

17 May 2022

NOTE: There will be limited public access to observe the meeting. Admission is by ticket only, bookable by 4pm the day prior to the meeting via: committees@midsussex.gov.uk. Access is also available via a live stream through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR COMMUNITY, CUSTOMER SERVICES AND SERVICE DELIVERY** will be held in the **COUNCIL CHAMBER** at these offices on **WEDNESDAY, 25TH MAY, 2022 at 7.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

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| 1. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 2. | To receive apologies for absence. | |
| 3. | To receive Declaration of Interests from Members in respect of any matter on the Agenda. | |
| 4. | To confirm the Minutes of the meeting of the Committee held on 23 March 2022. | 3 - 8 |
| 5. | To consider any items that the Chairman agrees to take as urgent business. | |
| 6. | Community Governance Review - Draft Recommendations for Worth Parish Council. | 9 - 16 |
| 7. | Community Governance Review - Draft Recommendations for Hurstpierpoint & Sayers Common Parish Council. | 17 - 22 |

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| 8. | Draft Terms of Reference for a Community Governance Review of Burgess Hill Town Council and consequential impact for Ansty & Staplefield Parish Council. | 23 - 34 |
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| 9. | Scrutiny Committee for Community, Customer Services and Service Delivery Work Programme 2022/23. | 35 - 38 |
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| 10. | Questions pursuant to Council Procedure Rule 10.2 due notice of which has been given. | |

To: **Members of Scrutiny Committee for Community, Customer Services and Service Delivery:** Councillors Anthea Lea (Chair), A Boutrup (Vice-Chair), R Cartwright, P Chapman, R Clarke, J Dabell, B Dempsey, J Edwards, S Ellis, I Gibson, T Hussain, J Llewellyn-Burke, M Pulfer, A Sparasci and D Sweatman

**Minutes of a meeting of Scrutiny Committee for Community,
Customer Services and Service Delivery
held on Wednesday, 23rd March, 2022
from 6.00 - 7.12 pm**

Present: Anthea Lea (Chair)
S Smith (Vice-Chair)

P Chapman
R Clarke
S Ellis
M Pulfer

C Phillips
A Sparasci
P Bradbury
R Eggleston

J Knight
L Stockwell

Absent: Councillors A Boutrup, L Bennett, R Cartwright, B Dempsey,
J Edwards, T Hussain and D Sweatman

Also Present: Councillors J Ash-Edwards, P Brown, S Hatton and S Hillier

1 ROLL CALL AND VIRTUAL MEETING EXPLANATION.

The Vice-Chairman carried out a roll call to establish attendance at the meeting. The Solicitor to the Council provided information on the format of the virtual meeting.

**2 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 -SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Stockwell substituted for Councillor Bennett, Councillor Knight substituted for Councillor Boutrup, Councillor Eggleston substituted for Councillor Dempsey and Councillor Bradbury substituted for Councillor Sweatman.

3 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Boutrup, Bennett, Cartwright, Dempsey, Edwards, Hussain and Sweatman.

**4 TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS IN RESPECT OF
ANY MATTER ON THE AGENDA.**

Councillor Eggleston declared a personal interest in Item 7: Proposed Community Governance Reviews for the Administration and Electoral Arrangements of Town and Parish Councils affected by the outcome of the LGBCE's Electoral Review of Mid Sussex District Council as he is the Leader of Burgess Hill Town Council.

Councillor Pulfer declared a personal interest in Item 7: Proposed Community Governance Reviews for the Administration and Electoral Arrangements of Town and Parish Councils affected by the outcome of the LGBCE's Electoral Review of Mid Sussex District Council as he is the Leader of Haywards Heath Town Council.

Councillor Bradbury declared a personal interest in Item 8: Equality and Diversity Progress Report 2021 as he is Chairman of West Sussex County Council and a former Armed Forces champion.

5 TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 2 FEBRUARY 2022.

The minutes of the meeting held on 2 February 2022 were agreed as a correct record and electronically signed by the Chairman.

6 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

The Chairman had no urgent business.

7 PROPOSED COMMUNITY GOVERNANCE REVIEWS FOR THE ADMINISTRATIVE AND ELECTORAL ARRANGEMENTS OF TOWN AND PARISH COUNCILS AFFECTED BY THE OUTCOME OF THE LGBCE'S ELECTORAL REVIEW OF MID SUSSEX DISTRICT COUNCIL.

Tom Clark, Solicitor and Head of Regulatory Services gave a brief introduction to note that the purpose of the meeting was to consider undertaking Community Governance Reviews (CGRs) and not the outcomes of such reviews.

Terry Stanley, Business Unit Leader for Democratic Services, introduced the report, reminding the Committee that following the outcomes of the Electoral Review of Mid Sussex District Council undertaken by the Local Government Boundary Commission, the proposal was to conduct Community Governance Reviews to align administrative and electoral boundaries as identified and explained within the Committee report. He emphasised that the Committee were being asked to consider commencing the CGR's and not potential outcomes of the reviews.

The Chairman proposed discussing each recommendation in turn and the Committee agreed. Discussions were held around the CGR's for Burgess Hill and Haywards Heath Town Councils and consequential considerations for the Parish Councils of Ansty & Staplefield, Lindfield and Lindfield Rural. There was concern those communities that needed to be consulted were not yet established as the Northern Arc was still under development. The impact on Parish Council budgets also needed to be considered. Councillor Pete Bradbury proposed an amendment to the recommendation 3.i (p.9) that it reads:

'Postpone to 2025 the proposed CGRs to consider administrative and electoral arrangements for Burgess Hill and Haywards Heath Town Councils and consequential considerations for the Parish Councils of Ansty & Staplefield, Lindfield and Lindfield Rural.'

This was seconded by Councillor Clarke. There was discussion of the proposed Motion and some Members raised concern that the same reasons for deferral could be raised again in 2025, if the reviews were delayed. Cllr. Bradbury assured Members that his Motion was specific in deferring the reviews only until 2025.

The Chairman took Members to the vote on the amendment to 3.i proposed by Councillor Bradbury, which was agreed, with 8 in favour and 4 against.

The Chairman introduced the second recommendation 3.ii (p.9). The Solicitor and Head of Regulatory Services clarified this recommendation was at the request of East Grinstead Town Council. Councillor Phillips proposed to agree the recommendation, and this was seconded by Councillor Clarke. The Chairman took Members to the vote which was agreed with 11 in favour and 1 abstention.

The Chairman moved to the recommendation 3.iii (p.9) and clarified for Members this was only to agree the draft Terms of Reference for East Grinstead. The recommendation was moved from the Chair and Members were asked to vote, which was agreed, with 11 in favour and 1 abstention.

The Chairman introduced the recommendation 3.iv (p.9) and proposed an amendment to the recommendation that it reads;

'Authorise the Head of Regulatory Services to make minor amendments to Terms of Reference in consultation with the Chairman and Portfolio Holder, if additional matters arise, and as otherwise may prove necessary during the period of the CGR's.'

This was seconded by Councillor Stockwell and the Chairman took Members to the vote on the amendment to 3. iv which was agreed unanimously.

Finally, Members were asked to note the recommendation set out at 3.v (p.9), the Chairman reminded Members this recommendation was only in relation to East Grinstead.

The Chairman took Members to the vote on the recommendation, which was agreed, with 10 in favour and 2 abstentions.

RESOLVED

The Scrutiny Committee for Community, Customer Services and Service Delivery agreed to:

- (i) Postpone to 2025 the proposed CGRs to consider administrative and electoral arrangements for Burgess Hill and Haywards Heath Town Councils and consequential considerations for the parish councils of Ansty & Staplefield, Lindfield and Lindfield Rural (as amended).
- (ii) Agree the proposed CGR to consider Councillor numbers and ward boundaries for East Grinstead Town Council.
- (iii) Agree for East Grinstead the draft Terms of Reference and Guidance for Respondents which have been the subject of consultation with the affected Town Council.
- (iv) Authorise the Head of Regulatory Services to make minor amendments to Terms of Reference in consultation with the Chairman and Portfolio Holder, if additional matters arise, and as otherwise may prove necessary during the period of the CGRs (as amended).
- (v) And to note that further reports would be provided as this Council's draft and final recommendations are available at later stages of the Reviews.

8 EQUALITY AND DIVERSITY PROGRESS REPORT 2021.

Neal Barton, Policy, Performance and Partnerships Manager, introduced the Equality and Diversity Report 2021. He reminded Members that following the adoption of the

Equality and Diversity Scheme by the Council in 2020, it was agreed that this Committee would receive an Annual Report on progress. This also demonstrates how the Council continues to meet the requirements of the Equalities Act.

He noted that the Council's Equality and Diversity Work, as well as covering the 9 protected characteristics, looks at disadvantage by virtue of where people live, low income and skill level. It was also agreed within the scheme to cover work to support the Armed Forces Community and specifically the Armed Forces Community Covenant and Bronze Employer Recognition Scheme award.

The Policy, Performance and Partnerships Manager explained that the majority of work to support the protected groups had been focussed on the voluntary and community sector, as these groups continue to be heavily impacted by the pandemic.

He highlighted to the Committee the areas of progress, in particular, provision of the second stage of the £300k Covid Grants Fund Scheme; working with Citizens Advice to use the Community Champions Network to engage with local minority communities; providing a programme of Play Days on tour during school holidays at 9 locations across the District with free activities for local families; and the investment in the Council's property assets working to provide facilities with improved accessibility such as the new Council Chamber. Finally, he highlighted the work within the report on the Equality and Diversity of Council staff, including information on the gender pay gap.

The Policy, Performance and Partnerships Manager acknowledged a Member request to look into progressing the Employer Recognition Scheme. He gave a brief update on the work to support the Armed Forces community, including revising the Equality and Impact Assessment template and agreed to follow up this work in a separate meeting with the relevant Member.

A Member asked for clarity on how the referrals to the workplace health service were achieved. Emma Sheridan, Business Unit Leader for Community Service, Policy and Performance explained that the Well Being Team had a dedicated officer to network and engage with local businesses on initiatives both virtually and in-person.

In response to a query, the Policy, Performance and Partnerships Manager confirmed 'The Kiln' project was run by the same organisations as 'The Shed' men's mental health initiative. Members praised the success of 'The Shed' initiatives and the grants awarded.

The Cabinet Member for Leisure and Customer Services thanked officers for their hard work during such challenging times and was very supportive of 'The Shed' and promoting such initiatives and grant successes through Mid Sussex Matters, as suggested by another Member.

The Chairman thanked officers for the wide-ranging report and was pleased with such a positive take up of Covid grants. She noted that no other Members wished to speak and took Members to the vote as set out in the recommendation, which was agreed with 11 in favour and 1 abstention.

RESOLVED

The Scrutiny Committee endorsed the Council's approach to meeting its duties under the Equality Act, as evidenced by the Equality and Diversity Progress Report 2021 included at Appendix 1.

9 MSDC MODERN SLAVERY AND HUMAN TRAFFICKING TRANSPARENCY STATEMENT.

Emma Sheridan, Business Unit Leader for Community Service, Policy and Performance introduced the MSDC Modern Slavery and Human Trafficking Transparency Statement, reminding the Committee of the Council's obligations, following a notice of motion to pledge for Mid Sussex to become a slavery free community in October 2020. To comply with forthcoming changes to the Modern Slavery Act, the Council will be required to produce an Annual Modern Slavery and Human Trafficking Transparency Statement. The report seeks the Committee to review and comment on the statement and if supported be recommended to Council for adoption.

A Member highlighted the importance of this document both locally and nationally and was very proud of the work by officers. In response to a Members request to have access to mandatory training via the online Learning Portal, which supports the Modern Slavery Act, the Business Unit Leader for Community Service, Policy and Performance advised this was already being rolled out and will be expanding over the year. The Member thanked officers for the hard work undertaken with the online Learning Portal.

The Chairman noted no other Members wished to speak and took Members to the vote on the recommendations contained in the report, which were agreed unanimously.

RESOLVED

The Scrutiny Committee:

- (i) Reviewed and commented as appropriate on the attached draft Modern Slavery and Human Trafficking Transparency Statement for 2022/23;
- (ii) Referred the Statement onto Council for adoption.

10 SCRUTINY COMMITTEE FOR COMMUNITY, CUSTOMER SERVICES AND SERVICE DELIVERY WORK PROGRAMME 2021/22.

Tom Clark, Head of Regulatory Services and Solicitor to the Council, introduced the Work Programme, informing Members that the Community Governance Review recommendations in Hurstpierpoint and Sayers Common and Worth would be presented for consideration at the Scrutiny meeting on 25th May 2022.

As there were no indications for comment, the Chairman took Members to a vote on the recommendation contained in the report, which was agreed with 11 in favour and 1 abstention.

RESOLVED

The Scrutiny Committee noted the Committees Work Programme for 2021/22 as set out at paragraph 5 of the report.

11 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2 DUE NOTICE OF WHICH HAS BEEN GIVEN.

No questions were received.

The meeting finished at 7.12 pm

Chairman

Community Governance Review – Draft Recommendations for Worth Parish Council.

REPORT OF: Head of Regulatory Services
Contact Officer: Terry Stanley, Business Unit Leader - Democratic Services
Email: terry.stanley@midsussex.gov.uk Tel: 01444 477415
Wards Affected: Copthorne & Worth
Key Decision: No
Report to: Scrutiny Committee for Customer Services & Service Delivery
25 May 2022

Purpose of Report

1. Following completion of the first of two public consultations, to summarise for the committee the findings of the first consultation.
2. To consult the Committee regarding our draft recommendations.

Recommendations

3. **The Committee is recommended to:**
 - (i) **Note the findings of the first public consultation.**
 - (ii) **To provide advice upon, and further to that advice, to agree the principal electoral authority's draft recommendations for Worth Parish Council, upon which a second public consultation would be conducted.**
 - (iii) **To note that following the second public consultation, further findings and the final recommendations of the principal electoral authority will be presented to this committee on 14 September 2022.**
 - (iv) **To note the final decision will be taken by Council in the light of the consultation responses received through the Community Governance Review**
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Background

4. The committee will recall that this Community Governance Review (CGR) was initiated following a valid petition submitted by the requisite number of local registered electors, pursuant to the provisions of Section 80 of the Local Government and Public Involvement in Health Act 2007. The petition called upon this Council to constitute a new Parish Council for the existing Crawley Down parish ward, to be styled as Crawley Down Village Council.
5. At its meeting of 2 February 2022, the Committee advised upon and agreed the Terms of Reference and Guidance for Respondents relating to the CGR. The first public consultation opened on 14 February 2022 and closed on 15 April 2022.
6. Members will recall from our Guidance for Respondents, that CGRs require consultees to make qualitative submissions that should address the themes explained within the Terms of Reference and/or other matters that we are able consider. We cannot consider submissions that merely express support or opposition for a particular proposition, or that provide nothing for us to consider.
7. Your Officers have evaluated the qualitative submissions that were received, and we present the findings below:

Public Engagement

8. Each eligible elector was sent a letter giving Public Notice of the CGR, signposting to the consultation material published at the Council's website. This letter explained how to contribute to the Review. The letter also provided electors with their unique Elector Number, to be quoted with their submission to enable our electoral services team to verify that all individual responses came from registered local government electors of the Worth Parish Council area.
9. Although a qualitative Review, for the Committee's contextual information, we received 250 submissions that were acceptable. A further 34 responses were rejected for undue brevity and providing nothing for us to consider. This represents a response rate of nearly 3.3% of the current electorate. Of these, 61% of responses were from Crawley Down and 39% from Copthorne.
10. Of the 250 accepted submissions 50% of respondents were broadly supportive of the proposal for a parish council for Crawley Down, and 50% were opposed to it.
11. Of the responses from Crawley Down, 77% were in support of the proposal, and 23% were opposed to it. Of the responses from Copthorne, 2% were in support of the proposal and 98% were opposed to it.
12. As there were 125 responses in support of the proposal and 125 against, it is especially important for the CGR to be a qualitative Review of the matters raised.

Public Consultation Findings

13. The full set of accepted submissions is published and represents a background paper, for committee members to peruse. A link is provided at the end of this report.
14. Analysis of the responses supporting the proposal showed that mainly they represented four key strands of opinion. These were that:

Main themes from those in favour	No. of respondents who wrote on these themes
a separate Crawley Down Village Council would focus on local issues	119
the two villages have separate community identities	63
the A264 represents a clear boundary	7
Worth PC is too big	24

Note: Some submissions contained several viewpoints, hence the numbers exceed 125.

15. Relating to the first two themes mentioned by most supporters, many of them believed that a new village council could focus on resisting unmitigated over-development, traffic congestion and speeding, provide a larger supermarket and resolve the issue of the dilapidated Royal Oak pub. Several thought that the two villages were different in character, and highlighted the distinct neighbourhood plans, whilst some believed that Copthorne and Crawley Down had similar community concerns and priorities.

16. The Royal Oak pub was a notable concern to many residents. Those for the proposal thought a new Parish Council might be able to resolve it, whilst those against did not believe campaign suggestions that MSDC might accept a role in solving an 'eyesore' that is privately owned.
17. Relating to the last two themes, clearly the A264 represents a boundary. On Worth PC being too big, several respondents felt that Crawley Down's planning and amenity priorities are not being well served by the current arrangements.
18. Analysis of the responses opposing the proposal showed that mainly they represented four key strands of opinion. These related to:

Main themes from those against	No. of respondents who wrote on these themes
the cost of the decoupling and the ongoing cost to taxpayers	114
the existing arrangements work well for both villages	61
there is insufficient evidence of the benefits of decoupling	38
the size and appreciable influence of WPC	48

Note: Some submissions contained several viewpoints, hence the numbers exceed 125.

19. Relating to the first two themes mentioned by most opposers, many of them strongly felt that decoupling would incur considerable, unnecessary costs, and many did not believe that the public has had a sufficiently evidenced estimate of the decoupling costs from either campaign entity. The complexity of asset division is also mentioned several times. Many believe that two sets of running costs for two councils, must create an additional local taxation burden, which they strongly reject at a time of a cost-of-living crisis. An appreciable number of residents pointed to the distinct neighbourhood plans, WPC's committees and village distinct working parties as evidence that WPC does deliver effective local government for each village.
20. Relating to the last two themes, some respondents refer to public information in the form of leaflets, public meetings, and social media, and they consider there is insufficient evidence of the benefits of decoupling, given the likely significant costs. Several respondents believed that two smaller parish councils would have less influence upon tier 1 and tier 2 local authorities, than WPC has now. They also noted that the problems the new Parish Council sought to solve were not Parish matters.
21. Several respondents also referred to the proposal being supported by a minority of Crawley Down Councillors, and some who opposed the division recommended that the name of Worth Parish Council be changed to reflect the two distinct villages. A few were concerned that the parish of Worth has existed for over a hundred years and said that Worth as a place still exists, despite perceived efforts to expunge it.

22. The proposers, 'The Local Councillors and Residents Supporting the Creation of a Crawley Down Village Council' provided a detailed and engaging submission, which is recommended reading for the committee. This set out the case for the proposal and presented the following themes: Identity: Geography and community, equal status within its peer group, a better fit within the local government hierarchy, Better Local Democracy: Accessibility for all residents, elected Councillors and quality controls, More Effective and Convenient Delivery of Local Services: a streamlined administration, indicative annual budget, a 'can-do' Council - tackling the key issues, rat runs and speeding traffic, 3G football pitch, the village pond, the Royal Oak and the Crawley Down village centre, and investment in community facilities. It then considered the approaches to the CGR of the two main campaign entities.
23. Of note at page 6 of this submission is the section relating to 'Better Local Democracy: Accessibility for all residents.' As with some of the public dissatisfaction conveyed to this Review, this section describes the history of council meetings being moved from Crawley Down to Copthorne and being held there ever since. Though it is a short seven-minute journey by car to Copthorne from Crawley Down, the journey is not straight forward by other means, and some argue impossible. Some public respondents have identified that a solution to this accessibility issue might be to rotate the location of Council meetings between the two villages.
24. Also of note is the section 'Better Local Democracy: Elected Councillors and Quality Controls at pages 6 and 7.' This refers to a nationally recognised electoral issue of only the requisite number of candidates being nominated at scheduled local government elections. The proposers suggest that this, the location of meetings and a preference for co-option has resulted in Copthorne residents being co-opted to represent Crawley Down Ward, altering the 'political' balance of the Council.
25. Appendix B of this submission appears to show a level of continuing disagreement between the campaign entities relating to the indicative annual budget for a newly constituted Crawley Down Village Council.
26. The Worth Parish Council provided a detailed and engaging submission, which is also recommended reading for the committee. This set out the case against the proposal in presenting the following themes: Better local democracy, improved community engagement, more effective and convenient delivery of local service and local government, the identity and interests of the community, enhanced community cohesion and economic considerations.
27. This submission at page 2 disagrees with the accessibility to meetings issue noting a 'very advantageous lease agreement' for its premise in Copthorne, the lack of office space in Crawley Down and the representations being made to HM Government to allow virtual or hybrid decision-making meetings
28. This submission at page 1 states 'there has never been an issue with co-opting Councillors onto either ward'. It also explains at pages 2 and 3 the governance improvements that have been made in recent years; the two-village distinct working parties, the governance review working party, reductions to committee meeting durations and WPC's Vision document – a five year rolling business plan.
29. WPC Councillor Graham Casella wrote to oppose the division highlighting the parish council's governance review work, which he says would deliver much of what the petitioners want, without needless expense. He supported renaming the parish council to better reflect a joint and shared community identity.

30. WPC Councillor Trevor Hodsdon wrote thoughtfully and in detail to oppose the division, highlighting a lack of evidence relating to benefits and costs of the proposals which has also been communicated to us by residents. He also pointed to key risks which he felt the campaigns have not adequately communicated to electors. He supported renaming the parish council to better reflect a joint and shared community identity and believed a further CGR in 2025/26 might provide an opportunity for Copthorne West developments to have been built and could perhaps foresee an easing of the cost-of-living crisis.
31. WPC Councillor Chris Mayor wrote to oppose the division and highlighted several practical difficulties with any division, expressing cost concerns and future impacts.
32. Ward Member, Cllr. Chris Phillips wrote to oppose the division highlighting WPC's work to deliver village distinct working parties that serving Councillors and residents engage with on priorities and projects before they are presented to full council. He also raised significant financial and service delivery concerns which included the remaining term of a Public Sector Loan Board commitment, which was taken out to deliver the Parish Hub. He concluded that division benefits would be marginal at very considerable cost financially, for economies of scale and in terms of service delivery.
33. Ward Member, Cllr. Ian Gibson wrote in support of the division saying that WPC is not failing. The quality of its bureaucracy is not the problem, it is the extent. He believed it to be spending more time on administration than service delivery, citing 60 formal meetings per year. He believed the reluctance of the Local Planning Authority to resisting unnecessary Government housing targets presents a threat to both geographical and community aspects of Crawley Down's separate identity. He said, the green gap between Crawley Down and East Grinstead faces significant erosion because of the preference of developers to build expensive three and four detached properties, rather than the smaller properties needed. He suggested that a Crawley Down Village Council would be better placed to understand and address these challenges.

Draft Recommendations for Worth Parish Council

34. Your officers evaluated and carefully considered all valid submissions received. Having regard to these it is considered that the draft recommendations of the principal electoral authority should be as follows:
35. This local debate is polarised, and although those in favour make an understandable community identity case this has not had a positive impact on community cohesion.
36. The case for division of assets and liabilities at reasonable cost is not sufficiently made. At this time of cost-of-living crisis, many electors are not agreeable to this.
37. At an early stage of the second public consultation WPC and the petitioners should supply to this Review their assessment of these division costs with evidential annotations for each cost, so that MSDC may see how they have been arrived at.
38. The indicative annual budget proposed by 'The Local Councillors and Residents Supporting the Creation of a Crawley Down Village Council' it seems, is disputed by WPC. MSDC wishes to see an adjusted and agreed version as soon as possible.
39. The WPC governance review working party and subsequent changes are noted. WPC should carefully consider ongoing elector concerns relating to the accessibility of Council meetings and perhaps consider alternating these between The Parish Hub and the Haven Centre, given that virtual/hybrid meetings legislation is not yet in view.

40. The WPC could seek to encourage more local people to stand for election both in Copthorne and in Crawley Down. It may help to produce a 'Becoming a Councillor' brochure that explains the duties and rewarding nature of the role, and to publish this at the Parish Council's website. Councillors and other activists too should encourage greater levels of candidate nomination in 2023 such that elections are contested in both areas.
41. The current governance arrangements for the Worth Parish Council should continue, and this Authority (MSDC) should consider afresh a CGR in 2025 or 2029 dependent on build out of any permitted developments affecting Copthorne West and surrounding areas.
42. The existing Parish Council size is 17 comprised of 9 Councillors for the Crawley Down Ward and 8 Councillors for the Copthorne Ward. The current electorate of Crawley Down Parish Ward is 4547 and of Copthorne Parish Ward is 4066. We are therefore not recommending change to Councillor numbers for either ward at this stage of the Review.
43. The name of the Parish Council should be changed to Crawley Down and Copthorne Parish Council, to better reflect the joint and shared community identity.

Policy Context

44. The petition process allows for local views to be considered when considering community representation at Parish level.

Other Options Considered

45. None

Financial Implications

46. None.

Risk Management Implications

47. The present parish arrangement has in the main led to sound community governance and there is every reason to expect this should continue, with the existing parish council making further governance improvements wherever these are possible.

Equality and Customer Service Implications

48. All stakeholders and registered electors will now be consulted on the draft recommendations of this Review.

Other Material Implications

49. At the conclusion of any CGR and following adoption in Council, the Council's Legal Services Division would be required to make Community Governance Orders, if there is to be a change.

Sustainability Implications

50. A key aim of any Community Governance Review is to alight upon suitable Governance and Electoral arrangements that are capable of enduring. There is little or no environmental impact.

Background Papers

[Government & Local Government Boundary Commission Guidance on Community Governance Reviews.](#)

[Link to public consultation responses](#)

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Community Governance Review – Draft Recommendations for Hurstpierpoint & Sayers Common Parish Council.

REPORT OF: Head of Regulatory Services
Contact Officer: Terry Stanley, Business Unit Leader - Democratic Services
Email: terry.stanley@midsussex.gov.uk Tel: 01444 477415
Wards Affected: Hurstpierpoint & Downs
Key Decision: No
Report to: Scrutiny Committee for Customer Services & Service Delivery
25 May 2022

Purpose of Report

1. Following completion of the first of two public consultations, to summarise for the committee the findings of the consultation.
2. To consult the Committee regarding our draft recommendations.

Recommendations

3. **The Committee is recommended to:**
 - (i) **Note the findings of the first public consultation.**
 - (ii) **To provide advice upon, and further to that advice, to agree the principal electoral authority's draft recommendations for Hurstpierpoint & Sayers Common Parish Council, upon which a second public consultation would be conducted.**
 - (iii) **To note that following the second public consultation, further findings and the final recommendations of the principal electoral authority will be presented to this committee on 14 September 2022.**
 - (iv) **To note the final decision will be taken by Council in the light of the consultation responses received through the Community Governance Review**
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Background

4. The committee will recall that this Community Governance Review (CGR) was initiated following a valid petition submitted by the requisite number of local registered electors, pursuant to the provisions of Section 80 of the Local Government and Public Involvement in Health Act 2007. The petition called upon this Council to constitute a new Parish Council for the existing Sayers Common parish ward, to be styled as Sayers Common Parish Council.
5. At its meeting of 2 February 2022, the Committee advised upon and agreed the Terms of Reference and Guidance for Respondents relating to the CGR. The first public consultation opened on 14 February 2022 and closed on 15 April 2022.
6. Members will recall from our Guidance for Respondents, that CGRs require consultees to make qualitative submissions that should address the themes explained within the Terms of Reference and/or other matters that we are able consider. We cannot consider submissions that merely express support or opposition for a particular proposition, or that provide nothing for us to consider.

7. Your Officers have evaluated the qualitative submissions that were received, and we present the findings below:

Public Engagement

8. Each eligible elector was sent a letter giving Public Notice of the CGR, signposting to the consultation material published at the Council's website. This letter explained how to contribute to the Review. The letter also provided electors with their unique Elector Number, to be quoted with their submission to enable our electoral services team to verify that all individual responses came from registered local government electors of the Hurstpierpoint and Sayers Common Parish Council area.
9. Although a qualitative Review, for the Committee's contextual information, we received 59 submissions that were acceptable. A further 14 responses were rejected for undue brevity and providing nothing for us to consider. This represents a response rate of nearly 1.5% of the current electorate. Of these, 59% of responses were from Hurstpierpoint and 41% from Sayers Common.
10. Of the 59 accepted submissions 54% of respondents were broadly supportive of the proposal for a separate parish council for Sayers Common, and 46% were opposed to it.
11. Of the responses from Hurstpierpoint, 54% were in support of the proposal, and 46% were opposed to it. Of the responses from Sayers Common, 54% were in support of the proposal and 46% were opposed to it.
12. As the response rate is low, the numerical differences are negligible, and therefore it is important for a CGR to be a qualitative Review of the matters raised.

Public Consultation Findings

13. The full set of accepted submissions is published and represents a background paper, for committee members to peruse. A link is provided at the end of this report.
14. Of the 46% of respondents who were opposed to the proposal, 50% were very concerned with the cost of any separation, the additional running costs and the effect this might have on their Council Tax bills. Many referred to the present 'cost of living crisis' to be the wrong time to create additional costs, which in their view, taxpayers would inevitably have to bear.
15. Some residents questioned the financial viability of a new Sayers Common Parish Council for the current Sayers Common parish ward, given the significant overheads involved and the ability to raise sufficient precept from such a small population. One resident provided costings for revenue and expenditure that suggested a new parish council might not be able to maintain current services, suggesting a possible dilution of service delivery at greater cost to taxpayers.
16. The Sayers Common Village Society (SCVS) provided a detailed and engaging submission which presented: key facts, background, localism aspirations, the petition process, benefits of de-grouping, community identity, counterbalance, and a reaction to rejection. It referred also to the LGBCEs creation of the Downlands Villages district ward, which groups several smaller parish areas together in a single district ward that does not include Hurstpierpoint.

17. The SCVS submission raises concerns relating to effective and convenient local government and describes slow and inefficient governance procedures of the Hurstpierpoint & Sayers Common Parish Council, relating to projects and initiatives for Sayers Common. A small number of residents, some from Hurstpierpoint, referred to this also with one correspondent observing that 'if the existing parish council does this, then it should be reminded not to.'
18. A further submission from an SCVS member sought to highlight matters of disagreement with the Hurstpierpoint & Sayers Common Parish Council submission. This also suggested that a new Parish Council for Sayers Common would operate "at a much lower percentage of precept than H&SCPC's precept". The Review was invited by this submission to consider the published annual returns for neighbouring like villages' PCs, though we might have preferred to see this evidenced, perhaps through the submission of a draft budget for a new Sayers Common Parish Council.
19. Several residents claimed that a smaller parish council like the one proposed would not have sufficient influence to effectively represent community interests on planning matters, and a few respondents in Sayers Common wished the current governance arrangements to continue for that reason. Some respondents from both areas commented that the proposal under consideration might have an adverse effect upon community cohesion.
20. The Hurstpierpoint & Sayers Common Parish Council provided a detailed and engaging submission which advances that residents' interests are best served by a larger Parish Council. This submission presented cost and service provision considerations for any separate Parish Council for Sayers Common.
21. The submission of the Hurstpierpoint & Sayers Common Parish Council suggested that future boundaries should be carefully considered given the man-made constructs of the A23 and A2300 carriageways, the northern arc strategic housing development and developments envisaged by the District Plan Review 2038. The Parish Council also believes that the timelines for the MSDC District Plan Review and the development of the northern arc, are key to shaping the area and therefore future governance arrangements.
22. Several residents and the Ward Members, Cllrs. Trumble and Jackson, reported that people north of Hurstpierpoint were surprised and disappointed to find that currently they are in the Sayers Common parish ward, since that village is situated west of the A23. The Ward Members stated that residents of Langton Lane, Mill Lane and the Godard's Green area consider that their sense of community identity lays with Hurstpierpoint, situated on the east side of the A23 and to the south, and that this more urban settlement is where residents look to for services and amenities.
23. Cllrs. Trumble and Jackson each identified the A23 as a natural boundary, suggesting that any new parish council for Sayers Common should not extend east beyond that.
24. Some respondents highlighted properties to the north of the A2300 that are closer to Ansty and some off Twineham Lane, which it was suggested might identify with Twineham.
25. It was suggested by some submissions, and your Officers can confirm, that BHTC wishes to incorporate most of the northern arc, within its administrative area.
26. Cllr. Jackson and others referred to possible future development between Sayers Common and Albourne, suggesting that the identities of both villages may soon alter and therefore believed that governance changes now, could prove premature.

Draft Recommendations for Hurstpierpoint & Sayers Common Parish Council

27. Your officers evaluated and carefully considered all valid submissions received. Having regard to these it is considered that the draft recommendations of the principal electoral authority should be as follows:
28. Noting a realistic prospect of developments to the north and between Sayers Common and Albourne a change to governance arrangements for Sayers Common currently, would appear premature.
29. A case for a financially sustainable parish council for so few electors is not sufficiently evidenced at the present time.
30. In recent years it has proved challenging to attract sufficient elected representatives for Sayers Common from within the parish ward as it has at times also in Hurstpierpoint parish ward.
31. An evolving sense of distinct community identity in Sayers Common is evident, and it is believed that this may continue to grow over time.
32. The reasons for dissatisfaction in Sayers Common with the priorities and governance procedures of the Hurstpierpoint & Sayers Common Parish Council are noted. We recommend that the existing parish council thoroughly examine these concerns and adopt measures to ameliorate them.
33. The current governance arrangements for the parish of Hurstpierpoint & Sayers Common should continue, and this Authority (MSDC) should consider afresh a CGR in 2025 or 2029 dependent on build out of any permitted developments affecting Sayers Common and surrounding areas. On evidence supplied, this future CGR should consider a wider area within the two newly designated adjacent district wards: 'Downlands Villages' and 'Cuckfield, Bolney and Ansty'.
34. The existing Parish Council size is 15 comprised of 13 Councillors for the Hurstpierpoint Ward and 2 Councillors for the Sayers Common Ward. The current electorate of Hurstpierpoint Parish Ward is 4879 and of Sayers Common Parish Ward is 866. We are therefore not recommending change to Councillor numbers for either ward at this stage of the Review.

Policy Context

35. The petition process allows for local views to be considered when considering community representation at Parish Level.

Other Options Considered

36. Your officers considered the proposal of Ward Members that a new parish council for Sayers Common should not extend east beyond the A23, but this option would create a parish council that is even smaller than the one proposed. We do not intend to consider this option further unless the second stage public consultation can evidence financial viability.

Financial Implications

37. None.

Risk Management Implications

38. The present parish arrangement has in the main led to sound community governance and there is every reason to expect this should continue, with the existing parish councils making improvements wherever these are possible.

Equality and Customer Service Implications

39. All stakeholders and registered electors will now be consulted on the draft recommendations of this Review.

Other Material Implications

40. At the conclusion of any CGR and following adoption in Council, the Council's Legal Services Division would be required to make Community Governance Orders, if there is to be a change.

Sustainability Implications

41. A key aim of any Community Governance Review is to alight upon suitable Governance and Electoral arrangements that are capable of enduring. There is little or no environmental impact.

Background Papers

[Government & Local Government Boundary Commission Guidance on Community Governance Reviews.](#)

[Link to public consultation responses](#)

Enc.

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Draft Terms of Reference for a Community Governance Review of Burgess Hill Town Council and consequential impact for Ansty & Staplefield Parish Council.

REPORT OF: Head of Regulatory Services
Contact Officer: Terry Stanley, Business Unit Leader - Democratic Services
Email: terry.stanley@midsussex.gov.uk Tel: 01444 477415
Wards Affected: All Burgess Hill Wards, and Cuckfield
Key Decision: No
Report to: Scrutiny Committee for Customer Services & Service Delivery
25 May 2022

Purpose of Report

1. To update the Committee on a Community Governance Review (CGR) that this Council was petitioned by local government electors to conduct, relating to the Governance and Electoral arrangements for Burgess Hill Town Council.
2. To consult the Committee regarding the content of the Terms of Reference for this CGR.

Recommendations

3. **The Committee is recommended to:**
 - (i) **Note and agree the Terms of Reference and Guidance for Respondents, which have been the subject of consultation with statutory consultees.**
 - (ii) **To authorise the Head of Regulatory Services to make amendments to Terms of Reference if additional matters arise, and as otherwise may prove necessary in consultation with the committee's Chairman, during the period of the CGRs.**
 - (iii) **And to note that a further report will be provided as this Council's draft and final recommendations are available at later stages of the Review.**
 - (iv) **To note the final decision will be taken by Council in the light of the consultation responses received through the Community Governance Review.**
-

Background

4. Following the publication of the Local Government Boundary Commission's (LGBCE) Final Recommendations for MSDC, which provided for the new parish wards of Northern Arc East and Northern West, the committee was consulted about the BHTC draft Terms of Reference on 23 February 2022. At that meeting the committee requested a deferral of one month to allow statutory consultees more time to provide their input.
5. The committee was again consulted about the BHTC draft Terms of Reference on 23 March 2022 and updated about the input of statutory consultees. At that meeting, on a tabled Motion by a Member, the committee advised officers to defer the proposed BHTC (and HHTC) CGRs until 2025, to allow potentially affected parish councils more time to prepare, and to allow more dwellings to be built and occupied within the Northern Arc strategic housing development.

6. However, on 19 April 2022, pursuant to the Local Government and Public Health Act 2007 a Petition calling for a CGR for BHTC, was delivered to the Council. The Petition wording is as follows:

We, the undersigned residents of Burgess Hill, request Mid Sussex District Council to undertake a Community Governance Review for Burgess Hill Town Council based on the extent of Burgess Hill determined by the local Government Boundary Commission final recommendations document published on 1st February 2022. The Review is to seek to match the Town Council wards with the District Council wards to simplify matters for electors and to seek to equalise the number of electors per Town Councillor by increasing the number of Town Councillors to up to 22 Councillors. In the event of a positive outcome of the Review to complete the redrawing of the boundary by May 2023.

7. To compel MSDC to conduct the CGR, legislation requires the petition to reach a threshold of 7.5% of registered electors in the BHTC electoral area, equating to 1857 electors based upon the April 2022 electoral register.
8. Our Electoral Services team had carefully validated the petition by 22 April 2022, and the result was as follows:

Summary	
Total No of Submissions	2700
Total No ACCEPTED	2437
Breakdown of Figures	
Type of Submission	No
ACCEPTED	2437
NOT REGISTERED	172
ILLEGIBLE	41
OUTSIDE OF AREA	32
DUPLICATE	18
Total No of Submissions	2700

The petition therefore met the required threshold and is valid. In these circumstances the Council must not only conduct the CGR, but also complete its statutory stages within 12 months.

9. Mid Sussex has scheduled local government elections (district and parish councils) on 4 May 2023 which uses an updated electoral register that must be available on 1st December 2022.
10. To meet this exacting timescale, it was therefore necessary to launch the CGR very swiftly during the week commencing 25 April 2022 and to align its stages with other existing CGRs.

Terms of Reference and Guidance for Respondents

11. There was unfortunately no time available to consult the committee further about the Terms of Reference and Guidance for Respondents. Consequently, we consult the committee now, and your officers would warmly welcome any reflections or advice that Members wish to offer regarding these documents.

12. The Terms of Reference and Guidance for Respondents are appended to this report.
13. The whole suite of documents that residents and statutory consultees are asked to consider is available at our website, via the following links:

[Terms of Reference & Guidance for Respondents \(BHTC CGR\) \(356kB PDF\)](#)

[Public Notice of Community Governance Review \(BHTC CGR\) \(16kB PDF\)](#)

[Mid Sussex District Council Ward Map \(due to take effect in May 2023\) \(899kB PDF\)](#)

[Burgess Hill Town Council Ward Map \(due to take effect in May 2023\) \(922kB PDF\)](#)

14. Given the consequential impact for Ansty & Staplefield, that Parish Council and the residents of the parish are statutory consultees, in addition to the residents of Burgess Hill and the Burgess Hill Town Council.
15. Accordingly, our explanatory letter and public notice was dispatched to all registered electors of Burgess Hill and all registered electors of the Ansty & Staplefield parish.
16. Other statutory consultees have been invited to contribute their views to this CGR. They are: the Member of Parliament for the Mid Sussex Constituency, County Councillors, Officers of WSCC and MSDC Members representing the affected Wards.

Policy Context

17. The Petition was lodged in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007, Section 80, and prevails upon Mid Sussex District Council as the Principal Authority, to conduct a CGR.
18. When boundary changes occur, for example as result of an Electoral Review, it is advisable for a Principal Authority to Review all or part of its administrative area to ensure that parish and town council boundaries remain coincident with district ward boundaries for the effective and efficient administration of elections at all tiers of local government.

Other Options Considered

19. The Council must exercise this statutory duty. No other options are available.

Financial Implications

20. The costs involved with conducting Community Governance Reviews fall to the Principal Authority and are within existing Democratic Services budgetary provision.

Risk Management Implications

21. As the conduct of Community Governance Reviews is a statutory duty for this Authority, the Reviews will be conducted according to government guidance, so the risk level is assessed to be low.

Equality and Customer Service Implications

22. Local people will have views about what form of community governance they would like for their areas, and principal councils should tailor their terms of reference to reflect those views on a range of local issues. Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy, and result in more effective and convenient delivery of local services. The Reviews incorporate two substantial public consultation periods, so that electors have opportunities to contribute.
23. The Terms of Reference describe how we will publicise and conduct the Reviews. The Review timetable is also included.

Other Material Implications

24. On 4th May the Business Unit Leader for Democratic Services met with Councillors of Ansty & Staplefield Parish Council, their Council Chairman, and the Parish Clerk. They acknowledged that the Northern Arc was always intended to be part of Burgess Hill. The parish council does not oppose that aspect but is instead minded to make a submission regarding the LGBCE's reductions to their Councillor numbers in Ansty Ward and Staplefield Ward, where the electorate is rising, not decreasing.
25. At the conclusion of this Review, the Council's Legal Services Division will be required to make Community Governance Orders, following adoption in Council.

Sustainability Implications

26. A key aim of any Community Governance Review is to alight upon suitable Governance and Electoral arrangements that are capable of enduring. There is little or no environmental impact.

Background Papers

[Government & Local Government Boundary Commission Guidance on Community Governance Reviews.](#)

[Local Government Boundary Commission Final Recommendations for MSDC](#)

Enc.

Terms of Reference for Community Governance Review, and Guidance for Respondents for the following council:

- Appendix A - Burgess Hill Town Council

Community Governance Review 2022

Local Government and Public Involvement in Health Act 2007

Terms of Reference

1. Introduction

1.1 What is a community governance review?

A community governance review is a review of the whole or part of the Principal Council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election council size; the number of councillors to be elected to council and parish warding); and,
- grouping parishes under a common parish council or de-grouping parishes.

A community governance review is now required to consider:

- the impact of boundary and ward changes recommended by the Local Government Boundary Commission (England)
- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

If the Council (MSDC) is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council (MSDC) makes a community governance order.

1.2 Scope of the review

Having been petitioned to do so by Burgess Hill registered electors, Mid Sussex District Council is required to undertake the review to take account of housing developments which have been built across existing boundaries. This will aim to amend the parish boundaries to reflect the community that residents of the Northern Arc development will belong to.

Specifically, the Town and Parish Council boundaries to be considered are:

- Burgess Hill Town Council – To potentially move the northern boundaries of Dunstall and Leylands Wards to include the Northern Arc strategic housing developments.
- Consequential changes for Ansty & Staplefield Parish Council.
- The Town Council wards and Councillor numbers for the whole of Burgess Hill.

A key aim is complete this review and give effect to any new boundaries to take effect at the next ordinary local government elections in May 2023.

We will not consider proposals that might change the County Council Divisions, though other related matters which may arise during the review in response to representations received will be considered as appropriate.

2. Consultation

2.1 How the Council proposes to conduct consultations during the Review

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:

- publish a notice and the Terms of Reference (ToR) on the council's website (www.midsussex.gov.uk) and arrange for copies to be available for public inspection at Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS during normal office hours;
- send a copy of the notice and the ToR to the Parish Councils listed in 1.2 above, Mid Sussex Association of Local Councils, Ward Members, Members of West Sussex County Council whose electoral divisions encompass the area concerned and the MP for the Mid Sussex constituency.
- write to all registered electors in the Parish and Town Council areas listed in 1.2 above
- publicise the review and the notice in this Council's online residents' magazine, and
- send a copy of the notice and the Community Governance Review (CGR) ToR to the Local Government Boundary Commission for England (LGBCE) and to the relevant officers of West Sussex County Council.

Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations and the reasons behind them.

The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

3. Timetable for the community governance review

- 3.1 A community governance review is concluded on the day on which the Council publishes the recommendations made by the community governance review.

The table below sets out the timetable for the review.

Action	Date	Outline of Action
Start Date	25 April 2022	Council publishes the terms of reference
Public Consultation 1	25 April 2022	Six-week consultation period starting with publication of the Review Terms of Reference
Public Consultation ends	3 June 2022	All representations are examined & considered
Draft proposals considered by MSDC Scrutiny Committee (Customer Services & Service Delivery)	22 June 2022	Any additional recommendations of the Scrutiny Committee are recorded and added to the draft proposals
Draft proposals re-published if the Scrutiny Committee proposes any amendments	24 June 2022	Council publishes draft proposals
Public Consultation 2	1 July 2022	Further six-week consultation period
Public Consultation ends	12 August 2022	All representations are examined & considered
Final recommendations [Review ends]	6 September 2022	Published at the MSDC website
Final recommendations considered by MSDC Scrutiny Committee (Customer Services & Service Delivery)	14 September 2022	Scrutiny Committee will consider the extent to which the Council should give effect to the recommendations and make recommendations to Full Council
Final recommendations (as amended, if applicable) are recommended to Full Council for adoption.	28 September 2022	Full Council considers and determines the extent to which the Council shall give effect to the recommendations
Order made	By 31 October 2022	Council publishes Community Governance Order
Order takes effect	May 2023	Next scheduled local government elections

4. Background information

4.1 The Local Government Act 1972 provides that any parish council must have at least five councillors. No maximum number is prescribed.

4.2 When considering the number of councillors to be elected for a parish the Council must have regard to the number of local government electors for the parish and any change to that number that is likely to occur within five years of the date on which these terms of reference are published.

4.3 Joint guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in 2010 provides further information on community governance reviews and the factors influencing size and membership of parish councils. On size, the guidance says:

“154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.”

4.4 The National Association of Local Council's Circular 1126 recommends:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

4.5 The electoral cycle for parish councils is for elections every four years.

5. Making representations

5.1 If you wish to make written representations on the community governance review please do so here: www.midsussex.gov.uk/cgr-form

Or via e-mail: communitygovernancereviews@midsussex.gov.uk

Alternatively, submissions may be sent by post using the reply envelope supplied, or to:

Community Governance Review
Electoral Services
Mid Sussex District Council
Oaklands, Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

5.2 Should you require any further information regarding the review, please contact Terry Stanley, Business Unit Leader – Democratic Services, at the email / postal address above or by phone (01444) 477415.

Guidance: Responding to a Community Governance Review - APPENDIX 1

This guidance refers to Community Governance Reviews conducted within the administrative area of the Mid Sussex District Council and explains how you may respond to a Review.

What is a Community Governance Review?

Please see the Terms of Reference (1.1) which precede this guidance.

Who can participate by submitting a written response to the Review?

Any registered local government elector for the area being reviewed may submit their views in writing for the principal authority, Mid Sussex District Council, carefully to consider.

What if I am not a registered local government elector?

You must be a registered local government elector for us to validate any submission you make. If you have received confirmation that you are registered to vote at local government elections in the area under Review, then you are a registered local government elector.

If you are not registered and believe you are eligible to register to vote, you should apply immediately. Applying takes just a few minutes, by visiting: www.gov.uk/register-to-vote

Exceptions are when views are submitted by local businesses, associations, educational establishments, faith, and other community groups. We will otherwise validate these.

How can I participate in the Review?

All responses must be written, qualitative submissions which as a minimum consider the Terms of Reference for the Review and address the themes outlined below in 'What should be covered within my response?'.

The best and most cost-effective way to respond is online: www.midsussex.gov.uk/cgr-form

Alternatively, you may send your written submission via email to: communitygovernancereviews@midsussex.gov.uk entitled: 'CGR response for Area Name'

If you do not have internet access, you may send a typed submission using the reply-paid envelope we have supplied. This is better than sending a handwritten letter.

What should be covered within my response?

Considering the Terms of Reference, we want your views of what the Community Governance arrangements for your area should be. In support of your case for the boundary being moved or not, you need concisely to explain how your proposition might derive the following benefits:

- Improved community engagement
- Enhanced community cohesion
- Better local democracy
- More effective and convenient delivery of local services and local government

You should also explain how your proposition:

- Reflects the identities and interests of the community

Can I just write to say that I support or do not support a particular outcome?

No. A Community Governance Review is a qualitative examination of a range of issues as explained within the Public Notice, the Terms of Reference, and this guidance.

It is not a poll of any kind, and the numbers of submissions for each proposition will have no effect upon the outcome. The decision of this authority will depend wholly on the quality of the propositions and the evidence offered in support of them.

Accordingly, we will reject any written submission that merely expresses support or opposition for a particular outcome or is so brief that it is uncertain or provides nothing for us to consider.

How will I know that my views have been received and considered?

All online and email submissions will be acknowledged. Depending on the volumes received, it may not be possible to acknowledge all those received by post, but we will try do so.

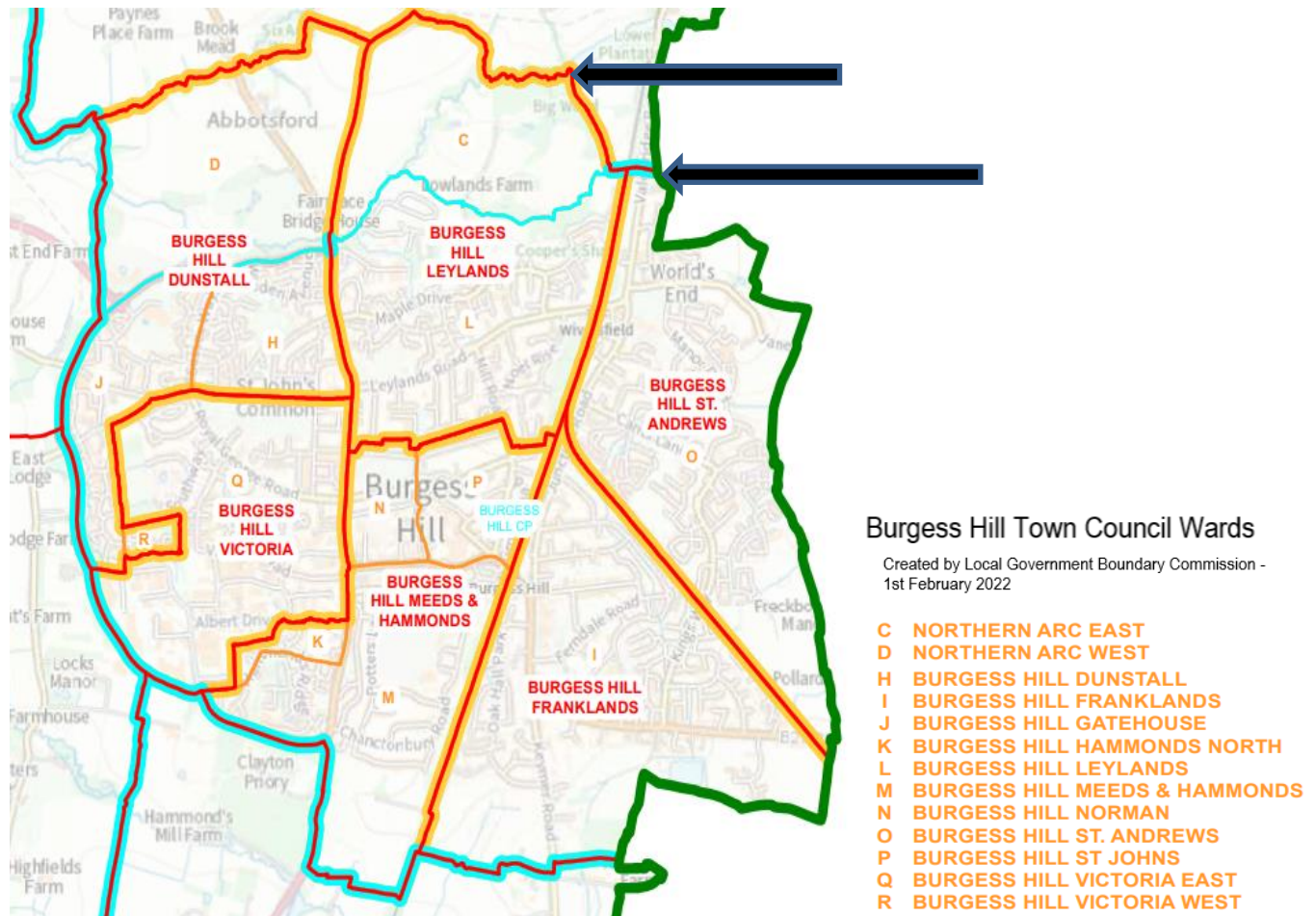
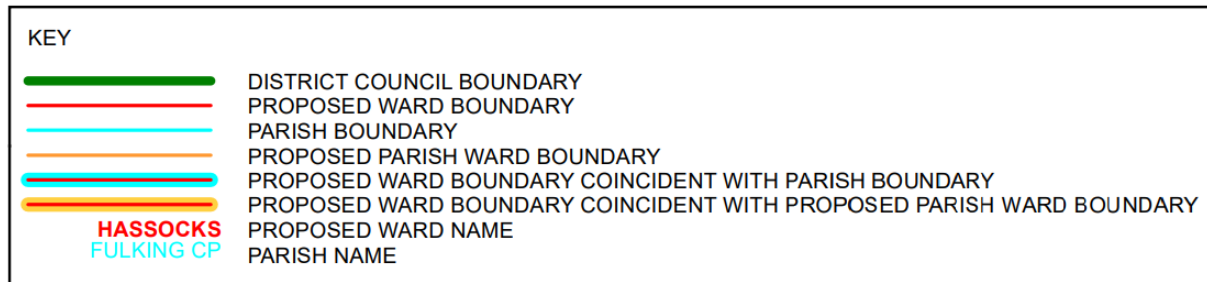
All qualitative submissions will be carefully considered and when we publish our draft recommendations all such responses will be published together with respondent's names at the council's website. Other personal information such as address and contact details will be redacted in accordance with general data protection regulations.

We will not publish any submissions that are rejected for undue brevity, or which are wholly uncertain. At a Community Governance Review such data is meaningless.

When and how will participants know the outcome of the Review?

The Review timetable at section 3 of the Terms of Reference sets out when each stage of the review will happen. When we publish draft recommendations and later the final recommendations, we will at the same time write to all those who contributed to that stage of the Community Governance Review.

The timetable also shows when these matters are due to be considered by a Scrutiny Committee and by a meeting of the full Council. Agendas and papers for all the Council's formal meetings are available via the MSDC website and all such meetings are webcast.

BURGESS HILL TOWN COUNCIL CGR – POTENTIAL EXTERIOR BOUNDARY CHANGES

This map is taken from a larger map produced by the Local Government Boundary Commission (England) as part of their [Final Recommendations report](#), following a recent Electoral Review of Mid Sussex District Council.

1. The map is labelled with the names of the new District wards (MSDC).
2. Adjacent is a key to the lettering for the names of the new Town wards (BHTC).

Please also consult the larger District ward (MSDC) and Town ward (BHTC) maps that we have published at our [webpage](#) alongside this document.

SCRUTINY COMMITTEE FOR COMMUNITY, CUSTOMER SERVICES AND SERVICE DELIVERY WORK PROGRAMME 2022/23.

REPORT OF: Tom Clark, Head of Regulatory Services
Contact Officer: Ellen Fisher, Democratic Services Officer
Email: ellen.fisher@midsussex.gov.uk
Tel: 01444 477208
Wards Affected: All
Key Decision: No

Purpose of Report

1. For the Scrutiny Committee for Community, Customer Services and Service Delivery to note its Work Programme for 2022/23.

Summary

2. Members are asked to note the attached Work Programme. The Work Programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**

Background

4. It is usual for Committees to agree their Work Programme at the first meeting of a new Council year and review it at each subsequent meeting to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's Work Programme for 2022/23 is set out below:

Meeting Date	Item	Reason for Inclusion
22 June 2022	Community Governance Reviews – Draft Recommendations for East Grinstead Town Council.	Following initial CGR public consultation to inform & seek advice from Members on the Council's draft recommendations for this Town Council.
	Community Governance Reviews – Draft Recommendations for Burgess Hill Town Council.	Following initial CGR public consultation to inform & seek advice from Members on the Council's draft recommendations for this Town Council.
14 September 2022	Community Governance Review – Final Recommendations for Burgess Hill Town Council	Following a second public consultation to inform & seek advice from Members on the Council's final recommendations for this Town Council.

	Community Governance Review – Final Recommendations for East Grinstead Town Council	Following a second public consultation to inform & seek advice from Members on the Council's final recommendations for this Town Council.
	Community Governance Review – Final Recommendations for Hurstpierpoint & Sayers Common Parish Council	Following a second public consultation to inform & seek advice from Members on the Council's final recommendations for this Parish Council.
	Community Governance Review – Final Recommendations for Worth Parish Council	Following a second public consultation to inform & seek advice from Members on the Council's final recommendations for this Parish Council.
	Mid Sussex Partnership Annual Report	Annual Report
1 February 2023	Review of Air Quality	Annual Report
	Complaints and Compliments Report & Review of Customer Services across the Council	Annual Report
	1-2-3 Collection Service Trial	Update on the current position.
22 March 2023	Equality and Diversity Scheme Progress Report	Annual Update
22 March 2023	Modern Slavery Transparency Statement	Report for information and discussion, update required every year.

Policy Context

6. The Work Programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Sustainability Implications

9. None.

Background Papers

None.

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