



SUPPLEMENTARY REPORT AND INFORMATION

Council Business Committee

Thursday, 8 September 2016

The following report is now enclosed, as follows:

Agenda Item Number	Page	Title	Officer Responsible
6	1 - 19	COMMUNITY GOVERNANCE REVIEW: PETITION TO CREATE AN ALDCLIFFE- WITH-STODDAY PARISH COUNCIL - CONSULTATION RESPONSES	Lisa Vines, Elections Manager

COUNCIL BUSINESS COMMITTEE

**Community Governance Review:
Petition to create an Aldcliffe-with-Stodday
Parish Council – Consultation Responses
08 September 2016**

Report of Democratic Services Manager

PURPOSE OF REPORT

To consider the responses received to the introductory stage of the consultation process for the proposal to create Aldcliffe-with-Stodday Parish Council and to agree the draft proposals for further consultation.

This report is public.

RECOMMENDATIONS

- (1) **To consider the responses received to the Community Governance Review for the proposal to create Aldcliffe-with-Stodday Parish Council, and to agree amendments to the draft Terms of Reference document for distribution at the second stage of the consultation.**

1.0 Background

- 1.1 Council Business Committee, at its meeting on 29 January 2016, considered a report of the Chief Officer (Governance) and agreed the draft Terms of Reference Document for the consultation process of the Community Governance Review for the proposed Aldcliffe-with-Stodday Parish Council.
- 1.2 The Local Government and Public Involvement in Health Act 2007 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 any representations that are received into account by judging them against the criteria in Section 93 of that Act.
- 1.3 Section 93 Sections (6) and (7) state that the principal council must take into account any representations received in connection with the review, and that as soon as practicable after making any recommendations the principal council must publish the recommendations and take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.

2.0 Consultation

- 2.1 All households in the area of the proposed Aldcliffe-with-Stodday Parish Council were sent a copy of the Draft Terms of Reference and notification of the deadline to respond.
- 2.2 In addition, copies were sent by email to the Members of Parliament for Morecambe and Lunesdale and Lancaster and Fleetwood, the County Councillors for the district, all City Councillors and all Parishes.
- 2.3 Copies of the draft Terms of Reference Document and Notice of Review were posted on the noticeboards in Lancaster and Morecambe Town Hall, on the City Council's website, and press releases were issued to provide additional local coverage of the consultation.
- 2.4 The first stage of consultation opened on 08 July 2016, and closed on 05 August 2016.

3.0 Responses to the Consultation

- 3.1 Fourteen written responses were received before the deadline. All are from residents living within the area proposed as Aldcliffe-with-Stodday Parish Council and all are in support of the proposal.
- 3.2 Copies of all responses are attached to this report at Appendix A, all of which have been acknowledged.

4.0 Amount of Precept

- 4.1 It may be beneficial for the City Council to provide an indication of a precept amount for 2017/18 at the next stage of consultation and further comments can be considered.
- 4.2 One person has suggested £26, which is close to the average figure of £25.75 for all current parishes, but two have suggested that the figure should be higher with a maximum suggestion of £50.
- 4.3 It is therefore suggested that the following range of options are included in the Terms of Reference in order to assist in the setting of an initial precept for 2017/18. This has been based on the current estimated Tax Base of 145 Band D equivalent properties for the proposed parish.

Tax Rate	£25	£30	£35	£40	£45	£50
Resulting Precept Amount	£3,625	£4,350	£5,075	£5,800	£6,525	£7,250

5.0 Electoral Arrangements

- 5.1 Two of the responses mention that a parish council made up of 7 councillors would be more appropriate than the 5 suggested. One of the responses mentions that the area includes a number of groups of houses that are separated from each other by both fields and distance, and that each group of residents should have the opportunity to be represented.

5.2 Five is the minimum number of Councillors required to constitute a parish council, but the number can be increased if it is felt that the area could be better represented by more Councillors. A list of current parish seats is attached at Appendix B to this report and provides an overview of the position across the district.

6.0 Conclusion

6.1 A good response from those resident in the affected area has been generated by this consultation, although those able to contribute were from across the wider district. Good publicity was given to the process when the consultation was launched by local media outlets.

6.2 Overwhelming support for the creation of a new parish has been demonstrated by both the number of signatures on the petition and by the responses received.

3.2 Once the draft Terms of Reference have been further amended, it is proposed that it will be circulated to the same interested parties for comment.

**CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None

LEGAL IMPLICATIONS

Chapter 3 of Part 4 of The Local Government and Public Involvement in Health Act 2007 devolved the power to take decisions about such matters such as the creation of parishes and their electoral arrangements to local government and local communities in England. Principal councils are required, by Section 100(4) of the 2007 Act, to have regard to guidance issued by the Secretary of State when undertaking reviews and the guidance has been followed in drafting this report to Council.

FINANCIAL IMPLICATIONS

The cost of the review will be met from existing budgets. If, ultimately, a new parish is formed within the district, then that would have implications for council tax setting as the new parish would have powers to precept, the same as other parishes within the district. As an indication of the likely size (in tax base terms) of any future parish, at present there are around 145 Band D equivalent properties within the area. As context, currently the smallest parish within the district is Roeburndale, with just over 20 Band D equivalents, but it has never precepted separately. There are a number of other parishes that have tax bases at or below 150. Timing considerations around precept and tax setting for the new parish will need to be taken account of in detailed planning, but at present it is thought that reaching a decision by December 2016, or thereabouts, should fit reasonably well.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Contact Officer: Lisa Vines
Telephone: 01524 582070
E-mail: lvines@lancaster.gov.uk
Ref:

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 12 July 2016 08:51
To: Vines, Lisa
Subject: FW: Aldcliffe with Stodday parish council.

[Redacted]

Ann Horabin
Elections Officer – Governance
Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ
Tel: 01524 582167 Email: ahorabin@lancaster.gov.uk



www.gov.uk/register-to-vote

From: [Redacted]
Sent: 12 July 2016 06:53
To: elections
Subject: Aldcliffe with Stodday parish council.

Dear Lisa

Further to your letter concerning the creation of the above Parish Council please accept this email as my support for this proposal.

I feel the number of proposed councils (5) is appropriate for the council and would suggest the parish percept is set at least circa £50 per property as in these challenging times for public funding I think it better for this new body to be well funded initially rather than be faced with a very modest budget.

My electoral address is [Redacted]

Regards

[Redacted]

[Redacted]

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Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 12 July 2016 10:21
To: Vines, Lisa
Subject: FW: Aldcliffe Parish Consultation

FYI

Ann Horabin
Elections Officer – Governance
Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ
Tel: 01524 582167 Email: ahorabin@lancaster.gov.uk



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From: [REDACTED]
Sent: 12 July 2016 10:18
To: elections
Cc: [REDACTED]
Subject: Aldcliffe Parish Consultation

The proposals as outlined in the LCC letter seem sensible to me: precept £26 and 5 Councillors.

[REDACTED]

Vines, Lisa

From: Parry, Gareth on behalf of elections
Sent: 12 July 2016 16:52
To: Vines, Lisa
Subject: FW: Aldcliffe and Stodday parish

-----Original Message-----

From: [REDACTED]
Sent: 12 July 2016 16:46
To: elections
Subject: Aldcliffe and Stodday parish

Dear sir/madam
Thank for your letter dated 8th July 2016 re Aldcliffe/ Stodday parish .
I am a resident of Aldcliffe and would like to express my delight in the prospect of having a local parish council for our community . I believe it will add value in terms of local decision making and improvements to our area and endorse such progress .

Regards [REDACTED]
[REDACTED]

Sent from my iPhone

Vines, Lisa

From: [REDACTED]
Sent: 13 July 2016 19:37
To: elections
Subject: Aldcliffe-with-Stodday Parish Council

Dear Sir,

Thank you for for your letter dated 08 July 2016.

In response, we wish to express our agreement with the draft proposals for the creation of Aldcliffe - with- Stodday Parish Council.

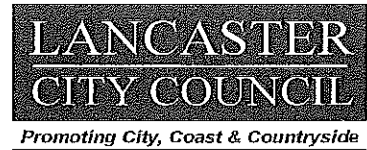
Yours sincerely,

[REDACTED]

[REDACTED]



Contact: Election Office
Telephone: (01524) 582915
Fax: (01524) 582161
Minicom: (01524) 582175
Email: elections@lancaster.gov.uk
Our ref:
Your ref:



ELECTION OFFICE

The Residents



Town Hall
Dalton Square
LANCASTER LA1 1PJ

DX63531 Lancaster

Date: 08 July 2016

Dear Residents

**COMMUNITY GOVERNANCE REVIEW – PROPOSAL TO CREATE
ALDCLIFFE-WITH-STODDAY PARISH COUNCIL**

Lancaster City Council has been asked to undertake a Community Governance Review following receipt of a petition for the creation of a Parish Council for Aldcliffe-with-Stodday.

The review will be conducted in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007 and guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010.

Enclosed with this letter is a copy of the draft terms of reference which has been drawn up and agreed by the City Council and considers a number of issues surrounding the creation of a parish council. This includes the electoral and financial arrangements for the creation of the parish.

The document is, at this stage, a draft document and can be amended as part of the consultation process to take account of the views expressed by those responding to this consultation.

As one of the households affected by the creation of the new parish, all residents are encouraged to participate in the consultation process and indicate your agreement or otherwise to the proposals. If you would like any amendments to the terms of reference to be considered as part of the consultation you are welcome to submit those in writing, and details of how to respond to the consultation are included on page 6 of the Terms of Reference document.

If you wish to respond to this first stage of consultation, please do so by Friday 05 August 2016.

Yours faithfully

Lisa Vines

**Lisa Vines
Election Manager**

Enc

In favour of this idea

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 18 July 2016 10:38
To: Vines, Lisa
Subject: FW: Redcliffe & Stodday parish council

Ann Horabin
Elections Officer – Governance
Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ
Tel: 01524 582167 Email: ahorabin@lancaster.gov.uk

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-----Original Message-----

From: [REDACTED]
Sent: 17 July 2016 10:53
To: elections
Subject: Redcliffe & Stodday parish council

As a resident of Aldcliffe for 40 years I fully support the parish council and I am happy with the proposal of 5 parish councillors. I am in agreement with any suggestions put forward by [REDACTED]

[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 18 July 2016 10:40
To: Vines, Lisa
Subject: FW: Aldcliffe-with-Stodday parish council proposal

Ann Horabin
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Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ
Tel: 01524 582167 Email: ahorabin@lancaster.gov.uk



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From: [REDACTED]
Sent: 17 July 2016 22:53
To: elections
Subject: Aldcliffe-with-Stodday parish council proposal

FAO Lisa Vines - Election Manager

Dear Lisa

Thank you for sending the information regarding the Proposal to create Aldcliffe-with-Stodday parish council.

I would just like to notify you that my wife [REDACTED] and I fully support this proposal.

Best regards

[REDACTED]

--

[REDACTED]

Parry, Gareth

From: [REDACTED]
Sent: 24 July 2016 16:26
To: elections
Subject: Ashton with Stodday proposed parish Council Consultation

Hallo

Thank you for the recently received details of the consultation regarding a possible Parish Council for Ashton with Stodday.

As a resident in the area for approx. 30 years I would welcome strongly the creation of the new Parish Council. Over the period 1991-99 I had the privilege of being one of the Scotforth West City Councillors. I think it is fair too say that back then, as I suspect is still the case, this area being very much on the fringes of two City wards, tended to be a little neglected. It has a highly distinctive geography in comparison to the rest of the 2 Wards). While its population is relatively prosperous and well-educated there are legitimate concerns around the provision of basic services (hedge trimming and de-icing as two examples known to me). In recent years there have also been a number of planning proposals (successful or otherwise) that have raised concerns that are very particular to residents of this area. While the Parish Council should not be regraded as the first chapter of a nimby's charter, it would be very helpful to have a formal means of providing for the legitimate expression of local concerns.

I note that I had not heard of this proposal until the letter from your office arrived. This is perhaps an indication of the rather disparate networks that exist here and thus provides a further illustration of the relevance of the proposal.

I look forward to hearing more in due course.

[REDACTED]

[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 29 July 2016 09:22
To: Vines, Lisa
Subject: FW: Proposal to Create Aldcliffe-With-Stodday Parish Council

FYI

Ann Horabin
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www.gov.uk/register-to-vote

-----Original Message-----

From: [REDACTED]
Sent: 28 July 2016 15:23
To: elections
Subject: Proposal to Create Aldcliffe-With-Stodday Parish Council

Dear Lisa Vines,

I am responding to your consultation on the Community Governance Review following the petition for the creation of a Parish Council for Aldcliffe-with-Stodday, of which I was a signatory.

I am pleased to see that the Council are taking up the proposal and exploring it with residents. I do hope that the Council holds a public meeting and invites residents and all others with an interest to participate. It would promote interest in the proposed Parish council, and in the context of neighbourly discussion would explore the role and purpose of such a council.

I am happy to see a precept and feel that £25 is a reasonable figure. However, I think it important that local residents and others have a clear idea of what the money raised could and should be used for - again, open discussion with expert advice at a public meeting would help to clarify the level appropriate for a precept.

I think that the area proposed for Aldcliffe-with-Stodday makes good geographic sense and would bring together a group of citizens with local interests in common. However, I note that the area includes a number of groups of houses that are separated from each other by fields and some distance. I think it is important that each group of residents has the opportunity to be represented and it is also important to represent the gender, class, ethnic and other sub-classifications of residents. I would prefer to see the Parish Council composed of at least seven members.

I look forward to hearing about the next stage of the Community Governance Review.

Yours sincerely,

[REDACTED]
[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 02 August 2016 10:43
To: Vines, Lisa
Subject: FW: Proposal to create Aldcliffe-with-Stodday Parish Council

FYI

Ann Horabin
Elections Officer – Governance
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From: [REDACTED]
Sent: 02 August 2016 09:39
To: elections
Subject: Proposal to create Aldcliffe-with-Stodday Parish Council

Thank you for sending me details of the proposed arrangements for the above; I am a resident of Aldcliffe and I have read the consultation document, and I'm in agreement with the creation of a Parish Council for Aldcliffe-with-Stodday.

Yours sincerely,

[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 02 August 2016 10:47
To: Vines, Lisa
Subject: FW: Proposal to create Aldcliffe-with-Stodday Parish Council

FYI

Ann Horabin
Elections Officer – Governance
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From: [REDACTED]
Sent: 01 August 2016 18:44
To: elections
Subject: Proposal to create Aldcliffe-with-Stodday Parish Council

Dear Lisa Vines

I am responding to the letter dated 8 July regarding a community governance review for the above proposal.

I am in favour of the proposed parish council and support both the suggested parish boundary and in general the draft terms of reference.

I hope the consultation process will include the opportunity for households to meet with officers and each other as some of the pockets of households are quite remote from each other.

As regards the suggested parish precept, I think this reasonable.

I feel that 5 councillors as suggested in the Terms of Reference may not sufficiently represent all areas within the parish boundary. I hope members will also be diverse in terms of gender and ethnicity.

I look forward to the next stage in the consultation

Yours faithfully

[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 03 August 2016 13:38
To: Vines, Lisa
Subject: FW: CREATION OF A PARISH COUNCIL FOR ALDCLIFFE WITH STODDAY

FYI

Ann Horabin
Elections Officer – Governance
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-----Original Message-----

From: [REDACTED]
Sent: 03 August 2016 13:23
To: elections
Subject: CREATION OF A PARISH COUNCIL FOR ALDCLIFFE WITH STODDAY

Dear Sir,

I would like to confirm that I am very much in favour of establishing a Parish Council for the above area. I have lived here in Aldcliffe for the past forty years and have seen the community grow up and all the residents value and take interest in caring for the area, making it a fine place to bring up families. My own three sons and their families live here in their own homes.

Having our own Parish Council will give us something to identify with and bring the inhabitants closer together on a personal level. We believe that will lead to even more interest in our environment, which can only bring further benefits in the future.

I sincerely hope you find that you find you can support our proposal.

[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 04 August 2016 08:35
To: Vines, Lisa
Subject: FW: CGR - Aldcliffe-with-Stodday

FYI

Ann Horabin
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From: [REDACTED]
Sent: 03 August 2016 19:44
To: elections
Subject: CGR - Aldcliffe-with-Stodday

Dear Election team,

I am writing as part of the consultation process in undertaking a Community Governance Review for the proposed Parish of Aldcliffe-with-Stodday.

Firstly the Draft explains that the Council are required to calculate the first anticipated precept then goes on to give average precept rates from across the Lancaster district. Does the final calculation in January 2017 take into account peoples opinions at this stage or is it a formula? Personally I think £25.75 would be too low for an inaugural precept as there are lots of projects locals would like to see implemented.

Secondly I would think 7 councillors would be an adequate number for the Parish.

Sincerely,

[REDACTED]

Vines, Lisa

From: Horabin, Ann on behalf of elections
Sent: 05 August 2016 09:51
To: Vines, Lisa
Subject: FW: Aldcliffe with Stodday parish council

FYI

Ann Horabin
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-----Original Message-----

From: [REDACTED]
Sent: 05 August 2016 09:43
To: elections
Subject: Aldcliffe with Stodday parish council

Further to your letter dated 8 July 2016, we fully support the proposals outlined and have no further comments to make

[REDACTED]

Area	[Parish]	Vacant Seats
	58	
Arkholme-with-Cawood Parish Council	Parish	5
Bolton-Le-Sands Parish Council - North Ward	Parish	7
Bolton-Le-Sands Parish Council - South Ward	Parish	3
Borwick Parish Meeting	Parish	0
Burrow with Burrow Parish Meeting	Parish	0
Cantsfield Parish Meeting	Parish	0
Carnforth Town Council - Carnforth Town Ward	Parish	8
Carnforth Town Council - Crag Bank Ward	Parish	4
Caton-with-Littledale Parish Council	Parish	12
Cloughton Parish Meeting	Parish	0
Cockerham Parish Council	Parish	7
Ellel Parish Council - North Ward	Parish	3
Ellel Parish Council - South Ward	Parish	2
Ellel Parish Council - University East Ward	Parish	1
Ellel Parish Council - University West Ward	Parish	3
Gressingham Parish Council	Parish	5
Halton-with-Aughton Parish Council	Parish	8
Heaton-with-Oxcliffe Parish Council - Roeburn Drive	Parish	2
Heaton-with-Oxcliffe Parish Council - Rural Ward	Parish	1
Heaton-with-Oxcliffe Parish Council - Westgate Ward	Parish	3
Heaton-with-Oxcliffe Parish Council - Winster Park	Parish	1
Hornby-with-Farleton Parish Council	Parish	10
Ireby with Leck Parish Council - Ireby Ward	Parish	3
Ireby with Leck Parish Council - Leck Ward	Parish	4
Melling-with-Wrayton Parish Council	Parish	7
Middleton Parish Council	Parish	9
Morecambe Town Council - Bare North Parish Ward	Parish	3
Morecambe Town Council - Bare South East Parish Ward	Parish	1
Morecambe Town Council - Bare South West Parish Ward	Parish	1
Morecambe Town Council - Harbour Parish Ward	Parish	5
Morecambe Town Council - Heysham North Parish Ward	Parish	3
Morecambe Town Council - Lowlands Road Parish Ward	Parish	1
Morecambe Town Council - Lune Drive Parish Ward	Parish	1
Morecambe Town Council - Out Moss Lane Parish Ward	Parish	1
Morecambe Town Council - Poulton Parish Ward	Parish	3
Morecambe Town Council - Torrisholme Parish Ward	Parish	3
Morecambe Town Council - Westgate Parish Ward	Parish	4
Nether Kellet Parish Council	Parish	7
Over Kellet Parish Council	Parish	7
Over Wyresdale Parish Council	Parish	6
Overtown Parish Council	Parish	7
Priest Hutton Parish Meeting	Parish	0
Quernmore Parish Council	Parish	9
Roeburndale Parish Meeting	Parish	0
Scotforth Parish Council - Burrow Heights Ward	Parish	1
Scotforth Parish Council - Scotforth Parish Ward	Parish	4
Silverdale Parish Council	Parish	8
Slyne-with-Hest Parish Council	Parish	7
Tatham Parish Council	Parish	7
Thurnham Parish Council	Parish	7
Tunstall Parish Meeting	Parish	0
Warton Parish Council-Millhead Ward	Parish	2
Warton Parish Council-Warton Ward	Parish	6
Wennington Parish Council	Parish	5
Whittington Parish Council	Parish	5
Wray-with-Botton Parish Council	Parish	7
Yealand Conyers Parish Council	Parish	5
Yealand Redmayne Parish Council	Parish	5