

## Appendix Two

### **Rushcliffe Borough Council Community Governance Review of Upper Saxondale Terms of Reference**

#### **Introduction**

Rushcliffe Borough Council is carrying out a Community Governance Review in Upper Saxondale 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 Levelling Up, Housing and Communities.

This guidance has been considered in drawing up these Terms of Reference.

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

Rushcliffe Borough Council has received a valid petition asking for a parish council to be set up in Upper Saxondale. The petition was signed by 235 people from Upper Saxondale. After checking of the petition, it was established that it contained 233 valid signatures and was presented to Council on 2 December 2021.

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

“This petition recommends the creation of the parish of Upper Saxondale in the borough of Rushcliffe, Nottinghamshire. This will:

- ensure that Upper Saxondale electors are effectively represented at parish level
- ensure that the parish precept is spent for the benefit of the Upper Saxondale community
- ensure a sustainable future for the maintenance and protection of the environment and facilities at Upper Saxondale”.

A map of the area submitted with the petition is shown in Appendix One.

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

A Community Governance Review is the process used to consider whether a parish council for Upper Saxondale 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, including 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 Upper Saxondale; 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 Upper Saxondale will be taken by Rushcliffe Borough Councillors at Council in September 2022.

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 online at [www.rushcliffe.gov.uk/xxxx](http://www.rushcliffe.gov.uk/xxxx) or by writing to:

Service Manager – Corporate Services  
 Rushcliffe Borough Council  
 Rushcliffe Arena  
 Rugby Road  
 West Bridgford  
 Nottingham, NG5 7YG

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

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

### **Action Timescale**

| <b>Action</b>   | <b>Timescale</b>          |
|---|---------------------------|
| Council agree Terms of Reference  | 3 March 2022              |
| First meeting of the Task and Finish Group focusing on background information   | w/b 7 March 2022          |
| Stage one consultation on the proposal to create a parish council   | 21 March to 13 May 2022   |
| Second meeting of the Task and Finish Group to consider the outcome of the stage one consultation and develop draft proposals | w/b 6 June 2022           |
| Stage two consultation on the draft proposals of the Task and Finish Group  | 27 June to 19 August 2022 |

|  |                    |
|--|--------------------|
| Third meeting of the Task and Finish Group to consider the outcome of the stage two consultation and draft recommendations | w/b 29 August 2022 |
| Council considers recommendations for final approval   | 29 September 2022  |
| <b>If required:</b> Organisation of Community Governance Order   | 30 September 2022  |
| <b>If agreed:</b> Establishment of a new Parish Council for Upper Saxondale  | 4 May 2023         |

### What area is being reviewed?

The area being reviewed is the area on which the petition was based. This is primarily the Upper Saxondale area of Radcliffe on Trent Parish, however it also takes in part of Cropwell Butler parish as per the map provided as part of the petition submission.

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 December 2021 in providing the existing electorate figures. These are:

|                                 | <b>Current number of electors</b> | <b>Estimated electorate in 2018</b> |
|---------------------------------|-----------------------------------|-------------------------------------|
| Upper Saxondale (RTM3)          | 512                               | 560                                 |
| Cropwell Butler (affected area) | 127                               | 127                                 |

### Will there be any additional cost to residents in establishing a parish council in Upper Saxondale?

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 ongoing 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.

The costs determined by the Parish Council are levied on the residents of that parish by way of a precept. The precept is submitted annually to the Council as the Billing Authority and collected through Council Tax. The following table provides examples of other precepts within the Borough. The charge shown is for the annual charge for

band D Properties. Note that the charge to the resident is calculated using the tax base (per Band D equivalent) and therefore the weekly precept may vary dependent upon the tax base and precept requested for that particular parish.

There are 639 electors in the area defined by the petition as the new Upper Saxondale parish (as at 1 December 2021). 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> |
|----------------------|---------------------------------|-----------------------|-----------------------|
| Costock              | 508                             | 19,000                | £1.21                 |
| Bunny                | 533                             | 23,570                | £1.54                 |
| Newton               | 604                             | 20,065                | £1.15                 |
| Whatton-in-the-Vale  | 729                             | 20,755                | £1.05                 |
| Langar-cum-Barnstone | 764                             | 42,158                | £2.24                 |

### **When will the Review begin?**

The Review will begin on 4 March 2022.

## **Appendix Three**

### **Task and Finish Group Proposed Terms of Reference**

#### **Membership**

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

It is anticipated that the Group will meet three times: March 2022, June 2022, and August 2022.

#### **Terms of Reference**

The Task and Finish Group will:

- Consider the views of the Upper Saxondale community as put forward by the lead petitioner from the Upper Saxondale Residents' Association.
- Consider officer advice in drawing up the stage one consultation materials for the Upper Saxondale Community Governance Review consultation.
- Consider the submissions received in response to the stage one consultation for the Review.
- Develop a recommended way forward which will form the basis of the second stage of consultation with the Upper Saxondale community.
- Consider the responses of the second round of consultation for the Community Governance Review of Upper Saxondale.
- Make final recommendations to Council in September 2022.