

Electoral Review Committee

MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 30 JANUARY 2020 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Clare Cape, Cllr Richard Clewer (Chairman), Cllr Gavin Grant (Vice-Chairman), Cllr Ian McLennan, Cllr Christopher Newbury, Cllr Ashley O'Neill and Cllr Jonathon Seed

1 **Apologies**

Apologies were received from Councillor Graham Wright.

2 **Minutes of the Previous Meeting**

The minutes of the meeting held on 31 October 2019 were presented for consideration and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

3 **Declarations of Interest**

There were no declarations.

4 **Chairman's Announcements**

There were no announcements.

5 **Public Participation**

There were no questions or statements submitted.

6 **Update on Stage One and Stage Two of the Community Governance Review 2019/20**

The Chairman updated the Committee on progression with the first stages of the Community Governance Review. The terms of reference had been published on 1 November 2019, with Stage one involving upload of schemes already received and to invite further schemes which fell within the scope of the review. Stage 2 involved consideration of submissions received in relation to those schemes, and local briefings and meetings and was currently ongoing.

It was explained that representatives of all parishes who had submitted schemes or had a scheme which involved them had met with representatives of the committee for initial discussion, as well as the lead petitioners for the Derry Hill new parish petition. Sessions had also been made available for local unitary members. Briefing notes had been circulated, and a pre-consultation survey had been initiated on 6 January 2020 to conclude on 26 February 2020. The Committee discussed feedback received regarding the survey, and the Chairman stated that consideration would be given to any comments to seek to improve communication for the formal consultation, including contact with local press outlets, parish councils and increased notice of public meetings. Two public meetings had already taken place, with two more to follow.

The Committee also had a discussion regarding the involvement of committee members in any vote on a proposal within or affecting their divisions, and it was agreed guidance would be prepared by the Monitoring Officer.

It was noted that Stage Two would conclude with the preparation of draft recommendations.

7 Preparations for Stage Three and Four of the Community Governance Review 2019/20

The Chairman provided an update on plans for the progression of the next stages of the review, with Stage Three being the publishing of and consultation on draft recommendations, and Stage Four being consideration of submissions and preparation of Final Recommendations to Full Council.

It was noted that the terms of reference of the Community Governance Review allowed for variation where appropriate of the timetable for the review, and that this had already been necessary for Stage Two as a result of further preparations for the pre-consultation survey. It was therefore agreed to delegate authority to the Director of Legal, Electoral and Registration Services, after consultation with the Chairman, to amend the timetable for the review further if appropriate.

The Committee discussed whether extraordinary meetings of Full Council would be necessary in either July or September, or both, and requested additional information in relating to electorate projections in respect of local development plan updates.

At the conclusion of discussion, it was,

Resolved:

To delegate to the Director of Legal, Electoral and Registration Services after consultation with the Chairman the authority to amend the terms of reference of the Community Governance Review in respect of the timetable for the review.

8 **Urgent Items**

There were no urgent items.

(Duration of meeting: 12.30 - 1.15 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
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