



Borough of Telford and Wrekin

Boundary Review Committee

Thursday 3 July 2025

6.00 pm

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

Democratic Services:	Millie Wallace	01952 381542
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Committee Members:	Councillors G Luter (Chair), Z Hannington (Vice-Chair), K T Blundell, M Boylan, N A Dugmore, N A M England and R A Overton
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3.0	Minutes of the Previous Meeting	3 - 6
	To confirm the minutes of the previous meeting held on 12 May 2025.	
4.0	Terms of Reference 2025/26	7 - 12
5.0	Community Governance Review 2025	Verbal Report
	To receive an update on the current Community Governance Review which is currently in the second phase of consultation, ending 14 July 2025.	

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BOUNDARY REVIEW COMMITTEE

Minutes of a meeting of the Boundary Review Committee held on Monday 12 May 2025 at 6.00 pm in Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

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

In Attendance: A Lowe (Director: Policy & Governance), M Wallace (Member Support Officer), R Phillips (Registrars, Public Protection, Legal & Democracy Service Delivery Manager) and J Power (Organisational Delivery & Development Service Delivery Manager)

Apologies: Councillors G C W Latham-Reynolds and G Thomas

BRC28 Declarations of Interest

None.

BRC29 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 13 February be confirmed and signed by the Chair.

BRC30 Community Governance Review 2025

The Director of Policy and Governance presented the Community Governance Review (CGR) 2025 to the committee, outlining its purpose and process. It was noted that the previous 2024 review had concluded with no changes, prompting the immediate start of the 2025 review.

The first stage of the consultation aimed to gather feedback and was initially scheduled to close on 17 February. However, due to a low response rate, the deadline was extended to 14 April to provide more opportunity for engagement. The consultation pack was made widely available, with no restrictions on submission formats. A list of consultees, as set out in section 3.10, received the materials, and officers actively engaged with Town and Parish Councils to encourage participation.

This phase of consultation closed on 14 April and received 292 responses. Paragraph 3.14 of the report detailed the breakdown of submissions, noting that some responses contained multiple comments or repeated points, meaning the reported totals may not directly align with the number of individual submissions.

Appendix A provided a detailed summary of feedback received from Town and Parish Councils, including areas where submissions were either absent or supported by multiple respondents. The committee was advised that the

current proposal remained in draft form, and members were asked to approve its publication for the second round of consultation. The committee then referred to section 3.17, where it was invited to consider the four Parish Council options to determine the most beneficial approach for residents.

The Director of Policy and Governance outlined the next steps, as summarised in sections 3.18–3.28 of the report. The second consultation round was scheduled to run from 19 May – 14 July, with officers collaborating with SALC to encourage participation. The same list of consultees would be engaged, and efforts would be made to increase public awareness through social media campaigns and two drop-in sessions. Additional sessions may be arranged if response levels were low. The Director of Policy and Governance emphasised the importance of collecting a broad range of viewpoints to ensure fair representation across all communities.

The committee expressed appreciation for the efforts of officers in securing responses and were pleased with the overall engagement levels compared to previous reviews.

Members then deliberated on the options set out in section 3.17, discussing their potential impact. It was also suggested that a further consultation might be necessary once the Local Plan outcome is determined. The committee agreed that the proposed options should remain open until additional feedback has been gathered.

Following the discussions; Members voted on the recommendations.

RESVOLED – that:

- 1. The outcome of the first round of consultation in respect of the Community Governance Review, which commenced on 17 February 2025, be noted.**
- 2. The draft proposals for consultation, which were to take place from 19 May 2025 to 14 July 2025 be confirmed.**
- 3. The Director of Policy and Governance, in consultation with the Chair of the Boundary Review Committee, be authorised to make any final revisions to the draft proposals and to approve the publication of a consultation pack.**
- 4. The Committee record its thanks to the Shropshire Association of Local Councils for its support during the first phase of consultation.**

The meeting ended at 6.24 pm

Chairman:

Date: Thursday 3 July 2025

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Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Boundary Review Committee

Thursday 3 July 2025

Terms of Reference 2025/26

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance and Customer Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Ashley Hickman – Democracy & Scrutiny Assistant
Officer Contact Details:	Tel: 01952 382589 Email: ashley.hickman1@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Boundary Review Committee – 3 July 2025

1.0 Recommendations for decision/noting:

It is recommended that the Boundary Review Committee:

- 1.1 Agree and reconfirm the Terms of Reference set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set out the Terms of Reference for the Boundary Review Committee as outlined at Appendix A of the report.

3.0 Background

- 3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

3.2 At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Consitution and approved by Full Council in that context on 15 May 2025.

4.0 Summary of main proposals

4.1 For the Boundary Review Committee to review and reconfirm its Terms of Reference as set out at Appendix A.

5.0 Alternative Options

5.1 There are no alternative options arising from this report.

6.0 Key Risks

6.1 There are no key risks arising from this report.

7.0 Council Priorities

7.1 A community-focused, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

8.1 Support for the Boundary Review Committee is managed within existing resources with no financial implications arising from this report.

9.0 Legal and HR Implications

9.1 The Constitution requires that the Committee's Terms of Reference should be reviewed annually. This report provides the basis for that review. There are no HR implications arising from this report.

10.0 Ward Implications

10.1 There are no direct ward implications arising from this report.

11.0 Health, Social and Economic Implications

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

12.0 Equality and Diversity Implications

12.1 There are no equality and diversity implications arising from this report.

13.0 Climate Change, Biodiversity and Environmental Implications

- 13.1 There are no climate change, Biodiversity and environmental implications arising from this report.

14.0 Background Papers

- 1 [Council Constitution](#)

15.0 Appendices

- A Appendix 1 Boundary Review Committee Terms of Reference 2025/26

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	16/06/2025	25/06/2025	EH
Finance	16/06/2025	17/06/2025	ER

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Boundary Review Committee - Terms of Reference and Procedure

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of the following electoral arrangements for the Borough.

TERMS OF REFERENCE

Boundary Reviews

1. Duty to prepare information on and to recommend consultation responses to Council on Parliamentary Boundary Reviews.
2. Duty to prepare information on and to recommend consultation responses to Council on Periodic and further Electoral Reviews.
3. Duty to prepare information on and to recommend consultation responses to Council on Reviews of European Parliamentary electoral regions.
4. Duty to prepare information on and recommend consultation responses to Council on all other electoral arrangement reviews.

Community Governance Reviews

5. Dealing with all matters relating to Community Governance Reviews.

Parishes

6. Grouping parishes, dissolving groups and separating parishes from groups.

Polling Districts

7. Duty to divide the constituency in to polling districts.
8. The power to divide electoral divisions into polling districts at local government elections.

Elections

9. As set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 (as amended).

General

10. Annually at the first meeting after the Annual Council Meeting consider its terms of reference.

PROCEDURE

As a general rule the [Council Procedure Rules](#) govern the way that committees operate but these, with the exception of paragraph 14 of the Council Procedure Rules, may be varied or suspended at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.

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