



**THE TOWN COUNCIL**  
OF  
**ROYAL LEAMINGTON SPA**  
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ROBERT NASH ACIS DMS  
Clerk to the Town Council

Our Ref: RN/

Your Ref:

28<sup>th</sup> August 2013

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **TUESDAY 3<sup>rd</sup> SEPTEMBER, 2013 at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

To Councillors: Mrs S.E. Boad, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, A. Morrison and A. Wilkinson

(All other Members of the Town Council – Agenda for information only)

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### **AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.
3. **PUBLIC FORUM**  
To receive representations from members of the public in accordance with the Council's Standing Orders.
4. **MINUTES**  
To consider and approve the Minutes of the Meeting held on 30<sup>th</sup> July, 2013 (Report No. 4)
5. **MATTERS ARISING FROM THE MINUTES**

6. TOWN ACTION PLAN AREA ACTION PLANS

Town Clerk to report progress since the last meeting.

7. COMMUNITY GOVERNANCE REVIEW

To consider the attached Report (Report No 7)

8. WARWICK DISTRICT COUNCIL- HOUSING STRATEGY REVIEW

To consider the attached Report (Report No. 8)

9. ACCOUNTS

To approve a schedule of accounts for payment

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD  
ON 30 JULY 2013 HELD AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors Ann Morrison (Chairman), Roger Copping (substituting for Cllr S Boad), Bill Gifford, David Greenwood, Sue Ingleby and Alan Wilkinson.

Apologies for absence were received from Councillors Sarah Boad and Sue Ingleby

In attendance: Mr Jeremy Ireland (Portas Project Team) and Ms Olwyn Ditchburn (WCC Children's Services)

**14. DECLARATIONS OF INTEREST**

There were none.

**15. PUBLIC FORUM**

There were no members of the public present.

**16. OLD TOWN "PORTAS" BID**

The Chairman welcomed Mr Jeremy Ireland of the Portas Project Team to the meeting and invited him to outline progress in relation to the Portas Project as set out in the Report (Report No. 7).

Mr Ireland indicated that the Old Town team had placed considerable emphasis on engaging with the various stakeholders and encouraging activity on behalf of those with influence in the Old Town area. In this regard he referred to contact the landlords and owners of buildings with a view to generating improvements to existing built assets. He also referred to ongoing discussions with regard to setting up an online radio station which would provide a further opportunity for business and the public to exchange ideas and talk about their projects.

In answer to questions, Mr Ireland confirmed that, at present, very little of the funding allocated by the Government to the project had been utilised. This was consistent with the team objective of encouraging third parties to come forward with ideas for improvement and to volunteer expertise and help in kind. A lease had been taken on premises in the High Street and assistance rendered to a retailer setting up in the vicinity of the Canal side. He also confirmed that the Team had received project assistance and advice from the District Council and Town Centre Management team.

With regard to the potential for a subsidised car parking offer, the opportunity to assess the impact on Old Town through a trial exercise was noted.

**RESOLVED** that the report of the Portas Project Team is welcomed and the Town Council's support for the project is emphasised to the Team Executive Board.

The Chairman thanked Mr Ireland who then left the meeting.

**17. WARWICKSHIRE CHILDREN'S CENTRES**

The Chairman welcomed Olwyn Ditchburn to the meeting to present the view of Warwickshire County Council Children's Services in relation to the proposals of Warwickshire County Council for the review of the Children's Services. The Committee was advised of the financial savings being sought by the County

Council which required all services to make a contribution towards a spending reduction of approximately £70m in 2013-14. Ms Ditchburn outlined the benefits of the Children's Centres indicating that following the previous review exercise the service had experienced a 7.9% reduction in total funding which had been absorbed mainly through reductions in staffing levels.

A number of options had been defined for consideration and these were as follows:

Option 1

Early Years offer provided through groups and collaborations of Children's Centres. No Children's Centres would close under this proposal.

Option 2

Early Years offer provided through groups and collaborations of Children's Centres. Six Children's Centres would close or cease to provide the offer under this proposal.

Option 3

Early Years offer provided through 33 single centres. Six Children's Centres would close or cease to provide the offer under this proposal.

Option 1 is the County Council's current preferred option but this may change as a result of public consultation.

During discussion it was noted that there was a significant disparity between levels of spending per participant between the North and South of the County, with the Children's Centre at Milverton being the most cost effective of all the Centres. The Committee considered that none of the suggested options would necessarily secure an appropriate level of service and that the County Council should undertake a more strategic review based on longer term needs rather than short term savings.

In answer to questions, Ms Ditchburn confirmed that the services in Warwickshire were highly regarded having been complimented by Ofsted and that best practice was shared between the various centres. The opportunity to operate centres as "clusters" with close collaboration and the integration of all Perinatal and Children's Services in one location offered a potential way forward.

**RESOLVED** that Warwickshire County Council is advised of the following response to the consultation on Operation of the Children's Centres:-

- (i) the Town Council recognises the vital role of Children's centres in supporting the personal, social and emotional development of children. The contribution to the well-being of Society as a whole is so significant that the development and funding of the service must be addressed in a strategic review, taking account of the long term demands on the service and the funding available to it. This will not be achieved by a short term review based on the narrow horizon of a single round of spending cuts;
- (ii) this Council acknowledges the difficult financial choices faced by Warwickshire County Council. However, the three options which are currently under review are considered unduly prescriptive.

The Council endorses the recommendations of the All Party Parliamentary Sure Start Group with regard to the use of pooled budgets to allow for the commissioning of a range of Perinatal and Children's Centre services, taking a more holistic and preventative approach to working with families; and

- (iii) the Council sees merit in the collaborative approach between Centres, building on the nationally recognised success of the Warwickshire Centres and the sharing of good practice within the service. The "clustering" of Centres is an option that merits further consideration.

The Chairman thanked Ms Ditchburn who then left the meeting.

**18. MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 4 June 2013 are confirmed and signed as a correct record.

**19. MATTERS ARISING FROM THE MINUTES**

**Town Plan / Area Action Plan (Minute No. 8)**

The Chairman referred to the apparent slow progress in relation to discussions with the District Council on the preparation of the Town Plan. It was acknowledged that this was influenced by the current workloads connected with the consolidation of the revised development strategy and that the matter needed to be kept under review.

**RESOLVED** that the Town Plan / Area Action Plan is included on the Agenda for future meetings.

**20. COMMUNITY GOVERNANCE REVIEW**

Consideration was given to a report (Report No. 8) regarding the Community Governance Review announced by Warwick District Council. The Committee noted the implications of the review particularly in terms of potential changes to the boundary between Leamington and the Parishes of Old Milverton and Cubbington.

**RESOLVED**

- (i) that a working group is composed to consider the principal issues arising within the Community Governance Review and that a report is prepared for consideration at the next meeting of the Policy and Resources Committee; and
- (ii) that the report is received.

**21. WARWICK DISTRICT SHOP MOBILITY**

Consideration was given to a report (Report No. 9) setting out progress in relation to matters concerning the Shopmobility scheme.

The Committee commended the activity of the Trust and the working groups it had established which had commenced the task of implementing

recommendations of the Town Council service review and addressing areas of current service.

The Town Clerk referred to the option of utilising funding within the Mayor's Reserve Charity Fund to assist with the acquisition of three new mobility scooters which were urgently needed in view of the age and condition of the current stock.

**RESOLVED**

- (i) that a contribution of £3,000 is made to Warwick District Mobility from funding within the Mayor's Reserve Charity Fund to acquire three new mobility scooters; and
- (ii) that the report is received.

**22. BUDGET MONITORING REPORT**

Consideration was given to a Report (report No. 10) setting out the Council's expenditure and income in relation to the period April-July 2013.

**RESOLVED** that the Report is noted and received.

**23. WAR MEMORIAL**

The Town Clerk advised that following resolution of the Council he had contacted the Council's insurers – Zurich – with the aim of obtaining a quotation for all-risks cover for the War Memorial. He reported that to insure the War Memorial to a value of £60,000, the annual premium would increase by £271 and that the pro rata premium from now until the date of renewal was £206.

**RESOLVED** that the payment of an additional insurance premium to indemnify the War Memorial for all-risks cover is approved in the annual sum of £271.

**24. ACCOUNTS**

Consideration was given to a schedule of accounts arising for payment since the last meeting had been circulated at the meeting and a copy is filed with the Minutes.

**RESOLVED** that the schedule of accounts is approved for payment.

The meeting commenced at 6.30pm and ended at 8.05pm

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE  
HELD ON 3<sup>rd</sup> SEPTEMBER 2013**

**COMMUNITY GOVERNANCE REVIEW**

**1. BACKGROUND**

- 1.1 In March 2013, the Local Government Boundary Commission reported its final recommendations in respect of the Electoral arrangements for Warwick District. These arrangements were reported at the meeting of the Policy and Resources Committee on 8<sup>th</sup> April, 2013, at which the following was agreed:-

***RESOLVED** that Warwick District Council is requested, as a matter of urgency, to conduct a Community Governance Review under the Local Government and Public Involvement in Health Act, 2007, with a view to addressing the electoral anomalies created by the Electoral review of Warwick District 2013.*

- 1.2 The Committee will recall that the review of Electoral arrangements for the District Council resulted in a series of amendments to the Ward boundaries of Royal Leamington Spa Parish. The net effect of these changes would result in the electoral area of the Town for Parish elections increasing to 11 Wards, compared with 6 Wards as at present. The effect of this change in terms of Ward electorates is set out in Appendix 1.
- 1.3 The changes brought about by the District electoral review arise from the need to ensure that individual Parish Wards lie wholly within a single District Ward and a single County Division. This requirement has resulted in the creation of anomalous Wards at Parish level which create an imbalance in the ratio of electors to Councillors.
- 1.4 The District Council wishes to ensure that Parish and Town Councils are reflective of the identities and interests of their communities and ensure as far as practicable that electoral area boundaries at all levels of local government are coterminous. A sense of identity and community creates a common interest in parish affairs and encourages participation in elections. These are the underlying principles of the Review.

**2. TERMS OF REFERENCE**

- 2.1 The Terms of Reference for this review are set out in Appendix 2.
- 2.2 The District Council is required to follow a statutory twelve month timescale for the Review and this means that the last date for submissions for input to the District Council's draft proposals is Friday 4<sup>th</sup> October, 2013. The full timetable is set out at Page 8 of the Appendix.
- 2.3 In considering Parish electoral arrangements in its area, the District Council must take account of any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the Review starts. Electorate forecasts have therefore been prepared using information

contained in the Local Plan and data from the Warwickshire Observatory to project the five year electorate forecast. These electorate estimates are set out in full for all Parishes in the Appendix to the Report.

2.4 The Review covers both electoral boundaries and electoral arrangements. In the case of the latter this includes the following matters:-

- The ordinary year in which elections are held
- The number of councillors to be elected to the Parish Council
- The division of the Parish into wards for the purpose of electing Councillors
- The number and boundaries of any such Wards
- The number of Councillors to be elected for any such Ward
- The name of any such Ward

2.5 In the case of Parish Boundaries, these need to be readily identifiable and can follow established physical features (roads, rivers etc) or may follow the adopted electoral Ward boundaries in the District. The District Council would prefer the electoral area boundaries of Parishes to be co-terminus with those of the District, as far as is practicable.

### **3. KEY ISSUES FOR THE REVIEW**

3.1 Following the final recommendations of the Local Government Boundary Commission, the Town Council previously indicated that these changes would result in the establishment of new Wards, several of which would create significant boundary inequality compared with the Commission's own suggested criteria. It was also noted that the boundaries of several of the new Wards did not correspond to the District Wards and, as a consequence, there could be significant confusion amongst the electorate at scheduled elections of both District and Town Councils.

3.2 At its last meeting the Policy and Resources Committee discussed some broad themes in relation to the Review and these are outlined in greater detail in this report as a basis for further discussion.

#### **3.3 Boundary between Royal Leamington Spa and Old Milverton Civil Parish**

At present the Milverton District Ward comprises the Parish of Old Milverton and the Milverton Ward of Royal Leamington Spa Parish. (See map). A small number of properties comprising the area of Range Meadow Close and Hopton Crofts presently lie within the boundary of Old Milverton Parish but are part of the urban area off Guy's Cliffe Road situated to the east of the railway line. This area consists of approximately 50 electors (Hopton Crofts) and 70 electors (Range Meadow Close). (Marked Area 1 on map)

It has been observed that these properties are physically separated from access to Old Milverton Parish and are accessible only via Leamington Spa which provides access to all local services and facilities.



### 3.4 Boundary between Royal Leamington Spa and Cubbington Civil Parish

The area presently within the District Manor Ward which lies to the North east of South View Road is in Cubbington Civil Parish. This results in the anomalous position where several residential roads – Kelvin Road, Stirling Avenue and Leicester Lane - are bisected by the Parish boundary resulting in the division of these streets into two Civil Parishes. The area is urban in character and would benefit by being unified in terms of enabling electors to better identify the Parish within which they reside. This area presently comprises approximately 615 properties (1200 electors). (Area 2 on map)

### 3.5 Boundary between Royal Leamington Spa and Whitnash Parish.

The Sydenham Ward of Warwick District now comprises two Wards of Leamington Spa and one Ward of Whitnash Civil Parish. The boundary between the two Parishes follows the Northern perimeter of Campion School which places the School in the Parish of Whitnash. The Parish boundary could be drawn to follow the natural line from the southern extremity of Sydenham Estate to the point where it meets the railway line. No electors are presently affected by this proposal. (Area 3 on map)

The District Council has confirmed that this area is to be looked at as part of the Review with a view to bringing it into the new Sydenham Ward of Leamington.

### 3.6 Ward Boundaries

The District Council has indicated its preferred approach for co-terminus local government boundaries. This would logically point to 8 Parish Wards which would conform with the present District Council Ward Boundaries and a revised Parish boundary consequent on approval of the changes outlined above.

## 4. COUNCIL SIZE

- 4.1 The Review allows for the opportunity to review the number of Councillors, having regard to the population, geography and pattern of communities. The District Council is therefore prepared to pay particular attention to existing levels of representation, the broad pattern of existing Council sizes and the take-up of seats at elections in its consideration of this matter.
- 4.2 The number of Parish Councillors for each Council must be not less than five but can be greater. The National Association of Local Councils recommends a minimum number of seven Councillors and a maximum of twenty five Councillors.
- 4.3 At present, Royal Leamington Spa Town Council comprises 16 Councillors. In terms of the ratio of Councillors to electors this represents an average ratio of 1: 2203

across the Town. This compares with the following representation to elector ratios for the other Towns in Warwick District:-

Town	Electorate (2013)	No. of Councillors	Ratio
Warwick	22553	15	1:1503
Kenilworth	18243	17	1:1073
Whitnash	6861	15	1:457
Royal Leamington Spa	35255	16	1:2203

Based on levels of individual Councillor representation there is therefore a case that Leamington is under represented at the Parish Council level.

- 4.4 In addition, the Committee is directed to the advice contained within the Review Terms of Reference with regard to the levels of representation suggested by Aston Business School which found that for the effective running of a Council the following were optimum numbers of Councillors:-

Electors	Councillors
Less than 500	5-8
501-2500	6-12
2501-10000	9-16
10001-20000	13-27
More than 20000	13-31

- 4.5 In considering the numbers of Councillors to be elected for a Parish, the District Council will have regard to the number of local government electors and the changes that are likely to occur in the period of five years beginning with the day when the Review starts.
- 4.6 In view of the opportunity presented by the Governance Review to make representations on the number of Wards within the Town, it is also opportune for the Council to now consider levels of representation and the distribution of seats among the new Wards.

## 5. WARDING ARRANGEMENTS

- 5.1 The Council has previously made representations to the Local Government Boundary Commission opposing the introduction of eleven Wards as these would produce inequality in Councillor/elector ratios and would, in several cases, produce artificial areas with no clear community identity. At election times, when elections take place for both District and Parish Councils, the proposed arrangements would also confuse the electorate.
- 5.2 In view of the disparity in present Councillor/elector ratios between Leamington Spa and Warwick and Kenilworth Town Councils a revised Ward structure is set out at Appendix 1 which would address this issue and continue to conform with the District Council requirement for arrangements that are co-terminus with District Ward boundaries. This would see an increase in the number of Councillors from 16 to 24, Ward boundaries largely the same as those for the District Council Wards and

identical Ward naming to avoid confusion with combined elections for both authorities. The arrangement also has the advantage of producing almost identical levels of representation in all Wards and ensures comparability with levels of representation within other neighbouring Town Councils.

## **6. RECOMMENDATION**

- 6.1 The Community Governance Review provides the Council with an opportunity to consider various aspects relating to electoral boundaries and electoral arrangements consequent upon the changes made to District Ward boundaries in readiness for the elections in 2015.
- 6.2 Several minor changes to the Parish Boundary have been discussed informally and these would regularise anomalies that have an impact on identified community links and potential voter participation.
- 6.3 The Council has previously resolved that the Ward arrangements recommended by the Local Government Boundary Commission are unsatisfactory. A pattern of Ward arrangements for Parish elections largely the same as those for the corresponding District Wards is therefore recommended.
- 6.4 The level of representation on the Town Council is unfavourable when compared with Town Councils of similar size and neighbouring Parish authorities. There would be considerable electoral and operational benefit in reviewing the numbers of Councillors that represent each Ward.

## Appendix 1

### 2013 Local Government Boundary Commission recommended Parish Electoral Arrangements

Ward	No of Members	Electorate (2012)	Ratio: Councillor/Electors
Arlington	2	4560	1:2280
Brunswick North	2	3925	1:1962
Brunswick South	1	1546	1:1546
Clarendon	1	2471	1:2471
Leam	2	4358	1:2179
Lillington	2	4635	1:2317
Lime	1	3288	1:3288
Milverton	2	3067	1:1533
Northumberland	1	100	1:100
Sydenham	1	3100	1:3100
Victoria Park	1	1975	1:1975
<b>11</b>	<b>16</b>	<b>33025</b>	

### Possible revised Ward Structure

Ward	No of Members	Electorate (2012)	Ratio: Councillor/Electors
Brunswick	3	4692	1:1564
Clarendon	3	4663	1:1554
Crown	3	4480	1:1493
Leam	3	4140	1:1380
Manor *	3	4429	1:1476
Milverton	3	4560	1:1520
Newbold	3	4498	1:1499
Sydenham	3	4441	1:1480
* includes electors currently in Cubbington Parish			
<b>8</b>	<b>24</b>	<b>35903</b>	

## **Warwick District Area Community Governance Review – Terms of Reference**

### **LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007**

#### ***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 electoral arrangements and, in extreme cases, abolish parishes.

Warwick District Council (the District Council) must ensure that community governance in the area under review reflects the identities and interests of the community in that area and is effective and convenient.

It is important that 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.

In undertaking the CGR, the Council will be guided by:

- Part 4 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”);
- the relevant parts of the Local Government Act 1972 (“the 1972 Act”);
- the Guidance on Community Governance Reviews issued jointly by the Department for Communities and Local Government and the Electoral Commission in April 2008 (“the Guidance”);
- also 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).

#### ***What does a Parish Council do?***

Parish Councils are the most local form of government. They collect money from Council Tax payers (via the District Council) known as a “precept” and this is used to invest in the area to improve services or facilities. Parish Councils can take different forms but usually are made up of local people who stand for election as Parish Councillors to represent their area. They can be the voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services and work to improve the quality of life in the area.

Therefore, the District Council wants to ensure that parishes should be viable and should possess a precept that enables them to actively and effectively promote the well-being of their residents and to contribute to the real provision of services in their areas in an economic and efficient manner.

### ***Who will undertake the CGR?***

Warwick District Council is responsible for undertaking a CGR within its electoral area.

The District Councils Regulatory Committee is responsible for overseeing this process and officers will produce draft and final recommendations for consideration by the Committee before a Community Governance Order is made.

### ***Why is Warwick District Council undertaking the review?***

A review provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population, additional development or in reaction to specific, or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities, interests and historic traditions of the community.

The Government emphasises that recommendations made in a review ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

The District Council has recently completed a review of its own electoral warding arrangements and wishes to conduct a community governance review to consider whether the existing Parish Councils are reflective of the identities and interests of the communities in those areas and are effective and convenient and consider whether it is appropriate for those parish councils to be merged, altered or abolished.

The District Council wants to ensure that electors should be able to identify clearly with the parish in which they are resident. It considers that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

The District Council wants to ensure that as far as practicable the electoral area boundaries at all levels of local government are coterminous.

### ***Consultation***

The District Council wants to know what local people think about the community governance arrangements for the whole Warwick District area or perhaps just the area in which a person lives and invites the public to send their views and responses

in writing to Gillian Friar, Electoral Services Manager, Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire CV32 5HZ or by email to [register@warwickdc.gov.uk](mailto:register@warwickdc.gov.uk).

The deadline for sending views and responses for consideration in the first stage of the CGR is **at noon Friday 4 October 2013**.

The District Council will consider all the views and responses received and then publish draft proposals and the reasons behind them. There will then be a further period of time for people to comment on the draft proposals before the final proposals are agreed.

Before making any final proposals, the District Council will take full account of the views of local people.

The District Council will:

- Publish a notice in the local press informing residents of the Review and inviting responses;
- Publish information on the Council's website;
- Publish information on Parish notice boards informing residents of the Review and inviting responses;
- Inform and consult; Parish and Town Councils in Warwick District; all Warwick District Councillors; and all relevant County Councillors and Members of Parliament for the District;
- Consult any other person or body which appears to the District Council to have an interest in the Review;
- Consult with the residents of the Warwick Gates housing estate to take into account their views on the electoral arrangements for their electoral area currently divided between 3 Parishes; each with their own precept and approach and will continue to fall between 3 Parishes, 3 District wards and 3 County electoral divisions;
- Will review the final Local Government Boundary Commission recommendations for Parish electoral arrangements effecting the parishes of Cubbington, Kenilworth, Royal Leamington Spa, Warwick and Whitnash; ensuring that as far as practicable the electoral area boundaries at all levels of local government are coterminous;
- Ensure that District wide, as far as practicable, the electoral area boundaries at all levels of local government are coterminous;
- Take into account any representations received in connection with the Review;

- Inform the Local Government Boundary Commission for England of the commencement of the District wide CGR and keep them informed of recommendations made to amend District ward boundaries;
- Inform the Parliamentary Boundary Commission for England of the commencement of the District wide CGR and keep them informed of recommendations made to amend Parliamentary Constituency boundaries.

There will then be a further period of time for people to comment on the draft proposals before the final proposals are agreed.

A CGR must, by law, be concluded within a twelve month period. The twelve months starts when the District Council publishes its Terms of Reference and the Review concludes when the District Council makes its final decision on the proposals in the CGR.

### ***Timetable for the Review***

Details	Relevant Date
Terms of Reference agreed by Regulatory Committee	15 July 2013
Terms of Reference published and consultation period starts	16 July 2013
Last date for submissions	Noon 4 October 2013
First Draft Proposals are prepared	October 2013
Consult with Regulatory Committee on first draft of proposals received	4 November 2013
Draft Proposals are prepared	November/December 2013
Regulatory Committee set Draft Proposals	16 December 2013
Publish Draft Proposals – consultation period begins	17 December 2013
Draft Proposals – consultation period ends	Noon 17 March 2014
Final Proposals are prepared	March 2014
Regulatory Committee makes final decision & resolves to make order	03 April 2014
Final Proposals published	04 March 2014
Legal produces order	April 2014 thereafter

### ***Electorate Forecasts***

The July 2013 Register of Electors has been used in providing the existing parish/parish ward electorate figures. These are presented in Annex A.

When the District Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the Review starts. Electorate forecasts have been prepared using information contained in the Local Plan and data from the Warwickshire Observatory to project the five-year electorate forecast.

The Government's guidance is that these forecasts should be made available to all interested parties as early as possible in the review process, ideally before the



formal commencement of the Review so that they are available to all who may wish to make representations. Where possible, the information is based on the current parish data.

Population estimates will be used to apportion assets where significant changes, including the creation of new parishes, are recommended.

### ***The Present Structure of Parishes and their Electoral Arrangements***

As well as forecasts, Annex A includes information regarding the following:

Type of governance: Council, Joint Council or Meeting  
Number of Councillors  
Ratio of Councillors to electorate  
District Ward  
County Division  
Parliamentary Constituency  
Last election date

### ***Boundaries***

It is desirable for Parish Council boundaries to be readily identifiable. This can be by reference to physical features or may follow adopted electoral ward boundaries in the District. Any changes should take into account population shifts or additional development that may have affected community identity.

### ***Electoral Arrangements***

What does 'Electoral Arrangements' mean?

An important part of our Review will comprise giving consideration to Electoral Arrangements. The term covers the way in which a council is constituted for the parish. It covers:

- the ordinary year in which elections are held;
- the number of councillors to be elected to the parish council;
- the division (or not) of the parish into wards for the purpose of electing councillors;
- 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.

### ***The Grouping of Parishes***

A parish grouping order is permitted under Section 11 of the Local Government Act 1972 and has been found to be an effective way of ensuring parish government for small parishes that might otherwise be unviable as separate units, while otherwise guaranteeing their separate community identity.

It may best be considered as a working alliance of parishes that have come together under a common parish council, with the electors of each of the grouped parishes electing a designated number of councillors to the Parish Council.

The District Council recognises that the grouping of parishes needs to be compatible with the retention of community interests, and notes the government's guidance that "it would be inappropriate for it to be used to build artificially large units under single parish councils."

### ***Creation of a Council for a parish***

- 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 the alternative form of parish governance; or
- Where the number of electors is 150 or fewer – a parish council is not created.

### ***Council Size***

The Government's guidance is that "each area should be considered on its own merits, having regard to its population, geography and the pattern of communities," and therefore the District Council is prepared to pay particular attention to existing levels of representation, the broad pattern of existing council sizes and the take-up of seats at elections in its consideration of this matter.

Parishes wishing to increase numbers must give strong reasons for doing so.

The number of parish councillors for each council must be not less than five but can be greater. However, each parish grouped under a common parish council must have at least one parish councillor.

The Aston Business School found the following levels of representation to the good running of a council:

<b>Electors</b>	<b>Councillors</b>
Less than 500	5-8
501-2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
More than 20,000	13-31

It should also be noted that the National Association of Local Councils suggest the minimum number of councillors be seven and the maximum be twenty five.

The District Council must have regard to the following factors when considering the number of councillors 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 when the Review starts.

### ***Parish Warding***

Parishes can be divided into wards for the purpose of electing councillors. (This could depend upon the size and make up of a proposed council). Consideration must be given to the number of and distribution of local government electors which could make a single election of councillors impractical or inconvenient or it may be desirable for areas within the parish to be separately represented.

The Government's guidance is that "the warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish."

### **The number of councillors to be elected for parish wards**

The District Council is required to have regard to the following when considering the size and boundaries of the wards and the number of councillors to be elected for each ward:

- the number of local government electors for the parish;
- any change in the number, or distribution, of the local government electors which is likely to occur in the period of five years beginning with the day when the Review starts.

### **Naming of parish wards**

The District Council will endeavour to reflect existing local or historic place-names, and will give a strong presumption in favour of ward names proposed by local interested parties.

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

The Review will be completed when the District Council adopts a Reorganisation of Community Governance Order.

Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Councils offices at Riverside House, Milverton Hill, Royal Leamington Spa CV32 5HZ and website ([www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)).

In accordance with the Guidance issued by the Government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller

than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Councils offices.

Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Electoral Commission.

The Order will specify when it will take effect for financial and administrative matters and when the electoral arrangements for a new or existing parish council will come into force.

### ***Consequential Matters***

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody 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 coming in to force.

### ***Date of Publication of these Terms of Reference***

Tuesday 16 July 2013

Warwick District Area Community Governance Review

APPENDIX A

REVIEWS OF PARISHES AND RELATED MATTERS – LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

Electorate Forecasts 2013 to 2017

Parish	Parish Council Name	Joint Parish (part of Group)	Parish Ward	Number of Clifs	Current District Council Ward	County Electoral Division	Parliamentary Constituency	Polling District & Description of Area	July 2013 Electorate	Ratio Clif to Electors	Ratio Clif to Forecast Electorate	Ratio Clif to Electors	Last Election	Next Election
Ashow	Ashow & Stoneleigh Joint Parish Council	yes		2	Stoneleigh	Cubbington	Kenilworth & Southam	KWA - Ashow	108	54	124	62	2011	2015
Baddesley Clinton	Baddesley Clinton Parish Council			5	Lapworth	Leek Wootton	Kenilworth & Southam	KSA - Baddesley Clinton	158	32	164	33	2011	2015
Baginton	Baginton Parish Council			9	Stoneleigh	Cubbington	Kenilworth & Southam	KWB - Baginton	636	71	738	82	2011	2015
Barford	Barford Sherbourne & Wasperton Joint Parish Council	yes		10	Budbrooke	Bishop's Tachbrook	Warwick & Leamington	WPF - Barford	1062	106	1170	117	2011	2015
Beausale, Haseley, Honley & Wroxall	Beausale, Haseley, Honley & Wroxall Parish Council			11	Leek Wootton	Leek Wootton	Kenilworth & Southam	KTB - Beausale, Haseley, Honley & Wroxall	484	44	548	50	2011	2015
Bishop's Tachbrook	Bishop's Tachbrook Parish Council			9	Bishop's Tachbrook	Bishop's Tachbrook	Warwick & Leamington	WNA - Bishop's Tachbrook	577	232	750	310	2011	2015
Blackdown	Old Milverton & Blackdown Joint Parish Council	yes		2	Cubbington	Cubbington	Kenilworth & Southam	KRA - Blackdown	83	42	103	52	2011	2015
Bubbenhall	Bubbenhall Parish Council			7	Cubbington	Cubbington	Kenilworth & Southam	KRB - Bubbenhall	554	79	686	98	2011	2015
Budbrooke	Budbrooke Parish Council			9	Budbrooke	Bishop's Tachbrook	Warwick & Leamington	WPB - Budbrooke (District 1)	394	180	425	203	2011	2015
Burton Green	Burton Green Parish Council			7	Kenilworth Abbey	Kenilworth Abbey	Kenilworth & Southam	WPC - Budbrooke (District 2)	1223	1398		203	2011	2015
Cubbington	Cubbington Parish Council		Cubbington North	4				KKB - Burton Green	752	107	861	123	2012	2015
			Cubbington Central	4				KRC - Cubbington (North Ward)	1212	303	1438	360	2011	2015
			Cubbington South	4				KRD - Cubbington (Central Ward)	1036	259	1230	308	2011	2015
Eathorpe	Huntington, Offchurch & Wappenbury Joint Parish Council	yes		2	Cubbington	Cubbington	Kenilworth & Southam	KRE - Cubbington (South Ward)	937	234	1080	270	2011	2015
Hatton	Hatton Parish Council			8	Budbrooke	Leek Wootton	Warwick & Leamington	KRF - Eathorpe	109	55	131	86	2011	2015
Hunningham	Huntington, Offchurch & Wappenbury Joint Parish Council	yes		3	Radford Semle	Cubbington	Kenilworth & Southam	WPA - Hatton	1366	197	1461	210	2011	2015
								WPA - Hatton	212	222			2011	2015
								KVA - Hunningham	146	49	185	62	2011	2015



Parish	Parish Council Name	Joint Parish (part of Group)	Parish Ward	Number of Clifs	Current District Council Ward	County Electoral Division	Parliamentary Constituency	Polling District & Area Description	July 2103 Electorate	Ratio Clif to Electors	2017 Forecast Electorate	Ratio Clif to Electors	Last Election	Next Election	
Radford Semele	Radford Semele Parish Council			10	Radford Semele	Cubbington	Kentworth & Southam	KVC - Radford Semele	1589	159	1959	196	2011	2015	
Rowington	Rowington Parish Council			9	Lapworth	Leek Woodton	Kentworth & Southam	KSF - Rowington (District 1) KSG - Rowington (District 2)	467 323	88	519 364	98	2011	2015	
Royal Leamington Spa	Royal Leamington Spa Town Council		Royal Leamington Spa Brunswick	3	Leamington Brunswick	Leamington Brunswick	Warwick & Leamington	WAA - Leamington Brunswick	745	2052	1099	3167	2011	2015	
								WAB - Leamington Brunswick	931		1417		2011	2015	
								WAC - Leamington Brunswick	940		1603		2011	2015	
								WAD - Leamington Brunswick	1097		1786		2011	2015	
								WAE - Leamington Brunswick	775		1226		2011	2015	
								WAF - Leamington Brunswick	798		1085		2011	2015	
								WAG - Leamington Brunswick	873		1304		2011	2015	
								WBA - Leamington Clarendon	1027		1132		2011	2015	
								WBB - Leamington Clarendon	923		905		2011	2015	
								WBC - Leamington Clarendon	783		998		2295	2011	2015
								WBD - Leamington Clarendon	815		541		2011	2015	
								WBE - Leamington Clarendon	944		1016		2011	2015	
								WCA - Leamington Crown	1076		1552		2011	2015	
								WCB - Leamington Crown	928		1195		2011	2015	
								WCC - Leamington Crown	772		1108		2776	2011	2015
								WCD - Leamington Crown	1126		1686		2011	2015	
								WDA - Leamington Manor	1254		1418		2011	2015	
WDB - Leamington Manor	1240	1366	2011	2015											
WDC - Leamington Manor	1443	1579	2437	2011	2015										
WDD - Leamington Manor	909	936	2011	2015											
WDE - Leamington Manor	889	877	2011	2015											
WDF - Leamington Manor	1043	1134	2011	2015											
WEA - Leamington Milverton	1301	1434	2011	2015											

Parish	Parish Council Name	Joint Parish (part of Group)	Parish Ward	Number of Cllrs	Current District Council Ward	County Electoral Division	Parliamentary Constituency	Polling District & Description of Area	July 2003 Electorate	Ratio Cllr to Electors	2017 Forecast Electorate	Ratio Cllr to Electors	Last Election	Next Election
Sherbourne			Royal Leamington Spa Milverton	3	Leamington Milverton	Leamington Milverton	Warwick & Leamington	WEB - Leamington Milverton WEC - Leamington Milverton WED - Leamington Milverton WEE - Leamington Milverton WEF - Leamington Milverton WFA - Leamington Willes WFB - Leamington Willes WFC - Leamington Willes WFD - Leamington Willes WFE - Leamington Willes WFF - Leamington Willes WFG - Leamington Willes WFH - Leamington Willes	1019		1072		2011	2015
									1005	2291	1145	2580	2011	2015
									1086		1275		2011	2015
									1236		1387		2011	2015
									1217		1426		2011	2015
									991		1245		2011	2015
									1341		1810		2011	2015
									858		1047		2011	2015
									834	2424	1063	2953	2011	2015
									771		964		2011	2015
									674		808		2011	2015
									788		858		2011	2015
1017		1065		2011	2015									
Sherbourne	Baiford Sherbourne & Waspepton joint Parish Council	yes		3	Budbrooke	Bishop's Tachbrook	Warwick & Leamington	WPE - Sherbourne	162	54	174	58	2011	2015
									699	87	804	101	2011	2015
Shrewley	Shrewley Parish Council			8	Leek Wootton	Leek Wootton	Kenilworth & Southam	KTC - Shrewley	552	138	639	160	2011	2015
									1518	380	1700	425	2011	2015
									49	25	50	25	2011	2015
									1208		1482		2011	2015
Stoneleigh	Ashow & Stoneleigh joint Parish Council	yes	Stoneleigh	4	Stoneleigh	Cubbington	Kenilworth & Southam	KWC - Stoneleigh (Stoneleigh Ward) KWD - Stoneleigh (University Ward)	1241	1328	1438	1560	2011	2015
									1280		1545		2011	2015
									810		955		2011	2015
									870		938		2011	2015
									1230		1442		2011	2015
Wappenbury	Hunnington, Offchurch & Wappenbury joint Parish Council	yes	Warwick North	5	Cubbington	Cubbington	Kenilworth & Southam	KRH - Wappenbury	49	25	50	25	2011	2015
									1208		1482		2011	2015
Wappenbury			Warwick North	5	Warwick North	Warwick North	Warwick & Leamington	WGA - Warwick North WGB - Warwick North WGC - Warwick North WGD - Warwick North WGE - Warwick North WGF - Warwick North	1208	1328	1438	1560	2011	2015
									1241		1438		2011	2015
									1280		1545		2011	2015
									810		955		2011	2015
									870		938		2011	2015
1230		1442		2011	2015									



Parish	Parish Council Name	Joint Parish (part of Group)	Parish Ward	Number of Cliffs	Current District Council Ward	County Electoral Division	Parliamentary Constituency	Polling District & Description of Area	July 2003 Electorate	Ratio Clif to Electors	2017 Forecast Electorate	Ratio Clif to Electors	Last Election	Next Election
Warwick	Warwick Town Council		Warwick South	5	Warwick South	Warwick South	Warwick & Leamington	WHA - Warwick South	621	1561	740	1860	2011	2015
								WHB - Warwick South	794	944	2011	2015		
								WHC - Warwick South	788	912	2011	2015		
								WHCA - Warwick South	662	977	2011	2015		
								WHD - Warwick South	1012	1228	2011	2015		
								WHE - Warwick South	848	1041	2011	2015		
								WHF - Warwick South	772	875	2011	2015		
								WHG - Warwick South	857	1069	2011	2015		
								WHH - Warwick South	1253	1514	2011	2015		
								WJA - Warwick West	803	790	2011	2015		
								WJB - Warwick West	1180	1258	2011	2015		
								WJC - Warwick West	835	903	2011	2015		
								WJD - Warwick West	1035	1122	2011	2015		
								WJE - Warwick West	524	577	2011	2015		
								WJF - Warwick West	1209	1218	2011	2015		
								WJG - Warwick West	991	1020	2011	2015		
								WJH - Warwick West	1530	1612	2011	2015		
WPG - Wasperton	122	142	47	2011	2015									
Wasperton	Barford Sherbourne & Wasperton joint Parish Council	yes		3	Budbrooke	Bishop's Tachbrook	Warwick & Leamington	KRI - Weston-Under-Wetherley	327	56	391	65	2011	2015
								VXA - Whitnash (North WARD-1)	802	890	2011	2015		
Weston-Under-Wetherley			Whitnash North	5	Whitnash	Whitnash	Warwick & Leamington	VXB - Whitnash (North WARD-2)	896	463	1101	544	2011	2015
								VXBA - Whitnash (North WARD-2)	619	727	2011	2015		
Whitnash	Whitnash Town Council		Whitnash West	5	Whitnash	Whitnash	Warwick & Leamington	VXC - Whitnash (West WARD-1)	878	464	1025	538	2011	2015
								VXD - Whitnash (West WARD-2)	893	1062	2011	2015		
								VXDA - Whitnash (West WARD-2)	547	604	2011	2015		

Parish	Parish Council Name	Joint Parish (part of Group)	Parish Ward	Number of Clr's	Current District Council Ward	County Electoral Division	Parliamentary Constituency	Polling District & Description of Area	July 2103 Electorate	Ratio Clr to Electors	2017 Forecast Electorate	Ratio Clr to Electors	Last Election	Next Election
			Whitnash East	5	Whitnash	Whitnash	Warwick & Leamington	WXE - Whitnash (East WARD-1) WXF - Whitnash (East WARD-2)	1207 1019	445	1502 1287	558	2011 2011	2015 2015
<b>TOTAL</b>				<b>237</b>					<b>104349</b>		<b>123001</b>			

Meeting	Parish Council Name	Joint Parish (part of Group)	Parish Ward	Current District Council Ward	County Electoral Division	Parliamentary Constituency	Polling District & Description of Area	July 2103 Electorate	2017 Forecast Electorate	Last Election	Next Election
Bushwood	none	none	none	Lapworth	Leek Wootton	Kenilworth & Southam	KSB - Bushwood	14	16	n/a/	n/a

**Housing & Property Services**  
**Jameel Malik – Head of Housing & Property Services**

Warwick District Council, Riverside House,  
PO Box 2175, Milverton Hill,  
Royal Leamington Spa, CV32 5QE

Switchboard : 01926 410410

Fax : 01926 456449

Email : [yourview.housing@warwickdc.gov.uk](mailto:yourview.housing@warwickdc.gov.uk)

My Ref :

Your Ref :

13 August 2013

Dear sir/madam

**Housing Strategy**

I recently took up the post of Housing Strategy & Development Officer here at Warwick. I am now in the process of producing a new Housing Strategy for the period from 2014 to 2017 and I am writing to invite your views.

Earlier this year three priority housing themes were identified: meeting housing need; improving existing stock; and support services. Some further information on each of these is included on the attached document. However these are not set in stone so some of the questions that occur to me at this stage are:

1. Are these the right priorities or are there other more pressing issues?
2. What are the biggest housing issues facing the area at the moment?
3. What do local people think about housing issues?
4. What other local policies and strategies should I take account of to make sure that the Housing Strategy is consistent with other priorities?

This is very much the information gathering stage and all ideas are welcome. I am happy to receive individual responses or a formal response from your council or both. There will be another opportunity to get involved and contribute later on in the process as I am hoping to hold a consultation event in September. Ideally I would like views on this back by mid-September to feed into that event. However I can continue to take account of responses up to the first week in October and I hope this timescale doesn't cause undue difficulties.

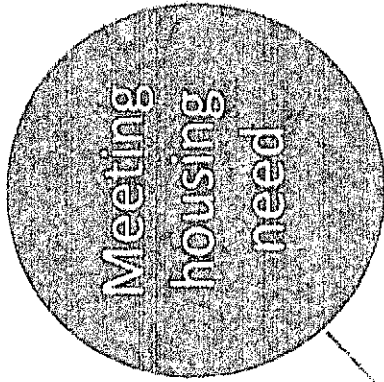
The easiest way to contact me is to email me with your views but I can also be contacted by phone, my contact details are below. I am new to Warwick and my knowledge of the local area is limited so it will be a great help to me to hear your ideas.

Yours faithfully,

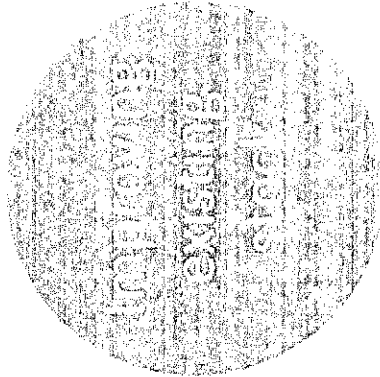
Ken Bruno  
Housing Strategy & Development Officer

Telephone: 01926 456335

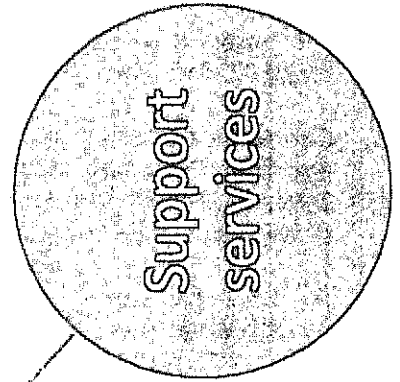
Email: [Ken.Bruno@warwickdc.gov.uk](mailto:Ken.Bruno@warwickdc.gov.uk)



- W2 + Existing RPs
- HRA BP
- new homes
- purchasing existing homes
- other mechanisms to accelerate no. of homes
- Reducing under occupation
- Developing more specialist accommodation for older people & other communities



- Ensure stock continues to meet Decent Homes Standard
- Redevelop low demand and poor housing
- Meet housing need in private sector:
  - reduce no. of empty properties
  - provide grants for adaptations
  - improve standards in partnership with landlords



- Providing effective housing advice services:
  - housing options
  - preventing homelessness
  - financial inclusion and reducing worklessness
  - improving energy efficiency
- Securing specialist housing support service for vulnerable customers
- Managing customer focussed housing allocations system