

Community Governance Review

Unparished area of Grantham Town

Terms of Reference

JANUARY
2022

Updated February 2023



SOUTH
KESTEVEN
DISTRICT
COUNCIL

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1. Introduction

1.1 South Kesteven District Council has resolved to undertake a Community Governance Review (CGR) with a view to asking residents and stakeholders whether they support creating a Town Council for Grantham.

In order to establish a Town Council for Grantham, the review will consider creating Grantham as a parish for the purposes of local government legislation (this is known as “parishing”) and the establishment of a Council for Grantham. The new council could then designate itself as a Town Council and create the role of Mayor of Grantham.

A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area.

This review is being carried out by the Council’s Democratic and Electoral Services teams led by Graham Watts, Head of Democratic Services.

Full Council is required to authorise commencement of the review process through approval of this terms of reference. The Council will form a Working Group comprising all members of the Grantham Town wards to oversee the progress of the review.

Following the consultation process, any recommendations to change existing arrangements will be considered by Full Council throughout the process as identified in the timetable shown at Paragraph 1.6 below. Final recommendations will also be agreed by Council, who will make any final decision whether to create a new council through a re-organisation of Community Governance Order.

1.2 Terms of reference

Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the District Council to publish a Terms of Reference document for a Community Governance Review. This document is published to meet that requirement.

These Terms of Reference set out the matters on which the Community Governance Review is to focus. This document will be published on the Council’s website. Hard copies will be made available at the District Council offices in Grantham.

1.3 Community Governance Review for Grantham

A Community Governance Review is a review of the whole or part of a 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
- grouping parishes under a common Parish Council
- the electoral arrangements for parishes (the ordinary year of elections, council size, the number of councillors to be elected to the council, and parish warding)

The Council has resolved to undertake a Community Governance Review to explore support for creating a Town Council for the currently unparished area of Grantham Town.

Grantham is the only unparished area of South Kesteven without a separate Parish or Town Council or Parish Meeting. Currently, Grantham has Charter Trustees instead of a Town Council. The Charter Trustees was created under Section 245 of the Local Government Act 1972 as a body corporate. The Charter Trustees comprise of the elected District Councillors of the seven Grantham wards who are not elected separately by the residents of Grantham. The Charter Trustees elect the Mayor and Deputy Mayor of Grantham from within the group.

The review will focus on the current unparished area of Grantham and some of the boundaries with surrounding parishes.

Parish Councils are a democratically elected tier of local government with their own councillors, which provide a range of local services for a locally defined area. In towns, a parish council can designate itself a Town Council and elect a Mayor who would perform civic duties. In many respects they mirror the structure and decision-making processes of the District Council but on a smaller scale. Councillors would be elected by local residents.

1.4 Scope of the review

The review will consider:

- The possibility of creating a Council for the currently unparished area of Grantham Town

- The setting of the administrative external boundary for that area taking into account boundaries of parishes directly adjacent to the Town area
- The warding arrangements of any new Council and the number of councillors
- The impact of any proposed boundary changes on neighbouring Parish Councils.

1.5 Legislation and guidance

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

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

1.6 Timetable for the review

The review timetable has been revised to take into account the additional consultation taken to establish the boundary of a new Parish Council should it be created. The revised timetable is below.



Stage 1

Terms of reference agreed and published	Approval by Council: 27 January 2022
Consultation stage 1 – initial representations invited	Six week consultation period: 11 March - 22 April 2022
Consideration of stage 1 representations by Working Group	April – May 2022

Additional Stage 1 Boundary Consultation

Additional consultation with areas of three neighbouring parishes to establish boundary proposal for new Parish Council	28 November - 19 December 2022
Consideration of representations by Working Group and preparation of draft proposals	January – May 2023

Stage 2

If there is positive support for the creation of a Parish Council:

Draft recommendations to full Council for approval	Council: 1 March 2023
Publication of draft proposals	May 2023
Consultation stage 2 - draft proposals	Six week consultation period: May - July 2023
Consideration of stage 2 representations by Working Group / preparation of final recommendations	July – August 2023

If there is NOT positive support for the creation of a Parish Council:

Recommendation to full Council to end the Community Governance Review and take no further action	September 2023
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Stage 3

Final recommendations from Working Group submitted to Council	Council: September 2023
Final recommendations published	September 2023
Re-organisation of Community Governance Order made by Council (if required)	Approval by Council: September 2023
Elections to Grantham Parish Council	May 2024

2. Consultation

2.1 Local government electors for the area under review will be consulted together with any other person who appears to have an interest.

Before making any recommendations or publishing proposals, the Council will take account of the views of local people and stakeholders, judging them against the criteria laid out in the Local Government and Public Involvement in Health Act 2007.

2.2 The Council will consult with:

- Local government electors in the areas under review
- South Kesteven District Councillors
- Lincolnshire County Councillors (South Kesteven divisions)
- Lincolnshire County Council
- The Members of Parliament for the Grantham and Stamford and Sleaford and North Hykeham constituencies
- All Parish Councils neighbouring the Grantham unparished area (Parish Councils of Barrowby, Belton and Manthorpe, Great Gonerby, Harlaxton, Little Ponton & Stroxton and Londonthorpe and Harrowby Without)
- Any other person/organisation who appear to have an interest.

2.3 The Council will have regard to the need to securing community governance arrangements within the area under review, such that it:

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

2.4 How to take part in the consultation

Full details of the consultation will be published on the Council's website, on social media and in the local media.

Representations can be made via the Council's website:

 www.southkesteven.gov.uk

Alternatively, comments can be made in writing and sent to:

 cgr@southkesteven.gov.uk

**Grantham Community Governance Review
Legal and Democratic Services
South Kesteven District Council
Council Offices
St Peter's Hill
Grantham
Lincolnshire
NG31 6PZ**

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

Consultation responses will be published on the South Kesteven District Council website.

3. Parish areas and structures of parishes

3.1 Existing Charter Trustee arrangement

Currently the 15 District Councillors, who represent the seven Wards within the old borough of Grantham, automatically become Charter Trustees on election.

The Charter Trustees set a precept for funds in the same way as Town and Parish Councils. However, unlike Parish Councils, the Charter Trustees have no powers in respect of any general functions or services and can only hold funds for ceremonial and administrative purposes.

The Charter Trustees may be dissolved if the area becomes a Parish. Where a new Parish or Town Council is established for an area with Charter Trustees, the new body take their role and the Charter Trustees is discontinued.

3.2 Electoral areas covering the unparished area of Grantham

The area that is the subject of the review is the Town area of Grantham covering the

wards of: Grantham Arnoldfield, Grantham Barrowby Gate, Grantham Earlesfield, Grantham Harrowby, Grantham Springfield, Grantham St Vincent's and Grantham St Wulfram's.

Also being considered as part of the review is the external boundary of the Grantham Town area.

Currently the boundaries of the existing District Council wards are not coterminous with the boundary of the unparished area of Grantham.

At the review of the electoral arrangements for South Kesteven undertaken by the Local Government Boundary Commission for England in 2015, the areas shown in Table 1 were included within three of the Grantham District wards, but remained within neighbouring Parish Council areas.

Table 1

Ward	Parish	No. of registered electors	No of properties
Grantham Arnoldfield	* Great Gonerby Parish -Gonerby Hill ward	173	78
Grantham St Vincent's	Londonthorpe and Harrowby Without Parish - Bridge End ward	343	189
Grantham St Wulfram's	* Belton and Manthorpe Parish – Rosedale ward	234	111

A map showing the unparished Grantham Town area and the District Council wards is included at Appendix 1.

Consideration will be given to making any changes to the boundaries between Grantham and any of the neighbouring parishes as part of the review.

* It should be noted that the areas identified in table 1 above relating to the Grantham Arnoldfield and Grantham St Wulfram's wards fall outside of the current Grantham and Stamford constituency.

3.3 Future role of a Town Council for the Town of Grantham

The review will need to give the District Council the opportunity to consider the future role of a Town Council for

Grantham, if created, in terms of the following:

- The powers available to a new Council
- how to use these powers and which ones to use
- The continuity of the existing civic function and associated matters
- Any other matters of a similar nature to all of the above that need determination.

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

4. Electoral arrangements

4.1 If the formation of a new Council is required as a result of the review, consideration will be given to the electoral arrangements of the new Council:

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

These terms are explained in more detail in sections 4.2 to 4.6.

4.2 Ordinary year of election

The Local Government Act 1972 states that ordinary elections of Parish councillors should take place in 1976, 1979 and every fourth year thereafter. The next ordinary election of Parish councillors will be 2023.

4.3 Number of parish councillors

The Local Government Act 1972, as amended, specifies that each Parish Council must have at least five councillors; there is no maximum number. Although, there are no rules relating to the allocation of councillors, the Department for Communities and Local Government guidance, reports of research by Aston Business School, that typically Parish Councils have the following number of councillors based on the number of electors within the parish:

- Fewer than 500 electors – between 5 and 8 councillors
- Between 501 and 2500 electors – between 6 and 12 councillors
- Between 2501 and 10,000 electors – between 9 and 16 councillors
- Between 10001 and 20,000 electors – between 13 and 27 councillors
- Over 20,000 electors – between 13 and 31 councillors.

Additionally, guidance set out by the National Association of Local Councils, suggests that the minimum number of councillors for any parish should be seven and the maximum 25.

The Council must have regard to the following factors when considering the number of Councillors to be elected for a parish:

- The number of local government electors for the parish, and
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

4.4 Parish warding

The Council will take into account the following when considering whether a parish should be divided into wards for the purposes of elections:

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

In reaching conclusions on boundaries between parish wards, the Council will take into account community identity and interests in the area, and consider whether any local ties may be broken by the drawing of particular boundaries. The District Council will seek views on boundaries during the review.

Ward boundaries should be easily identifiable physical markers, such as streams, parks, canals, railways, roads, or other similar barriers.

Another consideration for the Council when undertaking a review is that ideally the district/borough/county electoral divisions or wards should not split an un-warded parish and no parish should be split by a boundary.

4.5 The number of councillors to be elected for parish wards

The same criteria as outlined in 4.3 above will need to be applied when reaching conclusions as to the appropriate number of councillors for each ward.

It is an important democratic principle that each person's vote should be of equal weight when it comes to the election of councillors.

Consideration will be given to the ratio of the number of electors to the number of councillors to be elected for each ward to ensure electoral equality.

4.6 Naming of parish wards

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

5. Current governance and electorate for Grantham

5.1 Electorate and present structure of governance in South Kesteven

In considering the electoral arrangements for the area proposed to be created as a Parish within these Terms of Reference, the District Council is required to consider the number or distribution of the electors within the area.

The current electorate figures, as at 1 December 2021, for the current Grantham Town district wards are attached at Appendix 2. Also included are details of the electorate and number of Town councillors for the three Town Councils within South Kesteven for comparison purposes.

5.2 Electorate forecast

Population statistics and related data will be taken into consideration as part of this review, together with proposed housing development projections in the area of the review over the next five years. These are attached at Appendix 3.

6. Completion of review

6.1 Publication

On completion of the review, the outcome will be published on the Council's website and at the South Kesteven District Council Offices.

6.2 Reorganisation of Community Governance Order

If the outcome of the review requires that the Council adopts a Reorganisation of Community Governance Order, copies of the Order, the map(s) that show the effects of the Order in detail, and the documents which set out the reasons for the decisions that the Council has taken, will be made available at the Council's offices and on the website.

The maps will be deposited with the Secretary of State at the Department for Levelling up, Housing and Communities and at the Council's office at St Peter's Hill, Grantham. An indication of when the provisions in the Order will take effect will be given – for financial and administrative purposes this will be on 1st April in the designated year.

6.3 Electoral arrangements for new or existing Parish Councils

The electoral arrangements for a new or existing Council will come into effect at the next ordinary elections of Parish Councils in May 2023.

6.4 Consequential matters

The Council notes that a Reorganisation of Community Order may cover any consequential matters that appear to the Council to be necessary. 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.

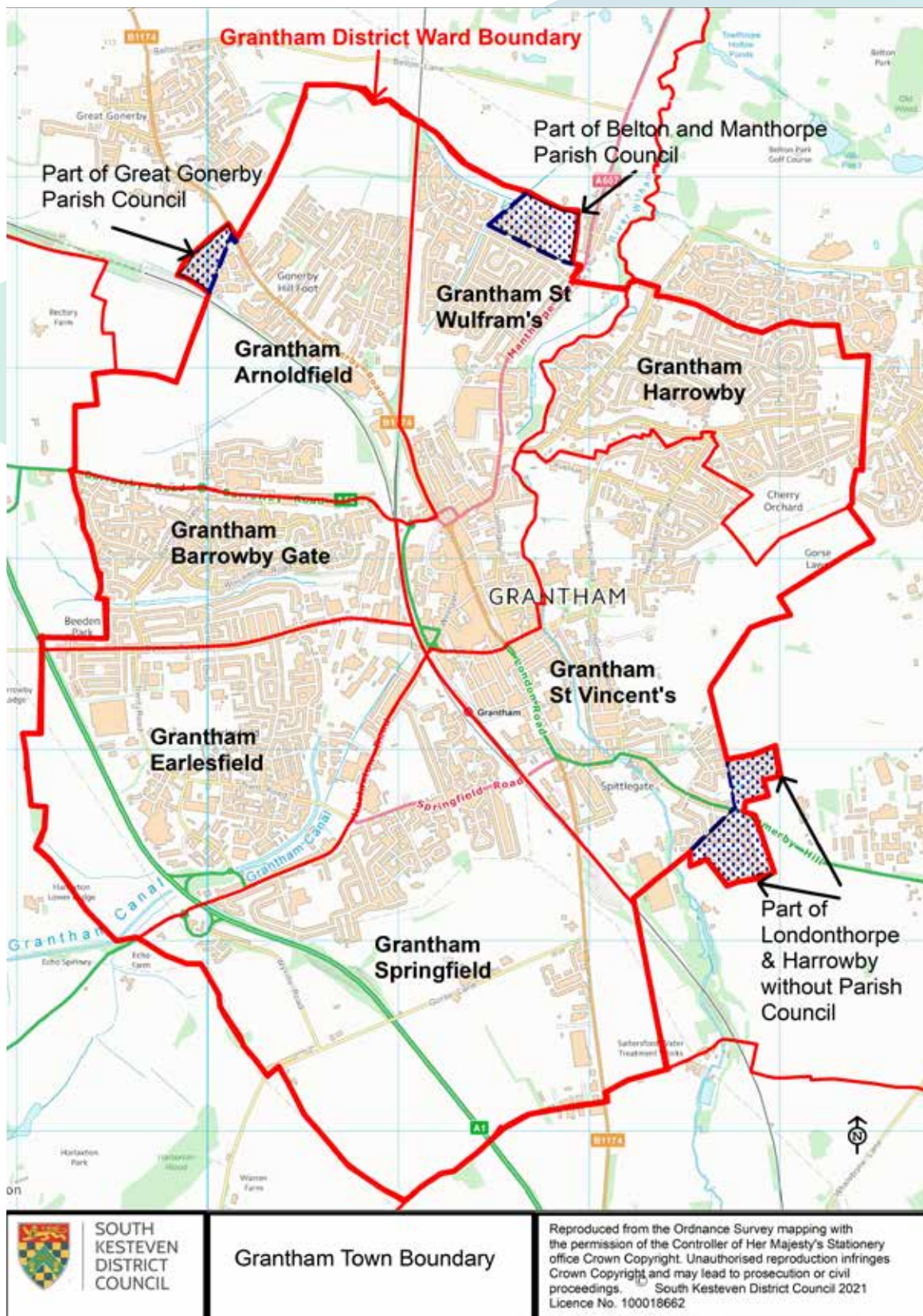
In these matters the Council will be guided by Regulations that have been issued following the 2007 Act.

The Council is mindful that it may be necessary for it to recommend the Local Government Boundary Commission for England to make alterations to 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 Local Government Boundary Commission for England to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to conduct an electoral review of affected areas.

**Originally published 28th January 2022
(Revisions to the timetable made 22nd
February 2022 and 1st February 2023**

Appendix 1

Map of unparished Grantham Town areas and the Grantham District wards



The current unparished area excludes the hatched areas of Belton and Manthorpe, Great Gonerby and Londonthorpe & Harrowby Without Parishes.

Appendix 2

Electorate and present structure of governance in South Kesteven

Table 1: Grantham District ward electorate

Ward	Polling District	Electorate (December 2021)
Grantham Arnoldfield	GAA1	1880
	GAB1	2174
	GAC2 * (part of Great Gonerby Parish)	173
		4227
Grantham Barrowby Gate	GBA1	2196
	GBB1	1681
		3877
Grantham Earlesfield	GEA1	1893
	GEB1	1792
	GEC1	406
		4091
Grantham Harrowby	GHA1	1045
	GHB1	745
	GHC1	941
	GHD1	984
		3715
Grantham Springfield	GSA1	1202
	GSB1	1671
	GSC1	986
		3859
Grantham St Vincent's	GVA1	666
	GVB1	982
	GVC1	1250
	GVD1	1119
	GVE1	1029
	GVF1 (part of Londonthorpe Parish)	343
	5389	
Grantham St Wulfram's	GWA1	1930
	GWB1	1216
	GWC1	459
	GWD1	261
	GWE2 * (part of Belton & Manthorpe Parish)	234
		4100
	TOTAL (including the 3 Parished areas)	29,258

* GAC2 and GWE2 are currently in a different Parliamentary constituency (Sleaford and North Hykeham constituency). This is subject to change at the next Parliamentary Boundary review.

Table 2: Parts of Parishes included in the Grantham Town district wards

Parish Council	Number of Parish Councillors	Electorate (December 2021)
Great Gonerby	Gonerby ward - 10 * Gonerby Hill Ward (part of the Grantham Arnoldfield ward) - 1 Total: 11	1618 173 1791
Londonthorpe and Harrowby Without	Harrowby & Spitalgate ward – 12 Bridge End ward (part of the Grantham St Vincent’s ward – 1 Total: 13	3517 343 3860
Belton and Manthorpe	Belton ward – 3 * Rosedale ward (part of the Grantham St Wulfram’s ward) – 4 Total: 7	172 234 406

* It should be noted that the Gonerby Hill ward of Great Gonerby parish and the Rosedale ward of Belton and Manthorpe parish are currently in a separate Parliamentary constituency to the remainder of Grantham (Sleaford and North Hykeham constituency).

Table 3: Electorate and number of town councillors for existing Town Councils

Council	Number of Town Councillors	Electorate (December 2021)
Bourne Town Council	Cawthorpe ward – 6 Dyke Fen ward – 2 North Fen ward – 2 South Fen ward - 5 Total - 15	3910 1817 1691 5851 Total – 13,269
Market Deeping Town Council	Mill Field ward – 12 Swine’s Meadow ward – 1 Total - 13	4633 577 Total - 5210
Stamford Town Council	All Saints North ward – 3 All Saints South ward – 2 St George’s ward – 5 St John’s ward – 6 St Mary’s ward – 5 Total - 21	3096 724 3770 4288 3727 Total - 15,605

Appendix 3

Housing development projections 2021 - 2026

Table 1: Development projection – Grantham District Wards

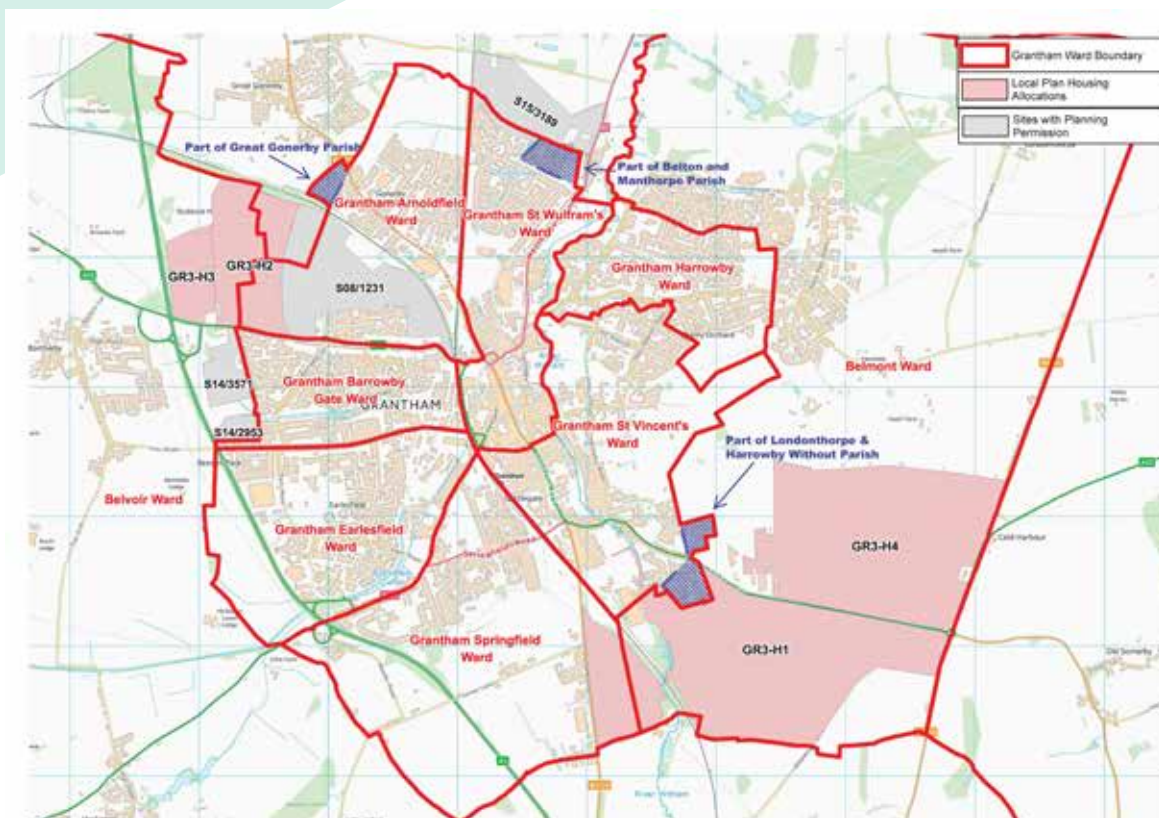
Ward	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26
Arnoldfield	8	0	0	0	0
Barrowby Gate	4	4	4	4	3
Earlesfield	1	1	1	0	0
Harrowby	13	5	5	4	4
Springfield	1	1	0	0	4
St Vincent's	10	10	10	9	9
St Wulfram's	24	13	12	12	12
Total	61	34	32	29	32

Table 2 – Development projection – large sites outside of Grantham District Ward boundary

Sites outside/partly within the Grantham Town Boundary

Large Sites with Planning Permission

Manthorpe Road (S15/3189)	0	24	30	30	30
Barrowby Road (S14/3571)	25	36	40	40	40
Dysart Road (S14/2953)	0	35	42	50	50
Local Plan Allocations					
Spitalgate Heath	0	0	0	75	100
Rectory Farm Phase 2	0	60	60	90	120
Total	25	155	172	285	340



Contact details

Alternative formats are available on request:
audio, large print and Braille

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