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Report

Report subject: Formation of a new parish council for Salisbury

Report to: City Area [Community] Committee

Date: 2nd October 2007

Author: John Crawford

Deputy Leader of the Council: Councillor Steve Fear

1. Summary

To agree the arrangements for initiating a review into the creation of a parish council for Salisbury

2. Background

2.1. A report on the formation of a parish council for Salisbury was presented to Cabinet on 5th September and to Council on 24th September. A copy of the report is attached as Appendix 1.

2.2. Cabinet recommended to Council:

- To carry out a review into the creation of a district led parish council for Salisbury City with a view to it being established at the same time as the new single authority for Wiltshire comes into being assuming that date is no earlier than April/May 2009
- Subject to the above the carrying out of the review be delegated to City Area [Community] Committee and the establishment of a steering group to oversee implementation of the review be approved

2.3. Council resolved that the recommendations from Cabinet plus the additional recommendation that the decision over the legislation used be delegated to the steering group be adopted.



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3. Council review

3.1. This Committee will need to consider the following initial matters in carrying out a review :

- Approval of the project arrangements
- Nominations of Members to the steering group
- Budgetary allocation
- Consultation arrangements to assess the support and local need for a parish council
- The subject matters for consultation

3.2. Project arrangements

A draft project initiation document ["PID"] is attached at Appendix 2.

3.3. Nominations of Members to the steering group

The draft PID envisages that Councillor Paul Clegg is nominated to and Chairs the steering group. Draft terms of reference are attached at Appendix 3.

3.4. Budget

3.4.1. The extent of the required budget will be influenced by the initial consultation arrangements. A referendum will cost significantly more than other forms of consultation arrangements.

3.4.2. Wiltshire County Council could be approached to establish whether it is willing to finance the whole or part of the review in view of the fact that it anticipated setting up an independent commission to recommend governance arrangements for Salisbury as part of its unitary submission the cost of which will be avoided by supporting a review by this Council.

3.4.3. Members will need to consider what budgetary arrangements to put in place in the absence of Wiltshire County Council agreeing to finance the cost or agreeing to finance only part of the cost of the review.

3.5. Consultation arrangements

3.5.1. There are no prescribed ways of carrying out the initial consultation to assess the support and local need for a parish council. Consultation could be by way of referendum or postal vote or some other mechanism. Members will need to consider what consultation method they would wish to be adopted.

3.5.2. Example arrangements adopted by others include:

- Sedgemoor [parish council for Bridgewater]: advert in local press
- Torbay [parish council for Brixham]: referendum
- Restormel [parish council for St Austell]: advert
- Shrewsbury [parish council for Shrewsbury]: advert

3.5.3. There are no prescribed consultees other than Wiltshire County Council and the Charter Trustees. Members will need to consider who should be consultees in addition to mandatory consultees.

3.5.4. Example arrangements adopted by others include:

- Sedgemoor: adjoining parishes
- Torbay: MP, local bodies
- Restormel: residents associations, community groups
- Shrewsbury: all parish councils in Shropshire, members of the

community strategy partnership

3.6. Subject matters for consultation

3.6.1. Initial consultation is merely to establish the support and need for a parish council. Detailed proposals will only follow if it is established that there is such support. Members will need to consider the subject matters for consultation.

3.6.2. Example arrangements adopted by others include:

- Sedgemoor: "the possible formulation of a town council"
- Torbay: "are you in favour of the creation of a town council based on the...wards"
- Restormel: see Appendix 4

4. Consultation undertaken

"Prescribed" internal consultees

5. Recommendations

- 5.1. Members approve the PID
- 5.2. Councillor Paul Clegg is appointed to the Steering Group
- 5.3. Members approve the terms of reference for the steering group.
- 5.4. Wiltshire County Council be asked to agree to finance the cost of the review. In the absence of Wiltshire County Council agreeing to finance the cost or agreeing to finance only part of the cost Members agree alternative budgetary arrangements.
- 5.5. Members agree the mechanism for initial consultation, who should be consultees and the subject matters for the initial consultation.

6. Background papers

- "Bridgewater Recommendations for a Parish Council": August 2002
- Torbay Council report "Proposals for a Town Council in Brixham"
- Shrewsbury and Atcham Borough Council report "Establishment of Shrewsbury Town Council"

7. Implications:

- Financial: the review will require resourcing
- Legal: in the report
- Human rights: none
- Personnel: resources will need to be allocated in the form of a project team
- Ict: none
- Community safety: none
- Environmental: none
- Councils core values: communicate
- Wards affected: Salisbury City wards

Report

Subject : Formation of a new parish council for Salisbury

Report to : The Cabinet

Date : Wednesday 05 September 2007

Author : John Crawford

Leader of the Council : Councillor Paul Sample

1. Summary

To seek Members views on a parish council for Salisbury and to consider what recommendations if any to make to Council

2. Formation of a parish council under the existing law

2.1. There are 3 ways of creating a parish council under the Local Government and Rating Act 1997:

- A review by the Council
- Submission of a petition via the Council to the Secretary of State
- Further to a review by the Local Government Commission as directed by the Secretary of State

The functions are not executive arrangements under the Local Government Act 2000 and are therefore the responsibility of the Council.

2.2. Council review

2.2.1. The Council may carry out a review of the whole or any part of its area.

2.2.2. The Council is required to have regard to the need to reflect the identities and interests of local communities and to secure effective convenient local government.

2.2.3. Shrewsbury and Atcham Borough Council are currently seeking the views of residents on a proposal for the establishment of a town council for Shrewsbury following the success of Shropshire County Council's bid for unitary status.

2.3. Petition

2.3.1. The petition must be signed by not less than 250 or 10% of those people shown on the local register of electors as resident within the area of the proposed parish whichever is the greater

2.3.2. The petition must define the area of the proposed parish by way of a map or a written description by reference to identifiable fixed boundaries e.g. ward boundaries.

2.3.3. The Council has up to 3 months to consider a petition consult with interested parties and submit a response to the Secretary of State.



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- 2.4. Directed review
In light of the provisions in place for District reviews and petitions such reviews are rare and are not considered in this report.
- 2.5. Process for a Council review/submission of a petition
- 2.5.1. The Council may make recommendations to the Secretary of State as to the proposed parish and to the Electoral Commission as to the proposed electoral arrangements for a parish council.
- 2.5.2. In considering what recommendations to make with regard to the proposed parish the Council must first itself assess the support and local need for a parish council. There are no prescribed ways of doing this e.g. a local poll or postal vote could be used. The Charter Trustees and Wiltshire County Council would be mandatory consultees.
- 2.5.3. In considering what recommendations to make with regard to proposed electoral arrangements the Council would need to consider the number of Councillors, whether the proposed parish should be divided into wards and if so their number and boundaries.
- 2.5.4. The Secretary of State may by order give effect to the recommendations of the Council and the Electoral Commission. In deciding whether to accept or reject any recommendations the Secretary of State will be guided by the general rule that the parish be based on the smallest area which reflects community identity and interest and which is viable as an administrative unit. Whilst the larger the urban area the greater the scope for identification of distinct communities within it a Charter Trustee City may be seen as a cohesive area provided it was not unduly dominant. A parish of more than 50% of the district by population is unlikely to be accepted.
- 2.5.5. There is no time limit on how long it will take before the Secretary of State makes a decision. Any new parish council is formally constituted by a sealed order of the Council.
- 2.5.6. Flowcharts are attached as Appendix 1. Based on the experience of others the whole process would take not less than 18 months and would cost the Council upto £15,000.
- 2.5.7. In the event that any process was not completed by the time any new Wiltshire authority is in place there seems no reason in principle why such authority should not be able to continue the process [with such changes as required by law] if it wished to do so.
- 2.6. Formation
- 2.6.1. The effective date is 1st April.
- 2.6.2. A specific election for new parish councillors would be held. The cost would fall on the Council. A parish council must not have less than 5 councillors but there is no maximum number.
- 2.6.3. A shadow council can be elected by the electorate using a secret ballot or a temporary council can be appointed by the Council pending formation.
- 2.7. Financial matters
- 2.7.1. The residents of a parish meet the costs of a parish council by paying an addition to their Council tax called a precept. The amount depends on the costs and level of services provided.
- 2.7.2. The Council can anticipate the precept of a new parish council or the Council could provide a grant to finance its first year. Individual parish precepts are not subject to capping.
- 2.7.3. As well as levying a precept the new parish council would be able to levy "special expenses" in the same way that City Area [Community] Committee does provided service delivery is local to and spending by the principal council [the Council and then the new Wiltshire authority] and another parish or parishes occurs in different areas.
- 2.8. Transfers of assets etc
- 2.8.1. As no authority would be abolished the only assets that would automatically transfer from the Council to a new parish council are allotments within the boundary of the new parish.
- 2.8.2. The Council would be able to use its well being powers under the Local Government Act 2000 to dispose of land to a new parish if it considers that disposal would be likely to promote or improve the economic social or environmental well-being of the district or any part of it.
Any disposal would have to be for the best consideration that can reasonably be obtained unless the Secretary of State's consent was obtained. However under the General Disposal Consent [England] 2003 the Council can dispose of land held under the Local Government Act 1972 at

an undervalue which does not exceed £2 million. Subject to certain limited exceptions any land not currently held under the 1972 Act would first need to be appropriated before any disposal. State Aid rules would need to be complied with.

The position has been complicated by the Local Government and Public Involvement in Health Bill. Should the Bill become law in its current form it is open to the Secretary of State to issue a direction that the Council may not dispose of land worth more than £100,000 in aggregate backdated to 01.01.2007 without the consent of a designated person.

2.8.3 Delivery of the Salisbury Vision will require that assets in public ownership are made available for redevelopment and regeneration activities. Agreement would need to be reached between the Council Wiltshire County Council and any new parish council on how best to do this.

2.9. Duties Powers and Rights

2.9.1. Duties include:

- Elections
- Budget setting and maintenance of accounts
- Governance arrangements such as standing orders

There is no duty to provide services.

2.9.2. Rights include:

- Service delivery as an agent for principal authorities
- Notification of and consultation on planning matters within the parish

2.9.3. A list of the powers of a parish council is attached as Appendix 2. In addition there is a power to spend a limited amount of money as set by the Secretary of State on anything a parish council deems to be of benefit to the parish.

3. Formation of a parish council under the Local Government and Public Involvement in Health Bill

3.1. There are 2 ways of creating a parish council:

- A review by the Council or by Wiltshire County Council pending the transfer of functions date [April 2009 unless Wiltshire County Council's bid for August 2008 is successful] thereafter a review by the new Wiltshire authority
- Submission of a petition to the Council or to Wiltshire County Council pending the transfer of functions date thereafter to the new Wiltshire authority

3.2. The process is similar to that under the existing law. The main differences are that:

- The Council or Wiltshire County Council or the new Wiltshire authority as the case may be makes the decision not the Secretary of State
- a decision must be made within 12 months of the date that the authority concerned decides to carry out a review or of the date a petition is received
- asset transfer may be agreed and in the absence of agreement determined by arbitration

4. Wiltshire County Council's unitary bid

4.1. Section 3 of the "We're Ready" submission states that a Council for Wiltshire might wish to commission a special study of possible changes in governance. A parish or other models might be considered.

4.2. Wiltshire County Council expands on its statement in its supplement to the Submission. This states that Salisbury is the only unparished area in Wiltshire and that an independent commission will carry out a study to recommend governance arrangements which respect the heritage of Salisbury and strengthen the community voice. Establishment of such a commission is envisaged by November 2007. It would consider whether Salisbury should be parished, and if so, make recommendations as to the number of parishes, the number of Councillors per parish, on boundaries and as to electoral arrangements.

5. Charter trustees:

On 22.08.07 the Department for Communities and Local Government issued a consultation paper "Councils' proposals for Unitary Local Government: An approach to Implementation. The paper states that if an area for which charter trustees have been constituted becomes a parish secondary legislation can provide that the area ceases to qualify for charter trustee status, any mayor shall cease to hold office and the ceremonial property and the liabilities held by the charter trustees would transfer to the parish.

6. Options:

- Do nothing
This option would not meet the Council's priority of giving people opportunities to influence their community and neighbourhood
- Creation of a Council led parish council
It is uncertain whether this option would be delivered by the Council should the new Wiltshire authority be created in August 2008 but should be deliverable by April 2009 subject to any transitional arrangements put into effect in April 2008
- Creation of a new Wiltshire authority led parish council
There is no guarantee that the proposed commission would recommend that Salisbury be parished.

7. Indicative timetable for Council review:

- Full Council decision to carry out a review: 24.09.07
 - City Area [Community] Committee agrees project initiation arrangements: 02.10.07
 - Publication of review: October 2007
 - City Area [Community] Committee considers representations, makes any recommendations and publicises them: December 2007
 - City Area [Community] Committee considers representations, makes any recommendations and publicises them: February 2008
 - Recommendations sent to Secretary of State: March 2008
 - Consideration of recommendations by Local Government Commission: April-June 2008
 - Secretary of State accepts recommendations taking account of Local Government Commission proposals: September 2008
 - Secretary of State consults on draft order for a new parish area: October 2008
 - Secretary of State makes an order taking into account any representations: January 2009
 - Council makes an order establishing the parish council: February 2009
- NB This timetable represents the minimum period. The timetable is likely to be longer.**

8. Consultation undertaken:

- "Prescribed" internal consultees
- Wiltshire County Council Officers

9. Recommendations:

Members determine whether Cabinet wishes to make any recommendations to Council:

9.1 as to the carrying out of a review

9.2 in the event of a Council decision to carry out a review

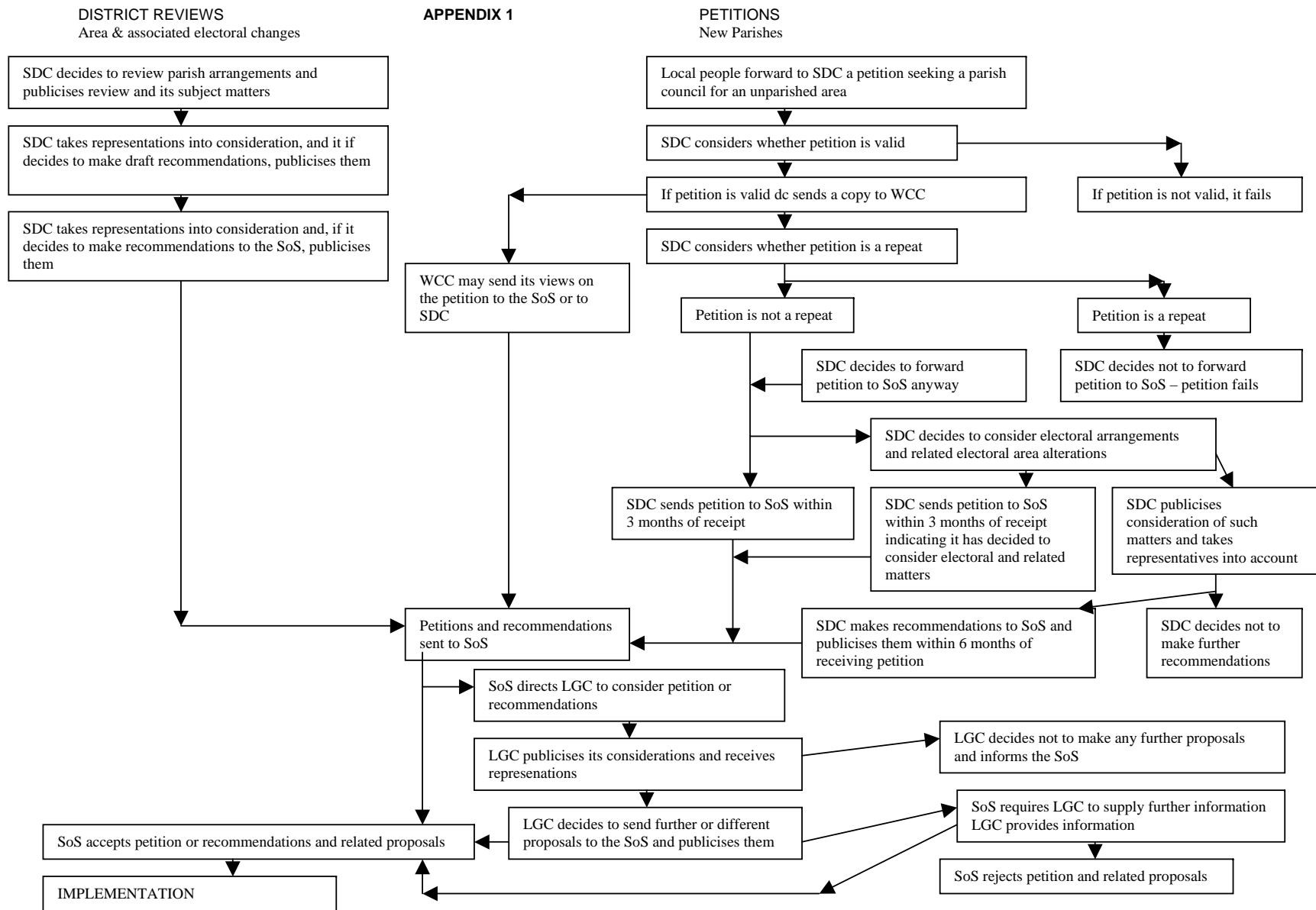
- the delegation of the carrying out of the review to City Area [Community] Committee
- the establishment of a steering group to oversee implementation of the review

10. Background papers:

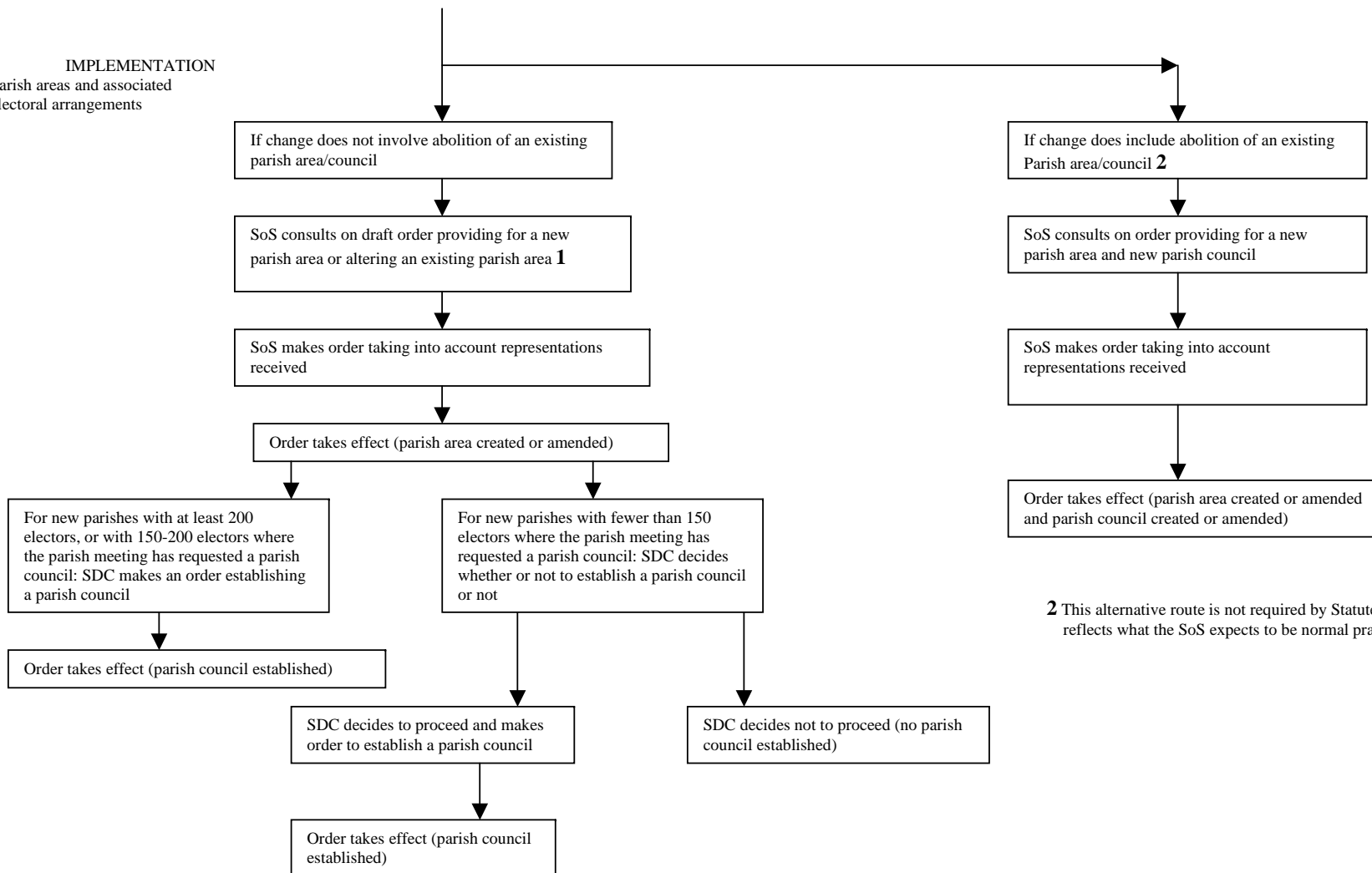
None- all published papers

11. Implications:

- Key decision: no
- Financial: the existing budget of the City Area forms part of the Council's overall budget albeit the district raises a special expenses levy on City dwellings to pay for the maintenance of certain district owned assets. Any application for parish status will require resourcing.
- Legal: set out in report
- Human rights: none
- Personnel: resources would need to be allocated to the process of forming a parish council in the form of a project team
- ICT: none
- Community safety: none
- Environmental: none
- Council's Core Values: communicate
- Wards affected: Salisbury City wards



IMPLEMENTATION
Parish areas and associated electoral arrangements



1 SoS may in his order direct SDC to make specific provision for a parish council, which SDC must follow

Powers and Duties of Local Councils

The following table sets out the main ones; it is not a complete list of every single power and duty.

Where a function is marked with an asterisk (*), a council also has the power to give financial assistance to another person or body performing the same function.

LGA 1972- Local Government Act 1972

Function	Powers and Duties	Statutory Provision
Accounts	Duty to appoint a Responsible Financial Officer to manage the council's accounts	LGA 1972, s.151
Acceptance of office	Duty to sign declaration of acceptance of office (councillors and chairman)	LGA 1972, s.83
Agency arrangements	Power to arrange for the discharge of functions by another local authority	LGA 1972, s.101
Allotments	Power to provide allotments duty to provide allotment gardens if demand exists	Smallholdings & Allotments Act 1908, ss.23, 26 & 42
Baths and washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss. 221-223, 227
Borrowing	Power to borrow money for statutory functions	LGA 1972, Sch 13
Burial grounds, cemeteries and crematoria*	Power to acquire and maintain	Open Spaces Act 1906, ss.9 & 10
	Power to provide	LGA 1972, S.214
	Power to agree to maintain memorials and monuments	Parish Councils and Burial Authorities (Misc. Prov.) Act 1970, s1
	Power to contribute to expenses of maintaining cemeteries	LGA 1972, s.214 (6)
Bus shelters*	Power to provide and maintain bus shelters	Local Government (Misc. Prov.) Act 1953, s.4
Byelaws	Power to make byelaws for public walks and pleasure grounds	Public Health Act 1875, s.164
	Cycle parks	Road Traffic Regulation Act 1984, s.57(7)
	Baths and Washhouses	Public Health Act, 1936 s.233
	Open spaces and burial grounds	Open Spaces Act, 1906, s.15

Charities	Power to appoint trustees of parochial charities	Charities Act 1993, s.79
Christmas lights	Power to provide to attract visitors	LGA 1972 s.144
Citizens Advice Bureau	Power to support	LGA 1972 s.142
Clocks*	Power to provide public clocks	Parish Councils Act 1957 s.2
Closed churchyards	Power (and sometimes duty) to maintain	LGA 1972 s.215
Commons and common pastures	Powers in relation to enclosure, regulation and management, and providing common pasture	Inclosure Act 1845; Local Government Act 1894, s.8(4); Smallholdings & Allotments Act 1908, s.34
Community centres	Power to provide and equip community buildings	LGA 172 s.133
	Power to provide buildings for use of clubs having athletic, social or educational objectives	Local Government (Misc. Prov.) Act 1976, s.19
Conference facilities*	Power to provide and encourage the use conference facilities	LGA 1997, S.144
Consultation	Right to be consulted by principal councils if directed by Secretary of State (England) or by Welsh Assembly (Wales)	Local Government and Rating Act 1997, s.21 LGA 1972, s.33A
Crime prevention*	Power to spend money on various crime prevention measures	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ditches and ponds	Public Health Act 1936, s.260
Entertainment and the Arts*	Provision of entertainment and support for the arts including festivals and celebrations	LGA 1972, s.145
Flagpoles	Power to erect flagpoles in the highways	Highways Act 1980, s.144
Free resource	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	LGA 1972, s.137
Gifts	Power to accept gifts	LGA 1972, s.139
Highways	Power to maintain footpaths & bridleways	Highways Act 1980, ss.43 & 50
	Power to light roads and public places	Parish Councils Act 1957 s.3

	Power to provide parking places for vehicles, bicycles and motor-cycles	Road Traffic regulation Act 1984 s.57
	Power to make a dedication agreement for a new highway or widening of an existing highway	Highways Act 1980, ss.30 & 72
	Right to veto application to magistrates court to stop up, divert or cease to maintain a public highway	Highways Act 1980, ss.47 & 116
	Power to complain to a local highway authority that a highway is unlawfully stopped up or obstructed	Highways Act 1908, s.130
	Power to plant trees etc. and maintain roadside verges	Highways Act 1980, s.96
	Power to prosecute for unlawful ploughing of a footpath or bridleway	Highways Act 1980, s.134
	Power to provide traffic signs and other notices	Road Traffic Regulation Act, 1984, s.72
Interests	Duty to declare an interest	LGA 1972, s.94
Investments	Power to participate in schemes of collective investments	Trustee Act 1961 s.11
Land	Power to acquire land by agreement, to appropriate land and to dispose of land	LGA 1972, ss.124, 126 & 127
	Power to acquire land by compulsory purchase	LGA 1972, s.125
	Power to accept gifts of land	LGA 1972, s.139
	Power to obtain particulars of persons interested in land	Local Government (Misc. Prov.) Act 1976, s16
Lighting	Power to light roads and public spaces	Parish Councils Act 1957, s.3 & Highways Act 1980, s.301
Litter*	Power to provide litter bins in streets and public places	Litter Act 1983, ss.5 & 6
Lotteries	Power to promote lotteries	Lotteries and Amusements Act 1976, s.7
Meeting	Duty to hold annual parish meeting	LGA 1972, Sch.12 para.23
	Duty to hold annual parish council meeting	LGA 1972, Sch.12 para.7
	Power to convene a parish meeting	LGA 1972, Sch.12 para.14
Mortuaries and post-mortem rooms	Power to provide mortuaries and post-mortem rooms	Public Health Act 1936, s.198

Newsletters	Power to provide information relating to matters affecting local government	LGA 1972 s.142
Nuisances*	Power to deal with offensive ponds, ditches and gutters	Public Health Act 1936, s.260
Open Spaces	Power to acquire and maintain open spaces	Public Health Act 1875, s.164 Open Spaces Act 1906, S.9, 10
Parish documents	Power to give directions as to custody of parish documents	LGA 1972, s.226
Parking facilities	Power to provide parking places for motor vehicles and bicycles	Road Traffic Regulation Act 1984, SS.57 & 63
Parks and pleasure grounds	Power to acquire land or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them	Public Health Act 1875 s.164; LGA 1972 sch. 14 para. 27; Public Health Acts Amendment Act 1890 s.44
Public buildings and village halls	Power to provide buildings for offices and for public meetings and assemblies	LGA 1972, s.133
Public conveniences	Power to provide public conveniences	Public Health Act 1936, s.87
Publicity	Power to provide information about matters affecting local government	LGA 1972, s.142
Records	Power to collect, exhibit and purchase local records	Local Government (Records) Act 1962, ss.1 & 2
Recreation*	Power to provide a wide range of recreational facilities	Open Spaces Act 1906, s.9-10 Local Government (Misc. Prov.) Act 1976, s.19
	Provision of boating pools	Public Health Act 1961, s.54
Seats and shelters*	Power to provide roadside seats and shelters	Parish Councils Act 1957, s.1
Town and Country planning	Right to be notified of planning applications	Town & Country Planning Act 1990, para.8 of sch.1; para.2 of Sch.1A (Wales)
Town status	Power to adopt town status	LGA 1972, ss. 245, 245B
Tourism*	Power to contribute to encouragement of Tourism	LGA 1972, s.144
Traffic calming	Power to contribute to the cost of traffic calming measures	Highways Act 1980, s.274A
Transport*	Power to (a) establish car-sharing schemes; (b) make grants for bus services; (c)	Local Government and Rating Act 1997, s.26 Transport Act 1985 s106A

	provide taxi-fare concessions; (d) investigate public transport, road use needs; (e) provide information about public transport services	
Village signs	Power to use decorative signs to inform visitors	LGA 1972 s.144
Village greens*	Power to maintain, to make byelaws for and to prosecute for interference with village greens	Open Spaces Act 1906, s.15; Inclosure Act 1857, s.12; Commons Act 1876, s.29
Village Halls*	(see Community centres and Public buildings)	
War memorials	Power to maintain, repair and protect war memorials	War Memorials (Local Authorities Powers) Act 1923, s.1 as extended by LGA 1948, s.133
Water supply	Power to utilise any well, spring or stream to provide facilities for obtaining water from them	Public Health Act 1936, s.125

Project Initiation Document

Project: Formation of a new city council for Salisbury
Strategic Owner/Project Sponsor: John Crawford
Project Manager/Project Owner: Reg Williams
Date: 11 September 2007
Version No: 1.0

1. Introduction

At its meeting on 5 September 2007, Cabinet recommended to Council that a review should be carried out in to the establishment of a city council for Salisbury. Cabinet also recommended that in the event of Council authorising such a review, that work on carrying out the review should be delegated to the City Area (Community) Committee and that a steering group should be established to oversee its implementation. Council approved these recommendations on 24 September 2007.

2. Project Justification

In its submission to the Department for Communities and Local Government (DCLG) for a single council for Wiltshire, WCC stated that Salisbury is the only un-parished area in the county. The submission also said that an independent commission would be established to carry out a study to recommend governance arrangements for Salisbury which respect the city's heritage and strengthen the community voice.

Following discussions between Salisbury District Council and WCC, the county council have stated that they are not committed to the suggestion of a commission as the best or only means of determining whether or not Salisbury city should be parished. WCC have confirmed their agreement to Salisbury District Council leading on and resolving this issue.

In light of the creation of a single unitary council for Wiltshire the establishment of a city council for Salisbury supports the district council's priority of giving people opportunities to influence their community and neighbourhood.

3. Desired Outcomes

The outcome for this project is the establishment of a city council for Salisbury to coincide with the vesting day of the new single authority for Wiltshire, 1 April 2009.

4. Project Specification

This is a three-stage project:

Stage A:	Salisbury District Council led review	Sept '07 – March '08
Stage B:	Secretary of State for the Department for Communities and Local Government (DCLG) consideration and consultation	April '08 – January '09
Stage C:	Salisbury District Council establishes the new parish council for the city of Salisbury	Feb '09 – March '09

This is a statutory process and as such the key tasks, and to a certain extent the milestone dates, are unmovable. The timetable shown represents the minimum period possible. There are a number of key tasks which are outside of our control, and any delay at these points will inevitably lead to a slippage in the overall timetable.

A list of the initial key tasks and milestones is included within the table below:

Full Council decision to carry out the review	24 Sept 2007
City Area (Community) Committee agrees PID	2 October 2007
Publication of the review	October 2007
City Area (Community) Committee considers representations, makes any recommendations and publicises them	December 2007
City Area (Community) Committee considers further representations and makes any additional recommendations and publicises them	February 2008
Recommendations sent to the Secretary of State	March 2008
Consideration of the recommendations by the Local Government Commission	April – June 2008
Secretary of State accepts recommendations taking account of Local Government Commission proposals	September 2008
Secretary of State consults on draft order for a new city council	October 2008
Secretary of State makes an order taking into account any representations received	January 2009
Salisbury District Council makes an order establishing the new city council	February 2009
New city council established	1 April 2009

5. Project Limitations:

This project is limited to the ‘parishing of Salisbury’, effectively the creation of a Salisbury City Council and is subject to the establishment of a single council for Wiltshire. The precise boundaries of the newly proposed city council area are still to be determined. A report will be presented to City Area (Community) Committee as soon as possible giving details of the possible options.

6. Project Analysis

This project supports a number of the council’s policies and priorities. Additionally there is a strong relationship between this project and the Salisbury Vision project.

Partnership working and community engagement	The project includes active engagement of the community in delivering a major project which will have a lasting impact on the future of their city.
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A cleaner, greener Salisbury	A city council for Salisbury would have the powers to acquire and maintain parks and open spaces, to maintain footpaths and to plant trees and maintain roadside verges.
Consult and involve people	Consultation is an integral part of this project.
Improving the quality of life	A city council for Salisbury would have a range of powers which would be used to improve the quality of life of residents.
Communicating with the public	This is a high profile project which should be seen as an opportunity to raise the profile of the council.
Consult and involve local people	Consultation has been built into every stage of this project.
Tourism	A city council for Salisbury would have the power to contribute to the encouragement of tourism.
Salisbury Vision	The Salisbury Vision proposals concentrate on development and improvement within the boundaries of the city of Salisbury.

A set of Frequently Asked Questions (FAQ's) will be produced and be made available on the council's website. These FAQ's will be monitored and updated as necessary.

7. Budgets and Resources

Based on the experience of others it is estimated that the review process will cost up to £15,000. The principal area of expenditure is on the required consultation. Officer time has been estimated as follows:

Pam Fox	7 days
John Crawford	20 days
Steve Milton	20 days
Stewart Agland	15 days
Reg Williams	15 days
Robin Townsend	10 days
Ariane Crampton	10 days
Graham Gould	10 days
Geoff Hatcher	5 days

8. Project Timescale

The objective is to establish the new city council for Salisbury by the vesting day of the new single authority for Wiltshire, 1 April 2009. The timescale is therefore 18 months.

9. Training and Development

This is an unusual project and it is, therefore possible that the council will need to develop new skills and knowledge. Any such requirements will be identified early and the necessary steps taken to ensure that any such skills and knowledge are gained.

10. Monitoring

Council has delegated authority to carry out this review to the City Area (Community) Committee. A steering group is being established to oversee the implementation of the review. The steering group's Terms of Reference are as follows:

- To oversee the implementation of the review into the establishment of a city council for Salisbury
- To co-ordinate the resources and skills required for the project
- To set up and approve the project's work programme
- To monitor and track the project's progress and any interdependencies within it
- To consider the relationship of a new city council with the community area partnership arrangements included within the single council for Wiltshire proposals
- To consider ceremonial issues including the Charter Trustees
- To consider the devolvment of responsibilities from the new unitary council
- To recommend governance arrangements of the new city council to the City Area (Community) Committee
- To implement any decision taken to establish a city council for Salisbury

The steering group will report to the City Area (Community) Committee. The members of the steering group are:

- Portfolio Holder for Planning: Cllr. Paul Clegg (Chairman)
- Policy Director: Pam Fox
- Head of Legal and Property Services: John Crawford
- Salisbury Vision Project Director: Graham Gould
- Head of Community Initiatives: Robin Townsend
- Head of Democratic Services: Stewart Agland
- Parks Manager: Reg Williams
- Steve Milton: Principal Democratic Services Officer
- Technical Accountant: Geoff Hatcher
- Ariane Crampton: Partnership Team Manager

Additional members will be brought on to the group as appropriate.

11. Communication

A communications plan will be produced for approval by the steering group. The district council's corporate communications team is responsible for coordinating communications on the delivery of this project.

12. Risks

A risk register is currently being produced. This will be maintained by the Policy Director. The risk register will be monitored and updated at the steering group meetings.

13. Equalities and Diversity

The council is currently revising the process by which it carries out equalities impact assessments. As soon as the new process is in place a full equalities and diversity assessment will be carried out.

Parishing the City Steering Group

Terms of Reference

1. To oversee the implementation of the review into the establishment of a city council for Salisbury and the implementation of any decision to establish a city council.
2. To co-ordinate the resources and skills required for the project.
3. To set up and approve the work programme of the project.
4. To monitor and track progress of the project and any interdependencies within it.
5. To consider the relationship of a new parish council with a new City Area Board and Community Partnership
6. To consider ceremonial issues including the Charter Trustees.
7. To consider the devolvement of responsibilities from the new unitary council.
8. To recommend governance arrangements of the new parish council to the City Area (Community) Committee.



Do you want a new parish council for St. Austell?

St. Austell currently has no parish council. Restormel Borough Council will be abolished in April 2009.

A St. Austell parish council will give the town a strong local voice and access to vital government funding.

Restormel Borough Council plans to apply to government in September 2007 to create a Parish Council for St. Austell as soon as possible.

The plan: To deal with the town in two stages -

Stage 1: The town area that is not already in another parish should form the new St. Austell parish council.

This new parish to be split into four wards, based on current Borough Ward boundaries. Each ward of the new parish would have a number of parish councillors.

At first, the new parish will exclude areas around the edge of the town already in Treverbyn or St. Mewan parishes.

Stage 2: After the new St. Austell Parish Council has been created, another review could decide whether or not to transfer properties from Treverbyn or St. Mewan parish into St. Austell Parish.

The proposal: ST. AUSTELL TOWN (Excluding areas currently in Treverbyn or St. Mewan parishes)	Electorate 1/7/07	Parish Councillors
Bethel Ward (1 to 5-PPT polling districts)	4280	6
Gover Ward (1 to 5-ET polling districts)	3240	4
Mount Charles Ward (1 to 5-ET polling districts)	5010	6
Poltair Ward (1 to 4-FT polling districts)	2930	4
TOTAL	15460	20

Maps illustrating the proposal are available for inspection during office hours at the Restormel Borough Offices, Penwinnick Road, St. Austell.

What is a parish council?

- It has voluntary parish councillors to act in the interest of local needs.
- Parish councils are expected to have increased powers after the district councils in Cornwall are abolished in 2009.
- A parish council is funded by a charge (a "precept") added to Council Tax paid by residents.
- Parish councils can apply for government funding not available to a unitary council.

Public meetings: Restormel Borough Council will be holding public meetings as follows -

- Monday 20 August (5pm) – Council Chamber, Council Offices, Penwinnick Road, St. Austell
- Tuesday 21 August (7pm) – Charlestown Church Hall, Church Road, Charlestown
- Wednesday 22 August (7pm) – Council Chamber, Council Offices, Penwinnick Road, St. Austell

Do you support the proposal? Please tell us in writing by 31 August.

Please write to Electoral Services, Restormel Borough Council, Penwinnick Road, St. Austell PL25 5DR, or e-mail electoral@restormel.gov.uk

For more information, visit the council website Electoral Services page at www.restormel.gov.uk or telephone (01726) 223522.