



Scan the code above or visit www.nwleics.gov.uk/meetings for a full copy of the agenda.

SUMMONS TO ATTEND A MEETING OF THE
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 4 NOVEMBER 2025
Location Forest Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact Democratic Services (01530 454512)

.....
Chief Executive

AGENDA

Item	Pages
PRAYERS	
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest	
3. CHAIRMAN'S ANNOUNCEMENTS	
4. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS	
Members are reminded that under paragraph 11.1 of part 3 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
5. QUESTION AND ANSWER SESSION	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has	

powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.

6. QUESTIONS FROM COUNCILLORS

To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the Chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.

7. MOTIONS

To consider the following motion received from Councillor M Wyatt:

Council notes the recent announcement by Keir Starmer's Labour Government of plans to introduce a mandatory Digital ID scheme for all UK residents.

Council further notes that the Government's plan:

- Could require every resident to obtain a Digital ID to access public services and entitlements;
- Could risk criminalising millions of people, particularly older people, those on lower incomes, or those without access to digital technology;
- Raises significant privacy and civil liberties concerns;
- Could result in billions of pounds of taxpayers' money being wasted on a massive IT project, with no clear benefit or safeguards.

Council believes that Labour's scheme:

- Represents an expensive measure that will undermine public trust;
- Will do nothing to address the real priorities facing communities such as NHS backlogs, cost of living crisis, etc;
- Fails to protect our core British values of liberty, privacy and fairness.

Council resolves:

- To formally oppose the Labour Government's Digital ID plans;
- To request the Leader of the Council and the Chief Executive write to: The Secretary of State for the Home Department; the local Members of Parliament representing North West Leicestershire and the Minister for Digital Infrastructure expressing this council's firm opposition to Labour's mandatory Digital ID system and calling for the plans to be scrapped.

8. PETITIONS

To consider the following petition submitted by Bernadette Whelton

Background

We emphatically oppose the proposal to build 242 houses on the land off Torrington Avenue and Hall Lane – Site Reference C19a. Our reasons are:

Environmental Impact: It threatens our green spaces, natural habitats, and biodiversity. Destruction of trees and open land will negatively affect air quality and wildlife. A negative impact on our water drainage and sewage systems.

Overcrowding and Infrastructure Strain: Increased traffic causing congestion. Adding a link road to meet with the site C19a from the proposed site C19b (700

Item		Pages
	houses) off Stephenson Way site 19b would further exacerbate traffic congestion. More pressure on already overburdened services, especially healthcare.	
	Loss of Community Character: Development would erode the separation between Whitwick and Coalville. Whitwick risks losing its identity as a distinct village. It diminishes the historical and cultural integrity of the area.	
	Noise and Construction Disruption: Long-term noise, dust, and disruption during construction. Ongoing noise pollution from increased traffic, affecting health and quality of life (stress, sleep issues).	
	Inappropriate Location: The area lacks the infrastructure to support such large-scale development. Housing would be better situated near industrial units and existing road networks that can accommodate an increase in traffic.	
	<u>Action petitioned for</u> We the undersigned, are concerned citizens who urge our leaders to act now to remove the land at Torrington Avenue, Whitwick - Site Reference – C19a – the build of 242 houses from the Draft Local Plan.	
	There are 1005 valid signatures on the petition.	
9.	MINUTES	
	To confirm the minutes of the meeting of the Council held on 16 September 2025.	5 - 10
10.	CAPITAL UPDATE	
	Report of the Director of Resources Presented by the Corporate and Finance Portfolio Holder	11 - 18
11.	COMMUNITY GOVERNANCE REVIEW	
	Report of the Chief Executive Presented by the Infrastructure Portfolio Holder	19 - 38
12.	APPOINTMENT OF REPRESENTATIVE TO AN OUTSIDE BODY	
	Report of the Head of Legal and Support Services Presented by the Infrastructure Portfolio Holder	39 - 40

This page is intentionally left blank

MINUTES of a meeting of the COUNCIL held in the Forest Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 16 SEPTEMBER 2025

Present: Councillor P Lees (Chair)

Councillors J G Simmons, M Ball, A Barker, C Beck, D Bigby, R Blunt, R Boam, M Burke, R Canny, D Cooper, D Everitt, T Eynon, M French, J Geary, T Gillard, K Horn, R Johnson, S Lambeth, J Legrys, K Merrie MBE, A Morley, R L Morris, P Moulton, E Parle, G Rogers, R Sutton, A C Saffell, C A Sewell, S Sheahan, N Smith, A Wilson, J Windram, L Windram, A C Woodman and M B Wyatt

Officers: Mr J Arnold, Mr A Barton, Mrs C Hammond, Ms K Hiller, Mr P Stone, Mrs A Thomas and Mrs R Wallace

35. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Blair-Park and N Rushton.

36. DECLARATION OF INTERESTS

There were no interests declared.

37. CHAIRMAN'S ANNOUNCEMENTS

The Chair of the Council made the following announcements:

All present were invited to join the Chair of the Council in observing a minute silence in memory of the Duchess of Kent, who sadly died at the age of 92 on the fourth of September.

Members welcomed Gill Pinnington, who had been the Reverend at Christ Church in Coalville since 2008 and was now retiring. The work she had undertaken during her tenure was acknowledged and on behalf of the Council, the Chair presented her with flowers. Several Members said a few words recognising Gill's service to the community, and Gill addressed the meeting highlighting her memorable moments during her time in Coalville.

An update was provided on the transformation of a former public toilet into the Memorial Workspace as part of the Coalville Regeneration Programme. The success of the project was credited to the passion and expertise of council officers, in particular Natasha Collins who led on the project.

The Chair of the Council had issued the latest recipient of the staff Star Scheme with a certificate for her achievements in her role with the housing service. Kylie Orwin was congratulated on her committed focus, clear communication and in becoming a real leader.

The announcements were concluded with an update on the events that the Chair and Deputy Chair of the Council had been attending around the district since the last Council meeting.

38. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

There were no announcements.

39. QUESTION AND ANSWER SESSION

One question was asked which is set out below with the response. The questioner was invited by the Chair of the Council to ask a supplementary question which is also set out together with the response.

Question from Siobhan Dillon

“There are places in Coleorton that regularly get used for fly tipping. Usually, once reported the Street Cleaning team remove the rubbish within five days and are very reliable in this regard. However, when a tip contains potentially hazardous material, such as asbestos, external contractors are required and the time for pick up is not clear.

Currently, Coleorton has a tip of such material, reported on 23/07/2025, still remains there and there has been no communication with the Street Cleaning team to inform when the tip will be cleared. This is attracting more tipping in the area. I also understand that at least one other parish is having a similar issue.

What are the arrangements and expected processes made with the external contractor and the District for these fly tips?

Response from Councillor M Wyatt

“I fully acknowledge the frustration caused by the delay in the clearance and lack of communication from the Street Cleansing Team in this particular location. Unfortunately, recent staffing sickness and a shortage of qualified HGV drivers to operate the necessary machinery have placed significant pressure on our services. As a result, we have had to prioritise household waste and recycling collections, which has regrettably impacted on our ability to respond to fly tipping as promptly as we would like.

For this report we are liaising with our contractor to confirm its removal, and we have been advised this will be completed by Friday 19th September

In terms of the process for fly tipping reports:

- Fly tips reported on public land are investigated for evidence that could lead to prosecution of the perpetrator.
- The District Council works with an external contractor for hazardous removals, but availability is subject to resource constraints.
- Communication between teams is usually coordinated through scheduled updates, but we recognise that this has not been consistent in recent weeks, due to staffing constraints explained above.
- We are actively reviewing our service delivery and contractor arrangements to improve response times and ensure better communication with affected areas.”

Supplementary question and response

Siobhan Dillon referred to her recent enquiry into the lack of road sweeping and the similar reasons given to the infrequency as to those provided by Councillor Wyatt in response to this question. Therefore, it was asked that as sickness absence and vehicle failures seemed to be a systemic issue, did the council have plans to address the matter so that regular road sweeps could be reinstated in the future. Councillor M Wyatt confirmed that plans were in action to address the issue.

40. QUESTIONS FROM COUNCILLORS

One question was asked which is set out below with the response. The Member was invited by the Chair of the Council to ask a supplementary question which is also set out together with the response.

Question from Councillor R Sutton

“The Kegworth councillors became aware via Facebook of a letter dated July 8th from this Council to a local business, and signed by Cllr Wyatt, extolling the business as a “shining example of community spirit, environmental responsibility and hospitality” backed up by the statement “I believe your work is already making a difference in Kegworth”.

While good news is always worth celebrating, could he supply a list of all businesses officially commended by the Council in this way during 2025 by members of the Cabinet or senior officers, stating, for future reference, the criteria for selection of those businesses and the Council process leading to the selections and letters, including any ward member, officer, local council or community group involvement at the various stages.”

Response from Councillor M Wyatt

“This was a letter sent by myself to the Roadside Café, A6 London Road, Kegworth, DE74 2EY in my capacity as the Cabinet Member for Communities and Climate Change to recognise the great work that I had personally witnessed the operator carrying out to keep the area in the vicinity of the café clean and tidy.

I can assure Cllr Sutton that there is no political motive here at all. I just wanted to recognise and acknowledge those in our district who go above and beyond for their community and customers which should be welcomed by everyone.

This is a one-off letter for which there is no criteria and is the only one I have sent to date. I believe the operator put my letter up in the café and posted it on social media which is of course a decision for them.

I am not aware of any other officers of the Council having sent any such letter during 2025.”

Supplementary question and response

Councillor R Sutton questioned the transparency of the process, the awareness of the senior leadership and raised the potential conflict of interest that Councillor M Wyatt my hold in relation to the business owner or its staff. He also suggested that the letter should not have been sent. Councillor M Wyatt confirmed that he had no financial or personal interest in the business and would not hesitate to write to business owners congratulating them should it come to his attention that they had gone above and beyond for their community.

41. MOTIONS

The Chair of the Council referred Members to the motion as detailed within the agenda papers and invited Councillor M Wyatt, who made the submission, to speak.

Councillor M Wyatt spoke and then formally moved the motion. It was seconded by Councillor A Woodman.

A full debate ensued in which Members spoke both in support and against the motion. Some disappointment was shared that the motion had been presented so far along the

process when a submission on the preferred approach towards Local Government Reorganisation had already been agreed across the region. However, it was made clear that although ongoing support towards regional proposals would continue, there was no disadvantage to writing to government to express the Council's dislike for Local Government Reorganisation, which reinforced views of the North West Leicestershire residents.

The motion was put to the vote and the result was tied. Therefore, in accordance with the Council's Constitution, the Chair of the Council exercised his casting vote. The motion was CARRIED.

RESOLVED THAT:

The Chief Executive write to the Prime Minister to set out the Council's position and to communicate this with other local authorities in Leicester, Leicestershire and Rutland.

42. PETITIONS

As the petition organiser was not in attendance, in accordance with the Petition Scheme, the petition failed and therefore was not considered at the meeting.

43. MINUTES

Consideration was given to the minutes of the meeting held on 17 June 2025.

It was moved by Councillor P Lees, seconded by Councillor J Simmons and

RESOLVED THAT:

The minutes of the meeting held on 17 June 2025 be approved and signed by the Chair of the Council as a correct record.

44. TREASURY MANAGEMENT STEWARDSHIP REPORT 2024/25

Councillor K Merrie, as Corporate and Finance Portfolio Holder, presented the report.

The report was noted.

45. SUPPLEMENTARY ESTIMATES, VIREMENTS AND CAPITAL APPROVALS

Councillor K Merrie, as Corporate and Finance Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Cllr R Blunt.

Members were referred to a revised appendix A, as circulated at the meeting. Officers were commended for their hard work in completing three years of annual accounts in the preceding 12 months. A discussion was had on previous budget ambitions which lead to the Leader of the Council inviting the opposition group to participate in the early discussions for the setting of the 2026/27 budget.

RESOLVED THAT:

- a) The supplementary estimates detailed in paragraph 2.2, which were above £25,000 and externally funded, be approved.
- b) The revised capital programmes as detailed in appendices A and B be approved, subject to Cabinet approval of the capital supplementary estimates on 23 September 2025.

46. SCRUTINY ANNUAL REPORT

Councillor R Blunt, Leader of the Council presented the report and invited the Scrutiny Chairs to address the meeting.

During discussion, the work undertaken by the Scrutiny Committees and the support provided by officers in the preceding 12 months was acknowledged. Members noted that there were still further improvements to be made to the scrutiny process, commencing with the current trial of the Cabinet/Scrutiny Protocol.

The report was noted.

The meeting commenced at 6.30 pm

The Chair closed the meeting at 7.29 pm

This page is intentionally left blank

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 4 NOVEMBER 2025



Title of Report	CAPITAL UPDATE	
Presented by	Councillor Keith Merrie MBE Finance and Corporate Portfolio Holder	
Background Papers	<p>Council – 20 February 2025 General Fund and Council Tax 2025/26</p> <p>Council – 16 September 2025 Supplementary Estimates, Virements and Capital Approvals</p> <p>Cabinet – 28 October 2025 Supplementary Estimates, Virements and Capital Approvals</p>	Public Report: Yes
Financial Implications	The report is to ensure the Council is following good financial governance in line with its Financial Procedure Rules and capital governance arrangements. The financial implications are set out in the report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	<p>S151 of The Local Government Act (1972) states that every Local Authority shall make arrangements for the proper administration of the financial affairs.</p> <p>The Local Government Act (2000) requires Full Council to approve the Council's budget and NW Leicestershire District Council did so in February 2025.</p> <p>S151 of the Local Government Act (1972) makes clear that the Council is responsible for the overall financial administration of the Council and the S151 Officer is responsible for the administration of those affairs.</p> <p>Councils are required to ensure that there is clear separation between capital and revenue budgets.</p>	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The Council is managing its capital budgets in a co-ordinated and effective way since the Capital Strategy Group was introduced, and changes were made to introduce the development pool and programme of active projects.	
	Signed off by the Head of Paid Service: Yes	

Purpose of Report	The Financial Procedure Rules in the Constitution describes the procedure in respect of new capital projects as set out in Financial Regulation B: Financial Planning, paragraphs B8 to B9.
Recommendations	THAT COUNCIL APPROVES THE REVISED CAPITAL PROGRAMME AS DETAILED IN APPENDIX A.

1.0 BACKGROUND

- 1.1 Annually, the Council approves its Budget and Capital Programmes in February ahead of the subsequent financial year. The Budget is based on the best available intelligence at that point in time.
- 1.2 However, the external environment within which the Council operates is constantly evolving and during the financial year there can be changes in funding, for example the Council being successful in a grant bid for additional funding or by securing extra resources through partnership working.
- 1.3 These changes in funding, and therefore spending, are required to be managed in line with the Council's Financial Procedure Rules which form part of the Constitution. The delegation levels provide clarity regarding the inclusion of additional resources secured during the financial year that were not included when the Council sets its annual Budget in February.
- 1.4 This report provides an update for a new scheme for inclusion into the Capital Programme as set out in Section 2.0 below. This is in line with the requirements set out in the Financial Procedure Rules.

2.0 CAPITAL

- 2.1 As part of the annual Budget in February 2025, the Council agreed its Capital Programme. The budget report set out capital project governance by managing schemes through their project life cycle. In line with the Council's Financial Procedure Rules, which forms part of the Constitution, any new schemes entering the Capital Programme requires Council approval.

New Schemes (For Approval)

- 2.2 There is one new General Fund scheme that require approval to be added onto the capital programme:

- **New Print and Post Room – Whitwick Business Centre**

The business case proposes allocating an additional £23,000 to create a new, health and safety-compliant post room at Whitwick Business Centre, following an accident caused by insufficient space in the current shared post/print room. The plan involves converting a vacant unit into a dedicated post room, a small meeting space, and a lettable unit, which will improve staff safety, provide additional income opportunities, and better alignment with current demand for smaller units. The works are expected to take approximately four weeks to complete once funding is secured. The scheme will be funded from the business rates reserve.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Planning and regeneration - Communities and housing - Clean, green and Zero Carbon - A well-run council
Policy Considerations:	The Council's Financial Procedure Rules, sections A24 – A28, set out the details of the virement and supplementary estimates.
Safeguarding:	N/A
Equalities/Diversity:	N/A
Customer Impact:	N/A
Economic and Social Impact:	N/A
Environment, Climate Change and zero carbon:	N/A
Consultation/Community Engagement:	Cabinet – 28/10/25
Risks:	Not addressing the Health and Safety issues of our current post room could place us in breach of the law should a further accident occur.
Officer Contact	Anna Crouch Head of Finance anna.crouch@nwleicestershire.gov.uk

This page is intentionally left blank

Project Name	2025/26 Approved Budget	2026/27 Indicative Budget	2027/28 Indicative Budget	2028/29 Indicative Budget	2029/30 Indicative Budget	Total	Funding					
							Grant	Capital Receipt	Revenue	Business Rates Reserve	EMR	Total
ACTIVE PROGRAMME												
Coalville Regeneration Projects												
Marlborough Square Improvements	61,039					61,039				61,039		61,039
Marlborough Centre Purchase and Renovation	500,000	2,400,000	52,923			2,952,923				2,952,923		2,952,923
Capitalisation of Salaries	500,000	500,000	500,000	500,000	500,000	2,500,000				2,500,000		2,500,000
Total Coalville Regeneration Projects	1,061,039	2,900,000	552,923	500,000	500,000	5,513,962	-	-	-	5,513,962	-	5,513,962
Zero Carbon												
Solar EV Hub Moneyhill	300,000					300,000	250,000				50,000	300,000
Total Zero Carbon	300,000	-	-	-	-	300,000	250,000	-	-	-	50,000	300,000
Systems/ICT Systems												
Laptop Replacement	92,000					92,000				92,000		92,000
Replacement Windows Server	50,000					50,000				50,000		50,000
Replacement Audit Visual Equipment	27,554					27,554				27,554		27,554
Total Systems/ICT Systems	169,554	-	-	-	-	169,554	-	-	-	169,554	-	169,554
Vehicles, Plant and Equipment												
Food Waste Collections	1,154,138					1,154,138	1,062,066			92,072		1,154,138
Refuse Bins and Recycling Containers	1,674,000					1,674,000				1,674,000		1,674,000
Fleet Replacement Programme	4,708,000					4,708,000				4,708,000		4,708,000
Total Vehicles, Plant and Equipment	7,536,138	-	-	-	-	7,536,138	1,062,066	-	-	6,474,072	-	7,536,138
New Construction or Renovation												
The Courtyard Roof Repair	200,000					200,000				200,000		200,000
Service Road Resurfacing	500,000					500,000				500,000		500,000
Car Park Resurfacing	164,000					164,000				164,000		164,000
Customer Contact Centre Refurbishment	17,450					17,450				17,450		17,450
St John Ambulance Building	270,000					270,000				270,000		270,000
New Print and Post Room (WBC)	23,000					23,000				23,000		23,000
Total New Construction or Renovation	1,174,450	-	-	-	-	1,174,450	-	-	-	1,174,450	-	1,174,450
TOTAL ACTIVE PROGRAMME	10,241,181	2,900,000	552,923	500,000	500,000	14,694,104	1,312,066	-	-	13,332,038	50,000	14,694,104
DEVELOPMENT POOL												
Coalville Regeneration Projects												
Coalville Regeneration Framework	1,500,000					1,500,000				1,500,000		1,500,000

Project Name	2025/26 Approved Budget	2026/27 Indicative Budget	2027/28 Indicative Budget	2028/29 Indicative Budget	2029/30 Indicative Budget	Total	Funding					
							Grant	Capital Receipt	Revenue	Business Rates Reserve	EMR	Total
Demolition of Council Offices	120,000					120,000				120,000		120,000
Total Coalville Regeneration Projects	1,620,000	-	-	-	-	1,620,000	-	-	-	1,620,000	-	1,620,000
UK Shared Prosperity Investment Plan Programme (UKSPF)												
UK Shared Prosperity Investment Plan Programme	145,859					145,859	145,859					145,859
Total Vehicles, Plant and Equipment	145,859	-	-	-	-	145,859	145,859	-	-	-	-	145,859
Zero Carbon												
Electrical Vehicle (EV) Charging Infrastructure Strategy	40,000					40,000				40,000		40,000
Solar Panels - Ashby Leisure Centres	195,000					195,000				195,000		195,000
Solar EV Hub Moneyhill						-				-		-
Total Zero Carbon	235,000	-	-	-	-	235,000	-	-	-	235,000	-	235,000
Systems/ICT Systems												
Laptop Replacement		49,000	49,000	60,000	92,000	250,000				250,000		250,000
Replacement Windows Server					50,000	50,000				50,000		50,000
Wide Area Network (WAN)	50,000				50,000	100,000				100,000		100,000
Total Systems/ICT Systems	50,000	49,000	49,000	60,000	192,000	400,000	-	-	-	400,000	-	400,000
Vehicle Plant and Equipment												
Refuse Bins and Recycling Containers	200,000	200,000	202,000			602,000				602,000		602,000
Fleet Replacement Programme	591,000	99,000	637,000			1,327,000		20,760		1,306,240		1,327,000
Total Vehicle, Plant and Equipment	791,000	299,000	839,000	-	-	1,929,000	-	20,760	-	1,908,240	-	1,929,000
New Construction or Renovation												
Hermitage Leisure Centre Demolition	146,068					146,068				146,068		146,068
Hermitage Recreational ground 3G Pitch		150,000				150,000				150,000		150,000
Stenson Square Public Realm	1,000,000	1,000,000				2,000,000				2,000,000		2,000,000
Enterprise Park	1,850,000	1,850,000				3,700,000				3,700,000		3,700,000
Moirs Furnace	266,741					266,741				266,741		266,741
Total New Construction or Renovation	3,262,809	3,000,000	-	-	-	6,262,809	-	-	-	6,262,809	-	6,262,809
TOTAL DEVELOPMENT POOL	6,104,668	3,348,000	888,000	60,000	192,000	10,592,668	145,859	20,760	-	10,426,049	-	10,592,668
REFCUS												
Disabled Facilities Grants	1,614,059	670,310	670,310	670,310	670,310	4,295,299	4,295,299					4,295,299
Castle Donington 3G Pitch Development	250,000					250,000				250,000		250,000
Rural England Prosperity Fund	140,699					140,699	140,699					140,699
Local Nutrient Mitigation Fund	250,000	770,000	770,000	770,000		2,560,000	2,560,000					2,560,000
Total REFCUS	2,254,758	1,440,310	1,440,310	1,440,310	670,310	7,245,998	6,995,998	-	-	250,000	-	7,245,998

Project Name	2025/26 Approved Budget	2026/27 Indicative Budget	2027/28 Indicative Budget	2028/29 Indicative Budget	2029/30 Indicative Budget	Total	Funding					
							Grant	Capital Receipt	Revenue	Business Rates Reserve	EMR	Total
SPECIAL EXPENSES												
Coaville Cemetery - Meadow Lane (Broomley's)	22,000					22,000			22,000			22,000
TOTAL SPECIAL EXPENSES	22,000	-	-	-	-	22,000	-	-	22,000	-	-	22,000
TOTAL CAPITAL PROGRAMME	18,622,607	7,688,310	2,881,233	2,000,310	1,362,310	32,554,770	8,453,923	20,760	22,000	24,008,087	50,000	32,554,770

This page is intentionally left blank

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 4 NOVEMBER 2025



Title of Report	COMMUNITY GOVERNANCE REVIEW – TERMS OF REFERENCE	
Presented by	Councillor Nick Rushton Infrastructure Portfolio Holder	
Background Papers	Guidance on community governance reviews Local Government and Public Involvement in Health Act 2007 Report and Motion to Council – 20 June 2023	Public Report: Yes
Financial Implications	There are no financial implications at this stage of the review. The work during the first stage of the review will be carried out within the existing resources.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Should the Terms of Reference for the review not be agreed and published, then the Council will not be able to commence the review and have it completed in time for the 2027 elections.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing or corporate implications at this time.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To seek Council approval of the terms of reference for the Community Governance Review (CGR).	
Recommendations	THAT: <ol style="list-style-type: none"> 1. THE TERMS OF REFERENCE FOR THE COMMUNITY GOVERNANCE REVIEW BE APPROVED FOR PUBLICATION AND CONSULTATION; 2. AUTHORITY BE DELEGATED TO THE MONITORING OFFICER, IN CONSULTATION WITH THE CHAIR OF THE ELECTORAL REVIEW WORKING PARTY, TO MAKE ANY CHANGES TO THE TERMS OF REFERENCE FOLLOWING THE CONSULTATION PROCESS AND CONSIDERATION BY THE WORKING PARTY. 	

1.0 BACKGROUND

- 1.1 At its meeting on 20 June 2023, Council agreed to carry out a Community Governance Review (CGR), in accordance with the Local Government and Public Involvement in Health Act 2007, to consider the most suitable way of representing people living in the unparished areas of the district.
- 1.2 Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. As it is unclear as to when the last CGR was carried out for North West Leicestershire, Council agreed to review the current arrangements, along with the possibility of creating town/parish councils for the unparished areas of the district to ensure that the electoral arrangements of parishes (the warding arrangements and the allocations of councillors) are appropriate, equitable and understood by their electorate.
- 1.3 It was agreed that no such review would commence until the completion on the Local Government Boundary Commission of England's (LGBCE) electoral review of North West Leicestershire, but was to be started no later than November 2025. However, since then the Government's Devolution White Paper was issued with wide ranging implications for local government and its reorganisation. Following this, the Council was advised that the recommendations of the LGBCE would not be implemented.

2.0 TERMS OF REFERENCE AND TIMETABLE

- 2.1 The Terms of Reference (ToR) for the review are attached at appendix A of this report.
- 2.2 In accordance with the Local Government and Public Involvement in Health Act 2007, the principal council is required to draw up ToR for a CGR. As a minimum the ToR must specify the area under review and be published. There is no legal requirement to consult on the ToR, nor is there further direction in legislation as to what it should contain. Government guidance states "the government expects ToR to set out clearly the matters on which the community governance review is to focus".
- 2.3 At the beginning of the year, officers emailed all the Town and Parish Councils within the district advising them that the Council would be carrying out the review and giving them the opportunity to request any specific areas that they would like to be included as part of the review.
- 2.4 Following the contact a request was received from Ashby Town Council requesting the following areas be reviewed:
 - the warding arrangements of the parish, due to ongoing development.
 - the boundary between the parishes of Ashby de la Zouch and Packington.
 - both the number of Town Councillors and their distribution among the current seven wards and any new wards, should they be recommended, of the parish.
 - name of the parish of Ashby de la Zouch to include Blackfordby.
- 2.5 A request was also received from Ibstock Parish Council, that residents be consulted on the boundary of the Parish, with particular reference to the ward of Ellistown & Battram.
- 2.6 Due to a significant time period since the last CGR, the Terms of Reference for the review includes all of the Parish and Town Councils, especially those that adjoin the areas that are under specific review. It may become apparent through the review that minor boundary changes may be required should anomalies come to light. Should any anomaly come to light during the initial consultation period, proposals to rectify will be consulted upon at the draft recommendation stage.

3.0 CONSULTATION

- 3.1 In coming to its recommendations in the review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.
- 3.2 A full communications plan is being drafted inviting initial submissions and seeking views on the draft proposals.
- 3.3 Efforts will also be made to identify any other person or body who feels they may have an interest in the review and write to them inviting them to submit their views at both stages of consultation. This will include but not limited to:
- Ward Members
 - Parish Councillors
 - Tenants and Residents' Associations
 - Village Groups and Societies
 - Schools and Colleges
- 3.4 As required by Section 93 (8) of the Local Government and Public Involvement in Health Act 2007, the District Council will notify Leicestershire County Council that a review is to be undertaken, provide them with a copy of the Terms of Reference for the review and will consult them on the matters under review.
- 3.5 All decisions taken in the review and the reasons for taking those decisions will be published and officers will work towards the Government's view that "Community Governance Reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions".
- 3.6 In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website at www.nwleics.gov.uk, through general press releases, and placing key documents on public deposit at the Council Offices. Officers will communicate the final outcome of the review to the areas concerned by the review.

4.0 IMPLEMENTATION TIMETABLE INCLUDING FUTURE DECISIONS

- 4.1 The proposed timetable for the CGR is set out within the attached Terms of Reference.
- 4.2 Subject to approval, the Terms of Reference will be published on 5 November 2025 and the initial consultation will commence on 15 December 2025 and run for eight weeks. During this time the Working Party will meet to consider any matters that start to arise and draft recommendations.
- 4.3 The timetable proposes that a report be submitted to the Council meeting on 12 May 2026 setting out the results of the initial consultation stage and seeking approval to consult on any draft proposals for the creation of parish councils for the unparished areas of the district and amendments to the electoral arrangements for any of the existing town and parish councils.
- 4.4 The CGR should ideally be completed within 12 months of the publication of the Terms of Reference, and therefore the timetable also indicates that a report setting out any final

recommendations arising from the CGR would come back to full Council for consideration and approval in November 2026.

- 4.5 If approved by Council, the creation of the new civil parishes and associated Parish Councils for the unparished areas of the District and amendments to parish council boundaries and electoral arrangements to any of the existing town and parish councils would come into force at the next full parish council elections in May 2027.

Policies and other considerations, as appropriate	
Council Priorities:	Planning and regeneration Communities and housing Clean, green and Zero Carbon A well-run council
Policy Considerations:	Local Government and Public Involvement in Health Act 2007.
Safeguarding:	The Council is required to publish all consultation responses that are received, but only names will be published.
Equalities/Diversity:	The consultation process will be accessible to all residents and stakeholders in the affected areas.
Customer Impact:	Generally, the provision of services closer to the client population will have positive impacts upon those in the local area, as those services are more dynamically tailored to their needs and those of the local area.
Economic and Social Impact:	None at this time.
Environment, Climate Change and zero carbon:	Consultation methods will be carefully considered to avoid paper consultation where possible, although this will still be available to those who require it.
Consultation/Community Engagement:	Consultations will be undertaken as part of all stages of the CGR process.
Risks:	Should a decision to commence the review not be taken, then the community governance arrangements for North West Leicestershire will remain as they are.
Officer Contact	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk



LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 COMMUNITY GOVERNANCE REVIEW 2025/26

DRAFT TERMS OF REFERENCE

Introduction

North West Leicestershire is carrying out a Community Governance Review (in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007).

The Council is required to have regard to the guidance on Community Governance Review published by the Government. This guidance has been considered when drawing up these Terms of Reference.

What is a Community Governance Review

A 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 District to consider one or more of the following:

- 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 including
 - the ordinary year of election,
 - 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 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

In doing so the 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

Why is the Council undertaking the review?

The Council continues to believe that town and parish councils play an important role in community empowerment and wants to ensure that parish governance in our district continues to be robust, representative and able to meet the challenges that lie before it.

At its meeting on 20 June 2023 Council requested that, following the Local Government Boundary Commission for England's electoral review of the district, a Community Governance Review be carried out to consider the most suitable way of representing people living in the unparished areas of the district.

Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. The Council therefore wishes to review the current arrangements and the areas outlined above to ensure that the electoral arrangements of parishes (the warding arrangements and the allocations of councillors) are appropriate, equitable and understood by their electorate.

Who undertakes the review?

As the relevant principal authority, North West Leicestershire District Council is responsible for conducting the review. The Democratic Services Team will oversee the review, in consultation with the Electoral Review Working Party, and produce draft and final recommendations. The Council will need to take account of the views of local people and conduct a full consultation process.

Formal decisions on the recommendations arising from the review will be made by Council in accordance with the Council's constitution.

Areas under review

North West Leicestershire District Council has resolved to undertake a Community Governance Review to consider the arrangements for the following unparished areas of the district.

Ward	Electorate (1 Sept 2025)	Households (1 Sept 2025)
Bardon including Bardon Parish Meeting	2242	1299
Broom Leys – Polling Districts BRB & BRC	1103	655
Castle Rock – Polling District CRB	2079	1246
Coalville East	1996	1097
Coalville West	1809	1233
Greenhill	2074	1168
Snibston North – Polling District SNA	1550	1117
Snibston South	2019	1493
Thringstone	2044	1194

The following Town and Parish Councils have asked the Council to review their arrangements as set out below:

Area	Changes
Ashby de la Zouch Town Council	<ul style="list-style-type: none"> an examination of the warding arrangements of the parish due to the expansion of the electorate as a result of the Money Hill development; a review of both the number of Town Councillors and their

	<p>distribution among the current seven wards of the Parish and a new ward, should one be created.</p> <ul style="list-style-type: none"> • a reassessment of the boundary between the parishes of Ashby de la Zouch and Packington which now bears little resemblance of common sense now that the A42 is in place; and, • the possible renaming of the parish of Ashby de la Zouch to include Blackfordby.
Ibstock Parish Council	A reassessment of the parish boundaries with particular reference to the Ellistown & Battram ward.

The following Town and Parish Councils have been included as they may neighbour the unparished areas or existing Councils mentioned above and may be affected by the changes, or following the publication of the Terms of Reference, may request their arrangements to be reviewed

Appleby Magna
Ashby Woulds
Belton
Breedon on the Hill
Castle Donington
Charley
Coleorton
Ellistown and Battleflat
Heather
Hugglescote and Donington le Heath
Kegworth
Lockington and Hemington
Long Whatton and Diseworth
Measham
Oakthorpe, Donisthorpe and Acresford
Osgathorpe
Packington
Ravenstone with Snibston
Snarestone
Swannington
Sweepstone and Newton Burgoland
Whitwick
Worthington

Consultation

The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

In coming to its recommendations in the review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the

review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at both stages of consultation.

This will include:

- Ward Members
- Parish Councillors
- Tenants and Residents' Associations
- Village Groups and Societies
- Schools and Colleges

As required by Section 93 (8) of the Local Government and Public Involvement in Health Act 2007, the District Council will notify Leicestershire County Council that a review is to be undertaken, provide them with a copy of the terms of reference for the review and will consult them on the matters under review.

The Council will also be pleased to receive comments from any other person or body that wishes to make representations; any such person that makes representation during the initial invitation to submit proposals will be invited to make comments in respect of the draft proposals.

The Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions".

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website at XXXX through general press releases, placing key documents on public deposit at the Council Offices and will communicate the final outcome of the review by writing to all households in the area concerned by the review.

Representations

North West Leicestershire District Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included within the review.

Representations may be made in the following ways:

- Online using the form at xxx
- By email address- electreg@nwleicestershire.gov.uk
- By post to The Democratic Services Team Manager, North West Leicestershire District Council, PO Box 11051, Coalville, LE67 0FW

Timetable for the Review

Publication of these Terms of Reference formally begins the review, which must be completed with twelve months. The table below details indicative timescales for the review.

Stage	Date/Timeline	Timescale	Outline of Activity
Publication of Terms	05/11/2025		Publication of Notice and

of Reference			Terms of Reference and Stakeholder Notification of commencement of the review.
Stage One – Invite initial submissions	15/12/2025 to 07/02/2026	8 weeks	Initial submissions invited Consultation/Representations. Consultation with stakeholders
Stage Two – Consider submissions	08/02/2026 to 20/04/2026 Council Meeting 12 May 2026	10 weeks	Consideration of submissions received – draft recommendations prepared
Stage Three – Publish Draft Recommendations	13/05/2026 to 22/07/2026	12 weeks	Publish draft recommendations for further consultation.
Stage Four – Final Recommendations	23/07/2026 to 16/09/2026 Council Meeting November 2026	15 weeks	Consideration of further submissions received and prepare final recommendations Final recommendations published – Council resolves to make a Reorganisation Order
Implementation	06/05/2027 (Elections)		Effective date of any changes to parish/town boundaries and electoral arrangements

THE PRESENT STRUCTURE OF PARISHES AND THEIR ELECTORAL ARRANGEMENTS

Present structures of parish governance in our area

There are currently 25 town/parish councils in the district as set out in the table below:

<u>Town/Parish Council</u>	<u>Parish/Town Wards</u>	<u>No. of Town/Parish Cllrs</u>	<u>Overall No. of Town/Parish Cllrs</u>	<u>Ratio of Electors to Cllrs</u>	<u>Electorate</u>	<u>District Ward</u>
Appleby Magna Parish Council	N/A	6		1:177	1062	Appleby
Ashby de la Zouch Town Council	Castle	3	17	1:792	2376	Ashby Castle
	Holywell	3		1:852	2555	Ashby Holywell
	Ivanhoe	3		1:867	2602	Ashby Ivanhoe
	Money Hill	3		1:827	2480	Ashby Money Hill
	Willesley	3		1:687	2062	Ashby Willesley
		27				

	Blackfordby	2		1:325	1249	Blackfordby
Ashby Woulds Town Council	Moir	4	9	1:392	1568	Ashby Woulds
	Albert Village	2		1:291	582	Ashby Woulds
	Norris Hill	3		1:410	1229	Blackfordby
Belton Parish Council	N/A	6		1:98	585	Long Whatton & Diseworth
Breedon on the Hill Parish Council	N/A	6		1:161	963	Worthington & Breedon
Castle Donington Parish Council	Castle	5	14	1:405	2027	Castle Donington Castle
	Central	5		1:385	1926	Castle Donington Central
	Park	4		1:597	2387	Castle Donington Park
Charley Parish Council	N/A	5		1:31	155	Castle Rock
Coleorton Parish Council	North	1	6	1:178	178	Worthington & Breedon
	South	5		1:165	825	Valley
Ellistown and Battleflat Parish Council	N/A	7		1:293	2053	Ellistown & Battleflat
Heather Parish Council	N/A	6		1:142	854	Sence Valley
Hugglescote & Donington le Heath Parish Council	St Johns	4	9	1:909	3634	Hugglescote St Johns
	St Marys	5		1:455	2273	Hugglescote St Marys
Ibstock Parish Council	East	4	13	1:412	1649	Ibstock East
	Ellistown & Battram	1		1:180	180	Ibstock East
	West	5		1:473	2365	Ibstock West
	North	3		1:507	1520	Sence Valley
Kegworth Parish Council	North	4	10	1:336	1344	Daleacre Hill
	South	6		1:288	1730	Kegworth
Lockington & Hemington Parish Council	Lockington	2	5	1:62	123	Lockington & Hemington
	Hemington	3		1:179	536	Daleacre Hill
Long Whatton & Diseworth Parish Council	Long Whatton	4	7	1:226	905	Long Whatton & Diseworth
	Diseworth	3		1:196	587	Long Whatton & Diseworth
Measham Parish Council	North	6 28	11	1:347	2080	Measham North

	South	5		1:405	2024	Measham South
Oakthorpe, Donisthorpe & Acresford Parish Council	N/A	8		1:283	2262	Oakthorpe & Donisthorpe
Osgathorpe Parish Council	N/A	5		1:75	387	Valley
Packington Parish Council	N/A	6		1:120	722	Ravenstone & Packington
Ravenstone with Snibston Parish Council	Ravenstone	5	7	1:340	1701	Ravenstone & Packington
	The Limes	2		1:255	509	Snibston North
Snarestone Parish Council	N/A	5		1:55	275	Appleby
Swannington Parish Council	N/A	6		1:177	1062	Valley
Sweepstone & Newton Burgoland Parish Council	N/A	5		1:108	539	Appleby
Whitwick Parish Council	Broom Leys	2	11	1:473	946	Broom Leys
	Hermitage	3		1:609	1828	Hermitage
	Holly Hayes	3		1:644	1933	Holly Hayes
	Thornborough	3		1:675	2026	Thornborough
Worthington Parish Council	Worthington	1	5	1:420	420	Worthington & Breedon
	Newbold	2		1:312	623	Worthington & Breedon
	Griffydam	2		1:101	201	Worthington & Breedon

There are currently 5 parish meetings in the district as set out in the table below:

Parish Meeting	Electorate (1 Sept 2025)	Households (1 Sept 2025)
Chilcote	112	56
Isley cum Langley	48	27
Normington Le Heath	125	65
Stauton Harold	117	56
Stretton-en-le-Field	24	16

Guidance in connection with the Local Government and Public Involvement in Health Act requires the consent of the Electoral Commission to be obtained if the Council may wish to alter the electorate arrangements for a parish whose existing arrangements were put in place within the previous five years by an order made either by the Secretary of State or the Electoral Commission. It is not anticipated that any such consent will be required following this review.

Previously unparished areas

The Council is required by law to consider other forms of community governance as alternatives or stages towards establishing parish councils. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community associations, which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council, which are already successfully creating opportunities for engagement, empowerment and co-ordination in local communities.

The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate in certain areas. However, the Council also notes that what sets parish councils apart from other kinds of governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

PARISH AREAS

Introduction

This review considers the creation of new parishes and reviewing current arrangements.

The legislation requires that the council must have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area, and
- Is effective and convenient, and
- Takes into account any other arrangements for the purposes of community representation or community engagement in the area.

Parishes

The Council is anxious to ensure that electors should be able to identify clearly with the parish in which they are resident because 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 Council considers that parishes should reflect distinctive and recognizable communities of interest, with their own sense of identity; the feeling of local community and the wishes of local inhabitants are primary considerations in this review.

The Council notes the government's Guidance that community cohesion should be taken into account in this review.

Boundaries

The Council considers that the boundaries between parishes will normally reflect the 'no-man's land' between communities and represented by areas of low population or pronounced physical barriers. These barriers will be either natural or man-made; they might include coastal features, rivers, marshland, moorland and mountain or man-made features such as parks, canals, railways, major roads and motorways – those barriers that oblige the residents of an affected area to have little in common with the remainder of the parish to which they may have been allotted.

The Council considers that 'natural' settlements or settlements as they are defined in the Local Development Framework/Local Plan should not in normal circumstances be partitioned by parish boundaries.

The Council will endeavour to select boundaries that are and are likely to remain easily identifiable.

The pattern of community representation and community engagement

In some areas of the authority there are local residents' associations, community forums etc. that make a distinct contribution to the community. The Council will be mindful of these local forums for community representation and engagement and will consider them as foundations for / stages towards the creation of parishes within democratically elected councils.

Viability

The Council is anxious 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.

Some parishes are anxious to take on the new power of well-being provided in the Local Government and Public Involvement in Health Act 2007; others hold Quality Parish status, while others are anxious to enter into charters with principal councils for the provision of local services. The Council sees these initiatives as important measures of effective and convenient local government and will respect them in this review.

The Council recognises that, in its more rural areas, a strong sense of community can prevail over an extensive but otherwise sparsely populated area. Parishes in these areas may have limited capacity to facilitate service provision and effective local government; even so, arrangements in these areas, when they accord with the wishes of the inhabitants of the parish, will at least represent convenient local government.

The Council is committed to ensure that the review leads to parishes that are based on areas, which reflect community identity and interest and which are viable as an administrative unit.

THE GROUPING OF PARISHES

Introduction

A grouping order is permitted under Section 11 of the Local Government Act 1972. It may be best 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 Council. It has 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.

General Principles

Under the Act, smaller new parishes of less than 150 electors will be unable to establish their own parish council. The government has stated that, “in some cases, it may be preferable to group together parishes so as to allow a common parish council to be formed...such proposals are worth considering and may avoid the need for substantive changes to parish boundaries, the creation of new parishes or the abolition of very small parishes where, despite their size, they still reflect community identity”. This guidance is noted by the Council, however, it is not anticipated that this review will be required to consider grouping of parishes.

NAMES AND STYLES

The naming of parishes

With regard to the naming of parishes, the Council will endeavour to reflect existing local or historic place-names, and will give a strong presumption in favour of names proposed by local interested parties. The Council notes that Government considers that composite names of parishes are rarely in the interests of effective and convenient local government and encourages avoidance of composite names other than in exceptional circumstances where the demands of history, local connections or the preservation of local ties make a pressing case for the retention of distinctive traditional names. The Council will consider this when making any proposals regarding naming of parishes.

There are legal requirements (as defined in Section 76 of the Local Government Act 1972), particularly with regard to subsequent notification, with regard to the naming of parishes, and the Council will be mindful of these.

Alternative Styles

The Local Government and Public Involvement in Health Act 2007 has introduced ‘alternative styles’ for parishes. If adopted, the ‘alternative style’ would replace the style “parish”. However, only one of the three prescribed styles can be adopted:

“community”, “neighbourhood” or “village”.

Where a new parish is created, the Council will make recommendations as to the geographical name of the new parish and as to whether or not it should have one of the alternative styles.

ELECTORAL ARRANGEMENTS

What does ‘Electoral Arrangements’ mean?

An important part of the Council’s 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 council;
- The division (or not) 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 for any such ward
- The name of any such ward.

Ordinary year of election

The Local Government Act 1972 states that ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter (i.e. 2007, 2011, 2015 etc.). However, the government has indicated that it would want the parish electoral cycle to coincide with the cycle for the district/borough council, so that the costs of elections can be shared. If the review finds that it will be appropriate to hold an election for parish councillors, for example to a newly formed parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected parish councillors will be so reduced as to enable the electoral cycle to revert to the normal cycle in the district / borough / London borough at the next ordinary elections.

A council for a parish

The legislation lays down the different duties that the Council has with regard to the 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;
- Where the number of electors is 150 or fewer – a parish council is not created.

What considerations cover the number of parish councillors?

The government has advised, and this Council concurs that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated competing factors, when it comes to the election of councillors”. Likewise, the Council notes that the number of parish councillors for each parish council shall be not less than five. There is no maximum number. There are no rules relating to the allocation of councillors. 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:-

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

The National Association of Local Councils (NALC) suggested that the minimum number of councillors should be seven and the maximum 25.

The government’s guidance is that “each area should be considered on its own merits, having regard to its population, geography and pattern of communities”. This Council is prepared to pay particular attention to its existing levels of representation, the broad pattern of existing council sizes, which have stood the test of time and the take up of seats at elections in its consideration of the matter.

The present levels of representation on town/parish councils in the district are set out earlier in these terms of reference. The number of parish council seats that required co-option following the last ordinary election was 27.

It is recognised that the conduct of parish council business does not usually require a large body of councillors. By law, the Council in this review 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.

The Council will also take into account the following considerations:

- To ensure that the allocation of councillors to parishes is equitable across the district, while acknowledging that local circumstances may occasionally merit variation.
- To appreciate that there are different demands and consequently different levels of representation are appropriate between urban and more rural parishes in the district.

The Council also acknowledges that there may be exceptions to the above, where some weight will be given to the following considerations in forming the proposals:

- A high precept and high levels of service provision;
- Where representation may be required to meet the challenges of population sparsity;
- Supporting a warding arrangement in a particular parish and achieving a good parity of representation between wards.

Parish warding

The Act requires that in considering whether a parish should be divided into wards for the purposes of elections for the parish council the Council should consider the following:

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

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"

With regard to urban parishes, the government has suggested, "there is likely to be a stronger case for the warding of urban parishes". In urban areas community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity".

The Council will be mindful of this guidance, noting further that "each case should be considered on its merits and on the basis of the information and evidence provided during the course of the review."

The Council also wishes to emphasise that warding arrangements should be clearly and readily understood by and should have relevance for the electorate in a parish; they should reflect clear physical and social differences within a parish: one parish but comprising different parts. Furthermore, ward elections should have merit; not only should they meet the two tests laid down in the Act, but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

The number and boundaries of parish wards

In reaching conclusions on the boundaries between parish wards, the Council will take into account community identity and interests in an area and will consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries.

Equally, the Council, during its consultations in this review is mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

The Council has noted the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which might be broken by the fixing of any particular boundaries. The Council also emphasises that ward boundaries should be clearly understood; they should represent the most appropriate parting of local attachments within a parish that comprises different parts. The Electoral Commission has suggested that a relevant consideration for the Council when undertaking a review is that the district wards should not split an unwarded parish and that no parish ward should be split by such a boundary. The relevant legal provisions do not apply to reviews of parish electoral arrangements, but the Commission has requested the Council to bear this in mind, which the Council will do.

The number of councillors to be elected for parish wards

The Council has noted that it 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 this review starts.

The government has advised, and this Council concurs that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated factors, when it comes to the elections of councillors.” While there is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors, the Council considers that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards.

The Council is likewise anxious to avoid the risk that, where one or more wards of a parish are over represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council. During the review process and in its consultations, the Council is committed to consistently showing the ratios of electors to councillors that would result from its proposals.

The foregoing consideration of being equitable will also guide the Council when it considers the number of councillors to be elected to a common council by each parish within a grouping arrangement.

Naming of parish wards

With regard to the names of parish wards, the 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 Council adopts the Reorganisation of Community Governance Order. Copies of this order, the map(s) that show the effects of that 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 Council's offices and on its website.

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 Council's Customer Centre at Belvoir Road, Coalville, Leicestershire, LE67 3PD.

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 provisions of the Order would take effect, for financial and administrative purposes, from 1st April in the designated year.

The electoral arrangements for a new parish or existing parish council will come into force at the next elections to the parish council. These might be the next ordinary local elections. However, where the next ordinary elections are not for some time, the Council might have resolved to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972 to provide for the first election to be held in an earlier year, with councillors serving a shortened first term to allow the parish electoral cycle to return to that of the district.

CONSEQUENTIAL MATTERS

General Principles

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.

In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate proportion.

Furthermore, the Council notes that the Regulations regarding the establishment of a precept for a new parish require the Council to calculate the first anticipated precept for a newly constituted parish council and for the amount of that precept to be included in the Reorganisation Order.

District ward boundaries

The Council is mindful that it may be necessary, although it is not anticipated, for it to recommend the Electoral Commission to make alterations to the boundaries of district wards or county electoral divisions to reflect the changes made at parish level. The Council notes that it will be for the Electoral Commission to decide if related alterations should be made and when

they should be implemented, and that the Commission may find it appropriate to direct the Boundary Committee for England to conduct an electoral review of affected areas.

The Council notes that the Electoral Commission will require evidence that the Council has consulted on any such recommendations for the alterations to the boundaries of district wards to County electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.

Where any such consequential matters affect Leicestershire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance.

DATE OF PUBLICATION OF THESE TERMS OF REFERENCE

Date of Publication:-

Any modifications will be published as soon as practicable after they have been made.

This page is intentionally left blank

Title of Report	APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES	
Presented by	Councillor Nick Rushton Infrastructure Portfolio Holder	
Background Papers	Correspondence from Outside Bodies requesting nominations held on Member Services files electronically	Public Report: Yes
Financial Implications	There are no direct financial implications.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Constitution requires Council to approve appointments to outside bodies	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no direct implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To appoint a representative to a vacancy on an outside body, in line with the Terms of Reference of that body.	
Recommendations	THAT THE HOUSING, PROPERTY AND CUSTOMER SERVICES PORTFOLIO HOLDER BE APPOINTED TO REPRESENT THE COUNCIL ON THE SAFER NORTH WEST LEICESTERSHIRE COMMUNITY PARTNERSHIP	

1.0 BACKGROUND

- 1.1 Members will recall that appointments to outside bodies were made at the Annual meeting of the Council in May 2025. The Community Services and Climate Change Portfolio Holder is appointed to the Safer North West Leicestershire Partnership and, as set out in its Terms of Reference, the position of the Chair.
- 1.2 During its annual review of the Terms of Reference, the partnership has noted that a Vice Chair of the group is referred to but not appointed to and as such have requested that the Council appoints to the partnership and the role of Vice Chair.
- 1.3 The Safer North West Leicestershire Partnership will be meeting on 4 November 2025 to agree the revised Terms of Reference and have requested that Council make the required appointment.
- 1.4 It is proposed that the Housing, Property and Customer Services Portfolio Holder, be appointed to take up the seat as the Vice Chair of the Safer North West Leicestershire Partnership.

Policies and other considerations, as appropriate	
Council Priorities:	A Well Run Council
Policy Considerations:	Constitution
Safeguarding:	Terms of Reference of the Outside Bodies.
Equalities/Diversity:	Terms of Reference of the Outside Bodies.
Customer Impact:	None
Economic and Social Impact:	None
Environment, Climate Change and Zero Carbon:	None
Consultation/Community/Tenant Engagement:	The Leader of the Council
Risks:	To ensure appropriate representation to the Safer North West Leicestershire Partnership
Officer Contact	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk