

**GUILDFORD BOROUGH COUNCIL
COMMUNITY GOVERNANCE REVIEW 2017
NORMANDY 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?

Following the submission by Normandy Parish Council of a valid community governance petition signed by 189 local government electors within Normandy parish, Guildford Borough Council is required by law to undertake a Community Governance Review to consider the petitioners’ request, which is as follows:

“We the undersigned, being residents of Normandy, hereby petition Guildford Borough Council to conduct a Community Governance Review of Normandy Parish with a view to increasing the number Parish Councillors from its present level of seven Councillors to nine Councillors.”

The parish of Normandy is located within, and coterminous with, the Normandy ward of Guildford Borough Council. It is also located within the Worplesdon Division of Surrey County Council and forms part of the Woking 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 in the petition referred to above, which is

To increase the number of parish councillors on Normandy Parish Council from seven to nine.

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 in their letter dated 12 July 2017 attached as **Annex 3** to this document.*

For the purposes of this review, we are also required by law to make recommendations on other related "electoral arrangements" in respect of Normandy 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 community governance review, Normandy Parish Council should continue to be unwarded, i.e. no change be made. Normandy 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 Normandy Parish Council from 7 to 9, and*
- (b) to make no other changes to the electoral arrangements in respect of Normandy Parish Council*

Electorate Forecast

For the purpose of this review, we are required to forecast the expected growth in dwellings/traveller pitches for the Parish of Normandy for the coming five years. The forecast amounts to 24 homes (this figure includes permissions, sites identified in the Land Availability Assessment and Local Plan allocations). However, this figure assumes that all of the homes expected to be delivered within the first 5 years of the Local Plan period (2019/20 – 2023/24) would be delivered 5 years from now which may not be the case.

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 8 December 2017.

Alternatively, you may send your representations either:

- by email to: committeeservices@guildford.gov.uk; or
- via our online facility: 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 8 December 2017, 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. 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.

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 Normandy 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 Normandy Parish Council.

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

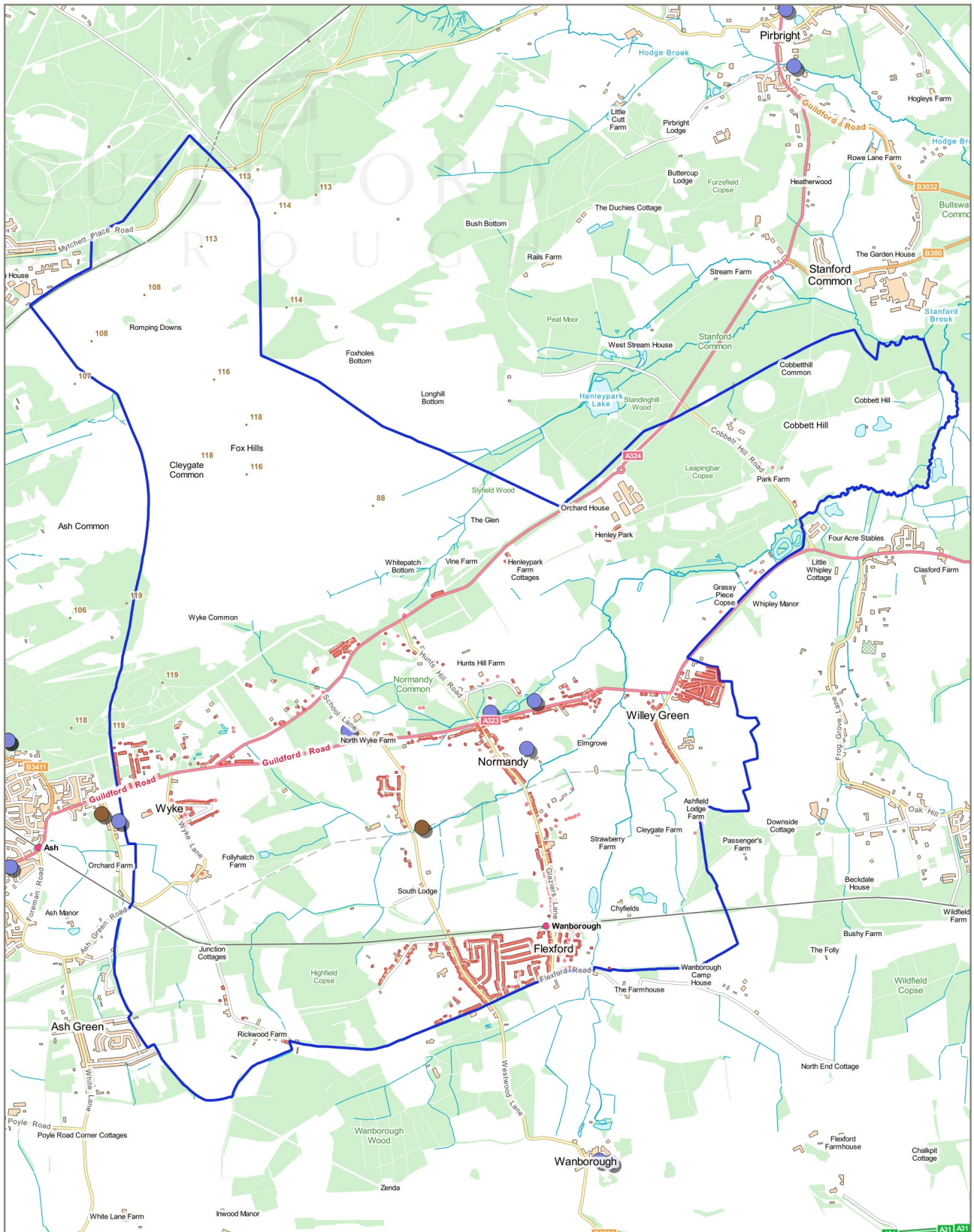
A timetable for the Community Governance Review

A Community Governance Review must, by law, be concluded within a 12-month period from the day on which the Borough Council receives a valid community governance petition and ending on the day on which the Council publishes its final recommendations. The agreed timetable for the Community Governance Review is set out below:





14 July 2017	Community governance petition received.
10 October 2017	Terms of Reference and Timetable for Review to be approved by the Council.
13 October 2017	Council to publish approved Terms of Reference. Eight-week consultation period begins with local people and interested parties.
8 December 2017	Closing date for consultation period.
7 February 2018	Council to consider consultation submissions and publish final recommendations.

**Date of Publication of Terms of Reference:
Friday 13 October 2017**

Normandy Parish



Legend

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

Publication Date: 2017-07-24



Scale at A4:
1:35,000

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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.

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

Functions	Powers And Duties
Land	<ul style="list-style-type: none"> • Power to acquire land by agreement or compulsory purchase, • Power to appropriate land • Power to dispose of land • Power to accept gifts of land • Power to obtain particulars of persons interested in land
Litter bins	Power to provide litter bins including receptacles for dog faeces
Lotteries	Power to promote lotteries
Monuments and Memorials	Power to agree to maintain monuments and memorials
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms
Nature Reserves	Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest
Nuisances	Power to deal with offensive ditches, ponds and gutters
Open Spaces, Burial Grounds, Cemeteries and crematoria*	Power to acquire, maintain or contribute towards expenses
Parish Property and Records	<ul style="list-style-type: none"> • Powers to direct as to their custody • Power to collect, exhibit and purchase local records
Parks and pleasure grounds	Power to hire pleasure boats in parks and pleasure grounds
Parochial charities	<ul style="list-style-type: none"> • Power to appoint trustees of parochial charities • Duty to receive accounts of parochial charities
Planning	Right to be notified of and power to respond to planning applications
Postal and telecommunications facilities	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
Public Conveniences	Power to provide public conveniences
Raising of Finances	Power to raise money through the parish precept
Recreation*	<ul style="list-style-type: none"> • Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them. • Power to provide gymnasiums, playing fields, holiday camps
Swimming pools, bathing places, baths and washhouses	Power to provide
Tourism*	Power to contribute to the encouragement of tourism
Town Status	Power to adopt town status
Transport*	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
Village greens	Power to maintain, to make bylaws for and to prosecute for interference with village greens
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom.



Normandy Parish Council

normandyparishcouncil.co.uk/

normandyparishcouncil@btconnect.com

12 July 2017

Carrie Anderson
Committee Services
Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey
GU2 4BB

Dear Carrie.

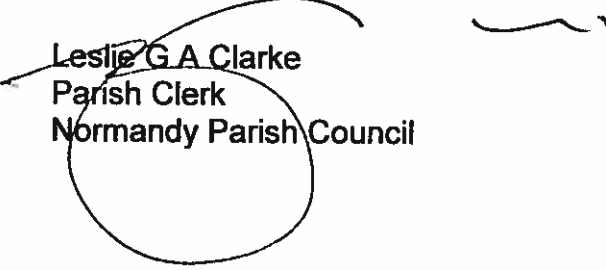
Re: Community Governance Review – Normandy Parish Council

1. I attach signature sheets containing the support of 214 residents of Normandy who petition for an increase in the number of Councillors in Normandy Parish Council from its present level of seven to nine.
2. Normandy has an adult population, according to the current electoral roll, of 2,526 spread over the hamlets of Christmas Pie, Wyke, Flexford, Pinewood and Willey Green.
3. Normandy Parish is extremely busy for a Parish of its population size, it has:
 - Registered assets of £289,988.00, (insurance value)
 - 18 allotments, the land for which is leased from GBC.
 - Manor Fruit Farm which comprises 29.632 acres leased from GBC on a 126 year lease which comprises; an archery club with firing ranges, a Therapy Garden, a Bowls Club, a children's play area, an adult outdoor fitness area and a trim trail which encircles the area, a large and modern Village Hall, two car parks and a Peace Garden, a Nuttery, an avenue of trees, flowerbeds and hundreds of daffodil bulbs.
 - The Council also owns 42 acres of land known as Normandy Common which in turn comprises a car park which holds 40 cars, the award winning Normandy Pond, a cricket club with two pitches and one large and one smaller cricket pavilions, a football club complete with a pavilion and football pitch, three floodlit tennis courts with attendant clubhouse.
 - A War Memorial.
 - A Primary School,
 - A Traditional Orchard and
 - Two churches.
4. All of which require a variable degree of Parish Councillor support.
5. The Council organises an Annual Village Fete with has an annual footfall in the order of 1,500.
6. The Council also organises an annual torchlight procession, Bonfire and Firework display, each November, which has an ever increasing footfall, now well in excess of 2,000.

7. There is no doubt that if the functions enumerated were not organised and headed up by the Parish Councillors they would not happen and there would be a major reduction in the cohesion of the Village. This is exemplified by the fact that when Litter Picking Days are organised, in spite of considerable advertising, only two non Councillors turned up to help and they were both daughters of a Normandy Parish Councillor.
8. The Council employs one Parish Clerk, an Assistant Clerk and a Litter Picker and has an annual precept of £145,000.
9. The Council is embarking on a major project, to build a four changing room sports pavilion and an attendant car park and to lay a senior and junior football pitch along with a senior and junior baseball diamond, on Manor Fruit Farm, as required under the terms of the lease from GBC. A project in the order of £450,000 to £500,000 in value which is awaiting planning approval by GBC.
10. The Parish Council is also planning to establish a monthly Farmers/ Craft Market on Manor Fruit Farm.
11. The Parish Council also manages a network of volunteers who provide the labour force for many of the Council's activities which also helps in the cohesion of the Village
12. All these activities outlined above place a considerable time burden on volunteer, unpaid Normandy Parish Councillors numbering only seven.
13. An increase in the number of Parish Councillors from seven to nine would, without doubt, ease the work load and time commitment on the present Parish Councillors considerably and enable those Councillors to devote more time to furthering Village cohesion.
14. Normandy Parish Council meets monthly, except in August.
15. The Council's Planning Committee meets fortnightly including a meeting in August.
16. The Council also operates five additional Committees and/or Working Groups which each meet on average three times per year. Thereby causing an average of four meetings a month for Councillors which is considered to be too heavy a workload for volunteers with family commitments, all of whom also work full time. An increase in the number of Parish Councillors would without doubt enable workload to be shared more equitably. It is worth mentioning that during the months of May and June this year there were eight Parish Council meetings in each month which places a candidate and unfair burden on Councillors when there are only seven Councillors.
17. Additionally, there are 38 clubs, societies and organisations in Normandy on many of which the Parish Council is represented by a Parish Councillor.
18. There is no doubt that if the number of Councillors were to be increased from seven to nine that the additional posts can be filled as when the Council co-opted a new Councillor six months ago there were four applicants for the one post.
19. Furthermore, two extra Councillors will undoubtedly improve effective and convenient governance and considerably enhance community cohesion and liaison.

20. Normandy requests that the number of Councillors on Normandy Parish Council be increased from its current level of seven to nine.

Yours sincerely


Leslie G A Clarke
Parish Clerk
Normandy Parish Council