

**GOVERNANCE COMMITTEE**  
**10 July 2014 at 7.00 pm**

Further to the recent despatch of agenda and papers for the above meeting, please find an item which the Chairman has agreed to take as an urgent matter:

Reason for Urgency:

Unfortunately the report was missed from publication with the main agenda. The report needs to be considered at this meeting in line with the agreed timetable at the meeting of the Governance Committee on 13 March 2014, so that a decision can be made at Full Council on 22 July 2014 and the Council's draft proposals can be published by the end of July. These deadlines must be kept in order for any changes to parish arrangements to take effect at the publication of the register of electors by 1 December 2014 and at next May's local elections.

**7. Community Governance Review (Pages 1 - 20)**

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

This page is intentionally left blank

**COMMUNITY GOVERNANCE REVIEW**

**Governance Committee – 10 July 2014**

Report of Chief Officer for Legal and Governance

Status: For Decision

Also considered by: Council - 22 July 2014

Key Decision: No

---

**Portfolio Holder** Cllr. Fleming

**Contact Officer(s)** Ian Bigwood, Ext. 7242

---

**Recommendation to Governance committee:**

- (a) that a recommendation be made to Council for the creation of a new Romney Street Ward in the Parish of Shoreham;
- (b) that a recommendation be made to Council for the number of parish councillors for the Romney Street Ward, the Shoreham Ward and The Well Hill Hundreds Ward of the Parish of Shoreham to be 1, 6 and 1 respectively; and
- (c) that a recommendation be made to Council for the boundary between the parishes of Chevening and Sevenoaks Weald to be amended in the vicinity of Bowzell Green.

**Recommendation to Council:**

- (a) that a Romney Street Ward be created in the Parish of Shoreham;
- (b) that the number of parish councillors for the Romney Street Ward, the Shoreham Ward and The Well Hill Hundreds Ward of the Parish of Shoreham be 1, 6 and 1 respectively; and
- (c) that the boundary between the parishes of Chevening and Sevenoaks Weald be amended in the vicinity of Bowzell Green.

---

**Reason for recommendation:** representations have been received from Shoreham Parish Council to create a new Ward of the Parish and from Chevening Parish Council to amend its boundary.

---

# Agenda Item 7

## Introduction and Background

### Introduction

- 1 District Councils are required to keep parish council governance under constant review. Representations have been received from the parish councils of Shoreham and Chevening.
- 2 Notwithstanding that a community governance review for the whole of the Sevenoaks District was carried out in 2012, the District Council undertook to carry out a review in response to these requests.
- 3 Households in the existing Shoreham and The Well Hill Hundreds Wards of the Parish of Shoreham were written to (see Appendix A) in early April and invited to make representations. Similarly, the 4 affected households in Bowzell Green were notified of the review. Relevant elected representatives and parish councils were also informed. The consultation period ended on 30 May.

### Shoreham Parish Council Proposal

- 4 The Shoreham Parish Council proposal to create an additional ward for Romney Street (a preferred name to East Hill, which is the name of an adjacent parish ward in the Parish of West Kingsdown) is at Appendix B and a map showing the proposed boundary is at Appendix C.
- 5 Support for this proposal comes from the occupants of 2 Boakes Meadow, Shoreham and from District Councillor Lowe as follows:

*As one of the local District Council members for Otford & Shoreham and a local resident of East Hill - I fully support the proposed warding of the area to be known as Romney Street. This part of Shoreham often gets forgotten and having our own parish councillor dedicated to our ward will make sure we have a voice. With the spilt of Shoreham into two - this is an ideal opportunity to ward 'Romney Street' and the Fox and Hounds would make a great polling station.*

- 6 A further representation has been received from Mr Phil Hobson (Appendix D), a resident of the Well Hill Hundreds Ward. Whilst Mr Hobson approves the creation of a Romney Street Ward, he proposes that the number of councillors for the parish as a whole should be 5 (1 member for Romney Street, 3 for Shoreham and 1 for The Well Hill Hundreds) and that the name of the authority should be Shoreham Community Council.
- 7 The minimum number of councillors for a parish council is 5. In the Sevenoaks District Council area, only Fawkham Parish Council (447 electors) and the newly created (2015) Badgers Mount Parish Council (525 electors) have 5 members. Whilst the membership of each parish council should be determined on its own merits, some consideration should be given to the pattern of representation across the District Council area and Shoreham Parish Council's wish for 8 members representing 1,013 electors better fits that pattern. Furthermore, at the community governance review of 2012, the District Council approved 8 members for Shoreham Parish Council with effect from 2015 (7 members for the Shoreham Ward and 1 member for The Well Hill Hundreds Ward).

- 8 On the basis of 8 members for Shoreham Parish, the Parish Council proposes 1 member each for the Romney Street and The Well Hill Hundreds Wards and 6 members for Shoreham Ward. The numerical entitlement of each proposed parish ward is as follows:

Romney Street	1.17 members
Shoreham	5.27 members
The Well Hill Hundreds	1.56 members

There is no set formula for determining the number of members for wards of parishes but consideration has to be given to the number of electors members represent. Shoreham Parish Council's preferred option is only slightly at variance with the numerical entitlement.

- 9 Mr Hobson also suggests a name of Shoreham Community Council for the authority. Whilst it may be that some confusion can occur in the public mind between civil parishes and ecclesiastic parishes, all parishes in the Sevenoaks District Council area have a parish or town council; it may be more confusing to have the one exception of a community council.

### **Recommendation**

- 10 Shoreham Parish Council proposes a new parish ward of Romney Street which has the backing of those responding to the consultation, including a local member. The proposal for 8 members for the Parish Council as a whole has been approved by the District Council at the 2012 review. Whilst the distribution of members to wards proposed by the Parish Council is not a perfect member/elector ratio, it is an acceptable variance. Retaining the name of Shoreham Parish Council maintains the uniformity of description throughout the District Council area. It is recommended therefore that the Parish Council's proposals be adopted.

### **Chevening Parish Council Proposal**

- 11 The occupants of four properties in the Bowzell Green area have suggested they transfer from Chevening Parish into Sevenoaks Weald Parish as they have a greater affinity with the Weald community. Both Chevening Parish Council and Sevenoaks Weald Parish Council support the proposal (Appendix E). The proposed new boundary is shown at Appendix F.
- 12 No further representations have been received during the consultation period.

### **Recommendation**

- 13 This is a minor proposal from a handful of residents which has the support of the two parish councils involved. It is recommended therefore that the boundary between Chevening and Sevenoaks Weald Parishes be amended in accordance with the map at Appendix F.

The consequential change to the Brasted, Chevening & Sundridge and Seal & Weald Wards of the District Council will be dealt with by The Boundary Commission to come into effect at the joint District Council and Parish Councils elections on 7 May 2015.

# Agenda Item 7

## **Key Implications**

### Financial

There are no cost implications for the District Council in conducting a community governance review apart from staff resources.

### Legal Implications and Risk Assessment Statement.

District Councils are required to keep parish council governance under review. There is an opportunity to review these two matters before the next scheduled parish council elections.

### Equality Impacts

Part of the purpose of the LGPIH is to ensure that from time to time a review of boundaries is undertaken to bring about better local democracy and fair representation within communities. The review therefore has a positive contribution of promoting equality.

## **Conclusions**

The proposals emanating from Shoreham Parish Council and from residents of Bowzell Green have merit and support. The next stage of this review is for the District Council to publish its recommendations in the form of draft proposals by the end of July 2014 (in accordance with the Terms of Reference agreed previously). A consultation period will follow and the Governance Committee will consider any representations at its September meeting. The effective date of any changes to parish boundaries and electoral arrangements will be 7 May 2015.

## **Appendices**

Appendix A – Letter to households in Shoreham and The Well Hill Hundreds Wards of the Parish of Shoreham

Appendix B – Shoreham Parish Council proposal

Appendix C – Proposed boundary of Romney Street Ward

Appendix D – Representation from Mr Phil Hobson

Appendix E - Bowzell Green proposal

Appendix F – Bowzell Green map

## **Background Papers:**

[Local Government and Public Involvement in Health Act 2007](#)

[Guidance on community governance reviews \(published jointly by the Department for Communities and Local Government and the](#)

[Electoral Commission\) – April 2008](#)

**Christine Nuttall**  
**Chief Officer for Legal and Governance**

This page is intentionally left blank



The Occupiers

«ADDRESS1»

«ADDRESS2»

«ADDRESS3»

«ADDRESS4»

«ADDRESS5»

«PCODE»

Direct line: 01732 227242

Ask for: Ian Bigwood

Your ref:

My ref: IPB/BR5

Date: April 2014

Dear Occupants

### **Community Governance Review – Shoreham Parish**

Presently, the Parish of Shoreham is divided into three parish wards (Badgers Mount, Shoreham and The Well Hill Hundreds) with separate councillor representation on the Parish Council. Following the community governance review of 2011/12, Badgers Mount will become a parish in its own right with effect from the local elections in May 2015.

Shoreham Parish Council has made representations to Sevenoaks District Council to create a new parish ward of Romney Street, an area to the east of the green line shown on the map overleaf, containing 97 properties and 159 electors. The proposal also suggests that eight parish councillors should serve on the Parish Council as follows:

- Romney Street Ward – one parish councillor
- Shoreham Ward – six parish councillors
- The Well Hill Hundreds Ward - one parish councillor

The District Council has decided to conduct a community governance review and would be pleased to receive comments on this proposal by Friday, 30<sup>th</sup> May 2014. You can write to me at the address at the foot of the page or e-mail [elreg@sevenoaks.gov.uk](mailto:elreg@sevenoaks.gov.uk) For more information on the review process please visit the District Council's website [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk) and navigate to Council and democracy/Elections and voting/Community Governance Review 2014. Any changes to parish arrangements will take effect at the next full parish council elections on 7th May 2015.

Yours faithfully

Ian Bigwood

Electoral Services Manager

Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG

This page is intentionally left blank

# Shoreham Parish Council

Agenda Item 7



Badgers Mount Shoreham Well Hill

Mr I Bigwood  
Electoral Services Manager  
Sevenoaks District Council  
Council Offices  
Argyle Road  
Sevenoaks Kent TN13 1HG

2 October 2013

Dear Mr Bigwood

Re: Shoreham Parish Council

Shoreham Parish Council would like Sevenoaks District Council to consider making East Hill a separate ward within the Parish.

At present, the Parish consists of Badgers Mount, Well Hill, Shoreham Village and East Hill. Badgers Mount will be splitting off to form a separate Parish. Well Hill is already a separate ward. Shoreham Village and East Hill form the other ward.

East Hill is similar to Well Hill in both size and that it is separate from the village of Shoreham. It is a hamlet of houses with no meeting rooms or social areas. There is one pub and a church nearby. There is no Residents Association. Shoreham Parish Council is very concerned that East Hill and Romney Street is somewhat isolated and to be designated as a ward with a Parish Councillor to represent the residents would be beneficial. District Councillor M Lowe has also indicated that she would support the proposal.

The Parish Council has sent out an additional newsletter at East Hill asking for the opinions of residents to this change and also attended a local fete to enable Parish Councillors to speak to local residents about the possibility of becoming a separate ward. The only responses that have been received have been positive.

The eastern boundary of the new ward is suggested to follow the footpath from Upper Austen Lodge to the area between Magpie Bottom and Fackenden Lane.

The number of Parish Councillors for the new Shoreham Parish would be as follows:  
6 Parish Councillors for Shoreham Ward, 1 Parish Councillor for Well Hill Ward and 1 Parish Councillor for East Hill Ward – 8 in total.

The Polling Station for East Hill Ward is proposed to be the Fox and Hounds Public House in Romney Street.

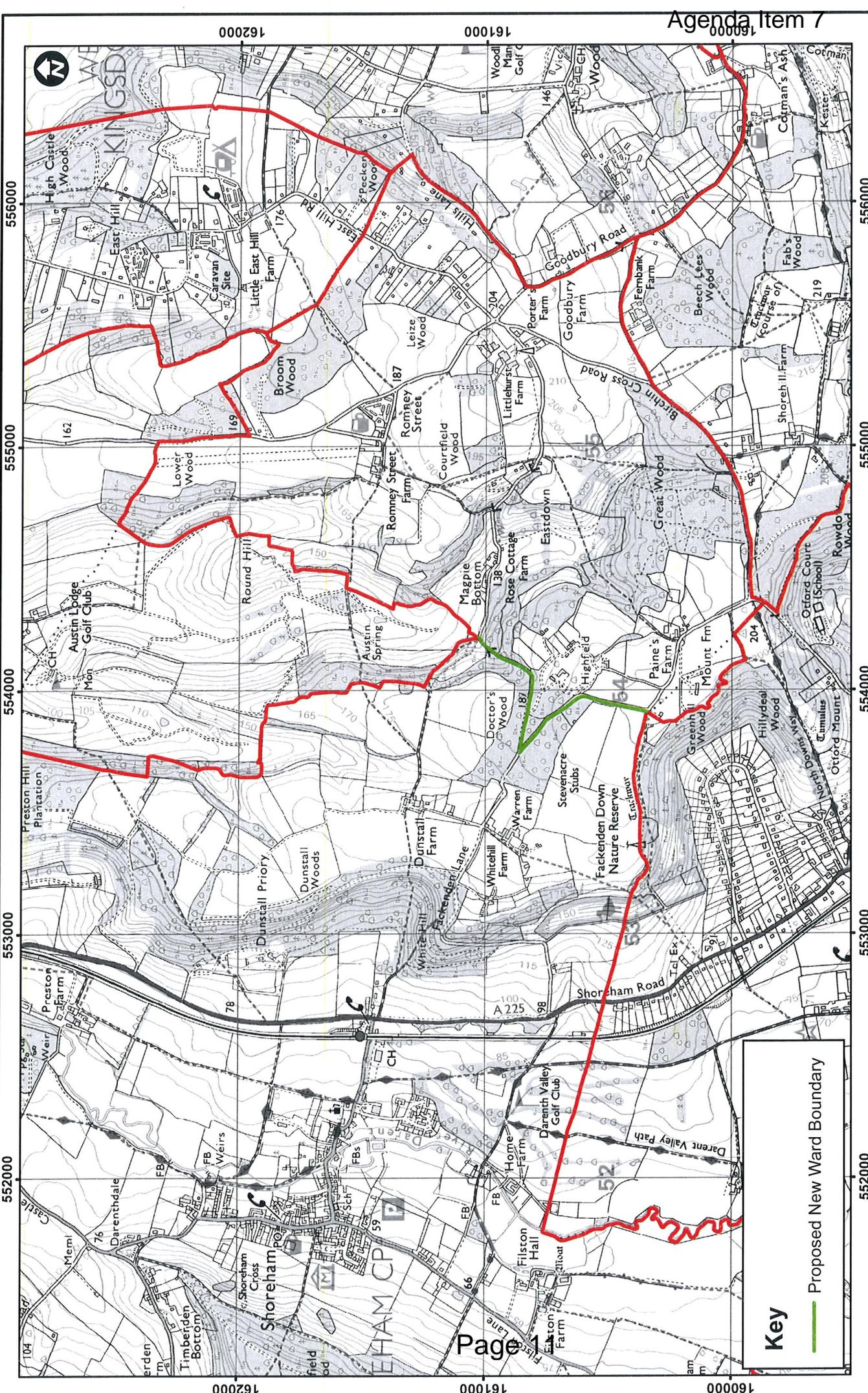
Shoreham Parish Council would appreciate it if this proposal could be looked at favourably.

Yours sincerely

Sharon Palmer  
Clerk to Shoreham Parish Council

**Clerk: Mrs S Palmer, 3 St Edith Court, Kemsing, Sevenoaks, Kent, TN15 6JQ**  
**Tel: 07912 611048, E-mail: [clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)**  
**[www.shoreham.org.uk](http://www.shoreham.org.uk)**

This page is intentionally left blank



**Key**

— Proposed New Ward Boundary



Romney Street Parish Ward

Scale: 1:20,000  
Date: February 2014

This map is based upon the Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Sevenoaks District Council, 100019283, 2014.

This page is intentionally left blank

**Ian Bigwood**

---

**From:** Ian Bigwood  
**Sent:** 30 May 2014 12:00  
**To:** Ian Bigwood  
**Subject:** FW: Shoreham Parish Community Governance Review

**Categories:** Orange Category

-----Original Message-----

**From:** Philip Hobson [REDACTED]  
**Sent:** 30 May 2014 00:32  
**To:** Electoral Registration  
**Subject:** Shoreham Parish Community Governance Review

Whilst I believe that creating a new parish ward of Romney Street would be in the best interests of Shoreham Parish, the proposed number of councillors (eight) by Shoreham Parish Council would be detrimental to local democracy. I would suggest a council with the following councillors:

- 1 Romney Street Ward
- 3 Shoreham Ward
- 1 The Well Hill Hundreds Ward

This would achieve a good equality of voters per councillors, and result in more effective and convenient delivery of local services.

I have been a councillor on Shoreham parish Council from December 2000 to August 2012 and for much of that time I was Chairman or Vice-Chairman and can see that the proposed Romney Street Ward has a different identity to Shoreham Village and may still have a more Otford or Kemsing focus due to the better road links to those village centres. Having its own ward may encourage the residents to play a more active role in Shoreham Parish Council.

I would not recommend having more than one councillor for the proposed Romney Street ward as it may be difficult to encourage candidates. To my knowledge, the last time a resident of the proposed Romney Street ward stood for election was in June 2000. I am not aware of any resident of the proposed Romney Street ward being co-opted to the council in the last 15 years.

Democracy is best when there is an election. It is even better when there is a poll. Unfortunately, the current Shoreham Ward with its six councillors does not have a good history of attracting sufficient candidates to result in a poll. Looking at the last 3 elections for the whole council - which are all the elections since the current Shoreham Ward was formed - the number of candidates for the six Shoreham Ward councillors were:

- 2003 - Five
- 2007 - Seven
- 2011 - Three

## Agenda Item 7

Only in 2007 was a poll necessary. In 2003 and 2011 councillors had to be co-opted onto the council. These figures would suggest that the current Shoreham Ward would need only three councillors to ensure that no councillors are co-opted at the start of a four-year term. The Quality Parish and Town Council scheme requires that at least two-thirds of councillors were elected. This is known as the Electoral mandate test. If it could be guaranteed that the Well Hill Ward would always have an elected member then the size of the whole council should not exceed six members as that would have resulted in the council just meeting the Electoral mandate test. However, despite Well Hill Ward having an elected member since the creation of the Well Hill Ward in 2003, the current ward member was co-opted to the council in 2013. This would suggest that the council size may need to be five in order to meet the Electoral mandate test - one member each for the Well Hill and Romney Street wards and three members for the Shoreham ward.

From information provided by Ian Bigwood on the 19th May, the electorates size of each proposed ward as at 17.02.14 were:

159 Romney Street  
211 Well Hill Hundreds  
713 Shoreham

Further calculations will be based on these facts.

The Electoral Commission's Guidance on community governance reviews states in paragraph 164 that "It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors.

The scheme suggested by Shoreham Parish Council would have 119 electors per new Shoreham Ward councillor and 211 electors for the Well Hill Ward councillor. This is a clear imbalance that is contrary to the Electoral Commission's Guidance.

It would be impracticable to equalise all wards due to their differing sizes. However, a council of Romney Street Ward – one parish councillor Shoreham Ward – three parish councillors The Well Hill Hundreds Ward - one parish councillor

would be a very good fit as, taking the parish as a whole, the number of electors per councillor is 217 and the number of electors per councillor in each ward is:

159 Romney Street Ward  
238 Shoreham Ward  
211 The Well Hill Hundreds Ward

Although Romney Street appears to be over represented, it is more difficult to keep in touch with a widespread community than a compact village and this anomaly should be ignored.

Shoreham Village benefits from a shop, village hall and several public houses. This makes it easy for elected councillors to meet residents and community engagement. Romney Street has a public house which gives some potential for community engagement. Well Hill has non of these regular meeting places. It may be prudent to consider two councillors for the Well Hill Ward to make the workload of the councillors more on a par with Shoreham Village.

I would also suggest that the name of the council be changed. To my knowledge there has been confusion in the use of the name Shoreham Parish Council. The ecclesiastical Shoreham Parish Council only covers a part of civil parish area. The current civil Shoreham Parish Council contains the whole of the ecclesiastical

## Agenda Item 7

Shoreham Parish Council and parts of the Chelsfield, Woodlands, Otford and Halstead ecclesiastical parishes. It may be difficult to find a name that encompasses the three wards of Shoreham Parish without the name being unwieldy long. A possible name could be Shoreham Community Council which is permitted for parish councils and would clearly differentiate it from the ecclesiastical parish.

### In Summary

=====

- 1 Create a new ward called Romney Street
- 2 The new council to have 5 members allocated as
  - 1 Romney Street Ward
  - 3 Shoreham Ward
  - 1 The Well Hill Hundreds Ward
- 3 Rename the council to Shoreham Community Council

This would achieve a council of a size that should meet the Electoral mandate test for Quality Parish Councils and have good local accountability.

Phil Hobson  
Well Hill Hundreds Ward of Shoreham Parish

This page is intentionally left blank

**Ian Bigwood**

---

**Subject:** FW: Boundary Changes - Chevening PC  
**Attachments:** Letter from parishioners.pdf; Parish Boundary Changes.pdf

---

**From:** Derek Johnson [mailto: [REDACTED]]  
**Sent:** 28 November 2013 12:28  
**To:** Christian Everett  
**Cc:** Howard Dilley  
**Subject:** Boundary Changes - Chevening PC

Christian

Following analysis of questionnaires received as part of the Parish Plan process, it was noted that three properties on the SE corner of the parish expressed a wish to transfer to Weald PC. ( Please see their letter dated 3<sup>rd</sup> May 2013, attached). The proposed boundary change would be along the unnamed road shown on the attached plan, between Bowzell Farm and Bushes Farm, with land to the south east of this line transferring to Weald Parish Council.

In fact, four properties would transfer. These are: Greenfields, Ash Cottage, Old House Farm and Bushes Farm.

The Chairman of both Chevening and Weald Parish Councils are supportive of this change, together with all Chevening PC members, recorded by way of draft Minute 156/13 of the November Meeting of the PC.

Please will you advise on the next steps to take this proposal forward. Many thanks.

Regards

**Derek Johnson**  
BSc CEng MICE

**Clerk to Chevening Parish Council**

Cherry Croft, Packhorse Road, Sevenoaks, Kent. TN13 2QP  
Tel: 07540 269181  
Email: [clerk@cheveningparishcouncil.gov.uk](mailto:clerk@cheveningparishcouncil.gov.uk)

Mailbox monitoring: Mondays and Tuesdays, 9-5pm and Thursdays 9 -12 noon. Please leave me a voicemail outside these hours for urgent matters. Thank you.

cc files ✓

To Howard Dilley  
Chairman of Chevening Parish Council  
c/o Derek Johnson  
Clerk to Chevening Parish Council



3<sup>rd</sup> May 2013

Dear Sir,

First we would like to congratulate all those involved in drawing up the Chevening Parish Plan. We understand and appreciate the time and effort required in putting together a document of this nature. From our perspective its publication has afforded us the opportunity and context to act upon a matter which for us has been the cause of considerable and longstanding disquiet.

According to page six of the Parish Plan we, the undersigned, are amongst the seventeen per cent of respondents who believe they are in the wrong parish. Our properties; Greenfields, Ash Cottage and Old House Farm, are nestled together along the east side of Bowzell Lane, otherwise referred to as Bushes Lane, at the far south-east extremity of Chevening Parish. We own our properties, in contrast to a number of others in the vicinity which are rented. In the main these *rented properties* belong to the Campbell estate, whose lands we understand may straddle a number of parishes.

Our homes are less than a mile away from the centre of Weald Village and we consider ourselves to be Weald parishioners in every respect. We support the village shop, the garage, the pub, the church and a number of the village societies. On the contrary, we feel completely remote from Chevening Parish with which we have no affinity or allegiance.

We would therefore request that, when considering boundary changes, our properties can be transferred from Chevening to Weald. This would allow our families to play a more active role in the community in which we live and would greatly increase our collective sense of belonging.

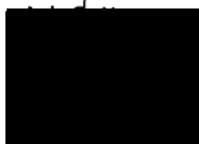
We trust the Parish Council will look favourably on this request and we look forward to hearing further in due course. Thank you in advance for your consideration.

Yours faithfully,

Louis and Eszther Nagy

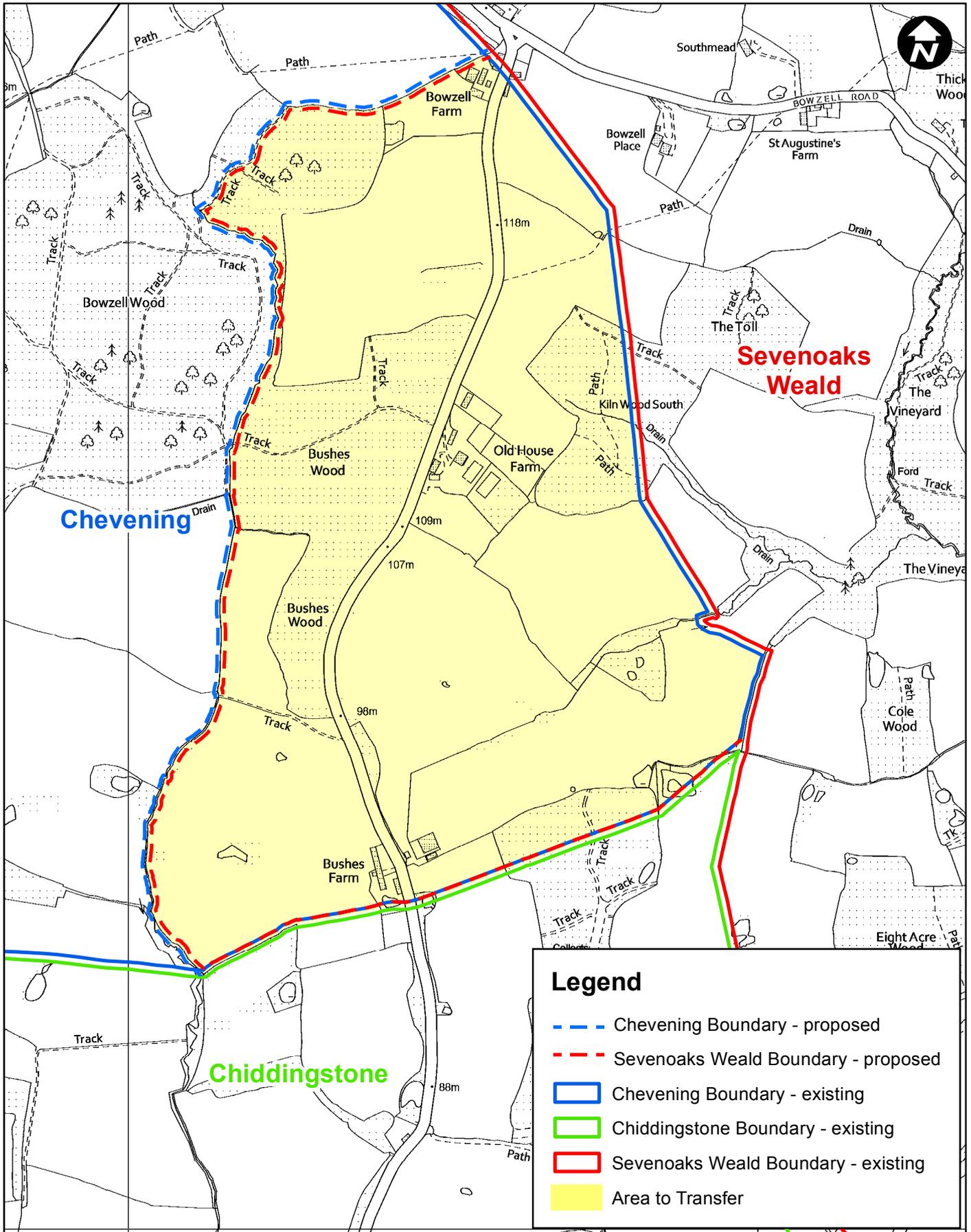


Jurriaan and Trudeke de Munck



Karen and Chris Long





This page is intentionally left blank