

Public Document Pack



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE ELECTORAL MATTERS COMMITTEE

MONDAY 19TH JANUARY 2026

AT 5.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors C.A. Hotham (Vice-Chairman), S. M. Evans, E. M. S. Gray, K.J. May, S. T. Nock, J. Robinson and K. Taylor

Please note: This agenda contains the same information as the agenda published for the postponed Electoral Matters Committee meeting due to be held on 8th January 2026. The reason for postponement of the meeting was due to inclement weather arising from Storm Goretti.

AGENDA

- 1. Election of a Chairman for the 2025/26 Municipal Year**
- 2. To receive apologies for absence and notification of substitutes**
- 3. Declarations of Interest**

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

4. **To confirm the accuracy of the minutes of the meeting of the Electoral Matters Committee held on 7th November 2025 (Pages 5 - 10)**

5. **Community Governance Review - Finstall Parish (Pages 11 - 24)**

J. Leach
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

9th January 2026

If you have any queries on this Agenda please contact
Jo Gresham

Parkside, Market Street, Bromsgrove, B61 8DA

Tel: (01527) 64252 Ext: 3031

Email: joanne.gresham@bromsgroveandredditch.gov.uk

GUIDANCE ON FACE-TO-FACE MEETINGS

If you have any questions regarding the agenda or attached papers,
please do not hesitate to contact the officer named above.

Notes:

Although this is a public meeting, there are circumstances when Council
might have to move into closed session to consider exempt or
confidential information. For agenda items that are exempt, the public
are excluded.



INFORMATION FOR THE PUBLIC

Access to Information

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000 has further broadened these rights, and limited exemptions under the 1985 Act.

- You can inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council's Constitution, Scheme of Delegation.

You can access the following documents:

- Meeting Agendas
- Meeting Minutes
- The Council's Constitution

at www.bromsgrove.gov.uk

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE ELECTORAL MATTERS COMMITTEE

FRIDAY 7TH NOVEMBER 2025, AT 5.00 P.M.

PRESENT: Councillors S. Ammar (Chairman), C.A. Hotham (Vice-Chairman), S. M. Evans, E. M. S. Gray, K.J. May, S. T. Nock and J. Robinson

Officers: Mrs. C. Felton, Mr D. Whitney and Ms M. Bassett

16/25

ELECTION OF A CHAIRMAN FOR THE 2025/26 MUNICIPAL YEAR

As this was the first meeting of the municipal year the Electoral Services Manger asked for nominations for Chairman. Councillor S. Ammar was proposed by Councillor J. Robinson and seconded by Councillor S. Evans.

There being no further nominations, it was

RESOLVED that Councillor S. Ammar be appointed Chairman for the 2025/26 Municipal year.

17/25

ELECTION OF A VICE CHAIRMAN FOR THE 2025/26 MUNICIPAL YEAR

The Chairman requested nominations for the position of Vice Chairman for the 2025/26 municipal year. Councillor C. Hotham was nominated by Councillor J. Robinson and seconded by Councillor K. May.

RESOLVED that Councillor C. Hotham be appointed Vice Chairman of the Electoral Matters Committee for the 2025/26 Municipal year.

18/25

TO RECEIVE APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence, but it was noted that Councillor E. Gray would be arriving late.

19/25

DECLARATIONS OF INTEREST

Councillor S. Evans declared another disclosable interest in respect of Minute Item No. 5: Local Government Reorganisation - regarding Fininstall Parish in respect of his role as County Councillor.

Councillors K. May and S. T. Nock declared other disclosable interests in respect of Minute Item No. 5: Local Government Reorganisation - in respect of their roles as Parish Councillors at Belbroughton Parish Council.

20/25

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE ELECTORAL MATTERS COMMITTEE HELD ON 22ND NOVEMBER 2024

The minutes of the meeting held on 22nd November 2024 were submitted for Members' consideration.

RESOLVED that the minutes of the meeting of the Committee held on 22nd November 2024 be approved as a correct record.

21/25

LOCAL GOVERNMENT REORGANISATION: IMPLICATIONS FOR LOCAL GOVERNANCE IN BROMSGROVE - REPORT AND PRESENTATION

The Senior Electoral Services Officer gave a presentation on implications for Local Governance in Bromsgrove due to Local Government Reorganisation. This began with touchstones on reviewing Local Governance. The presentation was based around three strands of Local Governance at its lowest level: Neighbourhood Area Committees, Parish and Town Councils and Charter Trustees.

Starting with Neighbourhood Area Committees, an explanation was given on what they were and how they worked. A couple of recent examples (Sheffield City Council and Wiltshire Council) of Area Committees were cited with some detail on how these were working in practice.

Members discussed the merits of Neighbourhood Area Committees and asked specifically about funding, powers and the make up of them. It was noted that the Committees were made up from relevant Members of the Local Authority, received funding to spend in their area, which was defined, like the scope, by the Authority.

(During the presentation at 5.25pm Councillor E. Gray joined the meeting.)

The Senior Electoral Services Officer progressed to Parish and Town Councils and how Community Governance Reviews (CGRs) would be

Agenda Item 4

Electoral Matters Committee
7th November 2025

required to create new parishes in unparished areas. It was also explained that new parishes might affect existing parishes in trying to parish, for example, Bromsgrove Town.

There was a general discussion on CGRs where it was confirmed that this could happen at any time and a future unitary authority might wish to carry out a CGR.

A Member asked why this was being looked into at this point in time. It was explained that Local Governance needed to be considered to feed into the Local Government Reorganisation report for the extraordinary Council meeting scheduled to take place on 19th November 2025.

The final part of the presentation covered "Charter Trustees" which could be appointed in unparished areas. The trustees would enable the continuation of civic and ceremonial traditions of unparished areas within the current district including the town of Bromsgrove.

The charter trustees would be the elected members of the authority for that area and if in the future a town or parish council was created, any civic regalia would be transferred to that council.

The Senior Electoral Services Officer concluded the presentation and stated that officers would recommend option two in the recommendations to further explore appointing charter trustees for unparished areas.

The Chairman then opened the meeting up for general discussion.

The discussion started in relation to charter trustees and specifically what would be handed over, what areas would have them and how much they would cost.

It was explained that further investigation would be required but was noted that all the unparished areas would need to be considered and that charter trustees would have a small budget to cover office/administrative costs.

Committee members discussed charter trustees for Bromsgrove town and the potential creation of a town council for Bromsgrove. Some members were torn between the two. Officers reminded the meeting that a CGR would really need to consider areas that were already parished that could be considered part of Bromsgrove town.

Agenda Item 4

Electoral Matters Committee
7th November 2025

It was further noted that if a full CGR of the Bromsgrove area was requested, this would have to start almost immediately to be completed before the new Unitary Council was vested.

There was a further discussion on the impact of asset transfer to parishes and how that would work in practice. It was confirmed that the principal council and the parish needed to be in agreement on transfer of assets.

Some members of the Committee were leaning towards a CGR for the Bromsgrove area but were concerned about the operational constraints of holding a CGR in the coming months. Officers confirmed that a CGR could be held at a future date (including at request via a petition or by the new Unitary Council).

After summing up, members decided to explore option two of the recommendations on the proviso that a report come back to the Committee. This was proposed by Councillor K. May and seconded by Councillor S. Nock.

Members were reminded that the Committee had already agreed a CGR for Finstall Parish and as the Electoral Review for Bromsgrove had been halted, the CGR should now go ahead as per recommendation one.

Recommendation two in the report covered the request to make a submission to the Local Government Boundary Commission for England to re-align the ward and parish boundaries due to a discrepancy which came about from a CGR in 2014/15. Although no electors were currently affected this would ensure alignment if future development occurred. Recommendations one and two were proposed by Councillor J. Robinson and seconded by Councillor C. Hotham.

All members were in agreement, and it was:

RESOLVED that

- 1) A Community Governance Review be undertaken for Finstall parish.
- 2) A submission be made for a Related Alteration for the Hagley East, Hagley West and Belbroughton and Romsley wards to the Local Government Boundary Commission for England.

and **RECOMMENDED** that

Agenda Item 4

Electoral Matters Committee
7th November 2025

- 3) officers be instructed to explore in more detail the option of appointing “Charter Trustees” for the District and that a further report, including costings and a timetable for appointing Charter Trustees, be presented to the Committee and to Council in due course.

22/25

TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE ASSISTANT DIRECTOR OF LEGAL, DEMOCRATIC AND PROCUREMENT SERVICES PRIOR TO THE COMMENCEMENT OF THE MEETING AND WHICH THE CHAIRMAN CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING

There was no urgent business to consider on this occasion.

The meeting closed at 6.19 p.m.

Chairman

This page is intentionally left blank

Electoral Matters Committee 8 January 2026

Community Governance Review – Finstall Parish

Relevant Portfolio Holder		Councillor May, Leader of the Council and Cabinet Member for Strategic Partnerships, Economic Development and Enabling
Portfolio Holder Consulted		Yes
Relevant Assistant Director		Claire Felton, Assistant Director of Legal, Democratic and Procurement Services
Report Author	Job Title: Electoral Services Manager, Darren Whitney Contact email: darren.whitney@bromsgroveandredditch.gov.uk Contact Tel: 01527 881650	
Wards Affected		Tardebigge
Ward Councillor(s) consulted		Yes
Relevant Strategic Purpose(s)		N/A
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

Members are asked to RESOLVE

- 1) To agree the Terms of Reference, with any amendments, for the Community Governance Review (appendix 1);**
- 2) To delegate authority to the Chief Executive, in consultation with Members of the Committee, to make minor amendments to the Terms of Reference, including the timetable for the review, if required.**

2. BACKGROUND

- 2.1 The report sets out Terms of Reference including a timetable for a Community Governance Review in Finstall Parish.
- 2.2 Finstall Parish Council asked Bromsgrove District Council if they will review the parish boundaries of Finstall Parish.

Electoral Matters Committee 8 January 2026

- 2.3 Officers met with the clerk and members of the parish council in January 2024 to discuss a potential CGR.
- 2.4 At it's meeting on the 6 February 2024 the parish council agreed to the following suggestions in regard to boundary changes:
- a) Field View House: to support re-drawing of the parish boundary so that it runs alongside the railway line to the south of Field View House, thereby placing Field View House to the north of the parish boundary and to support the same for the district and county boundaries.
 - b) Rutherford Road area (otherwise known as Hazelcroft): to seek to move the parish boundary northwards to run alongside the railway line, to incorporate Hazelcroft within Fininstall parish.

3. OPERATIONAL ISSUES

- 3.1 The first change relates to an area in Tardebigge Ward, this would mean a recommendation to change the ward boundary in the current Local Government Boundary Commission for England (LGBCE) review for Bromsgrove.

The change affects 22 electors who have no contact with the rest of Fininstall Parish.

- 3.2 The second change relates to a whole polling district (TAE – Gambolds) which already sits within the Tardebigge Ward. The area is currently unparished so would just be a matter of moving the parish boundary to incorporate that polling district.
- 3.3 Electoral Matters Committee agreed the request to hold a CGR at the meeting held 23 February 2024 (minute 22/23).
- 3.4 The CGR was put on hold due to the LGBCE Bromsgrove review, which itself was put on hold due to Local Government Reorganisation. In light of this the LGBCE confirmed that a CGR could go ahead.
- 3.5 The decision to go ahead with the CGR for Fininstall was made at the Electoral Committee's meeting held on 7 December 2025.
- 3.6 Officers are asking that the Committee confirms Terms of Reference including the timetable. The Committee is also asked to decide what form of consultation is applicable for this CGR.

Electoral Matters Committee 8 January 2026

4. FINANCIAL IMPLICATIONS

- 4.1 Subject to the Committee's final decisions, there may be some minor financial implications for a consultation exercise which would be found within existing budgets.

5. LEGAL IMPLICATIONS

- 5.1 A CGR must be undertaken in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 (Part 4) and the associated Dept. of Communities and Local Government (DCLG) Guidance on Community Governance Reviews, the Local Government (Parishes and Parish Councils) Regulations 2008 and the Local Government Act 1972 (as amended). The authority must have regard to the guidance issued by the Secretary of State (s100 (4) of the 2007 Act) and must give consideration to the views of local people in reaching its decision.

- 5.2 The Terms of Reference of the Review are set out in Appendix 1.

- 5.3 Section 93 of the 2007 Act sets out the council's duties in undertaking a community governance review. In relation to deciding what recommendations to make, it provides that the council must 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.

Section 93 (6) provides that the council must "take into account" any representations received in connection with the review as one element of these considerations.

- 5.4 Section 2 of the Local Democracy, Economic Development and Construction Act 2009 states that there is a duty on principal councils to promote understanding among local people, which extends to parish councils.

6. OTHER IMPLICATIONS

Local Government Reorganisation

Electoral Matters Committee 8 January 2026

- 6.1 The change in in paragraph 2.4 a) would mean moving the parish, district and divisional boundaries which would mean a more sensible electoral boundary if and when it becomes part of a new Unitary Council.

Relevant Council Priority

- 6.2 Work on CGRs supports all of the Council's current priorities.

Climate Change Implications

- 6.3 There are no direct climate change implications arising from this report.

Equalities and Diversity Implications

- 6.4 In conducting a review the Council will ensure that electoral equality is taken into consideration.

7. RISK MANAGEMENT

- 7.1 It would be beneficial that the CGR be completed in 2026 so that the changes, if any, can be introduced at the May elections in 2027.
- 7.2 Amendments to the timetable for the review may have to made due to Local Government Reorganisation in that event it would be requested that authority be delegated to the Chief Executive in consultation with members of the Committee to make minor changes to the Terms of Reference, including the timetable. Any such changes would be publicised.
- 7.3 There are risks linked to public engagement. A CGR requires extensive consultation, which may create expectations that changes will be made.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1: Terms of Reference

Background papers:

- DCLG Guidance
- Relevant Statutory provisions

Electoral Matters Committee 8 January 2026

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder		
Lead Director / Assistant Director		
Financial Services		
Legal Services		

This page is intentionally left blank

TERMS OF REFERENCE **Agenda Item 5**
COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY
CHANGES OF FINSTALL PARISH

Bromsgrove District Council

Terms of Reference

COMMUNITY GOVERNANCE REVIEW FOR PROPOSED
BOUNDARY CHANGES OF FINSTALL PARISH



Bromsgrove
District Council

www.bromsgrove.gov.uk

Darren Whitney
Date of Publication – XXXXXX

Agenda Item 5

TERMS OF REFERENCE COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

Introduction

Bromsgrove District Council received a request from Finstall Parish Council to change the parish boundary. The Electoral Matters Committee of the Council agreed, at its meeting held 23 February 2024, that a Community Governance Review (CGR) be carried out pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 to consider the following Parish matter:

“The following boundary changes be made to the Parish:

- a) Field View House: re-drawing of the parish boundary so that it runs alongside the railway line to the south of Field View House, thereby placing Field View House to the north of the parish boundary.
- b) Rutherford Road area (otherwise known as Hazelcroft): to seek to move the parish boundary northwards to run alongside the railway line, to incorporate Hazelcroft within Finstall parish.”

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act); the relevant parts of the Local Government Act 1972; Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and Local Government Boundary Commission for England (LGBCE) in March 2010; and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI2008/626).

What is a Community Governance Review?

A CGR is a review of the whole or part of the Council area to consider one or more of the following:

- Creating, merging, altering or in extreme cases abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes, such as the ordinary year of election, council size, number of councillors to be elected to the council and parish warding
- Grouping parishes under a common parish council or de-grouping parishes

The Council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Is effective and convenient

In doing so the Review is required to take into account:

- The impact of existing community governance arrangements on community cohesion; and
- The size, population and boundaries of any local community or proposed parish or town Council

Agenda Item 5

TERMS OF REFERENCE COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

The government has emphasised that recommendations made in Community Governance Reviews ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more efficient delivery of local services.

What does a Parish Council do?

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

Why is the Council undertaking the Review?

The Parish Council requested that the District Council review boundaries of the Parish where the railway line cuts the parish (which affects 21 electors) and the aggregation of an unparished area that is within the same District Ward as the Parish. This is the whole of the TAE Polling District which contains 709 electors.

Who undertakes the review?

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

The Council’s Electoral Matters Committee is responsible for overseeing this process but officers will produce draft and final recommendations for consideration before a Community Governance Order is made.

This Community Governance Review will consider:-

- The Parish Council based on any boundary changes that it may decide to make.
- The number of members for the Parish Council and if any warding is necessary.

The Community Governance Review will not consider:-

- Changes to any other electoral areas including wards or divisions within the Principal Council Area (Bromsgrove District Council). These must be done through the Local Government Boundary Commission for England.

Consultation

The Act requires the Council to

- Consult the local government electors for the area under review.
- Consult any other person or body who appears to have an interest in the review.

Agenda Item 5

TERMS OF REFERENCE COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

The Council will have regard to Guidance on Community Governance Reviews issued by the Department of Communities and Local Government which aims to ensure that:-

- Electors should be able to identify clearly with the parish in which they are resident. The guidance states that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.
- Parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity; the feeling of local community and the wishes of local inhabitants are primary considerations in a Review.
- A careful balance to the considerations of changes that have happened over time, through population shifts or additional development for example, and that have led to a different community identity with historic traditions in its area.
- Boundaries to parishes should be and likely to remain easily identifiable.

Two consultation stages will be held, and a full consultation document will be produced for each stage. The documents will be available electronically, being published on a dedicated page on the Bromsgrove District Council website.

All consultation responses will be logged and reported back to the Electoral Matters Committee for consideration. Names and addresses of individual respondents will not be included in the central log for data protection purposes.

Representations may also be made in writing (either in the form of email or letter) to Bromsgrove District Council.

Responses received from parish councils/residents groups will be highlighted as such, and will be assumed to be an official response on behalf of the whole parish council/residents group.

Bromsgrove District 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 Community Governance Review are informed of the recommendations and the reasons behind them. All representations will be available for public inspection (any personal information will be redacted).

The Council will notify any persons or bodies who have made written representations of the outcome of the review at all stages (where requested) and full details of any recommendations will be available on the Bromsgrove District Council website.

TERMS OF REFERENCE Agenda Item 5

COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

How to Respond to this Review

Representations in response to this review should be submitted within the specified timescales detailed below either by letter or email to:

Finstall Parish Community Governance Review
 Electoral Services Manager
 C/O Town Hall
 Walter Stranz Square
 Redditch
 B98 8AH

Email elections@bromsgroveandredditch.gov.uk Tel: 01527 881 421
 Website **TBC**

A timetable for the Community Governance Review

Stage	What happens?	Timescales
Commencement	Terms of Reference are published	2 February 2026
Preliminary stage	Promotion of public consultation	2 to 12 February 2026
Stage one	Initial Submissions are invited	16 February to 17 April 2026
Stage two	Consideration of submissions received – Draft Recommendations are prepared	17 April to 12 June 2026
Stage three	Draft Recommendations are published. Public response invited	15 June to 1 October 2026
Stage four	Considerations of submissions received – final recommendations are prepared	2 October to 2 November 2026
Stage five	Final recommendations are published – concluding review	9 November 2026
Stage six	Electoral Matters Committee resolves to make a Reorganisation Order	Mid November 2026
Stage seven	Report outcome to Full Council	2 December 2026

Considerations

Agenda Item 5

TERMS OF REFERENCE COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

The final recommendations for this review may include:

- Boundary changes to the Parish Council.
 - Warding of the Parish
 - Future electoral arrangements of Parish.
 - Future number of Councillors for each Parish Council Ward.
 - Implementation of any Orders as a result of the Review and arrangements for when the Order comes into force.
 - Any other matter not mentioned here that arises during the consultation period.
-

Glossary of Terms and explanation of guidance covering this review

What does 'Electoral Arrangements' mean?

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

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward;
- The name of any such ward

Ordinary year of election

The Local Government Act 1972 states that ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter. The Government has indicated that it would want the parish council electoral cycle to coincide with the cycle for the district council, so that the costs of elections can be shared. However, any changes which form part of the final recommendation where Council seats are re-distributed, it is possible to reduce the existing term of office to allow mid-term elections and revert thereafter to the 4 year cycle. Any costs associated with mid-term elections are wholly attributable to the Parish Council. It is not thought there would be any change to the ordinary year of election.

What considerations cover the number of parish councillors?

The number of parish councillors for each parish council shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors.

In its survey, the Aston Business School found that the levels of representation varied and these are included in the following table.

Agenda Item 5

TERMS OF REFERENCE COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

Electors	Councillors
Less than 500	5 – 8
501 – 2,000	6 – 12
2,501 – 10,000	9 – 16
10,001 – 20,000	13 – 27
Greater than 20,000	13 - 31

The National Association of Local Councils has also issued the following guidelines:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	25,000	25
9,000	16		

The Government's guidance is that 'each area should be considered on its own merits, having regard to its population geography and pattern of communities', and therefore the Council is prepared to pay particular attention to existing levels of representation, the broad pattern of existing council sizes which have stood the test of time and the take-up of seats at elections in its consideration of this matter. The Government makes the point 'that the conduct of parish council business does not usually require a large body of councillors'.

By law, the Council must have regard to the following factors when considering the number of councillors to be elected for the parish:

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

Naming of a Parish

In the naming of a parish, the Council will be mindful of existing local or historic place names, and there will be a presumption in favour of names proposed by local interested parties.

Reorganisation of Community Governance Orders and Commencement

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) that show the effects of the order in

TERMS OF REFERENCE **Agenda Item 5**

COMMUNITY GOVERNANCE REVIEW FOR PROPOSED BOUNDARY CHANGES OF FINSTALL PARISH

detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the locations listed at the end of this document.

In accordance with the guidance issued by the government, the Council will issue maps to illustrate each recommendation at a scale. These maps will be deposited with the Secretary of State and at the Council Offices. Prints will also be supplied, in accordance with regulations to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.

Any new electoral arrangements will come into force at the next ordinary elections to the council which are scheduled to be held in May 2027. However, it is possible to reduce the existing term of office to allow mid-term elections and revert thereafter to the 4 year cycle. Any costs associated with mid-term elections are wholly attributable to the Parish Council.

Consequential Matters

General Principles

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

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

How to contact us

Should you require any further information or need clarification on the review process, please contact:

Darren Whitney
Electoral Services Manager
Telephone: 01527 881650
Email: darren.whitney@bromsgroveandredditch.gov.uk

Date of Publication

February 2026