

14 June 2022

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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, 22ND JUNE, 2022 at 7.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
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 Declarations 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 11 May and 25 May 2022.	3 - 10
5. To consider any items that the Chairman agrees to take as urgent business.	
6. Community Governance Review - Draft Recommendations for East Grinstead Town Council.	11 - 16
7. Community Governance Review - Draft Recommendations for Burgess Hill Town Council and Ansty & Staplefield Parish Council.	17 - 26

8. Scrutiny Committee for Community, Customer Services and Service Delivery Work Programme 2022/23. **27 - 28**
9. 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, 11th May, 2022
from 7.36 - 7.38 pm**

Present: Anthea Lea (Chairman)
A Boutrup (Vice-Chair)

P Chapman
R Clarke
J Dabell
B Dempsey

J Edwards
S Ellis
I Gibson
T Hussain

J Llewellyn-Burke
M Pulfer
A Sparasci
D Sweatman

Absent: Councillor R Cartwright

1 ELECTION OF CHAIRMAN.

Councillor Boutrup nominated Councillor Anthea Lea as Chairman of the Committee for the 2022/23 Council year. This was seconded by Councillor Clarke and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Anthea Lea be elected Chairman of the Committee for the 2022/23 Council year.

2 APPOINTMENT OF VICE-CHAIRMAN.

Councillor Anthea Lea nominated Councillor Boutrup as Vice-Chairman of the Committee for the 2022/23 Council year. This was seconded by Councillor Ellis. Councillor Edwards nominated Councillor Chapman and this was seconded by Councillor Dempsey.

The Chairman took Members to a vote on each nomination. Councillor Boutrup received 8 votes and Councillor Chapman received 6 votes.

RESOLVED

That Councillor Boutrup be appointed Vice-Chairman of the Committee for the 2022/23 Council year.

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

None.

The meeting finished at 7.38 pm
Chairman

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**Minutes of a meeting of Scrutiny Committee for Community,
Customer Services and Service Delivery
held on Wednesday, 25th May, 2022
from 7.00 - 7.59 pm**

Present: Anthea Lea (Chair)
A Boutrup (Vice-Chair)

R Cartwright	B Dempsey	I Gibson
P Chapman	R Eggleston	T Hussain
R Clarke	S Ellis	J Llewellyn-Burke
J Dabell	B Forbes	R Whittaker

Absent: Councillors J Edwards, M Pulfer, A Sparasci and D Sweatman

Also Present: Councillors R De Mierre, N Webster

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

Councillor Eggleston substituted for Councillor Sparasci, Councillor Forbes substituted for Councillor Pulfer and Councillor Whittaker substituted for Councillor Sweatman.

2 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Edwards, Pulfer, Sparasci and Sweatman. Apologies were also received from observing Cabinet Members Councillors Belsey and Cromie.

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

Councillor Eggleston declared a personal interest in Item 8: Community Governance Review – of Burgess Hill Town Council and consequential impact for Ansty and Staplefield Parish Council as he is the Leader of Burgess Hill Town Council.

Councillor Gibson declared a personal interest in Item 6: Community Governance Review – Draft Recommendations for Worth Parish Council as he a Member of Worth Parish Council and a CGR proposer. He considered that interest to be prejudicial and confirmed he would therefore leave the Chamber for that item.

Councillor Cartwright declared a personal interest in Item 8: Community Governance Review – of Burgess Hill Town Council and consequential impact for Ansty and Staplefield Parish Council as he is a Member of Burgess Hill Town Council.

Councillor Chapman declared a personal interest in Item 8: Community Governance Review – of Burgess Hill Town Council and consequential impact for Ansty and Staplefield Parish Council as he is a Member of Burgess Hill Town Council.

4 TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 23 MARCH 2022.

The minutes of the meeting held on 23 March 2022 were agreed as a correct record and electronically signed by the Chairman.

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

The Chairman had no urgent business.

Councillor Gibson removed himself from the meeting at 7.03pm

6 COMMUNITY GOVERNANCE REVIEW - DRAFT RECOMMENDATIONS FOR WORTH PARISH COUNCIL.

Terry Stanley, Business Unit Leader for Democratic Services, introduced the report which following the completion of the first of two public consultations, explains the findings of the first consultation. The report includes the resulting draft recommendations for Worth Parish Council as set out at p.13 of the report, and he proposed that these should form the basis of the second consultation. He gave thanks to all public participants and elected representatives for the comprehensive written contributions submitted to the Review.

The Chairman thanked the Business Unit Leader and took Members to a debate on the item.

A Member sought clarification on the cost to separate Crawley Down Parish Council and Worth Parish Council.

The Business Unit Leader for Democratic Services confirmed there was a considerable disparity in the suggested cost of splitting the two Councils, which as a result informs the recommendation, that Worth Parish Council and the proposers supply to this Review an accurate assessment of division costs with evidential annotations to support these. He confirmed that conversations between Crawley Down and Worth Parish Council were ongoing to obtain this, and he suggested deferring the start of the second part of the consultation by one week, from 6th June 2022 to 13th June 2022, to enable the two campaign entities to agree the costs, therefore providing better information for the purpose of the 2nd public consultation.

The Chairman asked whether this would affect the two-month consultation period. The Business Unit Leader confirmed this would not affect the consultation timeline, publishing the final recommendations on 6th September for presentation to this Committee on 14th September.

In response to a Member asking whether there would be staffing costs involved in separating the two Councils, the Business Unite Leader advised there would be an impact depending on staff transferring, potential redundancies and recruitment.

A Member referred to the draft recommendation at point 41 of the report and asked if it were possible that the final recommendation following the second consultation could include a recommendation for two separate Councils and include a reduction in the number of Parish Councillors as part of the process. The Business Unit Leader confirmed that a second consultation with more comprehensive information could indeed affect the final recommendation. He advised Councillor numbers could also be considered as part of the second stage review.

Members discussed the status of the Royal Oak Pub and management of the building. A Member asked if it was an Asset of Community Value. The Business Unit Leader referred to the concerns of both the residents and Councillors noted at paragraph 16 of the report as part of the consultation process, and he confirmed the building was privately owned, so unlikely to be matter that MSDC can assist with.

A Member queried the criteria for separating a Council and the legal guidance involved. The Business Unit Leader advised that Mid Sussex District Council follows I government guidance on the conduct of CGRs and in accordance with the Local Government and Public Involvement in Health Act 2007.

The Chairman confirmed that no other Members wished to speak and took Members to the vote on the recommendations set out at 3.i, 3.iii and 3.iv (p.9) to note the recommendations. This was agreed unanimously with 13 in favour.

The Chairman introduced the recommendation 3.ii (p.9) and proposed amendment to delay the consultation by one week from 6th June 2022 to 13th June 2022. The Chairman took Members to the vote on the amendment to 3.ii which was agreed unanimously with 13 in favour.

RESOLVED

The Scrutiny Committee for Community, Customer Services and Service Delivery agreed 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 (as amended).
- (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

Councillor Gibson returned to the meeting at 7.27pm

7 COMMUNITY GOVERNANCE REVIEW - DRAFT RECOMMENDATIONS FOR HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL.

Terry Stanley, Business Unit Leader for Democratic Services, introduced the report which following the completion of the first of two public consultations, explains the findings of the first consultation. The report includes the resulting draft recommendations for Hurstpierpoint & Sayers Common Council as set out at p.13 of

the report, and he proposed that these should form the basis of the second consultation. He gave thanks to all public participants and elected representatives for the comprehensive written contributions submitted to the Review.

The Chairman stated for transparency that a representation had been received from Sayers Common Village Society and she suggested that it should be submitted as part of the second stage public consultation. Another Member confirmed he had also received this representation and a further representation via his Group Leader. He proposed forwarding it to the Chairman for a consistent response to be given, which the Chairman agreed would be done.

Members discussed the finding that a financially sustainable Parish Council was not sufficiently evidenced when there are other smaller Parish Councils in the area, along with the possibility following the consultation responses that fewer Parish Councils might improve working relationships, and the divide caused by the A27. The Business Unit Leader explained that better and further information on the budget was required at the second consultation stage for the public to be able to make informed submissions. He advised noting the consultation responses from Ward Members and that a further Community Governance Review could be necessary in the future.

A Member queried the Council tier system in place when Hurstpierpoint and Sayers Common Parish Councils are in different Wards. Tom Clark, Head of Regulatory Services and Solicitor advised it was too early to confirm or predict the outcome and Sayers Common is probably currently too small to form an independent Parish Council.

A Member noted the points at paragraphs 32 and 33 of the draft recommendations and the role of Mid Sussex District Council (MSDC). Officers confirmed that MSDC would advise the Parish Council as part of the process, however, the decision as to how or to what extent to implement our draft recommendation, is a matter for the Hurstpierpoint and Sayers Common Parish Council.

The Chairman took Members to the vote on the recommendations set out at 3.i, 3.iii and 3. iv (p.17) to note the recommendations and 3.ii in relation to the draft recommendations set out at points 27 – 34. These were agreed unanimously with 14 in favour.

RESOLVED

The Committee for Community, Customer Services and Service Delivery agreed 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.

8 DRAFT TERMS OF REFERENCE FOR A COMMUNITY GOVERNANCE REVIEW OF BURGESS HILL TOWN COUNCIL AND CONSEQUENTIAL IMPACT FOR ANSTY & STAPLEFIELD PARISH COUNCIL.

Terry Stanley, Business Unit Leader for Democratic Services reminded Members that this item was presented at the last Committee meeting on 23rd March. The Committee had advised that it be deferred until 2025. Subsequently, pursuant to the Local Government and Public Involvement in Health Act 2007 Mid Sussex District Council received a CGR Petition. Upon validation of the petition, the CGR was started, and the required Terms of Reference are the subject of consultation with the Committee now.

The Chairman thanked the Business Unit Leader for Democratic Services and asked Members to debate the item.

A Member asked for clarity for the benefit of viewers and listeners, why it had been agreed that Item 6 be deferred, and Item 8 was not. The Business Unit Leader for Democratic Services explained the consultation was already underway for Item 6, however, the review of Burgess Hill Town Council was not, and the petition has compelled MSDC to commence this Review. He confirmed the resulting draft recommendations would be presented to this Committee at its meeting on 22nd June 2022.

A Member noted the number for bank holidays in the 6-week consultation and asked whether this would affect the consultation period. The Business Unit Leader for Democratic Services confirmed this would not unduly impact the consultation and noted that the number of non-working days might give residents more opportunity to submit responses.

The Chairman took Members to the vote to approve the recommendations as set out in the report. This was agreed unanimously with 14 in favour.

RESOLVED

The Committee for Community, Customer Services and Service Delivery agreed 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.

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

Tom Clark, Head of Regulatory Services and Solicitor to the Council, introduced the Work Programme for 2022/23 informing Members that Cabinet responsibilities had changed following Annual Council 11th May 2022, therefore business at this Committee and other Committees may change.

The Chairman requested on behalf of the Committee an update on the 1-2-3 Collection Service Trial before February 2023 and to receive a report on the status of the Leisure Centres contract. The Head of Regulatory Services and Solicitor advised given the change in Cabinet responsibilities it was not confirmed if Waste would sit with this Committee, once confirmed a report would be supplied to the correct Committee. He confirmed a report on the status of the Leisure Centres contract would be included.

The Chairman took Members to a vote on the recommendation contained in the report, this was agreed unanimously with 14 in favour.

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

None.

The meeting finished at 7.59 pm

Chairman

Community Governance Review

Draft Recommendations for East Grinstead Town 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 East Grinstead Wards
Key Decision: No
Report to: Scrutiny Committee for Customer Services & Service Delivery
22 June 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 East Grinstead Town 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 request from East Grinstead Town Council, pursuant to the provisions of the Local Government and Public Involvement in Health Act 2007. The request was that this Council consider the extent of the electoral wards of the East Grinstead Town Council following LGBCE's creation of new parish wards, and to align as far as possible the town council wards with the district council wards and to achieve a reduction in Councillor numbers from 19 to 16 Councillors.
5. At its meeting of 23 March 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 25 April 2022 and closed on 3 June 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 East Grinstead Town Council area.
9. Although a qualitative Review, for the Committee's contextual information, we received a total of 198 submissions. 61 of these were acceptable. A further 137 responses were noted as mainly supporting the Town Council view but could not be evaluated because of their brevity and therefore providing no arguments to consider
10. Of the 61 accepted submissions, 59 were from electors of East Grinstead and 2 were from Town Councillors.
11. Of the 61 accepted submissions, 45 support the extent of the Review considerations for East Grinstead and support the proposed alignment of parish wards with district wards as far as possible, and the proposed Council size reduction.
12. Of the 61 accepted submissions, 17 were opposed to the proposals.

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. **Relating to East Grinstead Town Council** – The Town Council proposed that town wards be aligned with the district wards so that it may have 6 instead of 8 wards and proposed a review of Councillor numbers to reduce the Council Size from 19 to 16.
15. The Town Council does not favour single member wards as in their absence there is no elected representative for electors to approach. A scheme of warding and Councillor numbers was suggested to this Review.
16. Several electors made submissions in support of the Town Council's proposals and suggested the same scheme of warding and Councillor numbers. Many other electors did not suggest a warding pattern or Councillor numbers but supported the principle that the number of Councillors should be reduced to 16 for reasons of effective local government and cost.
17. Town Councillor, Cllr. Amos wrote passionately to support the proposal to reduce the Council Size highlighting the cost of elections and of Councillor allowances. He was very keen to see reductions in local taxation.
18. Town Councillor, Cllr. Etheridge supported the proposal for a two member Baldwins ward but also believed that Town South and Town North should each be represented by two members. In the case of Town North this was based upon a misunderstanding that Sackville ward would be included in Town North, which it is not.
19. Some of the submissions opposing the proposals were concerned with reduced levels of representation by merging small wards into larger ones whilst others felt there should be greater electoral equality in terms of the number of electors represented.

20. **Findings** – Your officers note that based upon the submissions received there appears to be appreciable public support for a reduced Council size and for aligning parish warding as closely as possible to the new district wards.
21. Unfortunately, we cannot replicate the new district wards precisely as part of this Review because we must have regard to County division boundaries. Parish wards should lay wholly within a single County division and should not cross such a boundary.

Draft Recommendations for East Grinstead Town Council

22. 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:
23. The new parish ward created by the LGBCE of Ashplats North should be retained as they are divided by a County electoral division boundary. The Ashplats South Ward is joined with Herontye which both lie in the same County division.
24. The new parish ward of Sackville should be incorporated into Baldwins ward. We can do this because these two areas lay wholly within a County division. The merger also compensates for the loss of the parts of Baldwins ward south of the London Road (the current BD2 polling district), which following the LGBCE's Electoral Review of Mid Sussex District Council are now in Imberhorne ward.
25. The Town North and Town South parish wards should be retained as these too are divided by a County electoral division boundary.
26. The East Grinstead Town Council should be comprised of 7 Wards represented by 16 Councillors.
27. The Town Council Ward names and Councillor numbers should be as follows:

Town Ward	Electorate June 2022	Forecast Electorate 2027	2023 Town Councillor No.
Ashplats North	4086	4305	3
Baldwins	3276	3479	2
Herontye	3729	4064	3
Imberhorne	4304	5157	4
East Grinstead South	1152	1238	1
Town North	1013	1048	1
Town South	3541	3748	2
			16

Policy Context

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

Other Options Considered

29. None

Financial Implications

30. The reduction in Council Size will derive cost savings.

Risk Management Implications

31. Legal precedent establishes that where a principal electoral authority declines or fails to implement the findings of CGR public consultations, the risk of an adverse outcome at any Judicial Review is considerably increased. Your Officers advise that the findings of the public consultation should be the basis for our draft recommendations.

Equality and Customer Service Implications

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

Other Material Implications

33. 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

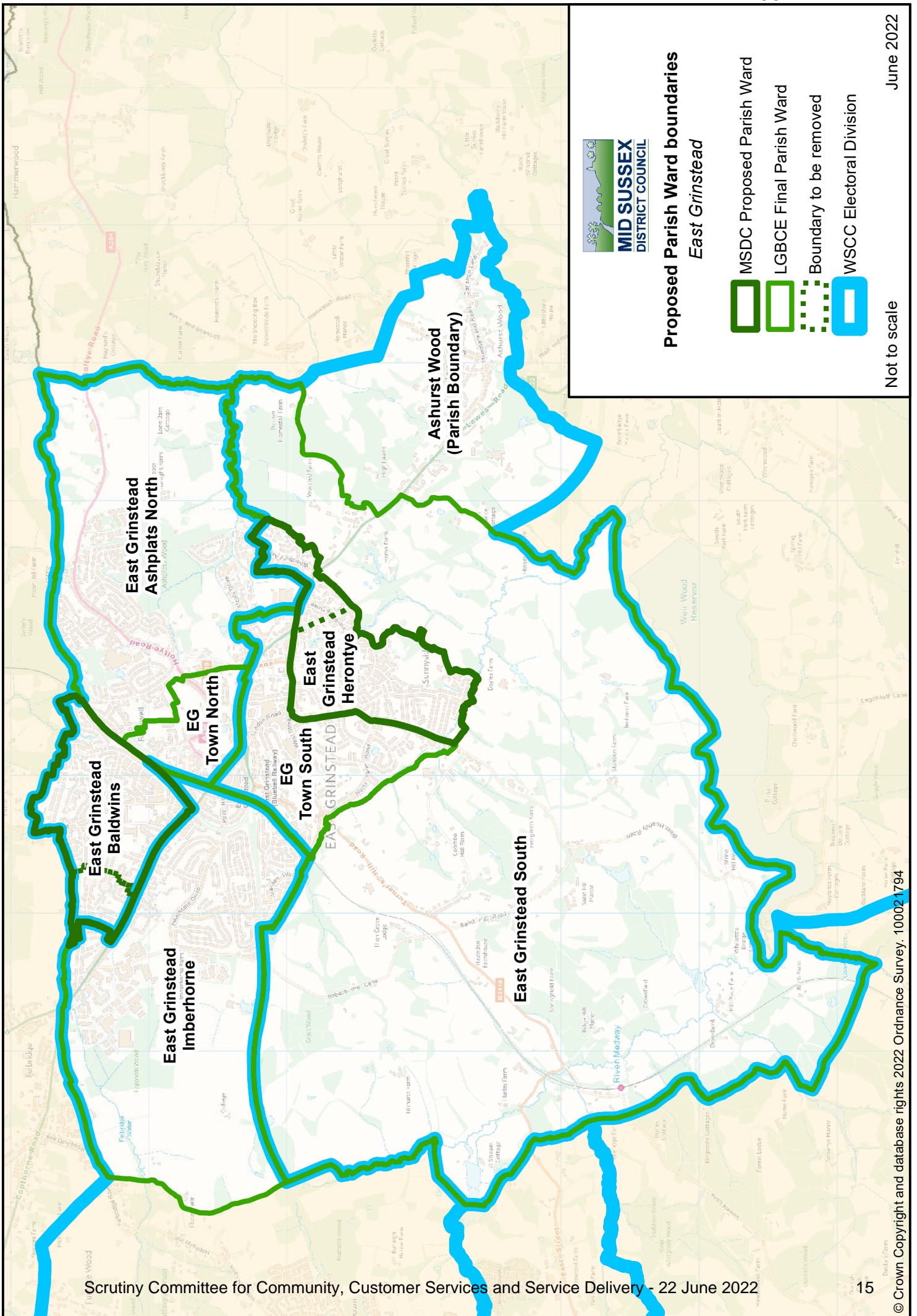
34. A key aim of any CGR is to alight upon suitable Governance and Electoral arrangements that are capable of enduring. There is little or no environmental impact.

Background Papers





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

[Link to public consultation responses](#)

Enc. Map at Appendix 1



Proposed Parish Ward boundaries
East Grinstead

-  MSDC Proposed Parish Ward
-  LGBCE Final Parish Ward
-  Boundary to be removed
-  WSCC Electoral Division

Not to scale

June 2022

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Community Governance Review – Draft Recommendations for Burgess Hill Town Council and 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 & Cuckfield
Key Decision: No
Report to: Scrutiny Committee for Customer Services & Service Delivery
22 June 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 Burgess Hill Town Council and Ansty & Staplefield 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**
-

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 review the extent of the electoral wards of the Burgess Hill Town Council considering LGBCE's creation of two new parish wards, Northern Arc East, and Northern Arc West.
5. As reported to this committee on 25 May 2022, the full 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.

6. Owing to potential consequential impacts for a neighbouring parish council and because that parish council also disagrees with the LGBCEs revisions to their Councillor numbers, it was also resolved that we would review those matters for Ansty & Staplefield Parish Council.
7. At its meeting of 25 May 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 25 April 2022 and closed on 3 June 2022.
8. 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 noted the submissions that merely express support or opposition for a particular proposition, or that provide nothing for us to consider.
9. Your Officers have evaluated the qualitative submissions that were received, and we present the findings below:

Public Engagement

10. 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 Burgess Hill Town Council and the Ansty & Staplefield Parish Council areas.
11. Although a qualitative Review, for the Committee's contextual information, we received 319 submissions that were acceptable (83.5%). A further 63 responses were rejected for undue brevity and providing nothing for us to consider (16.5%).
12. Of the 319 accepted submissions, 300 (94%) were from residents and stakeholders of Burgess Hill, and 19 (6%) were from residents and stakeholders of Ansty & Staplefield.
13. Of the 319 accepted submissions, 299 support the extent of the Review considerations for Burgess Hill and a majority specifically suggest that the Northern Arc is and should be part of Burgess Hill. 6 such expressions of support relating to the Northern Arc wards were submitted by electors in the Ansty & Staplefield parish.
14. Of the 319 accepted submissions, 20 raised objections. 7 out of 20 related to the proposed incorporation of the Northern Arc into Burgess Hill and were submitted by 3 Burgess Hill electors and 4 Councillors representing nearby areas. The remaining 13 were from electors of Ansty & Staplefield and these mostly opposed the LGBCE's reductions to their parish councillor numbers.

Public Consultation Findings

15. 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.
16. **Relating to Burgess Hill Town Council** – many electors referred to inception of the Northern Arc suggesting that since at least 2011 the strategic housing developments have always been intended to be within Burgess Hill. Several residents refer to the public information website www.burgesshill.net which provides Northern Arc updates.
17. An appreciable number of electors refer to the Town Wide Strategy, the Burgess Hill Neighbourhood Plan, and the District Plan as evidence that the Northern Arc

developments will be in Burgess Hill and that future residents will inevitably identify with the town for services and amenity, rather than the Ansty & Staplefield parish.

18. Several electors say that the LGBCE has recognised what they regard to be these 'realities' or 'facts' by creating the new parish wards Northern Arc East and Northern Arc West, which the LGBCE has assigned to the district wards of Dunstall and Leylands in its recent Electoral Review of Mid Sussex District Council.
19. The Burgess Hill Town Council provided a clear and engaging submission which is recommended reading for committee members. It refers also to the Town Wide Strategy, the Burgess Hill Neighbourhood Plan (2016), MSDC's District Plan (2018), the Burgess Hill Masterplan and the outcome of the LGBCE's Electoral Review of Mid Sussex District Council, in support of the town Council's view that 'the case for extending the boundary of Burgess Hill to incorporate the Northern Arc is overwhelming'.
20. The Burgess Hill Town Council submission also suggests that this Review provides an important opportunity to resolve electoral ward misalignment in the Northern Arc area whilst also carefully considering some of the very small wards that have been created within the town. It requests that the principal electoral authority (MSDC) focus on providing 'a clear and logical structure for local government and democratic accountability'.
21. District ward Members for Haywards Heath Lucastes, Haywards Heath Franklands and High Weald, Cllrs. Knight, Clarke, and Stockwell have written to suggest that the extension of the Burgess Hill Town Council boundary to incorporate the parish wards of Northern Arc East and Northern Arc West should be considered only when more of the developments are built and when residents have occupied them. They believe that those future residents should decide what administrative governance they want and what the electoral arrangements should be. For example, whether to be in Burgess Hill, Ansty & Staplefield or in a newly created parish of their own.
22. The County Councillor for the Cuckfield & Lucastes electoral division, Cllr. Bradbury (and district ward Member for Cuckfield) also wrote to oppose consideration of the new Northern Arc parish wards at the present time. He is concerned that future residents be consulted, he does not support a proposed increase to the number of Councillors for Burgess Hill Town Council, and he draws comparisons with two other CGRs within the district where our draft recommendations propose that certain matters be reconsidered in 2025.
23. District ward Members for Burgess Hill Leylands, Burgess Hill Meeds and Burgess Hill Franklands, (who are also Town Councillors) Cllrs. Eggleston, Hicks, Henwood and Eves have written in support of the electoral alignment of the Northern Arc parish wards. They refer to the Town Wide Strategy, the Burgess Hill Neighbourhood Plan, and the District Plan as evidence that the Northern Arc developments will be in Burgess Hill and that future residents will inevitably look to the town for services and amenity, rather than the Ansty & Staplefield parish. They also highlight place, connectivity, electorate, and community interests among a range of relevant considerations. In addition, Cllr. Hicks says the new housing should be incorporated into Burgess Hill from the start and advises that the proposals align with the design brief promoted by Homes England. Cllr. Hicks and Town Councillor, Cllr. Neumann highlight the construction that has begun in the Maple Drive area close to existing homes and see these looking to Burgess Hill for information, services, and amenity.
24. The County Councillor for Burgess Hill North electoral division, Cllr. Condie supports the incorporation of the new Northern Arc parish wards into Burgess Hill suggesting

that the villages of Ansty and Staplefield are so far away as to render the status quo “absurd”.

25. The County Councillor for Burgess Hill East electoral division, Cllr. Cherry supports the incorporation of the new Northern Arc parish wards into Burgess Hill highlighting the Town Wide Strategy, the Burgess Hill Neighbourhood Plan, and the District Plan, together with place, connectivity, services, and employment considerations. He also observed that local democracy is probably most effective when voters in the same neighbourhood vote in the same electoral areas. He suggests that the LGBCE recognised this by placing the voters of the whole of the Northern Arc into Burgess Hill’s existing district wards of Dunstall and Leylands.
26. **Findings** – Your Officers note a strong body evidence that the Northern Arc was always intended to be within the administrative area of Burgess Hill. In addition to that highlighted by electors, the Burgess Hill Town Council and elected representatives we note the [Housing Development and Electorate Forecast to 2027](#) approved by Council on 27th January 2021 as part of its Council Size submission to LGBCE.
27. That 5-year electorate forecast refers to the strategic development site the ‘Northern Arc’, Burgess Hill, stating ‘the majority of this site is within the current Cuckfield Ward, with a smaller element within Hurstpierpoint and Downs. However, the development is connected most logically to Burgess Hill and it will be referenced as Burgess Hill in future – with its southern boundary adjacent to Burgess Hill Leylands and Burgess Hill Dunstall wards.
28. A few contributions have discussed the small number of electors that might be in the new Northern Arc parish wards at time of the 2023 elections, but we note that this would be true wherever those new parish wards are at that time. According to the forecast build rates that situation would not persist for very long.
29. It is not usual or advisable to defer governance matters to a late stage of build out as that can result in electors having to vote in areas that they don’t identify with and where democratic accountability does not appear relevant.
30. In your Officer’s view it is right that prospective owners and occupiers of properties in the Northern Arc should have clarity as to local administrative and governance responsibilities, so that they may know this when choosing it as a place to live.
31. The democratic engagement argument that has been presented about new residents determining their sense of community / deciding on electoral arrangements is not persuasive because high levels of engagement are rarely a feature of Community Governance Reviews. Once residents have settled in the Northern Arc, if they feel strongly that they identify with a different area, it is open to them to petition the principal electoral authority for a further CGR at any time, and to contribute to future LGBCE Electoral Reviews.
32. **Relating to Ansty & Staplefield Parish Council** – The Parish Council’s submission states that it understands that the Northern Arc developments within the Ansty and Staplefield Parish area, were always to be moved to Burgess Hill Town Council. However, it believes this move to be premature. It further suggests that election of Councillors to these new wards in May 2023 will be by a tiny number of people.
33. The Ansty & Staplefield Parish Council submission which is recommended reading for committee members strongly opposes the LGBCE’s revised parish electoral arrangements which provide for reductions to their Councillor numbers. Their submission for Ansty and Staplefield Parish Council going forward makes a persuasive

case for a council size of 12 parish Councillors given its breadth of responsibilities, the extent of its administrative area and its precept.

34. Several electors of the parish have written in support of the parish Council submission, and a few have highlighted Councillor's trusteeship responsibilities in local organisations and facilities such as the Ansty Centre Trust and the Ansty Village Hall. They argue that the LGBCE's reduction would spread a considerable volume of work among too few parish Councillors. Cllr. Bradbury also supports this view.

Draft Recommendations for Burgess Hill Town Council

35. 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:
36. The northern exterior boundary of the Burgess Hill Town Council area should be extended to include the LGBCE's newly created parish wards of Northern Arc East and Northern Arc West.
37. The Burgess Hill Town Council should be comprised of 10 Wards represented in the forthcoming electoral cycle by 17 Councillors, potentially rising to 19 in 2027.
38. The Town Council Ward names and Councillor numbers should be as follows:

Town Ward	Electorate April 2022	2023 Town Councillor No.	Forecast Electorate 2027	2027 Town Councillor No.
Leylands	3673	2	5105	3
St. Andrews	4929	3	5682	3
Franklands	3997	3	4606	3
Meeds & Hammonds	2792	2	3212	2
Victoria	4122	2	3942	2
Dunstall	2061	1	3223	2
Gatehouse	1836	1	1881	1
St. Johns	1350	1	1532	1
	Forecast Electorate May 2023			
Northern Arc East	340	1	1360	1
Northern Arc West	510	1	1700	1
		17		19

39. The LGBCE had to create the new parish wards of Northern Arc East and Northern Arc West. They could not simply add them to the Leylands and Dunstall parish wards because they are not able to alter the exterior Town boundary. The principal electoral

authority can alter the exterior Town boundary and based upon this public consultation we should do so.

40. The principal electoral authority cannot alter the County Division boundary which runs along the current exterior northern boundary, though we can and most likely will request that the LGBCE considers this related alteration. This would enable a future possibility to consider bringing Northern Arc East into Leylands ward and Northern Arc West into Dunstall ward.
41. The newly created Parish wards of Victoria East and Hammonds North are small. We consider that they should be part of Victoria parish ward. Similarly, the parish ward of Norman has 485 electors currently, forecast to be 521 by 2027. We consider that this too should be part of Victoria Ward parish ward. We can do this because these smaller wards lay wholly within the County division of Burgess North.
42. In the case of Norman parish ward, we cannot achieve coincidence with the new district ward of Burgess Hill Meeds and Hammonds because the current County division boundary runs along the parish ward boundary of Norman and St. Johns parish wards (see map at appendix 1).

Draft Recommendations for Ansty & Staplefield Parish Council

43. 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:
44. The Ansty & Staplefield Parish Council should be comprised of 5 wards represented by 12 Councillors.
45. The Parish Council Ward names and Councillor numbers should be as follows:

Parish Ward	Electorate April 2022	2023 Parish Councillor No.
Ansty	773	5
Rocky Lane North	789	2
Rocky Lane South	108	1
Staplefield	375	3
Brook Street & Borde Hill	189	1
		12

Policy Context

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

Other Options Considered

47. None

Financial Implications

48. There is a slight loss of precept for Ansty & Staplefield Parish Council and a slight gain of precept for Burgess Hill Town Council.

Risk Management Implications

49. Legal precedent establishes that where a principal electoral authority declines or fails to implement the findings of CGR public consultations, the risk of an adverse outcome at any Judicial Review is considerably increased. Your Officers advise that the findings of the public consultation should be the basis for our draft recommendations.

Equality and Customer Service Implications

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

Other Material Implications

51. 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

52. 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.

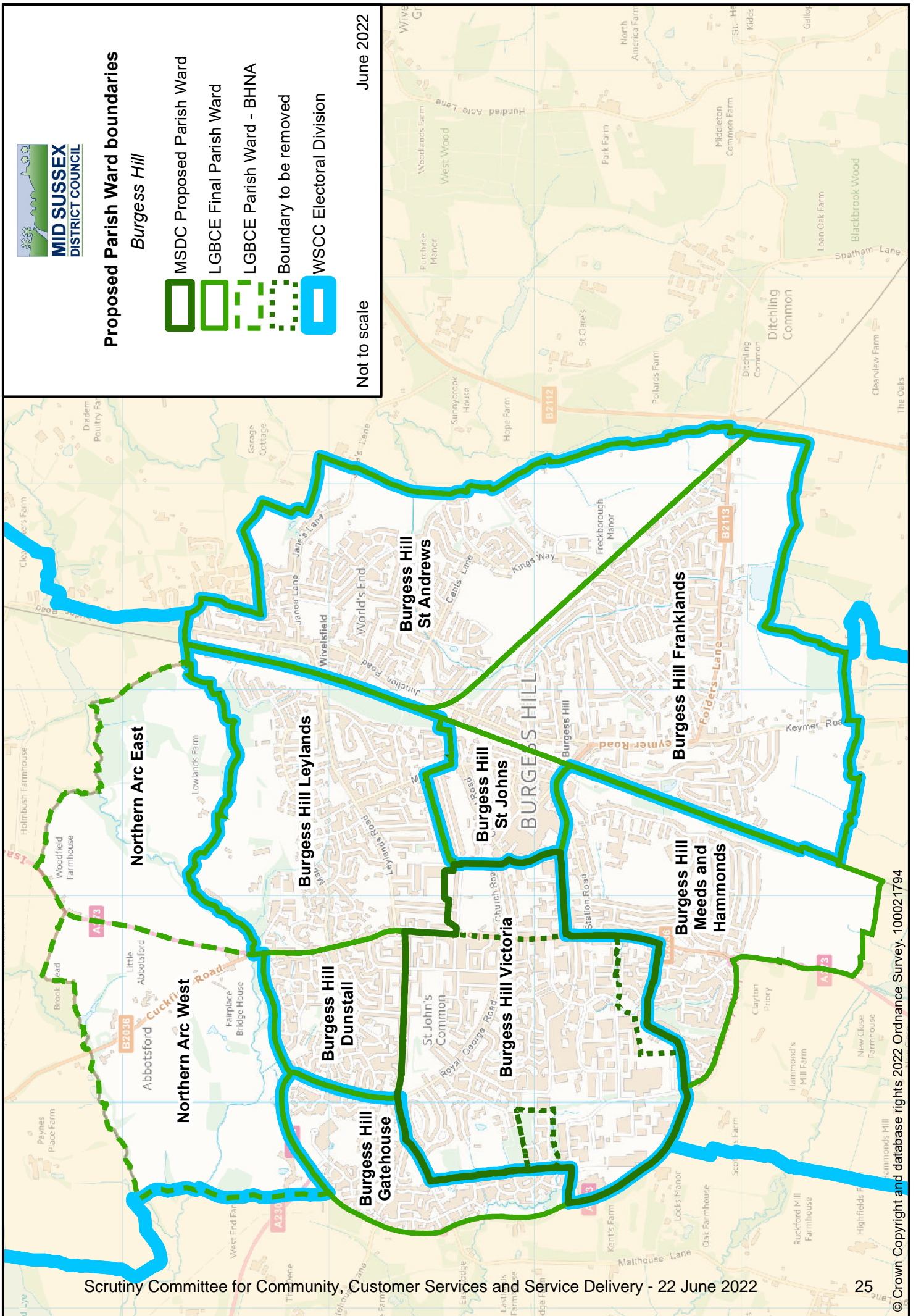
Background Papers

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

[Link to public consultation responses](#)






Enc. Map ay Appendix 1

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Proposed Parish Ward boundaries

Burgess Hill

-  MSDC Proposed Parish Ward
-  LGBC Final Parish Ward
-  LGBC Parish Ward - BHNA
-  Boundary to be removed
-  WSCC Electoral Division

Not to scale

June 2022

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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
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
	Leisure Centre Update	Post Covid Report
1 February 2023	Review of Air Quality	Annual Report
	Complaints and Compliments Report & Review of Customer Services across the Council	Annual Report
22 March 2023	Equality and Diversity Scheme Progress Report	Annual Update
	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.