

East Kettering Liaison Forum

Date:	Thursday 21st March 2019	a g e n d a
Time:	6.00 pm	
Venue:	Council Chamber - Kettering Borough Council	
Committee Administrator:	Callum Galluzzo ☎ (01536 534268) ✉ callumgalluzzo@kettering.gov.uk	
Terms of Reference		
<ul style="list-style-type: none"> • To provide a channel of communication between public agencies and those communities most affected by the development of East Kettering • To provide a sounding board for issues arising from planning and design, infrastructure provision, housing delivery and democratic representation, in order to secure a sustainable, quality development which improves the quality of life of local people. • To allow communities and developers to communicate directly • To monitor the implementation and impact of the development on the economic, environmental and social well being of the area 		

Working with and on behalf of local people

AGENDA

1. Apologies
2. The minutes of the previous meeting to be approved as a correct record and signed by the Chair. 5 - 12
3. Updates:-
(Each update will be followed by a maximum of five minutes' question time from the public gallery once the item has been presented and debated)
 - (i) Developer Update Hanwood Park
 - (ii) Developer Update DWH
 - (iii) Developer Update Persimmon Homes
 - (iv) Developer Update Taylor Wimpey
 - (v) Highways Update NCC Highways
 - (vi) Education Update NCC Education
 - (vii) Planning Update KBC
 - (viii) Developer Contributions KBC 13 – 16
4. Community Governance Review KBC 17 - 36
5. Public Question and Answer Session All
6. Items for the next meeting
7. Prospective dates for meetings
 - 20th June 2019

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BOROUGH OF KETTERING

EAST KETTERING LIAISON FORUM

MEETING HELD: 6th December 2018

Present :

Councillor Lloyd Bunday (Chair)
Councillors Linda Adams, Andrew Dutton, Ruth Groome, Phillip Hollobone, Clark Mitchell and Shirley Stanton, (Kettering Borough Council)
Merlyn Gray (Churches Together),
Dr Tom Kelly (CPRE)
Fiona Banks (Hanwood Park Residents Association)

Also Present:

Eight members of the public.

KBC Officers:

Martin Hammond, Louise Holland and Gavin Ferries
Callum Galluzzo (Committee Administrator)

NCC Officers:

Kingsley Cook (NCC Highways)

Developers:

Ian Troughton (Hanwood Park), Pritesh Shah (David Wilson Homes) T.Nightingale (David Wilson Homes) and Alan Davies (Persimmon Homes)

Members of the Press:

None

Apologies:

Cllrs Anne Lee and Mark Rowley, Cllr Eileen Hales (NCC), Cllr Chris Groome (Burton Latimer Town Council) Cllr Victoria Lamb (Warkton Parish Council), Stephen Pickard (Cranford Parish Council) Chris Wickens (NCC Education) and Taylor Wimpey

REF	Item/Issue	Response/Action	Responsibility	Timescale
18.EKLF.14	<p><u>NOTES OF MEETING HELD ON 27th September 2018</u></p> <p>The notes of the meeting held on 27th September 2018 were agreed by the members of the forum as a true record of the meeting.</p>			
18.EKLF.15	<p><u>ACTIONS ARISING FROM THE NOTES OF THE LAST MEETING</u></p> <p>None</p>			
18.EKLF.16	<p>The Timeline for Delivery, Action Plan and Infrastructure Updates were given verbally and in a presentation to the Forum as follows:</p> <p><u>Developer Update – Hanwood Park</u></p> <p>Ian Troughton of Hanwood Park LLP provided an update regarding ongoing works taking place across the Hanwood Park site.</p> <ul style="list-style-type: none"> - Significant progress has been made on the drainage pond on site. Approximately 4 weeks of works remains on this project with handover due to take place mid-January 2019 - Two letter drops to residents had been made following the contract award for Junction E - Works on site including major earthworks and drainage works were on going and due to last approximately 6 weeks - Legal agreements have been finalised for Junction F and discussions were ongoing with Northants Highways with regards to road space bookings. - Access E was due for completion October 2019 subject to weather conditions - A Road Closure on Cranford Road will need to be put in place for a minimum of 6 weeks subject to agreement with NCC Highways to allow major drainage works to take place. 			

Developer Update – David Wilson Homes/Barratts

Pritesh Shah of David Wilson Homes attended the forum and gave an update relating to Parcels R7, R9 & R10

- To date construction had been started on 230 properties within the Warkton Lane/Deeble Road site.
- 87 properties had been sold throughout 2018 across both developments
- Pedestrian access had been opened at the end of Ridgway Road.
- To date David Wilson Homes had contributed over £2.5 million through S106 contributions.
- The on-site public open space was currently being developed and work was ongoing

Developer Update – Persimmon Homes

Alan Davies of Persimmon Homes provided an update of ongoing works in relation to the landscaping and design works on the Persimmon site.

It was heard that a recent reserved matters application had been approved by the planning authority and that contractors had been appointed to begin work on the necessary ground work and drainage works.

It was also heard that as part of the application, a construction management plan had also been agreed and approved and that contractors would have to work to certain conditions in relation to delivery times and traffic management plans.

Access for the site was due to be provided approximately March 2019 subject to discussions with Hanwood Park with the first dwelling due for completion May 2019.

Developer Update – Taylor Wimpey

Apologies for absence were received from representatives of Taylor Wimpey.

	<p><u>Highways Update</u></p> <p>Kingsley Cook of Northamptonshire Highways attended the forum and gave an update relating to off-site junctions.</p> <p>It was heard that a pre start meeting had taken place and necessary traffic management plans agreed in relation to Junction E, works were due to commence in January 2019 subject to a road space booking.</p> <p>Discussions were continuing with Hanwood Park & Persimmon Homes with regards to Junction F and works along Cranford Road, approved drawings had been submitted and work was being undertaken towards the legal agreements.</p> <p>Outstanding works for the Cranford Gateway were due to commence Friday 14th December 2018 and works for the Warkton Traffic Calming scheme were due to commence Summer 2019.</p>			
	<p><u>NCC Education Update</u></p> <p>Apologies for absence were received from representatives of NCC Education.</p>			
	<p><u>Planning Update</u> (KBC)</p> <p>Louise Holland provided an update relating to the developments across the East Kettering Site:</p> <ul style="list-style-type: none"> - Legal agreements had been signed with Persimmon Homes and their detailed permission issued.. - As part of the agreement Persimmon Homes would provide an upfront payment for improvement works at the Cranford/Barton Road Junction. - A Construction management plan had also been agreed with the developer which contained the working hours along with delivery times for goods vehicles and necessary contact information for local residents. 			

	<ul style="list-style-type: none"> - Taylor Wimpey had recently had a planning application approved which related to larger parking garages on their site and minor changes to house detailing. - Variation of conditions application has been determined and permission issued. This brings the application in line with national and local planning policy and is an improvement over current energy standards of dwellings. - Initial discussions with Hanwood Park around a future application that will enable detailed schemes for each development parcel to come in for later phases. - 			
	<p><u>Developer Contributions (KBC)</u></p> <p>Louise Holland presented a report relating to the use of developer contributions.</p> <ul style="list-style-type: none"> - To date £2,800,000 had been received from David Wilson Homes, this had been provisionally allocated as follows: <ul style="list-style-type: none"> ▪ The design/construction of Junction (c) at Windmill Ave/Deeble Road £600,000 ▪ Cranford traffic calming measures £65,000 ▪ Repayments with regards to the loan to build the primary school at Hayfield Cross £2,000,000 <p style="margin-left: 40px;">It was noted that Q4 2018 roof charge was due for payment following the meeting.</p> - Since the last forum in September 2018, a payment for Quarter 3 2018 had been received from David Wilson Homes. - £537,000 had been paid to the County Council toward Junction (c) works and the six repayments of the school loan, (£1,511,000) had been made to Homes England (Formerly the Homes and Communities Agency). Commitments for 2018/19 are further repayment of the school loan and Cranford gateway feature) Junction improvement works are another key priority and funds were being set aside for this purpose. 			

	<ul style="list-style-type: none"> - The primary school account at mid-November 2018 stood at £4,255,194.82. - The Council had attracted funds from other sources, which will enable some additional works to be progressed including that for traffic calming at Warkton Lane/St Catherine's Road and offsite junction design works. 			
18.EKLF.17	<p><u>QUESTIONS</u></p> <p>Q. At what point will Cranford be closed at during the works associated with drainage.</p> <p>Q. Is there a way for members to receive a breakdown with regards to the size of dwellings on the DWH/Barratts site?</p> <p>Q. There has been significant damage to the road and driveways located along Cranford Road, this has been caused by heavy construction traffic using these as turning points. On site managers have been made aware following a complaint</p> <p>Q. Heavy construction vehicles have been observed using the Cranford Road during peak times, this is unacceptable due to the additional traffic associated by the school.</p> <p>Q. There has been discussions and rumours regarding the adoption of the roads at Bertone Manor, there is a lack of junction markings which has led to a number of near misses and collisions. Misleading information seems to have been circulated from one of the developers.</p>	<p>March 2019 at the earliest. More information to be provided at the next forum. NCC approval will be needed for any closure.</p> <p>A breakdown will be provided for the next forum.</p> <p>Persimmon to talk to the resident directly.</p> <p>Persimmon to action.</p> <p>DWH/Barratts to provide an update at the next forum.</p>	<p>Hanwood Park</p> <p>DWH</p> <p>Persimmon Homes</p> <p>Persimmon Homes</p> <p>DWH</p>	

	<p>Q. Can anything be done to ensure road markings are put in place within the DWH/Barratts site or does this have to wait for the completion of the adoption process?</p>	<p>As above.</p>	<p>DWH</p>	
	<p>Q. Has any work or discussions taken place regarding the proposed medical centre at the East Kettering development?</p>	<p>Initial discussions with health partners have taken place but no definitive proposals as of yet.</p>	<p>KBC</p>	
	<p>Q. Are there works planned at J10?</p>	<p>Works have been carried out by Roxhill.</p>	<p>NCC Highways</p>	
	<p>Q. Is there any start date or idea for the District Centre Facilities?</p>	<p>Not as of yet. The District centre should be provided as per the planning permission.</p>	<p>Hanwood Park</p>	
	<p>Q. Can you confirm when the Cranford Road closure will take place and for how long the works will take?</p>	<p>March 2019 at the earliest. More information to be provided at the next forum. NCC approval will be needed for any closure.</p>	<p>Hanwood Park</p>	

	Q. Is there any progress on the Secondary School?	Understand that there is some very early stage interest from potential interested School operators but this is pre-design/pre-planning stage. NCC Education may be able to provide more detail at next EKLf.		
18.EKLf.18	<u>ITEMS FOR NEXT MEETING</u> None			
18.EKLf.19	<u>DATE OF NEXT MEETING</u> 21 st March 2019			

(The meeting started at 6.00pm and ended at 6.45pm)

Signed

Chair

Committee	EAST KETTERING LIAISON FORUM	Item 3 (VIII)	Page 1 of 2
Report Originator	Louise Holland – Development Services	<i>Fwd Plan Ref No:</i> N/A	
Wards Affected	ALL	21 st March 2019	
Title	USE OF DEVELOPER CONTRIBUTIONS		

1. PURPOSE OF REPORT

In accordance with the Section 106 Agreement for East Kettering, to set out the source of, and use of, developer contributions.

2. INFORMATION

- 2.1 The S106 Agreement requires an annual statement to be published, regarding the utilisation of S106 monies, to show where they have been raised from and how they are to be used.
- 2.2 It is the intention to produce a statement for every meeting of the Forum, rather than just annually.
- 2.3 The attached statement (**Appendix A**) shows the monies that have been received to date.
- 2.4 To summarise the attached statement, to date, £3.0m has been received from David Wilson Homes which has been allocated (*with Q1 2019 DWH roof charge which is due for payment after EKLF*) as follows:-
- The design/construction of Junction (c) at Windmill Ave/Deeble Rd £600,000
 - Cranford traffic calming measures/gateway £65,000
 - Repayments re the loan to build the primary school at Hayfield Cross £2,300,000
- 2.5 A contribution of £880,000 has been made by Persimmon Homes which will be used to deliver the junction improvement works at Cranford Road/Barton Road (junction g). This early payment will be offset against their roof charge.
- 2.6 Since the last forum in December 2018, a payment for Quarter 4 2018 has been received from David Wilson Homes (included in the total above).
- 2.7 With regard to expenditure £537,000 has been paid to the County Council toward Junction (c) works, seven repayments of the school loan (£1,761,000)

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have been made to Homes England and £65,000 for Cranford village traffic calming/gateway. Commitments for 2019/20 at this time are further repayments of the school loan. Junction improvement works are another key priority and funds are being set aside for this purpose.

2.8 The primary school account at 28th February 2019 stood at £4,097,745.39 so the bulk of S106 money will be spent on paying off that loan for some time.

2.9 The Council has attracted funds from other sources, which will enable some additional works to be progressed; for example

- Traffic calming works at Warkton Lane/St Catherine's Road
- Offsite junction design work.

3. POLICY IMPLICATIONS

None

4. CONSULTATION AND CUSTOMER IMPACT

None

5. FINANCE and HR RESOURCE IMPLICATIONS

None

6. LEGAL IMPLICATIONS

None

7. RECOMMENDATION

That the forum notes the contents of the report.

Background Papers:

None

Previous Reports/Minutes:

Appendix A

East Kettering Monitoring Statement

QTR	Completions No.	Income £000
2016 04	Adv	£ 263
2016 04	Adv repayment	-£ 263
2016 04	8	£ 129
2017 01	35	£ 569
2017 02	14	£ 230
2017 03	24	£ 396
2017 04	27	£ 402
2018 01	28	£ 473
2018 01	0	£ 2
2018 02	20	£ 342
2018 02	0	£ 1
2018 03	15	£ 258
2018 03	0	£ 1
2018 04	13	£ 225
2018 04	0	£ 1
2018 04	Adv	£ 880
Total	184	£ 3,908

QTR	Details	Expenditure £000
2017 01	Junction(c) Windmill/Deeble Primary School	£ 537
		£ 1,761
2017 03	Cranford Traffic Calming Cranford Gateway	£ 63
		£ 2
Total		£ 2,363

Commitments

QTR	Details	Expenditure £000
	Junction(c) Windmill/Deeble Primary School	£ 63
		£ 500
Total		£ 563
Total		£ 2,926

Projections

QTR	Completions No.	Income £000
Q1 2019	14	244
Total	-	£ 244
Total	184	£ 4,152

QTR	Details	Expenditure £000
	Junctions	£ 1,226
Total		£ 1,226
Total		£ 4,152

Example

Roof Charge		15,250
Indexation	This will change each month	1.0565
Indexed Roof Charge	(15,250*1.0565)	16,112
Completions		8
Total Indexed roof charge		128,896

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Committee	EAST KETTERING LIAISON FORUM	Item 4	Page 1 of 2
Report Originator	Martin Hammond	<i>Fwd Plan Ref No:</i> N/A	
Wards Affected	All Kettering wards, Barton, Queen Eleanor and Buccleuch	21 st March 2019	
Title	COMMUNITY GOVERNANCE REVIEW FOR THE TOWN OF KETTERING		

1. PURPOSE OF REPORT

To advise the Forum that a community governance review will be carried out during 2019 which will consider whether a town council should be created to cover the existing unparished area of Kettering, and to consider if changes are required to the boundaries between Kettering, Barton Seagrave, Cranford and Burton Latimer.

2. INFORMATION

- 2.1. Full Council agreed on 6th March to undertake a community governance review, for the purposes set out above, in the context of the probable implementation of new unitary councils in Northamptonshire from April 2020.
- 2.2. With the impending reform of local government in the county, previous debate at Council has touched on the possibility of creating a town council for the currently unparished area of Kettering, to give the town the same status as other parishes once the Borough Council has ceased to exist. Similar debate has taken place within both Corby and Wellingborough Councils in respect of their unparished areas.
- 2.3. There is a statutory process and timetable for conducting a CGR, which leads up to a decision about whether a town council should be created. Council acknowledged that if a review was not started now, then it was unlikely that the matter would be resolved for some time after 2020.
- 2.4. A further consideration is that a CGR should not overlap with a boundary review conducted by the Boundary Commission into ward boundaries. A boundary review could take place in 2021/22 if requested by the new Council, so the window for a CGR in 2020/21 is very tight.
- 2.5. The last CGR was conducted in 2014. One of the matters it considered was the need to change the current boundary between Kettering unparished area and Cranford Parish Council, to recognise the impact the East Kettering urban extension would have on the identity of the latter parish. It was agreed in principle that the boundary would change to accommodate all of the urban extension within the unparished area, either from 2018 or from the point at which houses were being built within Cranford’s current area. That development has just begun.

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2.6 However, there are other parishes directly affected by East Kettering SUE, principally Barton Seagrave and to a lesser extent Burton Latimer. The attached plan (**Appendix 1**) shows the overlay of existing parish boundaries and the urban extension and the need to review these is therefore clear. Barton Seagrave Parish Council has also recently asked for a review of its boundaries with Burton Latimer and Kettering unparished area to be carried out at the next opportunity.

2.7 The intention of this review is to resolve the future status of Kettering town and to address its eastern boundary with adjacent parishes, and take the opportunity to be clear about the relationship of the urban extension to affected parishes. It is not intended to be a wider Borough wide review.

3. TERMS OF REFERENCE AND TIMETABLE

3.1 The proposed terms of reference, reflecting the narrative above, including the procedure for a review and the proposed timetable is set out in **Appendix 2**.

4. POLICY AND RESOURCE IMPLICATIONS

4.1. The review will be conducted during the period March-December 2019. It will be a challenging piece of work given the extensive preparatory work required to ensure that the transition to a unitary authority results in safe and legal service delivery on 1st April 2020. The staff engaged on this work will also be engaged on early preparation for the new authority, and for council and PCC elections in 2020. If there is national electoral event in 2019, then the review will, in practical terms, have to be re-scheduled.

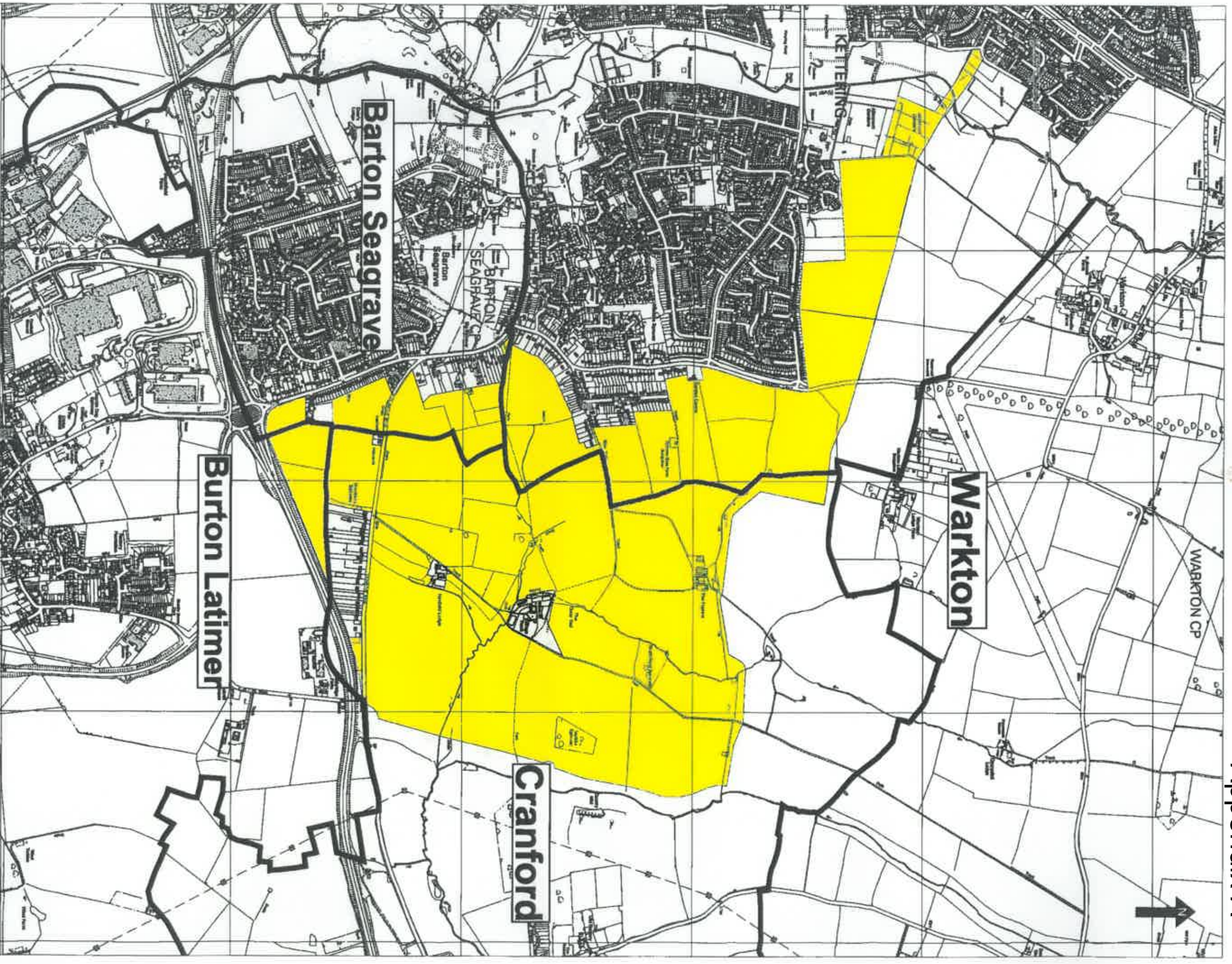
5. RECOMMENDATION

The Forum is asked to note that it will be a consultee, and any comments it wishes to make at this early stage will be helpful in designing the consultation.

Background Papers:

Previous Reports/Minutes:

Date: 21st March 2019
Contact Officers: Martin Hammond.



Title: East Kettering Parish Map

Date: 14:08:13

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**COMMUNITY GOVERNANCE
REVIEW OF THE
UNPARISHED AREA OF
KETTERING TOWN**

Terms of Reference

Kettering
Borough Council

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- 4.8 Naming of parish wards

5.0 Completion of review

- 5.1 Reorganisation of Community Governance Order
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- 5.4 Existing and future local government electoral area boundaries

Appendices

Appendix A: Current Electorates for parished/non-parished polling districts within or abutting the proposed review area.

Appendix B: Relationship between Borough wards and County Electoral Divisions within the Kettering Borough area

Appendix C: Summary of Housing Property Developments planned for the review area in the next five years

1. INTRODUCTION

1.1 Aims of the Review

As a result of a request from the Local Government Reform Advisory Committee at its meeting held on 30th January 2019, the Council has resolved to undertake a community governance review pursuant to Part 4 of the Local Government and Public Involvement in Health Act 2007 (2007 Act). The decision to undertake such a review requires the Council to publish a terms of reference document which sets out the following :

- how the review will be conducted;
- expected timescales;
- what the review will focus on; what the key considerations should be:
- factual electoral and parish information; and
- a consultation strategy.

1.2 Why undertake a Community Governance Review and what is it?

A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance arrangements within their area.

A Community Governance Review is a review of the whole or part of the borough to consider one or more of the following:

- Creating, naming, merging, grouping, altering or abolishing Parishes
- Altering the boundaries of existing parishes
- Making changes to or recommending the electoral arrangements of a parish council
- Consequential matters (i.e. the effect on existing parishes, dealing with parish assets, resolving issues relating to employees of existing parishes, setting a precept for a new parish council, setting a date for the first elections and the subsequent electoral cycles.)

The Government Guidance requires that ultimately the recommendations arising out of the review should bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.

1.3 Scope of the Review

With the impending reform of local government in the County, the Council has resolved to undertake a review in relation to

- the possibility of creating a Parish for the currently unparished area of Kettering Town;
- the creation of a Town Council for Kettering, including the size of the Council and warding arrangements
- the creation of boundaries for that area taking into account the existing boundaries of Parishes directly adjacent to the Town area particularly those directly affected by the East Kettering Sustainable Urban Extension (SUE)
- the need to review the current boundary between the currently unparished area of Kettering and Cranford Parish, to recognise the impact the East Kettering urban extension would have on the identity of that parish. (At a previous Community Governance Review in 2014, it was agreed in principle that the boundary would change to accommodate all of the urban extension within the unparished area, either from 2018 or from the point at which houses were being built within Cranford's current area. That development has just begun).
- The impact on the creation of a Parished area for the town of Kettering on other parishes directly affected by East Kettering SUE, principally Barton Seagrave and to a lesser extent Burton Latimer. (Barton Seagrave Parish Council has also recently asked for a review of its boundaries with Burton Latimer and the current unparished area of Kettering to be reviewed at the next opportunity).
- The intention of this review is to resolve the future status of Kettering and to address its eastern boundary with adjacent parishes, and take the opportunity to be clear about the relationship of the urban extension to affected parishes. It is not intended to be a wider Borough wide review.

1.4 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.

1.5 Who undertakes the review?

This review is being carried out by the council's Democratic Services and Electoral Services team. Martin Hammond, one of the Council's Executive

Directors, will act as review manager.

The Review Team will report initially to the Council's Local Government Reform Advisory Committee as required. Any modification to the Terms of Reference at any stage of the review will need to be approved by Council. Following the consultation process, any recommendations to change existing arrangements will be considered by full Council at meetings throughout the process, identified in the timetable shown in Paragraph 2.3 below. Final recommendations will also be agreed by Council, who will then create a re-organisation order (if required).

1.6 Timetable for the review

The review must be completed within twelve months, beginning with the date of publication of the terms of reference – the timetable is detailed below:

Stage	Likely timescale/date
Decision at full Council to undertake a community governance review and how that should be overseen by members.	27 th February 2019 Council Meeting
Full Council agree terms of reference	27 th February 2019 Council Meeting
Consultation plan and details of any new Town Council role to be worked up and then approved by full Council	Throughout March 2019 with report submitted to 24 th April 2019 Council Meeting
First Consultation stage	1 st May 2019 to 30 th June 2019
Take submission and consultation results back to Council	25 th September 2019 Council Meeting
Publish draft recommendations for further consultation	1 st October 2019 to 15 th November 2019
Final recommendation to full Council	11 th December 2019 Council Meeting
Make re-organisation order	January 2020
Elections to Parish Council	May 2020

2. Consultation

2.1 The Consultation process

Before making any recommendations the Borough Council will consult with the following;

- Local Government Electors in the areas under review and any other person/organisation who appears to have an interest
- Elected members for all Councils within the Borough
- The Member of Parliament for the Kettering Constituency
- The parish councils affected by the review
- The Northamptonshire County Council
- Other district and Borough Councils within North Northamptonshire
- The North Northamptonshire Shadow Authority (if in being)
- Local businesses
- Community bodies

A range of organisations operate within the area of the review and may be interested in submitting their views. Existing parish councils will have a clear interest, along with many community groups and special interest groups.

When taking account of any written representations the Council must have regard to the need to secure that community governance within the area under the review:

- Reflects the identities and interests of the community in the area;
- Provide effective and convenient local government.
- Take into account any other arrangements for community representation or engagement in that area.

The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

2.2 How to take part in the Consultation

Full details of the consultation and how to respond will be published in accordance with the agreed review timetable. Representation will be accepted in any written, typed or similarly recorded format and should be addressed to:

The Review Team
Democratic Services
Kettering Borough Council
Bowling Green Road
Kettering
NN15 7QX

or may be emailed to democracy@kettering.gov.uk

All communications must contain the name and residential address of the person submitting their views.

3. CREATING A PARISH FROM A NON-PARISHED AREA

3.1 Parish areas and existing community arrangements

When creating a Parish area, It is important to ensure that people are able to clearly identify with the newly formed Parish in which they live, and that the Parish strongly reflects distinctive areas of interest, with their own sense of identity and the feeling of local community whilst balancing that with an acknowledgement of the importance of historic traditions in that area.

Further to this, the council will be mindful of other forms of community governance in consideration of whether parish governance is most appropriate in certain areas. However, the council also notes that the distinction between parish councils and other forms of governance is that they are democratically elected tiers of local government, with directly elected representatives, and are democratically accountable for the specific powers they possess. When considering representations for the new Parish, the council will therefore pay heed to the existence of other community groups (or similar) existing in the area.

3.2 Electoral Areas covering the unparished area of Kettering currently

The entire area covered by Kettering Borough Council is currently divided into seventeen wards represented by 36 members. Within the town of Kettering itself there are 9 wards represented by 20 members which cover the unparished area of the Borough, namely All Saints (3 members) Avondale Grange (2), Brambleside (2), Ise Lodge(3), Northfield (1), Pipers Hill (2), St Michaels & Wicksteed (3), St Peters (2) and William Knibb (2). The electorate for the Kettering Town wards totals 38,650 as at February 2019. (Individual electorates by Polling District along with those of the areas that abut the unparished area of Kettering are shown at **Appendix 'A'**)

The other 8 Wards in the Borough are represented by 16 members with an electorate of 36041 at February 2019. Of those 8 wards, 5 have Parishes within them that abut the boundary of the unparished area of the Town of Kettering. These are Barton Seagrave (Barton Ward), Cranford, Warkton and Weekley (Queen Eleanor & Buccleuch Ward), Rushton (Welland Ward), Rothwell (Rothwell Ward) and Thorpe Malsor, Broughton, Cransley and Pytchley (Slade Ward).

In terms of County Council Electoral Divisions, the town of Kettering is served by 5 areas each represented by 1 member. The divisions are Clover Hill, Ise (which includes some Parish areas), Northall, Wicksteed and Windmill. There are in total 8 County Divisions in the Kettering Borough area. An analysis of the relationship between Borough Wards and County Divisions within Kettering is attached at **Appendix ' B '**.

When undertaking the review, the Borough Council must take into account any demographic trends and new urban developments in these areas that may alter the population significantly in the five years following the conclusion of the Review. A summary of developments planned for the review area is attached at **Appendix 'C'**.

3.3 Parish boundaries

When considering parish boundaries for a newly parished area, the Borough Council will therefore need to consider boundaries that should be easily identifiable physical markers. These may include boundaries such as streams, parks, canals, railways, roads, or other barriers that have little in common with the parish to which they may have been allotted. They may also be based on existing governance boundaries.

3.4 Future Role of a Parish Council for the Town of Kettering

The Review Team will need to give the Borough Council the opportunity to consider the future role of a Parish Council for the un-parished area of Kettering in terms of the following:

- The powers available to a new Council
- How to use these powers and which ones to use
- The need to appoint charter trustees with a view to maintaining the continuity of a town charter as is required after a district with the status of a borough has been abolished, until such time as a parish council is established.
- The continuity of the existing civic function of the Borough and associated matters (insignia, roles etc.)
- Ensuring the continuity of the market charter rights in the town of Kettering
- Any other matters of a similar nature to all of the above that need determination

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

4. Electoral Arrangements

4.1 What does 'electoral arrangements' mean?

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

- the ordinary year in which elections are held,
- the forming of a parish council,
- the number of councillors to be elected to the council,

- the division of the parish into wards for the purposes of electing councillors,
- the number and boundaries of any such wards,
- the number of councillors to be elected to any such ward,
- the name of any such ward.

4.2 Ordinary year of election

It is currently unclear apart from the first ones under the new arrangements for local government in Northamptonshire in May 2020, when the elections for Parish Councils will take place going forward. In the past, it has been the case that Parish Elections are held in the same year as Borough Council elections, and going forward, it is anticipated that this will remain the case. However, as yet an electoral cycle for the new local government arrangements in Northamptonshire has not been determined by the Ministry of Housing, Communities and Local Government. (MHCLG).

4.3 Forming a parish council

There are strict rules governing when a parish council may be formed that relate to the number of electors in the area. It should be noted that the legislation states that where the number of electors is 1,000 or more, (as would be the case for a new Parish within the Kettering Town area, a parish council must be created,

4.4 Number of parish councillors

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

- the number of local government electors for the parish,
- any change in that number which is likely to occur in the period of five years beginning with the day the review starts,
- the number of councillors should not be less than 5.

The council will follow government guidance which states that “each person’s vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors”.

4.5 Parish warding

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

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

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

4.6 The number and boundaries of parish wards

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

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

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

4.7 The number of councillors to be elected for parish wards

The same criteria as outlined in 4.4 above will need to be applied to reaching conclusions as to the appropriate number of electors for each Ward.

However, when allocating an appropriate number of Councillors to wards, the council needs to take into account that if one or more wards of a parish are seen to be overrepresented by councillors, the residents of those parishes could be perceived to have more influence over the parish council. During the review the council will need to consistently show the ratios of electors to councillors that would result from its proposals and promoting equality of votes.

4.8 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. COMPLETION OF REVIEW

This review will be deemed completed when the outcome is published on the website, at the main council offices, at libraries within the borough and at other local contact points.

5.1 Reorganisation of Community Governance Order

If the outcome of the review requires that the council adopts a 'Reorganisation of Community Governance Order' the review will not be deemed complete until copies of the Order, maps that show the effects in detail, and the documents which set out the reasons for the decisions that the council has taken are available at the council's offices, on the website, libraries and local contact points. The maps will be deposited with the Secretary of State at the Department of Housing, Communities and Local Government and at the council's office at Bowling Green Road, Kettering. An indication of when the provisions in the Order will take effect will be given – for financial and administrative purposes this will be on 01 April in the designated year.

5.2 Electoral arrangements for new or existing parish councils

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

5.3 Consequential matters

The Reorganisation Order may cover consequential matters that could include:

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

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

5.4 Existing and future local government electoral area boundaries

It now appears likely that the new local government bodies in Northamptonshire will have 3 member electoral areas based on the electoral divisions on the Northamptonshire County Council for their first

terms of office. The Local Government Boundary Commission for England have indicated that it is the Commission's intention to conduct a full scale review of electoral boundaries in Northamptonshire in or around 2021/22. It is important that this should be borne in mind by all members of the Council and the Review Team when formulating recommendations and decisions.

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

Date of publication of these terms of reference: 1st March 2019

DRAFT

Appendix A - Current Electorates for Parished/Non-Parished Polling Districts within or abutting the Proposed Review Area

Polling District	Electors
KA - All Saints Ward PD 1	1,708
KB - All Saints Ward PD 2	1,460
KC - All Saints Ward PD 3	824
KD - All Saints Ward PD 4	1,019
KE - All Saints Ward PD 5	652
KF - All Saints Ward PD 6	114
KG - Avondale Grange Ward PD 1	983
KH - Avondale Grange Ward PD 2	1,385
KI - Avondale Grange Ward PD 3	1,509
KJ - Barton Ward PD 1	2,262
KK - Barton Ward PD 2	1,958
KL - Barton Ward (No Parish) PD 3	540
KM - Brambleside Ward PD 1	1,910
KN - Brambleside Ward PD 2	1,789
KO - Burton Latimer Ward PD 1	1,474
KP - Burton Latimer Ward PD 2	1,631
KQ - Burton Latimer Ward PD 3	2,276
KR - Burton Latimer Ward PD 4	1,843
KW - Ise Lodge Ward PD 1	2,336
KX - Ise Lodge Ward PD 2	3,389
KY - Northfield Ward	2,033
KZ - Kettering Pipers Hill Ward PD 1	1,651
LA - Kettering Pipers Hill Ward PD 2	898
LB - Kettering Pipers Hill Ward PD 3	1,483
LC - Cranford	386
LH - Warkton	106
LI - Weekley	140
LJ - Rothwell Ward (Tresham) PD 1	3,168
LK - Rothwell Ward (Trinity) PD 2	3,223
LL - Broughton	1,822
LM - Great Cransley	245
LR - Pytchley	374
LS - Thorpe Malsor	97
LT - St Michaels & Wicksteed Ward PD 1	2,747
LU - St Michaels & Wicksteed Ward PD 2	1,455
LV - St Michaels & Wicksteed Ward PD 3	1,380
LW - St Peters Ward PD 1	2,307
LX - St Peters Ward PD 2	1,687
MC - Rushton, Glendon Ward	43
MD - Rushton, Pipewell Ward	48
ME - Rushton, Rushton Ward	365
MJ - William Knibb Ward PD 1	1,315
MK - William Knibb Ward PD 2	839
ML - William Knibb Ward PD 3	958
MM - William Knibb Ward PD 4	819
Total	60,651

Appendix B - Relationship between Borough wards and Polling Districts and the County electoral divisions in Kettering

Burton & Broughton	Ise	Northall
Broughton (LL)	Cranford (LC)	William Knibb No. 1 (MJ)
Pytchley (LR)	Barton No 3 (KL)	William Knibb No. 2 (MK)
Burton Latimer No 1 (KO)	Ise Lodge No.1 (KW)	William Knibb No.3 (ML)
Burton Latimer No 2 (KP)	Ise Lodge No.2 (KX)	William Knibb No.4 (MM)
Burton Latimer No 3 (KQ)	Grafton Underwood(LE)	Northfield (KY)
Burton Latimer No 4 (KR)	Warkton (LH)	St Peters No.1 (LW)
	Weekley (LI)	St Peters No.2 (LX)
Rothwell & Mawsley	Geddington(LD)	
Rushton Glendon Ward (MC)	Newton (LG)	Windmill
Rushton Rushton Ward (MD)	Little Oakley (LF)	Avondale Grange No.1 (KG)
Rushton Pipewell Ward (ME)		Avondale Grange No.2 (KH)
Mawsley (LP)	Wicksteed	Avondale Grange No.3 (KI)
Loddington (LO)	Barton No. 1 (KJ)	Pipers Hill No.1 (KZ)
Orton (LQ)	Barton No. 2 (KK)	Pipers Hill No.2 (LA)
Rothwell No 1 (LJ)	St Michaels & Wicks. No. 1(LT)	Pipers Hill No.3 (LB)
Rothwell No 2 (LK)	St Michaels & Wicks. No. 2 (LU)	All Saints No.5 (KE)
Harrington (LN)	St Michaels & Wicks. No.3 (LV)	
Thorpe Malsor (LS)		
Cransley (LM)	Clover Hill	
	All Saints No. 1 (KA)	
Desborough	All Saints No.3 (KC)	
Desboro Loatland No.1 (KS)	All Saints No. 4 (KD)	
Desboro Loatland No. 2 (KT)	All Saints No. 6 (KF)	
Desboro St Giles No.1(KU)	Brambleside No.1 (KM)	
Desboro St Giles No. 2 (KV)	Brambleside No.2 (KN)	
Braybrooke (MA)	All Saints No.2 (KB)	
Dingley(MB)		
Brampton Ash (LZ)		
Wilbarston Wilbarston Ward (MI)		
Stoke Albany (ME)		
Ashley (LY)		
Sutton Bassett (MF)		
Weston-by-Welland (MG)		

Appendix 'C' - Summary of Housing Property Developments planned for the review area in the next five years

Kettering Town Wards

Ward	2019/20	2020/2021	2021/2022	2022/2023	2023/2024	Total
All Saints	42	65	23	0	0	130
Avondale Grange	1	0	0	0	0	1
Brambleside	5	4	0	0	0	9
Ise Lodge *	4	3	0	0	0	7
Northfield	3	14	0	0	0	17
Pipers Hill	0	2	0	0	0	2
St Michaels & Wicksteed	14	0	40	10	10	74
St Peters	76	95	140	121	96	528
William Knibb	29	23	41	36	0	129
Totals	174	206	244	167	106	897

East Kettering

Site	2019/20	2020/2021	2021/2022	2022/2023	2023/2024	Total
East Kettering	119	328	384	371	327	1529

Wards adjacent to the Town of Kettering

Ward	2019/20	2020/2021	2021/2022	2022/2023	2023/2024	Total
Barton*	0	3	30	30	0	63
Queen Eleanor & Buccleuch*	4	3	0	0	0	7
Rothwell	5	27	0	0	0	32
Slade	55	104	105	100	100	464
Welland	0	0	16	17	0	33
Totals	64	137	151	117	100	569

Annual and 5 year Totals of the above Tables

2019/20	2020/2021	2021/2022	2022/2023	2023/2024	Total
357	671	779	655	533	2995

NB: *Excludes East Kettering Site figures

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