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Our reference:
Your reference:
Date: 12 June 2014

To all Members of the Council

Dear Councillor

A meeting of the RUSHCLIFFE BOROUGH COUNCIL will be held on Thursday 26 June 2014 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

Opening Prayer

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes

To receive as a correct record the minutes of the Meeting of the Council held on Thursday 15 May 2014 (pages 1 - 16).

4. Mayor's Announcements.
5. Leader's Announcements
6. Chief Executive's Announcements
7. Community Governance Review of Shelford and Newton:
Recommendation of Cabinet

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 17 - 30).

8. To answer questions under Standing Order 11(2).

Meeting Room Guidance

Fire Alarm Evacuation: in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

Toilets are located opposite Committee Room 2.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

Microphones: When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.

**MINUTES
OF THE MEETING OF THE
COUNCIL
THURSDAY 15 MAY 2014**

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

PRESENT:

Councillor B Buschman - Mayor
Councillor R Hetherington – Deputy Mayor

Councillors L J Abbey, R A Adair, Mrs S P Bailey, J R Bannister, D G Bell, Mrs D M Boote, S J Boote, N K Boughton-Smith, N A Brown, R L Butler, H A Chewings, J N Clarke, T Combella, L B Cooper, J A Cranswick, G Davidson, A M Dickinson, J E Fearon, J E Greenwood, I I Korn, N C Lawrence, E J Lungley, A MacInnes, Mrs M M Males, G R Mallender, S E Mallender, Mrs J M Marshall, D J Mason, F J Mason, G S Moore, B A Nicholls, E A Plant, F A Purdue-Horan, S J Robinson, Mrs J A Smith, P Smith, J A Stockwood, Mrs M Stockwood, B Tansley, J E Thurman, H Tipton, T Vennett-Smith, D G Wheeler, J G A Wheeler

OFFICERS PRESENT:

D Banks	Executive Manager - Neighbourhoods
C Caven-Atack	Service Manager – Operations and Corporate Governance
R Fulford	Mayor's Secretary
A Graham	Chief Executive
K Marriott	Executive Manager - Transformation
D Mitchell	Executive Manager - Communities
V Nightingale	Senior Member Support Officer
P Steed	Executive Manager – Finance and Commercial
D Swaine	Executive Manager - Operations and Corporate Governance
E Walters	Democratic Services Assistant

APOLOGIES FOR ABSENCE:

Councillors J E Cottee, R M Jones, K A Khan, D V Smith

OPENING PRAYER

The Meeting was led in prayer by the Mayor's Chaplain

1. Declarations of Interest

There were none declared.

2. **Urgent Item – Failure to Attend Meetings – Part 2 Local Government Act 1972 Section 85 (1)**

The Chief Executive presented an urgent report for consideration as a decision was required on an issue which had only come to light after the agenda had been produced. Members considered the report which related to the non-attendance of Councillor D V Smith at meetings of the Authority due to ill health.

Members were aware that Councillor Smith had been unwell for some time and unfortunately he remained too ill to attend any meetings at present.

RESOLVED that

- a) the failure of Councillor Smith to attend a meeting since 12 December 2013 due to ill health be noted
- b) the reason for his non-attendance be approved for the purposes of Section 85 (1) of the Local Government Act 1972
- c) the best wishes of Members and officers be passed to Councillor Smith and his family.

3. **Minutes**

The minutes of the meeting held on Thursday 6 March 2014 were received as a correct record and signed by the Mayor.

4. **Address of the Retiring Mayor**

Councillor Buschman stated that since the last Council meeting he had attended 31 engagements, including the raising of the Commonwealth Flag which had been undertaken by all local authorities in the United Kingdom. He said that he had been impressed by the enthusiasm of the young people when he had attended the YouNG showcase event in Bingham. Other events included the dedication of the Memorial Gates in Keyworth, an evening at Southwell Minister to celebrate British Citizenship and a reception to celebrate the success of the Nottinghamshire County Cricket Club.

He thanked all Members and his family for supporting him in raising funds for his charity, the Hayward House Tree of Life appeal, especially Councillors Bannister and Fearon. He informed Members that so far he had raised over £8,000. Throughout the year he had attended over 140 different events and had learnt a great deal about the people who live and work in Rushcliffe. He had been overwhelmed by the dedication of the parishes and the other volunteers who had made these events a success.

In conclusion, Councillor Buschman thanked his Chaplain for all the assistance he had given him and the Borough.

5. **Vote of Thanks to the Retiring Mayor**

Councillor Clarke proposed a vote of thanks to Councillor Buschman for his successful year in office as the Mayor. He said that Councillor Buschman had performed his duties with an inimitable style and that he had been an excellent ambassador for Rushcliffe. He referred to the many engagements carried out by the Mayor, including royal events, diamond weddings, fetes and the inaugural raising of the Commonwealth Flag. Councillor Clarke stated that Councillor Buschman had hosted a very successful Civic Dinner which had focussed on businesses within the Borough. He also thanked Mrs Bushcman for all her support at these occasions.

Councillor Clarke then presented Councillor Buschman with his Past Mayor's Badge, an album of photographs from his year, and a photographic portrait.

Councillors Davidson, MacInnes, S Mallender and T Vennett-Smith endorsed the remarks of Councillor Clarke, and thanked the retiring Mayor for his great work and enthusiasm during his term of office and his fairness at Council meetings.

RESOLVED that:

A vote of thanks be accorded to Councillor Buschman and Mrs Buschman for the excellent manner in which they had carried out their duties during Councillor Buschman's year of office as Mayor of the Borough of Rushcliffe.

6. **Election of Mayor 2014/15**

Nominations were invited for the election of Mayor of the Borough of Rushcliffe for the 2014/15 municipal year.

It was proposed by Councillor Butler and seconded by Councillor Mrs Males that Councillor Hetherington be nominated for the Office of Mayor of the Borough for the year 2014/15.

RESOLVED that:

Councillor Ron Hetherington be elected Mayor of the Borough of Rushcliffe for the 2014/15 municipal year.

Councillor Hetherington read and signed the declaration of acceptance of office and after thanking his proposer, seconder and Members, took the Chair and was invested with the Chain of Office by the Retiring Mayor. The Mayor announced his chosen charity for the year, The Friary. He stated that the work of this charity had already been acknowledged when the Council had given Ann Bremner MBE the honorary Freedom of the Borough of Rushcliffe during the previous municipal year.

7. **Election of Deputy Mayor 2014/15**

Nominations were invited for the election of Deputy Mayor of the Borough of Rushcliffe for the 2014/15 municipal year.

It was proposed by Councillor Greenwood and seconded by Councillor Korn that Councillor Purdue-Horan be nominated for the Office of Deputy Mayor of the Borough for the year 2014/15.

It was proposed by Councillor S Boote and seconded by Councillor G R Mallender that Councillor Davidson be nominated for the Office of Deputy Mayor of the Borough for the year 2014/15.

On being put to the vote Councillor Purdue-Horan was appointed as Deputy Mayor.

RESOLVED that:

Councillor Francis Purdue-Horan be appointed Deputy Mayor of the Borough of Rushcliffe for the 2014/15 Municipal Year.

Councillor Purdue-Horan read and signed the declaration of acceptance of office and after thanking his proposer, seconder and Members, was invested with his Chain of Office by the Mayor.

8. Leader's Announcements

Councillor Clarke informed Members of the changes he had made to his Cabinet and their portfolios. He stated that as 2014/15 would be a challenging year he had increased the number of Cabinet Members to seven.

9. Appointment of Committees and Member Groups 2014/15

It was proposed by Councillor Clarke and seconded by Councillor Cranswick that the Membership of the following Committees, Member Groups and Working Groups with Chairmen and Vice Chairmen as set out in the Appendix be appointed for 2014/15.

- Community Development Group
- Corporate Governance Group
- Partnership Delivery Group
- Performance Management Board
- Alcohol and Entertainment Licensing Committee
- Development Control Committee
- Employment Appeals Committee
- Interviewing Committee
- Licensing Committee
- Standards Committee
- Local Development Framework Group
- Member Development Group
- Civic Hospitality Panel

RESOLVED that:

the nominations as set out in the Appendix to the report be approved.

10. **Appointment of Representatives to Outside Bodies 2014/15**

Members were informed that there was now only one contested appointment, the Nottingham and District Citizens' Advice Bureau. It was proposed by Councillor Clarke and seconded by Councillor Cranswick that the representatives be appointed to the Outside Bodies as set out in the Appendix to the report, excluding the contested appointment which would be put to the vote.

RESOLVED that:

- a) the appointments to Outside Bodies for 2014/15, excluding the contested appointment, as indicated in the appendix to the report, be approved, and
- b) for the contested appointment Councillor D G Bell be appointed as the Council's representative to the Nottingham and District Citizens' Advice Bureau.

The meeting closed at 8.10 pm.

MAYOR

APPOINTMENTS TO COMMITTEES AND MEMBER GROUPS

A SCRUTINY GROUPS

COMMUNITY DEVELOPMENT GROUP - 9 Members. Chairman from Lead Group

	Conservative (6)	Lib Dem (1)	Labour (1)	Green (1)	Independent (0)
1.	T Combellack (C)	S J Boote	E A Plant	G R Mallender	
2.	L B Cooper (VC)				
3.	D G Bell				
4.	B Buschman				
5.	Mrs M M Males				
6.	J E Thurman				

CORPORATE GOVERNANCE GROUP - 9 Members. Chairman from Lead Group

	Conservative (7)	Lib Dem (1)	Labour (1)	Green (0)	Independent (0)
1.	G S Moore (C)	K A Khan	N K Boughton-Smith (VC)		
2.	N A Brown				
3.	L B Cooper				
4.	A M Dickinson				
5.	I I Korn				
6.	J E Thurman				
7.	H Tipton				

PARTNERSHIP DELIVERY GROUP - 9 Members. Chairman from Lead Group

	Conservative (6)	Lib Dem (1)	Labour (1)	Green (0)	Independent (1)
1.	Mrs J A Smith (C)	Mrs D M Boote	H A Chewings		T Vennett-Smith
2.	J E Greenwood (VC)				
3.	J E Cottee				
4.	E J Lungley				
5.	Mrs M Stockwood				
6.	J A Wheeler				

PERFORMANCE MANAGEMENT BOARD - 9 Members. Chairman from Lead Group

	Conservative (7)	Lib Dem (1)	Labour (1)	Green (0)	Independent (0)
1.	D G Wheeler (C)	R M Jones (VC)	A MacInnes		
2.	Mrs S P Bailey				
3.	Mrs M M Males				
4.	B A Nicholls				
5.	F A Purdue-Horan				
6.	D V Smith				
7.	J A Stockwood				

B COMMITTEES

ALCOHOL AND ENTERTAINMENT LICENSING COMMITTEE

15 Members. Chairman from Lead Group

	Conservative (11)	Lib Dem (1)	Labour (1)	Green (1)	Independent (1)
1.	D J Mason (C)	G Davidson (VC)	E A Plant	G R Mallender	T Vennett-Smith
2.	R A Adair				
3.	B Buschman				
4.	T Combellack				
5.	I I Korn				
6.	G S Moore				
7.	P Smith				
8.	J A Stockwood				
9.	B Tansley				
10.	J E Thurman				
11.	H Tipton				

DEVELOPMENT CONTROL COMMITTEE
15 Members. Chairman from Lead Group

(Leader and Deputy Leader are ex officio non-voting Members)

	Conservative (10)	Lib Dem (2)	Labour (2)	Green (1)	Independent (0)
1.	Mrs M Stockwood (C)	L J Abbey	J R Bannister	S E Mallender	
2.	F J Mason (VC)	R M Jones	H A Chewings		
3.	J E Greenwood				
4.	I I Korn				
5.	Mrs M M Males				
6.	D J Mason				
7.	Mrs J A Smith				
8.	P Smith				
9.	B Tansley				
10.	D G Wheeler				

EMPLOYMENT APPEALS COMMITTEE

5 Members. Chairman - Leader

	Conservative (4)	Lib Dem (1)	Labour (0)	Green (0)	Independent (0)
1.	J N Clarke (C)	S J Boote			
2.	J A Cranswick (VC)				
3.	B A Nicholls				
4.	Mrs M Stockwood				

INTERVIEWING COMMITTEE

5 Members. Chairman - Leader

	Conservative (3)	Lib Dem (1)	Labour (1)	Green (0)	Independent (0)
1.	J N Clarke (C)	G Davidson	N K Boughton-Smith		
2.	J A Cranswick (VC)				
3.	N C Lawrence				

LICENSING COMMITTEE

5 Members. Chairman from Lead Group

	Conservative (4)	Lib Dem (1)	Labour (0)	Green (0)	Independent (0)
1.	D J Mason (C)	L J Abbey			
2.	A M Dickinson				
3.	E J Lungley				
4.	Mrs J M Marshall				

STANDARDS COMMITTEE

9 seats (6 Elected Members, 3 Co-optees: 2 Parish Members and 1 Independent)

	Conservative (4)	Lib Dem (1)	Labour (1)	Green (0)	Independent (0)
1.	R A Adair (C)	G Davidson	A MacInnes		
2.	J E Fearon				
3.	J E Greenwood				
4.	B A Nicholls				

G Norbury Parish Member
K White Independent Member
W Wood Parish Member

C MEMBER GROUPS

LOCAL DEVELOPMENT FRAMEWORK GROUP

15 Members. Chairman from Lead Group

	Conservative (10)	Lib Dem (2)	Labour (2)	Green (1)	Independent (0)
1.	R L Butler (C)	Mrs D M Boote	J R Bannister	S E Mallender	
2.	Mrs M Stockwood (VC)	S J Boote	A MacInnes		
3.	R A Adair				
4.	Mrs S P Bailey				
5.	D G Bell				
6.	L B Cooper				
7.	F J Mason				
8.	F A Purdue-Horan				
9.	P Smith				
10.	B Tansley				

MEMBER DEVELOPMENT GROUP

9 Members. Chairman – Cabinet Portfolio Holder for Safety and Well Being

	Conservative (6)	Lib Dem (1)	Labour (1)	Green (1)	Independent (0)
1.	D J Mason (C)	S J Boote	N K Boughton-Smith	G R Mallender	
2.	N A Brown				
3.	A M Dickinson				
4.	Mrs J M Marshall				
5.	F Purdue-Horan				
6.	J G Wheeler				

CIVIC HOSPITALITY PANEL

6 Members – Chairman - Mayor

Consisting of Mayor, Deputy Mayor, Leader, Deputy Leader, Liberal Democrat representative and Labour representative

	Conservative (4)	Lib Dem (1)	Labour (1)	Green (0)	Independent (0)
1.	Mayor (C)	Mrs D M Boote	H A Chewings		
2.	Deputy Mayor				
3.	J N Clarke				
4.	J A Cranswick				

REPRESENTATIVES ON OUTSIDE BODIES 2014/15

	Name of Organisation	Number of Representatives	Councillor
1.	Campaign to Protect Rural England	1	F J Mason
2.	Carters' Charity For the Poor of Wilford	3	I I Korn B A Nicholls H Tipton
3.	East Midlands Museum Service PLC	1	N K Boughton-Smith
4.	City of Nottingham and Nottinghamshire Economic Prosperity Committee	1	Leader Deputy Leader (Substitute)
5.	Edwalton Municipal Golf and Social Club Ladies Committee	1	Mrs M M Males
6.	East Midlands Councils <i>(including other representative roles within this appointment)</i>	1	Leader Deputy Leader (Substitute)
7.	Friends of Rushcliffe Country Park	1	R A Adair
8.	Grantham Canal Partnership - Council of Management	1	B Tansley D G Bell (Substitute)
9.	Greater Nottingham Joint Planning Advisory Board	1	Cabinet Member for Sustainability D G Bell (Substitute)

	Name of Organisation	Number of Representatives	Councillor
10.	Leicestershire and Northamptonshire Rail Action Committee	2	J R Bannister N C Lawrence
11.	Health and Well Being Board	1	Cabinet Member for Safety and Well Being
12.	Local Area Forum - West Bridgford Abbey Ward Compton Acres Edwalton Village Gamston Lady Bay Lutterell Melton Musters Trent Bridge	1 1 1 1 1 1 1 1 1	B R Buschman D G Wheeler S J Robinson J A Wheeler G R Mallender I I Korn A M Dickinson K A Khan E A Plant
13.	Local Government Association - General Assembly <i>(including other representative roles within this appointment)</i>	1	Leader Deputy Leader (Substitute)
14.	Nottingham and District Citizens' Advice Bureau	1	D G Bell
15.	Nottingham East Midlands Airport Independent Consultative Forum	1	Mrs M M Males
16.	Nottingham Express Transit – Development Board	1	Cabinet Member for Sustainability
17.	Nottinghamshire Building Preservation Trust Ltd	1	Mrs M Stockwood

	Name of Organisation	Number of Representatives	Councillor
18.	Nottinghamshire Local Government Leaders Group	1	Leader Deputy Leader (Substitute)
19.	Nottinghamshire Joint Leaders Board	1	Leader Deputy Leader (Substitute)
20.	Nottinghamshire Police and Crime Panel	1	Cabinet Member for Safety and Well Being
21.	Nottinghamshire Relate	1	E A Plant
22.	Nottinghamshire Waste Management Board	1	Cabinet Member for Environment
23.	Rural Community Action for Nottinghamshire	1	T Combellack
24.	Rushcliffe Community and Voluntary Service	1	L B Cooper
25.	Rushcliffe Nature Conservation Strategy Implementation Group	1	N C Lawrence D J Mason (substitute)
26.	Trent Valley Internal Drainage Board	4	R Hetherington N C Lawrence P Smith J A Stockwood

Report of the Executive Manager - Operations and Corporate Governance

Cabinet Portfolio Holder Councillor J A Cranswick

1. Summary

- 1.1 This report sets out the recommendation of Cabinet, which met on 10 June 2014 to consider responses to the second stage of consultation, undertaken as part of the Community Governance Review of Shelford and Newton.

2. Recommendation

It is RECOMMENDED that Council consider and agree:

- a) To establish separate parish councils for Shelford and Newton.
- b) To name these parishes Shelford and Newton respectively.
- c) There should be five parish councillors for Shelford and nine parish councillors for Newton
- d) The parishes should not be warded.
- e) The boundaries of the new parishes should be as shown on the map contained within **Appendix 3** of this report.
- f) Authorises the Chief Executive to finalise the Reorganisation Order, in consultation with the Cabinet Portfolio Holder for Transformation, in order that its commencement is consistent with the statutory electoral timetable and the process for setting any parish budget requirements.

3. Reasons for Recommendation

- 3.1. In June 2013, a petition was received by the Council asking for separate parish councils to be established for the villages of Shelford and Newton. Currently the two villages, and the surrounding area, are served by one parish council. The petition contained 347 signatures from people indicating they were electors of Shelford and Newton Parish. At that time Shelford and Newton Parish had 624 local electors (based on the 1 April 2013 Electoral Register). For a petition of this type to be valid it must be signed by 250 local

electors in an area with between 500 and 2,499 local electors. After checking the petition it was established that it contained 298 valid signatures equating to 47.8% of the electorate. Consequently, the petition was determined as valid for the purposes of the Community Governance Review.

- 3.2. 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. The review for Shelford and Newton commenced on 30 September 2013 following approval of the terms of reference by Council. The review has been conducted in line with the provisions within Part 4 of the Local Government and Public Involvement in Health Act 2007. A copy of the terms of reference for the review as agreed by Council on 20 June 2013 are available on the Council's website at <http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/newsandpr motions/TOR%20Shelford%20and%20Newton.pdf>

4. Supporting Information

- 4.1. The initial consultation period ran from 30 September 2013 until 29 November 2013 with a leaflet and questionnaire being sent to 435 households within the existing Shelford and Newton parish area. Subsequently there were a total of 197 responses, giving a response rate of 31.6%. The 197 responses represented 145 of the 435 households. Of the 197 individual responses; 180 respondents answered YES to the question 'would you like to see separate parish councils created for Shelford and Newton' and 17 respondents answered NO to the question. On the basis of the consultation results, the Community Governance Review Member Group recommended that separate parish councils for Shelford and Newton should be created. They also recommended:
- the prospective names of the parishes
 - the number of parish councillors
 - that the parishes should not be warded
 - the boundaries for the parish areas.
- 4.2. These recommendations were endorsed by Cabinet at its meeting on February 11 2014.
- 4.3. A second period of consultation was then undertaken between 17 February and 11 April 2014. This consultation sought views on the Member Group's recommendations with a leaflet and questionnaire again being sent to 435 households across the existing parish area. The results of this second round of consultation are attached as **Appendix 1**. Comments received as part of the consultation response, are attached as **Appendix 2**.
- 4.4. The Member Group then considered the findings from the second round of consultation. They recognised that 31.6% of the electorate had responded to the first stage of consultation and although the response to the second stage was smaller at 21.0% a high proportion of those that had responded (98.5%).

were in favour of separate parish councils The Member Group considered that this still indicated that there was sufficient support for the establishment of separate parish councils.

4.5. As part of its deliberations the Member Group also reaffirmed its original recommendations that;

- the parishes should be named Shelford and Newton respectively
- the number of parish councillors should be five for Shelford and nine for Newton
- the parishes should not be warded
- the boundaries of the new parishes should be as shown on the map in the consultation leaflet

4.6. In making these recommendations, the Member Group also gave regard to whether separate parish councils would be reflective of the identities and interests of the communities in the area and if they would support and enhance effective and convenient local governance. Subsequently the Member Group agreed its recommendations to Cabinet as set out within the report.

4.7 Cabinet considered a report outlining the Member Group's recommendations on 10 June 2014. Members unanimously supported these recommendations and agreed to forward them to Council for consideration.

5. Risk and Uncertainties

5.1. Failure to deliver the Community Governance Review within the required timescale is a risk that has been managed through effective delivery of the review process. The two rounds of consultation across the existing parish area have enabled the Member Group and Cabinet to give consideration to the responses provided in order to appraise and assess the communities' views. Furthermore when determining their recommendations Members gave due regard to the Government's guidance for undertaking reviews particularly, whether separate parish councils would be reflective of the identities and interests of the communities in the area and also if they would support and enhance effective and convenient local governance

6. Implications

6.1. Finance

6.1.1. 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 and premises.

6.1.2. 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. At this point it is difficult to reconcile the potential impact of separate parish councils on any parish precept. This is because it is not clear what separate parish councils would be responsible for. Therefore the potential value of a precept is not clear at this time.

6.1.3. If separate parish councils were to be established the Borough Council is responsible for ensuring that budgets are prepared and agreed for the parish councils to administer once they are elected. As such it is likely that the Borough Council would have to arrange and adopt the initial parish precepts on behalf of the new parishes at an appropriate time.

6.2. Legal

6.2.1. There are no immediate legal implications arising from this report. However following Council's consideration of the issue it will be necessary to determine the requirements of the Reorganisation Order which will be required to be drawn up should Council ratify the proposal.

6.2.2 Therefore the recommendations reflect the need to authorise the Chief Executive to make arrangements to finalise the Order, in consultation with the Cabinet Portfolio Holder for Transformation to ensure that the Order's commencement is consistent with the statutory electoral timetable and the process for setting any parish precepts.

6.3. Corporate Priorities

6.3.1. Undertaking and delivering the Community Governance Review process is consistent with the Council's corporate priority 'Maintaining and enhancing our residents quality of life' as it will enable the Council to determine if revised arrangements are necessary to provide effective and convenient local governance.

6.4. Other Implications

6.4.1. In relation to equality the delivery of recommendations as a consequence of a Community Governance Review can assist in increasing democratic representation. It can also help to ensure parish areas are aligned to Borough wards supporting the aspiration of equality of representation for the electorate.

<p>For more information contact:</p>	<p>D Swaine Executive Manager - Operations and Corporate Governance 0115 914 8343 email dswaine@rushcliffe.gov.uk</p>
<p>Background papers Available for Inspection:</p>	<p>Cabinet Report 10 September 2013</p> <p>Council 26 September 2013 - Community Governance Review – Shelford and Newton</p> <p>Cabinet Report 11 February 2014</p> <p>Stage 2 Consultation questionnaire responses</p>
<p>List of appendices (if any):</p>	<ol style="list-style-type: none"> 1. Results of Stage 2 of consultation 2. Comments from Stage 2 of consultation 3. Leaflet / questionnaire – Stage 2 consultation

Summary of Consultation undertaken on the Community Governance Review of Shelford and Newton

Stage Two Consultation

1. Stage two consultation leaflets were sent to over 400 households in the area. All returned survey responses have been entered into SurveyMonkey for analysis. A copy of the consultation leaflet has been included for information as **Appendix 2**.

Stage Two Consultation Responses

2. The consultation period ran from 17 February until 11 April 2014 and a total of 133 responses were received. However, one response was received after the closing date for the consultation, and another was received within the valid timeframe but with no name and address, and was therefore deemed invalid. This gives a valid total of 131 responses, and hence a response rate of 21.0% of the electorate in the Shelford and Newton Parish (131 of the 624 electors). Where the response sheet was returned as 'Mr and Mrs', these have been recorded as separate responses.
3. The 131 responses represented 90 of the 400 households who received a leaflet. These were spread across the whole of Shelford and Newton parish.
4. Of the 131 valid individual responses:
 - 129 respondents **agreed** with the Council's draft recommendation to set up separate parish councils for Shelford and Newton.
 - 2 respondents **disagreed** with the Council's draft recommendation to set up separate parish councils for Shelford and Newton.

 - 129 respondents **agreed** with the Council's draft recommendation to name the new parishes Shelford and Newton respectively.
 - 2 respondents **disagreed** with the Council's draft recommendation to name the new parishes Shelford and Newton respectively.

 - 117 respondents **agreed** with the Council's draft recommendation to have five parish councillors for Shelford and nine parish councillors for Newton.
 - 13 respondents **disagreed** with the Council's draft recommendation to have five parish councillors for Shelford and nine parish councillors for Newton.
 - 1 person **skipped** this question.

- 112 respondents **agreed** with the Council's draft recommendation not to ward the new parishes.
 - 10 respondents **disagreed** with the Council's draft recommendation not to ward the new parishes.
 - 9 people **skipped** this question.
-
- 129 respondents **agreed** with the Council's draft recommendation to accept the new parish boundaries as per the questionnaire leaflet.
 - 2 respondents **disagreed** with the Council's draft recommendation to accept the new parish boundaries as per the questionnaire leaflet.

Breakdown of responses as a percentage of all responses:

Recommendation	Agree	% of responses	Disagree	% of responses
to set up separate parish councils for Shelford and Newton	129	98.5%	2	1.5%
to name the new parishes Shelford and Newton respectively	129	98.5%	2	1.5%
to have five parish councillors for Shelford and nine parish councillors for Newton	117	89.3%	13	9.9%
not to ward the new parishes	112	85.5%	10	7.6%
to accept the new parish boundaries as per the map within the questionnaire leaflet	129	98.5%	2	1.5%

5. There were potentially 624 residents of Shelford and Newton who could have responded to the leaflet delivered to each household. The response rate equates to the following:

Breakdown of responses as a percentage of electorate:

Recommendation	Agree	% of electorate	Disagree	% of electorate
to set up separate parish councils for Shelford and Newton	129	20.7%	2	0.3%
to name the new parishes Shelford and Newton respectively	129	20.7%	2	0.3%

Recommendation	Agree	% of electorate	Disagree	% of electorate
to have five parish councillors for Shelford and nine parish councillors for Newton	117	18.8%	13	2.1%
not to ward the new parishes	112	17.9%	10	1.6%
to accept the new parish boundaries as per the questionnaire leaflet	129	20.7%	2	0.3%

Consultation Comments

6. Of the 131 responses, a total of 20 respondents made written comments, some of whom gave more than one comment. A full list of comments provided by the respondents is set out in **Appendix 2**.

Transcript of Comments Received from Respondents

1	I live in newton and feel 9 councillors is excessive 4 sounds about right also the cost per week from your chart will be critical for continued support of the suggestion ie it should be no more costly and cheaper if possible
2	At the moment we have a parish council. Experience means I very much doubt you will find enough councillors
3	Since Newton has grown (and will continue to expand) to more than twice the size of Shelford, it would seem the obvious next step to have two parish councils
4	Since Newton has grown (and will continue to expand) to more than twice the size of Shelford, it would seem the obvious next step to have two parish councils
5	Great idea and definitely the right thing to do, given the potential expansion of the RAF Newton site
6	As per our individual comments, we feel the proposed separation would be best for both Shelford and Newton, as they are two very different parishes and, as such, have very different needs and ideas to be addressed in order to keep Shelford as the 'village' it should be and allow Newton to grow.
7	As per our individual comments, we feel the proposed separation would be best for both Shelford and Newton, as they are two very different parishes and, as such, have very different needs and ideas to be addressed in order to keep Shelford as the 'village' it should be and allow Newton to grow.
8	I think an explanation of what WARDED meant would have helped !!
9	We pay too much Council Tax. Not in favour to pay more
10	Newton will continue to grow and should be warded. Hickling and Willoughby are approximately the same size as Newton, but the annual precept is a fraction of ours £41.68. Why?
11	The name Newton Parish is acceptable. The correct way forward for increasing developments of homes and populus. Should create balanced views
12	re q3 What are numbers based on - no.of population or dwellings? re q4 What does this mean? What are effects? re q5 The map is out of date - no.of houses is not correct. I am not against dividing up the parish, however I am doubtful if it will work... 1. where would the Newton parish meet? 2. where were the responses NOT from? Is it because there are so many new homes/people on Newton Park? 3. why are we paying so much? Newton

	appears to receive very little
13	Don't know what no.4 means
14	Don't know what no.4 means
15	1. Why is the annual precept for Shelford @ £41.68 with only 209 residents, and others such as Barton in Fabis (215) on £ 27.94? 2. Why do you include a question about warding without an explanation?
16	At first 7 councillors (for Newton) should be enough until more houses are built
17	5 councillors is not enough for Shelford as 2 to 3 are always off sick or on holiday. 7 only for Newton would be ideal, and the same number for Shelford
18	Not sure what no.4 means
19	For Shelford 5 councillors could be too low and at times could be impractical. Due to illness/holidays etc there is a possibility that it would be difficult to get a quorum. For Newton 7 would be the right number for now but when the next phase of building is complete then 9 would a good number
20	Too many councillors for Newton. Same number as Shelford should be ample.

Copy of leaflet and questionnaire for Stage 2 of consultation



What is a parish council?

Parish councils are the most local level of elected local government which represent the interests of their community and are funded through an additional charge added to council tax bills; this is called a 'precept'.

Many town and parish councils are involved in local matters such as planning, licensing, managing town and village centres, and providing community halls.

Will it cost me anymore than I pay now?

The amount of charge is something that each parish council has to decide for itself and it depends on what services and facilities it provides. Parish councils can also apply for grants and loans.

The following table provides examples of parish precepts within the Rushcliffe Borough Council area and also gives the size of the electorate. The charge shown is for the annual charge for Band D properties and is in addition to the Council Tax.

Shelford and Newton Parish residents are currently charged the amount shown in the table below.

Parish	Parish size (electorate)	Annual precept	Weekly precept
Shelford	209	£41.68	£0.80
Newton	430	£41.68	£0.80
Barton in Fabis	215	£27.94	£0.54
Kingston Upon Soar	226	£33.69	£0.65
Upper Broughton	241	£63.33	£1.22
Wysall	291	£41.73	£0.80
Flintham	471	£48.54	£0.93
Hickling	424	£28.06	£0.54
Willoughby	446	£25.14	£0.48
Langer cum Bamstone	770	£123.81	£2.38

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17 February 2014

To all households in Shelford and Newton Parish

Dear Resident

How Shelford and Newton will be governed in the future...

In September 2013 we wrote to tell you that Rushcliffe Borough Council had received a petition from residents asking for the cessation of the existing parish council, and for separate parish councils to be formed for each of the two villages. By law the Council has to carry out a review of how decisions are made in the area by doing what is called a 'Community Governance Review'.

Part of this process was to ask local people whether they would like to see separate parish councils set up in Shelford and in Newton. The consultation closed on 23 November 2013.

I am now writing to let you know:

- What you told us
- What the Borough Council is doing with the results
- How you can have your say on the next stage in the process.

More details about the review and the consultation are available on the Council's website: www.rushcliffe.gov.uk/shelfordandnewton.

Yours sincerely

Daniel Swaine
**Executive Manager - Operations and Corporate Governance
 (Monitoring Officer)**

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Do you want separate parish councils in Shelford and Newton?

What you told us

Residents in the parish of Shelford and Newton were asked if they would like to see two separate parish councils created – one for Shelford and one for Newton. Over 400 leaflets were delivered to households, businesses and community groups in the area. Information was also on the Council's website, in Rushcliffe Reports and the Nottingham Post.

- **31.6% of residents responded to the consultation**
- **28.8% of residents said 'yes' they would like to see separate parish councils in Shelford and in Newton**
- **2.7% of residents said 'no' they would not like to see separate parish councils**
- **68.4% residents did not respond to the consultation.**

What is the Council doing with the results?

The Council has considered all of the responses and comments. The Council's view is that the large majority of the electorate who voted would like to see separate parish councils. A response to the consultation of 31.6% demonstrates support for this. Therefore it is recommending that **separate parish councils should be set up**. We are also recommending that:

- The new parishes should be named Shelford and Newton respectively;
- Shelford Parish Council should have **five** councillors and Newton Parish Council should have **nine** councillors;
- The parishes should not be warded;
- The boundaries of the parishes should be as per the enclosed map.

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What happens now ...

The next part of the review is to ask if you agree with the Borough Council's recommendation to set up separate parish councils in Shelford and in Newton.

Should the two parishes simply be called Shelford Parish, and Newton Parish? We want your opinion.

Finally, the Borough Council needs to determine, should separate parish councils be established (from the elections to be held in May 2015), how many parish councillors should be elected for each council. The recommendation has been made by taking into account comparisons with other local parish councils, and by using national guidance.

How do I have my say?

By completing the accompanying form and returning it in the prepaid envelope. Every person over 18 can have a view. Please use additional sheets if you need to.

Alternatively you can

- Respond online at: www.rushcliffe.gov.uk/shelfordandnewton
- Send an email response to: consultation@rushcliffe.gov.uk
- Submit written comments to the Democratic Services Manager, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE.

Even if you signed the petition and/or replied to the first round of consultation it is important that you tell us what you think now.

Please note that the CLOSING DATE for comments is 11 April 2014. Any comments received after that date may not be considered. The responses to the consultation will be considered by the Council and a final decision will be made in June 2014.

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Rushcliffe
Borough Council

No.	
Date	
Initials	

office use only

Have Your Say...

As we can only consider the views of people who are affected by this proposal, please include your name, address and postcode in any response.

Full Name _____

Address _____

Postcode _____

Rushcliffe Borough Council has recommended that separate parish councils be set up for Shelford and for Newton.

Do you agree with this recommendation?

Yes No

Do you agree with the new parishes being named Shelford and Newton respectively?

Yes No

Do you agree with the number of parish councillors being five for Shelford and nine for Newton?

Yes No

Do you agree that the separate parishes should not be warded?

Yes No

Do you agree with the proposed boundaries (see map overleaf)?

Yes No

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Rushcliffe
Borough Council

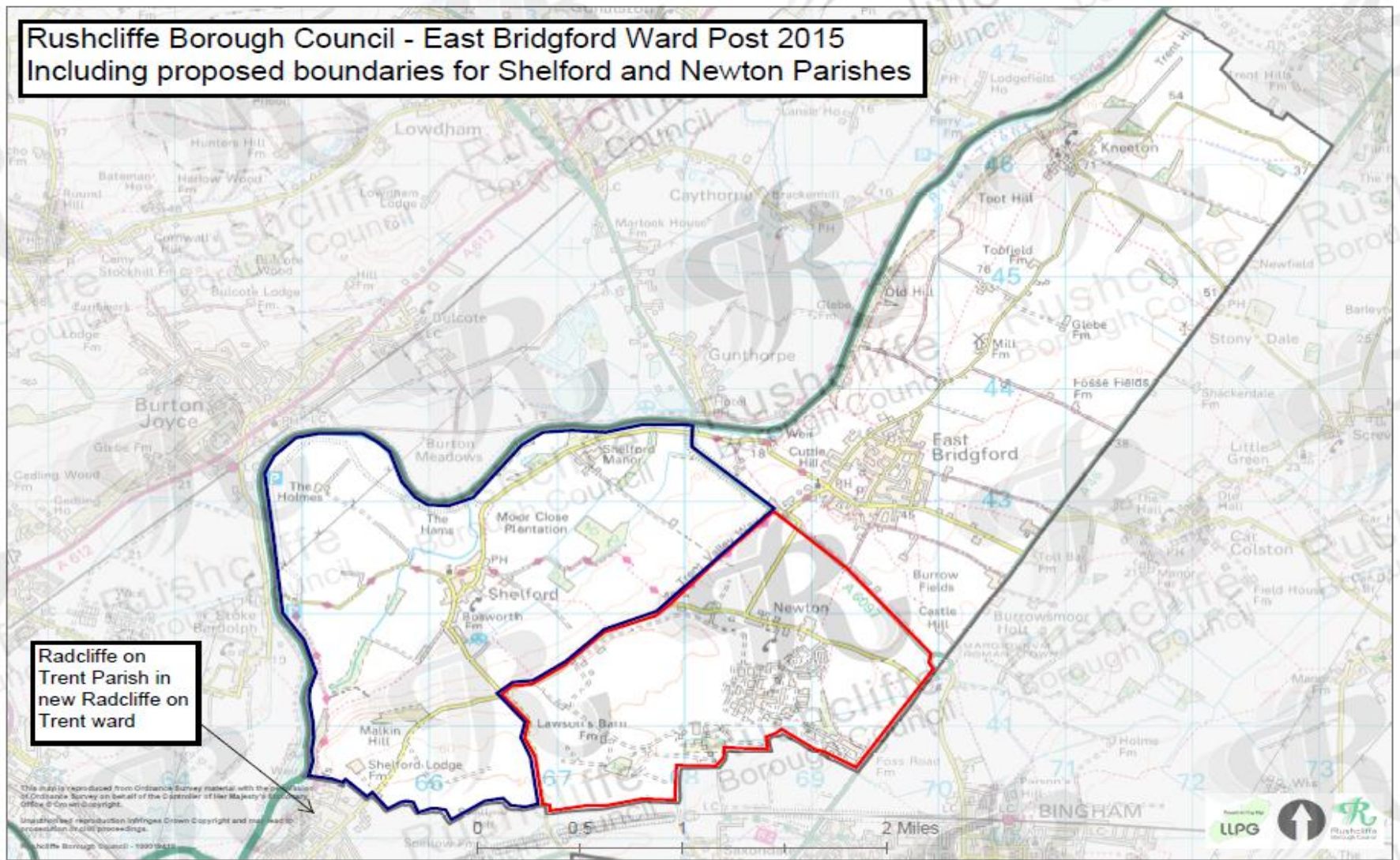
Please provide any comments on this proposal, or any alternative parish names you would like to be considered by Rushcliffe Borough Council. Please note all responses will be available for public inspection.

Please include additional responses from other members of your household on a separate sheet of paper and return in the same envelope. Please ensure their names and addresses are included.

All responses **MUST** be received by the Council by no later than 11 April 2014. Any comments received after that date may not be considered.

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**Rushcliffe Borough Council - East Bridgford Ward Post 2015
Including proposed boundaries for Shelford and Newton Parishes**



Radcliffe on
Trent Parish in
new Radcliffe on
Trent ward

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