



CORBY
Community Governance
Review 2019

Terms of Reference

(Approved by Full Council 27th February 2019)

1. Introduction

Corby Borough Council at its Full Council meeting held on 16th January 2019 took the decision to undertake a Community Governance Review (CGR) of the unparished area within the borough (the town of Corby). This CGR would be conducted under the provisions of s.81 of the Local Government and Public Involvement in Health Act 2007. These provisions require that the Council publish terms of reference which sets out:

- How the review will be conducted;
- Expected timescales
- What the review will focus on
- What the key considerations should be
- Factual electoral and parish information; and
- A consultation strategy.

This information is included within the sections of this document.

1.2 What is a community governance review?

A community governance review considers the following topics for the area under review:

- Parish Areas (creating, merging, altering or abolishing parishes);
- Naming of parishes, and the style of new parishes;
- Grouping parishes under a common parish council;
- Electoral arrangements for parishes (creating a council, council size, number of councillors and parish warding);
- Consequential matters (i.e. the effect on existing parishes, dealing with parish assets, revolving issues relating to employees of existing parishes, setting a precept for a new parish council, setting a date for the first elections and the subsequent electoral cycles).

1.3 Why is the council undertaking the review?

The Council has decided to undertake a review of the unparished area of the borough (the town of Corby) due to the widely expected changes to local government within Northamptonshire. The review will focus on the current unparished area of the borough; there is no expectation that current established parished areas will be subject to review.

The Council believes that given the proposed changes to local government in the county, that there is a need to ensure local citizens have an opportunity through democratically elected councillors to ensure the views of Corby are presented and that the local community identity of Corby is protected. In addition, the opportunity would be presented to apply for the continued local provision of some services, dependent upon the financial and staffing ability of any new Corby Town Council.

1.4 Legislation and guidance

In undertaking the review the Council will be guided by the following legislation and Government guidance:

- Local Government and Public Involvement in Health Act 2007 (Part 4);
- Local Government Act 1972 (as amended);
- Guidance on community governance reviews issued by the former Department of Communities and Local Government;
- Consequential matters arising from the review may be impacted by the Local Government (Parishes and Parish Council) (England) Regulations 2008 and the Local Government Finance (New Parishes) Regulations 2008.

1.5 Who undertakes the review?

The review will be undertaken by the Council's Democratic Services section, led by Paul Goult (Democratic Services Manager).

Full Council are required to authorise commencement of the review process, through approval of terms of reference. The Council's Local Government Reform Subcommittee (established 20th November 2018) will have authority to oversee the progress of the review. Full Council will make any final decision whether to parish an unparished area through a re-organisation order.

2. Consultation

2.1 What does the consultation involve?

The Council will consult local government electors for the area under review, and any other person who appears to have an interest. In coming to recommendations, the Council must take account of the views of local people. The Council will also notify the county council that a review is to be undertaken, enclosing a copy of the terms of reference.

2.2 How to take part in the consultation

Full details of the consultation will be publicised on the Council's website and social media pages and in the local media. Representation will be accepted in any written, typed or similarly recorded format and should be addressed to/delivered to:

Democratic Services – Community Governance Review
Corby Borough Council
The Cube
George Street
CORBY. Northamptonshire NN17 1QG

Or may be emailed to committee.services@corby.gov.uk

All communications must contain the name and residential address of the person submitting their views. If submission is on behalf of an organisation the title of the organisation should be clearly detailed.

2.3 Timetable for the review

Action	Timetable	Date
Terms of reference published	Approval by Full Council	27 th February 2019
Submissions invited	Cconsultation period	March/April 2019
Draft proposals	Submitted to Local Government Reform Sub-committee	June/July 2019
	Published	June/July 2019
Consultation on draft proposals	Consultation period	August/September 2019
Final proposals	Submitted to Full Council	24 th October 2019
Recommendations published		25 th October 2019
Re-organisation Order made by Council (if required)	Approval by Full Council	By 12 th December 2019

It should be noted that this is an estimated timeframe. Any changes to this timeframe will be published on the Council's website.

2.4 Consultees for this review

Views are welcome from individuals and organisations. In addition, the views of specific individuals and organisations will be sought:

- Corby Borough Councillors
- Member of Parliament (Corby Constituency)
- Northamptonshire County Council
- Northamptonshire County Councillors (Corby Divisions)
- Existing tenants & resident groups within Corby
- Existing parish councils & parish meetings within the borough
- Northamptonshire Police & Crime Commissioner
- Kettering Borough Council
- East Northamptonshire Council

3. Current Borough Arrangements and Unparished area

3.1 Current warding patterns for parished & unparished areas

Corby Borough Council is currently divided into 12 wards, electing 29 councillors in total.

Nine of these wards do not currently include any parished areas: - Beanfield, Central, Danesholme, Lloyds, Lodge Park, Kingswood & Hazel Leys, Oakley North, Oakley South and Rowlett (23 councillors in total).

Two wards are totally parished: - Rural West and Weldon & Gretton (4 councillors in total).

One ward (Stanion and Corby Village) is partially parished (2 councillors in total).

When undertaking the review, Corby Borough Council will take into account any demographic trends and new urban developments that may alter the population significantly in the five years following the conclusion of the Review.

Details are included later in this document regarding electorate totals for both parished and unparished areas within the Borough.

3.2 Parish/Ward boundaries

The Council considers that the boundaries between parishes should be easily identifiable physical markers. These may include boundaries such as streams, parks, canals, railways, roads or other barriers that have little in common with the parish to which they may have been allotted.

3.3 Future Role of a Parish Council for the town of Corby

The review will need to give the Borough Council the opportunity to consider the future role of a Parish Council for the unparished area of Corby in terms of the following:

The powers available to a new Council;

How to use these powers and which ones to use;

The need to appoint charter trustees with a view to maintaining the continuity of a town charter as is required after a district with the status of borough has been abolished, until such time as a parish council is established;

The continuity of the existing civic function of the Borough and associated matters (insignia, roles etc); and

Any other matters of a similar nature to all of the above that need determination.

If the establishment of a new council is the result of this review, the Borough Council will need to consider how it is established and resourced in its first year, including setting a precept for it for that first year.

4. Electoral Arrangements

4.1 What does “electoral arrangements” mean?

An important part of our review will comprise giving consideration to “electoral arrangements” – the way in which a council is constituted for a parish and covers:

- The ordinary year in which elections are held;
- The forming of a parish council;
- The number of councillors to be elected to the council;
- The division of the parish into wards for the purposes of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected to any such ward; and
- The name of any such ward.

These terms are explained in more detail below.

4.2 Ordinary year of election

The Local Government Act 1972 (as amended) states that the ordinary election of parish councillors should take place in 1976, 1979 and every fourth year thereafter. The government has indicated, however, that it would want the parish electoral cycle to coincide with the cycle for the borough so that costs can be shared. The terms of office for any newly elected parish councillors could therefore be reduced if the council finds that it will be appropriate to hold a parish election at an earlier date to bring the cycles in line with future local government elections. These terms of office will revert to the normal cycle thereafter.

4.3 Forming a parish council

There are strict rules governing when a parish council may be formed – legislation states:

- 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 must be created with the parish council being the alternative form of governance;
- Where the number of electors is 150 or fewer, a parish council is not created.

At this point it may be appropriate to consider whether other forms of community governance are in place, which might make a parish council unnecessary in this area.

4.4 Number of parish councillors and number to be elected by ward

Under legislation, the following factors must be considered when deciding the number of councillors to be elected:

- 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 number of councillors should not be less than 5.

The Council will follow government guidance which states 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”.

During the review the Council is committed to consistently showing the ratios of electors to councillors that would result from its proposals and promoting equality of votes.

4.5 Parish warding

Each parish may be divided into wards – under legislation, the Council must consider:

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

The Council acknowledges government guidance that “warding of parishes in largely rural areas based on a single, centrally-located village may not be justified. Warding may be appropriate where the parish encompasses a number of villages with separate identities, or where there has been some urban over-spill into the parish”.

Warding arrangements should be easily understood by, and have relevance to, the electorate in a parish. They should reflect clear physical and social differences; one parish comprising different parts. Each case will be considered on its merits and must meet the two tests laid out in the Act (detailed above).

4.6 The number and boundaries of parish wards

In reaching conclusions on boundaries between parish wards, the council will take into account community identity and consider whether any ties or linkages may be broken by the drawing of particular boundaries. Proposals intended to reflect community linkages and identity must be soundly justified with demonstrable evidence of those identities and linkages.

Ward boundaries should be easily identifiable physical markers, such as streams, parks, canals, railways, roads, or other similar barriers that have little in common with the parish ward to which they may have been allotted, and should be clearly understood.

Another consideration for the Council when undertaking a review is that ideally the borough/county electoral divisions should not split an un-warded parish and no parish should be split by a boundary. This is merely a recommendation, but will still be taken into account when carrying out this review.

4.7 Naming of parish wards

The Council will aim to reflect existing local or historic place-names and will give significant consideration in favour of ward names proposed by local interested parties.

4.8 Current Borough Council & Parish Governance, Current Electorate and Electorate Forecasts

A map extract showing current parish boundaries and the current unparished area of the Borough are attached as Appendix C.

Current electorate figures for the current Borough wards and current parish councils/meetings are included in Appendix A.

4.9 Demographic trends and influences in Corby

Population statistics and related data will be taken into consideration as part of this review, together with proposed housing development projections over the next 10 to 15 years (see Appendix B).

The current local government electorate of Corby Borough Council stands at 50,858 (as of 12th February 2019).

The current local government electorate of parished areas of the Borough stands at 8,346 (as of 12th February 2019).

The current local government electorate of the unparished area of the Borough stands at 42,512 (as of 12th February 2019).

There are a total of 30,558 properties within the Borough on the Electoral Register. Of these, 25,397 properties are in the unparished area.

5. Completion of Review

The review will be deemed completed when the outcome is published on the Council's website and at the main Council offices (The Cube).

5.1 Reorganisation of Community Governance Order

If the outcome of the review requires that the council adopts a “Reorganisation of Community Governance Order” the review will not be deemed complete until copies of the Order, maps that show the effects in detail, and the documents which set out the reasons for the decisions that the council has taken are available at the Council’s offices and on the Council’s website. The maps will be deposited with the Secretary of State at the Department of Housing, Communities and Local Government and at the Council’s offices at The Cube, George Street, Corby. An indication of when the provisions in the Order will take effect will be given – for financial and administrative purposes this will be 1st April in the designated year.

5.2 Electoral arrangements for new parish council

The electoral arrangements for a new or existing parish council will come into force at the next local government elections. These are currently expected to be May 2020. For future years’ elections the date will be decided when it is clear what the electoral cycle for the new principal authorities in Northamptonshire will be. It is the responsibility of the Ministry of Housing, Communities and Local Government to determine this.

5.3 Consequential matters

The Reorganisation Order may cover consequential matters that could include:

- The transfer and management of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters the Council will be guided by regulations that have been issued following the 2007 Act.

5.4 Existing and future local government electoral area boundaries

It now appears likely that the new local government bodies in Northamptonshire will have 3-member electoral areas based on the electoral divisions on the Northamptonshire County Council for their first terms of office. The Local Government Boundary Commission for England have indicated that it is the Commission’s intention to conduct a full scale review of electoral boundaries in Northamptonshire in or around 2021/22. It is important that this should be borne in mind by all members of the Council and officers when formulating recommendations and decisions.

Where any such matters affect Northamptonshire County Council, the council will also seek the views of the county council in accordance with the Government’s guidance.

APPENDIX A

Corby Borough Council – Current warding arrangements and electorate

Ward	No. of Councillors Elected	Electorate	Councillor/Elector ratio
Beanfield	3	5,514	1,838
Central	2	3,553	1,776
Danesholme	2	3,436	1,718
Kingswood & Hazel Leys	3	5,167	1,722
Lloyds	3	5,258	1,752
Lodge Park	3	5,365	1,788
Oakley North	2	3,681	1,840
Oakley South	3	5,485	1,828
Rowlett	2	4,041	2,020
Rural West (parished)	1	1,486	1,486
Stanion & Corby Village	2	3,142	1,571
Weldon & Gretton (parished)	3	4,730	1,576
Total	29	50,858	1,753 (average)

Stanion & Corby Village Ward

Polling Districts	Electorate
Corby Old Village (unparished)	1,012
Little Stanion (parished)	1,370
Stanion (parished)	760
Total	3,142

Current structure of parish governance within Corby Borough

Parish	Parish Council or Meeting	No. of parish councillors	Electorate
Cottingham	Parish Council	9	808
East Carlton	Parish Council	7	231
Gretton	Parish Council	9	1,163
Little Stanion	Parish Council	9	1,370
Middleton	Parish Council	7	340
Rockingham	Parish Meeting	N/A	107
Stanion	Parish Council	11	760
Weldon	Parish Council	11	3,567

APPENDIX B

Source of Housing Supply	2018/19	2019/20	2020/21	2021/22	2022/23
Growth Town – Commitments	222	178	83	70	40
Growth Town – Potential Allocation Site Options	28	77	234	214	89
Growth Town – Additional Sources of Supply	20	0	70	70	70
Windfall Estimate	0	0	8	8	8
Total	270	255	395	362	207

(Source: Emerging Draft Part 2 Local Plan – June 2018)

Please note that the above estimates are subject to adjustment and review. These include the urban area of the Borough only.