



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

BOUNDARY REVIEW COMMITTEE

Date **Thursday, 10 May 2018** Time **6.00pm**
Venue **Meeting Room G3/G4, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT**

Enquiries Regarding this Agenda:

Democratic Services	Stacey Worthington	01952 382067
Media Enquiries	Corporate Communications	01952 382403
Lead Officer	Jonathan Eatough, Assistant Director: Governance, Procurement & Commissioning	01952 383200

Committee Membership: Councillors C F Smith (**Chairman**), R A Overton (**Vice Chairman**), K T Blundell, N A Dugmore, I T W Fletcher, A D McClements and G C W Reynolds

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** Appendix A
To confirm the minutes of the meeting of the Boundary Review Committee held on 8 March 2018.
4. **Community Governance Review - Newport Town Council – Agreement of Terms of Reference Document** Appendix B
To receive the report of the Assistant Director: Governance, Procurement & Commissioning

BOUNDARY REVIEW COMMITTEE

Minutes of a meeting of the Boundary Review Committee held on Thursday 8th March 2018 at 6.00pm in Meeting Rooms G3/4, Addenbrooke House, Telford

Present: Councillors C F Smith (Chairman), R A Overton (Vice Chairman), K T Blundell, N A Dugmore, I T W Fletcher and G C W Reynolds

In Attendance: J Eatough (Assistant Director: Governance, Procurement & Commissioning), D Bowen (Elections Team Leader), A Coburn (Legal Assistant) and S Worthington (Democratic & Scrutiny Services Officer)

BRC-06 Apologies for Absence

None

BRC-07 Declarations of Interest

Cllr N A Dugmore advised he was a Member of Donnington & Muxton Parish Council.

BRC-08 Minutes

Resolved – that the minutes of the meeting of the Boundary Review Committee held on 2nd November 2017 be confirmed and signed by the Chairman

BRC-09 2018 Boundary Review – Boundary Review Commission For England: Revised Proposals For New Parliamentary Constituency Boundaries

The Committee received the report of the Assistant Director: Governance, Procurement and Commissioning. The Boundary Commission for England had published their revised proposals following public consultation for the future parliamentary constituencies in England, which had previously been reported to the committee.

The Council's final comment on the name of the proposed 'Bridgnorth and The Wrekin' Constituency had been sent to the Commission. The Commission's final recommendations were due to be submitted to the Secretary of State in September 2018 and further updates would not be received until then.

RESOLVED – that the Boundary Review Committee notes the progress and key dates of the Boundary Commission for England's review of the Parliamentary Boundaries.

BRC-10 Community Governance Review Request: Newport Town Council

The Committee received the report of the Assistant Director: Governance, Procurement and Commissioning. Newport Town Council submitted a petition of over 700 signatures on 27th February 2018. As 86 of these were not valid, an additional 58 were required to reach the necessary numbers. Newport Town Council submitted a further petition with the required number of signatures on the 8th March.

Two letters had been received from Church Aston Parish Council and Chetwynd Aston Parish Council which expressed their views and requested involvement in the process. These would be responded to by the Chair.

Members noted the Borough Elections were to be held in May 2019 and raised their concerns that this may impact on the timescale of the boundary review. Members noted that it was important there be a full consultation.

The requirements were for a review to be completed within a 12 month period, however, the recommendations did not need to be implemented within this timeframe.

It was **RESOLVED** – that

- a) **The Boundary Review Committee notes the request for petition to initiate a Community Governance Review has been received**
- b) **The Boundary Review Committee notes the impact of any such review, in conjunction with the outline timetable for 2018/19 reviews contained within Appendix E of Agenda Pack.**

BRC-11 Community Governance Review Request: Donnington & Muxton Parish Council

The Committee received the report of the Assistant Director: Governance, Procurement and Commissioning.

A discussion was held on the number of signatures required, which were as a percentage of the current parish, rather than the Muxton wards. Members were advised that a petition was expected shortly.

It was **RESOLVED** – that

- a) **The Boundary Review Committee notes the request for petition to initiate a Community Governance Review has yet to be received, but was expected very soon.**
- b) **The Boundary Review Committee notes the impact of any such review, in conjunction with the outline timetable for 2018/19 reviews contained within Appendix E of Agenda Pack.**

BRC-12 Community Governance Reviews – Outline Timetable for 2018/19

The Committee received the report of the Assistant Director: Governance, Procurement and Commissioning. The timetable gave an indication of the timescales for each stage of the process, based on best practice. Members noted the impact that other factors, such as the 2019 Borough Elections, may have on the implementation date of any Community Governance Requests.

It was **RESOLVED** – that

- a) **The Boundary Review Committee notes the proposed 2018/19 timetable.**

b) That the Boundary Review Committee agrees that any requests received after 1st March 2018 will not be implemented until after May 2019.

The meeting ended at 6.21 pm

Chairman:

Date:

TELFORD & WREKIN COUNCIL**BOUNDARY REVIEW COMMITTEE – 10 MAY 2018****COMMUNITY GOVERNANCE REVIEW – NEWPORT TOWN COUNCIL –
AGREEMENT OF TERMS OF REFERENCE DOCUMENT****REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT
& COMMISSIONING****1. PURPOSE**

- 1.1 To seek Members approval of draft Terms of Reference for the conduct of this Review. The document incorporates the main policies that the Council will follow in the Review and its draft recommendations. Receipt of a valid petition, received on 8 March 2018 initiates the Review.

2. RECOMMENDATIONS

- 2.1 That the Committee adopts and publishes the Terms of Reference document as set out at **Annex 1** to this report.
- 2.2 That the Committee appoints the Assistant Director: Governance, Procurement & Commissioning as the “Proper Officer” for the purposes of the review.
- 2.3 That the timetable for the Review as set out in TABLE 1 of the Terms of Reference be noted and that the Committee agree to receive the draft proposals for approval and the final recommendations as detailed in the timetable.
- 2.4 That the Assistant Director: Governance, Procurement & Commissioning be authorised to undertake any actions required to progress the Review with the exception of the approval of the Draft Proposals and approval of the Final Recommendations which will be reserved to the Boundary Review Committee.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?
	Yes/No
	Will the proposals impact on specific groups of people?

	Yes/No	Electors in the parishes of Newport and Chetwynd Aston and Woodcote.
TARGET COMPLETION/ DELIVERY DATE		March 2019- recommendations will be published
FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	Under the Local Government and Public Involvement in Health Act 2007, Local Authorities have the responsibility to undertake Community Governance Reviews, which includes arrangements in Parishes. The process to be followed is prescribed and will involve officer time and other associated costs, such as postages and printing. These costs will be met from within existing resources.
LEGAL ISSUES	Yes/No	<p>Authority is delegated to Boundary Review Committee to deal with all matters relating to Community Governance Reviews.</p> <p>There is a need to appoint an officer of the Council to act as “Proper Officer” within the Regulations issued under the Act. The Proper Officer is needed to make decisions in respect of the apportionment of the property, rights and liabilities of parish councils where applicable. The Regulations set out criteria to be used by the Proper Officer in making such calculations.</p> <p>There are no direct legal implications arising from this report at this stage. Further legal advice will be given as and when necessary during the consultation and order making process.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes/No	The opportunities and risks associated with any change following on from this consultation have been identified and assessed. Arrangements would be put in place to manage the risks and maximise the opportunities that have been identified if community governance in the affected areas was to change.
IMPACT ON SPECIFIC WARDS	Yes/No	Newport South and East (South), Chetwynd Aston and Woodcote, Church Aston and Lilleshall

4. SUMMARY

- 4.1 Telford and Wrekin Council has received a community governance petition from Newport Town Council seeking adjustment of its boundaries. The petition has been checked against the provisions in the Local Government and Public Involvement in Health Act 2007 and has been found to be a valid petition. In accordance with the Act, the Council is therefore required to conduct a Community Governance Review. The Review begins from receipt of a valid petition and following this a Terms of Reference document is to be published.

5. **INFORMATION**

5.1 **Background**

In the conduct of a Review, the Council has to be mindful of Part 4 of the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews that has been issued by the Department for Communities and Local Government and The Local Government Boundary Commission. The first stage of the Review is the drawing up of a Terms of Reference document which is attached at **Annex 1**. In effect, this document becomes the Council's policies for the conduct of the Review. It should provide as much background information as is possible to allow electors and other interested organisations to make informed submissions, but it should also refer to the legislative framework against which the Review must operate. The Review must then be completed within twelve months of receipt of a valid petition.

- 5.2 The document now before the Committee therefore attempts to provide information and the background legislative framework on a wide range of issues. The document provides information on the present structures in Newport and Chetwynd Aston & Woodcote, the electorate and present electoral arrangements and precept costs. The legislation places great emphasis on consultation in a Review, and this document also sets out how the Council proposes to consult the electors and other interested organisations, together with the consultation periods that will be allowed in the Review.

- 5.3 The key issue in this Review will be whether the Newport Town Council boundary is extended down to the A518 effectively reducing the extent of the boundary to the parish of Chetwynd Aston and Woodcote. The Terms of Reference document attempts to provide guidance on how consultees should approach these issues.

- 5.4 Finally, the document looks at 'consequential matters', the 'knock-on' effects of making changes to the current structure.

5.4 **What happens next?**

Terms of Reference will be published by 31 May 2018, a ten week consultation period will then commence where initial submissions will be invited. The Council will then use the submissions that are received together

with the policies outlined in the Terms of Reference and the legislative framework to draw up Draft Proposals for the future of community governance in the affected areas. A proposed timetable for the conduct of the Review is set out in **Annex 1**.

6. **PREVIOUS MINUTES**

Boundary Review Committee – 2 November 2017 (Minute No. BRC-05)
Boundary Review Committee – 8 March 2018 (Minute No. BRC-10)

7. **BACKGROUND PAPERS**

Local Government and Public Involvement in Health Act 2007
(<http://www.legislation.gov.uk/ukpga/2007/28/contents>)

Guidance on Community Governance Reviews (Department for Communities and Local Government and LGBCE, March 2010).
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)

Report prepared by Deborah Moseley, Democratic & Scrutiny Services Team Leader - Tel: 01952 383215 and Dave Bowen, Elections Team Leader – Tel: 01952 383210.



COMMUNITY GOVERNANCE REVIEW –NEWPORT TOWN COUNCIL REQUEST FOR CHANGES TO THE PARISH BOUNDARIES

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

TERMS OF REFERENCE

INTRODUCION

Aims of the review

Following a request from Newport Town Council, Telford and Wrekin Council (“the Council”) has resolved to undertake a Community Governance Review pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the parish boundary.

Why undertake a community governance review?

A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance within their area.

A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes (the ordinary year of election: council size, the number of councillors to be elected to council, and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes.

The government has emphasised that ultimately, recommendations made in Community Governance Reviews are to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

Scope of the review

The Council has resolved to undertake a Community Governance Review to consider whether governance arrangements within the above stated parish are:

- a) Reflective of the identities and interests of the community in that area:
- b) Effective and convenient to the community in that area

In doing so, the 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 the local community or parish

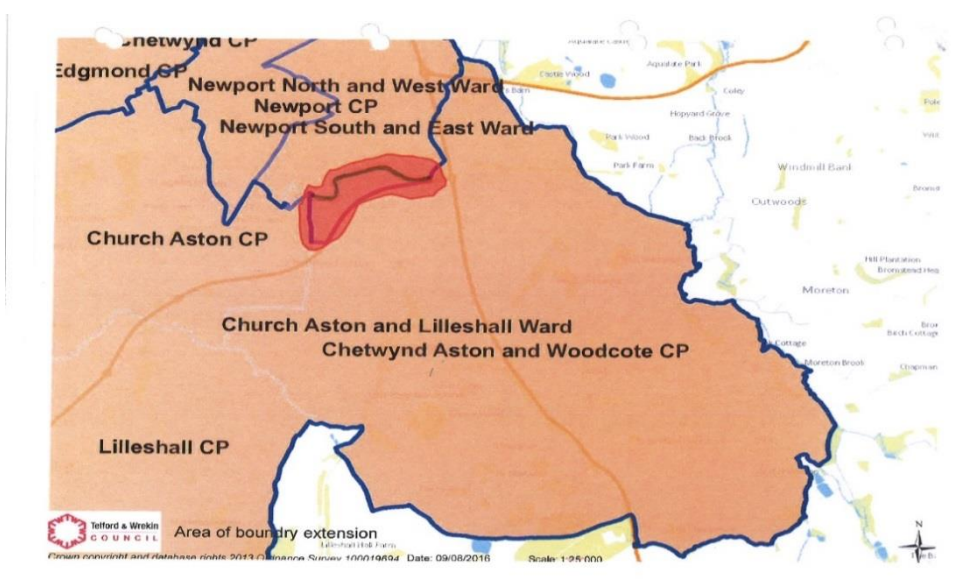
Specifically, the review will consider:

The boundary between parishes

The Council will review the boundary between Newport Town Council and Chetwynd Aston & Woodcote Parish Council in response to the request from Newport Town Council, taking account of relevant local considerations.

In their request, Newport Town Council state that:

“the residents within the suggested boundary change are likely to consider themselves residents of Newport and not Chetwynd Aston and Woodcote, as borough boundary suggests. Housing developments within this area also assessed on, and approved because of their location is considered to be within the boundaries of Newport and not and Chetwynd Aston & Woodcote, this is because the A518 and A41 which border Newport, are a more natural boundary than what exists....



The dark red area of discussion, the blue line represents the parish boundary for Newport, and the red line represents the Telford and Wrekin Consistency boundary for Newport's South & East Ward.

Summary

There appear to some merits [sic] in considering extending the boundary of Newport in certain areas based upon:

- *General public perception of what is Newport.*
- *The ability to properly represent future residents and provide services.*
- *Having a boundary that is consistent with Telford & Wrekin borough wards.*

Certain features lend themselves to be natural boundary points, namely the A41 and A518.

Request received from Newport Town Council:

That the parish boundary is extended to match the Constituency boundary, and to be brought in to effect for the 2019 town and parish elections.”

The current boundaries between Newport Town Council and Chetwynd Aston & Woodcote are shown in maps in Annex 1 (“the Review Area”).

The current boundary is marked with a blue line and the proposed new boundary is marked with a red line.

Who will undertake the community governance review?

As the principal authority, the Council are responsible for undertaking any Community Governance Review within its electoral area.

Final recommendation will be made to Full Council for adoption and creation of a Community Governance Order.

CONSULTATION

Before making any recommendations or publishing final proposals, in line with legislative requirements, the Council will take full account of the views of local people. The Council will comply with legislative requirements by

- Consulting local government electors for the area under review
- Consulting any other person or body (including a local authority) which appears to the principal council to have an interest in the review
- Taking into account any representations received in connection with the review.

When taking account of written representations the Council is bound to have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area, and
- Is effective and convenient

In order to ensure that this review is conducted transparently, as soon as practicable, the Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

In accordance with the Act, representations received in connection with the review will be taken in to account, and steps will be taken to notify consultees of the outcome of the review by:

- publishing them on the Council’s website at www.telford.gov.uk
- posting public notices
- placing key documents on public deposit at Council Offices
- and by communicating the final outcome of the review by writing to all households in the area concerned by the review.

REORGANISATION OF COMMUNITY ORDERS AND COMMENCEMENT

The review will be completed when the Council adopts the reorganisation of Community Governance Orders.

TIMETABLE FOR THE REVIEW AND CONSULTATION

A Community Governance Review must, by statute, be concluded within a twelve month period from the day a valid petition is received, this was received on 8 March 2018. A Community Governance Review concludes when the Council publishes the recommendations made in the review.

TABLE 1: Timetable

Action	Timetable	Outline of action
Compiling Terms of Reference	10 May 2018	seek Members approval for draft Terms of Reference
Publication of Terms of Reference	31 May 2018	Publishes Council publishes TOR and notifies stakeholders, clearly defining extent of the review.
Consultations – invite initial submissions	1 June 2018 10 August 2018 10 Weeks	Council undertakes a full consultation requesting support for /or alternative proposals
Consider and prepare Draft Recommendations	10 August – 31 October 2018	
Publication of Draft Recommendations	31 October 2018	
Consultation on Draft Recommendations	1 November – 31 December 8 Weeks	

Consider submissions following publication of draft recommendations	January 2018	Council considers the results of consultation and prepares Final recommendations
Final Recommendations are published and the Boundary Review Committee resolve to make a Reorganisation Order.	January/ February 2019	
Final Proposals are adopted by Council at Full Council meeting on 28 February 2019	28 February 2019	Council adopts Final Proposals
Council publishes the Reorganisation Order	March 2019	Council publishes an order concerning Parish matters
Next election held under new electoral arrangements	May 2023	

PRINCIPLES GUIDING THE REVIEW

Relevant legislation

In undertaking a Community Governance Review, the Council will apply the guiding principles as appropriate from the following legislation and guidance:

- The Local Government and Public Involvement in Health Act 2007 as amended by the Legislative Reform (Community Governance Reviews) Order 2015
- The Local Government Act 1972
- Guidance on Community Governance Reviews (DCLG/EC)
- Local Government (Parishes and Parish Councils)(England Regulations 2008 (SI2008/625)

Electorate

In considering the electoral arrangements of the parish stated within these Terms of Reference the Council is required to consider any change in the number or distribution of the electors.

The Council has used the Register of Electors in force in April 2018 to provide existing local government electorate figures.

TABLE 2: Present Electoral arrangements

Borough Ward (Parish)	Polling District	Electorate
Newport South & East (East)	WNE	2071
Newport North & West (North)	WNN	2469
Newport South & East (South)	WNS	2068
Newport South & East (West)	WNW	2516

Church Aston & Lilleshall (Chetwynd Aston & Woodcote)	WCC	376
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TABLE 3: Proposed Electoral arrangements

Borough Ward (Parish)	Polling District	Electorate
Newport South & East (East)	WNE	2071
Newport North & West (North)	WNN	2469
Newport South & East (South)	WNS	2076
Newport South & East (West)	WNW	2516
Church Aston & Lilleshall (Chetwynd Aston & Woodcote)	WCC	368

Currently the boundary change would see 4 properties move out of Chetwynd Aston & Woodcote Parish and into Newport South & East (South).

Projected new dwellings for the Review Area

However, based on current approved planning permission figures for the area in question, there is likely to be a large number of new dwellings built within the proposed boundary change within the next five years and so we are required to give consideration to the electoral arrangements that might accompany such changes in the number or distribution of electors which is likely to occur in the period of five years beginning with the day the Review starts. Electorate forecasts for the parish wards have been prepared using current planning permissions and using the multiplier of electors per property presented above.

TABLE 4– Projected new dwellings and electoral change statistics for the Review area 2018 – 2023

	Projected new dwellings	Electors per property	Projected additional electors
Review Area	487	1.74	847

TABLE 5 – Current Parish Precepts 2018-2019

Parish	Amount Required	Council Tax D equivalent 2018/2019
Newport	£444,896	£116.89
Chetwynd Aston & Woodcote)	£6,000	£34.74

Consequences of changes to the current boundaries

The main consequences it appears in making the change to the current boundaries is in the allocation of precept costs. At present there are four properties and eight electors affected by the change. In the next five years however, this number will increase by up to 487 dwellings.

Parish governance

The Council believes that parish councils play an important role in terms of community empowerment at the local level and wants to ensure that parish governance continues to be robust, representative and enabled to meet the challenges that lie before it. Furthermore, it wants to ensure that there is clarity and transparency to the areas that the parish council represents.

How to submit your views

If you have a clear interest in this review or are impacted by its outcome, the Council would like to hear your views. Submissions can be made in any format (e.g letter or email). Consultation responses must be in writing, whether by letter or email and must contain the name and residential address of the person submitting their views.

How to contact us

If you would like to say how you view potential future arrangements under these Terms of Reference please submit your written comments no later than 10 August 2018:

By email to: BRCNewport@telford.gov.uk

In writing to:

**Newport Boundary Review
Electoral Services Team
Telford & Wrekin Council
4th Floor
Addenbrooke House
Ironmasters Way
Telford
TF3 4NT**

Should you require any further information or need clarification on the review process please contact:

**Dave Bowen
Electoral Services Manager
Telephone 01952 383210
Email Dave.bowen@telford.gov.uk**

Publication of Terms of Reference

These Terms of Reference will be published on the Council website: www.telford.gov.uk and will be available for public inspection at the Council offices at Addenbrooke House, Ironmaster Way, Telford, TF3 4NT

Notices advertising this Community Governance Review and the availability of these Terms of Reference will also be posted within the parish.

List of Annexes

Annex 1 – Map showing the existing electoral arrangements in blue and the proposed electoral arrangements in red

Consultees (other than the electors of Newport and and Chetwynd Aston & Woodcote):

Newport Town Council
Chetwynd Aston & Woodcote Parish
The Borough Councillors

Date of publication

[] 2018

