

Licensing & Regulatory Committee

Monday 6 August 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Monday 6 August 2018 at 4.30pm.

Membership:

Councillor Ashford	Councillor Mrs Hill
Councillor Mrs Cain	Councillor Illingworth
Councillor Davies	Councillor Mrs Knight
Councillor Gallagher	Councillor Murphy
Councillor Gifford	Councillor Quinney
Councillor Gill	Councillor Mrs Redford
Councillor H Grainger	Councillor Mrs Stevens
Councillor Heath	

Emergency Procedure

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

Agenda

1. Apologies & Substitutes

- (a) To receive apologies for absence from any Councillor who is unable to attend; and
- (b) To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting

2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter. If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. **Minutes**

To consider the minutes of the meeting held on 29 May 2018. **(Pages 1 to 7)**

4. **Council Agenda 8 August 2018**

To consider item 12 on the Council Agenda of 8 August 2018, Revision of Statement of Licensing Policy, circulated separately.

5. **Terms of Reference for Community Governance Reviews**

To consider a report from Democratic Services. **(To follow)**

Published Friday 27 July 2018

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk

Enquiries about specific reports: Please contact the officers named in the reports.

**You can e-mail the members of this Committee at
landrcommittee@warwickdc.gov.uk**

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

**The agenda is also available in large print, on request, prior to the meeting by calling
01926 456114.**

Licensing & Regulatory Committee

Minutes of the meeting held on Tuesday 29 May 2018, at the Town Hall, Royal Leamington Spa at 4.00 pm.

Present: Councillors: Mrs Bunker, Cain, Mrs Cain, Davies, Gifford, Gill, H Grainger, Heath, Mrs Hill, Mrs Knight, Murphy, Quinney, Mrs Redford and Mrs Stevens.

1. **Apologies and Substitutes**

- (a) No apologies for absence were received; and
- (b) Councillor Mrs Bunker substituted for Councillor Gallagher and Councillor Cain substituted for Councillor Ashford.

2. **Appointment of Chairman**

It was proposed by Councillor Gifford, seconded by Councillor Davies and

Resolved that Councillor Illingworth be appointed as Chairman of the Committee for the 2018/19 municipal year.

3. **Appointment of Vice-Chairman**

It was proposed by Councillor Heath, duly seconded by Councillor Cain that Councillor Murphy be appointed as Vice-Chairman. It was also proposed by Councillor Mrs Knight and seconded by Councillor Mrs Hill that Councillor Davies be appointed as Vice-Chairman. On being put to the vote it was

Resolved that Councillor Murphy be appointed as Vice-Chairman of the Committee for the 2018/19 municipal year.

4. **Declarations of Interest**

Minute 9 – Review of Warwick District Council Ward Boundaries

Councillors H Grainger and Stevens informed the Committee that they had considered the matter in respect of Leamington at a meeting of Leamington Town Council. However, they did not feel they were predetermined on this matter because they had not considered the matter in respect of the whole District and wanted to listen to others views before voting on the matter.

5. **Minutes**

The minutes of the meetings held on 8 August 2016, 31 October 2016 and 16 April 2018, subject to an amendment to minute 37 of 16 April 2018 so that it included reference to the debate regarding the boundary between Leamington and Whitnash including when this could be reviewed in detail, were agreed and signed by the Chairman as a true record.

6. **Record of Licensing & Regulatory Panel Hearings**

The minutes of the Panel Hearings held on 15 January 2018 and 8 March 2018 were noted.

7. **Appointment of Sub-Committees**

The Chairman highlighted that on one of the proposed Panels, as set out on the agenda, the membership was all Conservative and on another there was only one Conservative. While it was agreed the Panels did not need to be politically proportionate, there was the ability to amend these to make them more representative of the Council. It was therefore proposed to move Councillor Quinney from Panel A to Panel E and Councillor Hill from Panel E to Panel A.

Resolved that the membership of Licensing & Regulatory sub-committees for the 2018/19 municipal year be as follows:

- (1) Panel A - Councillors Mrs Cain Gifford and Mrs Hill;
- (2) Panel B - Councillors Ashford, Gallagher and Gill
- (3) Panel C - Councillors Illingworth, Mrs Knight and Mrs Stevens;
- (4) Panel D - Councillors Davies, Heath and Mrs Redford; and
- (5) Panel E - Councillors H Grainger, Murphy and Heath.

The Democratic Services Manager & Deputy Monitoring Officer addressed the Committee with regard to additional Panels held during the year, the appointment of Chairmen for the Panels and the approval of the minutes of the Panels.

The Democratic Services Manager & Deputy Monitoring Officer proposed that when an additional Panel was required, this should be selected from Panel A-E rather than a request for members to form a Panel. This could be combined with appointing a Chairman of each Panel for the year who could then formally request the Panel meeting. In addition, this would also enable all minutes to be duly approved by the Panel that had considered them rather than the ad hoc panels which never met.

The Committee had concerns with this proposal as they were of the view that the current arrangements were satisfactory and robust. Therefore, they asked officers to look at the proposals in detail and bring forward suggestions if there were fundamental areas of weakness with the current approach.

8. **Statutory Review of the WDC Gambling Policy**

The Committee considered a report from Health & Community Protection that advised them of the statutory requirement to review the Gambling Policy and informed them of the proposed schedule for meeting legal requirements.

The Licensing Authority was required by the Gambling Act 2005 to review its Statement of Principles every three years.

The proposed changes to the policy were minimal and were designed to reflect the Authority's current approach to the Gambling Regime in terms of the unique character of the District and the application of generic legislation.

The report asked Members to support the proposal that a public consultation on the revised policy should be held and would start on 2 July 2018 and end on 19 August 2018.

The current Policy was attached at Appendix 1 and the reviewed Policy was attached at Appendix 2 to the report.

Resolved that the proposals to hold a public consultation on the revised policy document between 2 July 2018 and 19 August 2018 be supported.

9. **Review of Warwick District Council Ward Boundaries**

The Committee considered a report from Democratic Services that presented the Local Government Boundary Commission for England's draft recommendations on the proposed new electoral arrangements for Warwick District Council and sought confirmation of the Council's Response Submission to the Commission.

The Local Government Boundary Commission for England (LGBCE) had published the draft recommendations on the new electoral arrangements for Warwick District Council which were attached as Appendix 1 to the report. The recommendations were open to public consultation until 11 June 2018.

The report to the Committee in April 2018 explained that the proposals did not wholly follow the submission made by the Council, or any single submission by other parties to the Commission for the reasons set out in the report by the LGBCE.

It should be noted that the LGBCE had stated, within their report, that 11 of the 17 wards were either coterminous with a County Division or wholly within a County division, these being: Budbrooke; Bishop's Tachbrook, Cubbington & Leek Wootton; Kenilworth St Johns; Kenilworth Park Hill; Leamington Willes; Leamington North; Leamington Brunswick; Myton & Heathcote; Radford Semele; and Whitnash.

In April the Committee had asked the Chief Executive and Democratic Services Manager to discuss the proposals with Group Leaders as set out above, develop recommendations and bring forward a further report to the 29 May 2018 meeting of this Committee for consideration. Specific consideration was requested on the following points:

1. Leamington Willes Area, as set out by the LGBCE in Para 51 and 52 of their report.
2. The proposals for the Aylesford & Saltisford wards as per paragraph 53 to 59 of the LGBCE report.
3. The inclusion of Shrewley Parish in Lapworth & West Kenilworth Division.
4. The electorate of the town wards of Leamington to see if they were proportionate to each other (specifically College and Victoria Park Wards)
5. Area north of River in Myton & Heathcote.
6. Electorate for the proposed town wards in Warwick, again to check if they were proportionate to the number of Councillors (specifically Wilmshurst ward).

Having met with Group Leaders, the proposals set out in recommendation 2.2 were agreed through consensus. However, there was a mutual understanding that

there was potential for further proposals to be brought to this meeting in respect of, the potential for all Leamington Wards to be coterminous with the WCC Divisions, Leamington Willes Ward and Warwick Myton & Heathcote Ward for consideration.

Any proposal that was brought forward needed to be mindful of the statutory criteria for the outcome of a review; which was summarised as follows:

- *Delivering electoral equality for local voters – this means ensuring that each councillor represents roughly the same number of voters so that the value of your vote is the same regardless of where you live in the local authority area.*
- *Interests and identities of local communities – this means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.*
- *Effective and convenient local government – this means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements as a whole, including both the council size decision and warding arrangements, allow the local authority to conduct its business effectively.*

The data set used to calculate the proposed Wards from the LGBCE had been provided, separately, to all Councillors for their reference, analysis and consideration in advance of any proposals they wished to make.

Recommendation 2.3 related to potential Community Governance Reviews.

As part of the Warwick District Ward review it had been identified that the boundary between Whitnash and Royal Leamington Spa ran through the Campion School site. It was therefore suggested that, subject to the agreement of the two relevant Town Councils, an amendment should be sought so that the Boundary followed the rear of the superstore, up to the roundabout on Chesterton Drive then met the boundary on the middle of the railway bridge, thus providing a clearly definable boundary. Only one house was affected and would move from Leamington to Whitnash.

As part of its submission, Kenilworth Town Council had highlighted concerns regarding the potential large Town Council wards (Park Hill and St John's) as set out in paragraph 40 of the LGBCE proposals. The responsibility to address this situation would fall to the Council through a Community Governance Review. Therefore, it was proposed that the Council review these boundaries and assist the Town of Kenilworth if these proposals were adopted by the LGBCE.

The final request from Norton Lindsey Parish Council did not directly relate to the Ward Boundary Review but had been requested and the LGBCE had confirmed their consent would not be required for this review.

The Democratic Services Manager & Deputy Monitoring Officer informed the meeting that Warwickshire County Council had made a submission to the LGBCE on the draft proposals and shared this with the Committee.

There was significant debate on recommendations 2.2 (i) to (v) within the report in relation to the initial proposals from the LGBCE.

It was proposed by Councillor Quinney to add back the area bound by the South side of Avenue Road and the West side of Bath Street to Brunswick. This was duly seconded and, on being put to the vote, the proposal was lost.

It was proposed by Councillor Quinney that the Wards within Leamington should be wholly coterminous with the current Warwickshire County Council Divisions. This was duly seconded and, on being put to the vote, the proposal was lost on the casting vote of the Chairman.

It was proposed by Councillor Gifford that the Leamington Milverton District Ward should be called Milverton & Lillington Village. This was duly seconded and, on being put to the vote, the proposal was lost.

It was proposed by Councillor Illingworth that the proposals for Leamington District Wards were accepted with regret as to the loss of coterminous boundaries with recently established WCC Electoral Divisions in Leamington. This was duly seconded and, on being put to the vote, the proposal was carried.

It was proposed by Councillor Cain that the proposed Ward name of Leamington North, which was coterminous with the County Council Division of the same name, should be amended to Manor & Crown, so long as the Warwickshire County Council division was amended at the same time. This was duly seconded and, on being put to the vote, the proposal was carried.

It was proposed by Councillor Illingworth that the proposed name for the area identified by the LGBCE as Lapworth and West Kenilworth should actually be Kenilworth Abbey & Arden. This was duly seconded and, on being put to the vote, the proposal was carried.

Councillor Illingworth proposed the rest of the recommendations from the Chair, which were duly seconded and on being put to the vote it was

Resolved that

- (1) the Local Government Boundary Commission for England (LGBCE) draft recommendations on the new electoral arrangements for Warwick District Council (Appendix 1 to the report, along with Plans 1 to 4 of the report), be noted;
- (2) the Committee approves the Council's Response Submission to the LGBCE, the final wording for which is delegated to the Democratic Services Manager in consultation with the Chairman of the Committee, based on the following points:
 - (i) the Council supports the proposed Wards for St John's, Park Hill, Cubbington & Leek Wootton, Budbrooke, Radford Semele, Whitnash, Bishop's Tachbrook, Warwick Aylesford and Warwick Saltisford;
 - (ii) the Council proposes the Ward of Warwick Woodloes should be changed to be called

Warwick All Saints & Woodloes to better reflect the area it covers;

- (iii) the proposed Ward of Lapworth & West Kenilworth, should be called Kenilworth Abbey and Arden, this is to better reflect the area it covers but also to avoid confusion with voters because it covers a different area to the County Division of Lapworth & West Kenilworth;
 - (iv) the proposals for Leamington District Wards are accepted with regret as to the loss of coterminous boundaries with recently established WCC Electoral Divisions in Leamington;
 - (v) the name of the Leamington North Ward should be changed to Leamington Manor & Crown subject to the WCC Electoral Division of Leamington North having its name changed at the same time;
 - (vi) the Council notes the concerns of the LGBCE in respect of Leamington Willes, Warwick Aylesford and Warwick Saltisford but proposes no alternative solution; and
 - (vii) the Town Council have been encouraged by this Council to provide names to you for the new Town Council Wards within their respective areas;
- (3) the principal of the following Community Governance Reviews, be approved, and that terms of reference are brought to the 6 August 2018 for approval:
- (i) the boundary of Whitnash and Royal Leamington Spa that runs through Champion School (as set out in Plan 5);
 - (ii) the proposed Kenilworth Town Council Wards of St John's and Park Hill be subdivided; and
 - (iii) the request from Norton Lindsey Parish Council to increase the size of their Council from five to seven Councillors.

10. **Public & Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local


Government Act 1972, following the Local Government
(Access to Information) (Variation) Order 2006.

11. **Record of Licensing & Regulatory Panel Hearings**

The confidential minutes of the Licensing & Regulatory Panel Hearings on 2 May 2017, 27 June 2017, 20 March, 5 April and 1 May 2018 were noted.

(The meeting ended at 5.42 pm)

CHAIRMAN
6 August 2018

 Licensing & Regulatory Committee 6 August 2018		Agenda Item No. 6
Title	Terms of Reference for Community Governance Review	
For further information about this report please contact	Graham Leach Democratic Services Manager & Deputy Monitoring Officer graham.leach@warwickdc.gov.uk 01926 456114	
Wards of the District directly affected	Budbrooke, Kenilworth St John's, Kenilworth Park Hill, Sydenham and Whitnash	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Licensing & Regulatory Committee 29 May 2018 Minute 9	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	27/6/2018	Andrew Jones
Head of Service		
CMT		
Section 151 Officer	27/6/2018	Mike Snow
Monitoring Officer	27/6/2018	Andrew Jones
Finance	27/6/2018	Jenny Clayton
Portfolio Holder(s)	31/7/2018	Andrew Mobbs
Consultation & Community Engagement		
WCC Legal Services – 31/7/2018 Electoral Services Manager – 31/7/2018		
Final Decision?		No
Suggested next steps (if not final decision please set out below) There will be further reports to come back to the Committee following the consultation.		

1. **Summary**

- 1.1 The report brings forward the terms of reference for the Community Governance Reviews as requested by the Licensing & Regulatory Committee at its meeting on 29 May 2018.

2. **Recommendations**

- 2.1 The Licensing & Regulatory Committee agree terms of reference for the Community Governance Reviews for Norton Lindsey, Kenilworth Town St. John's Ward and Kenilworth Town Park Hill wards, and the boundary between Whitnash and Leamington Sydenham in the Campion School area, as set out at Appendices 1 to 3 to the report.
- 2.2 That Licensing & Regulatory Committee ask officers to notify Warwickshire County Council (WCC) of the reviews and promote the reviews to the relevant parties including the affected Town/ Parish Council's and District ward Councillors.
- 2.3 That the Licensing & Regulatory Committee delegates authority to the Democratic Manager & Deputy Monitoring Officer to seek all the necessary permissions to be sought from the Local Government Boundary Commission for England (LGBCE).

3. **Reasons for the Recommendations**

- 3.1 The terms of reference are brought forward at the request of Committee in line with their resolution of 29 May 2018 which was as follows:

"(3) the principle of the following Community Governance Reviews, be approved, and that terms of reference are brought to the 6 August 2018 for approval:
 - (i) the boundary of Whitnash and Royal Leamington Spa that runs through Campion School (as set out in Plan 5);*
 - (ii) the proposed Kenilworth Town Council Wards of St John's and Park Hill be subdivided; and*
 - (iii) the request from Norton Lindsey Parish Council to increase the size of their Council from five to seven Councillors."*
- 3.2 In respect of decision (3)(ii) Kenilworth Town Council has submitted a formal request along with proposed arrangements for sub-dividing the wards and appropriate names for these. At this stage it is considered that these should be the proposals consulted on to enable the residents of Kenilworth to have their view.
- 3.3 The terms of reference, including timetable for the review have been drafted and are set out at Appendices 1 to 3 of the report.
- 3.4 If approved the terms of reference will need to be consulted on, as required by the Local Government and Public Involvement of Health Act 2007. There are few statutory requirements for this consultation, except the need to inform the County Council and the relevant communities. There is no set time limit for the

consultation but five weeks has been selected to enable representations to be made.

- 3.5 In respect of recommendation 2.3 there will be a need to consult with the Local Government Boundary Commission for England (LGBCE) and receive their consent because the Council is seeking to change boundaries which they have amended within the last five years.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The proposals within the Community Governance Reviews are intended to reflect the identities and interests of the community in that area; and are effective and convenient.	None	None
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income

supported The right people are in the right job with the right skills and right behaviours		earning opportunities Seek best value for money
Impacts of Proposal		
<i>None</i>	<i>None</i>	<i>None</i>

4.2 Supporting Strategies - there are no specific supporting strategies in relationship to this piece of work.

4.3 Changes to Existing Policies

There are no proposed changes to existing policies.

4.3 Impact Assessments – No impact assessments have been undertaken because the proposals must fit within the established national the statutory criteria.

5. Budgetary Framework

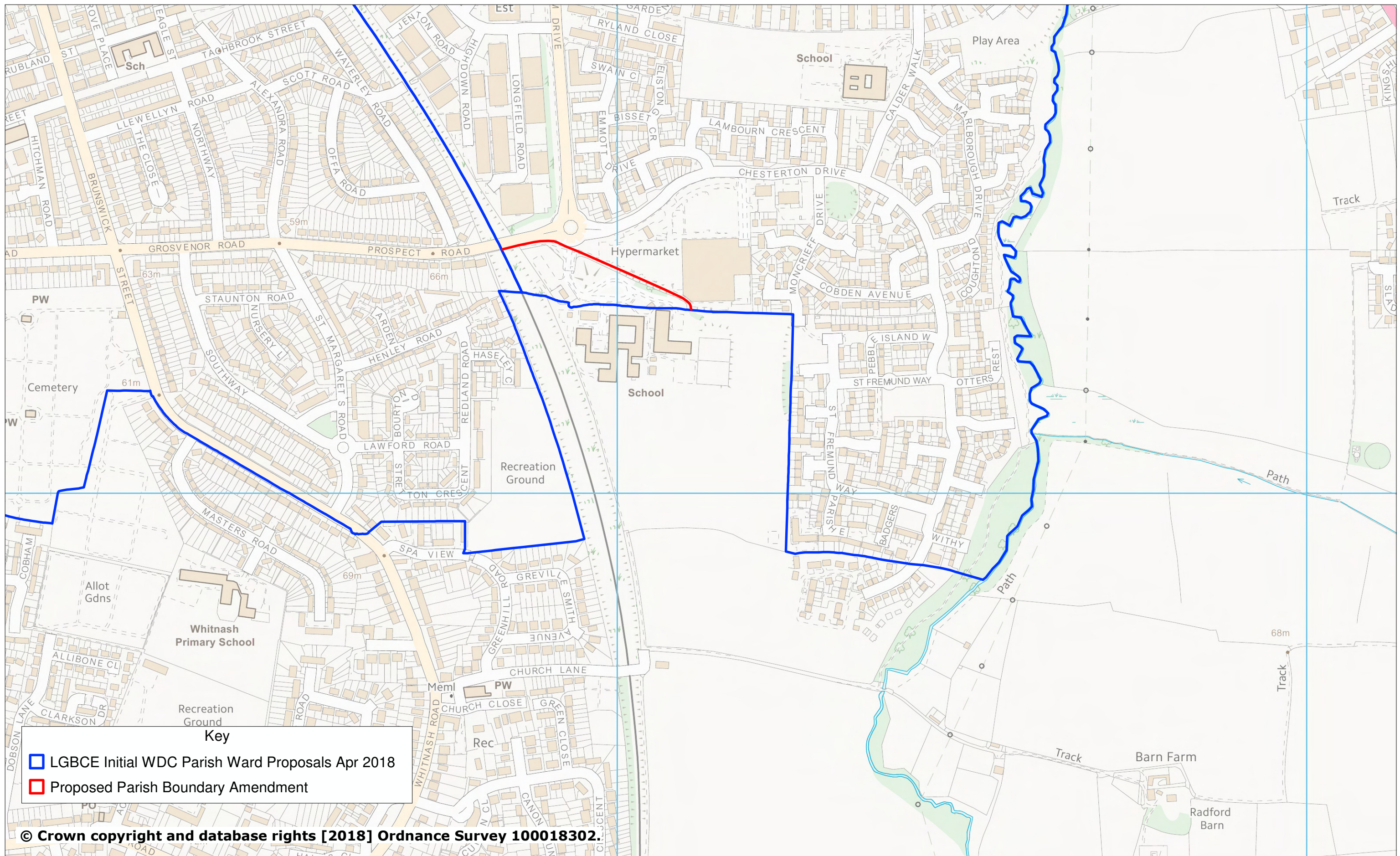
5.1 The report does not have a direct budgetary impact and the costs of the consultations will be met from within existing budgets.

6. Risks

6.1 There are no direct risks associated with this report as the purpose is to seek approval to undertake consultation. This said if the decision to undertake consultation is delayed this would significantly reduce the potential for the outcome of these reviews to be concluded and implemented before the May 2019 elections.

7. Alternative Option(s) considered

7.1 No alternative options were considered for the recommendations in this report because the primary purpose is for informing Members and seeking support for further discussions.



**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007
COMMUNITY GOVERNANCE REVIEW OF THE BOUNDARY BETWEEN WHITNASH
AND ROYAL LEAMINGTON SPA TOWN COUNCILS**

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 Under the provisions of the above Act the District Council is empowered to undertake community governance reviews with a view to considering the electoral arrangements in the whole or part of its district.
- 1.2 A review can consider one or more of the following:
- Creating, merging, altering or abolishing parishes;
 - The naming of parishes and the style of new parishes
 - The electoral arrangements for parishes (the ordinary year of election; the number of councillors to be elected to the council and parish warding) and
 - Grouping parishes under a common parish council or de-grouping parishes.
- 1.3 The Council has delegated the power to carry out reviews and implement recommendations arising from them to its Licensing & Regulatory Committee.
- 1.4 Warwick District Council has identified that part of the original boundary between Royal Leamington Spa Town Council and Whitnash Town Council runs through the site of Champion School. It is therefore proposed that this boundary be amended to run along the identifiable boundary of the school site.
- 1.5 The Licensing & Regulatory Committee has authorised its officers under Section 82 of the Act to undertake a review on this basis.
- 1.6 In undertaking the review the Licensing & Regulatory Committee will be guided by and have regard to Part 4 of the Local Government and Public Involvement in Health Act 2007 and the Guidance on Community Governance Reviews issued by the Department of Communities and Local Government in March 2010.
- 1.7 In particular Section 93(4) of the Act requires the Council, when undertaking the review, to have regard to the need to secure that community governance within the area under review :-
- (a) Reflects the identities and interests of the community in that area; and
 - (b) Is effective and convenient.

2. CONSULTATION

- 2.1 Under the provisions of the Act the Council are required to consult the following as part of the review:
- the local government electors for the area under review;
 - any other person or body (including a local authority) which appears to the principal council to have an interest in the review.

It must also inform the County Council that a review is being carried out.

- 2.2 All representations received in connection with the review will be taken into account and all consultees will be informed of the outcome of the review.

3. TIMETABLE

- 3.1 The review will start on the publication of these terms of reference and must be completed within 12 months.
- 3.2 The following time table will be adopted for this review:

Action	Timetable Date	
Terms of reference are Published		6 August 2018
Initial consultation exercise commences – submissions are invited	One month	10 August 2018
End of consultation period		21 September 2018
Licensing & Regulatory Committee considers submissions and makes recommendations		8 October 2018
Recommendations published And circulated	One month	12 October 2018
End of consultation period		16 November 2018
Licensing & Regulatory Committee considers recommendations and any comments received and makes a final decision		26 November 2018
Decision and reasons for the decision published and circulated		30 November 2018
Order made		30 November 2018
Implementation of any changes		1 April 2019

4. MATTERS TO BE CONSIDERED

- 4.1 The review will consider the moving of the boundary between Royal Leamington Spa Town Council and Whitnash Town Council from running through the site of Campion School. It is therefore proposed that this boundary be amended to run along the identifiable boundary of the school site.
- 4.2 The proposed amendment is shown in the Plan 5 to this document, with the current Boundary marked in blue and the proposed boundary in red.

5. SUBMISSION OF COMMENTS AND REPRESENTATIONS

- 5.1 Anyone wishing to make representations on any of the above matters should do so by writing to:

Graham Leach
Democratic Services Manager & Deputy Monitoring Officer
Riverside House
Milverton Hill
Leamington Spa
CV32 5HZ

Or by email to graham.leach@warwickdc.gov.uk

By 21 SEPTEMBER 2018

- 5.2 The Licensing & Regulatory Committee will have regard to all representations received by the due date when considering the matters before it.

**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007
COMMUNITY GOVERNANCE REVIEW OF THE WARDING ARRANGEMENTS FOR
KENILWORTH TOWN COUNCIL**

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 Under the provisions of the above Act the District Council is empowered to undertake community governance reviews with a view to considering the electoral arrangements in the whole or part of its district.
- 1.2 A review can consider one or more of the following:
- Creating, merging, altering or abolishing parishes;
 - The naming of parishes and the style of new parishes
 - The electoral arrangements for parishes (the ordinary year of election; the number of councillors to be elected to the council and parish warding) and
 - Grouping parishes under a common parish council or de-grouping parishes.
- 1.3 The Council has delegated the power to carry out reviews and implement recommendations arising from them to its Licensing & Regulatory Committee.
- 1.4 A request has been received from Kenilworth Town Council to carry out a Community Governance Review for the Local Government Boundary Commission for England proposed Town Council wards of St John's & Park Hill are divided to create four new Town Council wards, all with equivalent councillor/elector ratios. That these four new Town Council wards be named, St John's (4 Councillors), Borrowell (3 Councillors), Park Hill (4 Councillors) and Dalehouse (4 Councillors). There would be no amendment to the proposed Town Council ward for Abbey (2 Councillors).
- 1.5 The Licensing & Regulatory Committee has authorised its officers under Section 82 of the Act to undertake a review on this basis.
- 1.6 In undertaking the review the Licensing & Regulatory Committee will be guided by and have regard to Part 4 of the Local Government and Public Involvement in Health Act 2007 and the Guidance on Community Governance Reviews issued by the Department of Communities and Local Government in March 2010.
- 1.7 In particular Section 93(4) of the Act requires the Council, when undertaking the review, to have regard to the need to secure that community governance within the area under review :-
- (a) Reflects the identities and interests of the community in that area; and
 - (b) Is effective and convenient.

2. CONSULTATION

- 2.1 Under the provisions of the Act the Council are required to consult the following as part of the review:
- the local government electors for the area under review;
 - any other person or body (including a local authority) which appears to the principal council to have an interest in the review.

It must also inform the County Council that a review is being carried out.

- 2.2 All representations received in connection with the review will be taken into account and all consultees will be informed of the outcome of the review.

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- 3.1 The review will start on the publication of these terms of reference and must be completed within 12 months.
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Decision and reasons for the decision published and circulated		30 November 2018
Order made		30 November 2018
Implementation of any changes		1 April 2019

4. MATTERS TO BE CONSIDERED

- 4.1 The review will consider the potential to consider the Local Government Boundary Commission for England proposed Town Council wards of St John's & Park Hill are divided to create four new Town Council wards, all with equivalent councillor/elector ratios. That these four new Town Council wards be named, St John's (4 Councillors), Borrowell (3 Councillors), Park Hill (4 Councillors) and Dalehouse (4 Councillors). There would be no amendment to the proposed Town Council ward for Abbey (2 Councillors).
- 4.2 The Town Council Ward Boundaries as defined by the LGBCE, along with the proposal for consultation are set out at Appendix A to this document.

5. SUBMISSION OF COMMENTS AND REPRESENTATIONS

- 5.1 Anyone wishing to make representations on any of the above matters should do so by writing to:

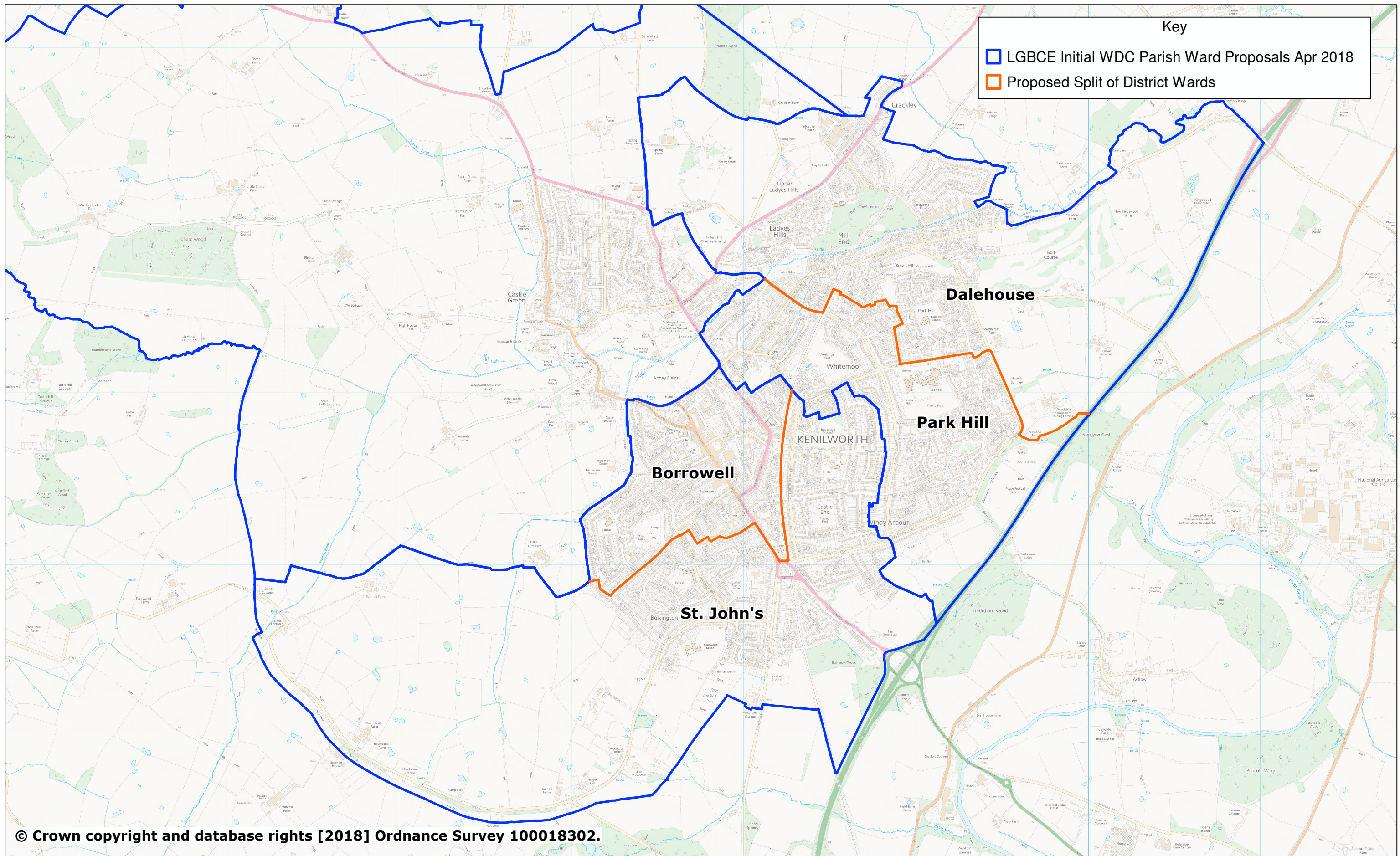
Graham Leach
Democratic Services Manager & Deputy Monitoring Officer
Riverside House
Milverton Hill
Leamington Spa

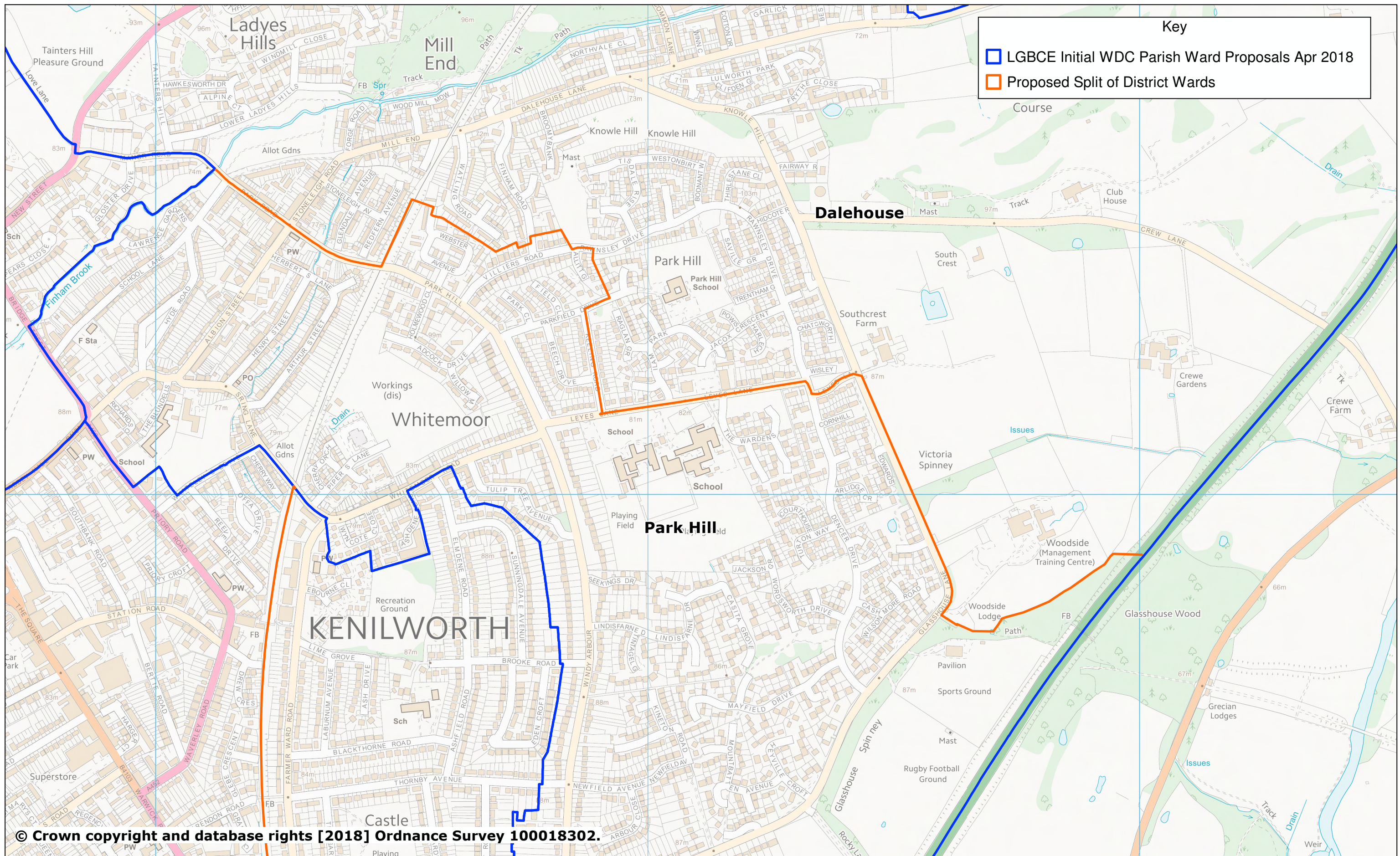
CV32 5HZ

Or by email to graham.leach@warwickdc.gov.uk

By 21 SEPTEMBER 2018

- 5.2 The Licensing & Regulatory Committee will have regard to all representations received by the due date when considering the matters before it.





**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007
COMMUNITY GOVERNANCE REVIEW OF THE SIZE OF NORTON LINDSEY
PARISH COUNCIL**

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 Under the provisions of the above Act the District Council is empowered to undertake community governance reviews with a view to considering the electoral arrangements in the whole or part of its district.
- 1.2 A review can consider one or more of the following:
 - Creating, merging, altering or abolishing parishes;
 - The naming of parishes and the style of new parishes
 - The electoral arrangements for parishes (the ordinary year of election; the number of councillors to be elected to the council and parish warding) and
 - Grouping parishes under a common parish council or de-grouping parishes.
- 1.3 The Council has delegated the power to carry out reviews and implement recommendations arising from them to its Licensing & Regulatory Committee.
- 1.4 A request has been received from Norton Lindsey Parish Council for the size of the Parish Council to be increased from 5 members to 7 members. This is to reflect the growth in the size of the village since the Parish Council was formed, the further anticipated growth and to have more flexibility with the availability of councillors due to modern lifestyles making it difficult to form a quorum when there are only five councillors.
- 1.5 The Licensing & Regulatory Committee has authorised its officers under Section 82 of the Act to undertake a review on this basis.
- 1.6 In undertaking the review the Licensing & Regulatory Committee will be guided by and have regard to Part 4 of the Local Government and Public Involvement in Health Act 2007 and the Guidance on Community Governance Reviews issued by the Department of Communities and Local Government in March 2010.
- 1.7 In particular Section 93(4) of the Act requires the Council, when undertaking the review, to have regard to the need to secure that community governance within the area under review :-
 - (a) Reflects the identities and interests of the community in that area; and
 - (b) Is effective and convenient.

2. CONSULTATION

- 2.1 Under the provisions of the Act the Council are required to consult the following as part of the review:
 - the local government electors for the area under review;
 - any other person or body (including a local authority) which appears to the principal council to have an interest in the review.

It must also inform the County Council that a review is being carried out.

- 2.2 All representations received in connection with the review will be taken into account and all consultees will be informed of the outcome of the review.

3. TIMETABLE

- 3.1 The review will start on the publication of these terms of reference and must be completed within 12 months.
- 3.2 The following time table will be adopted for this review:

Action	Timetable Date	
Terms of reference are Published		6 August 2018
Initial consultation exercise commences – submissions are invited	One month	10 August 2018
End of consultation period		21 September 2018
Licensing & Regulatory Committee considers submissions and makes recommendations		8 October 2018
Recommendations published And circulated	One month	12 October 2018
End of consultation period		16 November 2018
Licensing & Regulatory Committee considers recommendations and any comments received and makes a final decision		26 November 2018
Decision and reasons for the decision published and circulated		30 November 2018
Order made		30 November 2018
Implementation of any changes		1 April 2019

4. MATTERS TO BE CONSIDERED

- 4.1 The review will consider the potential to increase the size of Norton Lindsey Parish Council from 5 members to 7 members and representations are sort on this matter.

5. SUBMISSION OF COMMENTS AND REPRESENTATIONS

- 5.1 Anyone wishing to make representations on any of the above matters should do so by writing to:

Graham Leach
Democratic Services Manager & Deputy Monitoring Officer
Riverside House
Milverton Hill
Leamington Spa
CV32 5HZ

Or by email to graham.leach@warwickdc.gov.uk

By 21 SEPTEMBER 2018

- 5.2 The Licensing & Regulatory Committee will have regard to all representations received by the due date when considering the matters before it.