

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 16 July 2019

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 24 July 2019 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

1. Apologies for Absence

To report apologies for absence.

2. Minutes

To approve as a correct record, the open minutes of the meetings of the Council held on 15 May, 12 June, and 19 June 2019.

3. Mayor's Announcements

4. Leader's Announcements

5. Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

6. Questions from Members of the Public

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules).

7. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

8. Executive, Committees and Other Bodies

To receive the open minutes of the following bodies (minutes reproduced in the Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider the recommendations as set out below:

- (a) Executive – 28 May, 18 June and 16 July

9/E - Doman Road Depot - Bulking Shed

RECOMMENDED to Council that the capital programme be increased by £270,000 to include the construction of a permanent bulking bay at the Doman Road Depot.

12/E - Review of the Corporate Capital Programme 2018/19

RECOMMENDED to Full Council that

- (i) the carry forward budget provision of £36,026,300 from 2018/19 into 2019/20 be approved;
- (ii) the revised 2019/20 Capital Programme of £38,374,300 be noted;
- (iii) an increased operational boundary and authorised borrowing limits following the decision to build a replacement leisure centre of £245m and £250m be approved; and
- (iv) a revised set of Prudential Indicators for 2019/20 to 2021/22 be approved, as follows:

Prudential Indicator	2019/20 Estimated £m	2020/21 Estimated £m	2021/22 Estimated £m
Capital Expenditure	38.4	0.64	0.6
Capital Financing Requirement	225	221	217
Ratio of net financing costs to net revenue stream	23.2%	36.7%	34.2%
Financing Costs	2.52	4.12	3.90
Operational Boundary	245	245	245
Authorised Limit	250	250	250

- (b) Planning Applications Committee – 4 April, 29 May, 20 June and 18 July 2019 (to follow)
- (c) External Partnerships Select Committee – 11 June 2019
- (d) Licensing Committee – 26 June 2019

9. Community Governance Review (Pages 5 - 32)

To consider the report of the Returning Officer (attached).

10. Leader's Question Time

The Leader to answer questions from Members in relation to the Executive functions.

11. Exclusion of Press and Public

The Mayor to move "That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 12 and 13 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Act."

12. Exempt minutes

To approve as a correct record, the exempt minutes of the meeting of the Council held on 19 June 2019.

13. Executive and Committees - Exempt

To receive the exempt minutes (reproduced in the Council Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider any recommendations.

(a) Executive – 18 June 2019

Note: the exempt recommendations contained in the minutes of the Executive meeting on 18 June 2019 were considered at the Council meeting on 19 June 2019.

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Community Governance Review

Portfolio:	Non-executive function
Ward(s) Affected:	Bagshot; Windlesham & Chobham

Purpose:

Following receipt of a valid community governance petition, and in light of the decision deferred by the Council in February 2019, to consider the requirements for the Council to undertake a Community Governance Review of the Windlesham area of Windlesham Parish, in accordance with the Local Government and Public Involvement in Health Act 2007.

1. Background

- 1.1. In 2016-17 the Local Government Boundary Commission for England (LGBCE) carried out an electoral review of Surrey Heath Borough and provided revised electoral arrangements for the borough, to be effective from May 2019. These arrangements included alterations to boundaries between Bagshot and Windlesham wards, with 550 households moving from Windlesham ward to Bagshot ward.
- 1.2. Schedule 2 of the Local Democracy, Economic Development and Construction Act 2009 requires that a parish ward must lie wholly within a single borough electoral ward. As a consequence of the borough review, the LGBCE provided revised arrangements for Windlesham parish. The revised boundaries for the parish reflect the revised borough boundaries, meaning that the electors in the north of Windlesham ward transferred from Windlesham parish ward to Bagshot parish ward
- 1.3. In conducting its reviews, the LGBCE must be mindful of electoral equality, meaning the number of voters represented by each councillor must be approximately the same across the borough, ideally within a variance of 10%.
- 1.4. A Community Governance Review (CGR) is undertaken by the principal council for the area (i.e. this Council) and is a review of the whole or part of the Borough to consider one or more of the following:
 - Creating, merging, altering or abolishing parishes;
 - The naming of parishes and the style (i.e. whether to call it a town council or village council etc.) of new parishes;
 - The electoral arrangements for parishes (including the number of councillors to be elected to the council, and parish warding), and
 - Grouping parishes under a common parish council or de-grouping parishes

- 1.5. The Local Government and Public Involvement in Health Act 2007, sets down the legal framework within which principal councils must undertake these reviews.
- 1.6. The Council has a duty to conduct a CGR in response to a valid community governance petition.
- 1.7. A CGR relates to parish arrangements only and will not change parliamentary, borough ward, or county division boundaries.

2. Current Position

- 2.1. On 15 January 2019 the Chief Executive received a request from Windlesham Parish Council asking this Council to conduct a CGR with a view to reinstating an equal number of councillors representing each village. The Council, at its meeting on 27 February 2019, considered this request and agreed to defer its decision pending further legal advice (minute 65/C refers).
- 2.2. On 29 May 2019 the Council received a community governance petition signed by electors in the area proposed for review, namely Windlesham village. Following verification of the signatories against the electoral register, the Council confirmed that 619 electors had signed the petition, which was sufficient to trigger a CGR.
- 2.3. The petition requests that the Council conducts a CGR to “create separate and devolved Parish Council for Windlesham Village and residents only.”
- 2.4. The Council must publish Terms of Reference for a CGR. The Terms of Reference must include the request made by the petitioners, but may also include such other alternative proposals within the terms of reference as it deems appropriate for the purpose of consultation as part of the CGR.
- 2.5. It is now considered appropriate to include the Parish Council’s request alongside the action requested by the petitioners as part of this CGR.
- 2.6. An informal meeting was held between Council officers, representatives from Windlesham Parish Council, and the petitioners on 27 June 2019, where the Draft Terms of Reference, as set out at Annex C to this report, were reviewed.
- 2.7. A CGR must be completed within 12 months of the publication of the Terms of Reference. The draft timetable for the review is set out in the Draft Terms of Reference.

3. Draft Terms of Reference

- 3.1. Terms of Reference for the CGR have been drafted and are attached at Annex C.
- 3.2. Four options have been included in the Draft Terms of Reference, as follows:

1. Option 1 - To create a new parish in Windlesham and create a new Parish Council covering the area.
 2. Option 2 - To re-instate an equal number of councillors representing each village within the Parish.
 3. Option 3 - To create a new parish ward for North Windlesham and amend the councillor representation in the parish wards to best reflect electoral equality in the parish.
 4. Option 4 - To make no change to the current arrangements.
- 3.3. The implications of each of the options are set out in greater detail in the Draft Terms of Reference.

4. Consultation

- 4.1. The consultation on changes to parish governance arrangements for Windlesham primarily affects the residents within Windlesham village; however, it is recognised that any changes could also have consequential effects for residents in the remainder of the current parish area. It is therefore considered appropriate to consult all households in the parish area, whilst being mindful of the relative effect any changes will have on the respondents when considering consultation responses.
- 4.2. Letters informing residents about the consultation will be sent to all households within the parish.

5. Recommendations from the Community Governance Review

- 5.1. Following an initial public consultation on the Terms of Reference, the Council will draw up and publish draft recommendations upon which a further period of public consultation will be undertaken. Following consultation on the draft recommendations, the Council will agree the final recommendations on the CGR.

Proposed new parishes

- 5.2. Under Section 87 of the 2007 Act, a CGR must make recommendations as to what new parish or parishes (if any) should be constituted in the area under review. A new parish is constituted in any one of a number of ways including:
- the aggregation of parts of parishes
 - the amalgamation of two or more parishes
 - the separation of part of a parish
- 5.3. If the CGR recommends that a new parish should be constituted, the Council must also make recommendations as to the following:
- name of the new parish.

- whether or not the new parish should have a parish council.
- whether or not the new parish should have one of the alternative styles

Electoral arrangements

- 5.4. The CGR must also make recommendations as to what electoral arrangements should apply to any new parish council and, where the CGR concludes that a parish should continue to have a parish council, recommendations as to what changes (if any) should be made to the electoral arrangements that apply to that council.
- 5.5. Electoral arrangements, in relation to a CGR, means all of the following:
- (a) the year in which ordinary elections of councillors are to be held;
 - (b) the number of councillors to be elected to the council;
 - (c) the division (or not) of the parish into wards for the purpose of electing councillors;
 - (d) the number and boundaries of any such wards;
 - (e) the number of councillors to be elected for any such ward;
 - (f) the name of any such ward.

Existing parishes under review

- 5.6. Under Section 88 of the 2007 Act, the CGR must also make the following recommendations in relation to each of the existing parishes under review:
- (a) The CGR must make one of the following recommendations:
 - (i) that the parish should not be abolished and that its area should not be altered;
 - (ii) that the area of the parish should be altered;
 - (iii) that the parish should be abolished.
 - (b) Whether or not the name of the parish should be changed.
 - (c) Whether or not the parish should continue to have a council.

6. Outcome of a Community Governance Review and Community Governance Reorganisation Orders

- 6.1. As soon as practicable after the Council has decided to what extent it will give effect to the recommendations made in a CGR, the Council must—
- (a) publish that decision and the reasons for making that decision; and
 - (b) take such steps as the Council considers sufficient to ensure that persons who may be interested in the review are informed of that decision and those reasons.
- 6.2. Members should note that Section 86 of the Local Government & Public Involvement in Health Act 2007 requires the Council to consult the LGBCE if it

wishes to alter the electoral arrangements put in place by the LGBCE within a 5-year period of that order. The arrangements made by the LGBCE set out in paragraph 1.1 fall within this requirement. If the LGBCE declines to give consent, no local order may be made by this Council until the 5-year period has expired.

- 6.3. If, following a CGR, it is necessary to make a community governance reorganisation order to give effect to any changes, the Council must as soon as practicable after making the order, place a copy of the reorganisation order, and a detailed map showing the effects of the order on deposit at the Council offices for public inspection. The Council must also publicise that the order and map are available for public inspection and inform all of the following that the order has been made:
- (a) the Secretary of State;
 - (b) the Electoral Commission;
 - (c) the Office of National Statistics;
 - (d) the Director General of the Ordnance Survey;
 - (e) Surrey County Council.
- 6.4. A Community Governance Reorganisation Order may include any of the following provisions:
- (a) provision with respect to the transfer and management or custody of property (whether real or personal);
 - (b) provision with respect to the transfer of functions, property, rights and liabilities;
 - (c) provision with respect to electoral arrangements

7. Options

- 7.1. The Council has no option but to conduct a CGR.
- 7.2. The Council has the option to agree the draft Terms of Reference, as set out at Annex C to this report, or make any amendments it considers appropriate.

8. Proposal

- 8.1. It is proposed that the Council agrees to carry out a CGR and adopts the Draft Terms of Reference, as set out at Annex C to this report.

9. Legal Issues

- 9.1. The Council must conduct a CGR in accordance with the requirements set out in Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 and guidance issued by the Secretary of State under Section

100(4) of the 2007 Act¹. Section 83(2) of the 2007 Act requires that where the Council receives a community governance petition, it must undertake a CGR that has Terms of Reference that allow for the petition to be considered.

- 9.2. The Council has sought Counsel's advice and has been advised that its approach to conducting this CGR is appropriate and lawful.

10. Resource Implications

- 10.1. There will be costs arising from the consultation process, which are expected to be met within existing budgets.

11. Recommendation

- 11.1. The Council is advised to RESOLVE that

- (i) a community governance review of the Windlesham area within the parish of Windlesham be conducted in accordance with the requirements of Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007;
- (ii) the Terms of Reference of the Community Governance Review including the proposed timetable, as set out in Annex C to this report, be approved and published;
- (iii) the Returning Officer be authorised to conduct the Community Governance Review on the Council's behalf and to take all necessary action to comply with the Council's statutory obligations in that regard; and
- (iv) as a consequence of the item being subsumed by this review, the decision deferred by the Council at its meeting on 27 February 2019 be discontinued.

Background Papers: [Guidance on Community Governance Reviews – DCLG and Local Government Boundary Commission for England \(March 2010\)](#)

Annexes Annex A – request from the petitioners to conduct a CGR
Annex B – request from Windlesham Parish Council to conduct a CGR
Annex C – Draft Terms of Reference

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Head of Service Karen Whelan – Returning Officer

¹ "Guidance on Community Governance Reviews" – DCLG and Local Government Boundary Commission for England (March 2010)

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Surrey Heath Borough Council,
Surrey Heath House,
Knoll Road,
Camberley GU15 3HD.

Dated 29th May 2019

For the attention of Chief Executive Ms Karen Whelan.

Subject: Request for Community Governance Review – A Parish Council for Windlesham Village

Dear Karen,

In accordance with the Local Government and Public Involvement in Health Act 2007, we are calling on our Principle Authority - Surrey Heath Borough Council - to undertake a Community Governance Review (CGR) to create a separate and devolved Parish Council for Windlesham Village- in its entirety.

Supporting this request is a Petition endorsed by 709 residents, representing 23.8% of our total village electorate exceeding the required 10% by a considerable margin. This is now complimented by the Windlesham Neighbourhood Development Plan (NP), approved in the referendum on 2nd May 2019 which, on its own, merits a CGR.

Government guidance on setting up a Parish Council and the Local Government Boundaries Commission (LGBCE) guidance on CGR's are both very supportive of Parish Councils. The National Association of Local Councils describes them as the first tier of Government, at the heart of the community, giving neighbourhoods and their people a democratic voice and helping people to feel more involved in the decisions that affect them. A new local council would enable the community to have more control over the issues that confront them, providing a forum for discussions about what the local needs actually are. It can provide support for the local community, helping local groups seeking grants and funding, to top up money raised locally.

Windlesham Village is a clearly defined geographical entity with long established boundaries tied to firm ground features. Developments in recent years have been contained within these boundaries so the distinct nature of them has not been eroded. A map defining the area is attached marked to illustrate the traditional village, with the pre 2nd May warding arrangements, marked in red and includes confirmation that this is also the area of the our Neighbourhood Plan.

In Windlesham there is a strong element of community cohesion with shared involvement in the wide variety of our institutions – run by residents and for residents in collaboration. Examples of respected, well managed organizations being - the "Windlesham Society" residents association and the "Remembrance Field Trust" with its new pavilion - soon to be opened and to be named "the Hub". St Johns Church (& the Link building) also provides a focus for the wider community and social engagements from the young to the elderly. There are many opportunities for sporting activity by all ages. There is a business community of more than 100 and "not for profit" charitable groups such as the "Save Me Trust".

It is significant that a number of our residents were able – as a Steering Group – to bring a Neighbourhood Development Plan to conclusion by a “yes” vote at the recent referendum. This is an example of the skills which exist within our community. This is a community which is of a size to be effective and convenient – our electorate at 3,364 being approximately 30% greater than the national average Parish Council of 2,500.

Windlesham is currently a very junior partner in a three village arrangement – bizarrely still called the “Windlesham Parish Council” – for reasons of history without current relevance. Split by number of electors as Bagshot 4,552, Lightwater 5,400 & Windlesham 3,364 (as above). This makes it one of the largest (especially in rural areas) in the country, over 5 times the average. This is of a scale which is not effective or convenient. Residents of Windlesham do not relate to this Council – it is seen to be remote and lacking in understanding of our local issues. And significantly fails in communicating even matters of considerable importance to us – the impact of the Local Boundaries Commission on the integrity of our village was not discussed with Windlesham residents – until it was a done deal, is an example of lack of consideration when government is remote from the governed.

This position is further aggravated by the new levels of representation. Of the 18 current councillors, 8 are dedicated to Bagshot Ward (now including a section to the north of Windlesham), 7 are dedicated to Lightwater and only 3 are dedicated to Windlesham Village. We are under-represented in terms of voting rights and in the allocation of positions on key committees within that present Council. This compares to the recommended level of 7 Councillors for a stand-alone Council for a village like ours. Further comparison can be made to nearby Chobham which has its own Parish Council – for a slightly smaller population – with 9 Councillors. This scale of numbers can accommodate the wider spread of knowledge, interests and experience essential to democratic debate. By being more local the Councillors can benefit from local recognition, which combined with active listening is more likely to be truly representative.

The review may feel obliged to consider the position of the other two villages in the event of Windlesham being devolved from the current arrangements. A combined Bagshot / Lightwater Council would have a ca. 10,000 electorate – four times the average. It would be for their residents and representatives to consider their position in this situation. But they do not have an established Neighbourhood Plan which is considered to be significant in our case. Whatever their decision, there would continue to be strong ties between the villages (and now including Chobham) as a result of our shared history and the new Borough arrangements – which would be unchanged by any new Parish arrangements. There would continue to be common causes requiring co-operation between the Parishes.

We need to have a Parish Council as an integral part of our community, in contact with events, listening and acting in our best interests with a willingness to advocate on our behalf to the higher tiers of Government. In conducting the review we understand that you will set the terms of reference which in our view should reflect on our strong inclusive community, our civic values with responsibility and pride, our sense of place, our local distinctiveness and the impact of governance arrangements on community cohesion.

Yours sincerely (signatures follow on third page)

Windlesham Resident / Petition Originator D.A. (Tony) Murphy...

Supported by The Windlesham Society..

.....Chairman Graham Bullen

Windlesham Parish Councillor.....

Barry Stacey

Windlesham Parish Councillor....

Helen Hanson-Hjul

This is a detailed map of Windlesham, Hampshire, and its surrounding areas. The map shows the town of Windlesham, which is divided into several wards including Broadlands, Windlesham, and Bordon. The River Test flows through the town, and the A303 road is visible. The map also shows the M3 motorway and the B3003 road. Various landmarks and buildings are labeled, including Windlesham Hall, Windlesham Golf Club, and Windlesham Park. The map is color-coded with green for fields and woodlands, yellow for roads, and blue for water bodies. A red line outlines the town's boundary.

Windlesham Neighbourhood Plan Page 16



Windlesham Parish Council

Sarah Walker
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The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

Karen Whelan
Chief Executive
Surrey Heath Borough Council
Knoll Road
Camberley
GU15 3HD

15th January 2019

Dear Ms Whelan,

In 2017 the Boundary Commission put forward proposals to amend the ratio of Parish Councillors for the Parish of Windlesham as part of their electoral review of Surrey Heath. They proposed the total should remain at 18 but the ratio change from equal representation for each village to 3 Councillors for Windlesham, 8 for Bagshot and 7 for Lightwater.

This split means that the residents of Windlesham are under-represented. I wrote on behalf of the Parish Council on two occasions, in March 2017 and again in October 2017, opposing the alteration of the ratio of Parish Councillors. At the time, our understanding was the Borough did not object although the actual split of councillors is the responsibility of the Borough.

On November 27th 2018 Windlesham Parish Council passed a motion to ask Surrey Heath to conduct a Community Governance Review, with a view to re-instating the equal number of Councillors representing each village. The Parish Council accepts this cannot be achieved for the 2019 election, and would be subject the Boundary Commission agreeing, but are asking SHBC to complete a review that would see the number of Councillors representing the Parish to be in equal numbers.

Yours sincerely,

Sarah Walker
Clerk to the Council

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SURREY HEATH BOROUGH COUNCIL
Community Governance Review 2019-20
Windlesham Area within the Parish of Windlesham
Proposed Terms of Reference

INTRODUCTION

Surrey Heath Borough Council has resolved to undertake a Community Governance Review of Windlesham. The area under review is defined in the map set out at Annex B, although it is recognised that there are consequential effects for the remaining area of the parish of Windlesham

Why are we carrying out this Community Governance Review?

Following receipt of a valid petition signed by 619 electors within Windlesham Village, Surrey Heath Borough Council is required by law to undertake a Community Governance Review to consider the petitioners' request, which is as follows:

“Create separate and devolved Parish Council for Windlesham Village and residents only.”

The petitioners' proposals are illustrated on the maps attached as Annex B to this document. The petitioner has further clarified that the area identified is coterminous with the Windlesham Neighbourhood Plan area.

In drawing up these terms of reference, the Council has consulted both the lead petitioners and Windlesham Parish Council and taken into consideration their comments.

In assessing the options for consideration in this Review, the Council has taken into account the request it received from Windlesham Parish Council in January 2019 to conduct a Community Governance Review with a view to re-instating an equal number of Councillors representing each village within the Parish. This request was considered by the Council at its meeting on 27 February 2019 and was deferred pending the receipt of legal advice obtained by Windlesham Parish Council. The Council has agreed with Windlesham Parish Council to consider this request as part of this Community Governance Review.

A Community Governance Review can only review and make changes to parish boundaries.

What is a Community Governance Review?

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

- Creating, merging, altering or abolishing parishes;
- The naming of a parish and the style of a new parish (i.e. whether to call it a “village”, “community” or “neighbourhood” with the council similarly named as a “village council”, “community council” or “neighbourhood council”);

- The electoral arrangements for parishes (including council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

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

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

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

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

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

CONSULTATION

How will Surrey Heath Borough Council undertake this Community Governance Review?

As the principal authority, Surrey Heath Borough Council is responsible for undertaking any Community Governance Review within its electoral area. The procedure for a Community Governance Review requires the Council:

- (a) to consult initially on these terms of reference for the review
- (b) taking into account representations received, to then publish draft recommendations and consult on those
- (c) taking into account representations received, to then publish the final recommendations and, if required, to make a community governance reorganisation order to give effect to agreed changes.

In undertaking this Community Governance Review, the Borough Council will be guided by:

- Part 4 of the Local Government and Public Involvement in Health Act 2007,
- the relevant parts of the Local Government Act 1972 and
- the document “Guidance on Community Governance Reviews” (March 2010) issued in accordance with section 100(4) of the 2007 Act by the Department for Communities and Local Government and The Local Government Boundary Commission for England.

As required by Section 79(3) of the 2007 Act, the Borough Council has notified Surrey County Council that a review is to be undertaken, provided them with a copy

of these terms of reference for the review and will consult them on the matters under review.

The Borough Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

In accordance with the 2007 Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website, through general press releases, and by placing key documents on public deposit at Surrey Heath Borough Council's offices and at the offices of Windlesham Parish Council.

What are we consulting on at this stage?

Surrey Heath Borough Council has agreed to carry out an initial public consultation with the following persons and bodies:

- all local government electors in the area under review (i.e. the parish of Windlesham),
- Windlesham Parish Council,
- Borough and County Councillors in the affected area, and
- any other person or body which appears to have an interest in the review (e.g. local businesses, local residents' associations, amenity groups, local public and voluntary organisations)

We would like to know your view on the following options for the future community governance of the Windlesham area:

Option 1

To create a new parish in Windlesham and create a new Parish Council covering the area.

This is the option proposed in the petition referred to above. The effects of the changes sought in the petition (and shown on the maps at **Annex B**) are as follows:

- (a) To alter the boundary of the parish of Windlesham so that the KC – Windlesham North and NA – Windlesham South* polling districts are removed from that parish
- (b) To rename the current Windlesham Parish Council as Bagshot & Lightwater Parish, or any other appropriate name arising from the Review
- (c) To abolish the Windlesham ward of Windlesham Parish
- (d) To create a new parish, to be named Windlesham Parish, or any other appropriate name arising from the Review, whose boundary will encompass the KC – Windlesham North and NA – Windlesham South*.
- (e) To create a new parish council, to be called Windlesham Parish Council, or any other appropriate name arising from the Review.

This option will also consider whether a revised level of representation for the Bagshot ward of Windlesham Parish is appropriate to reflect the reduced electorate in that parish ward.

**n.b. the current Windlesham ward of Windlesham parish encompasses 2 roads which are not included in the Windlesham Neighbourhood Plan Area, the area specified by the petitioners. The inclusion of these roads in the new parish will be considered as part of the Review.*

Option 2

To re-instate an equal number of councillors representing each village within the Parish.

The request received from Windlesham Parish Council referred to an “equal number of Councillors representing each village”. The Local Government Boundary Commission’s review of the borough in 2016/17 resulted in an area of Windlesham, largely comprising the Snows Ride development within the village, being transferred to Bagshot ward of Windlesham Parish. In order for this area of Windlesham to be treated as part of Windlesham village, a new parish ward would need to be created.

The effects of these changes are as follows:

- (a) To alter the current boundary of Bagshot ward of Windlesham parish and create a new ward, to be called Windlesham North ward of Windlesham Parish, or any other appropriate name arising from the Review, as shown on the map at Annex C.
- (b) To allocate 6 councillors to represent Windlesham village, with a view to introducing the arrangements as follows:
 - a. To alter the electoral arrangements for Windlesham ward of Windlesham parish by increasing the number of councillors representing the parish ward from 3 to 4
 - b. Allocating 2 councillors to represent Windlesham North ward of Windlesham Parish
- (c) To alter the electoral arrangements for Bagshot ward of Windlesham Parish by reducing the number of councillors representing the parish ward from 8 to 6
- (d) To alter the electoral arrangements for Lightwater ward of Windlesham Parish by reducing the number of councillors representing the parish ward from 7 to 6

Option 3

To create a new parish ward for North Windlesham and amend the councillor representation in the parish wards to best reflect electoral equality in the parish.

The effects of these changes are as follows:

- (a) To alter the current boundary of Bagshot ward of Windlesham parish and create a new ward, to be called Windlesham North ward of Windlesham Parish, or any other appropriate name arising from the Review, as shown on the map at Annex C.

- (b) To allocate 2 councillors to represent Windlesham North ward of Windlesham Parish
- (c) To alter the electoral arrangements for Bagshot ward of Windlesham Parish by reducing the number of councillors representing the parish ward from 8 to 6

Windlesham Parish Council's original request asked the Council to conduct a review with a view to re-instating an equal number of councillors representing each village within the Parish. This option has been proposed as it broadly reflects the Parish Council's original request, but better meets electoral equality requirements and community identities.

Option 4

To make no change to the current arrangements.

Electoral Equality

Electoral equality is relevant where a parish is warded and refers to the number of voters represented by each councillor being approximately the same across the authority area, ideally within a variance of 10%.

The electoral equality implications of these options, based on the electorate at July 2019, are set out at Annex E.

How to let us know your views

Any representations on the three options referred to above must be in writing and should be sent to:

Rachel Whillis
Democratic Services, Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
GU15 3HD

by no later than 5pm on Monday 28 October 2019.

Alternatively, you may send your representations to vote@surreyheath.gov.uk

Please ensure that you state your name and address clearly on any representations submitted. Please note that any submissions received after 28 October 2019, or any representations submitted anonymously, will not be taken into account.

Please also note that the consultation stages of a Community Governance Review are public consultations. In the interests of openness and transparency, the Council will make available for public inspection full copies of all representations it takes into account as part of this review.

A timetable for the Community Governance Review

A Community Governance Review must, by law, be concluded within a 12-month period from the day on which the Borough Council publishes its Terms of Reference and ending on the day on which the Council publishes its final recommendations. The agreed timetable for the Community Governance Review is attached as **Annex A**.

Present arrangements/ parish structure

The current boundaries for Windlesham Parish Council can be viewed on the map at Annex D.

ELECTORAL ARRANGEMENTS

An important part of the Review will comprise giving consideration to 'Electoral Arrangements'. The term covers the way in which a council is constituted for the parish. It covers:

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

Ordinary year of Election

The Local Government Act 1972 states that ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter. The Government has indicated that it would want the parish electoral cycle to coincide with the cycle for the borough council elections. If the Review finds that it will be appropriate to hold an election for parish councillors at an earlier date than the next scheduled ordinary elections in May 2023, the terms of office of any newly elected parish councillors will be so reduced as to enable the electoral cycle to revert to the normal cycle in the borough at the next ordinary elections.

The number of Parish Councillors

The Council notes that the number of parish councillors for each parish council should not be less than five. There is no maximum number.

By law, Surrey Heath Borough Council as the principal council must have regard to the following factors when considering the number of councillors to be elected for the parish:

- The number of local government electors for the parish
- Any change in that number which is likely to occur in the period of 5 years beginning with the

Parish Warding

When considering whether a parish should be divided into wards for the purposes of election, the Council will assess the following:

- Whether the number, or distribution, of local government electors for the parish would make a single election of councillors impracticable or inconvenient;
- Whether it is desirable that any area or areas of the parish should be separately represented on the council.

The Council is also mindful that Schedule 2 of the Local Democracy, Economic Development and Construction Act 2009 requires that a parish ward must lie wholly within a single borough electoral ward. Any warding patterns will reflect this requirement.

**Date of Publication of Terms of Reference:
Monday 5 August 2019**

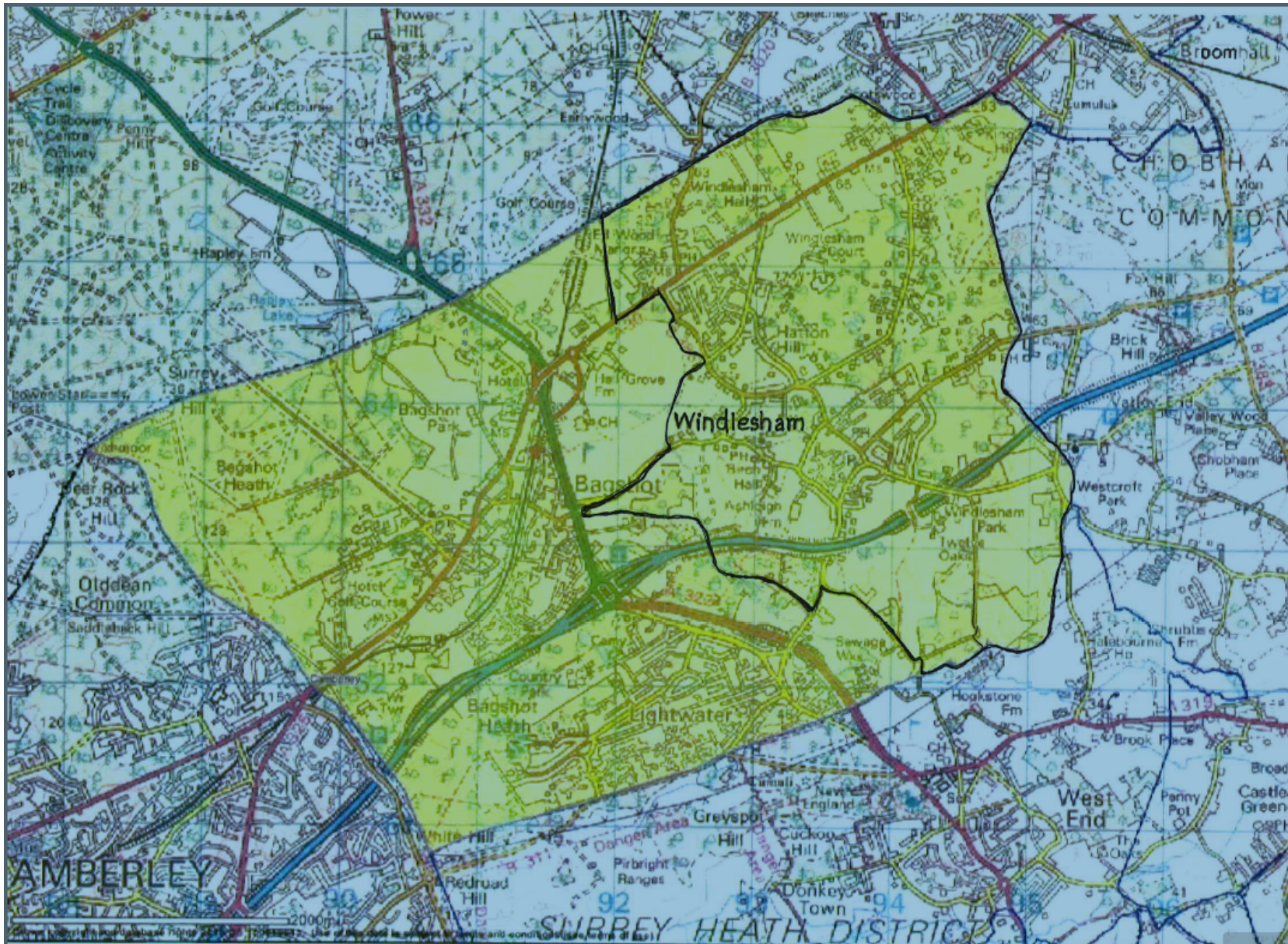
DRAFT

Community Governance Review 2015 – Timetable

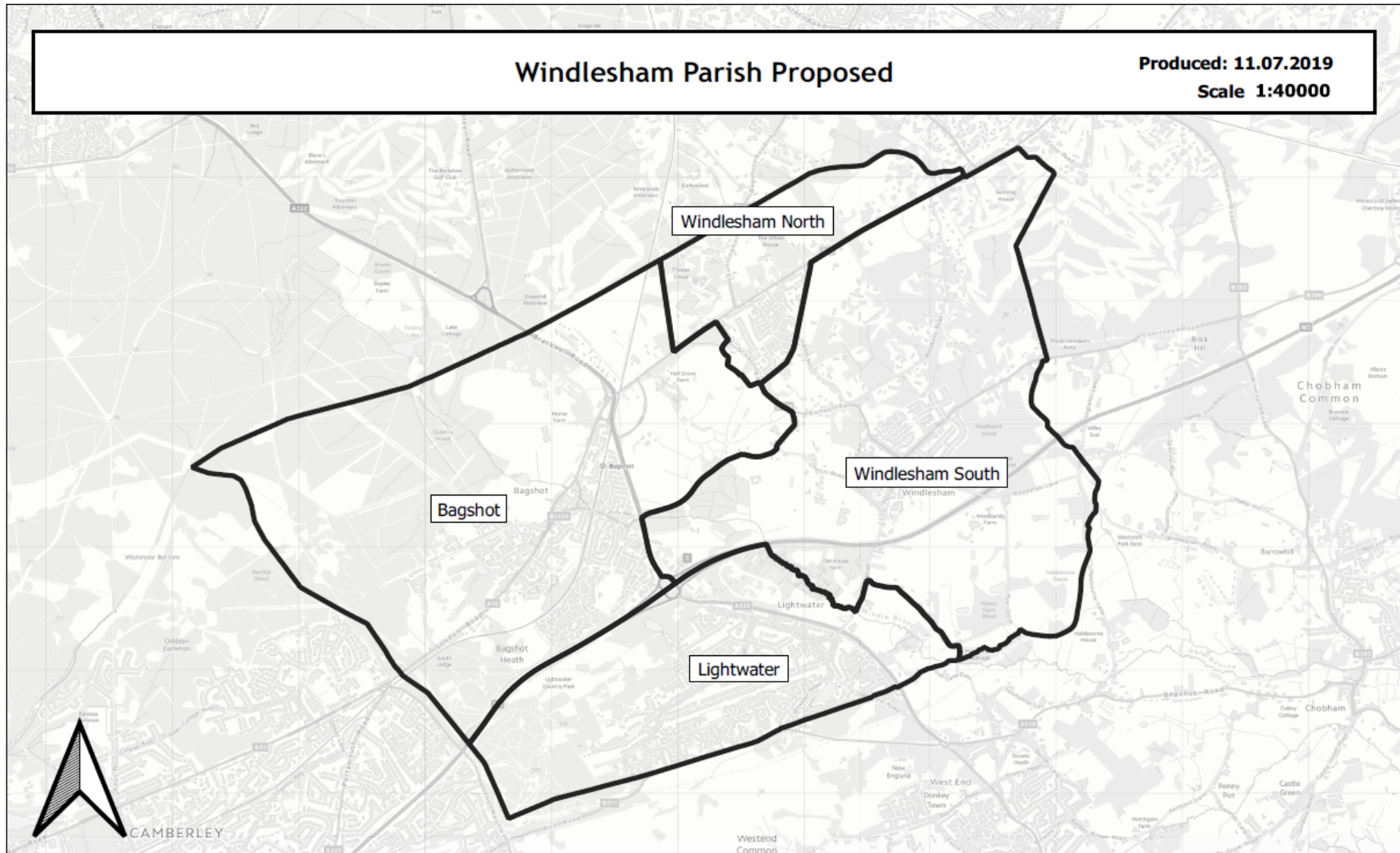
Stage	Action	Timeline	Outline of Action
1	Report to full Council	24 July 2019	Council determines terms of reference of community governance review
2	Publish terms of reference	5 August 2019	Council publishes terms of reference and notifies stakeholders of the commencement of the review.
3	Initial consultation period on the options set out in the terms of reference	5 August 2019 to 28 October 2019 (12 weeks)	Consultation letters to: <ul style="list-style-type: none"> • every household in Windlesham parish • Surrey County Council • Borough and County Councillors in the affected area • Windlesham Parish Council • Borough councillors representing those parishes • Local residents' and amenity groups operating within those parishes • Local businesses operating within those parishes
4	Consider responses to initial consultation	29 October 2019 31 December 2019	Consider submissions and prepare draft recommendations for report to Council
5	Report to full Council	26 February 2020	Council to receive details of outcome of initial consultation and consider draft recommendations
6	Publish draft recommendations	9 March 2020	Council publishes draft recommendations for further consultation.
7	Further consultation period - draft recommendations	9 March 2020 to 31 May 2020 (12 weeks)	Further consultation letters to: <ul style="list-style-type: none"> • every household in Windlesham parish • Surrey County Council • Borough and County

			<p>Councillors in the affected area</p> <ul style="list-style-type: none"> • Windlesham Parish Council • Borough councillors representing those parishes • Local residents' and amenity groups operating within those parishes • Local businesses operating within those parishes
8	Consider responses to further consultation	1 June 2020 to 6 July 2020	Consider further submissions and prepare final recommendations for report to Council
9	Report to full Council	July 2020	Council to receive details of outcome of further consultation and consider final recommendations
10	Publish final recommendations	31 July 2020	Publish final recommendations

Annex B - Map of the Proposed new parish of Windlesham



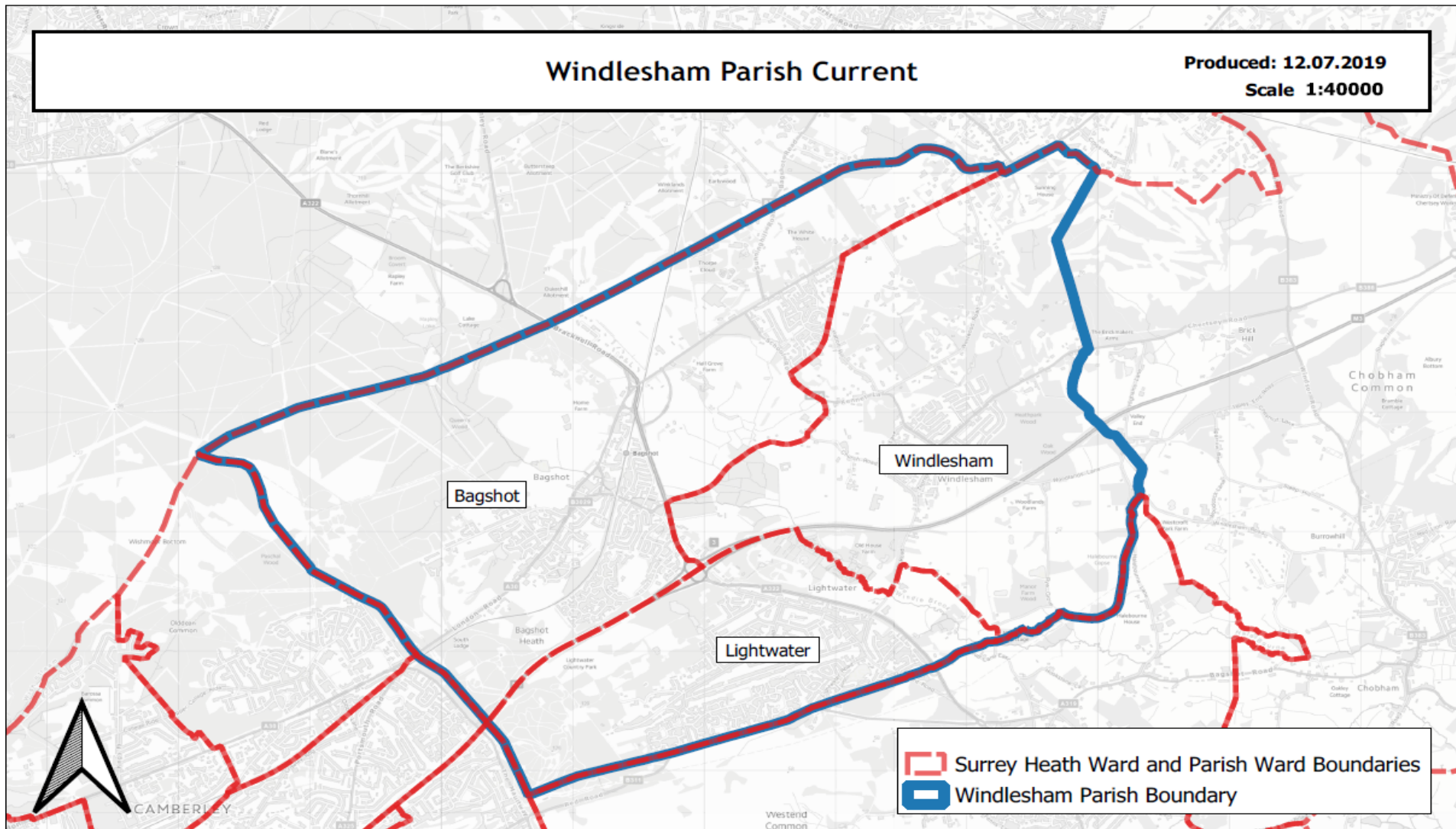
Annex C - Map of the proposed boundary for Windlesham North ward of Windlesham Parish



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Annex D - Map of Windlesham Parish's current arrangements



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Electoral Equality - ratio of councillors to electorate

	Ward/ village	No. of cllrs	Electorate (July 19)	Ratio
Option 2 - reinstating 6 councillors per village				
	Bagshot	6	4592	765
	Lightwater	6	5428	905
	Windlesham North	2	1048	524
	Windlesham South	4	2442	611
			Average:	751
Option 3 - new ward in Windlesham North				
	Bagshot	6	4592	765
	Lightwater	7	5428	775
	Windlesham North	2	1048	524
	Windlesham South	3	2442	814
			Average:	720
Option 4 - no change				
	Bagshot	8	5640	705
	Lightwater	7	5428	775
	Windlesham	3	2442	814
			Average:	765

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