



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE ELECTORAL MATTERS COMMITTEE

MONDAY 26TH JULY 2010

AT 5.00 P.M.

COUNCIL CHAMBER, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors Mrs. J. M. L. A. Griffiths (Chairman), Mrs. R. L. Dent (Vice-Chairman), Mrs. J. M. Boswell, J. T. Duddy, Ms. H. J. Jones, Mrs. C. M. McDonald, D. McGrath, S. P. Shannon, R. D. Smith and L. J. Turner

AGENDA

1. To receive apologies for absence and notification of substitutes
2. Declarations of Interest
3. To confirm the accuracy of the minutes of the meeting of the Electoral Matters Committee held on 12th April 2010 (Pages 1 - 2)
4. Review of Lickey End Parish Council (Pages 3 - 32)
5. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

15th July 2010

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE ELECTORAL MATTERS COMMITTEE

MONDAY, 12TH APRIL 2010

AT 6.00 P.M.

PRESENT: Councillors Mrs. J. M. L. A. Griffiths (Chairman), Mrs. R. L. Dent (Vice-Chairman), Mrs. J. M. Boswell, D. McGrath and L. J. Turner

Officers: Mr. A. C. Stephens and Mrs. S. Mould

13/09 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. A. E. Doyle, J. T. Duddy, Ms. H. J. Jones, D. L. Pardoe and R. D. Smith.

14/09 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

15/09 **MINUTES**

The minutes of the meeting of the Electoral Matters Committee held on 20th January 2010 were submitted.

RESOLVED that the minutes be approved as a correct record.

16/09 **REVIEW OF LICKEY END PARISH COUNCIL**

Consideration was given to a report on the Terms of Reference for a Community Governance Review of Lickey End Parish Council. An example of the proposed form was presented to the Committee, together with details of the timetable for the consultation process.

RESOLVED:

(a) that, subject to the following amendment of the last sentence of paragraph 2.8, the Terms of Reference for the Community Governance Review of Lickey End Parish Council be approved.

Amendment - Delete "No precept has been raised" and replace with "The Parish Council has set a zero precept since 2002"

(b) that, subject to the following amendment of the last sentence of paragraph 10, the consultation leaflet be approved.

Amendment - Delete "It has not requested a parish precept and does not deliver discretionary local services" and replace with "It has set a zero precept since 2002 and does not deliver discretionary local services"

- (c) that the proposed form and timetable of consultation be approved and commenced immediately; and
- (d) that the results of the consultation process be reported to the Committee at a meeting to be arranged during October / November 2010.

RECOMMENDED that the Council be requested to release the sum of £2,500 from balances to cover the cost of the consultation.

The meeting closed at 6.10 p.m.

Chairman

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REVIEW OF LICKEY END PARISH COUNCIL

Relevant Portfolio Holder	Councillor G. N. Denaro
Relevant Head of Service	Mrs. C. L. Felton
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 At its meeting on 12th April 2010, the Committee resolved that a community governance review of Lickey End Parish Council be undertaken and its terms of reference in accordance with the provisions of the Local Government and Public Involvement Act 2007.
- 1.2 A community governance review commenced with the consultation survey of the Parish local government electors during May and June and consultation with local Ward/Division Councillors for that electoral area.
- 1.3 The community governance review consultation survey has now been concluded and the timetable requires draft and final proposals to be published.

2 RECOMMENDATION

- 2.1 That the results of the community governance review consultation survey be noted and that the following consequential recommendations be approved as draft proposals:
 1. that the Parish of Lickey End be abolished; and
 2. that Lickey End should not continue to have a Parish Council.
- 2.2 That subject to there being no further written submissions received during the draft consultation period set out in the review timetable, these draft proposals be accepted as the final recommendation for the community governance review in accordance with the review timetable.
- 2.3 That subject to there being no further written submissions received during the final consultation period set out in the review timetable, the Head of Legal, Equalities and Democratic Services proceed to the making of an Order under Section 86 of the Local Government and Public Involvement in Health Act 2007 to abolish the parish of Lickey End and dissolve the Parish Council with effect from 1st January 2011.

ELECTORAL MATTERS COMMITTEE **26TH JULY 2010**

3. BACKGROUND

- 3.1 In November 1999, Lickey End residents held a public meeting at which the creation of a Parish Council was proposed. A consultation exercise took place in the following July at which Bromsgrove District Council found there was insufficient support to justify the establishment of a new Parish. Following a petitioners request, the Minister of State gave support in setting up a Parish Council at Lickey End and subsequently Bromsgrove District Council recommended Lickey End (with the exception of Burcot) be parished. The first election for the new Parish Council took place on 7th June 2001 at which anti-parish Council candidates were elected to the 10 vacancies (South Marlbrook Parish Ward electing 4 Councillors and Lickey End Parish Ward electing 6 Councillors).
- 3.2 In June 2001, Lickey End Parish Council submitted a formal request to Bromsgrove District Council for its own dissolution. The consultation process commenced in July 2002 and a draft proposal was forwarded by Bromsgrove District Council to the Minister in December 2002 to the effect that the Parish be abolished. The Minister confirmed no decision would be made until after the elections in May 2003. At this time, 10 anti-parish candidates were elected. In September 2003, the Minister rejected the recommendation of the Bromsgrove District Council on the grounds that:
- the ODPM believed there was no overwhelming support for the abolition. It believed the review showed that support was quite evenly balanced, notwithstanding the fact that anti-parish council candidates were elected in 2001 and 2003.
- 3.3 Further advice from the ODPM on the timescale to be adopted for another review was sent to Julie Kirkbride MP in September 2003. This stated that the only way abolition could be sought by the District Council was by undertaking a further review and making recommendations to the Secretary of State. The Government is prepared to accept reviews that recommend abolition only where it is satisfied that support for abolition has been maintained over a sufficient length of time, amongst other considerations. A period of at least two normal council terms (that is, 8 years) is considered sensible for this purpose. The advice stressed that 8 years was not a magic number and that every case would be considered on its merits. Certainly they would wish to establish that any subsequent review showed there was overwhelming support for abolition and that the support was sufficiently informed.
- 3.4 In May 2007, 10 anti-parish candidates stood for the 10 vacancies and they were elected unopposed. A request was received that the District

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- Council reviews the Parish with a view to its abolition. In November 2007, the Electoral Matters Committee recommended that, with reference to the Secretary of State, a review should be undertaken in accordance with the Local Government and Public Involvement in Health Act 2007.
- 3.5 Following the introduction of the Local Government and Public Involvement in Health Act 2007, at the Electoral Matters Committee on 20th January 2010 it was agreed that the scope of the Community Governance Review of Lickey End would be a consultation with local government electors of the parish and elected Councillors and Local Authorities for the parish of Lickey End to be unparished and for the Lickey End Parish Council to be abolished.
- 3.6 The terms of reference (Appendix 1) of the governance review were agreed at a further meeting on 12th April 2010 as follows:
- Area of Review: The electoral parish of Lickey End
Focus of review: Should the present Parish of Lickey End be abolished and the Parish Council dissolved?
Commencement of Review: April 2010
Conclusion of Review: Within twelve months of the commencement
- 3.7 In undertaking the community governance review, a leaflet (see copy of leaflet at Appendix 2) was sent to all local government electors in the Lickey End Parish with a 'Yes' or 'No' option. The leaflet was hand delivered between 21st and 24th May 2010. The deadline for responding was 30th June 2010. The exercise was publicised by press release, notices and on the Council's website. All parish, district and county councillors representing the Lickey End Parish, the Lickey End Parish Council and the Worcestershire County Council were contacted for submission of their views.
- 3.8 The consultation survey of the 2,178 local electors resulted in 758 replies (34.8%) with 82.4% in favour of the Lickey End Parish being dissolved and 15.8% against. A full breakdown of the result is set out in Appendix 3. Written submissions were received from a County Councillor for Lickey End expressing support for the abolition of the Parish Council. A copy of the written submission is at Appendix 4.
4. **KEY ISSUES**
- 4.1 When making recommendations, the principal council must ensure that the community governance in the area under review reflects the identities

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- and interests of the community in that area and is effective and convenient. It must also take into account any other arrangements that have already been made for the purpose of community representation or community engagement.
- 4.2 In making recommendations, it should be noted that Lickey End will continue to be represented by two Districts Councillors and two Worcestershire County Councillors. Services will remain available from the Council House and at the Customer Service Centre in Bromsgrove which is within reasonable distance from Lickey End, as well as being accessible from the Bromsgrove District Council and Worcestershire County Council websites.
- 4.3 There would be no impact on community cohesion if the parish council were to be abolished, given that the election of Parish Councillors has been on an 'Anti-Parish Council' campaign at the last two Parish Council elections. The remaining community governance arrangements would continue to reflect the identities and interests of the community of Lickey End, and there would continue to be proper community representation and engagement for the residents of Lickey End.
- 4.4 The recommendations stated in paragraph 2.1 above will be published in the local press and on the Council's website. A notice of the draft recommendation will be issued and local councillors and other organisations listed in the terms of reference document will be contacted.
- 4.5 Subject to there being no further written submissions being received by the close of the draft recommendation stage on 30th September, the final recommendation will reflect those draft recommendations and be published in accordance with the review timetable as stated in paragraphs 2.2 and 2.3.
- 4.6 Bromsgrove District Council must publicise how the Council has given effect to the review and the Order must be available for public inspection. Additionally, the following organisations must be informed that the Order has been made:
- The Secretary of State for Communities and Local Government
 - The Electoral Commission
 - The Office of National Statistics
 - The Director General of Ordnance Survey
 - Worcestershire County Council
 - The Audit Commission

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- 4.7 The Local Government (Parish and Parish Council) (England) Regulations 2008 provide for the transfer of any property, assets rights or liabilities of the parish council to a new successor parish council, or where none is proposed to the principal council itself. In this case, any assets of Lickey End Parish Council would be transferred to Bromsgrove District Council. Although how any monies are spent would be a decision for the Cabinet.
- 4.8 The decision taken by the Council could be challenged by way of judicial review. Any application for a judicial review must be submitted promptly and within three months.
- 4.9 Where it is agreed that the parish of Lickey End and the Parish Council should be abolished, the Chief Executive will write to the Parish Council regarding the arrangements for the closure of the Parish Council.

5. FINANCIAL IMPLICATIONS

- 5.1 The cost of the consultation exercise to date has been £973.76.

6. LEGAL IMPLICATIONS

- 6.1 A Community Governance Review is to be conducted in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 (Part 4) and the associated Department of Communities and Local Government Guidance on Community, the Local Government (Parishes and Parish Councils) (England) Regulations 2008 and the Local Government Act 1972 (as amended). In making its decision, the Council will need to take account of the views of local people. The Council must, by section 100(4) of the 2007 Act, have regard to the guidance issued by the Secretary of State.
- 6.2 The 2007 Act devolves the power to take decisions about community governance reviews and their electoral arrangements to local government and local communities. The Secretary of State will therefore have no involvement in the taking of decisions about recommendations made in the community governance review and the Electoral Commission's involvement will be limited to giving effect to consequential recommendations for related alterations to the electoral areas of the District Council. This Council has responsibility for undertaking this community governance review and will be able to decide whether to give effect to recommendations made in this review. Governance Reviews, the Local Government (Parishes and Parish Councils) (England) Regulations 2008 and the Local Government Act 1972 (amended).

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7. **POLICY IMPLICATIONS**

7.1 None identified.

8. **COUNCIL OBJECTIVES**

8.1 CO2 - Improvement (Priority: Value for Money); and CO3 - One Community (Priority: One Community), by helping to meet the needs of local communities taking into account the views of local people and their electoral arrangements.

9. **RISK MANAGEMENT INCLUDING HEALTH AND SAFETY CONSIDERATIONS**

9.1 None identified.

10. **CUSTOMER IMPLICATIONS**

10.1 The decision of the Committee will determine the extent to which local Communities are consulted on the Review. However, in conducting the review, the Council will ensure that the affected communities are properly consulted.

11. **EQUALITIES AND DIVERSITY IMPLICATIONS**

11.1 None identified.

12. **VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

12.1 None identified.

13. **CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

13.1 None identified.

14. **HUMAN RESOURCES IMPLICATIONS**

14.1 None identified.

15. **GOVERNANCE / PERFORMANCE MANAGEMENT IMPLICATIONS**

15.1 None identified.

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16. **COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF THE CRIME AND DISORDER ACT 1998**

16.1 None identified.

17. **HEALTH INEQUALITIES IMPLICATIONS**

17.1 None identified.

18. **LESSONS LEARNT**

18.1 None identified.

19. **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

19.1 Consultation with all registered local government electors, local Parish Councillors, District Councillors and County Councillors of the parish of Lickey End.

20. **OTHERS CONSULTED ON THE REPORT**

20.1	Portfolio Holder	Yes
	Chief Executive (Returning Officer)	Yes
	Executive Director (S.151 Officer)	Yes
	Executive Director - Leisure, Cultural, Environmental and Community Services	No
	Executive Director - Planning and Regeneration, Regulatory and Housing Services	No
	Director of Policy, Performance and Partnerships	No
	Head of Planning and Regeneration Services	No
	Head of Resources	No
	Head of Legal, Equalities and Democratic Services	Yes
	Corporate Procurement Team	No

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21. **WARDS AFFECTED**

21.1 Marlbrook Ward and Norton Ward

22. **APPENDICES**

- 22.1 Appendix 1 - Terms of Reference of Community Governance Review and map
Appendix 2 - Copy of Consultation Leaflet
Appendix 3 - Notice of Result of Consultation Survey Question
Appendix 4 - Copy of written submission by County Councillor Mrs. M. Bunker

23. **BACKGROUND PAPERS**

23.1 Department of Communities and Local Government - Guidance on Community Governance review

24. **KEY**

24.1 N/A

AUTHOR OF REPORT

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Bromsgrove District Council

www.bromsgrove.gov.uk

COMMUNITY GOVERNANCE REVIEW

PARISH OF LICKEY END

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

TERMS OF REFERENCE

THESE TERMS OF REFERENCE HAVE BEEN PUBLISHED BY THE
COUNCIL ON:

SUBMISSIONS AND COMMENTS ON THESE TERMS OF REFERENCE
DOCUMENT SHOULD BE MADE BY:

30 June 2010

Contents:	Page
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2. The present structure of the Parish of Lickey End and its electoral arrangements	5
3. How does the Review proceed from here	8
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INTRODUCTION

The request for a Review

1.1 Bromsgrove District Council has received a request from the Parish of Lickey End that the Council conduct a Community Governance Review to abolish the parish of Lickey End and dissolve the Parish Council.

1.2 The Electoral Matters Committee of Bromsgrove District Council considered this request at its meeting of 18 November 2007, where the Committee resolved that a review of the Parish of Lickey End commence with in accordance with the Local Government and Public Involvement in Health Act 2007 and its associated guidance when it was published at a later date. The scope of a Terms of Reference document was determined at the Committee's meeting of 20 January 2010 and the consultation document was approved at the meeting on 12 April 2010.

1.3 The government has stated that it expects a Terms of Reference document to set out clearly the matters on which a Community Governance Review is to focus and this is the aim of the later chapters of this document¹. The Terms of Reference is a prompt to local consideration, initial discussions and the exchange of ideas in a Review, which in turn will help Bromsgrove District Council to prepare Draft Proposals.

What is a Community Governance Review?

1.4 A Community Governance Review can consider a range of topics concerning the community governance of the area under Review. These can include the creation, merging, altering or abolishing of parish areas, the naming of parishes, the electoral arrangements for parishes (creating a council; the number of councillors to be elected to the council; parish warding), and consequential matters such as the 'knock-on' effect on the Borough wards or the setting of the commencement dates for any new arrangements.

¹ Section 81(5); Guidance on community governance reviews, para.21

1.5 In this Review, however, the Council is only concerned in particular whether the Parish of Lickey End should be abolished and the Parish Council be dissolved.

The legislative framework for a Review of this sort

1.6 In undertaking this Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972.² The Council is also required to have regard to Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Act by the government Department for Communities and Local Government and the Electoral Commission. This Guidance was published in April 2008, and it has been considered carefully as these Terms of Reference have been drawn up.³

1.7 Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish this Terms of Reference document. Details of how this document is being published and publicised are in our chapter on Consultation below.

How Bromsgrove District Council deals with making decisions in a Review

1.7 The Council has delegated powers to make decisions in this matter to its Electoral Matters Committee.⁴ The Committee formally resolved to publish these Terms of Reference at its meeting of 20th January 2010. The Draft Proposals lay out the Committee's initial views on how this Review should progress and the changes if any that should be made. Following a period of consultation, the Committee will then publish its Final Proposals, allowing a further period of consultation before the Committee makes its Recommendations and, if appropriate, makes a Community Reorganisation

² The 2007 Act has transferred powers to the principal councils that previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England

³ This Guidance is available on the website of the Electoral Commission at www.electoralcommission.org.uk/boundary-reviews/parish-reviews

⁴ Council's Constitution, Section 10 Committee Procedure Rules

Order. At this early stage in the Review, the Council has written to the Electoral Commission to inform them of its commencement.

The area under Review

1.8 The Electoral Matters Committee of the Council has resolved that the following area shall be the subject of this Review:⁵

the Parish of Lickey End to include the South Marlbrook Parish Ward and the Lickey End Parish Ward

1.9 The Parish of Lickey End is situated close to the northern edge of the town of Bromsgrove to the east of the Birmingham Road A38.

1.10 The Parish of Lickey End is divided into two parish wards for the purposes of the election of a council for the parish, the South Marlbrook Parish Ward and the Lickey End Parish Ward. It may be helpful to note that the South Marlbrook Parish Ward is part of the Marlbrook District Ward with the Lower Marlbrook Parish Ward of the Parish of Lickey and Blackwell and the Lower Marlbrook Ward and West Marlbrook Parish Ward of the Parish of Catshill & Marlbrook, neighbouring Parish Councils to the Parish of Lickey End. The Lickey End Parish Ward is part of the Norton District Ward with the Norton North Polling District and the Norton West Polling District, both neighbouring unparished polling districts. Maps which show the relationship of the parish ward boundaries with the existing Borough ward boundaries are attached to this document. These can be found at Annex 1.

2. THE PRESENT STRUCTURE OF THE PARISH OF LICKEY END AND ITS ELECTORAL ARRANGEMENTS

Lickey End parish electoral arrangements

2.1 The Parish of Lickey End was established in the Bromsgrove (Parish) Order 2001 and has a council of 10 members.

⁵ Section 81(2) requires the area under Review to be specified in this Terms of Reference

2.2 The parish is divided into two wards for the purposes of the election of the parish council; the existing ward boundaries are shown in maps in Annex 1, and the existing electoral arrangements are shown in Table 2.1.

Table 2.1 - Electoral arrangements and levels of representation for the Parish

Parish Ward	Electors	Councillors	Ratio of Electors to Councillors
South Marlbrook (MLD)	846	4	598
Lickey End (NTA)	1332	6	619
	2178	10	614

Table 2.2 Current electorate and property statistics for the Parish

Parish Ward	Properties	Electors	Electors per property
South Marlbrook (MLD)	444	846	1.94
Lickey End (NTA)	4662	1332	1.75

2.3 At this stage in the Review, the Council does not envisage any changes arising to the present District wards as a consequence of this Review.

Lickey End Parish Council Background

2.4 By way of background information, historically Lickey End was an unparished area. In November 1999 Lickey End residents held a public meeting at which the creation of a Parish Council was proposed. A consultation exercise took place in the following July at which Bromsgrove District Council found there was insufficient support to justify the establishment of a new Parish. Following a petitioner's request, the Minister of State gave support to the setting up of a Parish Council at Lickey End and subsequently Bromsgrove District Council recommended that Lickey End (with the exception of Burcot) be parished.

2.5 The first election for the new Parish Council took place on 7th June 2001. Anti-Parish Council candidates were elected to the 10 vacancies (South Marlbrook Parish Ward electing 4 Councillors and Lickey End Parish Ward electing 6 Councillors).

2.6 In June 2001, Lickey End Parish Council submitted a formal request to Bromsgrove District Council for its own dissolution. The consultation process commenced in July 2002 and a draft proposal was forwarded by Bromsgrove District Council to the Minister in December 2002 to the effect that the Parish be abolished. The Minister confirmed no decision would be made until after the elections in May 2003. At this time 10 Anti-Parish candidates were elected. In September 2003 the Minister rejected the recommendation of the Bromsgrove District Council on the grounds:-

The ODPM believed there was no overwhelming support for the abolition. It believed the review showed that support was quite evenly balanced, notwithstanding the fact that anti-parish council candidates were elected in 2001 and 2003.

Further advice from the ODPM on the timescale to be adopted for another review was sent to Julie Kirkbride MP in September 2003. This stated that the only way abolition could be sought by the District Council was by undertaking a further review and making recommendations to the Secretary of State.

2.7 In May 2007, 10 Anti-Parish candidates stood for the 10 vacancies and were elected unopposed. A request was received from the Parish Council that the District Council should review the Parish with a view to its abolition. In November 2007, the Electoral Matters Committee recommended that, with reference to the Secretary of State, a review should be undertaken in accordance with Part 4 of the Local Government and Public Involvement in Health Act 2007.

Lickey End Parish Council current working

2.8 The current Lickey End Parish Council fulfils the minimum requirements under law. It elects proper officers - Chairman and Clerk, holds the minimum required meetings per year and prepares and publishes annual accounts. No precept has been raised.

Question

Should the present Parish of Lickey End be abolished and the Parish Council dissolved?

3. HOW DOES THE REVIEW PROCEED FROM HERE

3.1 The Council envisages that if an Order is made it will come into effect for Spring 2011. The following dates are suggested:

12 April 2010 - Electoral Matters Committee approval of Draft Consultation documents

April/May 2010 - Publication of consultation documents. Public Notice and leaflet consultation to all electors in the parish

June /July 2010 - close of first consultation and consideration of results

August 2010- Draft Proposals published

September /October 2010- close of consultation on draft proposals

November 2010 - Final Proposals published

1 December 2010 - Publication of the Revised Register of Electors - the new register of electors gives effect to any boundary and electoral arrangement changes

31 December 2010 - Order prepared and published

3.2 The Council intends that the outcome of this Review should encompass the broadly held views of the residents of Lickey End and that community governance in the area should reflect the identities and interests of the community and that it should be effective and convenient. The Council now

invites initial submissions in response to the question, and these should be received by a closing date of 30 June 2010.

3.3 The Council will then prepare its Draft Proposals in this Review. In its Draft Proposals, the Council will balance the submissions that it has received against the legal tests. The Draft Proposals will give the Council initial proposals for the future of the Parish of Lickey End. The Council will then allow a period of two months, in accordance with our timetable at Table 4.1, for consultations on its proposals.

3.4 The Councils Final Proposals will be made in response to the outcome of those consultations. They may wholly change our Draft Proposals, because we will endeavour again to encompass the broadly held views of the residents of the affected areas insofar as they are compatible with the legal tests. There will then be a one-month period before the Council publishes its Recommendations in this Review, and this period allows time for any final submissions and arguments to be made covering matters which may not have arisen earlier in the Review.

4. CONSULTATION

How the Council proposes to conduct consultations during the Review

4.1 The Council has now drawn up and now publishes this Terms of Reference document. This document lays out the aims of the Review, the legislation that the Council considers important in the Review.

4.2 In coming to its Recommendations in this Review, the Council will take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review and to take the representations that are received into account by judging them against the

criteria in the Act.⁶ The timetable for the Review, included at Table 4.1, allows a number of periods for comments and submissions. These comprise a two-month period after the Terms of Reference are published for initial submissions to be made; a two-month period after the Draft Proposals are published for comments on our proposals, and a one-month period for issues that have not previously been considered to be drawn to the attention of the Council after the Final Proposals are published.

4.3 The Council intends to publish all correspondence received in the Review and all decisions that it takes in the Review, giving its reasons for taking these decisions. The Council is mindful of the government's guidance that "community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."⁷ The Council will endeavour to ensure that local government electors and any other person or body that appears to have an interest in the Review have every opportunity to express their views. The Council recognises the importance of ensuring full consultation and that more effective proposals will be developed if all stakeholders have a full opportunity to contribute to the Review.

4.4 The Council proposes to use general press releases, its website, the placing of key documents on deposit at the Council House, the Customer Service Centre, relevant parish council contact points, briefing meetings and direct personal communication to achieve these objectives. The Council has to be mindful of the costs of a Review, and it will endeavour to ensure that the consultation process is cost effective and that only reasonable costs are incurred.

⁶ Section 93

⁷ Guidance, para.98

How to submit your views

4.5 Comments should be submitted to the Councils Electoral Services team.

They can be submitted either by letter or by e-mail to:

Electoral Services
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove
Worcs. B60 1AA

Tel: 01527 881 421

Email: elections@bromsgrove.gov.uk

Details of our officer contacts are as follows:

Claire Felton Head of Legal, Equalities & Democratic Services	Project and resource management of the Review	c.felton@bromsgrove.gov.uk 01527 881 429
Susan Mould Electoral Services Manager	Responding to consultation responses and preparing key consultation documents	s.mould@bromsgrove.gov.uk 01527 881 462
Andy Stephens Committee Services Officer	Preparation of Committee Agendas and public access to Committee reports	a.stephens@bromsgrove.gov.uk 01527 881 410

Timetable for the Review

4.6 Publication of the Terms of Reference document formally begins the Review, and the Review must be completed within twelve months.⁸

The timetable for the Lickey End Parish Council Review is as follows:

Table 4.1 - A timetable for the Review

Action	Timetable	Relevant Date
Terms of Reference are published		April 2010
Introductory stage - submissions are invited	Two months	April 2010- June 2010

⁸ Section 93(8) of the 2007 Act

Action	Timetable	Relevant Date
Draft Proposals are prepared	One month	July 2010
Draft Proposals are published		July 2010
Consultations	Two months	August 2010- September 2010
Final Proposals are prepared	One month	October 2010
Final Proposals are published		November 2010
Licensing Committee publishes the Recommendations	One month later	November/December 2010
Council publishes the Reorganisation Order	thereafter	31 December 2010

Our consultation strategy for the Review

4.7 We propose to undertake the following activities shown in Table 4.2 to raise awareness of the Review in the affected areas.

Table 4.2 - A consultation strategy for the Review

Date	Activity	Follow up work
April 2010	Terms of Reference document is published.	Press releases will be issued to the list in Annex 2; supply of copy of the Terms of Reference document to organisations and individuals identified in Annex 2; copies of the Terms of Reference document will be available for inspection on the Council's website, Council House, CSC Dolphin Centre and parish council contact points in the affected areas also listed in Annex 2
April - June 2010	Period of initial submissions	Parish council is contacted to offer public briefing at this stage in May/June 2010 Briefing for Borough Ward members and County Division members
31 June 2010	Consultation period closes	
July 2010	Draft Proposals are published and the main consultation period of two months commences	Supply of copy of the Draft Proposals to organisations and individuals identified in Annex 2
		A programme of press releases will be issued to the list in Annex 2

Date	Activity	Follow up work
		Copies of the submissions that have been made towards the preparation of Draft Proposals will be available for inspection at Council House.
		The Draft Proposals will be available on the Council's Website
August - September 2010	Draft Proposals consultation	
November 2010	Final Proposals are published	Supply of copy of the Final Proposals to organisations and individuals identified in Annex 2
		Press releases will be issued to the newspapers listed in Annex 2; copies of the Final Proposals will be available for inspection on the Council's website, at the Council House and parish council contact points in the affected areas listed in Annex 2
		Copies of the submissions that have been made towards the preparation of Final Proposals will be available for inspection at the Council House
Post Review	Evaluation of the effectiveness of our consultation	After the Review is completed, an evaluation of the effectiveness of our consultation will be undertaken

5. THE QUESTION ON WHICH TO COMMENT

The Council is asking for initial submissions in this Review on the following question. Our deadline for initial submissions is 30 June 2010.

<p>Question</p> <p>Should the present Parish of Lickey End be abolished and the Parish Council dissolved?</p>

6. LIST OF ANNEXES

Annex 1

Map of the Lickey End Parish and the relationship with the District Council Wards/Polling Districts and neighbouring Parish Councils

Annex 2

A list of persons or organisations included in the consultation at the initial submission stage of the Review and press release list

Consultees (other than the electors of Lickey End Parish Council)

Councillors of Lickey End Parish Council

Bromsgrove Ward Councillors for Marlbrook Ward and Norton Ward

Bromsgrove District Council

County Councillors for Bromsgrove Central Division and Woodvale Division

Worcestershire County Council

Member of Parliament for the Bromsgrove Constituency

Local Political Parties

Press Release List

Bromsgrove Advertiser (and group, including Droitwich Advertiser, Redditch Advertiser, Stourbridge News)

Bromsgrove Standard (and group, including Droitwich Standard, Redditch and Alcester Standard)

Caters News - national news agency

Express and Star - Kidderminster office

Press Agency - Birmingham office

Village Voice

Worcester Evening News

BBC H&W (radio)

BBC WM (radio)

Heart FM (radio)

Smooth Radio (radio)

Wyvern (radio)

BBC Midlands Today (TV)

ITV Central (TV)

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We want to hear your views

It is important that we hear the views of as many Lickey End Parish Council electors as possible. Please indicate your favoured option below, tear off the slip and return via the freepost envelope provided by 30 June 2010 at the latest.

Alternatively, responses can be made on the consultation portal at www.bromsgrove.gov.uk

Electoral Services Helpline: 01527 881 421

Lickey End Parish Council Review Consultation Preferred Option

Should the present Parish of Lickey End be abolished and the Parish Council dissolved?

(Please circle 'Yes' or 'No')

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YES

NO

Your Signature: _____

Date: _____

EXAMPLE

APPENDIX 2

LICKEY END PARISH COUNCIL REVIEW CONSULTATION

'Have Your Say'
– we want to hear your views



Introduction

Following the introduction of the Local Government and Public Involvement in Health Act 2007, Bromsgrove District Council now has the power to conduct its own community governance review, and the ability to establish or abolish parish councils without the Government's consent.

Reviews of Lickey End Parish governance arrangements were carried out in 2003 and in 2005 and the Secretary of State would not agree to the dissolution of the Parish Council. Bromsgrove District Council is now carrying out a community governance review of Lickey End.



Local government needs to reflect the identity and interest of a local community. Bromsgrove District Council provides services and represents the interests of a number of different local communities within the District area, including Lickey End. We want to improve community engagement in all our neighbourhoods, but we want to know what role, if any, Lickey End Parish Council will play in the future. Lickey End shares two District Councillors and two County Councillors with neighbouring parishes.

Parish Councils are separate and self-governing entities, occupying their own space in the local government structure. They can provide a voice for local issues, deliver some local services and some are entrusted with carrying out functions on behalf of larger authorities. The powers exercised by a parish council are decided locally and practises vary throughout the country. Parish council may need staff and offices and these costs plus the costs of any services they provide, have to be recovered by an additional charge to council taxpayers.

The history of Lickey End Parish Council

Lickey End Parish Council was set up in 2001 after local residents supported its creation and is one of twenty parish councils in the Bromsgrove District. The Parish Council is divided into two parish wards and represented by ten parish councillors.

The parish held its first elections in 2001 and in June 2001 Lickey End Parish Council submitted a formal request to Bromsgrove District Council for its own dissolution. Following a consultation review, abolition was recommended but the Government advised that no decision would be made until after the elections in May 2003. At these elections 10 anti-parish candidates were elected and the Parish Council again passed a resolution for its own abolition following the election.

The District Council conducted a review of parish arrangements. Following the review, abolition was recommended to the Government who concluded that the case for abolition was insufficiently robust and at odds with the Government's general commitment to the parish tier and asked that a period of two council terms of office should be undertaken covering an eight year period to establish a continued strong local support towards abolition.



What is the position now?

At the last elections to the Lickey End Parish Council held in May 2007, ten parish councillors, who campaigned on an anti-parish platform, were elected uncontested.

The Parish Council has operated at the minimum legal requirements. It has held meetings, appointed a Chairman and Clerk and published minutes and accounts. It has set a zero precept since 2002 and does not deliver discretionary local services.



What happens next?

We are contacting all electors in the Lickey End Parish Council to ascertain their views, and we will consult Worcestershire County Council, Lickey End Parish Council, local Councillors representing this area and the local public.

A copy of the full consultation report is available for public inspection at:

**The Council House, Burcot Lane,
Bromsgrove B60 1AA.**

When all the responses have been received, a report will be submitted to the Bromsgrove District Council along with a recommendation about the future of Lickey End Parish Council.

APPENDIX 3

LICKEY END PARISH COUNCIL REVIEW CONSULTATION

At the opening of responses received, held on Thursday 1st July 2010

the number of responses recorded to the question,

**“Should the present Parish of Lickey End be abolished and
the Parish Council dissolved?”**

were as follows:

YES	NO
625	120

The number of responses rejected was as follows:-	
a) being unmarked or wholly void for uncertainty.....	10
b) not having a signature	3
TOTAL REJECTED	13

Electorate: 2178

Turnout: 34.8%

Dated: 1st July 2010

SUSAN MOULD
ELECTORAL SERVICES MANAGER

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APPENDIX 4

Written Submission from Councillor Maddy Bunker

From: Maddy Bunker
Sent: 09 June 2010 13:03
To: Sue Mould
Subject: RE: Lickey End Parish Council Review

Hi,

I wanted to put forward my views for the consultation about the Lickey End Parish Review.

Having been aware of the issues and history of the parish I agree that this parish needs to be abolished. I have not had any of the residents of Lickey End say to me that they would like a parish council. I feel this process needs to now happen as quickly as possible.

Thanks for your work on this review. Best Wishes.

Cllr Maddy Bunker

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