



4 September 2014

Committee Manager: Jane Fulton (Ext 37611)

ELECTORAL REVIEW SUB COMMITTEE

A meeting of the Electoral Review Sub-Committee will be held in **Bognor Regis Town Hall, Council Chamber on Thursday, 18 September 2014 at 6.00pm** and you are requested to attend.

Members: Councillors Gammon (Chairman), L Brown [Vice-Chairman], Bower, Brooks, Mrs Brown, Dendle, Northeast and Oppler.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

3. *MINUTES

To approve as a correct record the Minutes of the meeting held on 24 July 2014 (as attached).

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. *COMMUNITY GOVERNANCE REVIEW

This report asks Members of the Sub-Committee to make recommendations to Full Council on the 5th November on their preferred options for the outcomes of the Community Governance Reviews which affect the parishes of Felpham, Ford, Middleton-On-Sea and Yapton.

6. *POLLING STATION REVIEW 2013/15

The Review of Polling Districts, Polling Places and Polling Stations (Parliamentary Elections) Regulations 2006 require the Council to conduct a formal review of its polling districts, places & stations. The 2013/15 review has been undertaken in two stages. Firstly, in preparation for the European Election held on 22 May 2014; and secondly, using the feedback from this election to inform the final stage of the review. This report sets out the findings of this review and seeks agreement to the polling districts and polling stations/places to be used for future elections. This report is being presented to the Electoral Review Sub-Committee for recommendation to Full Council, to comply with regulations.

(Note: *Indicates report is attached for all Members of the Council and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or can be viewed on the Council's web site by visiting **www.arun.gov.uk**).

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Chairman and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/ Cabinet Member can attend the meeting.)

Subject to approval at the next meeting

ELECTORAL REVIEW SUB-COMMITTEE

24 July 2014 at 6.00 pm

Present:- Councillors Gammon (Chairman), L Brown (Vice-Chairman), Bower, Brooks and Mrs Brown.

Councillors English and Mrs Oakley were also present.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Oppler.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

3. MINUTES

The Minutes of the meeting held on 20 March 2014 were approved by the Sub-Committee as a correct record and signed by the Chairman.

4. MEETING START TIMES

The Committee

RESOLVED

That its start times for meetings during 2014/2015 be 6.00 pm.

5. COMMUNITY GOVERNANCE REVIEW

The Head of Policy and Partnerships presented the report on the outcomes of the consultation on the Community Governance Review. It was made clear that no decision would be made at this meeting but that the meeting had been convened so that Members could receive consultation results prior to recommendation required at the next meeting on 18 September 2014.

Members were referred to the Electoral Sub-Committee Minutes on 20 March 2014, Proposal A – from Yapton Parish Council affecting Middleton On Sea Parish Council, where the committee had been keen to know what the rateable value was of plots of land in the area and the position of ecclesiastical boundaries. In response to this, it was explained that there was no identifiable rateable value as there were no affected properties and the office of the Bishop of Chichester could not identify ecclesiastical boundaries and thought Parish Boundaries were used.

Subject to approval at the next meeting

It was noted that a key part of the review was to consult on the proposals with the community and interested parties. This consultation had taken place over the period 28 May 2014 to 3 July 2014. The Head of Policy and Partnerships informed the Sub-Committee that the following people and organisations were directly asked for their views; West Sussex County Council Members and Officers, Arun District Council Members, Parish Clerks and Flansham (Hoe Lane) Residents.

The Policy and Research Officer presented the results of the survey to the Sub-Committee as follows:

Community Governance Review for the boundary between Yapton Parish and Middleton-on-Sea Parish [Proposal A]

- 5 of the 8 interested parties (invited consultees) responded
- 2 in favour moving the boundary and 3 for the boundary remaining unchanged
- Preferences are in line with the parish or ward each respondent represents.

Summary of reasons given for changing to Yapton

- Wishes of Flansham (Hoe Lane) residents to ultimately be placed in the Yapton ward/division for District and County Council election purposes. [N. B. The Local Government Boundary Commission requires direct road access to Yapton village from Hoe Lane for this to happen].

Summary of reasons given for remaining as Middleton-on-Sea.

- Three issues over which Middleton residents must retain Parish representation are: the capped oil well at the north east corner of the site; Comet Corner road improvement proposals; and surface water flooding problems - 90% of this water goes into Ryebank Rife." [This is at the northern edge of the existing parish boundary].

Community Governance Review for the boundary between Yapton Parish and Ford Parish [Proposal B]

- 3 of the 6 interested parties (invited consultees) responded
- All 3 support this becoming part of Yapton Parish.

Summary of reasons given for changing to Yapton.

- Existing parish boundaries can become anomalous as new houses are built across them resulting in people being in different parishes from their neighbours. A review of parish boundaries is an opportunity to put in place boundaries tied to firm ground detail.

Subject to approval at the next meeting

Community Governance Review for Flansham (Hoe Lane) [Proposal C]

- This review directly affected existing residents, so in addition to consulting interested parties, all residents living in the Flansham (Hoe Lane) area were consulted
- 7 of the 11 interested parties (invited consultees) responded. In addition, the Flansham Residents' Association submitted a response
- Apart from one ADC Member, preferences are in line with the parish or ward each respondent represents
- The survey of interested parties (invited consultees) shows 50% in favour of becoming part of Felpham Parish and 50% in favour of remaining part of Yapton Parish
- The survey of Hoe Lane residents was overwhelmingly in favour of remaining part of Yapton Parish, with 96% expressing this view.

Summary of reasons given for changing to Felpham

- Parish boundaries should follow District and County boundaries
- Hoe Lane has been served well by Felpham at District and County level
- Felpham Parish Council recognises that Hoe Lane will be a rural community in its own right if it becomes part of Felpham Parish
- If Yapton does not succeed in gaining direct road access to Hoe Lane it will only be directly accessible from Felpham.

Summary of reasons for remaining as Yapton

- The wishes of Hoe Lane residents to remain within the Parish of Yapton
- The new North Bognor Relief Road is a clearly defined boundary between Flansham (Hoe Lane) and Felpham
- Flansham is rural, not urban. Felpham is urbanised
- Flansham has long ties with Yapton

The Sub-Committee noted the consultation results and briefly discussed the outcomes. Comment was made that a Parish should not include an area that has no direct links to it. An alternative view was put forward that it is irrelevant if an area like Hoe Lane is detached from Yapton as there are important historical links.

Following Member's questions on the administration of the survey which were responded to at the meeting the Committee noted the report.

The Head of Policy and Partnerships outlined the next steps. At the next meeting of the Sub-Committee, Members would receive a report on all parts of the Community Governance Review. Members were informed that the conclusions to that report would provide a range of options on what recommendations could be made to Full Council.

(The meeting concluded at 6.34pm)

AGENDA ITEM NO.5ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 18th SEPTEMBER 2014

Decision Paper

Subject : Community Governance Review – Recommendations to Full Council

Report by : Paul Askew – Head of Policy and Partnerships

Report date : September 1st 2014

EXECUTIVE SUMMARY

This report asks Members of the Sub-Committee to make recommendations to Full Council on the 5th November on their preferred options for the outcomes of the Community Governance Reviews which affect the parishes of Felpham, Ford, Middleton-on-Sea and Yapton.

RECOMMENDATIONS

That the sub-committee should make recommendations to full Council based on the options laid out in paragraph 2.3 giving full reasons for their decision

1.0 INTRODUCTION

1.1 The Council is currently undertaking three Community Governance Reviews. They are:

- Proposal 1: Request by Yapton Parish Council to move their boundary with Ford Parish Council eastwards to encompass the new housing development which is due to be built off Goodhew Close.
- Proposal 2: Request by Yapton Parish Council to align the Southern boundary of their parish with Middleton-on-Sea to the line of the A259.
- Proposal 3: Request by Felpham Parish Council to align their parish boundary with Yapton in line with the District and County electoral boundaries.

- 1.2 The original requests for the reviews are shown as Appendix 1. Maps showing the proposed changes will be available at the meeting.
- 1.3 There were presentations to this sub-committee on the 20th March from Felpham, Middleton-on-Sea and Yapton on the proposals and the remaining Parish – Ford - made written representations. The accompanying written evidence to the presentations is shown as Appendix 2
- 1.4 On the 24th July the sub-committee received a report on the outcomes of consultation. The report outlining the results of the consultation is shown as Appendix 3.

2.0 OPTIONS FOR THE RECOMMENDATIONS

- 2.1 The sub-committee is now being asked to make recommendations to Full Council on the 5th November 2014 on what the outcome of the Community Governance Reviews will be. The decision of Full Council will be implemented in time for the May 2015 elections.
- 2.2 In making their recommendations Members must take into account the evidence in front of them and the guidance from the DCLG. That guidance is shown as Appendix 4.
- 2.3 The sub-Committee are asked to make a recommendation on each of the three proposals. The following are the options that the sub-committee has on each proposal:

Proposal 1:

- Option 1: That following the Community Governance Review the sub-committee recommends that the boundary between Ford and Yapton be altered to include all of the new housing estate that is being built off Goodhew Close is included in the parish of Yapton
- Option 2: That following the Community Governance Review the sub-committee recommends that there is no change in the boundary between Ford and Yapton

Proposal 2:

- Option 1: That following the Community Governance Review the sub-committee recommends that the boundary be moved from its current position to be co-terminous with the A259.

- Option 2: That following the Community Governance Review the sub-committee recommends that there is no change in the parish boundary between Yapton and Middleton-on-Sea

Proposal 3:

- Option 1: That the parish boundary between Felpham and Yapton is altered so that it is the same as the District and County electoral boundary.
- Option 2: That following the Community Governance Review the sub-committee recommends that there is no change in the parish boundary between Felpham and Yapton

3.0 CONCLUSIONS

- 3.1 Members of the sub-committee are asked to make recommendations to Full Council on the three proposals. There are a range of factors Members should take into account. These include:

Public opinion

Governance arrangements

Views of other organisations

Views of elected members

- 3.2 Whatever options the sub-committee recommends it is important that the minutes of this meeting reflect the full reasons for the recommendation.

Background Papers: Previous reports to this sub-committee

Contact: Paul Askew – Head of Policy and Partnerships exn 37515

Liz Futch

From: Richard Wickens <Clerk@felphampc.gov.uk>
Sent: 25 June 2013 09:53
To: Liz Futch
Cc: paul@englishdynasty.com; dennis.peerman@googlemail.com
Subject: RE: Community Governance Review request - map

Liz,

The Parish Council have resolved that from a practical point of view, to avoid confusion and to ensure uniformity across all the electoral boundaries (ie Parish, District and County), that the Parish electoral boundary be the same as those for District and County Council elections. In this respect could you confirm whether or not you still require a map showing this?

As this decision has now been made by us I would be grateful if the District Council could now consider this for a determination by them.

If you require any further information then please don't hesitate to contact me.

Richard

From: Liz Futch [mailto:Liz.Futch@arun.gov.uk]
Sent: 12 June 2013 15:04
To: Clerk@felphampc.gov.uk
Cc: Nigel Lynn; Lauren Fairs-Browning
Subject: Community Governance Review request - map

Hi Richard

Just to let you know that I've managed to get the Engineers to produce a map for you to redraw the suggested boundary lines of the parish that your parish council are seeking to review. The resolution your council has already taken I understand refers to the area around Hoe Lane; if there is a wish to extend beyond this then a similar resolution would be required for this Council to consider. I've put this in this week's despatch for you.

Once we receive the proposals in map format, together with an explanatory note, then we will start consultation with the local councillors.

We look forward to hearing from you.

Best wishes

Liz

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Liz Futch | Head of Democratic Services, Arun District Council | Location: Second Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
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Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

Clerk of the Council
David Tansley

12 The Loop
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Bognor Regis
West Sussex PO22 7ND

Tel/Fax:
(01243) 582128

**Yapton
Parish
Council**

E-mail tansley@yaptonpc.gov.uk
Website www.yaptonpc.gov.uk

25 July 2013

Nigel Lynn
Chief Executive
Arun District Council
Maltravers Road
LITTLEHAMPTON
West Sussex
BN17 5LF

Dear Nigel

**Request for Community Governance Review
Proposals for the realignment of Yapton Parish Boundary**

At its meeting on 8 July 2013, Yapton Parish Council considered proposals for the realignment of parts of its boundary with Middleton-on-Sea and Ford.

Members noted that the proposals put forward were in line with Government's Guidance for Community Reviews and were aimed at addressing anomalies in the present arrangements.

In particular, in the case of the proposed change in the boundary with Middleton-on-Sea, the line proposed would reflect *'the people's choice'* (para 78 of the Government guidance) ie the strongly expressed wishes of Hoe Lane residents to remain within the Yapton Parish and also the need for a boundary to be reflected by a *'river, road or railway'* and a need for this *'to be, and likely to remain, easily identifiable'* (para 83).

With regard to the proposal for the realignment of the boundary with Ford, the Government guidance rightly points out that *'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'* (para 84). *'A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries'*. (para 85).

/continued overleaf

The Parish Council accordingly **resolved** that the following proposals to be submitted to Arun District Council for consideration as part of its community governance review:

(a) That the Yapton parish boundary with Middleton-on-Sea parish be realigned to make it coterminous with the A259 Bognor Regis to Littlehampton Road eastwards as far as the northern junction with Yapton Road (known as Comet Corner) (copy of map attached - Appendix A).

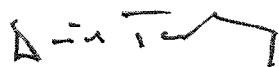
(b) That the Yapton parish boundary with Ford parish to be extended eastwards to incorporate the whole of the proposed new housing development off Goodhew Close (copy of map attached - Appendix B).

The first proposal (*Appendix A*) was being put forward with the strong support of the Flansham Residents' Association and follows on from a submission by the Parish Council in 2012 to the Boundary Commission to include the ward of Hoe Lane in Yapton for district and county council electoral purposes.

The second proposal (*Appendix B*) recognises the fact that the only access/egress to and from all the new houses will be via Goodhew Close in the parish of Yapton. The Council considered it was logical therefore and less confusing for the new residents to seek to adjust the existing boundary so that the whole of the new housing estate when built is regarded as part of the parish of Yapton.

I should be grateful if these proposals could be taken forward now as part of a community governance review.

Yours sincerely



Clerk of the Council

Electoral Services Sub Committee

20 March 2014

Community Governance Review

Statement by Yapton Parish Council

1. Background

1.1 Yapton Parish Council has been in existence since 1894. Historically its administrative boundary has always incorporated the main village of Yapton together with the neighbouring rural hamlets of Bilsham and Flansham. Yapton is essentially a rural village incorporating these hamlets and two conservation areas as well as a number of listed buildings including St Mary's Parish Church.

1.2 For voting purposes, Hoe Lane, Flansham, has some 92 electors. It was designated by the Local Government Boundary Commission for England in 2002 as a separate entity or ward within the parish of Yapton. This resulted in the anomaly whereby the residents who live in Hoe Lane vote for their ward representative on Yapton Parish Council but for District and County Council elections, they are deemed to be in Felpham and must vote for candidates who represent the Felpham East ward and Felpham division respectively.

1.3 Until the 2002 review the hamlet of Flansham (Hoe Lane) had always been warded as part of Yapton for District and County Council electoral purposes. The residents feel strongly (with which the Parish Council concurs) that they have a closer identity with the rural village of Yapton with its agricultural outskirts rather than the more urban environment of Felpham. This is evidenced by a petition and letters received. The residents sincerely believe that their interests are best served by being part of Yapton not only for Parish but also District and County Council electoral purposes. Similarly for planning purposes including the Neighbourhood Plan which is in the course of preparation, residents of Hoe Lane feel a much closer association with rural Yapton rather than the conurbation which is Felpham.

1.4 The land known as Site 6 to the eastern side of the Parish of Felpham which borders with the Parish of Yapton, is currently the subject of a large scale housing development with some 700 dwellings being built together with a Relief Road. The planned route of the Relief Road further exacerbates the sense of divide between the Hoe Lane, Flansham, community and neighbouring Felpham, as many of the residents have pointed out.

1.5 At its meeting on 12 March 2012 the Parish Council received a petition signed by the residents of Hoe Lane. The petition called on the Local Government Boundary Commission for England to return the hamlet of Flansham to the ward of Yapton for District Council electoral purposes. 15 letters and emails were also received by the Council from individual residents in support of the proposal.

1.6 The Parish Council at that meeting resolved to write to the Local Government Boundary Commission passing on the petition and letters and strongly supporting the residents of Hoe Lane in their request to revert back to the ward of Yapton for District and County Council as well as Parish Council electoral purposes.

2. The Local Government Boundary Commission and its recommendations

2.1 The last review was carried out by the Local Government Boundary Commission in 2012/13. The Parish Council made its representations to the Boundary Commission, supported by the Flansham Residents' Association, for the Flansham area to be placed in the Yapton ward for District Council electoral purposes. The Commission however in its final report published in 2013 turned down this request arguing that *'the settlement of Flansham is not directly linked to the remainder of Yapton Parish. Instead, residents must travel through neighbouring Middleton-on-Sea parish in order to reach the village of Yapton.'*

2.2 The report continued: *'Yapton Parish Council also stated that it was seeking to have the parish boundary of Middleton-on-Sea parish amended, so that in future Flansham would have access to the remainder of Yapton parish. Were this to be the case, the issue of access within Yapton parish would be resolved. (YPC underlining). It is, of course, open to the district council to undertake a community governance review, to seek related alterations to district ward boundaries. We will consider any such request received. However, we are only able to make our recommendations based on the boundaries as they exist at the moment'.*

2.3 At its meeting on 11 March 2013, in the light of the above comments, the Parish Council resolved to make representations to Arun District Council requesting that it undertook an early community governance review to cover the Hoe Lane area of Flansham and its respective boundaries with Felpham, Middleton-on-Sea and Yapton, with a view to realigning the boundary of Yapton with Middleton-on-Sea parish so that it is coterminous with the boundary of the A259 road.

3. Proposals for the realignment of Yapton Parish Boundary

3.1 At a subsequent meeting held on 8 July 2013, Yapton Parish Council considered a further report which set out proposals for the realignment of part of its boundary with the parish of Ford as well as the parish of Middleton-on-Sea.

3.2 The Council noted that the proposals put forward were in line with Guidance for Community Governance Reviews published jointly in March 2010 by the Communities and Local Government and the Local Government Boundary Commission for England. The proposals were aimed at addressing anomalies in the present arrangements.

3.3 In particular, in the case of the proposed change in the boundary with Middleton-on-Sea, the line proposed would reflect *'the people's choice'* (para 78 of the Government guidance) ie the strongly expressed wishes of Hoe Lane residents to remain within the Yapton Parish and also the need for a boundary to be reflected by a *'river, road or railway'* and a need for this *'to be, and likely to remain, easily identifiable'* (para 83).

3.4 With regard to the proposal for the realignment of the boundary with Ford, the Government guidance points out that *'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'* (para 84). *'A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries'*. (para 85).

3.5 The Parish Council accordingly **resolved** that the following proposals be submitted to Arun District Council for consideration as part of its community governance review:

(a) That the Yapton parish boundary with Middleton-on-Sea parish be realigned to make it coterminous with the A259 Bognor Regis to Littlehampton Road eastwards as far as the northern junction with Yapton Road (known as Comet Corner) (see copy of map enclosed - Appendix A).

(b) That the Yapton parish boundary with Ford parish to be extended eastwards to incorporate the whole of the proposed new housing development off Goodhew Close (see copy of map enclosed - Appendix B).

3.6 The first proposal (*Appendix A*) is put forward with the strong support of the Flansham Residents' Association and follow on from the submission by the Parish Council in 2012 to the Boundary Commission to include the ward of Hoe Lane in Yapton for district council electoral purposes.

3.7 The second proposal (*Appendix B*) recognises the fact that the only means of access/egress to and from all the new houses will be via Goodhew Close which is in the parish of Yapton. The Council considered it was logical therefore and less confusing for the new residents to seek to adjust the existing boundary so that the whole of the new housing estate when built is regarded as part of the parish of Yapton.

4. Consequential recommendations for related alterations to the boundaries of District Council wards and County Council divisions

4.1 This is covered in Section 6 of the Government guidance. Paragraph 179 states: *'In the interest of maintaining coterminosity between the boundaries of principal authority electoral area and the boundaries of parishes and parish wards, principal council 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'.*

4.2 If the Sub Committee agrees to support the Parish Council's submission in relation to Hoe Lane, Flansham, accordingly it is asked to consider making a recommendation to the Local Government Boundary Commission for the related alterations to the boundaries of the Felpham East ward and the Felpham Division to ensure full coterminosity with the Yapton parish boundary.

5. Conclusion

5.1 Yapton Parish Council respectfully asks that the Electoral Services Sub Commission supports its submission for the reasons set out above and in particular:

5.2 In the case of the proposal to move the southern boundary to the A259 Bognor Regis to Littlehampton road:

- i) It overwhelmingly reflects the wishes of the residents of Hoe Lane, Flansham, to remain part of the parish of Yapton and for electoral purposes to be represented by the District Councillors for the Yapton ward and the County Councillor for the Middleton (which includes Yapton) division;*
- ii) It accords with Government guidance on Community Governance Reviews;*

- iii) *Linked to this the District Council would then proceed to seek the approval of the Local Government Boundary Commission to amend the electoral boundaries so that it reverted back to the previous more logical position whereby Hoe Lane residents were represented by the District and County Councillors covering the Yapton area (para 4.2 refers).*

5.3 In the case of the proposal for the Yapton parish boundary to be moved eastwards to incorporate the whole of the proposed new housing development off Goodhew Close:

- i) *It seeks to avoid confusion for new residents moving into the new houses in that the whole of the new development would be within the parish of Yapton instead of being split between the two parishes;*
- ii) *Residents in Goodhew Close and neighbouring areas all look towards the services and facilities provided in the centre of Yapton village for their amenities;*
- iii) *It accords with Government guidance on Community Governance Reviews;*
- iv) *It seeks to reflect the wishes of both Parish Councils; it is understood that Ford Parish Council has no objection.*

David Tansley

Clerk of the Council
12 March 2014



Paul Askew

From: ford pc <fordparishcouncil@hotmail.com>
Sent: 19 March 2014 07:45
To: Paul Askew; felpham; Middleton Parish Council; YaptonPC
Cc: trevor ford
Subject: RE: Community Governance Review - Electoral Services Sub-Committee 20th March 2014

Dear Mr Askew

At the meeting of Ford Parish Council last night, the Community Governance Review was discussed.

The Council reviewed the proposal to move the Parish boundary which splits the new "Gleeson" development situated behind Goodhew Close in Yapton. The Council felt that to have the majority of a new development in Yapton and a few houses of the same development falling into the Parish of Ford would be confusing for all. The Council said that it was common sense to have the boundary moved to incorporate the whole of the new development into the Parish of Yapton.

Ford Parish Council voted unanimously to support the boundary move.

I would be grateful if you could arrange for this to be confirmed during your Committee meeting on 20th March.

With best regards
 Mrs Lisa Wilcock
 Clerk
 Ford Parish Council

From: Paul.Askew@arun.gov.uk
To: clerk@felphampc.gov.uk; fordparishcouncil@hotmail.com; mosclerk@btopenworld.com
Subject: Community Governance Review - Electoral Services Sub-Committee 20th March 2014
Date: Fri, 7 Mar 2014 11:09:04 +0000

Dear all,

At the Electoral Services Sub-Committee on the 20th March the Community Governance Review is the only substantive agenda item and as advised previously this is the opportunity for Yapton and Felpham Parish councils to present their proposals and for Ford and Middleton-on-Sea to make comments (plus Yapton to make comments on Felpham's proposals).

For the format I am looking for a 20 minute presentation from Yapton on their two proposals and a 15 minute presentation from Felpham on their proposal then 10 minute responses from Middleton –on-Sea, Ford and Yapton on their views about the proposals. There will then be questions from the Members of the Sub-Committee to all the parishes. I think that the key to the presentations is for Felpham and Yapton to outline what the proposal is; why the proposal has been made and what support in the community has there been for such proposals.

I am preparing a briefing note for all members of the Sub-Committee which will go to them at the end of next week. I will share this with all the Parishes.

I am quite happy for the Parishes to prepare any written submissions for the meeting.

After this stage we will move to a consultation exercise which will take place in April / May and June. The results of the consultation will be reported to the sub-Committee at its meeting on the 24th July.

A final report to the Sub-Committee will be made on the 9th October and they will be asked to make recommendations on the outcomes to Full council which will make the final decision on 5th November.

Can you please confirm who will be attending from your parish. Please come back to me if you have any queries. More than happy to meet prior to the meeting if necessary.

Thanks

Paul

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Subject to approval at the next meeting

ELECTORAL REVIEW SUB-COMMITTEE

20 March 2014 at 6.00 pm

Present:- Councillors Gammon (Chairman), L Brown (Vice-Chairman), Bower, Brooks, Dendle and Squires (Substituting for Cllr Northeast)

[Note: Councillor Dendle was absent from the meeting during minute 23]

Councillors English, Haymes and Mrs Oakley were also present for all or part of the meeting.

19. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors, Mrs Brown, Oppler & Northeast.

20. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

21. MINUTES

The Minutes of the meeting held on 29 October 2013 were approved by the Sub-Committee as a correct record and signed by the Chairman

22. COMMUNITY GOVERNANCE REVIEW – PRESENTATIONS FROM REPRESENTATIVES OF FELPHAM, FORD, MIDDLETON-ON-SEA AND YAPTON PARISH COUNCILS

The Chairman introduced the item on the Community Governance Review by welcoming the representatives from the Parish Councils of Felpham, Middleton-on-Sea and Yapton who had attended the meeting to present/defend proposals for change to the parish boundaries as part of the Community Governance Review process.

The Head of Policy & Partnerships stated that, at this stage of the review, the Committee would gather evidence and listen to the proposals put forward by the Parish Councils. It was explained that this meeting would provide the opportunity for the Committee to question representatives from all the Parishes affected by the proposals. It was emphasised that, as part of the review process, Arun District Council would consult with the public and other interested parties for their views on suggested boundary changes and a final decision on the review would not be made until the Full Council meeting on 5th November 2014.

Proposal A – Proposal from Yapton Parish Council affecting Middleton-on-Sea Parish Council

Subject to approval at the next meeting

The Council had received a parish boundary change proposal from Yapton Parish Council that would affect the parish of Middleton-on-Sea. The Clerk to Yapton Parish Council stated that Yapton was seeking to have the parish boundary with Middleton-on-Sea amended. This would mean that in the future residents in the Flansham hamlet would have access to Yapton without passing through Middleton-on-Sea Parish. This would realign the Parish Boundary so that it was coterminous with the A259 Bognor Regis to Littlehampton Road eastwards as far as the northern junction with Yapton Road (known as Comet Corner).

The reasons for Yapton Parish Council's Boundary change proposal was outlined as follows:

- At its meeting on 12 March 2012 Yapton Parish Council received a petition signed by the residents of Hoe Lane. This petition called on the Local Government Boundary Commission for England to return the hamlet of Flansham ward to Yapton for District Council electoral purposes. 15 letters and e-mails were also received by the Council from individual residents in support of the proposal. It was stated that Flansham Residents' Association supported Yapton Parish Council's suggested boundary change.
- In changing the parish boundary with Middleton-on-Sea the "people's choice" would be reflected in line with Government guidance as residents of Hoe Lane had strongly expressed their wish to remain within the Yapton Parish boundary and represented by the District Councillors for the Yapton ward and the County Councillor for Middleton (includes Yapton division).

Middleton-on-Sea Parish Council responded to Yapton Parish Council's proposal as follows:

- Middleton-on-Sea Parish Council looked at this proposal on the 15th January 2014 and unanimously agreed that the land should be retained within the Middleton Parish boundary.
- Middleton-on-Sea Parish Council stated that they wished to maintain the boundary in the current position as the proposed change had the potential to affect many persons if control over the area was not retained.
- Reasons for wanting no change to the existing boundary were outlined as:
 1. At the north east corner and adjacent to the Rye bank Rife, a capped off oil well could be subject to fracking and the Parish felt it was important to have a voice and control over the land for this reason.
 2. The Comet Corner Road improvements would be an issue. As all proposals fall within the Parish boundary the residents of Middleton should have a say concerning any future proposals.

Subject to approval at the next meeting

3. The issue of flooding where, on 12th June 2012, upwards of 60 dwellings within the Parish flooded should be considered. 90% of Middleton's surface water goes North from the sea and ends up in the Rye bank Rife at the current Parish boundary. Middleton-on-Sea Parish Council considered the maintenance of this water way, often discussed at Parish Council meetings, of great significance to Middleton. It was reported as vital to Middleton-on-Sea, to retain this waterway within the Parish.

Members of the Committee then put questions to both Middleton-on-Sea and Yapton Parish Councils. Following discussion representatives of the Parish Councils and the Committee agreed that Parish boundaries on rural land normally follow easily identifiable routes along road, railway or rivers. It was noted that the boundary, in this case, would not affect Council Tax on residential properties. However, Members of the Committee were keen to know what the rateable value was of plots of land in the area and requested information on the position of any ecclesiastical boundaries. It was agreed that the Head of Policy & Partnerships would investigate this and provide an answer at the next meeting of the Committee.

The Head of Democratic Services asked the representatives of Yapton Parish Council whether their Council had undertaken public consultation, prior to their proposed change to the Parish boundary. It was confirmed that no public consultation had taken place prior to the proposed change. The Clerk to the Parish Council of Yapton emphasised that residents of Hoe Lane had presented a petition in support of Yapton Parish Council's proposal.

Proposal B – Proposal from Yapton Parish Council affecting Ford Parish Council.

The Committee then received a parish boundary change proposal from Yapton Parish Council that would affect the Parish of Ford. The Clerk to Yapton Parish Council put forward their request to extend the Yapton Parish Boundary with Ford Parish eastwards incorporating the prospective housing development off Goodhew Close.

Reasons for Yapton Parish Council's proposed boundary change was outlined as follows:

- The Committee was informed that this proposal recognised that the only access to and from the new housing development would be via Goodhew Close in the parish of Yapton and it was felt that it would be less confusing for new residents moving into the new houses if the whole development was in the parish of Yapton instead of being split between two parishes.
- Yapton Parish Council referred to Government guidance that suggests as communities expand, with new housing developments, this could lead to existing parish boundaries becoming unnatural and when this

Subject to approval at the next meeting

occurs a review of parish boundaries provided an opportunity to remove anomalous boundaries as in this instance.

The Chairman informed the Committee that Ford Parish Council had given their apologies for this meeting but had submitted an e-mail in response to Yapton Parish Council's proposal. The Chairman read the e-mail to the committee as follows:

- At the meeting of Ford Parish Council on 18 March 2014 the Community Governance Review was discussed. The Council reviewed the proposal to move the Parish boundary which splits the new "Gleeson" development situated behind Goodhew Close in Yapton. The Council felt that to have the majority of a new development in Yapton and a few houses of the same development falling into the Parish of Ford would be confusing for all. The Council said that it was common sense to have the boundary moved to incorporate the whole of the new development into the Parish of Yapton. Ford Parish Council voted unanimously to support the boundary move.

The Committee noted that both Yapton Parish Council and Ford Parish Council were in agreement with the proposed boundary change.

Proposal C – Proposal from Felpham Parish Council affecting Yapton Parish Council.

The Vice-Chairman of Felpham Parish Council put forward suggestion that the parish boundary with Yapton Parish Council should be realigned with the boundary used for District and County Election purposes.

The reasons for Felpham Parish Council's Boundary change proposal was outlined as follows:

- Properties to the East of the new bypass (in the hamlet of Flansham) were for District and Ward purposes part of Felpham East but for parish purposes were part of Yapton Parish. It was stated that the properties were separated from the main part of Yapton by open farmland with no direct access to Yapton village. Residents were more likely to use the facilities, such as shops, businesses and health services in Felpham rather than Yapton.
- It was pointed out that all the properties in Hoe Lane have a PO22 postcode [Bognor] rather than the Yapton postcode of BN18.
- It was felt that, by moving the Felpham East Ward boundary to the East to align with the Ryebank Rife from the Lidsey Rife until part of it turns Southerly to the A259 (opposite Worms Lane) the properties affected by the proposals would be better placed within the Felpham parish.
- An 1875 map of the area showed that the boundary being requested was in place at this time.
- It was felt that residents of Hoe Lane would be better served by Felpham Parish Council rather than Yapton Parish Council.

Subject to approval at the next meeting

Yapton Parish Council responded to Felpham Parish Council's boundary change proposal as follows:

- The Committee was informed that Yapton Parish Council did not agree with their proposal stating that Flansham Residents Association did not support Felpham Parish Council's recommendations and the association had written to Felpham Parish Council requesting that they withdraw their submission to the Community Governance Review.
- Until the Local Government Boundary Commission for England's review in 2002 the hamlet of Flansham (Hoe Lane) had always been warded as part of Yapton for District and County Council electoral purposes. After the 2002 review there was an anomaly where the residents that live in Hoe Lane vote for their ward representative on Yapton Parish Council but for the District and County elections must vote for candidates that represent the Felpham ward.
- The residents of Hoe Lane felt strongly that they have a closer identity with the rural village of Yapton with its agricultural outskirts rather than the more urban environment of Felpham. This had been evidenced with a petition and received letters.
- For planning purposes, including the Neighbourhood Plan, residents of Hoe Lane felt a closer association with rural Yapton rather than the Felpham conurbation.

In discussing the proposed boundary change Members of the Committee questioned both Felpham and Yapton Parish Councils. A map of the area was viewed and it was noted that the proposed boundary change covered a large area and affected more than the region affecting the residents of Flansham. It was noted that a number of parish boundaries were no longer coterminous with District and County boundaries across the area, Littlehampton was used as an example. It was pointed out that this Community Governance Review would consider Parish Boundaries and not District and County ward boundaries.

The Head of Democratic Services asked the representatives of Felpham Parish Council whether their Council had undertaken public consultation, prior to their proposed change to the Parish boundary. It was confirmed that no public consultation had taken place prior to the proposed change.

The Chairman thanked the Parish Council for their proposals and views on the proposed changes. It was noted that Arun District Council would, as part of the next stage of the review, hold a period of consultation seeking the views of residents and other interested parties. The outcomes of this consultation would be reported to the Electoral Review Sub-Committee Meeting on 24 July 2014.

23. ELECTORAL REGISTRATION – REVIEW OF ANNUAL CANVASS

The Head of Democratic Services provided the Committee with an update on Electoral Registration and an initial review of the key outcomes of the Annual Canvass.

Subject to approval at the next meeting

It was noted that the 2013/14 canvass had now been completed and the Register of Electors was published on 17 February 2014 to meet the statutory timetable.

Members were reminded that the Council had approved additional funding for this canvass of £20,000 to enable targeted work to increase the response rates ahead of the introduction of individual electoral registration (IER) later this year. It was reported that this work had been successful with a final response rate of 89.5%, a 7% increase on 2012/13. The Committee was informed that both the Head of Democratic Services and the Chief Executive were proud of the team for all their efforts in achieving this result, especially as the original aim had been a 2.5% increase which was clearly exceeded.

Members were informed that in preparation for the introduction of IER the Cabinet Office would allocate funding to Electoral Registration Officers to ensure that the burden of this major change would be met by Government and not the local authority. In addition, it was noted, that for 2014/15 local authorities would receive an extra Cabinet Office grant for the purpose of maximising registration. It was noted that the Council's Electoral Services team would use this funding to target underrepresented groups, non-responding properties and individual electors to see if the registration rate could be further increased.

Following questions from the Committee which were responded to by the Head of Democratic Services it was confirmed that a Members Briefing would be arranged during May when key highlights from the canvass and the outcome of maximising registration work could be presented. It was noted that the briefing would also explain the changes to IER ahead of the implementation date of 10 June 2014.

The Chairman thanked the Head of Democratic Services for the informative update and closed the meeting.

(The meeting concluded at 19.05pm)

Survey results:

Report on Community Governance
Reviews for Yapton/Middleton-on-
Sea boundary; Yapton/Ford
boundary; and Flansham (Hoe Lane)

July 2014



1. BACKGROUND

- 1.1 “A community governance review provides the opportunity for ‘a principal council’ (in this case Arun District Council) to review and make changes to community governance within its areas. It can be helpful to undertake community governance reviews in circumstances where there have been changes in population, or in reaction to specific or local new issues. A community governance review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove anomalous parish boundaries¹.”
- 1.2 At their meeting of 20th March 2014 Arun District Council’s Electoral Review Sub-Committee agreed to carry out three community governance reviews affecting the Parishes of Felpham, Ford, Middleton-on-Sea, and Yapton. Specifically:
 - 1.2.1 Proposal A: a request by Yapton Parish Council to align the southern boundary of their parish with Middleton-on-Sea Parish to the line of the A259.
 - 1.2.2 Proposal B: a request by Yapton Parish Council to move their boundary with Ford Parish Council eastwards to encompass the new housing development which is due to be built off Goodhew Close, Yapton.
 - 1.2.3 Proposal C: a request by Felpham Parish Council to align their parish boundary with Yapton Parish in line with the District and County electoral boundaries.
- 1.3 It was noted that Arun District Council would, as part of the next stage of the review, hold a period of consultation seeking the views of residents and other interested parties. The consultation took place between 28th May and 3rd July 2014, this report summarises the findings of this consultation.
- 1.4 The parish clerks of the four affected parishes, Arun District Council Members for the affected wards, West Sussex County Council members for the affected Divisions, and West Sussex County Council Democratic Services (the invited consultees/interested parties) were sent the relevant consultation documents on 4th June. Remainders were sent to non-responders on 27th June. Responses were received from all four Parish Councils; 6 out of 8 ADC Members; 1 out of 2 WSCC Members; and the Flansham Residents’ Association (details shown in tables 1-3 in section 3).
- 1.5 Only one review involved residents (Proposal C covered the Flansham Hoe Lane area). Consultation leaflets were hand delivered to all 55 Hoe Lane properties on 28th May. A total of 25 responses were received from Hoe Lane residents, representing a 45% response rate².

¹ Please note: a community governance review deals only with parishes, not with district wards or county divisions

² A sample of 25 from a population of 55 is subject to a maximum standard error of +/- 14.6% at the 95% confidence level on an observed statistic of 50%. Thus we can be 95% confident that if the whole population had responded the actual figure would lie between 35.4% and 64.6%

2. EXECUTIVE SUMMARY

2.1.1 **Community Governance Review for the boundary between Yapton Parish and Middleton-on-Sea Parish [Proposal A]**

- 5 of the 8 interested parties (invited consultees) responded
- 2 in favour moving the boundary and 3 for the boundary remaining unchanged
- Preferences are in line with the parish or ward each respondent represents.

2.1.2 **Summary of reasons given for changing to Yapton**

- Wishes of Flansham (Hoe Lane) residents to ultimately be placed in the Yapton ward/division for District and County Council election purposes. [N. B. The Local Government Boundary Commission requires direct road access to Yapton village from Hoe Lane for this to happen].

2.1.3 **Summary of reasons given for remaining as Middleton-on-Sea.**

- Three issues over which Middleton residents must retain Parish representation are: the capped oil well at the north east corner of the site; Comet Corner road improvement proposals; and surface water flooding problems - 90% of this water goes into Ryebank Rife." [This is at the northern edge of the existing parish boundary].

2.2.1 **Community Governance Review for the boundary between Yapton Parish and Ford Parish [Proposal B]**

- 3 of the 6 interested parties (invited consultees) responded
- All 3 support this becoming part of Yapton Parish.

2.2.2 **Summary of reasons given for changing to Yapton.**

- Existing parish boundaries can become anomalous as new houses are built across them resulting in people being in different parishes from their neighbours. A review of parish boundaries is an opportunity to put in place boundaries tied to firm ground detail.

2.3.1 **Community Governance Review for Flansham (Hoe Lane) [Proposal C]**

- This review directly affected existing residents, so in addition to consulting interested parties, all residents living in the Flansham (Hoe Lane) area were consulted
- 7 of the 11 interested parties (invited consultees) responded. In addition, the Flansham Residents' Association submitted a response
- Apart from one ADC Member, preferences are in line with the parish or ward each respondent represents
- The survey of interested parties (invited consultees) shows 50% in favour of becoming part of Felpham Parish and 50% in favour of remaining part of Yapton Parish
- The survey of Hoe Lane residents was overwhelmingly in favour of remaining part of Yapton Parish, with 96% expressing this view.

2.3.2 Summary of reasons given for changing to Felpham.

- Parish boundaries should follow District and County boundaries
- Hoe Lane has been served well by Felpham at District and County level
- Felpham Parish Council recognises that Hoe Lane will be a rural community in its own right if it becomes part of Felpham Parish
- If Yapton does not succeed in gaining direct road access to Hoe Lane it will only be directly accessible from Felpham.

2.3.3 Summary of reasons for remaining as Yapton:

- The wishes of Hoe Lane residents to remain within the Parish of Yapton
- The new North Bognor Relief Road is a clearly defined boundary between Flansham (Hoe Lane) and Felpham
- Flansham is rural, not urban. Felpham is urbanised
- Flansham has long ties with Yapton.

3. KEY FINDINGS

3.1 Community Governance Review for the boundary between Yapton Parish and Middleton-on-Sea Parish [Proposal A]

Proposals for the realignment of Yapton Parish Boundary

- Yapton Parish Council's proposal that its boundary with Middleton-on-Sea Parish should be aligned with the A259 Bognor Regis to Littlehampton road between the A259 Flansham Lane/Worms Lane intersection and the B2132 Yapton Road turning to the north at Comet Corner (shaded area on the maps supplied).
- Middleton-on-Sea Parish Council wishes the boundary to remain unchanged.

- 3.2 Five of the eight interested parties (invited consultees) responded. Table 1 summarises these responses: two are in favour moving the boundary and three in favour of the boundary remaining unchanged. Preferences are in line with the parish or ward each respondent represents.

Table 1 – The boundary between Yapton Parish and Middleton-on-Sea Parish. Preferences expressed by interested parties

Name	Representing	Preference
WSCC Members		
Joan Phillips	Middleton Division (inc. Yapton and Ford)	No response
WSCC Officers		
Charles Gauntlett	WSCC Principal Democratic Services Officer	No response
ADC Members		
Stephen Haymes	Yapton Ward	Change to Yapton
Angus McIntyre	Yapton Ward	No response
Barbara Oakley	Middleton-on-Sea Ward	Remain Middleton-on-Sea
Paul Wotherspoon	Middleton-on-Sea Ward	Remain Middleton-on-Sea
Parish Councils		
David Tansley	Parish Clerk, Yapton Parish Council	Change to Yapton
D Allsopp	Parish Clerk, Middleton-on-Sea Parish Council	Remain Middleton-on-Sea

- 3.3 The appendix (page 10) shows full comments received for this review. These are summarised below:

Change to Yapton:

- The proposed change in the boundary would overwhelmingly reflect the strongly expressed wishes of Flansham (Hoe Lane) residents to remain within the Parish of Yapton and their wish ultimately to be placed in the Yapton ward/division for District and County Council election purposes.*

Remain Middleton-on-Sea:

- *There are outstanding issues and loss of Parish control over this area of land under the proposed change would greatly impact on residents of Middleton i.e.*
 1. *Capped oil well at the north east corner.*
 2. *Comet Corner road improvements proposals.*
 3. *Surface water flooding problems - 90% of this water goes into Ryebank Rife.**All three are extremely important issues over which Middleton residents must retain full Parish representation.*

3.4 **Community Governance Review for the boundary between Yapton Parish and Ford Parish [Proposal B]**

Proposal for the realignment of Yapton Parish Boundary

- Yapton Parish Council's proposal that its boundary with Ford parish should be extended east to include all of a new housing development solely accessed via Goodhew Close, Yapton.
- Ford Parish Council is understood to have no objection to the above proposal.

- 3.5 Three of the six interested parties (invited consultees) responded, all three support this becoming part of Yapton Parish. Table 2 summarises these responses.

**Table 2 – The boundary between Yapton Parish and Ford Parish.
Preferences expressed by interested parties**

Name	Representing	Preference
WSCC Members		
Joan Phillips	Middleton Division (inc. Yapton and Ford)	No response
WSCC Officers		
Charles Gauntlett	WSCC Principal Democratic Services Officer	No response
ADC Members		
Stephen Haymes	Yapton Ward	Change to Yapton
Angus McIntyre	Yapton Ward	No response
Parish Councils		
David Tansley	Parish Clerk, Yapton Parish Council	Change to Yapton
Lisa Wilcock	Parish Clerk, Ford Parish Council	Change to Yapton

- 3.6 The appendix (page 11) shows full comments received for this review. These are summarised below:

- *Government guidance points out that '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'. 'A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries'.*

3.7 Community Governance Review for Flansham (Hoe Lane) [Proposal C]

Proposals for the realignment of Yapton Parish Boundary

- Felpham Parish Council's proposal is that Flansham (Hoe Lane) should become part of Felpham Parish; hence District ward, County division, and Parish boundaries would be the same in order to avoid confusion and to ensure uniformity across all the electoral boundaries.
- Yapton Parish Council's proposal is that Flansham (Hoe Lane) should remain part of Yapton Parish (their long term aim is that the Flansham area will become part of Yapton ward and division).

3.8 This was the only review that directly affected residents, so in addition to consulting those interested parties who represent County, District, and Parish Councils, all residents living in the Flansham (Hoe Lane) area were consulted.

3.9 Seven of the eleven interested parties (invited consultees) responded. Table 3 summarises these responses: four are in favour moving the boundary and three in favour of the boundary remaining unchanged. The Flansham Residents' Association was not directly approached but submitted a response in favour of the boundary remaining unchanged. Apart from one ADC Member³, preferences are in line with the parish or ward each respondent represents.

**Table 3 – The boundary between Yapton Parish and Felpham Parish.
Preferences expressed by interested parties**

Name	Representing	Preference
WSSC Members		
Graham Jones	Felpham Division	Change to Felpham
Joan Phillips	Middleton Division (inc. Yapton and Ford)	No response
WSSC Officers		
Charles Gauntlett	WSSC Principal Democratic Services Officer	No response
ADC Members		
Stephen Haymes	Yapton Ward	Remain Yapton
Angus McIntyre	Yapton Ward	No response
Paul English	Felpham East Ward	Change to Felpham
John Holman	Felpham East Ward	Remain Yapton
Gill Madeley	Felpham West Ward	Change to Felpham
Elaine Stainton	Felpham West Ward	No response
Parish Councils		
David Tansley	Parish Clerk, Yapton Parish Council	Remain Yapton
Dennis Peerman	Vice Chair, Felpham Parish Council	Change to Felpham
Others		
Andrew Burns	Flansham Residents' Association	Remain Yapton

³ Who represents Felpham but is in favour of the area remaining with Yapton

- 3.10 The appendix (page 11) shows full comments received for this review. The interested parties' comments are summarised below:

Change to Felpham:

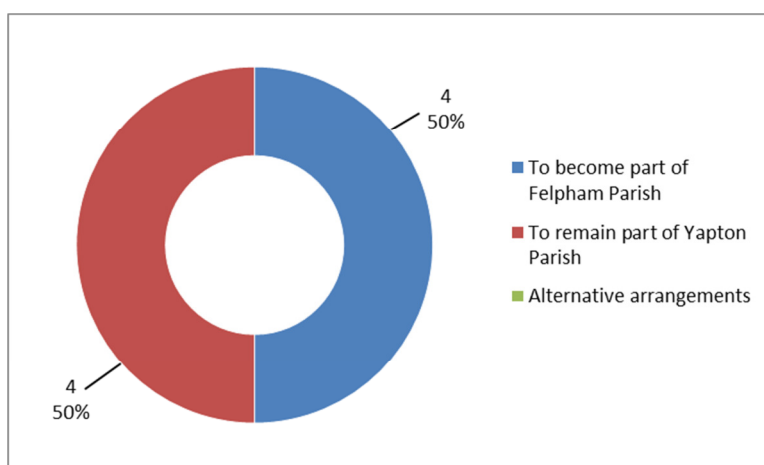
- *Felpham Parish Council recognises that Hoe Lane will be a rural community in its own right if it becomes part of Felpham Parish. If Yapton does not succeed in gaining direct road access to Hoe Lane it will only be directly accessible from Felpham.*
- *Hoe Lane is a special, close community with a rural status which must be maintained by whichever Parish Council controls it. County, District, and Parish boundaries should be aligned. Hoe Lane has been served well by Felpham at District and County level. It may be possible for Yapton and Felpham to support the Neighbourhood Plan principles laid out for this area already by Yapton*
- *Parish boundaries should follow District and County boundaries. Hoe Lane residents are more likely to be more affected by the Felpham Parish area than Yapton especially with the new Site 6 development.*

Remain Yapton:

- *This overwhelming reflects 'the people's choice' – the strongly expressed wishes of Hoe Lane residents to remain within the Parish of Yapton*
- *The recently built North Bognor Relief Road is a clearly defined boundary between Flansham and Felpham. I know the residents consider that they live in a rural, not urban, area. I believe that all Hoe Lane residents have declared their wish to become part of Yapton Ward and Division*

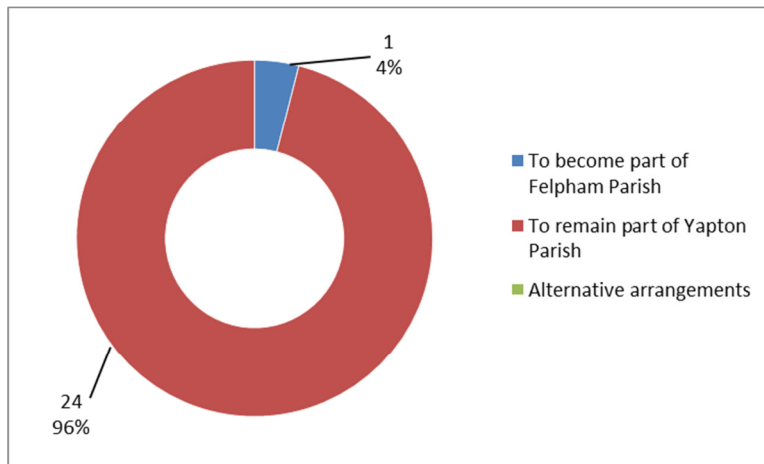
- 3.11 With the inclusion of The Flansham Residents' Association response, the survey of interested parties shows 50% in favour of becoming part of Felpham Parish and 50% in favour of remaining part of Yapton Parish (figure 1).

Figure 1 – Yapton/Felpham: Parish Councils, ADC Members, and WSCC Members [Base: 8]



- 3.12 The survey of Hoe Lane residents generated a quite different result, with 96% result in favour of remaining part of Yapton Parish (figure 2). With such a high percentage we can be 95% confident that had all 55 properties responded the actual percentage will lie between 90.3% and 98.2% in favour of remaining part of Yapton Parish.

Figure 2 – Yapton/Felpham: Hoe Lane residents [Base: 25]



- 3.13 The appendix (page 13) shows full comments received from Hoe Lane residents. These are summarised below:

Remain Yapton:

- *All the residents of Hoe Lane signed a petition stating to remain within Yapton Parish. That position has not changed*
- *Flansham is a rural settlement with long ties to Yapton. Felpham is no longer rural in any way but urbanised totally and as such the two communities are quite alien to one another. We are part of Yapton Parish*
- *There is no feeling of being 'looked after' by Felpham Parish. We are north of the A259 as is Yapton. I would strongly object to being part of Felpham Parish*
- *We feel that the new Bognor Northern Relief Road going west and the A259 going east would make the most natural boundary division between the two parishes*

APPENDIX

Full comments on the three Community Governance Reviews:**Yapton - Middleton-on-Sea****In favour of aligning the southern boundary of Yapton Parish with Middleton-on-Sea to the line of the A259**

"The proposals put forward by Yapton Parish Council are in line with Guidance for Community Governance Reviews published jointly in March 2010 by the Communities and Local Government and the Local Government Boundary Commission for England. The proposals were aimed at addressing anomalies in the present arrangements.

"In particular, in the case of the proposed change in the boundary with Middleton-on-Sea, the line proposed would overwhelmingly reflect 'the people's choice' (para 78 of the Government guidance) i.e. the strongly expressed wishes of Flansham (Hoe Lane) residents to remain within the Parish of Yapton and their wish ultimately to be placed in the Yapton ward/division for District and County Council election purposes.

"The proposed realignment of the Yapton boundary with Middleton-on-Sea follows the Government guidance which states that the Parish boundary needs to be reflected by a 'river, road or railway' and a need for this 'to be, and likely to remain, easily identifiable' (para 83). 'A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries'. (para 85)." [David Tansley, Clerk of the Council, Yapton Parish Council]

"I have nothing to add to the representations already made by Yapton Parish Council." [Cllr Stephen Haymes, Yapton Ward]

Yapton - Middleton-on-Sea**For the southern boundary of Yapton Parish with Middleton-on-Sea to remain unchanged**

"Middleton on Sea Parish Council does not want any change to the existing arrangements and I am happy to go along with their opinion. To be quite honest I can't see what on earth difference it makes if when travelling from A to B you cross a Parish boundary so long as you get there in the end." [Cllr Mrs Barbara Oakley, Middleton-on-Sea Ward]

"I very much share Middleton-on-Sea Parish Council's view on this." [Cllr Paul Wotherspoon, Middleton-on-Sea Ward]

"The Parish Council made a verbal representation to the Electoral Review Sub Committee on 20th March 2014 and these matters should be fully recognised. In particular, there are outstanding issues and loss of Parish control over this area of land under the proposed change would greatly impact on residents of Middleton i.e.

1. Capped oil well at the north east corner.
2. Comet Corner road improvements proposals.
3. Surface water flooding problems - 90% of this water goes into Ryebank Rife.

All three are extremely important issues over which Middleton residents must retain full Parish representation." [D F Allsopp, Parish Clerk, Middleton-on-Sea Parish Council]

Yapton – Ford

In favour of moving the boundary between Yapton Parish and Ford Parish eastwards to encompass the new housing development which is due to be built off Goodhew Close, Yapton

"The proposals put forward by Yapton Parish Council are in line with Guidance for Community Governance Reviews published jointly in March 2010 by the Communities and Local Government and the Local Government Boundary Commission for England. The proposals were aimed at addressing anomalies in the present arrangements.

"With regard to the proposal for the realignment of the boundary with Ford, the Government guidance points out that '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' (para 84). 'A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries'. (para 85)." [David Tansley, Clerk of the Council, Yapton Parish Council]

"No (comment)." [Mrs Lisa Wilcock, Clerk and RFO of Ford Parish Council]

"I have nothing to add to the representations already made by Yapton Parish Council." [Cllr Stephen Haymes, Yapton Ward]

Yapton – Ford

For the boundary between Yapton Parish and Ford Parish eastwards to remain unchanged

No support for this option

Yapton – Felpham

In favour of Flansham (Hoe Lane) becoming part of Felpham Parish

"Felpham Parish Council wishes to continue with its request for a review on the grounds put forward earlier, as if Middleton Parish Council does not give up part of the Parish to Yapton to enable direct access from the Hoe Lane area - that area will still be only directly accessible to Felpham Parish Council. However the Parish Council does recognise that the Hoe Lane "area" will be a rural community in its own right if it is "added" to Felpham Parish." [Dennis Peerman, Vice Chair - Felpham Parish Council]

"Having considered this matter so carefully for a long time, including taking on board the wishes of the residents and the papers they presented, I understand they consider the area as a rural one and feel best served by Yapton, even though with the existing and future house building even the Yapton area will in the future be challenged as anything different to Felpham and its areas.

"It is clearly understood by all levels that this area is a special, close community requiring careful consideration by any authority in regard to its rural status which must be maintained now and in the future. This stance is supported 100% by all Councillors I have talked to from many levels.

"However the findings of the original report in regards to District and County boundaries remain unchanged, the facts already stated have still shown that the residents are so much more affected by as well as served by the Felpham Parish area than Yapton parish area.

"The Boundary laid out for District and County now is clear and unambiguous and the alignment should be the same for Parish for clarity of existing and future residents. To change at this stage would continue to cause issues into the future and further reviews which certainly will not help.

“One could write reams of arguments, show many maps from the past but really we need to look to the future and how communities are best served, in this case it has been served well by County and District and there is no evidence that this trend would not be continued by Parish. In fact Parish, I understand have been supporting the requests in regards to residents’ concerns on Site 6 (Blakes Mead) regardless of Boundaries.

“The tenuous argument of realigning other Parish Boundaries to a road alignment still does not change the fact of where are the residents best served from.

“In regards to the Neighbourhood plan; this being an area of special consideration. It may be possible for Yapton and Felpham to seek a way to adopt or at least agree to support the principles laid out for this area already by Yapton, as the Neighbourhood plans are a living document and subject to reviews. This hopefully would take on board the needs noted in Yapton's N.P. for this area? I of course cannot speak for Felpham Parish Council on this in my capacity as a District Councillor. I see no reason for the request not to be made though.

“With one hand I wish to support the residents and electorate of the area and with the other consider where would they be best served from in regards to governance in the future.

“This is an emotive issue and I hope the Committee supports the views expressed in the final independent report for District and County Boundaries which still appear to remain unchanged.” [Cllr Paul English, Felpham East Ward]

“I believe that the boundary as laid out for District and County should follow with Parish. The residents of Hoe Lane are likely to be more affected by Felpham parish area than Yapton especially with the new site 6 development.” [Cllr Mrs Gill Madeley, Felpham West Ward]

Yapton – Felpham

For Flansham (Hoe Lane) to remain part of Yapton Parish

“I believe that all Hoe Lane residents have declared their wish to become part of Yapton Ward and Division. The recently built North Bognor Relief Road is a clearly defined boundary between Flansham and Felpham. I know the residents consider that they live in a rural, not urban, area. The boundary commission's 2012/13 decision involving the Middleton-on-Sea parish boundary seems perverse.” [Cllr John Holman, Felpham East Ward]

“The proposals put forward by Yapton Parish Council are in line with Guidance for Community Governance Reviews published jointly in March 2010 by the Communities and Local Government and the Local Government Boundary Commission for England. The proposals were aimed at addressing anomalies in the present arrangements.

“The proposals overwhelming reflect 'the people's choice' (para 78 of the Government guidance) i.e. the strongly expressed wishes of Flansham (Hoe Lane) residents to remain within the Parish of Yapton.” [David Tansley, Clerk of the Council, Yapton Parish Council]

“I have nothing to add to the representations already made by Yapton Parish Council.” [Cllr Stephen Haymes, Yapton Ward]

“With regards to the forthcoming community governance review the Flansham Residents Association should like to reaffirm its support for the Yapton Parish Boundary to be moved south to be coterminous with the A259 Bognor Regis to Littlehampton road as Flansham (Hoe Lane) wishes to remain with Yapton Parish Council and thus remove the anomaly highlighted by the Boundary Commission.” [Andrews Burns, Chairman, Flansham Residents’ Association]

Yapton – Felpham [Hoe Lane residents]

For Flansham (Hoe Lane) to remain part of Yapton Parish

“All the residents of Hoe Lane signed a petition stating to remain within Yapton Parish. That position has not changed and there are three adults at this address.” [Hoe Lane resident]

“Flansham is a rural settlement with long ties to Yapton. Felpham is no longer rural in any way but urbanised totally and as such the two communities are quite alien to the other. We are part of Yapton Parish.” [Hoe Lane resident]

“Our communities have had links historically and should stay together.” [Hoe Lane resident]

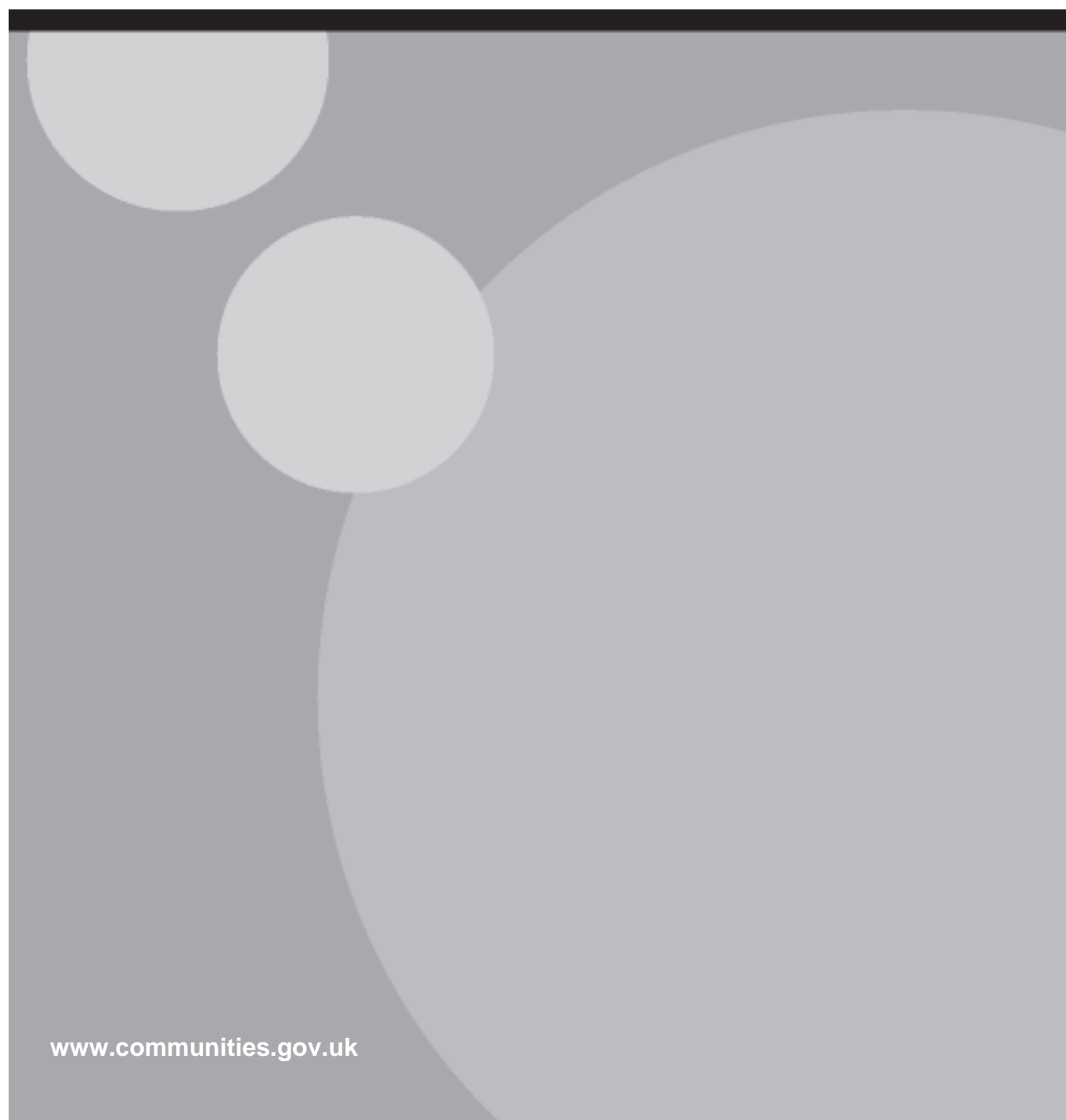
“There is no feeling of being 'looked after' by Felpham Parish. We are south (north?) of the A259 as is Yapton. I would strongly object to being part of Felpham Parish.” [Hoe Lane resident]

“We feel that the new Bognor Northern Relief Road going west and the A259 going east would make the most natural boundary division between the two parishes.” [Hoe Lane resident]



The
Local Government
Boundary Commission
for England

Guidance on community governance reviews





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 of, 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

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 Parish is a 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 *Guidance for principal councils*, 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 for 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 to decide, 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.

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AGENDA ITEM NO.6ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 18 SEPTEMBER 2014

Recommendation Paper

Subject : Review of Polling Districts and Polling Stations in the Arun District
2013/15 – Stage 2

Report by : Nigel Lynn, Chief Executive & Returning Officer

Report date: August 2014

EXECUTIVE SUMMARY

The Review of Polling Districts, Polling Places and Polling Stations (Parliamentary Elections) Regulations 2006 require the Council to conduct a formal review of its polling districts, places & stations. The Electoral Registration and Administration Act 2013 introduced a change to the timing of this review with the current review needing to be concluded by 31 January 2015.

Arun's 2013/15 review has been undertaken in two stages. Firstly, in preparation for the European Parliamentary Election held on 22 May 2014; and secondly, using the feedback from this election to inform the final stage of the review.

This report sets out the findings of this review and seeks agreement to the polling districts and polling stations/places to be used for future elections.

This report is being presented to the Electoral Review Sub-Committee for recommendation to Full Council, to comply with regulations.

RECOMMENDATION

It is recommended to Full Council; that

1. the Returning Officer's report on stage 2 of the 2013/15 review of Polling Districts, Polling Places and Polling Stations for the Arun District, as set out in Appendix 1, be agreed; and
2. the use of the polling stations listed in Appendix 1 be recommended for future elections including the Parliamentary, Elections & Parish Elections to be held on 7 May 2015.

1.0 INTRODUCTION

- 1.1 The Council is required under legislation to conduct a regular formal review of its polling districts, polling places and polling stations. This review period began on 1st October 2013 and must be concluded by 31 January 2015, ahead of the Parliamentary election in May 2015.
- 1.2 As the Sub-Committee will be aware, although we undertake this statutory review, at the mandatory time, polling districts, places and stations are kept under continual review. The aim has always been to locate polling stations within a convenient distance from the majority of elector's homes, with the premises being easy to find and accessible to all. However, it is becoming increasingly difficult to find suitable premises as existing locations change or become unavailable. We regularly explore options for new premises, particularly in areas where there is new housing development or the provision of additional community facilities. We also seek the help of the local Ward and County Councillors when we need to explore alternatives.

2.0 BACKGROUND (STAGE 1 OF THE REVIEW)

- 2.1 Stage 1 of the 2013/15 review started formally on 1 October 2013 with the publication of a Notice of Review on the Council's website and at a number of locations throughout the district, including parish noticeboards. We sought the views of Councillors, the Local Returning Officers responsible for the Arundel & South Downs and Worthing West Constituencies, Election Agents; and those with disabilities, particularly with respect to accessibility. In addition, residents and interested organisations were invited to make comments through the notice placed on the Council's website.
- 2.2 This review focused on polling districts, which are the areas comprising a number of roads and houses allocated to a polling place/polling station within a ward, and locations and venues used for polling stations. It did not consider ward boundaries, which are determined independently of the Council by the Local Government Boundary Commission for England (LGBCE).
- 2.3 The consultation period ran until 31 July 2014 so it could incorporate any feedback from the European Parliamentary Election held on 22 May 2014.

3.0 PROPOSED POLLING DISTRICTS, PLACES/STATIONS (STAGE 2 OF THE REVIEW)

- 3.1 In addition to the actions undertaken in the first stage of the review, feedback was sought following the European Parliamentary Election through a questionnaire sent to Election Agents appointed for this election, together with Arun's Councillors, which asked three questions:

1. Do you feel that the polling stations used in Arun District were conveniently located for the majority of electors?

2. Are there any accessibility issues for electors using the existing polling stations that we need to address?
3. Are there any other concerns about the premises that you wish to raise?

Comments received from this consultation have been added to the schedule at **Appendix 1**.

- 3.2 We also considered feedback from the polling staff working out at the stations on 7 May 2014, including comments from electors.
- 3.3 In terms of feedback on accessibility, the Arun Access Group provided the Council with additional advisory notes when considering disabled access and we have aimed to ensure that each of our polling stations, and the staff working in them, meet these requirements as well as meeting statutory requirements. An Election Agent gave positive feedback on the premises used commenting that accessibility was good and there were adequate ramps and wide doors.
- 3.4 As referred to in Appendix 1, there are 3 premises where we need to review accessibility further:
 - 1) Mosse Hall, Aldwick [BALDE1]
 - 2) Holy Cross Parish Hall, North Bersted [BNB2]
 - 3) St Mary at Climping Church Hall [BCLI]
- 3.5 As Appendix 1 also explains, there are 3 polling districts where we have still to identify alternative premises to be used as a polling station:
 - 1) BNB3 – currently Barton’s Infants School, Bersted
 - 2) BWIC4 – currently Trading Post, Body Shop, Littlehampton
 - 3) WRUSE1 – formerly the WRVS, Broadmark Lane, Rustington [a portacabin was used on the site in May 2014]
- 3.6 We have been unable to conclude our investigations ahead of the report coming before the Sub-Committee and our aim is to update Members at their next meeting in February 2015.
- 3.7 Taking into account the feedback received, together with the areas requiring further investigation, **Appendix 1** lists the full schedule of polling districts, polling places and polling stations; and sets out any recommendations for change. Subject to approval, it is proposed that the polling stations listed are used for the Parliamentary, District and Parish Elections to be held on 7 May 2015 and future elections until the next review.
- 4.0 **OUTSTANDING WORK**
- 4.1 As Members will be aware, the outcomes of the Electoral Review of Arun District Council will come into effect at the May 2015 District and Parish Elections. Work is underway to consider the implications of the review on existing polling districts and whether this may need further changes to polling stations in a few affected areas.

This work will be concluded by 1 December 2014 and, if required, a further report will be brought to the Sub-Committee at its meeting on 12 February 2015 to consider any changes needed. The Polling Districts affected by the Electoral Review have been identified on the schedule at **Appendix 1**.

5.0 CONCLUSIONS

- 5.1 The Council's approach to this review has enabled the statutory requirements of the legislation to be met. The timing of the review also works to ensure that the boundary changes following the electoral review of Arun District Council, plus the consequential parish warding changes, are considered and any necessary changes to current arrangements made.
- 5.2 The Sub-Committee is recommended to support the use of the polling stations listed in **Appendix 1** for the next Elections to be held on 7 May 2015.
- 5.3 Subject to the schedule of polling stations being agreed, electors who will see a change for the May 2015 election will receive notification ahead of their poll card being issued. We will also publish the schedule of polling stations to be used on the Council's website.
- 5.4 The next statutory review of polling districts, polling places and polling stations will then start on 1 October 2018. Ahead of this, we will be monitoring turnout at the different elections held to feed this information into this next review. The Returning Officer will also continue the ongoing monitoring and review of the suitability of premises used.

Background Papers: Electoral Commission Guidance Reviews of polling districts, polling places and polling stations
Report to the Electoral Review Sub-Committee 14 August 2013
Report to the Electoral Review Sub-Committee 29 October 2013

Contact: Liz Futchter ext. 37610

Appendix 1

ARUN DISTRICT COUNCIL
SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS
[2nd Stage Report – Electoral Review Sub-Committee September 2014]

Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
APOL	Poling	Parish meeting of Poling	Poling	Fairplace Barn Poling Street Poling BN18 9PS	146	Liberal Democrat Group happy with the premises used	Disabled access has now been provided at the Barn with the help of the owner and Parish Meeting Chairman. This has been welcomed by local electors.	No change
AANGN 1	Angmering North No. 1	Parish of Angmering	Angmering	St Margaret's Church Hall Arundel Road Angmering BN16 4JS	1933	Liberal Democrat Group happy with the premises used	No Change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No Change
AANGN 2	Angmering North No. 2	Parish of Angmering	Angmering	Angmering Village Hall Station Road Angmering BN16 4HY	1651	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in Feb 2015.	No change
AANGS	Angmering South	Parish of Angmering	Angmering	East Preston Fire Station North Lane East Preston BN16 1DA	769	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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AANGB G	Angmering Bramley Green	Parish of Angmering	Angmering	Angmering Community Centre Foxwood Avenue BN16 4FU	1501	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
AARU 1	Arundel No. 1	Town of Arundel	Arundel	Arundel Lido Queen Street Arundel BN18 9JG	1158	Liberal Democrat Group happy with the premises used	No change	No change
AARU 2	Arundel No. 2	Town of Arundel	Arundel	Lounge at Warwick Court Torton Hill Road Arundel BN18 9JQ	1530	Liberal Democrat Group happy with the premises used	No change	No change
ASOU	South Stoke	Parish Meeting of South Stoke	Arundel	Arundel Lido Queen Street Arundel BN18 9JG	33	Liberal Democrat Group happy with the premises used	No change	No change
ABUR	Burpham	Parish Meeting of Burpham	Burpham	Burpham Village Hall Burpham Arundel BN18 9RR	146	Liberal Democrat Group happy with the premises used	No change	No change
AWAR	Warningcamp	Parish Meeting of Warningcamp	Warningcamp/ Arundel	Arundel Lido Queen Street Arundel BN18 9JG	137	Liberal Democrat Group happy with the premises used	The Lido has been used since 2012 following the loss of the Arundel Youth Hostel and no other suitable premises being identified in the polling district area. No adverse feedback has been received to this arrangement.	No change

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AHOU	Houghton	Parish Meeting of Houghton	Amberley	George & Dragon Public House Houghton BN18 9LW	74	Liberal Democrat Group happy with the premises used	These premises have been used since 2012 and work well for local electors.	No change
ALYM	Lyminster	Parish of Lyminster	Lyminster	The Bell Tower Room Lyminster Church Lyminster Road, Lyminster BN17 7QJ	284	Liberal Democrat Group happy with the premises used	No change	No change
AALD	Aldingbourne	Parish of Aldingbourne	Aldingbourne	Aldingbourne Community Centre Olivers Meadow Westergate PO20 3YA	2854	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
ABAR	Barnham	Parish of Barnham	Barnham	Barnham Community Hall Murrells Field Yapton Road Barnham PO22 0AY	1014	Liberal Democrat Group happy with the premises used	The former Parish Hall was demolished in May 2013 and the new premises were used for the 1 st time in May 2014 and again for a referendum in July 2014. Good feedback received.	Confirm as new Barnham Community Hall.

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AEAS	Eastergate	Parish of Eastergate	Eastergate	Eastergate Parish Hall Barnham Road Eastergate PO20 3RP	2680	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
APA	Patching	Parish of Patching	Clapham	Clapham and Patching Village Hall Clapham BN13 3UT	212	Liberal Democrat Group happy with the premises used	No change	No change
AFIN	Findon	Parish of Findon	Findon	The Village Hall High Street Findon BN14 0TA	1615	Liberal Democrat Group happy with the premises used	No change	No change
ACLA	Clapham	Parish of Clapham	Clapham	Clapham and Patching Village Hall Clapham BN13 3UT	252	Liberal Democrat Group happy with the premises used	No change	No change
AMAD	Madehurst	Parish Meeting of Madehurst	Slindon	Coronation Hall Slindon Arundel BN18 0QT	96		No change	No change

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ASLI	Slindon	Parish of Slindon	Slindon	Coronation Hall Slindon Arundel BN18 0QT	437	Liberal Democrat Group happy with the premises used	No change	No change
AWAL1	Walberton No. 1	Walberton and Binsted Ward of the Parish of Walberton	Walberton	Walberton Pavilion The Playing Field The Street Walberton BN18 0PH	1209	Liberal Democrat Group happy with the premises used	No change	No change
AWAL2	Walberton No. 2	Fontwell Ward of the Parish of Walberton	Walberton	The Weighing Room Fontwell Park Racecourse Fontwell Avenue Fontwell BN18 0SX	512	Ward Councillor - For those in Fontwell, the race course is not the obvious place to use but there seems to be no alternative. Liberal Democrat Group happy with the premises used	We have not been able to identify a suitable alternative, therefore, no change is recommended.	No change
BALDE1	Aldwick East No. 1	Aldwick East Ward of the Parish of Aldwick	Aldwick	Mosse Hall St Richards Way Aldwick PO21 3BD	1122	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent	An issue was raised about the suitability of the ramp provided to ease full accessibility and this will be reviewed further ahead of May 2015 elections. This Polling District is affected by the outcomes of the Electoral Review of Arun	No change

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Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
						signage	District Council & any further change needed will be reported to the Sub-Committee in February 2015.	
BALDE2	Aldwick East No. 2	Aldwick East Ward of the Parish of Aldwick	Aldwick	West Meads Hall The Precinct West Meads Aldwick PO21 5SB	1714	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BALDE3	Aldwick East No. 3	Aldwick East Ward of the Parish of Aldwick	Aldwick	St Wilfred's Hall Ellasdale Road Aldwick PO21 2SG	1273	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BALDST	Aldwick West St Richards	St Richards Ward of the Parish of Aldwick	Aldwick	The Mosse Hall St Richards Way Aldwick PO21 3BD	1053	See BALDE 1 Liberal Democrat Group happy with the premises used	No change. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
BALDW 1	Aldwick West No. 1	Aldwick West Ward of the Parish of Aldwick	Aldwick	Willowhale Community Centre Pryors Lane Aldwick PO21 4SF	2353	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BALDW 2	Aldwick West No. 2	Aldwick West Ward of the Parish of Aldwick	Aldwick	Aldwick Baptist Church Gossamer Lane Aldwick PO21 3DD	546	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BBB1	Bersted Brooks No. 1	Bersted Brooks Ward of the Parish of Bersted	Bersted	Riverside Caravan Centre Shripney Road Bognor Regis PO22 9NE	173	Liberal Democrat Group happy with the premises used	No change. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BBB2	Bersted Brooks No. 2	Bersted Brooks Ward of the Parish of Bersted	Bersted	Bersted Green Learning Centre Hazel Road Bersted PO22 9DZ	1156	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
BFELE1	Felpham East No. 1	Felpham East Ward of the Parish of Felpham	Felpham	Methodist Church Hall Felpham Way Felpham PO22 8QL	1711	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BFELE2	Felpham East No. 2	Felpham East Ward of the Parish of Felpham	Felpham	Methodist Church Hall Felpham Way Felpham PO22 8QL	2270	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BFELW1	Felpham West No. 1	Felpham West Ward of the Parish of Felpham	Felpham	St. Mary's Centre Off Grassmere Parade Felpham Road Felpham PO22 7NU	2042	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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BFELW2	Felpham West No. 2	Felpham West Ward of the Parish of Felpham	Felpham	Downview Primary School Wroxham Way Felpham PO22 8ER	2140	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BHOE	Hoe Lane	Hoe Lane Ward of the Parish of Yapton	Felpham	Methodist Church Hall Felpham Way Felpham PO22 8QL	89	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BHOT1	Bognor Regis Hotham No. 1	Hotham Ward of Bognor Regis Town	Bognor Regis	Laburnam Centre Lyon Street Bognor Regis PO21 1UX	1733	Presiding Officer feedback - no adverse feedback from electors and room easier to layout than former premises at school. Will need to think about entrance in winter and may need to use the Centre's main entrance.	The Laburnum Centre was trialled for the May 2014 election. The Centre were very supportive and the arrangement worked well. It is proposed that this continues for future elections. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-	Confirm as: Laburnum Centre Lyon Street Bognor Regis PO21 1UX

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						Liberal Democrat Group happy with the premises used	Committee in February 2015.	
BHOT2 Page 104 of 118	Bognor Regis Hotham No.2	Hotham Ward of Bognor Regis Town	Bognor Regis	Assembly Hall University of Chichester Bognor Regis Campus Upper Bognor Road Bognor Regis PO21 1HR	2158	Liberal Democrat Group happy with the premises used Election Agent – vehicle entrance could be clearer to campus	There is no ideal venue in this Polling District and we have tried a number of locations. The University campus remains the best option. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BMAR1	Bognor Regis Marine No. 1	Marine Ward of Bognor Regis	Bognor Regis	St. Wilfrids Hall Ellasdale Road Bognor Regis PO21 2SG	1701	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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BMAR2	Bognor Regis Marine No. 2	Marine Ward of Bognor Regis	Bognor Regis	Methodist Church Hall High Street Bognor Regis PO21 5ST	1910	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BORG1	Bognor Regis Orchard No. 1	Orchard Ward of Bognor Regis	Bognor Regis	Bognor Regis Youth Club Westloats Lane Bognor Regis PO21 5JZ	842	Liberal Democrat Group happy with the premises used	No change. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BORG2	Bognor Regis Orchard No. 2	Orchard Ward of Bognor Regis	Bognor Regis	South Bersted Church Hall Bersted Street Bognor Regis PO22 9QZ	1617	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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BORC3	Bognor Regis Orchard No. 3	Orchard Ward of the Town of Bognor Regis	Bognor Regis	Jeneses Community Arts Centre Linden Road Bognor Regis PO21 2AS	1592	Liberal Democrat Group happy with the premises used	These premises have been used for 2 elections now and, based on a review of the right room to be used, work well as a Polling Station. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	Confirm as: Jeneses Community Arts Centre Linden Road Bognor Regis PO21 2AS
BPEV1	Bognor Regis Pevensey No. 1	Orchard Ward of Bognor Regis	Bognor Regis	Baptist Church Hall 73 Victoria Drive Bognor Regis PO21 2TD	1927	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BPEV2	Bognor Regis Pevensey No. 2	Pevensey Ward of Bognor Regis	Bognor Regis	The Arena Westloats Lane Bognor Regis PO21 5JD	2215	Liberal Democrat Group happy with the premises used	These premises have been used for 2 elections now and, based on a review of signage, work well as a Polling Station.	Confirm as: The Arena Westloats Lane Bognor Regis PO21 5JD

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BMID1	Middleton-on-Sea No. 1	Parish of Middleton-on-Sea	Middleton-on-Sea	Scout Headquarters Shrubbs Field Shrubbs Drive Middleton-on-Sea PO22 7SX	2006	Liberal Democrat Group happy with the premises used	No change	No change
BMID2	Middleton-on-Sea No. 2	Parish of Middleton-on-Sea	Middleton-on-Sea	St Nicholas Church Hall Elmer Road Middleton-on-Sea PO22 6EH	2043	Liberal Democrat Group happy with the premises used	No change	No change
BNB1	North Bersted No. 1	Parish of Bersted	Bersted	Jubilee Hall Community Centre Chalcraff Lane Bersted PO21 5TU	2170	Liberal Democrat Group happy with the premises used	No change	No change
BNB2	North Bersted No. 2	Parish of Bersted	Bersted	Holy Cross Parish Church Chichester Road North Bersted Bognor Regis PO21 5AU	2356	Liberal Democrat Group happy with the premises used	These premises were trialled for May 2014 following a review of the former premises at the Youth & Community Centre due to their poor condition and the ability to confirm bookings in future. There are still issues with access to the church that need to be addressed. We continue to explore options for alternate premises.	Continue trial of: Holy Cross Parish Church Chichester Road North Bersted PO21 5AU

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BNB3	North Bersted No. 3	Bersted North Ward of the Parish of Bersted	Bersted	Barton's Infant School Romney Broadwalk Bersted PO22 9BH	720	Liberal Democrat Group happy with the premises used	The school is now closed and a new station is required. We are continuing to explore options. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	TBC
BPAG1	Pagham No. 1	Parish of Pagham	Pagham	Pagham United Reformed Church Hall Pagham Road Pagham PO21 4NJ	2479	Liberal Democrat Group happy with the premises used	No change	No change
BPAG2	Pagham No. 2	Parish of Pagham	Pagham	Pagham Church Centre Nyetimber Lane Pagham PO21 3JT	2380	Liberal Democrat Group happy with the premises used	No change	No change
BROS	Rose Green	Rose Green Ward of the Parish of Aldwick	Aldwick	Aldwick Baptist Church Hall Gossamer Lane Aldwick PO21 3DD	1279	Liberal Democrat Group happy with the premises used	No change	No change
BSHR	Shripney	Bersted North Ward of the Parish of Bersted	Shripney	The Lavender Room Rear of the Robin Hood Shripney Road Bognor Regis PO22 9PA	259	Liberal Democrat Group happy with the premises used	No change	No change

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BBEA1	Littlehampton Beach No. 1	Beach Ward of Littlehampton Town	Littlehampton	Interactive Room Littlehampton Swimming & Sports Centre [LSSC] Sea Road Littlehampton BN16 2NA	2325	Liberal Democrat Group happy with the premises used	Due to the impact on visitors to the centre we were asked to consider an alternative room to the Sportsdome. The Interactive Room has been assessed as a suitable alternate and the proposal is that this be trialled for May 2015. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	Trial: Interactive Room at Littlehampton Swimming & Sports Centre to be trialled for May 2015.
BBEA2	Littlehampton Beach No. 2	Beach Ward of Littlehampton Town	Littlehampton	Parkside Evangelical Church Hall St. Floras Road Littlehampton BN17 6BD	1465	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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BBRO1	Littlehampton Brookfield No. 1	Brookfield Ward of Littlehampton Town	Littlehampton	Southfields Jubilee Centre Southfields Road Littlehampton BN17 6AF	913	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BBRO2	Littlehampton Brookfield No. 2	Brookfield Ward of Littlehampton Town	Littlehampton	Southfields Jubilee Centre Southfields Road Littlehampton BN17 6AF	1996	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BBRO3	Littlehampton Brookfield No. 3	Brookfield Ward of the Town of Littlehampton	Littlehampton	Summerlea Primary School Windsor Drive Rustington BN16 3SW	994	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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BHAM1	Littlehampton Ham No. 1	Ham Ward of Littlehampton Town	Littlehampton	St James Church Hall East Ham Road Littlehampton BN17 7AW	1928	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BHAM2	Littlehampton Ham No. 2	Ham Ward of Littlehampton Town	Littlehampton	The Keystone Centre Eldon Way Littlehampton BN17 7HE	1983	Liberal Democrat Group happy with the premises used	Improvements have now been completed to the centre responding to previous concerns. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BRIV1	Littlehampton River No. 1	River Ward of Littlehampton Town	Littlehampton	St Catherine's Parish Centre St Catherine's Road Littlehampton BN17 5JH	2346	Liberal Democrat Group happy with the premises used	The centre is in a good location for this area. We need to be able to use the main hall to maintain accessibility. This has been confirmed with the key holder.	No change

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Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
BRIV2	Littlehampton River No. 2	River Ward of Littlehampton Town	Littlehampton	Flintstone Centre East Street Littlehampton BN17 6AW	1610	Liberal Democrat Group happy with the premises used	No change. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BRIV3	Littlehampton River No. 3	River Ward of the Town of Littlehampton	Littlehampton	Southfields Jubilee Centre Southfields Road Littlehampton BN17 6AF	457	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
BWIC1	Littlehampton Wick No. 1	Wick with Toddington Ward of Littlehampton Town	Littlehampton	Wick Church Hall All Saints Wick Street Littlehampton BN17 7JJ	2196	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change

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ARUN DISTRICT COUNCIL

SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

[2nd Stage Report – Electoral Review Sub-Committee September 2014]

Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
BWIC2	Littlehampton Wick No. 2	Wick with Toddington Ward of Littlehampton Town	Littlehampton	Six Bells Public House Lyminster Road Littlehampton BN17 7PS	584	Liberal Democrat Group happy with the premises used	No change	No change
BWIC3	Littlehampton Wick No. 3	Wick with Toddington Ward of Littlehampton Town	Littlehampton	Wick Church Hall Wick Street Littlehampton BN17 7JJ	1609	Liberal Democrat Group happy with the premises used	No change	No change
BWIC4	Littlehampton Wick No. 4	Wick with Toddington Ward of the Town of Littlehampton	Littlehampton	Trading Post The Body Shop Worthing Road Littlehampton BN17 6LS	233	Liberal Democrat Group happy with the premises used	The Trading Post is being sold, so we need to find an alternative premises for May 2015. This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	TBC
BYAP	Yapton	Yapton Village Ward of the Parish of Yapton	Yapton	Yapton and Ford Village Hall Main Road Yapton BN18 0ET	2662	Liberal Democrat Group happy with the premises used Election Agent – as a joint station, there was some confusion for voters despite excellent signage	No change	No change

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BFOR	Ford	Parish of Ford	Yapton	Yapton and Ford Village Hall Main Road Yapton BN18 0ET	870	Liberal Democrat Group happy with the premises used	No change	No change
BCLI	Climping	Parish of Climping	Climping	St Mary at Climping Church Hall Climping BN17 5RB	725	Presiding Officer - Lip of entrance door to the hall is difficult for wheelchairs to get over. There is a ramp which can be put in place but when election staff are in the building it is not immediately obvious that a disabled person is struggling to enter the building. Liberal Democrat Group happy with the premises used	We need to review the access to this premises as feedback from the polling staff highlighted a difficulty for wheelchair users.	No change
WEP1	East Preston No. 1	Parish of East Preston	East Preston	The Warren Room East Preston Village Hall Sea Road East Preston BN16 1LP	2546	Disabled Friendly Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be	No change

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Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
							reported to the Sub-Committee in February 2015.	
WEP2	East Preston No. 2	Parish of East Preston	East Preston	East Preston Children and Family Centre St Mary's Drive East Preston BN16 1JB	2365	Ward Councillor - Disabled Friendly Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015.	No change
WKIN	Kingston	Parish of Kingston	East Preston	East Preston Children and Family Centre St Mary's Drive East Preston BN16 1JB	548	Ward Councillor - Disabled Friendly Liberal Democrat Group happy with the premises used .	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change
WWP	West Preston	West Preston Ward of the Parish of Rustington	Rustington	The Booker Hall Rustington Nursing Home Station Road Rustington BN16 3AY	474	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change

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SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

[2nd Stage Report – Electoral Review Sub-Committee September 2014]

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WFER1	Ferring No. 1	Parish of Ferring	Ferring	Glebelands Community Centre Greystoke Road Ferring BN12 5JL	1574	Liberal Democrat Group happy with the premises used	No change	No change
WFER2	Ferring No. 2	Parish of Ferring	Ferring	Glebelands Community Centre Greystoke Road Ferring BN12 5JL	2292	Liberal Democrat Group happy with the premises used	No change	No change
WRU1	Rustington East No. 1	Rustington East Ward of the Parish of Rustington	Rustington	Car Park (Was WRVS Centre) Broadmark Lane Rustington BN16 2NW	2418	<p>Presiding Officer - The ramp attached to the Portacabin was too steep for electric wheelchairs and mobility scooters.</p> <p>Liberal Democrat Group happy with the premises used</p>	<p>The WRVS Centre is no longer available for use as a polling station which is disappointing due to the central location it offered electors. A portacabin was used for 2014 but was not ideal. 9 alternate premises have been viewed so far and no solution found. This work will continue.</p> <p>This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015</p>	TBC

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Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at July 2014	Comments from consultees	Returning Officer's Comments [at 1 August 2014]	Recommendation
WRUSE 2 Page 17 of 118	Rustington East No. 2	Rustington East Ward of the Parish of Rustington	Rustington	Georgian Gardens CP School Guildford Road Rustington BN16 3JB	1998	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change
WRUSW 1	Rustington West No. 1	Rustington West Ward of the Parish of Rustington	Rustington	Methodist Church Hall Claigmar Road Rustington BN16 2NL	1067	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change
WRUSW 2	Rustington West No. 2	Rustington West Ward of the Parish of Rustington	Rustington	St. Andrews Church Hall Holmes Lane Rustington BN16 2PY	2167	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change

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WRUSW 3	Rustington West No. 3	Rustington West Ward of the Parish of Rustington	Rustington	The Woodlands Centre Woodlands Avenue Rustington BN16 3HB	1888	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change
WRUSW 4	Rustington West No. 4	Rustington North Ward of the Parish of Rustington	Rustington	Summerlea Primary School Windsor Drive Rustington BN16 3SW	1478	Liberal Democrat Group happy with the premises used	No change This Polling District is affected by the outcomes of the Electoral Review of Arun District Council & any further change needed will be reported to the Sub-Committee in February 2015	No change