

**GUILDFORD BOROUGH COUNCIL  
COMMUNITY GOVERNANCE REVIEW 2018  
WEST CLANDON PARISH  
DRAFT TERMS OF REFERENCE**

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

A Community Governance Review is a review of the whole or part of the Borough to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of a parish and the style of a new parish (i.e. whether to call it a “village”, “community” or “neighbourhood” with the council similarly named as a “village council”, “community council” or “neighbourhood council”);
- The electoral arrangements for parishes (including council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

The Borough Council is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient.

In doing so, the Community Governance Review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The government has emphasised that recommendations made in Community Governance Review ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

## **Why are we carrying out this Community Governance Review?**

We have received a request from West Clandon Parish Council to increase the number of elected councillors to the Parish Council.

The parish of West Clandon is located within the Clandon and Horsley ward of Guildford Borough Council. It is also located within the Horsleys Division of Surrey County Council and forms part of the Mole Valley Parliamentary Constituency.

A map of the parish area is attached as **Annex 1** to this document.

## **What do parish councils do?**

By way of information, a summary of the general powers and duties of parish councils is attached as **Annex 2**.

## What are we consulting on?

We are consulting the public on the request from West Clandon Parish Council, which is

### **To increase the number of parish councillors on West Clandon Parish Council from six to eight.**

If approved, the change will come into effect on the date of the next scheduled parish council elections on 2 May 2019.

#### **Why has this request been made?**

The Parish Council's justification for the increase in the number of parish councillors is set out below:

- This would better enable the Parish Council to cover the range of responsibilities taken on by councillors.
- It would make it easier to achieve a quorum<sup>1</sup> - this is sometimes an issue given the extensive community, business and professional interests of West Clandon residents.
- It would also enable the Parish Council to be more inclusive in drawing representation from more sections of the West Clandon community.

For the purposes of this review, we are also required by law to make recommendations on other related "electoral arrangements" in respect of West Clandon Parish Council, as follows:

- (a) the year in which ordinary elections of parish councillors are to be held;**
- (b) the division (or not) of the parish into wards for the purpose of electing parish councillors;**
- (c) the number and boundaries of any such wards;**
- (d) the number of parish councillors to be elected for any such ward;**
- (e) the name of any such ward.**

In relation to (a) above, Guildford Borough Council proposes that no change be made to the year of ordinary elections, as they currently coincide with borough council elections and elections to other parish councils in the borough.

In relation to (b) to (e) above, the introduction of 'wards' would mean that each parish councillor would be elected by voters living within a particular area (or ward) within the parish, and they would represent those voters on the parish council. The Borough Council proposes that, irrespective of the outcome of this

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<sup>1</sup> A 'quorum' is the minimum number of councillors who must be present at a meeting to legally make a decision.

*community governance review, West Clandon Parish Council should continue to be unwarded, i.e. no change be made. West Clandon Parish Council supports this proposal.*

*We would therefore like to know what YOU think of the proposals to:*

- (a) increase the number of parish councillors on West Clandon Parish Council from 6 to 8, and*
- (b) to make no other changes to the electoral arrangements in respect of West Clandon Parish Council*

## **Electorate Forecast**

At the time Guildford Borough Council received the request to increase the number of elected parish councillors for West Clandon the Local Government electorate was 1086. For the purpose of this review, we are required to forecast the expected growth in dwellings for the Parish of West Clandon for the coming five years. The expected growth during this time is 26 dwellings - this includes current planning permissions and draft Local Plan Land Availability Assessment sites/site allocations and is subject to change depending on future applications.

## **How to let us know your views**

Any representations on this matter above must be in writing and should be sent to:

John Armstrong  
Democratic Services Manager  
Guildford Borough Council  
Millmead House  
Millmead  
GUILDFORD  
Surrey GU2 4BB

**by no later than 5pm on Friday 19 October 2018.**

Alternatively, you may send your representations either:

- by email to: [committeeservices@guildford.gov.uk](mailto:committeeservices@guildford.gov.uk); or
- via our online facility: [www.guildford.gov.uk/comgovrev](http://www.guildford.gov.uk/comgovrev)

Please ensure that you state your name and address clearly on any representations submitted. Please note that any submissions received after 19 October 2018, or any representations submitted anonymously, will not be taken into account.

Please also note that the consultation stages of a Community Governance Review are public consultations. We will not publish your personal information, however, in the interests of openness and transparency, the Council will make available for public inspection full copies of all representations it takes into account as part of this review.

All personal information submitted to us during the course of this consultation will be destroyed once the matter has been determined by the Council.

## What happens next?

In arriving at its final recommendations, the Council will take account of the views of local people and any other person or body who appears to have an interest in the Review by judging them against the criteria set out in the Local Government and Public Involvement in Health Act 2007 and associated government guidance.

The Borough Council will take steps to notify consultees of the outcome of the review by publishing all decisions taken, together with reasons, on the Council's website (and ask West Clandon Parish Council to publish the same on their website), through general press releases, and by placing key documents on public deposit at Guildford Borough Council's offices and at the office of West Clandon Parish Council.

If any change to the electoral arrangements for West Clandon Parish Council is approved, a Community Governance Reorganisation Order will be made to give effect to the change.

## A timetable for the Community Governance Review

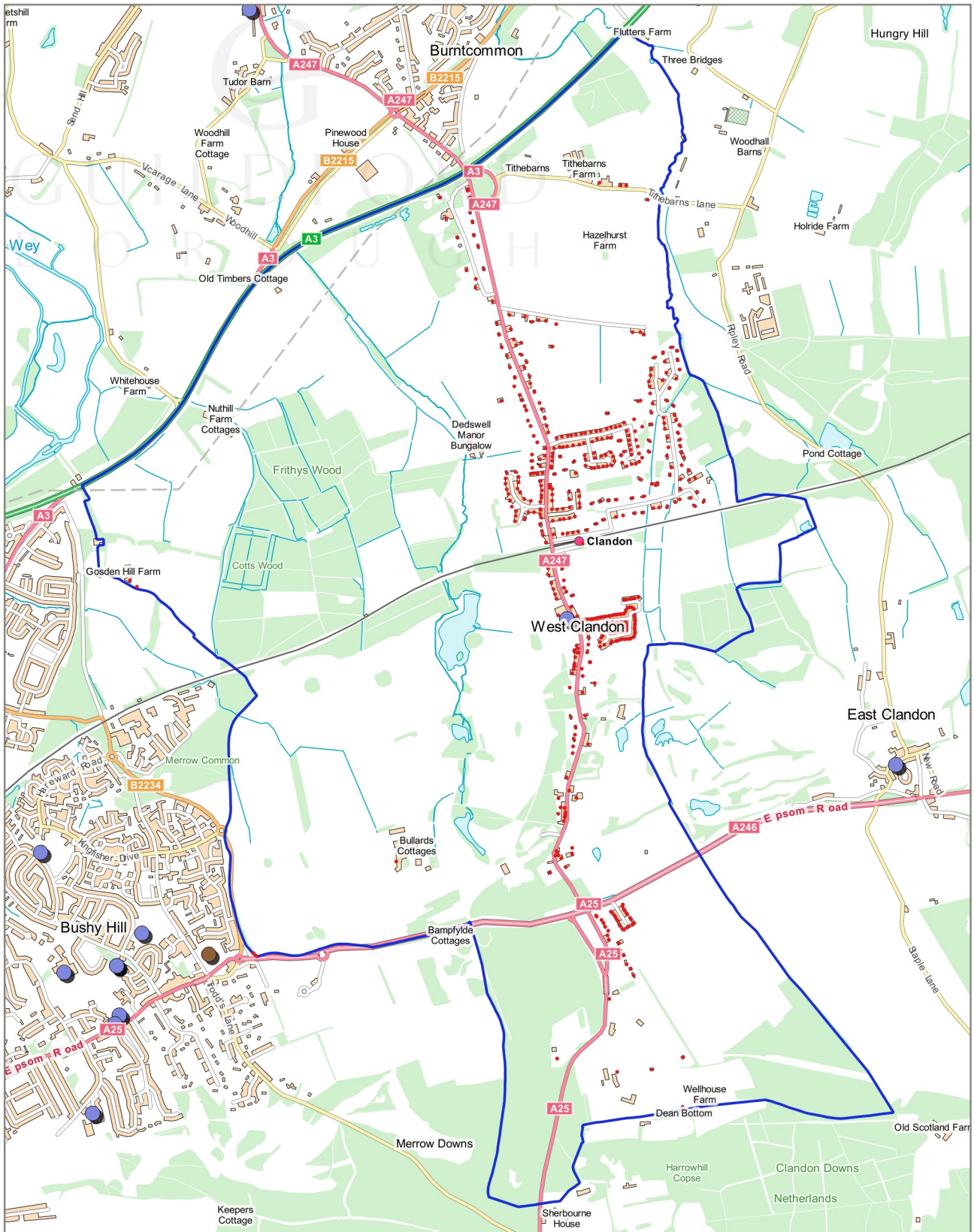
A Community Governance Review must, by law, be concluded within a 12-month period from the day on which the Borough Council determines to proceed and agrees the terms of reference and ending on the day on which the Council publishes its final recommendations. The proposed timetable for the West Clandon Community Governance Review is set out below:

14 June 2018	Request received from West Clandon Parish Council.
24 July 2018	Terms of Reference and Timetable for Review to be approved by the Council.
3 September 2018	Council to publish approved Terms of Reference. Eight-week consultation period begins with local people and interested parties.
19 October 2018	Closing date for consultation period.
4 December 2018	Council to consider consultation submissions and publish final recommendations.





### **Date of Publication of Terms of Reference:**

3 September 2018

# West Clandon



## Legend

-  Public, Village, or Community Hall
-  Allotment
-  Residential property
-  Parish boundary

Publication Date: 2018-06-14



Scale at A4:  
1:26.000

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**GUILDFORD**  
BOROUGH

**Powers and Duties of Parish Councils**

The role played by parish councils varies considerably. Smaller parish councils have only limited resources and generally play only a minor role, while some larger parish councils have a role similar to that of a small district council. Parish councils receive funding by levying a "precept" on the council tax paid by the residents of the parish.

The list below is intended as a summary of the main functions of parish councils. It is not intended to be a definitive list of such functions. Where a function is marked with an asterisk a parish council also has the power to give financial assistance to another person or body performing the same function.

<b>Functions</b>	<b>Powers And Duties</b>
<b>Allotments</b>	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied
<b>Bus Shelters and roadside seats</b>	Power to provide and maintain
<b>Bye Laws</b>	Power to make byelaws for public walks and pleasure grounds
<b>Clocks*</b>	Power to provide public clocks
<b>Closed Churchyards</b>	Powers (and sometimes duty) as to maintain
<b>Commons Land and Common Pastures</b>	Powers in relation to inclosure as to regulation and management and as to providing common pasture
<b>Community Centres and Village Halls</b>	<ul style="list-style-type: none"> <li>• Power to provide and equip premises for use of clubs having athletic, social or educational objectives</li> <li>• Power to provide buildings for offices and for public meetings and assemblies</li> </ul>
<b>Conference facilities*</b>	Power to provide and encourage the use of facilities
<b>Crime Prevention*</b>	Powers to spend money on various crime prevention measures including
<b>Drainage</b>	Power to deal with ponds/ditches
<b>Education</b>	Right to appoint governors of primary schools
<b>Entertainment and the Arts*</b>	Provision of entertainment and support of the arts
<b>Environment</b>	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues
<b>Flagpoles</b>	Power to erect flagpoles in highways
<b>Highways</b>	<ul style="list-style-type: none"> <li>• Power to repair and maintain footpaths and bridleways</li> <li>• Power to provide lighting of roads and public places</li> <li>• Power to provide parking places for vehicles, bicycles and motorcycles</li> <li>• Power to enter into an agreement as to dedication and widening</li> <li>• Power to provide traffic signs and other notices</li> <li>• Power to plant trees, etc., and to maintain roadside verges</li> <li>• Power to prosecute for unlawful ploughing of a footpath or bridleway</li> <li>• Power to contribute financially to traffic calming schemes</li> </ul>
<b>Investments</b>	Power to participate in schemes of collective investment
<b>Land</b>	<ul style="list-style-type: none"> <li>• Power to acquire land by agreement or compulsory purchase,</li> </ul>

<b>Functions</b>	<b>Powers And Duties</b>
	<ul style="list-style-type: none"> <li>• Power to appropriate land</li> <li>• Power to dispose of land</li> <li>• Power to accept gifts of land</li> <li>• Power to obtain particulars of persons interested in land</li> </ul>
<b>Litter bins</b>	Power to provide litter bins including receptacles for dog faeces
<b>Lotteries</b>	Power to promote lotteries
<b>Monuments and Memorials</b>	Power to agree to maintain monuments and memorials
<b>Mortuaries and post-mortem rooms</b>	Powers to provide mortuaries and post-mortem rooms
<b>Nature Reserves</b>	Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest
<b>Nuisances</b>	Power to deal with offensive ditches, ponds and gutters
<b>Open Spaces, Burial Grounds, Cemeteries and crematoria*</b>	Power to acquire, maintain or contribute towards expenses
<b>Parish Property and Records</b>	<ul style="list-style-type: none"> <li>• Powers to direct as to their custody</li> <li>• Power to collect, exhibit and purchase local records</li> </ul>
<b>Parks and pleasure grounds</b>	Power to hire pleasure boats in parks and pleasure grounds
<b>Parochial charities</b>	<ul style="list-style-type: none"> <li>• Power to appoint trustees of parochial charities</li> <li>• Duty to receive accounts of parochial charities</li> </ul>
<b>Planning</b>	Right to be notified of and power to respond to planning applications
<b>Postal and telecommunications facilities</b>	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities
<b>Public Conveniences</b>	Power to provide public conveniences
<b>Raising of Finances</b>	Power to raise money through the parish precept
<b>Recreation*</b>	<ul style="list-style-type: none"> <li>• Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.</li> <li>• Power to provide gymnasiums, playing fields, holiday camps</li> </ul>
<b>Swimming pools, bathing places, baths and washhouses</b>	Power to provide
<b>Tourism*</b>	Power to contribute to the encouragement of tourism
<b>Town Status</b>	Power to adopt town status
<b>Transport*</b>	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes
<b>Village greens</b>	Power to maintain, to make bylaws for and to prosecute for interference with village greens
<b>Water Supply</b>	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom.