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**Our reference:**  
**Your reference:**  
**Date:** 3 June 2013

To all Members of the Council

Dear Councillor

A meeting of the CABINET will be held on Tuesday 11 June 2013 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely



Executive Manager Operations and Corporate Governance

### **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Minutes of the Meeting held on Tuesday 14 May 2013 (previously circulated).

#### **Key Decisions**

None.

#### **Non Key Decisions**

4. Future Delivery Of Positive Futures In Rushcliffe  
The report of the Executive Manager - Communities is attached (pages 1 - 4).
5. Community Governance Review – Edwalton  
The report of the Executive Manager - Operations and Corporate Governance is attached (pages 5 - 17).
6. Local Government Boundary Commission Review – Implications for Rushcliffe  
The report of the Executive Manager - Operations and Corporate Governance is attached (pages 18 - 20).

## **Budget and Policy Framework Items**

There are no reports.

## **Matters referred from Scrutiny**

There are no reports.

## Membership

Chairman: Councillor J N Clarke

Vice-Chairman: Councillor J A Cranswick

Councillors D G Bell, J E Fearon, N C Lawrence, D J Mason

<b>Meeting Room Guidance</b>
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**MINUTES  
OF THE MEETING OF THE  
CABINET  
TUESDAY 14 MAY 2013**

Held at 7.00pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillors J N Clarke (Chairman), D G Bell, J A Cranswick, J E Fearon, D J Mason and Mrs J A Smith

**ALSO IN ATTENDANCE:**

Councillors D M Boote, S J Boote, A MacInnes, G R Mallender  
5 Members of the public

**OFFICERS PRESENT:**

A Graham	Chief Executive
K Marriott	Executive Manager - Transformation
D Mitchell	Executive Manager – Communities
P Randle	Lead Local Plan Officer
L Reid Jones	Democratic Services Manager
P Steed	Executive Manager – Finance and Commercial
D Swaine	Executive Manager - Operations and Corporate Governance

**APOLOGIES FOR ABSENCE:**

There were no apologies for absence.

**64. Declarations of Interest**

There were none declared.

**65. Minutes**

The minutes of the meeting held on Tuesday 16 April 2013 were approved as a correct record and signed by the Chairman.

**66. Building Control Service Review**

Councillor Bell presented a report of the Executive Manager - Communities regarding the review of the Building Control Service which had been carried out in line with the four year plan. He reminded Cabinet that the Council already shared a manager with South Kesteven District Council and that the review had been undertaken in partnership with them. By reference to the report he informed Cabinet that quick win savings of £18,960 had been made within the Building Control Service and that the review had identified an opportunity to transform the service through a full partnership delivery approach with South Kesteven District Council. He stated that this approach would produce significant benefits particularly in the resilience of the service delivery, use of shared processes. Furthermore it provided additional potential for further savings estimated at around £82k per annum which would be shared between the two councils. Councillor Bell drew Cabinet's attention to the benefits of the partnership delivery method as detailed in paragraph 18 of

the report. He stressed the financial benefits to both authorities but indicated that the division of the savings had not been confirmed.

Councillor Fearon stated that he was pleased to see the two local authorities coming together in partnership but expressed disappointment that the partnership did not include all of the councils in the County. In response to a question from Councillor Fearon, Councillor Bell confirmed that the partnership arrangement could extend to other councils in the future. He informed Cabinet that it was acknowledged that a larger consortium would have greater benefits and that the opportunity to extend the partnership in the future was a key challenge particularly to neighbouring councils.

**RESOLVED** that Cabinet approves the proposed route, timescales and principles, as set out in the report for developing a joint building control service with South Kesteven District Council including:

- a) The development of a service improvement plan to be implemented at both authorities and the establishment of a Joint Reciprocal Working Agreement effective from July 2013, and
- b) Finalisation of the business case for the establishment of a full partnership arrangement between South Kesteven DC and Rushcliffe BC to be effective from 1 April 2014.

#### 67. **Four Year Plan Position Statement**

Councillor Cranswick presented a report of the Executive Manager – Transformation which set out a position statement on the four year plan as at the end of 2012/13. By reference to the report he reminded Cabinet that the aim of the four year plan was to reduce the baseline net revenue from 2010/11 by £2.98m over four years through actions centred upon three core principles: business cost reduction, income generation and service redesign. He informed Cabinet that the four year plan had successfully realised efficiency savings of £2.73m against the baseline net revenue by the end of year two (2012/13), which was on target. He continued by stating that the savings by the end of 2013/14 were estimated to be £3.3m. The report detailed the service reviews and efficiency and transformational projects which had taken place, including:

- a) Two Member reviews of the Environment and Waste Management service and the Community Facilities service;
- b) A senior management review and restructure;
- c) The abolition of the Council's lease car scheme;
- d) The introduction of charging for green waste collections;
- e) Seeking a tender for garage services, and
- f) Exploring and developing the 'social franchising' of the streetwise service.

The report also outlined the activities for years three and four of the plan. Councillor Cranswick commented that significant work had been put into achieving the savings and he considered it to be a success to date. He continued by drawing Cabinet's attention to the aspirational savings for years four and beyond which were set out in paragraph 11 of the report. He stated

that he was satisfied with the achievements but added that he had been advised by the Chief Executive and the Executive Manager - Finance that further savings would have to be realised beyond the life of the four year plan. He stated that the Council was in a better position to achieve this than previously.

Councillor Mason recognised the considerable amount of work carried out by officers and Members, which had at times been challenging with difficult decisions being made. She congratulated all for their hard work. She added that there was still more to do.

Councillor Clarke reiterated that there were likely to be further pressures for savings from the Treasury, but recognised that the Council was on its way towards identifying more efficiency savings. Councillor Cranswick reminded Cabinet that the Council had made £2m in savings prior to the commencement of the four year plan.

The Chief Executive thanked Cabinet for their comments regarding the achievements. He reminded Cabinet that separate to the four year plan operational costs such as inflation rates and fuel costs had created additional pressures. He echoed the comments of Councillors Mason and Cranswick regarding joint working across the officer and Member domain to maximise efficiencies.

**RESOLVED** that Cabinet acknowledges the progress made against the original targets and gives its continued support to the four year plan.

#### 68. **Rushcliffe Core Strategy**

Councillor Bell presented a report of the Lead Local Plan Officer regarding Rushcliffe's Core Strategy. The report updated Cabinet on the position of the Core Strategy which had been approved by Council in December 2011. He informed Cabinet that the Planning Inspector appointed to examine the Core Strategy had concluded that in her opinion she could not agree to it being found sound in its current form. Appendix one of the report contained a letter from the Planning Inspector detailing her findings. In summary her main conclusion was that the Core Strategy was not consistent with the National Planning Policy Framework's aim to boost significantly the supply of housing, and meet the full, objectively assessed need to market and affordable housing.

By reference to the report, Councillor Bell informed Cabinet that two meetings had been held in public with the Planning Inspector and as a result, she had agreed to a six month suspension of the examination to enable the necessary additional work to be carried out. He explained that discussions with the other Nottingham Housing Market Area local authorities had taken place and that at least 3,550 additional homes must be planned for to ensure that their objections to our Core Strategy could be withdrawn. This would be because the total assessed housing need of the Housing Market Area would be being planned for and consequently the Duty to Co-operate would have been met.

Councillor Bell stated that all Members had had the opportunity to discuss the proposals at a specially held workshop and it was now necessary to carry out a public consultation exercise on the proposals to amend the Core Strategy

and in particular to plan for at least 3,550 additional homes adjacent to the Principal Urban Area by 2028 in the following locations:

- South of Clifton – around an additional 500 homes within the current proposed allocation
- Edwalton – around 550 homes within and adjacent to the current proposed allocation
- East of Gamston – a new strategic mixed used development allocation, including the delivery of around 2,500 homes by 2028, and with capacity to provide around a further 1,500 homes post 2028.

Councillor Bell informed Cabinet that the proposal was to consult with the public from mid-June to early August, with a report being presented to Cabinet and Council in October. He stated that whilst not everyone was in agreement with the way forward, the Core Strategy was necessary to guard against unwanted developments in the Borough.

Councillor Cranswick thought that the Council had been in a position whereby the proposed Core Strategy had been reasonable, with logical and clear arguments behind it. He expressed disappointment that the Council was now in this position, but stated that it was important now to develop a Core Strategy that the Planning Inspector could find sound. He reminded Cabinet that the proposals had been developed by Member workshops and had been arrived at to meet the necessary requirements with as little impact as possible on residents. He believed that the results of the consultation would be revealing, but that there was a general acceptance that the Council had to amend the Plan.

Councillor Clarke recognised that this was part of the Government's growth agenda. He believed that the Council had to follow the demands and pressures of national planning policy but had to use its best endeavours to protect the Borough and its residents. He continued by stating that the Council would have to make difficult decisions and would be likely to face pressures from residents. He stated that it was important that the community were kept informed of what the Council was doing, through the public consultation exercises. He sought assurance from the Chief Executive that adequate resources were in place in order to analyse the consultation results and to make the necessary recommendations to reach a suitable conclusion.

The Chief Executive confirmed that steps had been taken to secure the process to date, and that senior and other resources were in place. He added that this demonstrated the importance that the Council were placing on this. He believed that the short timescale provided by the suspension of the examination could be met and that resourcing was in place for this. He reminded Cabinet that the timescale had been discussed at the public meeting in April, and that he had stated on more than one occasion that the whilst the Council would endeavour to undertake robust consultation it was not a pure science.

Councillor Clarke stated that a significant proportion of the housing being planned for in Rushcliffe related to need generated from the remainder of the

Housing Market Area. He pointed out that the housing required to ensure that Rushcliffe is meeting its Duty to Co-operate is more than some other local authorities' entire allocation.

Councillor Mrs Smith believed that there was now pressure on the Council to get the Core Strategy accepted or it may find significant difficulties in future in relation to unwanted developments.

Councillor Mason expressed disappointment that the Council found itself in this position and concurred with comments made. She reminded Cabinet that the process would aim to protect other areas of the Borough, and although the increase in housing provision was not what the Council wished, she believed that a new Core Strategy would give the Council greater control over future developments.

Councillor Clarke concluded by stating that it was more beneficial to have a proposal for consultation which the Council had some level of control over, rather than saying there should be no development. He believed that it was important for the Council to be able to negotiate with developers in order to get appropriate facilities and infrastructure, rather than planning permissions being granted on appeal.

**RESOLVED** that Cabinet:

- a) Accepts the Planning Inspector's offer of a temporary suspension of the examination process;
- b) Agrees that public consultation and necessary supporting work is undertaken on proposals to amend the Core Strategy to meet the Planning Inspector's concerns and in particular, to plan for at least 3,550 additional homes adjacent to the Principal Urban Area by 2028 at the following strategic locations:
  - i. South of Clifton – around an additional 500 homes within the current proposed allocation.
  - ii. Edwalton – around an additional 550 homes within and adjacent to the current proposed allocation
  - iii. East of Gamston – a new strategic mixed used development allocation, including the delivery of around 2,500 homes by 2028, and with capacity to provide around a further 1,500 homes post 2028.
- c) Accepts the timetable for the work as set out in the report and that a revised Core Strategy is presented to Full Council in October 2013.

The meeting closed at 7.30 pm.

CHAIRMAN

## **Report of the Executive Manager – Communities**

### **Cabinet Portfolio Holder – Councillor J E Fearon**

#### **Summary**

1. At Cabinet on 4 December 2012 a decision was made that the Positive Futures project should continue, for a further 4 years with the aim of achieving a similar success with young people as that achieved in Cotgrave. The Cabinet also stated that the geographical scope and focus of the project should be established and that a further report is bought back to Cabinet.
2. This report outlines the areas of focus within the Borough for Positive Futures over the next 4 years.
3. It also identifies how the Positive Futures work will support and link to the wider work supporting the Council's young people priority.
4. In preparing this report detailed background evidence has been collated to identify specific areas of need, young people at risk, and current gaps in service provision.

#### **Recommendation**

It is RECOMMENDED that:

- a) The Positive Futures project is extended beyond Cotgrave to include the target areas of Radcliffe on Trent, Bingham West and Keyworth South wards by 2014/15.
- b) The work of Positive Futures be targeted to include a cohort of young people aged between 10 and 24 from each of the identified areas over the next 4 years.
- c) The Cabinet supports the Positive Futures team's intention to deliver its work in partnership with South Nottinghamshire Academy, South Wolds and Toothill secondary schools in the form of mentoring and behavioural support for identified young people and also within the community to provide increased sport and physical activity provision in the identified geographical areas for all young people.
- d) The Section 151 Officer be given delegated authority to approve the future loan to grant conversions based on the achievement of the outputs outlined in the performance management framework which will be monitored by the Positive Futures Management Board, in



consultation with the Chief Executive and the Portfolio Holder for Resources.

### **Positive Futures – New Delivery Model**

5. A number of meetings have taken place with the Positive Futures Team which is part of the Community Development Team at Nottinghamshire County Cricket Club to develop a future model of delivery that will achieve real outcomes for Rushcliffe's young people.
6. To achieve these outcomes it was agreed that the project should be focussed on the identified areas of most need. This approach mirrors the very successful approach taken when the Cotgrave project was designed.
7. Data has been received from the South Nottinghamshire Community Safety Partnership. The data received focused on youth crime and anti-social behaviour rates from January 2008 to December 2012 as well as child poverty rates across Rushcliffe. The data highlighted that whilst there are minimal levels of youth crime within Rushcliffe, when combined with the issues of child poverty and anti-social behaviour, there is a higher level of risk in the following wards:
  - Cotgrave
  - Radcliffe on Trent
  - Bingham West
  - Keyworth South.
8. The Positive Futures team is currently collecting detailed information on the identified areas. This relates to: unemployment, health, educational attainment, crime and anti-social behaviour, young people who are not in education, employment or training (NEET's), existing local provision and child poverty levels.
9. The vast majority of young people from these 4 areas attend 1 of 3 secondary schools: South Nottinghamshire Academy, Toothill or Southwolds. Currently as a part of the Cotgrave project Positive Futures Youth Workers have one to one sessions with their young people in both South Nottinghamshire Academy and South Wolds.
10. The way the project was delivered in Cotgrave has proved to be very successful and so for delivery in the future the key elements of the project will remain the same. This includes targeted work with an identified group of young people both within school in the form of one to one sessions focussing on behaviours and also workshops covering relevant topics e.g. substance misuse. Alongside this targeted work, positive activities will be delivered in the community that will be open for all young people to attend; this will be coordinated with existing provision to avoid duplication.
11. In year 1 a cohort of young people will be identified in 3 different age groups:
  - **Transition** – year 6 (10 – 11 years old). To support those young people who it has been identified may struggle with the move to secondary school.
  - **Intervention** – year 8 (13 – 14 years old). To support those young people who are beginning to cause some concerns for the school and within the community e.g. truancy, anti-social behaviour, etc.

- **Aspiration** – young people aged 16 - 21 who are not in education, employment or training (NEET). To offer advice and guidance to get them on training courses, work experience, apprenticeships, jobs etc.
12. As the project moves into year 2 the young people already engaged will continue to be supported if required as well as a new cohort of year 6 and year 8 students identified. Therefore over the 4 years a young person will be supported from year 6 to year 9 or year 9 to year 11. The NEET's will be identified and no more than 20 will be supported each year. It is likely that a number of these NEET's will remain the same young people over a number of the 4 years depending on their level of need.
  13. Throughout the 4 years of the project the team will look to identify young people in years 10 – 13 (aged 14 – 18) to act as peer mentors and volunteer on the wider aspects of the project. Young people will receive training and qualifications to support them in this role. The opportunity to be a peer mentor will be open to all young people in the identified years in each of the schools.
  14. Over the 4 years a total of approximately 300 identified young people will benefit from the Positive Future project, 75 per year. There will also be wider benefits for other young people in each of the areas through the engagement work within the community. Based on experience from the Cotgrave project this is likely to be approximately 150 per geographical area per year.
  15. The resourcing of the Positive Futures team is the responsibility of Nottinghamshire County Cricket Club who have committed to a team of 5. The team is made up of 1 Coordinator, 2 Youth Workers and 2 Apprentices. Due to the size of the team having a more focussed approach will ensure that the communities in most need benefit.
  16. It has been agreed with the Positive Futures team that the performance management framework will include a number of key measurable indicators including:
    - At least 80 young people to experience one to one support each academic year.
    - At least 50 additional young people to access alternative activities during term time and school holidays (per term).
    - At least 60 young people to achieve either a Drug Abuse Resistance Education Active (DARE) or Award Scheme Development and Accreditation Network (ASDAN) accreditation over the life of the project.
    - At least 8 peer mentors trained over the life of the project.
    - At least 20 young people who are not in education employment or training (NEET) aged 16 – 21 engaged – 100% gain a personal development plan and 50% to enter work or training.
    - 4 Apprentices appointed (2 for first 2 years and a further 2 in year 2) and achieve NVQ level 3 in Sports Development.
  17. Once the programme commences and the cohort has been identified the more detailed data and performance statistics will be developed.
  18. All the agreed performance standards will be monitored by the Executive Manager - Communities together with the Positive Futures Management Group and then will be periodically reported back to and scrutinised by the Partnership Delivery Group and Cabinet as appropriate.

## **Links to Wider Strategic Plans in the Borough with Young People**

19. This project will link with the YouNG project that was launched in September 2012. YouNG is an innovative partnership between the Borough Council, The Media Company, a local company based in Ruddington, and the seven Rushcliffe secondary schools and academies. The ambition is to develop a network to provide future support, information, guidance and advice for young people in a way that is meaningful to them.
20. This academic year has seen seven young social network ambassadors aged 14 and 15, with a wealth of experience of blogging, tweeting and facebooking, help Rushcliffe to connect with young people across the Borough in a new and exciting way. The young people already promote what is happening locally and have gained in confidence and identity and are currently organising and managing the setting up of Rushcliffe's first young market to support and encourage young entrepreneurs.
21. Combining these two important projects together will mean that there is a comprehensive package of support available for all young people within the Borough.

### **Financial Comments**

The cost of delivery of the Positive Futures project will be met by Nottinghamshire County Cricket Club.

As agreed by Cabinet on 4 December 2012, should the performance standards be met Rushcliffe Borough Council will convert £90,000 per annum of the existing loan into grant for each of the years 2013/14 – 2016/17.

### **Section 17 Crime and Disorder Act**

The project will be focussed on areas identified within the borough as suffering from higher levels of youth crime and ASB. Within those areas young people will be selected for additional support based on referrals received from various partners including; schools, police, youth services and others.

By working in the areas of most need, in both a focussed and more general way, the project will have a direct impact on the levels of crime and ASB in the priority areas.

### **Diversity**

The project will focus on an identified group of young people but it will also deliver open activity sessions. These will be open access for all young people from the 4 priority areas.

**Background Papers Available for Inspection: Nil**

## Report of the Executive Manager - Operations and Corporate Governance

### Cabinet Portfolio Holder - Councillor J N Clarke

#### Summary

In September 2012 Council received a petition from residents of Edwalton requesting the establishment of a parish council. Progressing this petition was deferred until completion of the Borough wide electoral review, undertaken by the Local Government Boundary Commission for the England. The electoral review has now concluded and the Council is required to carry out a Community Governance Review in the Edwalton Village Borough Ward in accordance with Part 4 of the Local Government and Public Involvement in Health Act 2007.

This report sets out the key issues to be considered and requests that Cabinet refer the terms of reference for the review to Council for approval in order that the process can commence.

#### Recommendations

Cabinet is recommended to:

- a) Consider the process involved for the delivery of a Community Governance Review, the proposed timetable and the associated resource implications;
- b) Establish a cross party Member Group to consider the Council's position in response to the consultation to be undertaken as part of the review;
- c) Endorse the Member Group terms of reference and refer them to Council for approval (appendix 4);
- d) Refer the terms of reference for the Community Governance Review (appendix 2) to Council for approval in order that the process can commence in line with the proposed timetable (appendix 3).

#### Why are we carrying out a Community Governance Review?

1. Under the Local Government and Public Involvement in Health Act 2007 the Council must carry out a Community Governance Review on receipt of a valid petition requesting the establishment of a parish council.
2. At the Council meeting in September 2012 a petition was submitted asking for

a parish council to be set up in Edwalton Village Ward. The petition contained 515 signatures from people indicating they were electors of the Edwalton Village Ward. At that time Edwalton Village Ward had 3,145 local electors (based on the 1 July 2012 Electoral Register). For a petition of this type to be valid it must be signed by 10% of local electors in an area with more than 2,500 local electors. Following checking of the petition it was established that it contained 441 valid signatures equating to 14% of the electorate. Consequently the petition was determined as valid for the purposes of the Community Governance Review.

3. The petition was for the proposal to establish a parish council in Edwalton, with the wording as set out below:

*“Edwalton Parish Council – A voice for our community*

*A strong Parish Council provides the voice that we residents need to enable us to take more responsibility for our own affairs here in Edwalton.*

*We believe it is unlikely that its creation would result in more cost to residents.*

*If you agree that we need a Parish Council in Edwalton please sign the petition attached to this notice”.*

4. A map of the proposed parish area was submitted with the petition and is attached as appendix 1. It should be noted that the proposed area covers the current Edwalton Village Ward and also takes in part of Musters, Gamston and Tollerton Wards. As such it is not co-terminus with the existing Edwalton Village Ward boundary or that of the ward boundary which will come into effect in May 2015 following the Local Government Boundary Commission Review.
5. A Community Governance Review of Edwalton is now required under the powers and requirements of Part 4 of the Local Government and Public Involvement in Health Act 2007. It is proposed that the review will be conducted in line with the attached terms of reference (appendix 2).

### **What is a Community Governance Review?**

6. The review is the process used to consider whether a parish council for Edwalton should be created. It is anticipated that the review will recommend to Council whether to establish such a parish council, and if so, the boundary, name and style, and the electoral arrangements, ie how many councillors and the election cycle.
7. The recommendations made in a Community Governance Review have two main objectives:
  - to improve community engagement and better local democracy
  - more effective and convenient delivery of local services.
8. The review must ensure that community governance reflects the identities and interests of the community in that area, and is effective and convenient. It must also take into account any other arrangements for the purposes of community representation or community engagement in the area, eg community associations or similar.

## What area is under review?

9. The area being reviewed is the area on which the petition was based. This is primarily the current Borough's Edwalton Village Ward, however it also takes in small parts of Musters, Gamston and Tollerton Wards. In proposing any parish arrangement for Edwalton the Council is not bound by the area referred to in the petition. The Council could seek to ensure that any proposed parish boundaries were the same as ward boundaries. In doing this the Council would have regard to the new Edwalton Ward boundary which will come into effect in May 2015. The maps of the areas being considered are included in appendix 1. These are:
- a) Map of petition area submitted with the petition;
  - b) Map of existing Edwalton Village Borough Ward;
  - c) Map of Edwalton Village Borough Ward from May 2015.
10. As part of the Terms of Reference for the review the Council has to provide the number of electors in the area. This will be used to decide on the electoral arrangements if the Council recommends that a parish council should be set up, eg how many councillors on the parish council. The Council has used the Register of Electors of 1 June 2013 in providing the existing ward electorate figures. The Council must also give consideration to the electorate forecasts for the next five years which are set out in the proposed terms of reference.

## What are the key stages of the Review?

11. There are two main stages to the review: the first stage will require a period of consultation to gather opinions on whether a parish council should be established in Edwalton; the second stage will be the Council's recommendations on the way forward. The legislation includes a requirement to consult local government electors who are affected by the proposals and also those who appear to have an interest in it.
12. A summary of the key stages of the review, including the consultation proposed, is set out below.

Action	Timescale
Agree terms of reference at Full Council	20 June 2013
Publish terms of reference	24 June 2013
Undertake consultation on the proposal to establish a parish council	24 June - 16 August 2013
Analyse and appraise results of consultation and develop proposals depending on outcome of consultation (including meeting of Member Group and report to Cabinet)	19 August - 18 October 2013
Publish proposals for further consultation	21 October - 13 December 2013

Action	Timescale
Analyse responses to published proposals and draft final recommendations	16 December 2013 – mid February 2014
Council considers recommendations for final approval	6 March 2014
<b>If required:</b> Organisation of Community Governance Order	Following on from Council
<b>If agreed:</b> Establishment of new Parish Council	May 2015

13. In this case it is proposed that the review will be supported by Council officers. However as is clear from this report there is a resource implication when undertaking such reviews. In view of this should any further requests of this type be submitted to the Council it may be necessary to determine if any additional support would be required to assist in the delivery of future reviews. This will help to ensure the resource impact is properly managed and also ensure the additional work does not detract from delivery of the Council's core business.

### Proposed Member Group

14. In order to support delivery of the review it is proposed that Cabinet establishes a cross party Member Group. As with other such Member Groups it is proposed this will comprise nine Members and it will be of cross party composition. Proposed terms of reference for the Member Group are attached as appendix 4.
15. It is intended that the Member Group will be required to meet on two occasions. The first meeting of the Group will be to consider the submissions received as part of the first round of consultation undertaken in July and August and to develop proposals as to the way forward. The Member Group will then report these proposals to Cabinet for them to consider and endorse.
16. Following this stage it is then proposed that there be further consultation undertaken on the proposals endorsed by Cabinet. This will take place between October and December. At the end of this second round of consultation the Member Group will meet again to consider the responses and make its final recommendations to Cabinet in February 2014. Cabinet will consider the Member Group's recommendations and endorse these, or if necessary offer an alternative recommendation to Council. Cabinet's recommendations to Council will be considered at the Council meeting in March 2014. If required any subsequent Community Governance Order would be organised following that Council meeting.
17. Appendix 3 of the report sets out a more detailed proposed timescale for the review including details of the consultation periods, consideration of the responses by the Member Group and also the anticipated dates for reports to Cabinet and ultimately Council.

## When does the review start and how will the Council consult on the proposal?

18. Publication of the Terms of Reference formally begins the review, and the review must be completed within twelve months. As indicated it is expected that a final decision on whether to establish a parish council would be taken at a meeting of Full Council in March 2014. If agreed, this would enable any new parish council to be set up in time for the parish elections in 2015, if this was the Council's recommendation. The proposed Terms of Reference are set out in appendix 2.
19. Under the legislation the Council has to consult local government electors for the area under review and any other person or body who appears to have an interest in the review. All comments received by the Council should be taken into account when developing the proposals.
20. It is proposed that the Council will consult in a number of ways. During stage one all electors in the area contained in the map submitted with the petition will be consulted directly by way of a letter and a questionnaire to complete and return. At this stage it is anticipated that other interested parties such as local businesses and community groups will also be consulted in the same way. It is also proposed that the consultation will be open to anyone who has an interest, ie all residents of the Borough indirectly via a survey on the Council's website.
21. The following table sets out the proposed consultation and the times when this will be undertaken:

<b>Activity</b>	<b>Purpose</b>	<b>Timescale</b>
Publicity on the Council's website	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• People will be able to respond to consultation online</li> </ul>	From 24 June 2013
Press releases	<ul style="list-style-type: none"> <li>• Raise awareness</li> </ul>	From 24 June 2013
Article in Rushcliffe Reports	<ul style="list-style-type: none"> <li>• Raise awareness</li> </ul>	Summer edition
Letter and leaflet with reply slip to each household within area marked on the map from petitioner	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 2013
Letter and leaflet with reply slip to local groups in Edwalton, eg churches, community groups	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 2013
Letter and leaflet with reply slip to local businesses	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 2013
Letter to local councillors and political groups	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 2013



22. Under the legislation the Council is required to publish their recommendations arising from the review. It is intended that the findings of the consultation and the draft and final proposals will be available on the Council's website at the appropriate time following the analysis and the meetings of the Member Group.

### **Other issues for consideration**

23. As part of the consideration of the submissions it will be necessary for the Council to be mindful of the follow issues:-
- Is there sufficient support for a parish council in Edwalton
  - Would a parish council in Edwalton provide convenient and effective governance
  - If so, should a parish council be established
  - How many parish councillors
  - Should the parish be warded.
24. If, following consultation and delivery of the Community Governance Review the Council is minded to recommend and agrees to a parish council in Edwalton a Reorganisation of Community Governance Order will need to be adopted by Council. This is a requirement of Part 4 of the Local Government and Public Involvement in Health Act 2007.
25. The Reorganisation Order may cover consequential matters if relevant including:
- the transfer and management or custody of property;
  - the setting of precepts for new parishes;
  - provision with respect to the transfer of any functions, property, rights and liabilities;
  - provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
26. The electoral arrangements for any new parish council, if agreed, would come into force at the next parish council elections in 2015.

### **Financial Comments**

It is recognised that there are potential additional costs associated with the establishment of a parish council. The level and detail of these costs are something that would be determined by the parish council at the time a decision was made on its establishment. It will be the responsibility of the parish council to determine the nature and level of its costs which will be linked to its activities and the level of support required to deliver these e.g. associated salaries, premises, and any assets that might be transferred to its possession.

As indicated part of the costs would be dependent on the transfer of any assets or services from the Borough Council to the parish council. Currently West Bridgford residents (including Edwalton) pay a special expense element in their Council Tax

which is similar to a parish precept. The following table provides examples of other precepts within the Borough. The charge shown is for the annual charge for band D properties. There are 3,175 electors in Edwalton Village (as at 1 June 2013). This information will be included in the terms of reference and the consultation material for the Community Governance Review in order that respondents are able to consider potential comparable costs.

<b>Parish</b>	<b>Parish size (Electorate)</b>	<b>Annual Precept</b>	<b>Weekly Precept</b>
Bingham	7,343	£72.23	£1.39
Cropwell Bishop	1,473	£130.45	£2.50
East Leake	5,154	£64.35	£1.23
Radcliffe on Trent	6,628	£84.62	£1.62
Sutton Bonington	1,731	£36.24	£0.70
Tollerton	1,533	£33.82	£0.65
West Bridgford Special Expenses	29,438	£54.68	£1.05

#### **Section 17 Crime and Disorder Act**

None directly from this report.

#### **Diversity**

None directly from this report.





**Background Papers Available for Inspection: Nil**



Map Submitted with Petition

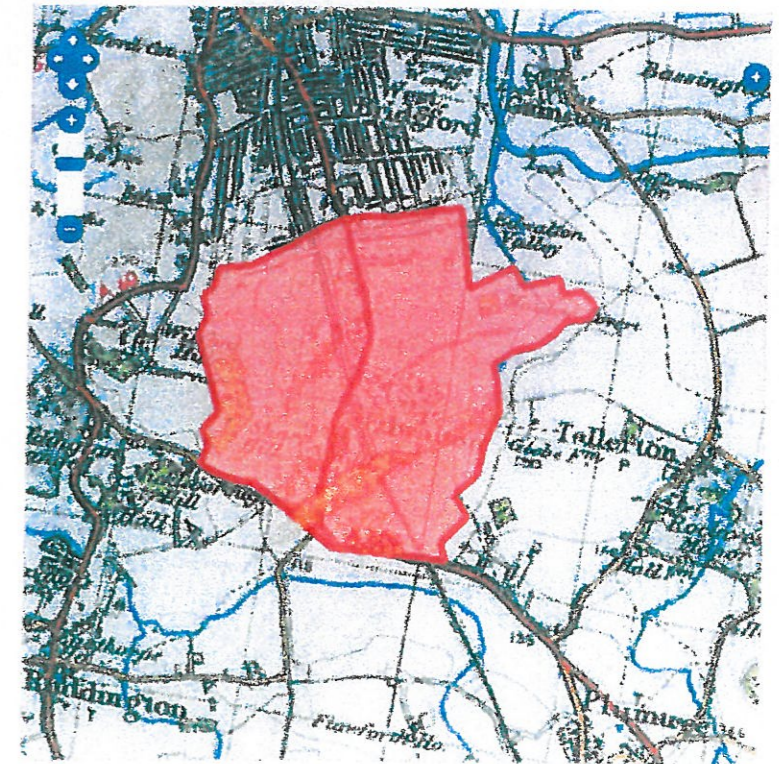
# Edwalton Parish (Village) Council Boundaries 6<sup>th</sup> January 2012.

## Key

-  Green Areas
-  Community Points
-  Roads in Edwalton Electoral Register
-  Current Edwalton Boundaries



Boundary Map of Edwalton CP/Ch

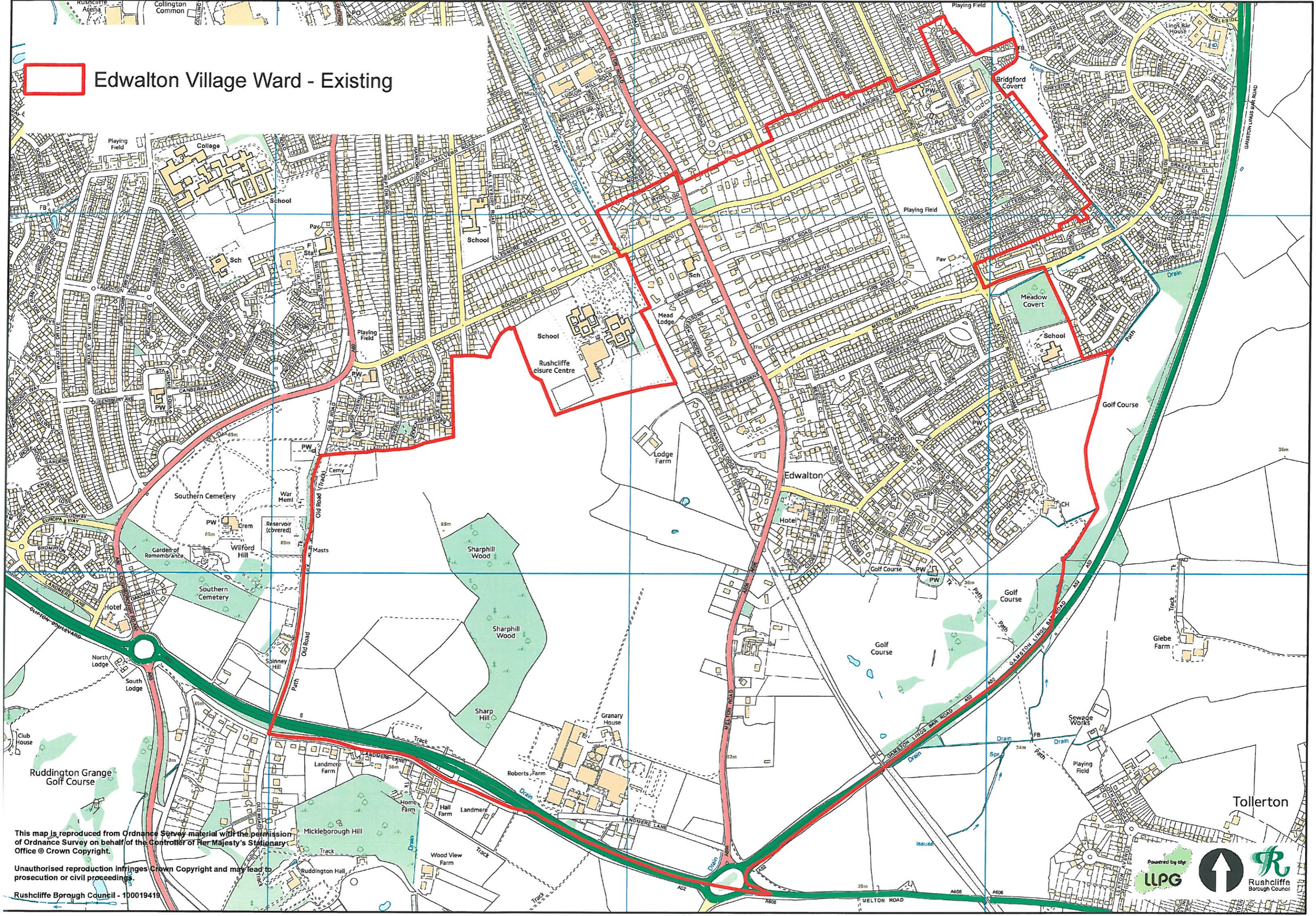


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34





# Edwalton Village Ward - Existing



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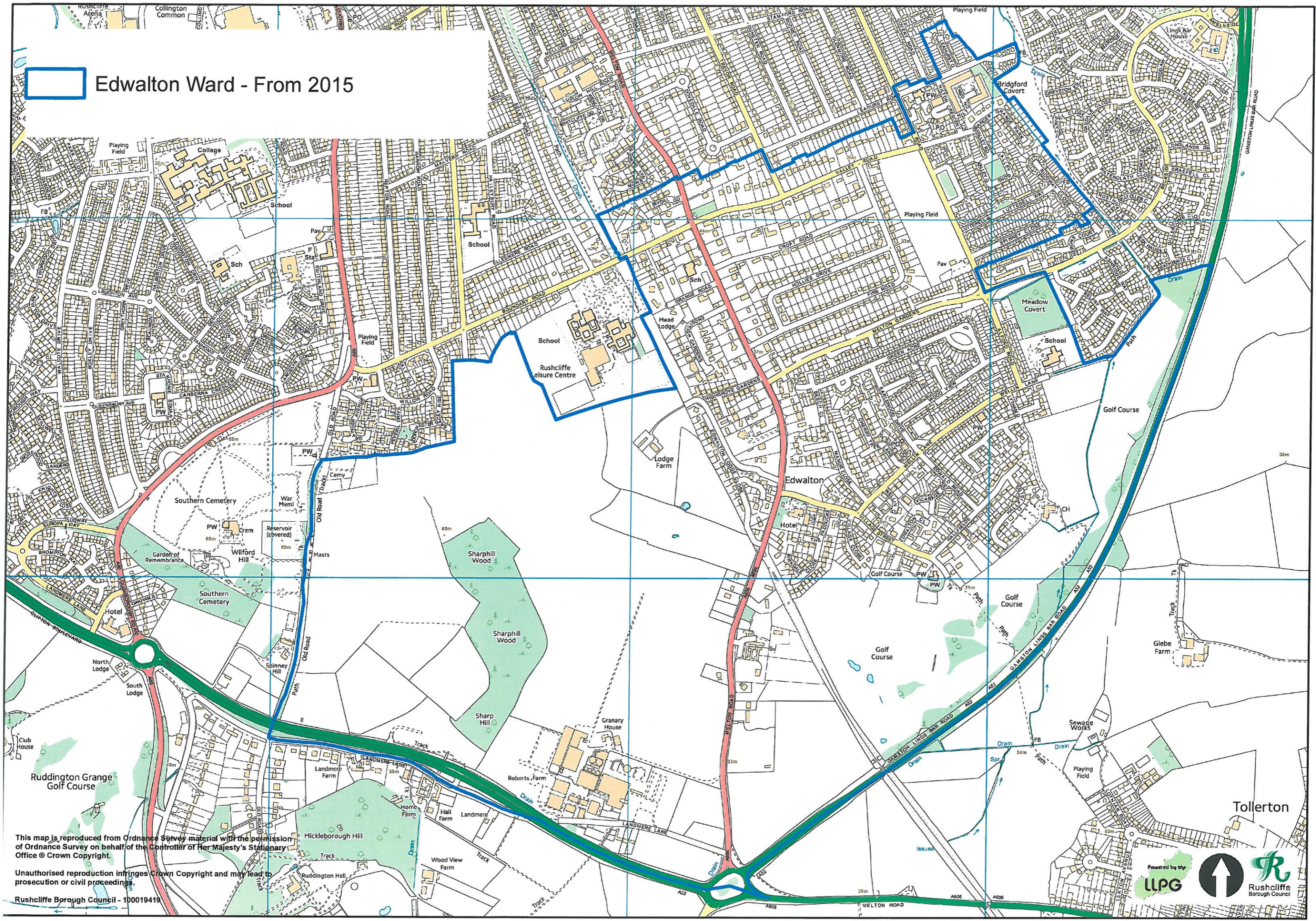
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Rushcliffe Borough Council - 100019419





 Edwalton Ward - From 2015



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## RUSHCLIFFE BOROUGH COUNCIL

### COMMUNITY GOVERNANCE REVIEW OF EDWALTON

#### TERMS OF REFERENCE

##### **Introduction**

Rushcliffe Borough Council is carrying out a Community Governance Review in the Edwalton Village Ward in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The Council is required to have regard for the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference.

##### **Why are we carrying out a Community Governance Review in Edwalton?**

Rushcliffe Borough Council has received a valid petition asking for a parish council to be set up in Edwalton Village Ward. The petition was signed by 515 people from the Edwalton Village Ward. Following checking of the petition it was established that it contained 441 valid signatures and was presented to Council on 27 September 2012.

The petition was for the proposal to establish a parish council in Edwalton with the wording as set out below:

*“Edwalton Parish Council – A voice for our community*

*A strong Parish Council provides the voice that we residents need to enable us to take more responsibility for our own affairs here in Edwalton.*

*We believe it is unlikely that its creation would result in more cost to residents.*

*If you agree that we need a Parish Council in Edwalton please sign the petition attached to this notice”.*

A map of the area submitted with the petition is shown in appendix 1.

##### **What is a Community Governance Review?**

The review is the process used to consider whether a parish council for Edwalton should be created. It will recommend to Council whether to establish such a parish council, and if so, the boundary, name and style, and the electoral arrangements, ie how many councillors and the election cycle.

The recommendations made in a community governance review have two main objectives:

- to improve community engagement and better local democracy
- more effective and convenient delivery of local services.

The review must ensure that community governance within the area under review reflects the identities and interests of the community in that area, and is effective and convenient. It must also take into account any existing arrangements such as community or residents associations or neighbourhood councils.

There are two stages to the review: the first stage will gather opinions on whether a parish council should be established in Edwalton; the second stage will be the Council's recommendations on the way forward which the public will be able to comment on.

### **Who carries out the Review?**

The Borough Council is responsible for conducting the review. A decision on whether or not to establish a parish council in Edwalton will be taken by Rushcliffe Borough Councillors at a meeting of Full Council in March 2014.

A full consultation process will form part of the Review to take full account of the views of local people.

### **How to submit your views**

You can submit your views on line at [www.rushcliffe.gov.uk/edwalton](http://www.rushcliffe.gov.uk/edwalton) or by writing to:

Democratic Services Manager  
 Rushcliffe Borough Council  
 Civic Centre  
 Pavilion Road  
 West Bridgford  
 Nottingham, NG2 5FE

### **A timetable for the Review**

Publication of this Terms of Reference formally begins the review, and the review must be completed within twelve months.

<b>Action</b>	<b>Timescale</b>
Terms of Reference presented to Full Council	20 June 2013
Publish terms of reference	24 June 2013
Deadline for submissions	16 August 2013
Prepare draft proposals	19 August – 18 October 2013
Consultation on draft proposals	21 October – 13 December 2013
Deadline for submissions	13 December 2013

<b>Action</b>	<b>Timescale</b>
Prepare final proposals	16 December 2013 – mid February 2014
Publish final proposals	Mid February 2014
Report to Council	6 March 2014
If required: Organisation of Community Governance Order	Following Council decision on 6 March 2014

### **What area is being reviewed?**

The area being reviewed is the area on which the petition was based. This is primarily the current Edwalton Village Ward, however it also takes in part of Musters, Gamston and Tollerton wards. It is likely that in proposing any parish arrangement for Edwalton the Council would look to ensure that boundaries were the same as ward boundaries. In doing this the Council would consider the new Edwalton Ward boundary which will come into effect in May 2015. The maps of the areas are attached.

As part of the review the Council has to provide the number of electors in the area. If the Council recommends that a parish council should be set up this information will be used to decide on the electoral arrangements, eg how many councillors on a parish council.

The Council has used the Register of Electors of 1 June 2013 in providing the existing ward electorate figures. These are:

	<b>Current number of electors</b>	<b>Estimated electorate in 2018</b>
Edwalton (H1 & H2)	3,175	4,624

### **Will there be any additional cost to residents in establishing a parish council in Edwalton?**

It is recognised that there are potential additional costs associated with the establishment of a parish council. The level and detail of these costs are something that would be determined by the parish council at the time a decision was made on its establishment. It will be the responsibility of the parish council to determine the nature and level of its costs which will be linked to its activities and the level of support required to deliver these e.g. associated salaries, premises, and any assets that might be transferred to its possession.

As indicated part of the costs would be dependent on the transfer of any assets or services from the Borough Council to the parish council. Currently West Bridgford residents (including Edwalton) pay a special expense element in their council tax which is similar to a parish precept. The following table provides examples of other precepts within the Borough. The charge shown is for the annual charge for band D properties. There are 3175 electors in Edwalton Village (as at 1 June 2013). This information will be included in the terms of reference and the consultation material for



the Community Governance Review in order that respondents are able to consider potential comparable costs.

Comparable parish precepts are set out below:

<b>Parish</b>	<b>Parish size (Electorate)</b>	<b>Annual Precept</b>	<b>Weekly Precept</b>
Bingham	7,330	£72.23	£1.39
Cropwell Bishop	1,475	£130.45	£2.50
East Leake	5,138	£64.35	£1.23
Radcliffe on Trent	6,621	£84.62	£1.62
Sutton Bonington	1,736	£36.24	£0.70
Tollerton	1,534	£33.82	£0.65
West Bridgford Special Expenses	29,438	£54.68	£1.05

### **When will the review begin?**

The review will begin on 24 June 2013.

## Proposed timetable

Action	When
Terms of Reference presented to Full Council	20 June 2013
Publish terms of reference and begin consultation	24 June 2013
Deadline for submissions	16 August 2013
Analyse submissions and prepare draft proposals for consideration	19 August – 27 September 2013
Meeting of Member Group to review submissions and recommend a way forward	w/b 16 September 2013
Report to Cabinet to consider and endorse Member Group proposals	15 October 2013
Consultation on draft proposals	21 October – 13 December 2013
Deadline for submissions	13 December 2013
Prepare final proposals	16 December 2013 – 10 January 2014
Member Group to make final recommendation	w/b 14 January 2013
Report to Cabinet to consider and endorse Member Group proposals	11 February 2014
Publish final proposals	Mid February 2014
Report to Council with final recommendations	6 March 2014
Organisation of Community Governance Order (if required)	After Council

**Member Group Proposed Terms of Reference**

**Membership**

9 Members cross party: 6 Conservative, 1 Liberal Democrat, 1 Labour, 1 Green

It is anticipated that the Group will meet twice: September 2013 and January 2014

**Terms of Reference**

- a) To consider the submissions received as part of the first round of consultation for the Community Governance Review of Edwalton;
- b) To develop proposals as to the way forward for further public consultation for consideration by Cabinet;
- c) To consider the responses of the second round of consultation for the Community Governance Review of Edwalton;
- d) To make final recommendations to Cabinet for endorsement, and referral to Council.

## Report of the Executive Manager - Operations and Corporate Governance

### Cabinet Portfolio Holder – Councillor J N Clarke

#### Summary

The Local Government Boundary Commission for England (LGBCE) commenced a review of Ward boundaries in Rushcliffe in January 2012. The Commission published its final report on 19 February 2013 which recommended a reduction in the number of Councillors to 44 across 25 wards. These proposals will be laid before Parliament and will come into effect at the Borough elections in May 2015.

This report summarises the implications of the Boundary Commission's report and sets out the key areas of work required in preparation for implementing the changes so that they are in place for the local elections of 2015.

#### Recommendations

Cabinet is asked to recommend that Council:

- a) considers and recognises the key areas of work required in order to implement the Local Boundary Commission for England's recommendations; and
- b) receives further reports in respect of these key work areas as and when necessary.

#### Details

1. The LGBCE commenced work on a review of the ward boundaries in Rushcliffe in January 2012. This review began with a preliminary consultation exercise on Council size. Following this, an information gathering exercise was carried out between March and June 2012, whereby local residents and interested parties were invited to provide information on the new warding arrangements for the Authority.
2. In September 2012 the LGBCE published draft recommendations which proposed a reduction in the number of Councillors from 50 to 44, across 25 wards. A further consultation exercise was then undertaken by the Commission on these draft recommendations and its final report was published on 19 February 2013. Copies of this final report have previously been made available to all Councillors and it has also been available on the Commission's website. The final report set out the recommendations which will be laid before Parliament and be effective from the Borough elections in May 2015. These final recommendations concluded that there should be 44

councillors across 25 Wards. The 44 councillors will represent 11 single-member wards, nine two-member wards and five three-member wards across the Borough.

### Implications for Rushcliffe

3. As a consequence of the review there are some key areas of work required in order to have the necessary arrangements in place for the 2015 local elections. These are:
  - Consideration of the impact upon existing Councillor positions as a consequence of the reduction in the numbers and determination of ways forward and options
  - If necessary, consideration of a review of the Members' Allowance Scheme by an Independent Remuneration Panel
  - The delivery of a Borough wide Polling District Review in order to implement the changes to Ward boundaries and ensure the correct allocation of polling districts and polling places.

Area	Key Steps
Consideration of the impact on Councillor positions as a consequence of reduced number	<ul style="list-style-type: none"> <li>• Evaluation and appraisal of key issues by Chief Executive in order to inform and assist discussions with Group Leaders – Summer 2013</li> <li>• Identification of potential ways forward and options for addressing the Councillor to position ratio – Summer/Autumn 2013</li> </ul>
Members' Allowance Scheme – potential review	<ul style="list-style-type: none"> <li>• Determination of requirements and potential options for review - Summer 2014</li> <li>• Potential review to be undertaken – Autumn 2014</li> <li>• Recommendations to Council - December 2014</li> </ul>
Polling District Review	<ul style="list-style-type: none"> <li>• Commence Spring 2014 following European Parliament Elections in May 2014</li> <li>• Undertake required consultation – Summer 2014</li> <li>• Submit final recommendations to Council – September 2014</li> </ul>

4. It is anticipated that these work streams will be supported by the Chief Executive and the Executive Manager - Operations and Corporate Governance, in consultation with Members.
5. It is evident that the implications of the review will require the prioritisation of resources in order to ensure all necessary work is completed for the local election of 2015. Due to the significant potential resource implications it may be necessary to consider if external support is needed. If this becomes the case then this will reported to Members as necessary dependant on the level and type of support required.

### **Financial Comments**

It is anticipated that existing staffing resources will be used to progress this work however it is important to recognise that there are a number of other work streams impacting on the capacity within Democratic Services, and if necessary additional resources may be required.

The reduction in Councillors could impact on the Members' Allowance Scheme and the cost associated with this as it is presently based on a number of 50 Councillors. This is a matter which would need to be considered further as part of any more detailed work on the scheme.

### **Section 17 Crime and Disorder Act**

None arising from this report.

### **Diversity**

The LGBCE have indicated that the review's recommendations aim to reflect the evidence of community identities whilst ensuring good electoral equality. The Commission have also indicated that its report and recommendations were screened for impact on equalities giving regard to the general equalities duties set out in section 149 of the Equality Act 2010. Subsequently as no potential negative impacts were identified a full impact analysis is not required.

### **Background Papers Available for Inspection:**

Local Government Boundary Commission for England – New electoral arrangements for Rushcliffe Borough Council, February 2013