



**COMMUNITY GOVERNANCE REVIEW  
PARISH OF HADLEY AND LEEGOMERY**

**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN  
HEALTH ACT 2007**

**TERMS OF REFERENCE**

**THESE TERMS OF REFERENCE HAVE BEEN PUBLISHED BY THE  
COUNCIL ON:**

29 APRIL 2014

**SUBMISSIONS AND COMMENTS ON THIS TERMS OF REFERENCE  
DOCUMENT SHOULD BE MADE BY:**

6 June 2014

## 1. INTRODUCTION

### **The receipt of a letter requesting a Review**

1.1 Following a request by the Parish Council, the Licensing Committee of Telford & Wrekin Council undertook a Community Governance Review of Hadley and Leegomery Parish Ward which commenced on 9 November 2009. That review concluded that the Hadley and Leegomery Parish Ward of Hadley and Leegomery parish should be divided into three Parish wards, Hadley Manorle and Leegomery. Those wards will remain in effect until the 7 May 2015 local elections.

1.2 In 2014, the Local Government Boundary Commission for England (LGBCE) published its final recommendations for new electoral arrangements for Telford & Wrekin Council. Due to an anomaly, this review was based on an incorrect ward boundary between Hadley Castle and Leegomery parish wards of Hadley and Leegomery parish, resulting in **approximately 430 electors at the boundary consisting of Haybridge Road and roads to its north-west being included in Leegomery Ward when they should be in Hadley Castle**. These arrangements are due to come in to force for the 7 May 2015 local elections

1.3 On 4 April 2014 Telford and Wrekin Council received a letter from Hadley and Leegomery Parish Council, requesting that the Council conduct a Community Governance Review of the Leegomery and Hadley Castle Parish Wards of the Parish of Hadley and Leegomery with a view to reinstating the boundaries agreed following the 2009 review. A copy of that letter is included with this document.

1.4 In the circumstances, in order to expedite the review, this Terms of Reference document has been prepared to commence a review of the Leegomery and Hadley Castle Parish Wards of the Parish of Hadley and Leegomery in accordance with the Local Government and Public Involvement in Health Act 2007.

1.5 In undertaking this Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972. The Council is also required to have regard to Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Act by the government Department for Communities and Local Government and the Electoral Commission. This Guidance was published in April 2008 and available from the Electoral Commission's website at [www.electoralcommission.org.uk/boundary-reviews/parish-reviews](http://www.electoralcommission.org.uk/boundary-reviews/parish-reviews).

1.6 Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish this Terms of Reference document.

1.7 The Council has delegated powers to make decisions in this matter to its Boundary Review Committee. The Committee formally resolved to publish these Terms of Reference at its meeting of 29<sup>th</sup> April 2014. At that same meeting, the Committee published Draft Proposals which set out the Committee's initial views on how this Review should progress and the changes that should be made. Following a period of consultation, the Committee will then publish its Final Proposals, allowing a further period of consultation before the Committee makes its Recommendations and, if appropriate, makes a Community Reorganisation Order.

1.9 The Boundary Review Committee of the Council has resolved that the following area shall be the subject of this Review:

***the boundary of Leegomery and Hadley Castle Parish Wards of the Parish of Hadley and Leegomery consisting of properties at Haybridge Road and roads to its north-west***

1.10 The Parish currently has four parish wards - the Apley Castle Parish Ward, the Hadley Castle Parish Ward, the Hadley Manor Parish Ward, the Leegomery Parish Ward.

Following the final proposals of the independent Local Government Boundary Commission for England, the Parish of Hadley and Leegomery will be divided into five parish wards for the purposes of the election of a council for the parish: the Apley Castle Parish Ward, the Hadley Castle Parish Ward, the Hadley Manor Parish Ward, the Leegomery Parish Ward and the Trench Lock Ward.

### **What is a Community Governance Review?**

1.11 A Community Governance Review can consider a range of topics concerning the community governance of the area under Review. These can include the creation, merging, altering or abolishing of parish areas, the naming of parishes, the electoral arrangements for parishes (creating a council; the number of councillors to be elected to the council; parish warding), and consequential matters such as the 'knock-on' effect on the Borough wards or the setting of the commencement dates for any new arrangements.

1.12 In this Review, however, we are only concerned with the warding arrangements in the Leegomery and Hadley Castle parish wards of the parish of Hadley and Leegomery. And specifically with the Haybridge Road area south of the railway line which separates Hadley from Leegomery.

## **2. THE PRESENT STRUCTURE OF THE PARISH OF HADLEY AND LEEGOMERY AND ITS ELECTORAL ARRANGEMENTS**

### **Hadley and Leegomery's parish electoral arrangements**

- 2.1 The Parish of Hadley and Leegomery has a council of 16 members.
- 2.2 The parish is divided into wards for the purposes of the election of the parish council.
- 2.3 As this review has been requested as a result of an anomaly in the LGBCE recommendations, the consent of the Electoral Commission will be sought if it becomes the intention of the Council to alter the electoral arrangements for the parish.

### **The relationship with the borough wards**

- 2.4 The review conducted by the LGBCE uses the parish wards as the building blocks for the Borough wards, and the boundaries of the parish wards and the Borough wards are therefore co-terminous by-and-large.
- 2.5 Borough wards cannot be altered by the Council in a Community Governance Review; they are the responsibility of the Electoral Commission and its Boundary Committee for England.
- 2.6 At this stage in the Review, the Council does not envisage any changes arising to the present Borough wards as a consequence of this Review.

### 3. THE HADLEY AND LEEGOMERY PARISH WARD

#### The parish ward and comparative electorate figures

3.1 In its letter, Hadley and Leegomery Parish Council states that it wishes to correct the error in the boundary line between Hadley Castle and Leegomery parish wards which has manifested itself in the Parish ward boundary maps supplied to the Boundary Commission.

#### The legislative background to parish wards

3.2 Section 95(3) of 2007 Act gives consideration to warding arrangements for parish councils. In the legislation, the warding of parishes is considered appropriate where the number or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient. Furthermore, a warding arrangement is appropriate where it is felt that particular areas of a parish should be separately represented on a parish council.

3.3 It is convenient to consider the number and distribution of the local government electors in the present Hadley Castle and Leegomery parish wards. The existing electoral arrangements following the 2009 Community Governance Review and after the LGBC Review are shown in Tables 2.1 and 2.2 respectively. Table 2.3 demonstrates what the position would be if the LGBC review had been based on the correct ward boundary between Hadley Castle and Leegomery Wards.

**Table 2.1 – Electoral arrangements and levels of representation for the Parish following the 2009 Community Governance Review**

<b><i>Parish Ward</i></b>	<b><i>Electors</i></b>	<b><i>Councillors</i></b>	<b><i>Ratio of Electors to Councillors</i></b>
Apley Castle	2309	4	577
Hadley Castle	2733	4	683
Hadley Manor	2626	4	656
Leegomery	2738	4	684

**Table 2.2 – Electoral arrangements and levels of representation for the Parish following the 2013 LGBCE Review**

<b><i>Parish Ward</i></b>	<b><i>Electors</i></b>	<b><i>Councillors</i></b>	<b><i>Ratio of Electors to Councillors</i></b>
Apley Castle	2308	4	577
Hadley Castle	2086	3	695
Hadley Manor	1972	3	657
Leegomery	3187	4	797
Trench Lock	852	2	426

**Table 2.3 – Electoral arrangements and levels of representation for the Parish which would have resulted following the 2013 LGBCE Review if the correct boundaries had been utilised**

<b><i>Parish Ward</i></b>	<b><i>Electors</i></b>	<b><i>Councillors</i></b>	<b><i>Ratio of Electors to Councillors</i></b>
Apley Castle	2309	4	577
Hadley Castle	2535	3	842
Hadley Manor	1972	3	653
Leegomery	2737	4	683
Trench Lock	852	2	426

3.4 The legislation suggests that a warding arrangement is appropriate where there is one parish with an overall community of identity but that also comprises different parts. Telford and Wrekin Council supports the contention that parish warding arrangements should be clearly and readily understood by and should have relevance for the electorate in a parish; they should reflect clear physical and social differences within a parish: one parish but comprising different parts. The Council invites electors and other interested bodies in the present Hadley Castle and Leegomery parish wards to consider whether or not the ward boundary should be restored to provide a better representation on the parish council of the different areas of the parish wards.

<p><b>Question</b></p> <p><b>Should the boundary between the Hadley Castle and Leegomery parish</b></p>
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**wards of Hadley and Leegomery parish as proposed by the Local Government Boundary Commission for England which was based on incorrect information be restored to reflect the boundary proposed following the 2009 Community Governance Review?**

### **The number and boundaries of parish wards for any new councils**

3.7 The Council invites local views on the appropriate boundary of the parish wards. The Council would expect to receive guidance on the following topics:

- any proposed wards should reflect distinctive identities and interests in an area based upon sound and demonstrable evidence of any such identities and linkages;
- are the ward boundaries easily identifiable, and will these boundaries ensure that local ties will not be broken by the fixing of any particular boundaries;
- will the proposed ward boundaries be clearly understood and will they represent the most appropriate parting of local attachments within a parish that comprises different parts?

3.8 The Council notes the view of Hadley and Leegomery Parish Council that the error should be corrected.

## **4. CONSEQUENTIAL MATTERS**

### **Commencement dates for any new arrangements**

4.1 The Council envisages that if an Order is made it will come into effect for May 2015 local elections. The following dates are suggested:

December 2014 – Publication of the Revised Register of Electors – the new register gives effect to any boundary and electoral arrangement changes;

7 May 2015 – the next ordinary elections of parish and borough councillors in the Borough – the first election to any new parish wards;

11 May 2015 – the existing parish councillors retire and any new parish councillors take up office.

### **Recommendations to the Electoral Commission for changes to Borough ward boundaries**

4.2 The Council does not envisage any changes arising to the present Borough wards as a consequence of this Review.

## **5. HOW DOES THE REVIEW PROCEED FROM HERE**

5.1 The Council intends that the outcome of this Review should encompass the broadly held views of the residents of the affected areas insofar as they are compatible with two central legal tests: that community governance in our area should reflect the identities and interests of our communities and that it should be effective and convenient.

5.2 The Council has prepared its Draft Proposals in this Review. In its Draft Proposals, the Council will balance the submissions that it has received against the legal tests and policies that have been outlined in this Terms of Reference document. The Draft Proposals will give our initial proposals for the future of the parish warding arrangements in the Hadley Castle and Leegomery parish wards. We will then allow a period of 6 weeks, in accordance with our timetable, for consultations on our proposals.

5.3 Our Final Proposals will be made in response to the outcome of those consultations. They may wholly change our Draft Proposals, because we will endeavour again to encompass the broadly held views of the residents of the affected areas insofar as they are compatible with the legal tests and policies.

5.4 If changes to the existing warding arrangements are being recommended, the Review will be completed when the Council adopts a Reorganisation of Community Governance Order. This Order will also cover any issues that are the consequences of any changes.

## **6. CONSULTATION**

### **How the Council proposes to conduct consultations during the Review**

6.1 The Council has now drawn up and now publishes this Terms of Reference document. This document lays out the aims of the Review, the legislation that guides it and some of the policies that the Council considers important in the Review.

6.2 In coming to its Recommendations in this Review, the Council will take account of the views of local people. The Act requires the Council 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 by judging them against the criteria in the Act. In our timetable for the Review, we allow a period for comments and submissions. These comprise a 6 week period after the Draft Proposals are published for comments on our proposals.

6.3 The Council intends to publish all correspondence received in the Review and all decisions that it takes in the Review, giving its reasons for taking these decisions. The Council is mindful of the government's guidance that "community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

6.4 The Council proposes to use general press releases, its website, the placing of key documents on deposit at civic offices, libraries, relevant parish council offices and contact points, briefing meetings and direct personal communication to achieve these objectives. The Council has to be mindful of the costs of a Review, and it will endeavour to ensure that the consultation process is cost effective and that only reasonable costs are incurred.

### **How to submit your views**

6.5 Comments should be submitted to the Electoral Services Section of the Council's Democratic Services Business Unit. They can be submitted either by letter or by e-mail. We are hoping that you will find our four questions a helpful basis and suggested structure for your comments, but these questions are not intended to be prescriptive.

You can contact us at:

Electoral Services  
Telford and Wrekin Council

Addenbrooke House  
 Ironmasters Way  
 Telford  
 TF3 4NT

01952 383210

[elections@telford.gov.uk](mailto:elections@telford.gov.uk)

Details of our officer contacts are as follows:

Jonathan Eatough Head of Law, Democracy and People Services	Strategic management of the Review	<a href="mailto:Jonathan.eatough@telford.gov.uk">Jonathan.eatough@telford.gov.uk</a>
Phil Griffiths Democratic Services Manager	Project and resource management of the Review	<a href="mailto:phil.griffiths@telford.gov.uk">phil.griffiths@telford.gov.uk</a> 01952 383210
Phil Smith Committee Clerk	Preparation of Committee Agendas and public access to Committee reports	<a href="mailto:phil.smith@telford.gov.uk">phil.smith@telford.gov.uk</a> 01952 383211

### **A timetable for the Review**

7.6 Publication of this Terms of Reference document formally begins the Review, and the Review must be completed within twelve months.

Our timetable for this Review is as follows:

**Table 7.1 – A timetable for the Review**

<b>Action</b>	<b>Timetable</b>	<b>Relevant Date</b>
Terms of Reference are published		29 April 2014
Draft Proposals are published		29 April 2014
Consultations	6 weeks	6 June 2014
Final Proposals are prepared		
Final Proposals are published		June 2014
Boundary Review Committee publishes the Recommendations		June/July 2014

Council publishes the Reorganisation Order	thereafter	
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## Our consultation strategy for the Review

7.7 We propose to undertake the following activities shown in Table 7.2 to raise awareness of the Review in the affected areas.

**Table 7.2 – A consultation strategy for the Review**

<b>Date</b>	<b>Activity</b>	<b>Follow up work</b>
29 April 2014	<b>Terms of Reference document is published.</b>	copies of the Terms of Reference document will be available for inspection on the Council's website, at libraries, Council Offices and parish council offices in the affected areas
29 April 2014	<b>Draft Proposals are published and the main consultation period of 6 weeks</b>	Supply of copy of the Draft Proposals to organisations and individuals
		A programme of press releases will be issued
		Copies of the Draft Proposals will be available for inspection at libraries, and parish council offices in the affected areas
		Copies of the submissions that have been made towards the preparation of Draft Proposals will be available for inspection at Addenbrooke House
		The Draft Proposals will be available on the Council's Website
		Supply a copy of the Draft Proposals to all persons and organisations that have responded during the initial consultation period
		The use of Parish Newsletters to publicise the Review will be investigated
6 June 2014	<b>Consultation period closes</b>	
Late June 2014	<b>Final Proposals are published</b>	Supply of copy of the Final Proposals to organisations and individuals
		Supply a copy of the Final Proposals to all persons and organisations that have responded during the main consultation period
		copies of the Final Proposals will be available for inspection on the Council's website, at libraries, Council Offices and parish council offices in the affected areas listed in Annex 5
		Copies of the submissions that have been made towards the preparation of Final Proposals will be available for inspection at Addenbrooke House

Post Review	Evaluation of the effectiveness of our consultation	After the Review is completed, an evaluation of the effectiveness of our consultation will be undertaken
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## **A SUMMARY OF THE QUESTIONS ON WHICH WE WOULD WELCOME COMMENT**

We are asking for initial submissions in this Review, particularly on the following question. Our deadline for initial submissions is 6 June 2014.

**Should the boundary between the Hadley Castle and Leegomery parish wards of Hadley and Leegomery parish as proposed by the Local Government Boundary Commission for England which was based on incorrect information be restored to reflect the boundary proposed following the 2009 Community Governance Review?**

