

WEST OF WATERLOOVILLE FORUM

28 February 2012

CREATION OF A PARISH COUNCIL FOR WEST OF WATERLOOVILLE MDA -
UPDATE

REPORT OF CORPORATE DIRECTOR (GOVERNANCE)

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RECENT REFERENCES:

[WWF065](#) - Possible Creation of a Parish Council for Newlands, Waterlooville
(17/1/11)

[LR373](#)– Community Governance Review (10/11/11)

EXECUTIVE SUMMARY:

This report updates the Forum on the outcome of a meeting between representatives of Denmead and Southwick & Widley Parish Councils, and the City Council, held on 26 January 2012, to discuss the current situation, future liaison and the establishment of an advisory group to assist the two Councils in undertaking their functions and progress work towards a possible parish council for the MDA area.

RECOMMENDATIONS:

- 1 That the Forum notes the discussions held at the joint meeting between representatives of Denmead and Southwick & Widley Parish Councils, and the City Council, on 26 January 2012.
- 2 That the Forum welcomes the decision of the two Parish Councils to form a 'West of Waterlooville Advisory Group'.
- 3 That a standard item be placed on the Forum agenda, to enable regular reporting back by the Advisory Group representatives on the progress being made towards the creation of a parish council for the West of Waterlooville MDA, together with other related community issues.

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DETAIL:

1 Introduction

- 1.1 As the Forum is aware, part of the West of Waterlooville MDA is in Winchester and part in Havant Borough. Havant has no parish councils but, in Winchester District, the area falls within two parish council areas – Denmead and Southwick & Widley. As development is now taking place and residents are moving into the area, the two parish councils are considering how they can undertake their functions and engage with the local community.
- 1.2 The Local Government and Public Involvement in Health Act 2007 devolved power to district councils to make decisions about certain electoral arrangements, including the creation of parish councils. The Act also introduced the process by which such decisions would be taken, known as 'Community Governance Reviews' (CGR).
- 1.3 In summary, whilst the Government has issued statutory guidelines about how to undertake a CGR, it is for the City Council to determine the exact process and timescale for such a review within its District. This has the advantage of allowing discretion to design and carry out an exercise which is appropriate to local circumstances. However, any review must be publicised and include a reasonable element of consultation with local people and interest groups, to demonstrate that the eventual conclusions are justified and have been reached with due consideration given to all the relevant comments received.
- 1.4 The Forum last considered a report on the matter at its meeting on 17 January 2011. For ease of reference the minute of that discussion is attached as Appendix 1.

2 Current Development Rates

- 2.1 The current development rates within the MDA are as follows:-

(a) Projected Dwelling Development within Denmead Parish (Taylor Wimpey, excluding land in Havant)

As at December 2012 -104 units
2012/13 - 55 units

The following figures depend on which direction the site is built out, (i.e. whether into HBC land) and on an economic climate that is still supporting sales. So projections are based on previous history:-

2013/14	214 units
2014/15	55 units
2015/16	55 units
2016/17	55 units

Total 379 units in Winchester District (Denmead PC). 450 units for the whole site.

(b) Projected Dwelling Development in Southwick & Widley Parish (Grainger)

Out of 13 phases across this development, only Phase 1 (194 units) has planning permission. Grainger will commence development this year and estimated completions are:

2012/13	100 units
2013/14	94 units

It is not yet possible to predict building figures after Phase 1. Multiple phases could start at the same time or none at all. It could take a minimum of 10 years before the development nears completion.

Total 2,100 units in Winchester District (Southwick and Widley PC). 2,550 units for the whole site.

In summary, of the MDA total of 3,000 units, approximately 2,479 will be built in the Winchester District.

- 2.2 A plan showing the above areas is attached as Appendix 2.
- 2.3 Although there is no technical reason why parts of the development cannot be in different parishes, or why it must have its own parish council, the starting point is the current situation where the area is already parished and the two parish councils have responsibilities in the area. . The new development is a different entity with different characteristics to the current parishes. A single parish council covering the Winchester part of the development would create a unifying representative body for residents. It would also have practical benefits because community infrastructure, such as sports and recreation facilities, are always managed by parish councils in the Winchester District and could be owned and managed by the community's 'own' parish council.

3 Timescale for the new community at the MDA

- 3.1 Having regard to the projected completion rates set out in 2.1 above, it will probably be 2013 at the earliest before the area achieves a reasonable number of electors, from which a sufficient number of candidates could emerge for a viable parish council. A minimum 150 elector threshold is necessary under a CGR to allow consideration of whether a parish council should be established. However, in a new community, a much greater number of electors is likely to be necessary for sufficient volunteers to come forward.
- 3.2 The City Council last established a new parish council at Whiteley in 2003. In that case, consultation procedures did not commence until a reasonable proportion of the new community was in place. This had the practical advantages of generating interest and awareness amongst all those directly affected, plus it allowed those individuals who had a particular interest in serving on a new parish council to get involved at the earliest stage.
- 3.3 When Whiteley PC was being established, Wickham Parish Council, in whose area the new development took place, played an important role as a forum and focal point for dealing with Whiteley matters. It took the view that the new community needed a separate parish council and took steps to encourage people in the local community to come forward to assist with community development. Although such an arrangement is not essential, it did considerably assist the overall process.

4 Community Governance Review (CGR) - Process

- 4.1 The two key guiding principles of any CGR are the need to reflect the identity of communities and to secure an outcome which provides effective and convenient local government. These principles will form the statutory core of the CGR terms of reference and any additional terms would need to be agreed at the outcome.
- 4.2 Regarding consultation, the City Council would be expected to consult the electorate of the area concerned, other public bodies such as the County Council, neighbouring district and parish councils, schools and the relevant NHS body, together with appropriate interest/community groups and the business community. The City Council's Licensing and Regulation Committee would be responsible for the conduct of the review.
- 4.3 The consultation process would be undertaken by letter, supported by the Council's website, local posters and press releases. There may also be a need for one or more public meetings, but a view about this would have to be taken nearer the time.
- 4.4 The more detailed electoral arrangements (e.g. establishing the year for elections, numbers of councillors, possible warding etc) would be considered towards the end of the process, once the level of general support for a parish council had been assessed.

- 4.5 An Order by the Secretary of State to confirm parish status is no longer required and the Council is now authorised to do this, after following the above process and passing the necessary Reorganisation Order. The whole CGR process must be completed within one year and a possible timetable could be:-

Action	Timetable
Publish terms of reference	
Initial consultation letter inviting comments	Allow 6 weeks
Prepare Draft Proposals	Allow 4 weeks
Publish and consult on Draft Proposals	Allow 8 weeks
Prepare final proposals	Allow 4 weeks
Publish and submit final proposals to member bodies	Allow 4 weeks to get report to correct scheduled meeting(s)
Publish Member approved recommendations	
Council confirms recommendations and publishes Reorganisation Order	Allow 6 weeks to conclude process

- 4.6 At its meeting held on 10 November 2011, the City Council's Licensing and Regulation Committee considered a report which listed all the requests for a CGR. With regard to West of Waterlooville, it was agreed that a meeting be held between representatives of the City Council and Denmead and Southwick & Widley Parish Councils, to discuss current issues, before considering embarking on the CGR process.

5 Joint Meeting held on 26 January 2011.

- 5.1 A meeting between representatives of Denmead and Southwick & Widley Parish Councils, and the City Council, was held in the Denmead Community Centre on 26 January 2012.

- 5.2 At the meeting, it was noted that about 10% of the planned West of Waterlooville development was situated within the Havant Bourough Council boundary and the remaining 90% within the Winchester City Council boundary area, of which 15% was part of Denmead Parish and 75% was within the Parish of Southwick & Widley.
- 5.3 It was also noted that the building of Phase 1 was completed and, on the whole, sat inside the Denmead Parish area. (i.e. the Wimpey site). Over the next three to four years, it was envisaged that up to 3,000 dwellings would be built within the whole MDA.
- 5.4 The Parish Councils of Denmead and Southwick & Widley had held meetings to consider the future impact of this site and agreed to co-operate together, to ensure that the Parish Councils undertake their role in a manner which recognises the emerging new community.
- 5.5 In the long term, both Parish Councils recognised that the West of Waterlooville development area would be best served by the establishment of its own Parish Council (similar to Whiteley PC which once formed part of Wickham). Both Parish Councils also believed that the interests of the community of the MDA, which would grow over time, would require its own independent voice and representation and that a review of the Parish boundaries (at some time in the future) would need to be undertaken.
- 5.6 However, it was considered that it would not be appropriate to undertake a CGR, until such time as there would be sufficient residents to take an interest and influence the way forward. The Parishes considered that the availability of the community building, in due course, would be key in developing community interest. In the interim, the meeting supported the decision that Denmead Parish Council and Southwick & Widley Parish Council should establish a joint 'Advisory Group', to advise on the day to day Parish Council issues of the West of Waterlooville development which falls within the respective boundaries of the two Parishes.
- 5.7 The proposed terms of reference of the Advisory Group are being worked up by the Parish Councils and the current draft is attached as Appendix 3.
- 5.8 The Parishes recognised that, as income would be received from the parish precepts, there would be the opportunity to assist with community projects in the future. There was an immediate need to provide administrative support for the Advisory Group and it was recognised this should come from the Parish Councils. Denmead offered to provide such support initially, as there were no residents as yet in the Southwick & Widley part of the development. This would be subject to review between the Parishes as the development progressed.

6 Conclusion

- 6.1 The positive move by the two Parish Councils to formalise previous contacts on this matter and now propose an Advisory Group is to be welcomed. The City Council is able to provide support for its work through the Community Officer. The Forum will be kept informed of progress during the coming months.

OTHER CONSIDERATIONS:

7 SUSTAINABLE COMMUNITY STRATEGY (RELEVANCE TO):

- 7.1 The establishment of parish councils supports the key outcomes of Safe and Strong Communities by encouraging local involvement and accountability.

8 RESOURCE IMPLICATIONS:

- 8.1 Any establishment of a new Parish Council would involve a fair amount of officer time, even if an enthusiastic and capable 'shadow' body was in existence. Undertaking the consultation exercise, dealing with the legal processes, possible attendance at public meetings, together with hall hire, printing, postage etc will all incur costs.
- 8.2 Nevertheless, if the consultation exercise and subsequent work did not rise to excessive levels, the process could be contained within City Council existing budgets.

9 RISK MANAGEMENT:

- 9.1 None, provided that procedures are correctly followed.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Minute of West of Waterlooville Forum – 17 January 2011

Appendix 2 - Plan of MDA area

Appendix 3 – Proposed Terms of Reference of West of Waterlooville Advisory Group

Appendix 1

MINUTE EXTRACT FROM WEST OF WATERLOOVILLE FORUM – 17 JANUARY 2011

1. **POSSIBLE CREATION OF A PARISH COUNCIL FOR NEWLANDS, WATERLOOVILLE**
[\(Report WWF59 refers\)](#)

Mr Tilbury explained that the Report set out a possible way towards the creation of a new parish council for that part of the MDA which fell within the Winchester District. He explained that, apart from Winchester town centre, all of the Winchester District had parish councils and the MDA currently fell largely within Southwick and Widley Parish Council's area. The Report suggested that whilst existing parish councils might have a role in nurturing the community development of the new MDA, as it grew it was likely that the new occupants would wish to establish their own parish representation. He explained that, unlike parliamentary and district council boundaries, district authorities were able to establish new parish councils within their own area.

During public participation, Mr Watson (Chairman of Southwick and Widley Parish Council) and Mr Lander-Brinkley (Denmead Parish Council) both spoke in support of the Report. Mr Watson added that once the MDA had been completed, if it remained within his parish, Southwick and Widley Parish Council was likely to be dominated by the new MDA whose interests were quite different to the historic village.

During debate, several members of the Forum recounted their own experiences of helping to create a new Parish Council at Whiteley and a possible Parish Council at Knowle within the Winchester District.

Other Members questioned whether it was necessary to establish a further tier of local government with its associated costs and highlighted the success of the community boards and residents' associations, as used in Havant Borough Council. It was also highlighted that the creation of a new parish council for the MDA could threaten the new community's integration with the existing Waterlooville.

Following a debate, the Forum agreed that the decision to create a parish council would rest with the new occupants, but in the meantime, the Forum welcomed any steps taken to encourage the creation of residents' associations within the MDA.

RESOLVED:

1. That the Forum notes the formal procedures which would need to be followed for the City Council to embark upon a Community Governance Review for the possible establishment of a Parish Council for the Newlands area.

2. That initial discussions take place with the current parish councils before consideration be given as whether to take the matter further.

3. That the development of residents' associations within the new MDA be encouraged.

Appendix 3**DENMEAD PARISH COUNCIL AND SOUTHWICK & WIDLEY PARISH COUNCIL****WEST OF WATERLOOVILLE ADVISORY GROUP****1. Name of Group**

The group will be called the 'West of Waterlooville Advisory Group'

2. Purpose of Group

The purpose of the Advisory Group is:-

- to be a joint body comprising Parish Councillors working with a co-opted panel of local residents, liaising with other agencies.
- to monitor the development of the area and provide a joint forum which can consider and comment on proposals to the relevant authorities and/or other parties.
- to prepare the residents of the Major Development Area (MDA) to manage their own local administration in due course.
- to enable the Parish Councils of Denmead and Southwick & Widley to engage with the new community and advise them on issues relating to their functions.

2. Terms of Reference

The Advisory Group has no executive powers.

The Advisory Group will:-

- consider planning applications and other issues, making comments as necessary to the appropriate Parish Council and/or West of Waterlooville Forum.
- monitor the building, development and occupation of the area.
- monitor and advise on community needs and requirements.
- provide progress reports and related community comments to the West of Waterlooville Forum.
- report back to Denmead and Southwick & Widley Parish Councils

3. Membership of and Appointment to the Group

The Advisory Group will be chaired by a Parish Councillor from either Denmead Parish Council or Southwick & Widley Parish Council.

The membership will comprise of:-

- three elected representatives from Denmead Parish Council;
- three elected representatives from Southwick & Widley Parish Council;
- three (non-voting) co-opted residents from the West of Waterlooville development site;
- one (non-voting) co-opted representative from the Safer Neighbourhoods Panel;
- two other (non-voting) co-opted individuals.

Each of the above named bodies will be responsible for appointing its representative(s) to serve on the Advisory Group.

The Hampshire County Councillor for the Winchester Southern Parishes Electoral Division, the three Winchester City Councillors for the Denmead Ward and the City Councillor for the Boarhunt & Southwick Ward will have the right to attend the meetings of the Advisory Group.

The City Council's Community Officer will also be invited to attend.

4. Frequency of Meetings and Quorum

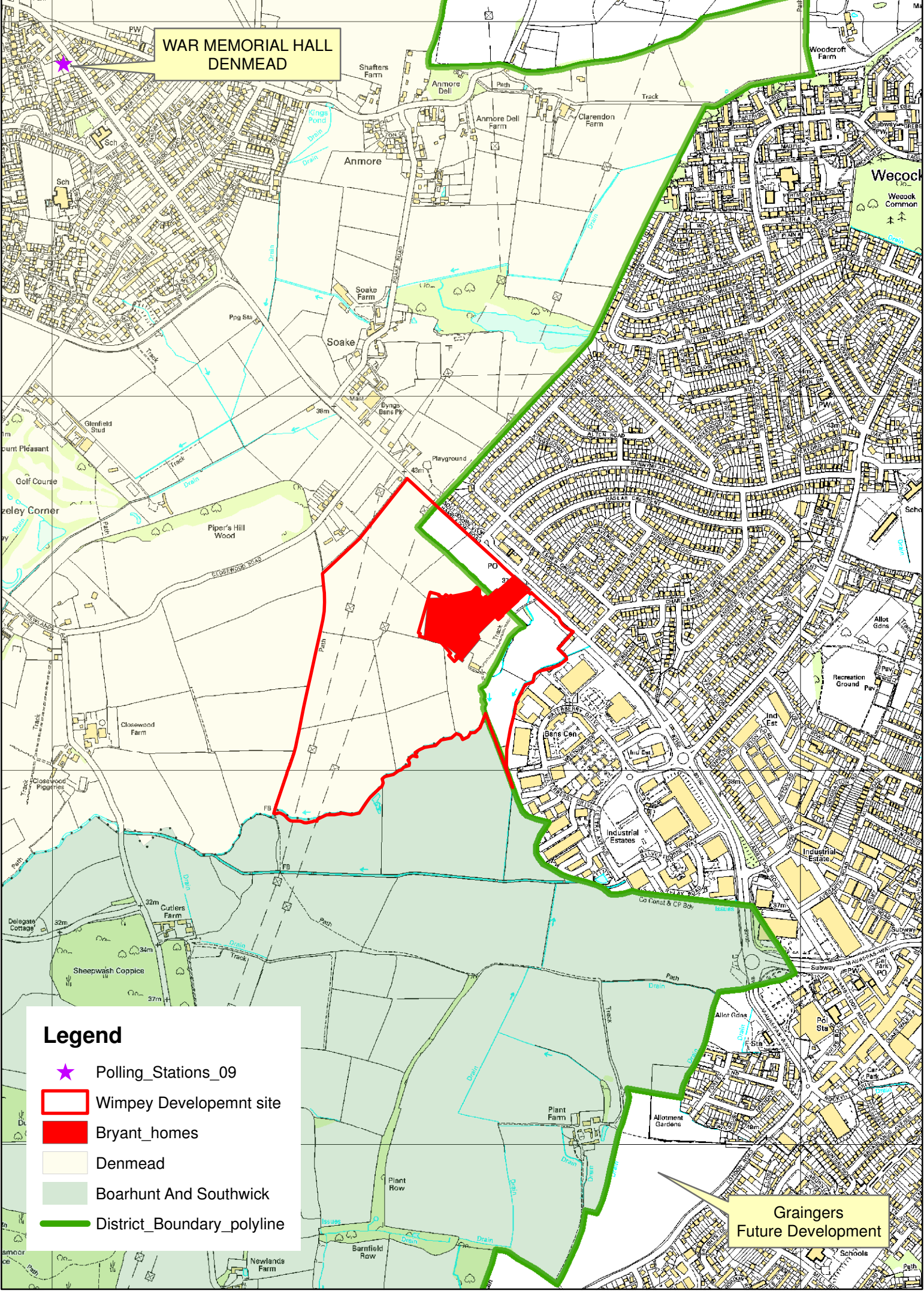
The Advisory Group will meet at least bi-monthly and will require six members to be quorate.

5. Administration and Recording of Meetings

The administration of the Advisory Group and the recording of its meetings will be undertaken on an agreed basis between the two Parish Councils.

The Advisory Group will keep records of meetings held and submit interim progress reports to both Denmead and Southwick & Widley Parish Councils, for onward transmission to the West of Waterlooville Forum as appropriate.

WAR MEMORIAL HALL
DENMEAD



Legend

- ★ Polling_Stations_09
- ▭ Wimpey Developemnt site
- ▭ Bryant_homes
- ▭ Denmead
- ▭ Boarhunt And Southwick
- ▬ District_Boundary_polyline

Graingers
Future Development