



## Borough of Telford and Wrekin

### Boundary Review Committee

Thursday 13 February 2025

6.00 pm

Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

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**Democratic Services:** Millie Wallace 01952 381542

**Media Enquiries:** Corporate Communications 01952 382406

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**Committee Members:** Councillors P Davis (Chair), R A Overton (Vice-Chair), K T Blundell, E M Callear, N A M England, G C W Latham-Reynolds and G Thomas

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# Public Document Pack Agenda Item 3

## **BOUNDARY REVIEW COMMITTEE**

### **Minutes of a meeting of the Boundary Review Committee held on Thursday 5 September 2024 at 6.00 pm in Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG**

**Present:** Councillors N A M England (Chair), R A Overton (Vice-Chair), K T Blundell, E M Callear, P Davis and G Thomas

**In Attendance:** A Lowe (Director: Policy & Governance), M Wallace (Member Support Officer) and J Power (Organisational Delivery & Development Service Delivery Manager)

**Apologies:** Councillors G C W Latham-Reynolds

#### **BRC22 Declarations of Interest**

None.

#### **BRC23 Minutes of the Previous Meeting**

**RESOLVED** – that the minutes of the meeting held on 19 July 2024 be confirmed and signed by the Chair.

#### **BRC24 Community Governance Review**

The Director: Policy & Governance presented the report on the Community Governance Review.

Members were reminded of the process that started in September 2023 where the committee began to look at the Community Governance Review at Town and Parish Councils across the borough. The deadline for submissions for the first round of consultation was in December 2023. The first round of the consultation period was due to close then however due to the General Election this was put on hold. The committee was able to agree the first proposals in July. It was agreed that the next round of submissions were extended until 4 September 2024 after not receiving many submissions.

The Director: Policy & Governance then presented the feedback from Parish & Town Councils, residents and community groups after the second round of the consultation period for the Community Governance Review which concluded on 4 September 2024. The majority responses received were largely supported. There were also comments around potential changes that hadn't yet been proposed and should be taken forward for community identity and community facilities.

The committee supported no changes in the report after reading the submissions, however still expressed the importance that another review should take place. Members commented that this review should take place as

soon as possible now Parish & Town Councils are aware of the changes that can happen to ensure the Borough can get the best outcome helping all areas in the Borough with community identity and good representation.

Following the discussions; Members voted on the recommendations.

**RESOLVED – that:**

- (a) The summary of responses received in relation to the final proposals decided upon by Boundary Review Committee and publish on 22 July 2024 , be noted;**
- (b) The Community Governance Review in accordance with the proposals set out in paragraph 4.5 of the report be concluded and;**
- (c) The committee delegated authority to the Director: policy & Governance to publish the final outcome of the CGR as agreed by the committee.**

The meeting ended at 6.16 pm

**Chairman:** .....

**Date:** Thursday 17 October 2024



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## Borough of Telford and Wrekin

### Boundary Review Committee

Thursday 13 February 2025

### Community Governance Review 2025

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<b>Cabinet Member:</b>	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Service
<b>Lead Director:</b>	Anthea Lowe - Director: Policy & Governance
<b>Service Area:</b>	Policy & Governance
<b>Report Author:</b>	Anthea Lowe - Director: Policy & Governance
<b>Officer Contact Details:</b>	<b>Tel:</b> 01952 383219 <b>Email:</b> anthea.lowe@telford.gov.uk
<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Not Key Decision
<b>Forward Plan:</b>	Not Applicable
<b>Report considered by:</b>	

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#### 1.0 Recommendations for decision/noting:

Boundary Review Committee is asked to:

- 1.1 Approve the terms of reference for the 2025 Community Governance Review for publication;
- 1.2 Approve the information pack to be provided as part of the consultation;
- 1.3 Approve the timetable to bring the 2025 Community Governance Review to a conclusion; and
- 1.4 Note the steps set out at paragraph 4.3 of this report regarding engagement activity.

#### 2.0 Purpose of Report

- 2.1 The purpose of this report is to seek agreement to publish the Terms of Reference for the 2025 Community Governance Review as attached at **Appendix A** and to approve the Information Pack attached at **Appendix B** to this report. Both

documents set out the proposed timetable for bringing the review to a conclusion prior to the summer of this year.

- 2.2 Members will note that there are two periods of consultation to be undertaken in respect of a Community Governance Review; the first is to seek views and comments on:-
- What governance arrangements should be in place across the Borough in respect of town and parish councils and parish meetings;
  - The number of councillors that should sit on each council;
  - Any warding arrangements that should be in place across the town and parish councils;
  - When elections to Town and Parish Councils should take place.
- 2.3 The second phase of consultation follows the publication of draft proposals in respect of how town and parish councils will be organised from May 2027. The draft proposals will be created after the Council has received comments and views during the first consultation period. This second phase of consultation will invite comments and representations on any changes proposed by the Committee.
- 2.4 It is often the case that people will make comments during consultations when they feel changes should be made. Whilst such comments are very valuable and will help the Council to shape its draft proposals, it is also important that those who do not believe any changes should be made put forward their views in both the first and second consultation phases.
- 2.5 Based upon feedback received during the 2023 Community Governance Review, it is considered that the 12 month time period for completing the review was unhelpful as awareness of the review was sporadic and the information provided at the outset of the process had, in some instances, been overlooked. This meant that the full extent of potential changes that could follow the review were not consistently recognised.

### **3.0 Background**

- 3.1 Boundary Review Committee agreed, at its meeting that took place on 5 September 2024, to undertake a further Community Governance Review during 2025 to further examine whether the organisation of the Town and Parish Councils (and Parish Meetings) best reflects the needs of the Borough.

### **4.0 Engagement activity during the Community Governance Review**

- 4.1 During the 2023 Community Governance Review, the Council received around 100 responses, in total, across the two phases of consultation. It is important that the Council receives representations from as many organisations and individuals

as possible during the Community Governance Review. To this end, the Council will undertake a variety of engagement activity to raise awareness of the consultation.

4.2 The timetable in respect of this current review is proposed to extend over a (almost) 5 month period. It is felt that this will assist in maintaining a clear focus on all of the information provided throughout the review. Within the statutory provisions, the review **must** be completed within twelve months of its commencement but there is no minimum period set out. The proposed timetable has been suggested being mindful of the usual commitments of Town and Parish Councils and to ensure that there is a period of time in which they can provide a response and avoiding any recess periods.

4.3 As part of the engagement activity during the review process, the Council will take the following steps:-

- Circulate the information pack to community groups, Town and Parish Councils, partners, Borough Councillors, MPs, the Interfaith Council and Shropshire Association of Local Councils;
- Circulate an online survey link to the same groups and individuals (see the draft survey attached at **Appendix C**);
- Hold some engagement sessions specifically aimed at Town and Parish Councils, with at least one session held in the north of the Borough and at least one session held in the south of the Borough;
- Seek a slot at the Town / Parish Forum to raise awareness of the consultation and the information available as part of the consultation and again during the second phase of consultation;
- Liaise with Shropshire Association of Local Councils at each key stage of the timetable;
- Engage with our lived experience groups such as the Making it Real Board;
- Liaise with Telford College and the Universities within our Borough; and
- Where possible, targeted social media for under-represented groups.

## 5.0 Alternative Options

5.1 The Boundary Review Committee could choose not to commence the Community Governance Review. This is not recommended, however, given that the Committee committed to commencing a further review in 2025 and there have been no changes made to town / parish arrangements for more than 15 years.

## 6.0 Key Risks

6.1 If the Council chooses not to commence the Community Governance Review, there would be a risk that our governance arrangements in respect of Town and Parish Councils are inefficient. In addition, should the review not proceed, there is a risk that the organisation, and governance, of Town and Parish Councils will not reflect the communities they serve.

## **7.0 Council Priorities**

7.1 The recommendations in this report align with the following Council priorities:

- All neighbourhoods are a great place to live; and
- A community-focussed, innovative council, providing efficient, effective and quality services.

## **8.0 Financial Implications**

8.1 The cost of undertaking the Community Governance Review are being met from within existing budgets.

## **9.0 Legal and HR Implications**

9.1 The relevant legislation which sets out the Council's powers in relation to Community Governance Reviews is the Local Government Act 1972 and the Local Government and Public Involvement in Health Act 2007. Together, this legislation enables the Council to undertake a Community Governance Review, including considering the most appropriate boundaries for Town and Parish Councils and the way in which Town and Parish Councils are organised across the Borough, for example by considering the way in which parishes are grouped together.

9.2 The legislation sets out the process for conducting and giving effect to recommendations made in a Community Governance Review noting that the process includes provisions for stakeholder and public consultation.

9.3 It is important to note that any review must be undertaken within a period of 12 months from the date upon which it commences.

## **10.0 Ward Implications**

10.1 It is possible that the Parish areas and / or wards within some Borough wards may change as a result of the community governance review.

## **11.0 Health, Social and Economic Implications**

11.1 There are no direct health, social and economic implications arising from this report.

## **12.0 Equality and Diversity Implications**

12.1 As part of the Community Governance Review, stakeholders and the public will have the opportunity to participate in consultation exercises. Officers will carefully consider how best to ensure the participation of underrepresented groups across the Borough and seek to ensure that any consultation is as wide-reaching as possible, by considering the methods in which consultation is undertaken.

12.2 To ensure that the Council engages with under-represented groups, we will undertake the following activities:



- Targeted social media to under-represented groups;
- Correspondence to our 3000+ community groups seeking feedback;
- Engaging with Telford College and the Universities within the Borough; and
- Engagement with our lived-experience groups including the Making it Real board.

### 13.0 Climate Change and Environmental Implications

13.1 There are no direct Climate Change and Environmental Implications directly arising from this report. It may be, that as the consultation process gets underway, environmental factors are provided as part of consultation responses. The Council will consider these as they arise and report any such incidences to Committee for consideration.

### 14.0 Background Papers

- 1) [Guidance on Community Governance Reviews](#)
- 2) Local Government and Public Involvement in Health Act 2007, Part 4, Chapter 3: <https://www.legislation.gov.uk/ukpga/2007/28/part/4/chapter/3>

### 15.0 Appendices

- A Draft Terms of Reference
- B Draft Information Pack
- C Draft survey questionnaire

### 16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	04/02/2025	04/02/2025	RP
Finance	04/02/2025	05/02/2025	MLB

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## Borough of Telford & Wrekin

### Community Governance Review 2025

#### Draft Terms of Reference

#### A Review of the Parishes of Borough of Telford and Wrekin

#### 1. Background

- 1.1 Telford and Wrekin Council (“the Council”) has resolved to undertake a Community Governance Review (CGR) of its parishes across the Borough in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007
- 1.2 The Council is required to have regard to the guidance on Community Governance Reviews published by the Government. This guidance has been taken into account when drawing up these terms of reference.
- 1.3 Specifically, the Council will be guided by the provisions of Part 4 of Chapter 3 of the Local Government and Public Involvement in Health Act 2007 ( “the 2007 Act”), the relevant parts of the Local Government Act 1972 (“the LGA 1972”), the Guidance on CGR’s issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010 and the following Regulations which guide, in particular, consequential matters arising from the review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI2008/626).
- 1.4 Section 81 of the 2007 Act requires the Council to publish its Terms of Reference for the CGR which clearly set out the focus of the review. This document, when published, will fulfil this requirement.

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

2.1 A Community Governance Review (“CGR”) provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or part of the Borough to consider one or more of the following:-

- i. Creating, merging, altering or abolishing parishes;
- ii. The electoral arrangements for parishes including:-
  - The number of councillors to be elected;
  - The warding (if any) of a Parish Council; and
  - The ordinary year of elections
- iii. The naming of parishes and the style of new parishes;
- iv. Grouping parishes under a common parish council or de-grouping parishes.

2.2 For the purpose of these Terms of Reference, and throughout the CGR process, the term “parish” or “parish council” should also be read as “town” or “town council”.

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

- Reflective of the identities and interests of the community in that area; and
- Is effective and convenient.

2.4 When reaching decisions about community governance, the Council is required to take into account the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.

## **3. Reason for the CGR**

3.1 The Council has a duty to keep parish arrangements under review. This is particularly important taking account of:-

- changes made by a full Borough Electoral Boundary Review in 2022 which resulted in misalignment between the Borough and Town and Parish Wards;
- the growth in certain town and parishes;
- ensuring our communities are governed appropriately; and
- ensuring that there is a clear rationale between the organisation and grouping of parishes.

3.2 Furthermore, guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. Whilst the Council commenced a review in 2023, this did not result in any changes being made and, consequently, it is considered appropriate to undertake a further review to identify whether or not any changes are now needed.

3.3 The Council wishes to review the matters set out above to ensure that there is clarity and transparency to the areas that parish council represent and that the electoral arrangements of parishes (the numbers of councillors, warding arrangements and allocation of councillors to wards) are appropriate, equitable and understood by their electorate.

3.4A CGR must reflect the identities and interests of communities and should take account the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.

3.5 The review will consider the entire Borough to ensure that small changes in one area, do not impact others disproportionately. By taking a wide view of the Borough as a whole, it is hoped that any proposals ensure effective representation at Town and Parish levels across the entire local authority area.

#### **4. Who will undertake the review?**

4.1 The principal authority for an area is responsible for undertaking a CGR. A principal authority carries out the statutory duties of the local authority within the local government area. For the local government area of Telford & Wrekin, Telford & Wrekin Council is the principal authority.

4.2 As the principal authority, Telford and Wrekin Council is responsible for undertaking CGRs within its area. Full Council delegated authority for all matters relating to Community Governance Reviews to its Boundary Review Committee. The Committee will oversee the review and produce draft and final recommendations. A Community Governance Order will need to be made to give effect to the final recommendations when they have been agreed.

#### **5. Areas under review**

5.1 The Community Governance Review will look at the arrangements in respect of all Towns and Parishes within the Borough of Telford & Wrekin. As set out in section 2 above, such a review can result in significant changes to the way in which Parish Councils are arranged.

5.2 The Review includes all aspects of community governance arrangements of existing parishes, including:

- To consider the boundaries of any existing parish and:-
  - whether any existing parishes should be split to create new parishes;
  - whether or not any existing parishes should be amalgamated to constitute a new parish;
  - whether or not any new parish councils should be created;
  - whether or not any parish councils should be abolished and replaced with a parish meeting;
  - whether or not any parish meetings should be created into a new parish or included within an existing parish
- The number of parish Councillors to be elected for any parish council, whether new or existing;
- To consider whether any new or existing parish council should be divided into wards (or continue to be divided into wards,) including the number and boundaries of any such wards, the number of Councillors to be elected for any such ward, and

the name of any such ward;

- To consider if there should be any change to ward arrangements for any existing parish council;
- The name of any parish council;
- If considered desirable to effect any changes, whether or not any alterations should be made to the ordinary year of election for any new or existing parish/town council; and
- To consider whether or not any recommendations should be made to the Local Government Boundary Commission for England for any subsequent alterations to the wards of the Borough Council.

5.2 The Council has the benefit of having undertaken consultation during the review that commenced in 2023. Whilst there was a limited number of responses provided during that review, the Council agreed to carry forward all representations to the next review it undertaken. The reports that were provided to the Boundary Review Committee for the last review are available online using the links below:-

[Agenda for Boundary Review Committee on Thursday 7 September 2023, 6.00 pm - Telford & Wrekin Council;](#)

[Agenda for Boundary Review Committee on Thursday 16 November 2023, 6.00 pm - Telford & Wrekin Council;](#)

[Agenda for Boundary Review Committee on Thursday 8 February 2024, 6.00 pm - Telford & Wrekin Council;](#)

[Agenda for Boundary Review Committee on Friday 19 July 2024, 6.00 pm - Telford & Wrekin Council;](#) and

[Agenda for Boundary Review Committee on Thursday 5 September 2024, 6.00 pm - Telford & Wrekin Council](#)

5.3 The best way of getting in touch about the CGR is to use the email address [reviews@telford.gov.uk](mailto:reviews@telford.gov.uk).

5.4 The primary contact for the review is:

- Jon Power – Policy, Insight, Performance and Elections Manager

## **6. Consultation**

6.1 Before making any recommendations or publishing final proposals the Council will take full account of the views made by, and suggestions of, local people and organisations and will comply with the statutory consultation requirements by:

- consulting local government electors and other persons or bodies who appear to the Council to have an interest in the review;
- taking into account any representations received in connection with the review

and those received in connection with the review commenced in 2023;

- notifying consultees of the outcome of the review; and,
- publishing all decisions taken and the reasons for such decisions.

6.2 In particular, the Council will consult:

- Local government electors/residents in its Parishes;
- The Town and Parish Councils across the Borough and their councillors;
- Borough Councillors;
- The Members of Parliament for the Telford and Wrekin constituencies; and
- Shropshire Association of Local Councils

6.3 Information about each stage of the review will be published on the Council's website and available for inspection at the Council's Offices at Darby House, Lawn Central, Telford, TF3 4JA. Press releases and other publicity will be issued where appropriate.

### Timeline and Key Stages

BRC meets to agree Terms of Reference and Consultation	13 February 2025
Publication of Terms of Reference and Review Commences	17 February 2025
Initial Consultation - Invite initial submissions	17 February 2025 until 24 March 2025
BRC considers initial submissions and draft recommendations	3 April 2025
Draft recommendations published	25 April 2025
Final round of public consultations	28 April 2025 until 1 June 2025
Final recommendations by BRC	End June 2025
Publish final recommendations	End June 2025
Consequential Order made	Summer – Autumn 2025
Elections to Town and Parish Councils	May 2027

## 7. Electoral Forecasts

7.1 When considering the electoral arrangements of the parishes in the area the Council must consider any likely future change in the number or distribution of electors within five years from the day the review commences.

7.2 The review will use the latest electorate figures available at a parish level together with the estimated delivery of new dwellings within the five-year period taken from the Council's most recent Land Supply Statement.

## 9. Considerations

9.1 Legislation requires that the Council must ensure that community governance within the area:

- reflects the identities and interests of the communities in the area,
- is effective and convenient and takes into account any other arrangements for the purpose of community representation or engagement in the area.

9.2 In considering proposals for change, the Council will take the following into account the current status of the Parish (whether it has a Council or meeting) and the existing and the forecast growth of the electorate.

9.3 The review aims to ensure that parishes reflect community identity and interest and that they are viable administrative and democratic units. None of these take precedence over the other but must be considered as part of the process.

9.4 Parishes with 150 or fewer local government electors cannot have a council and can only be a parish meeting (unless the parish already has a council). For those with between 151 and 999 local government electors, the review can recommend that the parish should have a council (optional) and where the parish has 1000 or more local government electors the review must recommend that the parish has a council.

### Parish boundaries

9.5 The Council will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical barriers such as water courses or man-made features such as railways or motorways.

### Council size (number of Councillors)

9.6 The minimum number of parish Councillors that a council can have is five. A quorum for a parish council is three or a third, whichever is the greater number.

9.7 National research guidance suggests the following levels of representation for parish councils:

Electorate	Councillor Allocation
Less than 500	5 – 8
501 – 2,500	6 - 12
2,501 – 10,000	9 - 16
10,001 – 20,000	13 - 27
Greater than 20,000	13 - 31

9.8 Government guidance is that each area should be considered on its own merits having regard to population, geography and the pattern of communities. The Council will pay particular attention to existing levels of representation and existing



council sizes and whether they remain appropriate.

9.9 In considering requests to change the number of Councillors on any individual parish council, the Council will review the electoral history for the parish including the number of contested elections that have been held, the number of vacant seats following normal parish elections (every 4 years) and the history of co-options (i.e., has the council been able to fill vacancies).

#### Parish Warding

9.10 The Council is required to consider the following points when deliberating whether a parish should be divided into wards for the purposes of elections:

- whether the number or distribution of the local government electors for the parish would make a single election of Councillors impracticable or inconvenient; and
- whether it is desirable that any area, or areas, of the parish should be separately represented on the relevant council.

9.11 The Government's guidance is that warding of parishes may not be justified for largely rural areas based predominantly on a single centrally located village. Conversely, warding may be appropriate where a parish encompasses a number of villages with separate identities or where there has been urban overspill at the edge of a town into a parish.

9.12 In considering parish wards the Council will ensure that electoral equality is retained (the principle that each person's vote should be of equal weight so far as is possible). This will be achieved by keeping the councillor/elector ration similar across any warded areas.

#### Parish names and alternative styles for parishes

9.13 The Council will endeavour to reflect existing or historic place names and will consider any ward names proposed any local interested parties. The Council will be mindful of Section 75 of the Local Government Act 1972 with regards to changing the name of a parish and subsequent notification and to Sections 87 and 88 of the 2007 Act and related guidance.

9.14 Alternative styles for parishes were introduced by the 2007 Act which could replace the 'parish' style – community, neighbourhood or village. Town status continues to be available to a parish (S247 of the Local Government Act 1972) but for as long as a parish has an alternative style it will not be able to have the status of a town and vice versa.

9.15 At the request of a parish, the principal authority can change the name of a parish to reflect the style adopted.

9.16 If an existing parish is under review, the Council will make recommendations as to whether the geographical name of the parish should change, but it will be for the parish council or meeting to resolve whether the parish should have one of the alternative styles or retain the 'parish' style.

## Grouping of parishes

- 9.17 Under Section 91 of the 2007 Act a CGR can recommend the grouping or de-grouping of parishes. In some instances, it may be appropriate to group parishes to allow a common parish council to be formed. De-grouping may also offer the reverse possibility where local communities have expanded.
- 9.18 Any grouping or de-grouping needs to be compatible with the retention of community interests and it would be inappropriate to use it to build artificially large units under single parish councils. However, it could offer a possibility for parishes with less than 150 electors to be grouped with other parishes under an elected parish council despite being unable to form a parish council in their own right.

## Ordinary year of election

- 9.19 As Telford & Wrekin Council is elected every four years on an 'all out' basis, it is currently proposed to keep the ordinary year of election for parish councils on the same date. This allows some economies of scale in terms of the costs borne by parish councils for the conduct of elections. The Council does, however, welcome representations on this point.

## **10. Reorganisation of Community Governance Orders and Commencement**

- 10.1 The review will be completed when the Council resolves to accept the final recommendations and authorises completion of the Reorganisation of Community Governance Order.
- 10.2 Copies of the Order, supporting maps and documents setting out the reasons for the decisions taken will be placed on deposit at the Council's Offices at Darby House, Lawn Central, Telford, TF3 4JA, on the Council's website and otherwise publicised in accordance with the requirements of the 2017 Act. All parishes will be notified of the outcomes of the review.
- 10.3 Copies of the Order will be sent to:
- the Secretary of State for Levelling Up, Housing and Communities
  - the Local Government Boundary Commission for England
  - the Office of National Statistics
  - the Director General of the Ordnance Survey
  - Shropshire Association of Local Councils

## **11. Consequential matters**

- 11.1 In the interests of maintaining coterminous boundaries of principal authority electoral areas and the boundaries of parishes, recommendations may be made to the Local Government Boundary Commission for England to make related changes to district and/or county electoral area boundaries.
- 11.2 Setting up new parish councils or grouping/de-grouping councils may require additional consequential provisions including:
- the transfer and management or custody of property

- the setting of precepts
- provisions with respect to the transfer of any functions, property, rights and liabilities
- provisions for the transfer of staff

11.3 In these matters the Council will be guided by the relevant legislation.

## **12. Date of Publication**

12.1 These terms of reference will be published on 17 February 2025.

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# Community Governance Reviews (CGR) Information Pack

February 2025

# Community Governance Reviews

## What is included in this pack?

1. Frequently Asked Questions (FAQ's)
2. Outline Process
3. Outline Timetable

## Appendices:

Appendix 1: Electorate Projections

Appendix 2: Current Town & Parish Maps

## Additional Information?

Further information can be accessed electronically here:

- [Department for Communities and Local Government and the Local Government Boundary Commission Guidance for Community Governance Reviews](#)
- [Local Government and Public Involvement in Health Act 2007](#)
- [National Association of Local Councils](#)

# Frequently Asked Questions

## What is a Community Governance Review?

A Community Governance Review is a legal process where the council will consult with those living in the area, and other interested parties, on the most suitable ways of representing the people in the parishes identified in the review. This means making sure that those living in the area, and other interested groups, have a say in how their local communities are represented.

## What the review can and can't change

**The 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; a council's geographical size; the number of councillors 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, including parish meetings

**The review cannot:**

- change the amount of money that a parish council raises through your council tax (known as 'precept').

## Who carries out the review?

Telford & Wrekin Council is legally responsible for carrying out this Community Governance Review ("the Review"). Formal decisions as to the Terms of Reference for the Review and the recommendations arising from the Review will be made by Telford & Wrekin Council's Boundary Review Committee.

## Why we are having a review?

The Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government published in 2008 recommends that principal councils should undertake a Review of its area every 10-15 years. A Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove any parish boundaries anomalies that may exist. It can also consider the most appropriate community identity and effective electoral administration.

## **What the review will focus on**

A Community Governance Review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish

The council is required to ensure that community governance within the area under review will:

- be reflective of the identities and interests of the community in that area; and
- be effective and convenient.

Any other factors, such as council tax precept levels, cannot be considered.

## **How the review will be carried out and how you can make representations**

Before making any recommendations or publishing final proposals, the council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the council to have an interest in the Review.

The council will therefore:

- publish a Notice and Terms of Reference;
- send a copy of the Notice and these Terms of Reference to all parish clerks and to Shropshire Association of Local Councils;
- send a copy of the Notice and these Terms of Reference to all local Members of Parliament;
- inform local groups and interested parties such as local businesses, local residents' associations, local public and voluntary organisations; and
- canvass Borough Councillors.

The council recognises that the development of strong, sustainable communities depends on residents' active participation in decision making in respect of the governance arrangements of parish councils. The Council is therefore committed to engaging effectively with the diverse communities it serves and to enabling local people to participate meaningfully in the creation of effective community governance arrangements.



## How to make a representation

You can complete an online survey on the Telford and Wrekin Council website here: [\[LINK TO BE INSERTED ONCE LIVE.\]](#)

Email: your name, address, and submission to [reviews@telford.gov.uk](mailto:reviews@telford.gov.uk)

Write: If you wish to submit a written representation regarding this review, please address it to:

Community Governance Review  
Electoral Services  
Darby House  
Telford & Wrekin Council  
Lawn Central  
Telford  
TF3 4JA

A paper version of the survey is available upon request and free of charge.

### **Additional Information:**

#### **What is a Town or Parish council?**

A town or parish council is an elected body made up of local people representing the interests of their community. They are the most local branch of local government, closest to the electorate. They can provide views about planning applications which affect the Parish, alert the Borough Council to any problems which may arise or works which need to be undertaken and in some cases, provide a number of services, such as looking after cemeteries, providing benches, tending to parks, managing car parks and street lighting.

#### **Is the creation of new parish/town councils the only option in areas which don't currently have one?**

No. A review can also explore whether alternative forms of local governance would be more suitable for an area including:

- area committees
- neighbourhood management programmes
- tenant management organisations
- area or community forums
- residents and tenants associations
- community associations.

## **Is there a difference between a town and parish council?**

No, they both have the same statutory powers and can provide the same services. The only differences are that a town council has decided that it should be known as a town council instead of a parish council, and a town council usually has a Mayor. Parish Councils have a Chairperson.

## **How are town and parish councils funded?**

Town and parish councils are funded through a sum of money called a 'precept' – this is a separate charge which is added to, and collected along with, your existing Council Tax. The town or parish council will decide what it's budget need is for the coming year and that depends on what services and facilities are needed by the local community. Telford & Wrekin Council does not have any power to set the precept for Town and Parish Councils. Additionally, the Review does not allow Telford & Wrekin Council to consider the precept when making recommendations.

Town and parish councils can also apply for grants and loans. As the precept will depend on the size of the town or parish council, the services it provides and the number of properties across which it is spread, it is not possible to say how much a precept would be for an area which does not currently have a town or parish council.

## **Are town or parish councillors paid an allowance?**

Town and Parish councillors can be paid an allowance for undertaking their duties, however that is a decision for each Town and Parish Council. Allowances are not something the Community Governance Review can take in to account.

## Outline of Process:

the main steps that take place during a Community Governance Review are listed in the boxes below. Please note this is included for quick reference and is not formal guidance.

Trigger for a review	<ul style="list-style-type: none"> <li>▪ A valid community petition; or</li> <li>▪ A principal authority's own decision.</li> </ul>
Decision to hold a review	<ul style="list-style-type: none"> <li>▪ A principal authority takes a formal decision;</li> <li>▪ Which can be to review all or a part of its area;</li> <li>▪ Though it must have valid grounds for refusal if there has been a petition.</li> </ul>
Terms of reference	<ul style="list-style-type: none"> <li>▪ A principal authority must draw up and publish terms;</li> <li>▪ Stating the matters and the geographic area to be covered;</li> <li>▪ Notifying other local authorities which have an interest.</li> </ul>
Undertaking a review	<ul style="list-style-type: none"> <li>▪ A principal authority must consult electors in affected area(s);</li> <li>▪ It should consult other bodies with an interest, including any affected local councils;</li> <li>▪ It must then consider any representations received.</li> </ul>
Making recommendations	<ul style="list-style-type: none"> <li>▪ Bearing in mind representations, the criteria and other factors;</li> <li>▪ Including alternative forms of governance in the area e.g. residents associations, neighbourhood forums;</li> <li>▪ The principal authority formally recommends an outcome from the review;</li> <li>▪ It must publish its recommendations and the reasons for them, informing those with an interest.</li> </ul>
Implementing a review	<ul style="list-style-type: none"> <li>▪ A principal authority makes a Reorganisation Order to put into effect any changes;</li> <li>▪ Which must include a detailed map of the boundaries;</li> <li>▪ It publishes the Order and map for public inspection;</li> <li>▪ It must inform specified bodies e.g. Ordnance Survey;</li> <li>▪ It should include in the Order any agreed incidental issues e.g. the transfer of assets.</li> </ul>
Next steps	<ul style="list-style-type: none"> <li>▪ An Order is often written to come into force the following April;</li> <li>▪ Typically a new local council is then elected at the next ordinary election year. Until that time, any by-elections are carried out under the old arrangements.</li> </ul>

## Outline Timetable:

BRC meets to agree Terms of Reference and Consultation	13 February 2025
Publication of Terms of Reference and Review Commences	17 February 2025
Initial Consultation – Invite initial submissions	17 February 2025 until 24 March 2025
BRC considers initial submissions and drafts recommendations	3 April 2025
Draft recommendations published	25 April 2025
Final round of public consultation	28 April 2025 until 1 June 2025
Final recommendations by BRC	End June 2025
Publish final recommendations	End June 2025
Consequential Order made	Summer – Autumn 2025
Elections to Town and Parish Councils	May 2027

\* Timescales are approximate and for guidance only. Individual reviews may vary. A Community Governance Review must be concluded within 12 months from when it begins.

## Appendix A – Town / Parish Electorate Data

**Appendix B – Town / Parish maps**

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## Community Governance Review - Consultation Response Form

Please refer to the information pack and the terms of reference available on the Community Governance Review 2025 website prior to completing this survey. These will provide you with all of the information needed to submit your response.

Submissions should take into account the following factors:-

- the impact of community governance arrangements on community cohesion,
- the size, population and boundaries of a local community or parish,
- community governance that will be reflective of the identities and interests of the community in that area,
- arrangements that provide for effective and convenient local government.

The Council is seeking your comments about how you think Town and Parish Councils across Telford & Wrekin should be arranged. In summary, when making your comments, please consider:-

- The number of councillors that should be on each Town / Parish Council;
- The wards that each Town / Parish Council should have (if any);
- The geographical boundaries of any Town / Parish Council;
- The merging, splitting, creation or abolition of any Town / Parish Council; and
- The name of any Town / Parish Council.

If you are happy with the current arrangements, please also confirm that this is the case and the reasons for this view.

Please note, all representations are required by law to be published but, if you are an individual, your name and contact details will not be published.

### Your details

1. Title
2. First Name
3. Family Name
4. In what capacity are you contributing?

Elected member  
Parish/Town Clerk  
Community Group Representative  
Disability Group Representative  
Business Representative  
Resident  
Other

5. What is the name of your organisation (if you are submitting a representation on behalf of an organisation)?
6. Email address
7. Post Code
8. Which parish/parishes does your submission relate to?

Logo

Chetwynd  
Chetwynd Aston & Woodcote  
Church Aston  
Dawley Hamlets  
Donnington & Muxton  
Edgmond  
Ercall Magna  
Eyton  
Great Dawley  
Hadley & Leegomery  
Hollinswood & Randlay  
Ketley  
Kynnersley  
Lawley & Overdale  
Lilleshall  
Little Wenlock  
Madeley  
Newport  
Oakengates  
Preston  
Rodington  
St Georges & Priorslee  
Stirchley & Brookside  
The Gorge  
Tibberton & Cherrington  
Waters Upton  
Wellington  
Wrockwardine  
Wrockwardine Wood & Trench

9. Please set out your suggestions below, including your reasons why:

10. Please click here to upload any supporting information

Your information will be held by Telford & Wrekin Council and used for the purposes of the Community Governance Review 2025 only. We are required to publish details of representations so please consider this when submitting information. We will not publish names or contact details of any individuals.

If you would like to know more about how we process and hold information please visit [www.telford.gov.uk/terms](http://www.telford.gov.uk/terms)

Thank you for taking the time to make your suggestion. Please click submit to forward your response.