



18 April 2018

Committee Manager: Erica Keegan (Ext 37547)

ELECTORAL REVIEW SUB COMMITTEE

A meeting of the Electoral Review Sub-Committee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, BN175LF on **Thursday, 3 May at 6.00 pm** and you are requested to attend.

Members: Councillors Gammon (Chairman), Wotherspoon [Vice-Chairman], Bower, Chapman, Charles, Elkins, Haymes and Purchase.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the application they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. *MINUTES

To approve as a correct record the Minutes of the meeting held on 28 November 2017 (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. *PROVISIONAL TIMETABLE FOR POLLING STATION REVIEW

The Council is required to carry out a regular review of Polling Stations. This paper sets out the proposed timetable for Members.

6. *COMMUNITY GOVERNANCE REVIEW - BARNHAM AND EASTERGATE

The Council, having received a request from Barnham Parish Council and Eastergate Parish Council to merge to become a single parish council, has undertaken a Community Governance Review and as part of this work has consulted local residents and organisations.

This report sets out the process undertaken, the outcome of the Review and makes a recommendation for Members to consider.

7. *COMMUNITY GOVERNANCE REVIEW - FELPHAM AND YAPTON

The Council, having received a request from Felpham Parish Council and Yapton Parish Council to make a change to their shared boundary, has undertaken a Community Governance Review to consult local organisations on the proposal. There were no residents immediately affected by the proposal.

This report sets out the process undertaken, the outcome of the Review and makes a recommendation for Members to consider.

(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

28 November 2017 at 6.00 pm

Present:- Councillors Gammon (Chairman), Wotherspoon (Vice-Chairman), Bower, Chapman, Elkins, Haymes and Purchase.

[Note:- Councillor Purchase was absent from the meeting during consideration of the items considered in Minute 1 to Minute 4 (Part)].

1. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Charles.

2. DECLARATIONS OF INTEREST

A Declaration of Interest was made by:

- Councillor Haymes
- This was a Personal Interest
- Relating to Agenda Item 5 (Community Governance Review – Felpham and Yapton) as he was Chairman of Yapton Parish Council

3. MINUTES

The Minutes of the meeting held on 11 October 2016 were approved by the Sub-Committee as a correct record and signed by the Chairman.

4. START TIMES

The Chairman proposed and the Sub-Committee agreed that the matter of Start Times be considered as an urgent item. This was because as this was the first meeting of the Sub-Committee in this Municipal Year, the start times for the remainder of 2017-18 needed to be approved.

The Sub-Committee, therefore

RESOLVED

That its start times for meetings during the remainder of 2017/2018 be 6.00 pm.

Subject to approval at the next meeting

5. COMMUNITY GOVERNANCE REVIEW

In the absence of the Group Head of Policy, the Chief Executive presented the report setting out the detail of a request to undertake a Community Governance Review of the parish boundaries affecting Felpham and Yapton Parish Councils.

The Chief Executive explained that at this stage, the Council needed to first decide whether to carry out this review. Both Parishes concerned had confirmed their support to the changes and it was the view of Officers that the review should commence. The Chief Executive outlined that if approval to commence was given, then by statute, the review would need to be concluded within a twelve month period from the day on which the terms of reference were agreed by Full Council. It was explained that for each Community Governance Review, the Council had to meet the costs occurred in undertaking these reviews which included a compulsory consultation exercise.

In discussing whether to decide to proceed with the review, the Sub-Committee confirmed that it supported the proposals put forward by both Felpham and Yapton Parish Councils. This was because approximately 97% of the new development at Blake's Mead fell within Felpham Parish Council.

In terms of the associated cost that the District Council would need to bear, and in challenging financial times, the Chief Executive was asked if there was a broad provision within the Council's budget that could accommodate this. The Chief Executive outlined that for this review the cost would be minimal and that a typical cost of a review was in the region of £5-10k. The Chief Executive provided reassurance that the Council had provision within its 2018-19 Budget to accommodate such costs, as the Council did not have a choice on the funding arrangements.

The Sub-Committee

RECOMMEND TO FULL COUNCIL – That

- (1) a community Governance Review to look at the request from Felpham Parish Council to consider altering the Felpham/Yapton Parish Boundary is undertaken; and
- (2) a report be made to Full Council with the terms of reference for the review; the method of how the review will be carried out; and the timetable.

Subject to approval at the next meeting

6. COMMUNITY GOVERNANCE REVIEW – BARNHAM AND EASTERGATE

In the absence of the Group Head of Policy, the Chief Executive presented the report setting out the detail of a request to carry out a Community Governance Review of the Barnham and Eastergate Parish Councils.

The Sub-Committee was informed that this request presented a much bigger issue for the Council to consider in comparison to the last agenda item discussed. This review related to the merge of Barnham and Eastergate Parish Councils without any other boundary changes.

Both Parish Councils had undertaken a lot of background work and had submitted a joint request to merge in order to provide improvements to community engagement and local democracy; more effective and convenient delivery of local council services; and to resolve anomalies around post codes and parishes following the creation of new housing developments.

Before inviting the Sub-Committee to make comments, Members were introduced to the Chairman of Eastergate Parish Council, Councillor Chris Allington. With the permission of the Sub-Committee, he explained the benefits that a merge of the two Parish Councils would bring. These points had been set out in the joint submission letter from Barnham and Eastergate Parish Councils as attached as Appendix 1 to the report.

In discussing the proposals, the reasons for the merge were agreed by the Sub-Committee, though it was outlined that this review would generate a lot of public interest and would most likely require the need to conduct two consultation exercises, the substantial cost needing to be met by the District Council. Once again, these costs would be budgeted for in the Council's 2018-19 Budget.

Following discussion, the Sub-Committee

RECOMMEND TO FULL COUNCIL – That

- (1) a Community Governance Review to look at the request from Barnham & Eastergate Parish Councils to combine the two Parish Councils I undertaken; and
- (2) a report is made to Full Council with the terms of reference for the review; the method of how the review will be carried out; and the timetable.

Subject to approval at the next meeting

7. REVIEW OF THE TERMS OF REFERENCE FOR THE ELECTORAL REVIEW SUB-COMMITTEE

The Committee received a report from the Group Head of Policy stating that the Council's Constitution was undergoing a major review. The report before Members was seeking views on re-drafted terms of reference for the Electoral Review Sub-Committee.

The Sub-Committee was advised that the terms of reference for all Committees, Sub-Committees and Panels were being reviewed so that the full review of Part 3, Responsibility for Functions, could be concluded after Full Council on 10 January 2018.

The Sub-Committee

RECOMMEND TO FULL COUNCIL – That

(1) the revised terms of reference for the Electoral Review Sub-Committee, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and

(2) the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

8. PROPOSALS FOR PARLIAMENTARY CONSTITUENCY BOUNDARIES

In the absence of the Group Head of Policy, the Chief Executive reminded the Sub-Committee of the report it had received from the then Head of Democratic Services at its last meeting (11 October 2016) outlining the initial proposals for new Parliamentary constituencies in England.

As these proposals affected three constituencies within the Arun District, the Sub-Committee had been asked if it wished to consider making any form of representation to the Boundary Commission for England on their proposals by its deadline date. The Sub-Committee's view was that a response should be sent to the Boundary Commission confirming that the Council supported the initial recommendations and this had been done.

The Sub-Committee was advised of the confirmed changes for the area which were:

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- The Barnham District Ward would move from the Arundel & South Downs constituency into the Bognor Regis & Littlehampton constituency affecting the polling districts of Aldingbourne, Barnham and Eastergate; and
- The Angmering polling district would move from the Arundel & South Downs constituency into the Worthing West constituency.

The Sub-Committee then noted the update provided.

9. REVIEW OF THE WEST SUSSEX COUNTY COUNCIL ELECTION ON 4 MAY 2017 AND PARLIAMENTARY ELECTION HELD ON 8 JUNE 2017

In presenting this report, the Chief Executive (and Returning Officer) outlined that it reviewed the arrangements that had been put in place for the West Sussex County Council and Parliamentary Elections that had taken place on 4 May and 8 June 2017

Members were provided with information on election planning, polling day and verification/count arrangements. The Chief Executive emphasised the significant challenge of planning for the three Parliamentary constituencies whilst also covering the West Sussex County Council election. He referred to the complexity involved and stated that, in view of this, he was pleased with the positive outcome.

It was pointed out that due to the management restructuring exercise that was ongoing at that time, the complex planning for the two elections had had to be carefully managed and had presented a real challenge. This was because the 8 June Election had been unexpected and announced during the election timetable for the West Sussex County Council Election on 4 May 2017. The decision had therefore been taken, with the Corporate Management Team, to identify the management of both elections as a major project for the Council. It had been recognised that a much larger staff resource would be required to support the run up to the polls as well as managing the verifications and counts. The Chief Executive praised the corporate support received from staff that helped achieve the key tasks in the election timetable.

He highlighted the following activities:

Election Timetable

It was noted that meetings had been held with the key staff involved that considered the Council's processes and systems; and the reports made by Presiding Officers from polling day were reviewed and actioned where required. The analysis had been considered by the Corporate Management Team and no issues of significance had been raised. Identified areas of improvement were included in future project plans.

Subject to approval at the next meeting

The Chief Executive also highlighted:

- There had been severe problems with the previous election software and so a new software provider had been contracted which had been installed and was up and running for the two elections.
- Call volumes to the Call Centre increased significantly ahead of a Parliamentary election. The Council allowed for this in project plans by increasing resources to Arun Direct for the period of the election timetable.
- Turnout, as anticipated, had been high across all elections. There were some queues, at Polling Stations, but the Council had additional staff in reserve which helped reduce queues quickly. It was recognised that the nature of these elections meant a very challenging day for staff.
- It was noted that there had been an ongoing trial allowing Tellers to sit inside at 5 polling stations. It was emphasised that the majority of complaints received on the day requiring the action of the Returning Officer had involved complaints against tellers.

Individual Electoral Registration

The Chief Executive reported on the impact of Individual Electoral Registration (IER) and emphasised that there was still a lack of understanding of the requirements of IER. Electors were struggling to comprehend that registration had two stages:

1. Completing a household enquiry form – so that the local authority would identify who was eligible to vote
2. Then completing an invitation to register form – either online or by hard copy

Verification and Count

The Chief Executive also reported on the verification and count for both elections. The feedback from candidates and agents had been positive with all supporting the different approach adopted to counting for the Parliamentary Election, with verification starting as soon as there were supervisors and staff available on any one table. This had been very strictly controlled by senior managers to avoid any confusion. As a result the count had finished at 4.30 am, much earlier than previous elections.

The Chief Executive recognised the elections' impact on the Elections and Democratic Services Staff. The Elections team had faced the challenge of introducing the major change in legislation in electoral registration and had continued to manage Neighbourhood Plan Referendums – this was in addition to planning for the combined elections on 4 May and 8 June 2017.

Subject to approval at the next meeting

The Chief Executive concluded his report stating that he would not have been able to deliver these elections without the Election Team's commitment and hard work, together with the help of the whole Arun organisation. He thanked staff for the commitment and support he had received.

In discussing nominations, Members were grateful for the staff checking procedures that aided satisfactory completion of the nomination forms.

The Sub-Committee thanked the Corporate Management Team, Democratic Services and all Staff that had contributed to two successful elections.

The Sub-Committee then considered the report's recommendations which were agreed.

The Sub-Committee

RECOMMEND TO FULL COUNCIL – That

- (1) the report be noted; and
- (2) support be given to the Returning Officer to implement suggested improvement to the Elections process.

(During the course of the discussion on this item, Councillor Purchase declared a Personal Interest as a Candidate and Agent for the West Sussex County Council Election held on 4 May 2017.)

(The meeting concluded at 6.59 pm)

AGENDA ITEM NO.5ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE3 May 2018

Decision Paper

Subject : Polling Station Review Provisional Timetable

Report by : Group Head of Policy

Report date: 11 April 2018

EXECUTIVE SUMMARY

The Council is required to carry out a regular review of Polling Stations. This paper sets out the proposed timetable for Members.

RECOMMENDATIONS

It is recommended that:

- (1) The provisional timetable for the next Polling Station review be as set out in this paper
- (2) The (Acting) Returning Officer be given delegated authority to vary this should practical circumstances require it, so long as the review is completed within the required legal timescale.

1.0 INTRODUCTION

- 1.1 The Electoral Registration and Administration Act 2013 requires that a compulsory review of UK Parliamentary polling districts and polling stations is carried out every 5 years, beginning on 1 October and being completed within 16 months of this date. The last polling station review was published by Arun District Council in August 2014, therefore the next review will need to start and be completed within the period 1 October 2018 to 31 January 2020
- 1.2 The (Acting) Returning Officer and Electoral Registration Officer, the Chief Executive, has considered what other electoral duties and processes will be taking place during this period. Of key importance will be the canvass and publication of

the new electoral register on 1 December 2018 and the District, Town and Parish Elections to be held on 2 May 2019. The Elections Team will not be able to carry out substantial work towards this review immediately before the publication of the new register or in the period leading up to local elections. It also makes eminent sense to carry out the consultation immediately following elections when all of the existing polling stations are likely to have been used and Presiding Officers, candidates, Members, disability groups, residents etc will have fresh recollections of any issues. In the light of this it is proposed that the provisional timetable is as follows:

STAGE	DATE
Publish Notice of Review	January 2019
First Stage Report to Electoral Review Sub-Committee (setting out review process)	February 2019
Consultation	May to September 2019
Report proposals to Electoral Review Sub-Committee	October 2019
Proposals to Full Council	November/December 2019
Publish results of Review	January 2020

2.0 CONCLUSION

- 2.1 Members are asked to approve this timetable and also give delegated authority to the (Acting) Returning Officer to vary the detail of this should practical circumstances require it, so long as the review is completed within the required legal timescale.

Contact: Jackie Follis, Group Head of Policy

AGENDA ITEM NO.6ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE3 May 2018

Decision Paper

Subject : Community Governance Review Barnham and Eastergate Parishes,
Outcome of Consultation

Report by : Jackie Follis - Group Head of Policy

Report date : 17 April 2018

EXECUTIVE SUMMARY

The Council, having received a request from Barnham Parish Council and Eastergate Parish Council to merge to become a single parish council, has undertaken a Community Governance Review and as part of this work has consulted local residents and organisations.

This report sets out the process undertaken, the outcome of the Review and makes a recommendation for Members to consider.

RECOMMENDATION

The Sub-Committee is asked to recommend to Full Council that:

Subject to the results of the final consultation stage of this review, that Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council with effect from 1 April 2019.

1.0 INTRODUCTION

- 1.1 At its meeting held on 28 November 2017, the Sub-Committee agreed to recommend to Full Council that a Community Governance Review be undertaken to consider the merger of Barnham Parish Council and Eastergate Parish Council into a single Parish Council to be known as Barnham and Eastergate Parish Council. Appendix 1 shows the original request received from both of the Parish Councils.

1.2 On 10 January 2018, Full Council resolved that the Review should take place and it approved what the Terms of Reference should be. These can be viewed at Appendix 2. The Review has now been undertaken and a copy of the letter sent to residents is at Appendix 3. All organisations were written to and also asked to send any additional comments, residents were asked simply to vote YES or NO to the merger.

2.0 OUTCOME OF THE CONSULTATION

2.1 Consultation has been undertaken in line with the approved Terms of Reference. Electoral Review Services (ERS) were commissioned to carry out a ballot with all Barnham and Eastergate residents. A letter setting out the key issues was sent out to residents on 19 March 2018. This letter also contained a map showing the parish boundaries and a ballot paper for residents to return stating whether or not they supported the proposed merger.

2.2 The results of the ballot were notified to the Council on 12 April 2018. The overall turnout was 37.69%, with 80.56% of those voting supporting the merger of the Parish Councils. There was one invalid vote. The full results are set out in Appendix 4.

2.3 In addition to the consultation with residents, consultation was also undertaken with:

Barnham Primary School	Support for merger
Eastergate CE Primary School	No response
St Philip Howard Catholic High School	No response
Barnham Community Trust	Support for merger
Villages Action Group	No response
Parish of Arun, Barnham and Eastergate	No response
ADC Councillors	Support for merger from two councillors + view that this would facilitate future change
WSCC Councillors	No response
MP	No response

Barnham Parish Council and Eastergate Parish Council were not consulted as the request for a merger came from them originally. These organisations were asked to express any other views or raise issues concerning the merger, but there were no further comments.

3.0 FACTORS TO BE CONSIDERED BY THE COUNCIL

3.1 Arun District Council, as the principal Council carrying out the Community Governance Review, is obliged to take account of a number of factors in making recommendations and final decisions. The Local Government Boundary Commission Guidance sets out the factors that the Council must consider –

[Community Governance Review Guidance](#) (*Link*)

The Sections of particular relevance are as follows:

- The impact on community cohesion of the proposed arrangements – paragraphs 67-76
- Size, population and boundaries of a local community or parish – paragraphs 49-51, 77-85. The original request at Appendix 1 includes the population of each parish at the date of the last census. Whilst this is now quite old it shows size relative to other parishes. This shows that a combined Parish would be well within what we would consider the normal range for Arun.
- That community governance arrangements reflect the identities and interests of the community in that area – paragraphs 15, 33, 55-61
- We must also take account of:
 - Public opinion
 - Views of other organisations
 - Views of elected members

These factors are shown above in paragraph 2.2 of this report

4.0 NEXT STEPS

4.1 For this meeting, Members are being asked to consider whether or not to recommend to Full Council that the merger of Barnham Parish Council and Eastergate Parish Council takes place, to form a merged Barnham and Eastergate Parish Council.

4.2 If the Sub-Committee wishes to agree to the merger, it will make a recommendation to Full Council, subject to any further feedback when the initial recommendation is published. We are required to publish the recommendation and give consultees the opportunity to come back with further comments by a given date. If there are no issues raised that require the Sub-Committee to meet again, the recommendations will proceed to Full Council.

4.3 If the Sub-Committee does not wish to agree to the merger and has sound reasons for this, the matter is then closed. It would not normally be possible to carry out

another Community Governance Review covering the same or a significant part of the original review within two years of the conclusion of the original review.

- 4.4 If the Sub-Committee has further questions before making a recommendation, it may arrange another meeting to cover these.
- 4.5 The final decision on whether or not to agree the merger will be made at Full Council. It is anticipated that this will go to Full Council before the end of the calendar year in order to ensure that all technical changes can be made well before the District and Town and Parish elections in May 2019.

5.0 RECOMMENDATION

In the light of the positive response to the proposal the Electoral Review Sub-Committee recommends to Full Council the following:

Subject to the results of the final consultation stage of this review, that Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council with effect from 1 April 2019.

Contact: Jackie Follis, Group Head of Policy, 37580

APPENDIX 1

Eastergate Parish Council



22nd October 2017

For the attention of:

Jackie Follis, Group Head of Policy

Dear Jackie

Barnham and Eastergate Parishes – Request for a Community Governance Review
Your email dated 10th October 2017

Thank you for your email. Nigel did explain the process to us and this letter contains our proposals for consideration by you and the Electoral Review Sub-Committee at the end of November. We note the length of this process and that there are potentially two timetables:

- Assuming the review starts next month and proceeds through all its stages without surprises it should complete by the end of 2018 and the merger implemented before the 2019 District Council Elections.
- The review is delayed and therefore takes place after the 2019 District Council Elections which suggest merger in 2020.

We would like to attempt to complete the review by the end of 2018 and our proposals in summary are:

- To merge Barnham and Eastergate Parish Councils without any boundary changes
- The new council to be called Barnham and Eastergate Parish

Our judgement is that there would be support for merger and that it is likely to lead to:

- Improvements in community engagement, better local democracy and result in more effective and convenient delivery of local services.
- Getting more local people to stand for election to the parish council.
- Resolution of the anomaly caused by housing developments since the 1970s whereby Barnham residential properties and Barnham Village Centre is in Eastergate Parish.

Both Barnham and Eastergate Parish Council have resolved to pursue merger and we have discussed the matter with both clerks.

The following pages of this letter describes the rationale for merger in more detail and with supporting evidence.

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Background

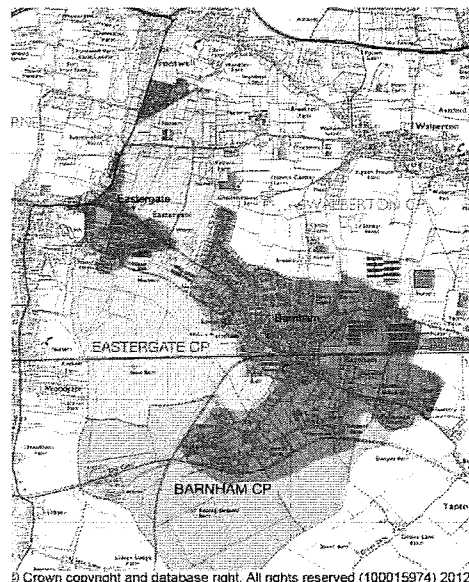
The suggestion to merge the parishes of Barnham and Eastergate was first raised by candidates standing in the Eastergate Parish Council contested election of 2012. Once elected it was resolved by both parish councils to work collaboratively. This collaboration has proved very successful and the most notable examples are:-

- Development of the joint Barnham and Eastergate Neighbourhood Plan (NP) which was supported in the NP Referendum (36% turnout, 95% voted to support) and made in July 2014.
- Seven joint community newsletters. Typical of the introductory language in these newsletters is:

There are too few resources, volunteer time and money for Parishes to operate within historic boundaries that no longer reflect the communities and settlements that they once represented.

Whilst recognising that Eastergate and Barnham villages each have individually strong historic and cultural identities, which are important to preserve, the two Parishes have been holding joint meetings to combine resources, funds and skills on key projects that are important to both parishes.

- In 2016 we held a joint Parish Meeting



Anomalous Parish Boundaries

In 2012, as part of Barnham and Eastergate Neighbourhood Plan (BENP) consultation, we conducted a survey that included respondents being asked to give their post code and then to state which Parish that they were in. The inset map shows post codes of residents that responded that they were in Barnham Parish.

More detailed analysis of the data showed that of the 389 responses received (14% response rate) 73% of those with Barnham Village post codes but who were in Eastergate Parish got their Parish wrong.



Merged Parish Size

Barnham and Eastergate Parishes are relatively small as shown inset.

After merger the new parish would be the 11th largest in the District based on number of residents and 14th based on area.

Whilst there is no detail master-plan for the BEW Strategic Development yet we estimate that 70% of the development will be in Barnham and Eastergate Parishes. This would potentially move the new Parish to circa 8th largest in the District.

This would appear to us to be a sensibly sized parish both for the current population and the likely population in 15 to 20 years.

english parish / welsh community	All usual residents	Area (Hectares)
E04009867 : Littlehampton	27,795	1,006.95
E04009855 : Bognor Regis	24,064	440.58
E04009874 : Rustington	13,883	372.46
E04009850 : Aidwick	11,282	382.88
E04009861 : Felpham	9,746	387.01
E04009854 : Bersied	8,496	712.70
E04009851 : Angmering	7,614	1,781.79
E04009871 : Pagham	5,941	988.09
E04012046 : East Preston	5,938	199.60
E04009870 : Middleton-on-Sea	5,077	354.19
E04009862 : Ferring	4,480	381.58
E04009849 : Aldingbourne	3,819	1,252.81
E04009879 : Yapton	3,571	790.60
E04009852 : Arundel	3,475	1,214.36
E04009859 : Eastergate	3,417	370.42
E04009877 : Walberton	2,174	1,044.18
E04009863 : Findon	2,023	1,614.41
E04009864 : Ford	1,690	407.69
E04009853 : Barnham	1,391	373.28
E04009858 : Climping	771	634.99
E04012047 : Kingston	625	171.85
E04009875 : Slindon	595	1,286.10
E04009868 : Lyminster and Crossbush	369	581.26
E04009857 : Clapham	275	515.12
E04009872 : Patching	259	846.12
E04009873 : Poling	174	320.20
E04009878 : Warningcamp	156	376.04
E04009865 : Houghton	153	1,259.41
E04009856 : Burpham	145	1,238.20
E04009869 : Madehurst	120	765.96

Foreseeable Challenges

Community response to consultation and referendum

We don't believe that a merger would be controversial albeit there will no doubt be those against. Our judgement is that most those against would come from Eastergate Village. The Eastergate Village settlement is part in Eastergate Parish and part in Aldingbourne Parish.

Community Assets, Village Halls and Playing Fields

There are differences between the two parishes which may lead to some technical challenges but we do not believe that these are insurmountable. Of note are the way in which the Village Halls are operated:

- BPC has a modern Community Centre and a Public Works Loan of some £500k. The Barnham Community Centre is operated by a charity which after four years of operation is making a surplus and thereby contributing to the BPC Public Works Loan.
- EPC has dated facilities which are unencumbered by any debt but require annual revenue subsidies. There is a substantial legacy of overdue maintenance and a need for modernisation. EPC has built up cash reserves to fund this work. The EPC Parish Hall is operated within a charity which is currently being revitalised and a programme to improve the revenue from the Hall is underway.

Precept

The average precept per dwelling is currently £75 for BPC and £37 for EPC. This would suggest that the precept will rise for current Eastergate residents by £10/house/year and fall for Barnham residents by £26/house/year. However, given the number of houses being built, particularly in Barnham Parish, it is unlikely that the calculation will be this simple. If merger is approved it will be an important technical issue to be worked through but we do not believe that it is insurmountable or sufficient to stop merger.

We look forward to your comments and follow-up questions.

Yours sincerely

Chris. J Allington
Chair Eastergate Parish Council
epc.chair@gmail.com

Keith Ballard
Chair Barnham Parish Council
keithballard@live.co.uk

Cc Garry Sleet, Clerk Eastergate Parish Council
Alison Crabb, Clerk Barnham Parish Council
Nigel Lynn, Chief Executive Arun District Council

ARUN DISTRICT COUNCIL

Community Governance Review Barnham and Eastergate Parish Councils 2018

TERMS OF REFERENCE

INTRODUCTION

Aims of the review

At the request of Barnham Parish Council and Eastergate Parish Council, Arun District Council has agreed to undertake a Community Governance Review pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the following matters:

- The request from both Parish Councils to merge Barnham and Eastergate Parish Councils to create a single Parish Council to be called Barnham and Eastergate Parish Council – without any other boundary changes.
- The potential improvements to community engagement and local democracy of improved clarity for local residents of Parish boundaries.
- The impact of a larger merged Parish size
- Issues around community assets, village halls and playing fields and how these are operated and financed
- Estimated changes to the average precept per dwelling for residents in each Parish, including complications around planned new build

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and by the document “Guidance on Community Governance Reviews” issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and The Electoral Commission.

This guidance was published in April 2008 and it has been considered when drawing up the Terms of Reference.

What is a Community Governance Review?

A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of elections; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

APPENDIX 2

The Council is required 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
- Is effective and convenient.

In doing so the Community Governance Review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

Why undertake a Community Governance Review?

A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population or in reaction to specific, or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community.

The government has emphasised that recommendations made in a Community Governance Review ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

Who will undertake the Community Governance Review?

As the principal authority, the District Council is responsible for undertaking any Community Governance Review within its electoral area. The Council will approve the final recommendations before a Community Governance Order is made.

It is proposed that the review is carried out by the Electoral Services Sub-Committee who will make recommendations to Full Council. The Group Head of Policy will manage the process and an officer working group will be established to support the Sub-Committee. This will comprise officers from Policy, Democratic Services and Legal.

CONSULTATION

In coming to its recommendations in the review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

APPENDIX 2

The Council intends to consult with all interested parties in the area proposed for review.

- This will include Ward, District, County Councillors and MPs.
- A consultation letter will be sent to all properties/residents within Barnham and Eastergate Parish Councils.
- Council Tax will be consulted on any current or potential financial implications. It will not be possible to be precise at this stage, but residents must be given some indication of the nature and size of the potential change as part of the consultation process.
- Consultation will be undertaken with any local organisations who may have an interest (eg churches, clubs, schools, recipients of grants from Parish Councils etc – full list to be agreed)
- The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views.
- As required by Section 79(3) of the Local Government and Public Involvement in Health Act 2007, the District Council will notify West Sussex County Council that a review is to be undertaken, provide them with a copy of the terms of reference for the review and will consult them on the matters under review.

The Council will also be pleased to receive comments from any other person or body that wishes to make representations.

The Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website, through general press releases, and by placing key documents on public deposit at Council Offices.

A timetable for the Community Governance Review

A Community Governance Review must, by statute, be concluded within a twelve-month period from the day on which the District Council publishes its Terms of Reference.

A proposed time table is shown below:

Date	Actions
28/11/17	Electoral Review Sub-Committee questions representatives from both Councils on the detail of their request in order to make recommendations to Full Council on whether the Review should be undertaken

APPENDIX 2

10 Jan 2018	Full Council agrees to go ahead with the Review and agrees Terms of Reference of the Community Governance Review
Jan 2018	Agree detailed consultation process and identify additional resources required
Jan/Feb 2018	Barnham and Eastergate Parish Councils will refer to the forthcoming consultation exercise in their newsletter, working with Arun District Council to ensure clarity for local residents on the key issues
Feb/March 2018	One month period of consultation seeking views of residents and other interested parties – to include collation/review of responses
April 2018	Electoral Review Sub-Committee receives report on the outcomes of the consultation (probable new date needed for meeting). Decides whether further consultation/questions to be answered needed before recommendation can be made to Full Council.
May/June 2018	If further consultation necessary or questions to be answered work undertaken
July 2018	Electoral Review Sub-Committee receives a final report (probable new date needed for meeting) and makes recommendations to Full Council on the outcomes of the review
12 Sept 2018	Full Council makes final decision on the review
Oct/Nov 2018	Council publishes the reorganisation Order and requests the Electoral Commission to approve any consequential changes.

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s)(where necessary) that show the effects of the order in detail, and the document(s) which set out the reason for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's Offices and on the Council's website.

It is proposed that the Order will take effect for financial and administrative purposes on 1 April 2019.

The electoral arrangements will come into force at the next elections for parish councils which will be on Thursday 2 May 2019.

AGENDA ITEM NO .7ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE3 May 2018

Decision Paper

Subject : Community Governance Review Felpham and Yapton Parishes, Outcome of Consultation

Report by : Jackie Follis - Group Head of Policy

Report date : 17 April 2018

EXECUTIVE SUMMARY

The Council, having received a request from Felpham Parish Council and Yapton Parish Council to make a change to their shared boundary, has undertaken a Community Governance Review to consult local organisations on the proposal. There were no residents immediately affected by the proposal.

This report sets out the process undertaken, the outcome of the Review and makes a recommendation for Members to consider

RECOMMENDATIONS

The Sub-Committee is asked to recommend to Full Council that that:

Subject to the final consultation stage of this review, that the shared boundary between Felpham Parish Council and Yapton Parish Council Full Council is changed as proposed, with effect from 1 April 2019.

1.0 INTRODUCTION

- 1.1 At its meeting held on 28 November 2017 the Sub-Committee agreed to recommend to Full Council that a Community Governance Review be undertaken to consider making a minor change to the shared boundary between Felpham Parish Council

and Yapton Parish Council. Appendix 1 shows the original request received from the Parish Councils.

- 1.2 On 10th January 2018 Full Council resolved that the Review should take place and what the Terms of Reference should be. These can be viewed at Appendix 2. The Review has now been undertaken, and a copy of the letter sent to Councillors is at Appendix 3.

2.0 OUTCOME OF CONSULTATION

- 2.1 Consultation has been undertaken in line with the approved Terms of Reference. A letter setting out the key issues was sent to Councillors. As there are no properties immediately affected by the proposals and the future use of the land is as yet uncertain, consultation was limited to the consultees set out below.

ADC Councillors	Cllr Ambler; Cllr Edwards; Cllr English; Cllr Haymes	Support from all Councillors for the proposal
WSCC Councillors	Hilary Flynn	Supports the proposal
MP	Nick Gibb	No response

3.0 FACTORS TO BE CONSIDERED BY THE COUNCIL

- 3.1 Arun District Council as the principal Council carrying out the Community Governance Review is obliged to take account of a number of factors in making recommendations and final decisions. The Local Government Boundary Commission Guidance sets out the factors that the Council must consider –

[Community Governance Review Guidance](#) (*Link*)

The Sections of particular relevance are as follows:

- The impact on community cohesion of the proposed arrangements – paragraphs 67-76
- Size, population and boundaries of a local community or parish – paragraphs 49-51, 77-85. There is no impact as a result of this proposal as no properties would move parishes.
- That community governance arrangements reflect the identities and interests of the community in that area – paragraphs 15, 33, 55-61
- We must also take account of:

- Public opinion
- Views of other organisations
- Views of elected members

Which are shown above in paragraph 2.2 of this report

4.0 NEXT STEPS

- 4.1 For this meeting, Members are being asked to consider whether or not to recommend to Full Council that the proposed change of boundary between Felpham Parish Council and Yapton Parish Council is implemented.
- 4.2 If the Sub-Committee wishes to agree the change of boundary it will make a recommendation to Full Council, subject to any further feedback when the initial recommendation is published. We are required to publish the recommendation and give consultees the opportunity to come back with further comments by a given date. If there are no issues raised that require the Sub-Committee to meet again, the recommendations will proceed to Full Council.
- 4.3 If the Sub-Committee does not wish to agree the change of boundary and has sound reasons for this the matter is then closed. It would not normally be possible to carry out another Community Governance Review covering the same or a significant part of the original review within two years of the conclusion of the original review.
- 4.4 If the Sub-Committee has further questions before making a recommendation it may arrange another meeting to cover these questions.
- 4.5 The final decision on whether or not to agree the change in boundary will be made at Full Council. It is anticipated that this will go to Full Council before the end of the calendar year in order to ensure that all technical changes can be made well before the District and Town and Parish elections in May 2019.

5.0 RECOMMENDATION

In the light of the positive response to the proposal the Electoral Review Sub-Committee recommends to Full Council the following:

Subject to the final consultation stage of this review, that the shared boundary between Felpham Parish Council and Yapton Parish Council Full Council is changed as proposed, with effect from 1 April 2019.

Contact: Jackie Follis, Group Head of Policy, 37580

APPENDIX 1



CLERK TO THE COUNCIL
Richard Wickens
Felpham Parish Council
St Mary's Centre
Grassmere Close
FELPHAM
West Sussex PO22 7NU

Tel: 01243 827470
email: clerk@felphampc.gov.uk

Jackie Follis
Group Head of Policy
Arun District Council
Civic Centre
Maltravers Road
Littlehampton
BN17 5LF

27th April 2017

Dear Jackie,

RE: POSSIBLE CHANGE TO PARISH BOUNDARY BETWEEN FELPHAM AND YAPTON.

Further to previous correspondence relating to the above, with Yapton Parish Council and Paul Askew at ADC (now Jackie Follis as Paul left employ of ADC on 31st March 2017), please find attached a map showing the proposed change. This is marked in red on the map.

I would be grateful for your comments on this, in the first instance.

Yours sincerely,

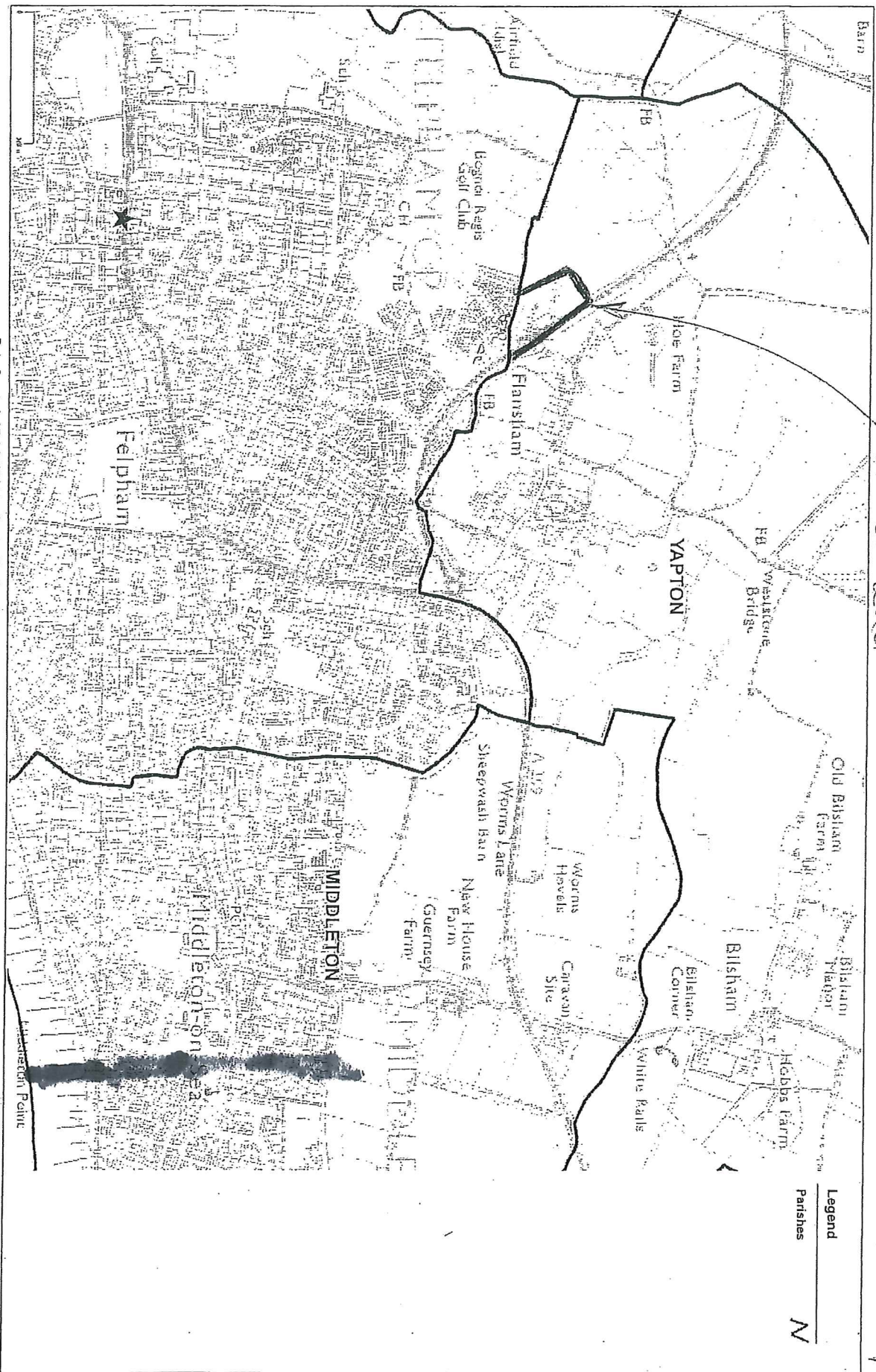
Richard Wickens
Clerk to the Council

1579A

Parish Online

*Sports Pitch
+ School Site
Bicker's mead*
Boundaries

Felpham CP



Date Created: 25-4-2017 | Map Centre (Easting/Northing): 495285 / 100992 | Scale: 1:14389 | © Crown copyright and database right. All rights reserved (100059280) 2017 © Contains Ordnance Survey Data : Crown copyright and database right 2017

Appendix 1

From: Richard Wickens [<mailto:clerk@felphampc.gov.uk>]
Sent: 28 June 2016 09:09
To: Liz Fitcher
Cc: Karl Roberts; elaine.stainton@arun.gov.uk; Councillor Edwards;

Subject: Parish Boundary

Dear Liz,

Hope you are well.

The Parish Council has asked me to contact you with regard to the possibility of a slight change to the Parish Boundary between Felpham and Yapton. The reason I have been requested to do this is that approximately 97% of the new development at Blake's Mead falls within Felpham Parish. The areas of the development that include the proposed school site and the senior football pitch and pavilion lie within Yapton. In this respect planning applications made by the developers to ADC go to two different Parishes. All the residential areas are in Felpham and hence this request to consolidate the whole development within one Parish.

I would be grateful for your comments and observations on this.

Richard

<http://www.arun.gov.uk>
NLPG UPRN 100062237016
DX 57406 Littlehampton

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

ARUN DISTRICT COUNCIL**Community Governance Review
Felpham and Yapton Parish Councils 2018****TERMS OF REFERENCE****INTRODUCTION****Aims of the review**

At the request of Felpham Parish Council and Yapton Parish Council, Arun District Council has agreed to undertake a Community Governance Review pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the following matter:

- Request from both Parish Councils to make a slight change to their shared boundary in order to move the land identified as a possible school site to serve the new Blake's Mead Development, from Yapton Parish Council to Felpham Parish Council. The reason for this request is that approximately 97% of the Blake's Mead Development falls within Felpham Parish. The areas of the development that include the proposed school site and senior football pitch and pavilion lie within Yapton Parish. The move of the land would facilitate the planning process.

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and by the document "Guidance on Community Governance Reviews" issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and The Electoral Commission.

This guidance was published in April 2008 and it has been considered when drawing up the Terms of Reference.

What is a Community Governance Review?

A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of elections; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

APPENDIX 2

The Council is required 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
- Is effective and convenient.

In doing so the Community Governance Review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

Why undertake a Community Governance Review?

A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population or in reaction to specific, or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community.

The government has emphasised that recommendations made in a Community Governance Review ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

Who will undertake the Community Governance Review?

As the principal authority, the District Council is responsible for undertaking any Community Governance Review within its electoral area. The Council will approve the final recommendations before a Community Governance Order is made.

It is proposed that the review is carried out by the Electoral Services Sub-Committee who will make recommendations to Full Council. The Group Head of Policy will manage the process and an officer working group will be established to support the Sub-Committee. This will comprise officers from Policy, Democratic Services and Legal.

CONSULTATION

In coming to its recommendations in the review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

APPENDIX 2

The Council intends to consult with all interested parties in the area proposed for review.

- This will include Ward, District, County Councillors and MPs.
- There are no properties on the land identified for potential transfer, but a view will be taken on whether there are any neighbouring properties which should be consulted.
- Council Tax will be consulted on any current or potential financial implications.
- The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views.
- As required by Section 79(3) of the Local Government and Public Involvement in Health Act 2007, the District Council will notify West Sussex County Council that a review is to be undertaken, provide them with a copy of the terms of reference for the review and will consult them on the matters under review.

The Council will also be pleased to receive comments from any other person or body that wishes to make representations.

The Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website, through general press releases, and by placing key documents on public deposit at Council Offices.

A timetable for the Community Governance Review

A Community Governance Review must, by statute, be concluded within a twelve-month period from the day on which the District Council publishes its Terms of Reference.

A proposed time table is shown below:

Date	Actions
28/11/17	Electoral Review Sub-Committee questions representatives from both Councils on the detail of their request in order to make recommendations to Full Council on whether the Review should be undertaken
10 Jan 2018	Full Council agrees to go ahead with the Review and agrees Terms of Reference of the Community Governance Review
Jan 2018	Agree detailed consultation process and identify additional resources
Feb/March 2018	One month period of consultation seeking views of residents and other interested parties – to include collation/review of responses

APPENDIX 2

April 2018	Electoral Review Sub-Committee receives report on the outcomes of the consultation (probable new date needed for meeting). Decides whether further consultation/questions to be answered needed before recommendation can be made to Full Council.
May/June 2018	If further consultation necessary or questions to be answered work undertaken
July 2018	Electoral Review Sub-Committee receives a final report (probable new date needed for meeting) and makes recommendations to Full Council on the outcomes of the review
12 Sept 2018	Full Council makes final decision on the review
Oct/Nov 2018	Council publishes the reorganisation Order and requests the Electoral Commission to approve any consequential changes.

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s)(where necessary) that show the effects of the order in detail, and the document(s) which set out the reason for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's Offices and on the Council's website.

It is proposed that the Order will take effect for financial and administrative purposes on 1 April 2019.

The electoral arrangements will come into force at the next elections for parish councils which will be on Thursday 2 May 2019.

APPENDIX 3

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: 01903 737580

DX: 57406 Littlehampton

e-mail: jackie.follis@arun.gov.uk

22 March 2018

Our Ref: JF/sjz

Dear

Proposal for the relocation of a section of the boundary line between Felpham and Yapton Parish Council

I am writing to you as an interested organisation/District Councillor/County Councillor/MP to consult you on the proposal to make a minor change to the shared boundary between Felpham Parish Council and Yapton Parish Council. The consultation process takes the form of a 'Community Governance Review' which is explained further below. This letter also sets out the background to the proposal.

What is a Community Governance Review?

A Community Governance Review enables a 'principle council' such as Arun District Council (ADC) to review and make changes to community governance structures and systems, e.g. by merging parishes or changing boundaries.

Felpham Parish Council and Yapton Parish Council have requested that Arun District Council carries out a Community Governance Review into the feasibility of moving a piece of land from Yapton Parish Council to Felpham Parish Council. On the 10th January 2018, Arun District Council voted to carry out the statutory process of community consultation which is required to consider such a request. A map is enclosed which identifies the piece of land concerned.

This letter will be sent to all local organisations which have been identified as having an interest in the proposal, plus the relevant District and County Councillors and Member of Parliament. This has not been sent any local electors as there are no private residences on this piece of land. ADC will take into account the views of councillors and organisations when reaching a decision on whether or not the transfer should take place. If it is agreed, the change would come into force in May 2019.

Continued.....

APPENDIX 3

Background

The request from both Parish Councils is to make a slight change to their shared boundary in order to move the land identified as a possible school site to serve the new Blake's Mead Development, from Yapton Parish Council to Felpham Parish Council. The reason for this request is that approximately 97% of the Blake's Mead Development falls within Felpham Parish. The areas of the development that include the proposed school site and senior football pitch and pavilion currently lie within Yapton Parish. The move of the land would facilitate the future planning process.

I enclose an additional copy of this letter and would ask you to complete and return one copy (retaining the remaining copy for your information), answering the two questions set out below:

Q1. Do you agree to the relocation of the identified boundary line between Yapton and Felpham Parish Councils in order to enclose the sports pitch within Felpham Parish Council?

Yes

No

Q2. Do you have any other comments to make on the Community Governance Review?
Please write in the box below...

Continued.....

APPENDIX 3

Please return to Phil Frean, Arun District Council, Arun Civic Centre, 1 Maltravers Road, Littlehampton, West Sussex, BN17 5LF to reach us by Friday 13 April 2018. A pre-paid envelope is enclosed for your use.

Thank you for taking the time to respond to this consultation.

Yours sincerely

Jackie Follis
Group Head of Policy