Dear Resident

COMMUNITY GOVERNANCE REVIEW – CONSULTATION ON THE CREATION OF A PARISH COUNCIL FOR PANNAL AND BURN BRIDGE

We would like your views on the proposal by Pannal Village Society and supported by the required number of local electors for the formation of a new parish council. We are writing to you as you live within the area which would be included within the proposed parish and as such are likely to be affected by the outcome of the review.

Government guidance states that the Council needs to take into account the views of local people before making a decision and this consultation period is your opportunity to tell us your views.

Background

On 18 July 2014 a petition requesting a Community Governance Review was submitted to Harrogate Borough Council by Pannal Village Society on behalf of the petitioners, as follows:

We the undersigned, each being a local government elector for the area of the proposed new Parish Council, in pursuance of the rights conferred on us by the above act of parliament, hereby request you to undertake a Community Governance Review and to constitute a Parish Council for Pannal and Burn Bridge to be known as ‘Pannal and Burn Bridge Parish Council’ and within the area designated on the enclosed map.

This led to Harrogate Borough Council commencing a review process under the Local Government and Public Involvement in Health Act 2007 by putting forward the Terms of Reference for this review which were published on 4 December 2014 and can be found at harrogate.gov.uk/CGR-TermsReference or alternatively a paper copy is available on request.

When carrying out a Community Governance Review the Council needs to consult with local people and take into account any representations received in connection with the review.

How you can get involved

To help the Council decide whether to form a new parish we have a series of questions that we would like your views on based on the proposal put forward by Pannal Village Society.
In order to help you respond there are several documents included within this consultation pack:

1) A survey along with a reply paid envelope to enable you to make comments on the proposals. Comments can be made from the 12 May to the 28 July 2015.

2) A map detailing the boundaries of the proposed parish council.

3) Additional information including:
   a. the definition of what a parish council is
   b. a full list of powers and duties of a parish council
   c. details of possible costs associated with the operation of a parish council.

As well as consulting all electors in the area, the Council will be consulting other interested parties including: public service providers, community groups and businesses.

Every member of a household (over 18) is entitled to respond to the survey and further copies will be available on request by emailing membserv@harrogate.gov.uk, you can download further copies at harrogate.gov.uk/CGR-Survey, or alternatively you can collect additional copies from the Council Offices, Crescent Gardens, Harrogate, HG1 2SG.

**Next Steps**

At the end of the consultation the Council will make recommendations on whether to form a new parish council, a name for the parish council and how it will work.

Recommendations will be considered by Harrogate Borough Council’s General Purposes Committee in September 2015 and full Council in October 2015. The timetable for the remainder of the review is included below:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 May 2015 – 28 July 2015</td>
<td>Consultation exercise with local government electors for area under review, other interested parties, the voluntary and community sector and local business</td>
</tr>
<tr>
<td>12 weeks</td>
<td></td>
</tr>
<tr>
<td>28 July 2015</td>
<td>Deadline for submissions to consultation</td>
</tr>
<tr>
<td>Aug/Sep 2015</td>
<td>Results of consultation considered and final proposals prepared</td>
</tr>
<tr>
<td>17 September 2015</td>
<td>Final proposals considered by General Purposes Committee and recommendation made to Council</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>7 October 2015</td>
<td>Full Council to consider the recommendation(s) from General Purposes Committee and make final decision</td>
</tr>
<tr>
<td>Thursday 4 May 2016</td>
<td>Proposed date for election of newly formed Parish Council.</td>
</tr>
</tbody>
</table>

In undertaking this review the Council will follow the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission.)

If you would like any more information you can contact Elizabeth Jackson, Member Services Officer, at the address below, or email membserv@harrogate.gov.uk, or by telephone on 01423 556004.

Yours sincerely

Jennifer Norton  
Head of Legal and Governance

Tel: 01423 556036  
Email: jennifer.norton@harrogate.gov.uk