



MELTON BOROUGH COUNCIL

COMMUNITY GOVERNANCE REVIEW

TERMS OF REFERENCE

PARISH OF WALTHAM ON THE WOLDS AND THORPE ARNOLD

These Terms of Reference have been published by the Council on

1<sup>st</sup> April 2018

Submissions and comments on these Terms of Reference Document should be  
made by

31<sup>st</sup> May 2018

## LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

Community Governance Review – Increase in the number of Parish Councillors within Waltham on the Wolds and Thorpe Arnold Parish Council

### TERMS OF REFERENCE

#### **Introduction**

Melton Borough Council (the Council) is undertaking a Community Governance Review (CGR) to consider whether the distribution of Councillors within the Parish Wards of Waltham on the Wolds and Thorpe Arnold Parish Council should be changed and also whether one of the Parish Wards names within the Waltham on the Wolds and Thorpe Arnold Parish Council should be changed.

#### **Why we are conducting this review?**

Following a request from Waltham on the Wolds and Thorpe Arnold Parish Council, the Council has resolved to undertake a Community governance Review (CGR) in order to consider:-

- a) To increase the number of Parish Councillors from 6 to 8

There would be no alteration to the parish boundaries as part of this review.

#### **What is a Community Governance Review (CGR)?**

A Community Governance Review (CGR) is a legal process whereby Councils can create parish councils, review and change parish boundaries and in extreme cases, abolish parishes. The Council must ensure that community governance in the area under review reflects the identities and interest of the community in that area, as is effective and convenient. It is important that the recommendations made through a CGR should bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

This means making sure that elector and other interested groups have a say in how local services are delivered in their area. Electors and interested parties will be notified of the proposals by way of public notice and their feedback will be sought.

A community governance review can consider one or more of the following options:-

- ❖ Creating, merging, altering or abolishing parishes;
- ❖ The naming of parishes and the style of new parishes and the creation of town councils;
- ❖ The electoral arrangements for parishes (for instance, the ordinary year of election; council size; the number of councillor to be elected to the council, and parish warding);

- ❖ Grouping parishes under a common parish council or de-grouping parishes;
- ❖ Other types of local arrangements

The Council is required to ensure that community governance within the area under review:-

- ❖ Will be reflective of the identities and interest of the community in that area;
- ❖ Consider what community governance arrangement is effective and convenient to the community in that area;
- ❖ Consider what other arrangements there could be for the purpose of community governance or engagement;
- ❖ Consider the size, population and boundaries of the local community or parish

### **Area under Review**

Waltham on the Wolds and Thorpe Arnold Parish Council

- A) Waltham on the Wolds and Thorpe Arnold Ward – increase in the number of Parish Councillors from 6 to 8

### **The ordinary year of election**

The Local Government Act 1972 states that the ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter (ie 2007, 2011, 2015, 2019). The Government however, has indicated that if wants a parish council electoral cycle to coincide with the cycle of the Borough Council so that the cost can be shared.

If the review finds that it is appropriate to

The changes will come into effect no later than at the next ordinary day of election on 2<sup>nd</sup> May 2019.

### **Parish Council Requirements**

Legislation set out the following limits for a parish council

- ❖ Where the number of electors is 1,000 or more – a parish council must be created
- ❖ Where the number of electors is 151 – 999 a parish council may be created, with a parish meeting being an alternative form of governance
- ❖ Where the number of electors is 150 or fewer a parish council should not generally be created.

The current electorate/councillor ration for the parish of Waltham on the Wolds and Thorpe Arnold is

Electorate (1 <sup>st</sup> December 2017)		Number of Councillors	Ratio
Waltham on the Wolds and Thorpe Arnold Ward	800	6	133

The proposed number of councillor, electorate/councillors ration for the parish of Waltham on the Wolds and Thorpe Arnold is:

Electorate		Proposed number of Councillors	Ratio
Waltham on the Wolds and Thorpe Arnold Ward	800	8	100

### **What considerations cover the number of parish councillors?**

Both the Government and the Council believe that it is an important democratic principle that each person's vote should be of equal weight so far as possible (having regard to other legitimate competing factors) when it comes to the election of councillors.

Whilst the number of parish councillors for each parish council must not be less than five, there is no maximum number. By Law, the Council must have regard to the following factors when considering the number of electors to be elected for the parish.

- ❖ The number of local government electors for the parish
- ❖ Any change in that number which is likely to occur in the period of five years beginning with the day the review starts
- ❖ The Council will also have regard to the National Association of Local Council recommendations set out in the table below

### **Number of parish councillor guidelines**

Electors	Councillors	Electors	Councillors
Up to 900	7	Up to 10,400	17
Up to 1,400	8	Up to 11,900	18
Up to 2,000	9	Up to 13,500	19
Up to 2,700	10	Up to 15,200	20
Up to 3,500	11	Up to 17,000	21
Up to 4,400	12	Up to 18,900	22
Up to 5,400	13	Up to 20,900	23
Up to 6,500	14	Up to 23,000	24
Up to 7,700	15	Up to 45,000	25
Up to 9,000	16		

## Consultation

The Council intends to undertake a consultation with electors, Ward and Parish councillors and interested stakeholders in the area by way of Notice of Review on the Waltham on the Wolds and Thorpe Arnold Parish Council notice boards and the Melton Borough Council website.

Melton Borough Council will be pleased to receive comments from any person or body that wishes to make representations during the review.

The consultation responses will be published on Melton Borough Council website and will be held on deposit for inspection at Melton Borough Council Offices, Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH.

## Community Governance Review Timetable

### Waltham on the Wolds and Thorpe Arnold Parish Council

Stage	What Happens	Timescales	Timescale 2018
Commencement of Review	Publication of terms of reference Consultation period Submissions are invited		April 1 – 31 May
Stage Two	Consideration of submissions received – Draft Recommendations are prepared and published	One Months	June 1 – 30 June
Stage Three	Second Consultation Period. Final proposals prepared and published	Two Months	July 1 – August 31
Stage Four	Principal Council agrees and published final recommendation	One Month	September 1 – September 30
Stage Five	Full Council Decision		10 <sup>th</sup> October 2018

## How can you have your say?

A letter will be sent to all households in the area under review inviting submission of responses to the consultation. The letter will be accompanied by a Consultation response form and a copy of the Terms of Reference.

Other organisations affected by the review will also be invited to respond to the consultation.

Alternatively you can send your comments, recommendation and views on the various aspects of the review to the address below:

Electoral Services, Melton Borough Council, Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH.