee and delivered to the wider Member group.

RESOLVED:-

Members agreed that the option of replacing iPads with a more suitable device to meet the updated needs of Members be pursued.

OS/29 **TRIDENT MEETING UPDATE**

The Chairman provided feedback on the Trident meeting, reporting that residents had since reported positive outcomes.

Councillor Dunn, having noted the contents of the feedback, queried the situation regarding unit valuation at the Oaklands location, a point the Chairman stated could be raised at a future meeting with Trident. The Vice-Chairman emphasised the need to establish working relationships with such organisations and the role the Committee had in this endeavour.

OS/30 **STREETSCENE & RECYCLING / BULKY WASTE COLLECTIONS**

The Director of Housing and Environmental Services referred to the scoping documents circulated to Committee Members.

Members requested that the criteria of the reports be expanded to include options relating to a zero tolerance policy to littering, disposal costs (although it was noted that some of these fell outside the Council's remit), resource provision and fly tipping prevention / prosecution activities. Reports would be compiled relating to the above topics, for submission to the Committee at its December meeting.

OS/31 **COMMITTEE WORK PROGRAMME 2016-17**

The Committee considered and approved the updated work programme.

RESOLVED:-

Members considered and agreed the proposed Committee Work Programme for 2016/17.

OS/32 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee were informed that no exempt questions from Members of the Council had been received.

The Meeting terminated at 8.05pm.

COUNCILLOR MRS FARRINGTON

LICENSING AND APPEALS SUB-COMMITTEE

20th October 2016 at 10.00am

PRESENT:-

Members of the Licensing and Appeals Sub-Committee

Councillor Mrs Patten (Chairman), Councillor Muller (Conservative Group) and Councillor Rhind (Labour Group)

District Council Representatives

A Kaur (Legal and Democratic Services Manager), M Lomas (Licensing Officer), K Tucker (Trainee Licensing Officer) and C Tyler (Democratic Services Officer)

LAS/24 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received

LAS/25 **DECLARATION OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received

MATTERS DELEGATED TO SUB-COMMITTEE

LAS/26 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

REVIEW OF A PRIVATE HIRE DRIVER'S LICENCE (Paragraph 1)

The Sub-Committee considered an application for a Private Hire Driver's Licence, based on the evidence before them.

The Meeting terminated at 10.20am.

COUNCILLOR MRS J PATTEN