

To all Members of Stroud District Council

6 July 2018

You are hereby summoned to attend a meeting of the **STROUD DISTRICT COUNCIL** in the Council Chamber, Ebley Mill on **THURSDAY 19 JULY 2018 at 7.00pm.**



David Hagg
Chief Executive

Please Note: This meeting will be filmed for live or subsequent broadcast via the Council's internet site (www.stroud.gov.uk). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

AGENDA

1 APOLOGIES

To receive apologies for absence

2 DECLARATIONS OF INTEREST

To receive declarations of interest

3 MINUTES

To approve the Minutes of the Council's annual general meeting held on 17 May 2018

4 ANNOUNCEMENTS

To receive announcements from the Chair of Council and the Chief Executive

5 PUBLIC QUESTION TIME

The Chairs of Committees will answer questions from members of the public submitted in accordance with the Council's procedures

DEADLINE FOR RECEIPT OF QUESTIONS

Noon on Monday, 16 July 2018

Questions must be submitted to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and sent by post or email (democratic.services@stroud.gov.uk)

6 RECOMMENDATIONS FROM OTHER COMMITTEES

6a Environment Committee – 7 June 2018

Delegation of Power to Serve Fixed Penalty Notices (FPNs) ([EC Agenda Item 12](#))

The relevant committee report is also available on the website page for this Council meeting.

The Chair of the Environment Committee will present this item.

“The Head of Health and Wellbeing be authorised to appoint any employee of a Town or Parish Council in the district of Stroud as an “authorised person” to serve fixed penalty notices on behalf of Stroud District Council, for dog fouling offences (as provided for in Public Space Protection Orders made pursuant to Section 68 Anti-Social Behaviour, Crime and Policing Act 2014) subject to:

- (1) The authority to appoint being limited to specific periods;
- (2) The authorisation being withdrawn with effect from such time as the Head of Health and Wellbeing determines; and,
- (3) The authorisation being subject to such other terms and conditions as he considers appropriate (including but not limited to the conditions outlined in the report at paragraph 3.5).”

6b Housing Committee – 12 June 2018

Tenure of Tenant Representative on Housing Committee (HC Agenda Item 11)

The Chair of the Housing Committee will present this item.

“To extend Ian Allan’s term as a tenant representative on Housing Committee from September 2018 to February 2019.”

6c Strategy and Resources Committee – 12 July 2018

Capital Project Monitoring ([S&RC Agenda Item 9](#))

The relevant committee report is also available on the website page for this Council meeting.

The Leader will present this item.

“That the following delegations be provided to the Head of IT:

- (1) To invite tenders and accept tenders where provision has been made in the budget subject to both the Contract and Procurement and Financial Procedure Rules.
- (2) To ensure procedures are in place (and communicated) to protect Council ICT assets from any inappropriate activity, use, loss or removal. This will include adhering to all appropriate legislation and Council rules regarding the acquiring, use, retention and removal/destruction of all Council ICT assets (including information).
- (3) To procure contracts, additional goods, works and services as appropriate which fall within this area of responsibility subject to such being within approved budget and not contrary to policy.”

7 **COMMUNITY GOVERNANCE REVIEW FOR STROUD DISTRICT**

To seek approval to carry out a Community Governance Review for Stroud District.

8 **MEMBERS' QUESTIONS**

See Agenda Item 5 for the submission deadlines

9 **NOTICE OF MOTION**

A motion regarding consultation and decision-making on the introduction of car parking charges has been proposed by Cllr Skinner and seconded by Cllr Davies.

That the Council believes that the consultation to impose parking charges in Dursley, Nailsworth, Wotton-under-Edge and Stratford Park is an issue for all residents in Stroud District.

This Council notes that at the recent Strategy and Resources Committee several members of the Council, who are not members of the committee, made strong representations against the proposals to impose parking charges on Dursley, Nailsworth, Wotton-under-Edge and in Stratford Park.

Motion:

As such, to enable all Members to not only voice their opinion on this important issue, but record their vote in favour, or in opposition, **the Council will ensure that when the consultation for parking charges is discussed by the Strategy and Resources Committee, any recommendation from that committee will be made for the Full Council to ratify.**

This Council believes that in addition to analysing the responses to the consultation into the imposition of parking charges in Dursley, Nailsworth, Wotton-under-Edge and Stratford Park, **the Rainbow Administration should consider the proposals put forward by the Conservative Party (below) to allow for two hours free parking in Dursley, Nailsworth, Wotton-under-Edge and three hours free parking in Stratford Park.**

The wording set out below is for information purposes only and does not form part of the motion

Summary of Conservative Group proposal: Before parking charges come into force, a limited period of free parking would be available in Dursley, Nailsworth, Wotton-under-Edge and Stratford Park. This would be:

<i>Dursley</i>	<i>2 hours</i>
<i>Nailsworth</i>	<i>2 hours</i>
<i>Wotton-under-Edge</i>	<i>2 hours</i>
<i>Stratford Park</i>	<i>3 hours</i>

A Stroud District Council report highlighted that, anecdotally, there is an issue of car parks across the Stroud District being blocked by cars staying, for free, for long periods of time. It reported that the lack of 'churn' was causing significant issues for the town centres and that these

towns are not flourishing as they could, if car park charges were imposed on the towns and at the Stratford Park Leisure Centre.

In response, the Council plans to introduce parking charges in Dursley, Nailsworth, Wotton-under-Edge and Stratford Park.

The Council's ruling Administration has been at pains to state that the imposition of parking charges are not to raise revenue. The District Council's own accounts show that there is a surplus of revenue already raised by parking charges in Stroud, Painswick and Stonehouse. The imposition of parking charges, it is claimed, are solely in response to cars freely parking for long periods of time, causing issues for visitors looking to park to visit the towns.

The Conservative Group, local residents, shop keepers, business leaders, town councils and many cross-party local councillors believe that the imposition of parking charges, far from rejuvenating the town centres, risks their future. It is, however, important to address any legitimate issues of churn in the district's car parks.

In order to incentivise visitors to these town centres, this proposal would see two hours free parking at each of Dursley, Nailsworth and Wotton-under-Edge and three hours free parking at Stratford Park, before parking charges commence.

We believe that a limited period of free parking would naturally aid the churn of cars within these car parks and support the aims of Stroud District Council's parking charges consultation. In addition, retaining a significant element of free parking would reduce the risk that local retailers believe threatens their business if the parking charges imposition, as proposed by the Stroud District Council Administration were to take place.

The benefits of leisure, exercise, play and activity to someone's physical and mental health are widely acknowledged. It is also widely recognised that two hours free parking at Stratford Park is not enough for many of the activities at the Leisure Centre. This is why we believe that three hours free parking is more appropriate for this vital leisure facility.

We believe that this limited period of free parking will support the town centres in question and ensure that there is no negative impact on the physical and mental wellbeing of local residents. It addresses the Council's concerns about 'churn', whilst taking account of local businesses' concerns over the imposition of parking charges.

COUNCIL MEETING

17 May 2018

7.00 pm – 8.45 pm

3**Council Chamber, Ebley Mill, Stroud****Minutes****Membership:**

Martin Baxendale	P	Nick Hurst	P	Skeena Rathor	P
Dorcas Binns	P	Julie Job	P	Sue Reed	P
Catherine Braun	P	Haydn Jones	P	Mark Reeves	P
Chris Brine	P	John Jones	P	Steve Robinson	P
George Butcher	P	Norman Kay	P	Mattie Ross	P
Miranda Clifton	P	Darren Loftus	P	Tom Skinner	P
Nigel Cooper	P	Stephen Lydon	P	Nigel Studdert-Kennedy	A
Doina Cornell	P	John Marjoram	P	Haydn Sutton	P
Gordon Craig	P	Phil McAsey	A	Brian Tipper	P
Rachel Curley	P	Karen McKeown	A	Chas Townley	P
Stephen Davies	P	Jenny Miles*	A	Jessica Tomblin	P
Paul Denney	P	Dave Mossman	P	Ken Tucker	P
Jim Dewey	P	Gill Oxley	A	Martin Whiteside	P
Jonathan Edmunds	P	Keith Pearson	P	Tim Williams	P
Chas Fellows	P	Simon Pickering	P	Tom Williams	P
Colin Fryer	P	Gary Powell**	P	Penny Wride	P
Alison Hayward	P	Nigel Prenter	P	Debbie Young	P

**Chair *Vice-Chair P = Present A = Absent

Officers Present:

Chief Executive
 Democratic Services Officer

Head of Legal Services and Monitoring Officer

CL.001 CHAIR OF COUNCIL

Councillors Gary Powell and John Jones were nominated for the position of Chair of Council.

RESOLVED That Councillor Gary Powell be elected Chair of Council for the Civic Year 2018-19.

CL.002 VICE-CHAIR OF COUNCIL

Councillors Jenny Miles and Dorcas Binns were nominated for the position of Vice-Chair of Council.

RESOLVED That Councillor Jenny Miles be elected Vice-Chair of Council for the Civic Year 2018-19.

CL.003 APOLOGIES

Apologies for absence were received from Councillors Phil McAsey, Karen McKeown, Jenny Miles, Gill Oxley and Nigel Studdert-Kennedy. (Councillors Nigel Cooper and Nick Hurst were unavoidably late).

CL.004 DECLARATIONS OF INTEREST

There were none.

CL.005 MINUTES

RESOLVED That the minutes of the meeting held on 26 April 2018 are confirmed and signed as a correct record.

CL.006 ANNOUNCEMENTS

The Chair thanked everyone for their hard work and support last year.

Chief Executive confirmed that Councillor Karen McKeown had left the Labour Group and would be an Independent member, as a result of this the political balance had been recalculated. On 5 October 2018 he would be retiring, the Leader would be making an announcement later.

CL.007 APPOINTMENT TO COMMITTEES

Councillors were nominated to serve on the Council's committees in 2018-19.

RESOLVED That Councillors be appointed to the Council's committees as set out in these minutes.

Audit and Standards Committee (9 Members)

Councillor Rachel Curley	Councillor Mark Reeves
Councillor Stephen Davies	Councillor Nigel Studdert-Kennedy
Councillor Keith Pearson	Councillor Tom Williams
Councillor Simon Pickering	Councillor Penny Wride
Councillor Skeena Rathor	

Community Services and Licensing Committee (12 Members)

Councillor Gordon Craig	Councillor Nigel Prenter
Councillor Jonathan Edmunds	Councillor Sue Reed
Councillor John Jones	Councillor Steve Robinson
Councillor John Marjoram	Councillor Mattie Ross
Councillor Gill Oxley	Councillor Ken Tucker
Councillor Darren Loftus	Councillor Penny Wride

Development Control Committee (12 Members)

Councillor Martin Baxendale	Councillor John Marjoram
Councillor Dorcas Binns	Councillor Karen McKeown
Councillor Miranda Clifton	Councillor Jenny Miles
Councillor Nigel Cooper	Councillor Dave Mossman
Councillor Haydn Jones	Councillor Mark Reeves
Councillor Steve Lydon	Councillor Tom Williams

Environment Committee (12 Members)

Councillor Chris Brine	Councillor Simon Pickering
Councillor George Butcher	Councillor Tom Skinner
Councillor Paul Denney	Councillor Haydn Sutton
Councillor Jim Dewey	Councillor Brian Tipper
Councillor Alison Hayward	Councillor Jessica Tomblin
Councillor Steve Lydon	Councillor Tim Williams

Housing Committee (12 Members)

Councillor Catherine Braun	Councillor Phil McAsey
Councillor Miranda Clifton	Councillor Jenny Miles
Councillor Chas Fellows	Councillor Gary Powell
Councillor Colin Fryer	Councillor Tom Skinner
Councillor Julie Job	Councillor Chas Townley
Councillor Norman Kay	Councillor Debbie Young

Strategy and Resources Committee (13 Members)

Councillor Nigel Cooper	Councillor Mattie Ross
Councillor Doina Cornell	Councillor Tom Skinner
Councillor Stephen Davies	Councillor Chas Townley
Councillor Colin Fryer	Councillor Ken Tucker
Councillor Nick Hurst	Councillor Martin Whiteside
Councillor Keith Pearson	Councillor Debbie Young
Councillor Simon Pickering	

CL.008 APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS

The following Councillors were nominated and voted into the positions of Chairs and Vice-Chairs on the Council's committees in 2018-19.

RESOLVED That Councillors be appointed as Chair and Vice-Chair to the Council's committees as set out in these minutes.

Audit and Standards Committee

Chair: Councillor Nigel Studdert-Kennedy Vice-Chair: Councillor Skeena Rathor

Community Services and Licensing Committee

Chair: Councillor Mattie Ross Vice-Chair: Councillor Jonathan Edmunds

Development Control Committee

Chair: Councillor Tom Williams Vice-Chair: Councillor John Marjoram

Environment Committee

Chair: Councillor Simon Pickering Vice-Chair: Councillor George Butcher

Housing Committee

Chair: Councillor Chas Townley

Vice-Chair: Councillor Jenny Miles

Strategy and Resources Committee

Chair: Councillor Doina Cornell

Vice-Chair: Councillor Colin Fryer

CL.009 **APPOINTMENT TO OTHER BODIES**

Councillors were nominated as lead and substitute on other bodies in 2018/19.

RESOLVED That Councillors be appointed to other bodies as set out below.

Health and Care Overview and Scrutiny Committee (Gloucestershire)

Councillor Steve Lydon (Lead)

Councillor Steve Robinson (Substitute)

Police and Crime Panel (Gloucestershire)

Councillor Mattie Ross (Lead)

Councillor Nigel Prenter (Substitute)

Gloucestershire Economic Growth Scrutiny Committee

Councillor Martin Whiteside (Lead)

Councillor Jim Dewey (Substitute)

Appointment of three Mental Health Champions

Councillors Jim Dewey, Skeena Rathor and Tom Skinner

CL.010 **NOTICE OF MOTION**Support of the 'Votes at 16' Campaign

The motion was proposed by Councillor Doina Cornell and seconded by Councillor George Butcher.

After a lengthy debate on the topic and the exchange of differing views, the vote was carried

- RESOLVED 1.** That it supports the extension of the right to vote in local government and devolved elections in England, to 16 and 17 year olds; and
- 2.** Helps to promote the 'Votes at 16' by:
- (a) Working with Stroud District Youth Council to raise awareness of the 'Votes at 16' campaign and consider ways to increase young people's voices in the Council's democratic process;
 - (b) Agreeing that on behalf of the Council, the Leader should write to the British Youth Council, the UK Youth Parliament, local MPs and the local media stating its support for the 'Votes at 16' campaign; and the British Prime Minister and the Minister for the Cabinet Office to request that they consider extending the voting age to 16 years for local government and referendum in England, and to review the wider franchise for all elections and referendums in the United Kingdom.

CL.011 **ANNOUNCEMENTS FROM THE LEADER**

The Leader thanked all members, in particular outgoing Chairs and Vice-Chairs, for their commitment and hard work.

Following the Chief Executive's announcement to retire in October and in accordance with the Council's Constitution to recruit a new Chief Executive, an Appointments Panel will be set up comprising of the four political leaders. Upon agreement an appointment will hopefully be made in the summer.

The Corporate Delivery Plan had been updated setting out key priorities to be taken forward for the next 4 years.

The three Mental Health Champions would be reporting to committees.

The meeting closed at 8.45 pm.

Chair

STROUD DISTRICT COUNCIL
ENVIRONMENT COMMITTEE

**AGENDA
ITEM NO**

TO COUNCIL ON 19 JULY 2018

6a

This is a copy of the Agenda Item 12 report to the Committee on 7 June 2018

Report Title	DELEGATION OF POWER TO SERVE FIXED PENALTY NOTICES (FPNs)
Purpose of Report	To seek agreement for the scheme of officer delegations to be amended so as to enable the Head of Heath and Wellbeing to authorise named officers of Town and Parish Councils to serve fixed penalty notices for dog fouling offences.
Decision(s)	<p>The Committee resolves to RECOMMEND TO COUNCIL that:</p> <p>The Head of Health and Wellbeing be authorised to appoint any employee of a Town or Parish Council in the district of Stroud as an “authorised person” to serve fixed penalty notices on behalf of Stroud District Council, for dog fouling offences (as provided for in Public Space Protection Orders made pursuant to Section 68 Anti-Social Behaviour, Crime and Policing Act 2014) subject to:</p> <ol style="list-style-type: none"> (1) The authority to appoint being limited to specific periods; (2) The authorisation being withdrawn with effect from such time as the Head of Health and Wellbeing determines; and, (3) The authorisation being subject to such other terms and conditions as he considers appropriate (including but not limited to the conditions outlined in the report at paragraph 3.5).
Consultation and Feedback	Consultation with Dursley Town Council
Financial Implications and Risk Assessment	<p>As this is not a major source of income to the service and current practice is followed regarding income streams and associated costs with non payment of fines, then there are no direct financial implications arising from this report.</p> <p>Adele Rudkin, Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk</p>

Legal Implications	Specific legal advice was sought before bringing this matter to the Committee, which has been replicated in the report. As such there are no further legal implications to report. Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: craig.hallett@stroud.gov.uk
Report Author	Jon Beckett, Head of Health and Wellbeing Tel: 01453 754443 Email: jon.beckett@stroud.gov.uk
Chair of Committee	Councillor Simon Pickering
Options	The committee could choose not recommend the proposed amendment to the scheme of officer delegations
Performance Management Follow Up	Ongoing supervision and monitoring

1. **Background:**

1.1 In 2012, Stroud District Council made four Dog Control Orders (DCOs). In broad summary, the four Orders were as follows:-

1. Failing to remove the faeces when a dog under the person's control has defecated on any land within the District which is open to the air and to which the public has a right of access.
2. Not putting a dog on a lead when directed to do so by an authorised officer of the Council if such restraint is necessary to prevent a nuisance, behaviour likely to cause annoyance or disturbance to a person or the worrying or disturbance of any animal or bird. This also applies to all land within the District which is open to the air and to which the public has a right of access.
3. Permitting a dog to enter land from which dogs are excluded which applies, where signed at the entrance, to any fenced, hedged or walled children's play area, bowling green, croquet lawn, tennis court, skateboard park, cycle enclosure, putting green or other sporting or recreational facility.
4. Not keeping a dog on a lead in a designated area. This applies to all allotments, cemeteries, car parks, canal towpaths and designated cycle tracks as well as specified footpaths routinely used to access any primary, secondary or high school or college.

1.2 In October 2014, new powers were introduced *via* the Anti-Social Behaviour, Crime and Policing Act relevant to tackling Anti-Social Behaviour, including the making by local authorities of Public Spaces Protection Orders (PSPOs) which can prohibit certain types of antisocial behaviour and make breaches subject to fixed penalties and prosecution before the Magistrates' Court.

1.3 The Act also made provision for existing DCOs to automatically transition to PSPOs on 20th October 2017, which has occurred across the District and all the previous DCOs are now PSPOs

2. Enforcement of DCOs / PSPOs:

2.1 Under the previous legislation, Town and Parish Councils had the powers to issue Fixed Penalty Notices (FPNs) for dog control offences. Within the Stroud District, to our knowledge, no Parish or Town Councils utilised these powers at that time.

2.2 The introduction of the Anti-Social Behaviour, Crime and Policing Act 2014 altered that legal position. Under the new PSPO provisions, FPNs may only be issued by “*a constable or **authorised person***” (emphasis added). An authorised person is further defined in the Act as “*a person authorised for the purposes of this section by the local authority that made the PSPO*”. Consequently, only persons authorised by Stroud District Council may now issue FPNs in this regard i.e. Town and Parish Councils no longer have this power themselves.

3. The Current Situation:

3.1 Dursley Town Council are concerned about the incidence of dog fouling in their area and have consequently approached this council with a proposal to request the authorisation of two specific Town Council employees to serve FPNs for dog fouling offences within their boundary.

3.2 It is considered that the proposal could assist this council in its aim of reducing the incidence of dog fouling in the District by extending the range of staff that are visible in the community and capable of taking enforcement action where a dog fouling offence is witnessed. This in itself can act as a deterrent to dog owners who might otherwise not clear up after their dog has fouled.

3.3 Although it is encouraging that the numbers of complaints about dog fouling are reducing in the District, it is still a significant problem. There are currently 20 SDC staff who are authorised to serve FPN's for such offences and whilst there has also been a proactive approach to this issue including the use of signs, stencils, highlight spraying of 'deposits' and regular patrols in hot spot areas etc., the proposed additional resource would be welcomed.

3.4 Whilst no other Town or Parish councils have made a similar approach at the current time the advice to the report would allow for suitable staff to be authorised should the need arise.

3.5 If the advice to the report is accepted then clearly a written agreement will need to be agreed between SDC and the relevant Town or Parish Council to cover detailed arrangements before any staff are authorised to serve FPNs. The issues to be set out would include:

- legal arrangements
- insurance cover

- accredited training that staff must undergo prior to authorisation
- limitations as to when or where FPNs may be issued, e.g. surveillance, etc.
- the process for removal of authorisations
- financial arrangements
- management controls
- complaints procedure.
- review process

Informal discussions between the Councils have indicated that these issues should not present any particular problems.

4. Delegation:

- 4.1 The general power to delegate authority is set out in Section 101 of the Local Government Act 1972. In brief, that limits the power of SDC to delegate any of its statutory functions to *“a committee, sub-committee or officer of the authority, or to another local authority”* but most importantly for this case also provides that it is possible to delegate outside of those limitations in cases specified in any other *“Act passed after this Act”*. In this case, the latter includes the Anti-Social Behaviour, Crime and Policing Act 2014 which includes specific provision in Section 68 regarding FPNs. Thus, it is legitimate for SDC to authorise Parish/Town Council employees in this manner.
- 4.2 SDC will therefore need make arrangements to enable specific named officers of a Town/Parish Council to be authorised to serve FPNs for dog fouling offences should it wish to do so.
- 4.3 Currently, in accordance with SDC’s Scheme of Delegations, the Head of Health and Wellbeing has the authority to delegate the power to officers of SDC to issue FPNs. At present his delegated powers do not enable him to authorise an officer of a Town or Parish Council for this purpose.
- 4.4 Therefore in order to allow such an authorisation it is necessary to seek the authority of full Council to extend the Scheme of Delegations to allow the Head of Health and Wellbeing to authorise named officers of Town and Parish councils with respect to the service of FPNs for dog fouling offences.

5. Conclusion:

In light of the request from Dursley Town Council that named officers be authorised to serve FPN’s to help tackle dog fouling, which in turn would expand the pool of staff capable of enforcing dog fouling provisions, it is considered desirable for the Head of Health and Wellbeing to have delegated powers to authorise Town and Parish Council officers to serve FPNs in that regard.

Because full Council approval is necessary to delegate such authority, the advice to the report requests that the scheme of delegations be amended so as to permit the Head of Health and Wellbeing to authorise such named individuals subject to the necessary safeguards referred to in paragraph 3.5 being set out in a written agreement.

Whilst no other Town or Parish council has made a similar request at the present time the recommended change to the scheme of delegations will allow this to be accommodated in the future should the need arise.

STROUD DISTRICT COUNCIL

AGENDA

ITEM NO

COUNCIL

19 JULY 2018

6b

Report Title	TENANT REPRESENTATIVES ON HOUSING COMMITTEE
Purpose of Report	To advise that one of the existing tenant reps appointed by Council in October 2016 will come to the end of their tenure shortly and requesting that consideration be given to extending their tenure to February 2019 in line with their counterpart enabling a single recruitment process.
Decision(s)	The Council RESOLVES to extend the tenure of Ian Allen to February 2019 in line with his counterpart Sadie Tazewell allowing for a consistent handover.
Consultation and Feedback	Discussion with both tenant reps Update to Housing Committee (12 June 2018) on the current position
Financial Implications and Risk Assessment	<p>There are no significant financial implications from this report. The recommended decision to recruit to the two tenant representative posts together would prevent the cost of recruiting twice.</p> <p>Lucy Clothier, Principal Accountant Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk</p> <p>We remain compliant with the regulator for social housing requirements regarding tenant involvement, these roles on Housing Committee enhance our position. If we only had one representative this would increase the workload for that individual and the risk may increase in terms of that tenant stepping down ahead of their prescribed tenure.</p>
Legal Implications	The Homes & Communities Agency (referred to as the Regulator of Social Housing in this context) Regulatory Framework for Social Housing in England requires the council (as a Registered Provider of Social Housing) to ensure tenants are given a wide range of opportunities to influence and be involved in the management of their homes, the formulation of policies and the making of decisions about how housing landlord services are delivered. This is a decision to be taken by Full Council as it is regarding the composition of Housing Committee.

	Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: craig.hallett@stroud.gov.uk R27.06D05.07C02.07
Report Author	Kevin Topping, Head of Housing Services Tel: 01453 754196 Email: kevin.topping@stroud.gov.uk
Options	Not to extend the term (see risk assessment by the author above)

1. **BACKGROUND**

Housing Committee, at its sitting on 28 June 2016, recommended to full Council the recruitment of 2 tenant representatives (with no voting rights) to sit on Housing Committee to speak in relation to housing matters

- 1.1. At full Council on 21 July 2016 it was agreed that 2 tenant reps would sit on Housing Committee.

2. **CONCLUSION**

Due to the recruitment process, the appointment of both tenant representatives was staggered. In order to align the roles, it is sensible to extend Ian Allen's tenure to February 2019 in line with his counterpart Sadie Tazewell. This will enable a single recruitment process to be carried out. This was discussed and supported by Housing Committee members at its meeting on 12 June 2018.

STROUD DISTRICT COUNCIL

**AGENDA
ITEM NO**

STRATEGY AND RESOURCES

TO COUNCIL ON 19 JULY 2018

6c

This is a copy of Agenda Item 9 report to the Committee on 12 July 2018

Report Title	CAPITAL PROJECT MONITORING
Purpose of Report	To inform Committee of progress on capital projects within its remit. <ol style="list-style-type: none">1. Littlecombe Business Units2. Brimscombe Port Development3. Homes for Rent4. ICT Investment
Decision(s)	The Committee: 1) RECOMMENDS to Council that the following delegations be provided to the Head of IT: <ol style="list-style-type: none">i. To invite tenders and accept tenders where provision has been made in the budget subject to both the Contract and Procurement and Financial Procedure Rules.ii. To ensure procedures are in place (and communicated) to protect Council ICT assets from any inappropriate activity, use, loss or removal. This will include adhering to all appropriate legislation and Council rules regarding the acquiring, use, retention and removal/destruction of all Council ICT assets (including information).iii. To procure contracts, additional goods, works and services as appropriate which fall within this area of responsibility subject to such being within approved budget and not contrary to policy. 2) RESOLVES to note the remainder of the report.
Consultation and Feedback	Details are contained within the body of the report.

<p>Financial Implications and Risk Assessment</p>	<p>There are a number of updates included in this report that will impact on the Council's wider capital programme and subsequently the capital financing.</p> <p>It is unclear at this stage what effect these updates will have on the capital expenditure profile and the capital financing available to support it. Any changes will need to be considered alongside a wider review of the Council's capital programme and Medium Term Financial Plan as part of the 2019/20 budget setting process.</p> <p>David Stanley – Accountancy Manager (Section 151 Officer) Tel: 01453 754100 Email: david.stanley@stroud.gov.uk</p>
<p>Legal Implications</p>	<p>There is an additional purpose of this report which is to seek agreement for the Scheme of Officer Delegations to be amended so as to give the Head of IT the delegated authority as set out under number 1 of the Decision(s). Full Council will need to approve the delegating of this authority to the Head of ICT. Those decisions (set out under number 1 of the Decision(s)) currently would be made (when in accordance with SDC policy and procedure) under the appropriate Director's general power at paragraph B1.2 of the Scheme of Officer Delegations, which would remain should Committee decide not to recommend to Council to delegate authority to the Head of IT.</p> <p>The remainder of this report is provided for information purposes only. The Council has a legal requirement to ensure that it monitors and reviews its capital expenditure in line with the approved budgets for the relevant year. Further legal implications will be considered when the particular projects require decisions of the committee. Any planning for investment will need to take account of and allow time for the relevant procurement procedures to take place. Any updates to strategic risks pertinent to the programmes should be included in the Strategic Risk Register as appropriate.</p> <p>Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: craig.hallett@stroud.gov.uk RD28.06C29.06</p>

Report Authors	<p>Jill Fallows –Property Manager Tel: 01453 754433 Email: jill.fallows@stroud.gov.uk</p> <p>Leonie Lockwood – New Homes and Regeneration Manager Tel: 01453 754153 Email: leonie.lockwood@stroud.gov.uk</p> <p>Barry Wyatt - Director of Development Services Tel: 01453 754210 Email: barry.wyatt@stroud.gov.uk</p> <p>Mark Fisher – Head of IT Tel: 01453 754258 Email: mark.fisher@stroud.gov.uk</p>
Options	<ul style="list-style-type: none"> • The Committee can decide not to delegate authority to the Head of It • The remainder of the report is for information only
Performance Management Follow Up	Update reports are brought to Committee on a regular basis
Background Papers/ Appendices	Appendix A – Brimscombe Port: Key Milestones Appendix B - Planned IT capital investments 2018/19

1. Littlecombe Business Units – Dursley

- 1.1. Officers are pleased to report that WPD have completed the works relating to the electricity supply, practical completion has been achieved within budget and the business units have been handed over to SDC.
- 1.2. The finished units continue to be actively marketed, with Heads of Terms already agreed for 2 of the medium sized units. Now the business park is completed officers expect that there will be additional interest in the site, particularly from parties who have been awaiting completion.
- 1.3. Details and photographs of the units can be found using the following link to our agent: [https://www.ashproperty.co.uk/Properties/Dursley - Phase II, Littlecombe Business Park, Lister Road.aspx](https://www.ashproperty.co.uk/Properties/Dursley_-_Phase_II,_Littlecombe_Business_Park,_Lister_Road.aspx)

2. Brimscombe Port Redevelopment

- 2.1. At the meeting held on the 12 April 2018, members approved a further £1.6 million of capital funding towards the cost of the infrastructure at Brimscombe Port to support the redevelopment of the site.

- 2.2. All of the highway issues have been resolved and the information is now with Gloucestershire County Council for final approval. The baseline flood model has been agreed with the Environment Agency (EA) and the modelling is progressing to establish whether the design takes the site out of flood risk.
- 2.3. Current development proposals superimposed onto the plans indicate that more work is required to resolve all of the flooding issues and a revision of the master plan may be required to ensure that all of the development area is free from flood risk. This has delayed the programme as the modelling and design options are worked through with the EA to find a definitive design solution (see programme at Appendix A).
- 2.4. However, a positive meeting has recently been held with representatives from the EA who are supportive of finding a solution and have agreed to work towards the submission of a planning application in September. A further meeting is to be held with their biodiversity colleagues to look at possible improvements to the river bank.
- 2.5. CCTV drainage survey and a Ground Penetrating Radar survey have been carried out to help inform the scheme.
- 2.6. Meanwhile a consultant (Gleeds) have been appointed to provide advice and support in assessing the delivery options available to the council and to determine which of these would be the most appropriate means of progressing the scheme.
- 2.7. The first step is a workshop session with Investment and Development Panel to be held on the 9th July. This will be followed by soft market testing with potential partners in early September to establish market appetite and refine the proposal in order to stimulate competition in the OJEU procurement process to follow.
- 2.8. It is proposed that a delivery strategy is then presented to members at the Committee meeting on the 4th October 2018.
- 2.9. Work is progressing on the redrafting of the funding agreement with Homes England and the transfer of the freehold interest in the site from SVCC to the council.

3. Housing Initiatives - Investment Options

- 3.1 The Capital Programme, approved by Council in January 2017, included a capital scheme of £8 million to support the provision of new homes for rent. This was on the basis that at best the investment would make a positive return or, at worst, would cover costs. However, after consideration, given the levels of subsidy required it was clear that even a 'covering the cost' option was not achievable.

Consequently the Capital Programme, as approved by Council in January 2018, reduced the capital scheme to £2 million and titled 'Housing Initiatives' in order to broaden the spectrum of potential schemes. Clearly the same constraints impact on the nature of schemes irrespective of the size of the budget.

- 3.2 A number of potential options are being worked up by officers that cover three sectors: 1) temporary accommodation 2) new affordable homes and 3) older persons' accommodation. A report will be brought to a future meeting setting out options under these sectors. In advance of this further report progress has been made (at no cost to the capital budget) in securing new temporary accommodation in conjunction with a third party management company, as a pilot.
- 3.3 Each option will include consideration of the financial and legal issues. At a future meeting, members will need to consider their appetite for offering financial support to a housing initiative in light of the financial and legal advice. This may include options where there may be no financial return to the authority but there may be some indirect saving or return, or if their wish is to invest in a capital asset where the value is retained within the property, or where the investment reduces the pressure on other council services.

4. ICT Investment

- 4.1. A strategic review of our ICT has been completed by SOCITM (the society of IT managers). Their review encompasses our current systems, infrastructure, service needs and the likely future use and demands on our ICT service by the wider council service areas, including associated risks. A draft report containing key recommendations has been produced for consideration by Corporate Team and a briefing session for members of Strategy and Resources has been delivered.
- 4.2. The review essentially describes a way forward for making improvements to the structure of the ICT service, the management of the service and how the ICT service should be managed by the organisation, where the business establishes a management framework for setting the priorities for the ICT service to ensure it is aligned with the wider business objectives.
- 4.3. The Capital Programme, includes a capital scheme of £1.8m for ICT investment over the next 4 years. However, we anticipated the profiling of the expenditure would change significantly as a result of the SOCITM report and recommendations.
- 4.4. Therefore, it is proposed that the capital scheme is reprofiled over a five year period to meet the already identified need to develop a continuous ICT capital investment programme linked to projected ICT product life cycles.

4.5. There is the need to invest in new systems, services and practices to enable and support business change and deliver improved services to customers. As the ICT strategy is developed these additional capital investment requirements will become clearer.

4.6. We should also note that in order to ensure the implementation of our revised ICT investment strategy that we draw upon the best sector based learning and experience. We have worked with the LGA on a project to share information supporting councils to lever the highest levels of productivity from their use of ICT. Through this we have been awarded funding from the LGA to support the employment of an ICT productivity expert, with previous experience in other Local Authorities, who can support us in planning and implementing the delivery of the right ICT infrastructure and systems, drawing on past lessons and the SOCITM review. These projects will be managed so that one leads straight into the other through quarter 4 of the financial year.

4.7. Planned IT capital investments this financial year are shown in the table at Appendix B along with the current status. The current budget profile allocates £400,000 of the £1.8m in 2018/19.

4.8. In order to ensure the programme progresses without delays, it is recommended to committee that the Head of IT be provided with the following delegations:

- I. To invite tenders and accept tenders where provision has been made in the budget subject to both the Contract and Procurement and Financial Procedure Rules.
- II. To ensure procedures are in place (and communicated) to protect Council ICT assets from any inappropriate activity, use, loss or removal. This will include adhering to all appropriate legislation and Council rules regarding the acquiring, use, retention and removal/destruction of all Council ICT assets (including information).
- III. To procure contracts, additional goods, works and services as appropriate which fall within this area of responsibility subject to such being within approved budget and not contrary to policy.

APPENDIX A

Brimscombe Port – Key Milestones July 2018

	Activity	Date	Status
a)	Interim LA review of engineering options	29 August 2017	Completed
b)	SWDRP Workshop (Peer Review)	8 September 2017	Completed
c)	Submission of HIF bid	21 September 2017	Completed
d)	Information Evening for all Councillors	12 October 2017	Completed
e)	Project Board meeting	25 October 2017	Completed
f)	Submission of LEP bid	10 November 2017	Completed
g)	Project Board meeting	6 December 2017	Completed
h)	Announcement of HIF bid (unsuccessful)	1 February 2018	Completed
i)	Budget costs from Atkins	14 February 2018	Completed
j)	Project Board meeting	19 Feb 2018	Completed
k)	Announcement of LEP bid (unsuccessful)	20 February 2018	Completed
l)	Decision to include infrastructure in main developer agreement	April 2018	Completed
m)	Strategy and Resources Committee	12 April 2018	Completed
n)	Project Board meeting	14 May 2018	Completed
o)	Decision to proceed with consultancy support for procurement of a partner	14 May 2018	Completed
p)	Strategy and Resources Committee	14 June 2018	Completed
q)	Investment and Development Panel Workshop	9 July 2018	
r)	Strategy and Resources Committee	12 July 2018	
s)	Project Board meeting	30 July 2018	
t)	Review of draft delivery strategy by Project Board	30 July 2018	
u)	Soft market testing with potential partners	August 2018	
v)	Project Board meeting	24 September 2018	
w)	Review of final delivery strategy report	24 September 2018	
x)	Sign off to engineering design from EA	Sept 2018	
y)	Public consultation on design of infrastructure	Sept – Mid Oct 2018	
z)	Public consultation on Development Brief	Sept – Mid Oct 2018	
aa)	I&D Panel	1 October 2018	
bb)	Strategy and Resources Committee	4 October 2018	
cc)	Approval from S&R to Delivery Strategy and decision to proceed with procurement of partner/developer	4 October 2018	
dd)	Submit planning application for all infrastructure	October 2018	
ee)	Submit outline planning application for phase 1	October 2018	
ff)	Project Board meeting	19 November 2018	
gg)	I&D Panel	26 November 2018	
hh)	Planning approval for infrastructure across all phases and outline for phase 1	January 2018	
ii)	Strategy and Resources Committee	17 January 2019	
jj)	Strategy and Resources Committee	7 March 2019	
kk)	Selection of partner	Sept 2019	
ll)	Earliest date for vacant possession of buildings	Jan 2020	
mn)	Prep of planning application for development	Sept 2019 – March 2020	
nn)	Planning approval for residential	June 2020	
oo)	Construction mobilisation and completion of development	Aug 2020 to Aug 2022	

NB The dates beyond the black line are subject to change due to reliance on third parties.

APPENDIX B
Planned IT capital investments 2018/2019

Description	Projected Cost	Actual Cost	Status
SAN - tier1 storage	£38,000	£tbc	Seeking quotes
Server upgrades -part 1	£40,000.00	£40,730.64	Order placed, awaiting delivery
Server upgrades -part 2	£40,000.00	£40,730.64	Will place order once server upgrades – part 1 has been completed
backup server disk array	£8,000	£5,389.67	Order placed, awaiting delivery
Install 2 x 24-core single mode fibre optic links, LB1-PABX & LB1-server room	£1,500	£2,880	Order placed, awaiting installation
high level Cat6a cabling of LB0	£4,500	4,462.50	Completed
Additional server licenses	£10,000	£tbc	Seeking quotes
Telephony system upgrade	£14,500	£tbc	Seeking quotes
Lease line upgrades	£16,000	£tbc	Seeking quotes
Network replacement	£160,000	£tbc	Scoping project

STROUD DISTRICT COUNCIL

AGENDA

COUNCIL

ITEM NO

19 JULY 2018

7

Report Title	COMMUNITY GOVERNANCE REVIEW FOR STROUD DISTRICT
Purpose of Report	To seek approval of Council to carry out a Community Governance Review for Stroud District.
Decision(s)	<p>Council RESOLVES:</p> <ol style="list-style-type: none"> 1. That in accordance with the Local Government and Public Involvement in Health Act 2007, a Community Governance Review be undertaken for the whole Stroud District area before the next scheduled local elections in May 2020. 2. To conduct the Community Governance Review in accordance with the Terms of Reference contained in Appendix 1 of this report. 3. To establish a cross party working group to oversee the process of the Community Governance Review and propose recommendations for the electoral arrangements in view of the consultation responses.
Consultation and Feedback	If a Community Governance Review is conducted, two full consultation exercises will be undertaken during the process.
Financial Implications and Risk Assessment	<p>If approval is granted, any costs associated with undertaking the review must be met from the Elections budget.</p> <p>Adele Rudkin, Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk</p>
Legal Implications	<p>The Local Government and Public Involvement Health Act 2007 allows the Council to conduct a Community Governance Review. It also requires that a review must be conducted when the Council receives either a valid:</p> <ol style="list-style-type: none"> a) petition (which requires a minimum percentage or number of electors dependent on the number of electors in the area to be reviewed); and/or, b) application from an organisation or a body designated as a neighbourhood forum (under Section 61F of the Town and Country Planning

	<p>Act 1990).</p> <p>The Council is required to have regard to guidance issued by the Secretary of State, currently as published March 2010 by the Department for Communities and Local Government (as was) and the Local Government Boundary Commission (LGBC). Should the Council agree the Terms of Reference then the review must comply with said terms and as soon as practicable publish them. If as part of a Community Governance Review, the Council wishes to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made by the Secretary of State, Electoral Commission or the LGBC then consent from the LGBC is required. Any further legal implications are covered in the body of the report and/or the draft terms of reference.</p> <p>Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: craig.hallett@stroud.gov.uk R28.06D05.07C03.07</p>
Report Author	<p>Hannah Emery, Elections Manager Tel: 01453 754383 Email: hannah.emery@stroud.gov.uk</p>
Options	<ol style="list-style-type: none"> 1. It is open to the Council not to carry out a Community Governance Review as no formal request to do so has been received. 2. Undertake Community Governance Reviews for individual parishes upon receipt of a valid petition. This is not recommended as it is difficult for parishes to obtain the number of signatures needed to commence a Community Governance Review and would result in parish arrangements not being considered for some parishes in a considerable amount of time.
Background Paper/Appendices	<p>Terms of Reference Terms of Reference – Annexe A – Local council information and electorate details</p>

1. BACKGROUND

- 1.1 A Community Governance Review (CGR) enables the Council to consider what changes, if any, are needed to the existing arrangements, in order to ensure that:
- 1.1.1 Parish governance within the District is robust, representative and able to meet new challenges; and
 - 1.1.2 That there is clarity and transparency to the areas that parish/town councils represent and that the electoral arrangements of parishes are appropriate, equitable and readily understood by their electorates.

- 1.2 A CGR can consider a number of issues, including whether to:
- 1.2.1 Abolish or create a new parish (this may be where an area is not currently parished, or as a result of bringing together two or more existing parishes);
 - 1.2.2 Alter the boundary or warding arrangements of one or more existing parishes;
 - 1.2.3 Bring a number of parishes together as a grouped parish council; and
 - 1.2.4 Alter the number of seats on an existing parish council
- 1.4 It should be noted that there is no requirement to change existing arrangements within parishes if it is felt that they are fit for purpose.

2. WHY CONDUCT A COMMUNITY GOVERNANCE REVIEW

- 2.1 The Local Government Boundary Commission for England recommends that councils review local government arrangements every 10 to 15 years. Although a CGR took place in Moreton Valence in 2011 the District Council has not conducted a CGR for other parishes in over 10 years. It is therefore recommended that a whole District CGR is conducted ahead of the next scheduled local elections in 2020.
- 2.2 It is also recommended that a CGR takes place partly in response to suggestions made by some parish/town councils (given population changes and shifts in 'natural settlements' caused by new development) and partly due to changes made to parish warding arrangements as part of the District Ward Review conducted by the Local Government Boundary Commission of which changes came into effect in 2016.

3. PROCESS OF A COMMUNITY GOVERNANCE REVIEW

- 3.1 If Council approves the terms of reference for the CGR, legislation requires that it must be completed within 12 months, and specifies the process to be followed, including consultation. Once completed, any elections required as a result of any changes would be undertaken as part of the local elections scheduled for May 2020.
- 3.2 The key stages in the review process will be as follows:

Stage	Action	Timescale
Commencement	Publish terms of reference	Following full Council approval
Preliminary stage	Consider consultation arrangements and electoral forecasts	One month
Consultation Stage 1	Initial submissions invited	Three months
Stage 2	Consideration of submissions received. Draft recommendations prepared	Two months

Consultation Stage 3	Draft recommendations published and consulted on	Three months
Stage 4	Consideration of submissions received. Final recommendations prepared	Two months
Final stage	Recommendations submitted to full Council for approval	One month

3.3 Before making any recommendations or publishing final proposals the Council will take full account of the views of local people and other stakeholders. The Council will comply with the statutory consultative requirements by:

- 3.3.1 Consulting local government electors and residents within the District;
- 3.3.2 Consulting any other persons or bodies (including local councils) which appear to the Council to have an interest in the CGR;
- 3.3.3 Notifying and consulting with Gloucestershire County Council; and
- 3.3.4 Taking into account any representations received in connection with the CGR

4. COUNCIL DECISION

4.1 The Local Government and Public Involvement Health Act 2007 devolved power to carry out a Community Governance Review to Principal Councils. The decision to conduct a CGR therefore sits with the District Council.

COMMUNITY GOVERNANCE REVIEW OF THE STROUD DISTRICT

TERMS OF REFERENCE

1. Introduction

- 1.1 Stroud District Council is carrying out a whole District Community Governance Review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.
- 1.2 The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered when drawing up these terms of reference.

2. What is a Community Governance Review?

- 2.1 A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or part of the District to consider one or more of the following:
- (a) Creating, merging, altering or abolishing parishes;
 - (b) The naming of parishes and the style of new parishes;
 - (c) The electoral arrangements for parishes including:
 - the ordinary year of election;
 - the number of councillors to be elected; and
 - the warding (if any) of the parish
 - (d) Grouping parishes under a common parish council or de-grouping parishes
- 2.2 The Council is required to ensure that community governance within the area under review will be:
- (a) Reflective of the identities and interests of the community in that area; and
 - (b) Is effective and convenient
- 2.3 In doing so, the community governance review is required to take into account:
- (a) The impact of community governance arrangements on community cohesion; and
 - (b) The size, population and boundaries of a local community or parish

3. Why undertake a Community Governance Review

- 3.1 Following a review of Stroud's district wards by the Local Government Boundary Commission for England, a number of changes were introduced in May 2016. Whilst the Commission did not carry out a review of the parish or town councils in the district, they did agree some changes which amended the warding arrangements of the parish/town councils of Cam, Stonehouse, Stroud Town and Wotton-under-Edge.
- 3.2 The Council also wishes to undertake a CGR for the whole of the District in response to suggestions made by some parish/town councils due to population changes and shifts in 'natural settlements' caused by new development.
- 3.3 Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. The Council therefore wishes to review the changes outlined above to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements of parishes (the warding arrangements and the allocations of councillors) are appropriate, equitable and understood by their electorate.

4. Who will undertake the Review?

- 4.1 As the relevant principal authority, Stroud District Council is responsible for conducting any CGR within its electoral area. The Council will oversee the review and produce draft and final recommendations; Full Council will approve the final recommendations before a Community Governance Order (Order) is made.

5. Areas under review

- 5.1 The whole of the Stroud District area will be included in the CGR. The review will not automatically mean there will be changes but it will see if there is a case for change. The Council is not seeking a particular solution at this stage. It wishes to test views and assess what solutions are the right ones to pursue with each individual parish.

6. Consultation

- 6.1 The Council is required to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account. The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at all stages of the consultation.
- 6.2 Before making any recommendations or publishing final proposals, a full consultation process will form part of the review to take full account of the views of local people and other stakeholders. The Council will comply with the statutory consultative requirements by:

- (a) consulting local government electors for the area under review;
- (b) consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review;
- (c) notifying and consulting Gloucestershire County Council; and
- (d) taking into account any representations received in connection with the review.

6.3 The Council will publicise the review by displaying a notice at the Council Offices and on the Council's website. The Council will also write to all parish councils or any other community or resident groups of which the Council is aware, the Gloucestershire Association of Local Councils, District Councillors and the relevant County Councillors, the MP's and Gloucestershire County Council.

6.4 Information about each stage of the review will be published on the Council's website with key documents available at:

Stroud District Council Offices, Ebley Mill, Ebley Wharf, Stroud, GL5 4UB

(Opening hours: 8.45am to 5.00pm Monday to Thursday and 8.45am to 4.30pm on Friday)

7. Indicative timetable for the Community Governance Review

7.1

Details	Dates
Commencement of CGR – Terms of Reference published	3 September 2018
Initial consultation stage	3 September – 26 November 2018
Draft recommendations prepared	December – February 2018
Draft recommendations published	1 March 2019
Consultation on draft recommendations	18 February – 6 May 2019
Final recommendations prepared	May – June 2019
Final Recommendations considered and approved by full Council	18 July 2019
Community Governance Order(s) made	August – October 2019
New community governance arrangements come into force	May 2020 local council elections

7.2 Any Community Governance Order made following a CGR should, for administrative and financial reasons (for example setting up a new parish council and arranging for its first precept) take effect on the 1st April following the date on which the Order is made. Electoral arrangements will come into force at the first elections to any new parish council following the making of the Order.

8. Electorate Forecasts

- 8.1 The June 2018 Register has been used to produce existing parish ward electorate figures, which are set out in Annexe A.
- 8.2 When the Council comes to consider electoral arrangements for the parish councils in its area, it is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day when the Review starts.
- 8.3 Electorate forecasts have been prepared using information contained in the Local Plan to produce five-year forecasts, details of which are set out in Annexe A.

9. The present structure of parish councils and their electoral arrangements

- 9.1 As well as electorate information, Annexe A includes information regarding the following:
 - (a) Type of governance; e.g. parish/town council, joint council or parish meeting,
 - (b) Current number of parish councillors
 - (c) Ratio of current councillors to electorate,
 - (d) District Ward
 - (e) County Division
 - (f) Current Parliamentary Constituency.

10. Consequential Matters

- 10.1 When all the required consultation has been undertaken and the review completed the Council may make an Order to bring into effect any decision that it may make. If the Council decides to take no action then it will not be necessary to make an Order.
- 10.2 If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:
 - (a) the transfer and management or custody of any property
 - (b) the setting of a precept (council tax levy) for the new parish council
 - (c) provision with respect to the transfer of any functions, property, rights and liabilities
 - (d) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
- 10.3 The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

11. Representations

11.1 Stroud District Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included within the Review.

11.2 Representations may be made in the following ways:

Online: Using the online submission form at
www.stroud.gov.uk/elections

By Email: elections@stroud.gov.uk

By post: Electoral Services (CGR)
Stroud District Council
Ebley Mill
Ebley Wharf
Stroud
GL5 4UB

Area	Parish Council/Meeting name	Joint Parish (part of group)	Parish Wards	Number of Parish Cllrs	Polling Districts	District Ward	County Council Division	Current Parliamentary Constituency	1 June Electorate	Ratio of Electors per Cllr	5 Year Forecast Electorate	Forecast Ratio of Electors per cllr
Alderley	Alderley Parish Meeting	No	-	0	K1	Kingswood	Wotton-under-Edge	Stroud	59	N/A	77	N/A
Alkington	Alkington Parish Council	No	-	7	BV1	Berkeley Vale	Wotton-Under-Edge	Stroud	594	85	692	99
Arlingham	Arlingham Parish Council	No	-	7	S1	Severn	Hardwicke & Severn	Stroud	400	57	436	62
Berkeley	Berkeley Town Council	No	-	9	BV2	Berkeley Vale	Cam Valley	Stroud	1592	177	2007	223
Bisley	Bisley-with-Lypiatt Parish Council	No	3	12	B1/ B2/ B3	Bisley	Bisley & Painswick	Stroud	1908	159	2100	175
			<i>Bisley Ward</i>	4	<i>B1</i>	<i>Bisley</i>	<i>Bisley & Painswick</i>	<i>Stroud</i>	734	184		
			<i>Eastcombe Ward</i>	4	<i>B2</i>	<i>Bisley</i>	<i>Bisley & Painswick</i>	<i>Stroud</i>	636	159		
			<i>Oakridge Ward</i>	4	<i>B3</i>	<i>Bisley</i>	<i>Bisley & Painswick</i>	<i>Stroud</i>	538	135		
Brimscombe & Thrupp	Brimscombe and Thrupp Parish Council	No	2	9	CH5/T2/T3	Chalford & Minchinhampton	Minchinhampton	Stroud	1513	168	1966	218
			<i>Bourne Ward</i>	1	<i>CH5</i>	<i>Chalford</i>	<i>Minchinhampton</i>	<i>Stroud</i>	218	218		
			<i>Thrupp Ward</i>	8	<i>T2/T3</i>	<i>Minchinhampton</i>	<i>Minchinhampton</i>	<i>Stroud</i>	1295	162		
Brookthorpe-with-Whaddon	Brookthorpe-with-Whaddon Parish	No	-	6	H1	Hardwicke	Bisley & Painswick	Stroud	242	40	317	53
Cainscross	Cainscross Parish Council	No	4	12	C1/C2/C3/C4	Cainscross & Stonehouse	Rodborough & Stonehouse	Stroud	5303	442	5708	476
			<i>Cainscross Ward</i>	2	<i>C1</i>	<i>Cainscross</i>	<i>Rodborough</i>	<i>Stroud</i>	1140	570		
			<i>Cashes Green East Ward</i>	3	<i>C2</i>	<i>Cainscross</i>	<i>Rodborough</i>	<i>Stroud</i>	945	315		
			<i>Cashes Green West Ward</i>	4	<i>C3</i>	<i>Cainscross</i>	<i>Rodborough</i>	<i>Stroud</i>	1550	388		
			<i>Ebley Ward</i>	3	<i>C4</i>	<i>Cainscross</i>	<i>Stonehouse</i>	<i>Stroud</i>	1668	556		
Cam	Cam Parish Council	No	2	16	CE1/CE2/CW1/CW2	Cam East/Cam West	Cam Valley	Stroud	6919	432	7411	463
			<i>Cam East Ward</i>	7	<i>CE1/CE2</i>	<i>Cam East</i>	<i>Cam Valley</i>	<i>Stroud</i>	3748	535		
			<i>Cam West Ward</i>	9	<i>CW1/CW2</i>	<i>Cam West</i>	<i>Cam Valley</i>	<i>Stroud</i>	3171	352		
Chalford	Chalford Parish Council	No	3	15	CH1/CH2/CH3/CH4	Chalford	Minchinhampton	Stroud	5052	337	5473	365
			<i>Bussage Ward</i>	7	<i>CH1/CH2/CH3/CH4</i>	<i>Chalford</i>	<i>Minchinhampton</i>	<i>Stroud</i>	3041	434		
			<i>Hill Ward</i>	6	<i>CH3</i>	<i>Chalford</i>	<i>Minchinhampton</i>	<i>Stroud</i>	1510	252		

			<i>Valley Ward</i>	2	<i>CH4</i>	<i>Chalford</i>	<i>Minchinhampton</i>	<i>Stroud</i>	501	251		
Coaley	Coaley Parish Council	No	-	7	CU1	Coaley & Uley	Dursley	Stroud	637	91	911	130
Cranham	Cranham Parish Council	No	-	6	PU1	Painswick & Upton	Bisley & Painswick	Stroud	411	69	448	75
Dursley	Dursley Town Council	No	3	17	D1/D2/D3	Dursley	Dursley	Stroud	5499	323	6394	376
			<i>Central Ward</i>	6	<i>D1/D2/D3</i>	<i>Dursley</i>	<i>Dursley</i>	<i>Stroud</i>	2230	372		
			<i>Highfields Ward</i>	6	<i>D2</i>	<i>Dursley</i>	<i>Dursley</i>	<i>Stroud</i>	1796	299		
			<i>Kingshill Ward</i>	5	<i>D3</i>	<i>Dursley</i>	<i>Dursley</i>	<i>Stroud</i>	1473	295		
Eastington	Eastington Parish Council	No	-	9	S5	Severn	Stonehouse	Stroud	1372	152	2167	241
Elmore	Elmore Parish Council	No	-	5	H2	Hardwicke	Hardwicke & Severn	Stroud	166	33	194	39
Frampton-on-Severn	Frampton-on-Severn Parish Council	No	-	9	S2	Severn	Hardwicke & Severn	Stroud	1161	129	1273	141
Fretherne with Saul	Fretherne Parish Council	No	2	7	S3/S4	Severn	Hardwicke & Severn	Stroud	568	81	605	86
			<i>Fretherne Ward</i>	2	<i>S3/S4</i>	<i>Severn</i>	<i>Hardwicke & Severn</i>	<i>Stroud</i>	167	84		
			<i>Saul Ward</i>	5	<i>S4</i>	<i>Severn</i>	<i>Hardwicke & Severn</i>	<i>Stroud</i>	401	80		
Frocester	Frocester Parish Council	No	-	5	TS1	The Stanleys	Dursley	Stroud	132	26	145	29
Ham and Stone	Ham and Stone Parish Council	No	2	7	BV3/BV4	Berkeley Vale	Wotton-under-Edge	Stroud	659	94	712	102
			<i>Ham Ward</i>	2	<i>BV3/BV4</i>	<i>Berkeley Vale</i>	<i>Wotton-under-Edge</i>	<i>Stroud</i>	177	89		
			<i>Stone Ward</i>	5	<i>BV4</i>	<i>Berkeley Vale</i>	<i>Wotton-under-Edge</i>	<i>Stroud</i>	482	96		
Hamfallow	Hamfallow Parish Council	No	-	9	BV5/BV6	Berkeley Vale	Cam Valley	Stroud	940	104	1001	111
Hardwicke	Hardwicke Parish Council	No	-	11	H3	Hardwicke	Hardwicke & Severn	Stroud	4035	367	4915	447
Harescombe	Harescombe Parish Council	No	-	5	H4	Hardwicke	Bisley & Painswick	Stroud	182	36	212	42
Haresfield	Haresfield Parish Council	No	-	6	H5	Hardwicke	Hardwicke & Severn	Stroud	282	47	932	155
Hillesley & Tresham	Hillesley & Tresham Parish Council	No	2	7	K2/K3	Kingswood	Wotton-under-Edge	The Cotswolds	489	70	540	77
			<i>Hillesley</i>	5	<i>K2</i>	<i>Kingswood</i>	<i>Wotton-under-Edge</i>	<i>The Cotswolds</i>	390	78		
			<i>Tresham</i>	2	<i>K3</i>	<i>Kingswood</i>	<i>Wotton-under-Edge</i>	<i>The Cotswolds</i>	99	50		
Hinton	Hinton Parish Council	No	-	9	BV7	Berkeley Vale	Cam Valley	Stroud	1025	114	1280	142

Horsley	Horsley Parish Council	No	-	9	N1	Nailsworth	Nailsworth	Stroud	678	75	751	83
Kings Stanley	King Stanley Parish Council	No	-	9	TS2/TS3	The Stanleys	Nailsworth	Stroud	2157	240	2508	279
Kingswood	Kingswood Parish Council	No	-	7	K4	Kingswood	Wotton-under-Edge	The Cotswolds	1144	163	1263	180
Leonard Stanley	Leonard Stanley Parish Council	No	-	9	TS4	The Stanleys	Dursley	Stroud	1275	142	1604	178
Longney & Epney	Longney & Epney Parish Council	No	-	5	H6	Hardwicke	Hardwicke & Severn	Stroud	260	52	271	54
Minchinhampton	Minchinhampton Parish Council	No	5	15	AW1/M1/MM2/M3/M4	Amberley & Woodchester/Minchinhampton	Minchinhampton & Nailsworth	Stroud & The Cotswolds	4515	301	5101	340
			Amberley Ward	2	AW1	Amberley & Woodchester	Nailsworth	Stroud	773	387		
			Box Ward	1	M1	Minchinhampton	Minchinhampton	The Cotswolds	279	279		
			Brimscombe Ward	3	M2	Minchinhampton	Minchinhampton	The Cotswolds	567	189		
			North Ward	6	M3	Minchinhampton	Minchinhampton	The Cotswolds	2049	342		
			South Ward	3	M4	Minchinhampton	Minchinhampton	The Cotswolds	847	282		
Miserden	Miserden Parish Council	No		5	PU2	Painswick & Upton	Bisley & Painswick	Stroud	392	78	414	83
Moreton Valence	Moreton Valence Parish Council	No	-	5	H7	Hardwicke	Hardwicke & Severn	Stroud	175	35	195	39
Nailsworth	Nailsworth Town Council	No	-	11	N2	Nailsworth	Nailsworth	Stroud	2240	204	2891	263
North Nibley	North Nibley Parish Council	No	-	7	WUE1	Wotton-under-Edge	Wotton-under-Edge	Stroud	705	101	768	110
Nympsfield	Nympsfield Parish Council	No	-	5	CU2	Coaley & Uley	Dursley	Stroud	323	65	368	74
Owlpen	Owlpen Parish Meeting	No	-	-	CU3	Coaley & Uley	Dursley	Stroud	32	N/A	46	N/A
Painswick	Painswick Town Council	No	4	12	PU3/PU4/PU5/PU6	Painswick & Upton	Bisley & Painswick	Stroud	2905	242	3304	275
			Edge Ward	1	PU3	Painswick & Upton	Bisley & Painswick	Stroud	171	171		
			Painswick Ward	7	PU4	Painswick & Upton	Bisley & Painswick	Stroud	1870	267		
			Sheepscombe Ward	2	PU5	Painswick & Upton	Bisley & Painswick	Stroud	378	189		
			Slad Ward	2	PU6	Painswick & Upton	Bisley & Painswick	Stroud	257	129		
Pitchcombe	Pitchcombe Parish Council	No	-	5	PU7	Painswick & Upton	Bisley & Painswick	Stroud	229	46	242	48

Randwick & Westrip	Randwick & Westrip Parish Council	No	2	9	C5/RWR1/RWR2	Cainscross/Randwick, Whiteshill & Ruscombe	Rodborough	Stroud	1244	138	1336	148
			<i>Lower Westrip Ward</i>	5	<i>C5/RWR1</i>	<i>Cainscross/Randwick, Whiteshill & Ruscombe</i>	<i>Rodborough</i>	<i>Stroud</i>	730	146		
			<i>Randwick Ward</i>	4	<i>RWR2</i>	<i>Randwick, Whiteshill & Ruscombe</i>	<i>Bisley & Painswick</i>	<i>Stroud</i>	514	129		
Rodborough	Rodborough Parish Council	No	4	12	T1/R1/R2/R3/R4/R5/R6/R7	Rodborough/Thrupp	Rodborough	Stroud	4108	342	4542	379
			<i>Butterow Ward</i>	2	<i>T1/R1/R2/R3/R4/R5/R6/R7</i>	<i>Thrupp</i>	<i>Rodborough</i>	<i>Stroud</i>	645	323		
			<i>North Ward</i>	4	<i>R1/R2</i>	<i>Rodborough</i>	<i>Rodborough</i>	<i>Stroud</i>	1481	370		
			<i>South Ward</i>	1	<i>R3/R4</i>	<i>Rodborough</i>	<i>Rodborough</i>	<i>Stroud</i>	312	312		
			<i>West Ward</i>	5	<i>R5/R6/R7</i>	<i>Rodborough</i>	<i>Rodborough</i>	<i>Stroud</i>	1670	334		
Slimbridge	Slimbridge Parish Council	No	-	7	BV8	Berkeley Vale	Hardwicke & Severn	Stroud	984	141	1048	150
Standish	Standish Parish Council	No	-	5	H8	Hardwicke	Stonehouse	Stroud	225	45	264	53
Stinchcombe	Stinchcombe Parish Council	No	-	5	WUE2	Wotton-under-Edge	Wotton-under-Edge	Stroud	398	80	433	87
Stonehouse	Stonehouse Town Council	No	2	14	C6/ST1/ST2/ST3	Cainscross/Stonehouse	Stonehouse	Stroud	6237	446	6735	481
			<i>Ebley Ward</i>	1	<i>C6</i>	<i>Cainscross</i>	<i>Stonehouse</i>	<i>Stroud</i>	362	362		
			<i>Stonehouse Ward</i>	13	<i>ST1/ST2/ST3</i>	<i>Stonehouse</i>	<i>Stonehouse</i>	<i>Stroud</i>	5875	452		
Stroud	Stroud Town Council	No	6	18	SC1/SC2/SC3/SFP1/SS1/SS2/S TR1/SU1/SV1/SV2/	Stroud Central	Stroud Central	Stroud	10776	599	12084	671
			<i>Stroud Central Ward</i>	3	<i>SC1/SC2/SC3</i>	<i>Stroud Central</i>	<i>Stroud Central</i>	<i>Stroud</i>	1786	595		
			<i>Stroud Farmhill & Paganhill Ward</i>	3	<i>SFP1</i>	<i>Stroud Central</i>	<i>Stroud Central</i>	<i>Stroud</i>	1935	645		
			<i>Stroud Slade Ward</i>	3	<i>SS1/SS2</i>	<i>Stroud Central</i>	<i>Stroud Central</i>	<i>Stroud</i>	1838	613		
			<i>Stroud Trinity Ward</i>	3	<i>STR1</i>	<i>Stroud Central</i>	<i>Stroud Central</i>	<i>Stroud</i>	1791	597		
			<i>Stroud Uplands Ward</i>	3	<i>SU1</i>	<i>Stroud Central</i>	<i>Stroud Central</i>	<i>Stroud</i>	1693	564		
			<i>Stroud Valley Ward</i>	3	<i>SV1/SV2</i>	<i>Stroud Central</i>	<i>Stroud Central</i>	<i>Stroud</i>	1733	578		
Uley	Uley Parish Council	No	-	7	CU4	Coaley & Uley	Dursley	Stroud	976	139	1044	149
Upton St Leonards	Upton St Leonards Parish Council	No	-	10	PU8/PU9	Painswick & Upton	Bisley & Painswick	Stroud	2145	215	2527	253

Whiteshill & Ruscombe	Whiteshill & Ruscombe Parish Council	No	-	9	RWR3	Randwick, Whiteshill & Ruscombe	Bisley & Painswick	Stroud	988	110	1045	116
Whitminster	Whitminster Parish Council	No	-	7	S6	Severn	Hardwicke & Severn	Stroud	693	99	785	112
Woodchester	Woodchester Parish Council	No	-	7	AW2	Amberley & Woodchester	Nailsworth	Stroud	970	139	1087	155
Wotton-under-Edge	Wotton-under-Edge Town Council	No	2	13	K5/WUE3/WUE4	Kingswood/Wotton-under-Edge	Wotton-under-Edge	The Cotswolds	4585	353	5087	391
			<i>Wotton-under-Edge South Ward</i>	<i>1</i>	<i>K5</i>	<i>Kingswood</i>	<i>Wotton-under-Edge</i>	<i>The Cotswolds</i>	<i>73</i>	<i>73</i>		
			<i>Wotton-under-Edge Ward</i>	<i>12</i>	<i>WU3/WU4</i>	<i>Wotton-under-Edge</i>	<i>Wotton-under-Edge</i>	<i>The Cotswolds</i>	<i>4512</i>	<i>376</i>		