

Community Governance Review Establishment of a Parish Council for Rawdon

Information pack for Electoral Working Group
Tuesday 21 August 2012

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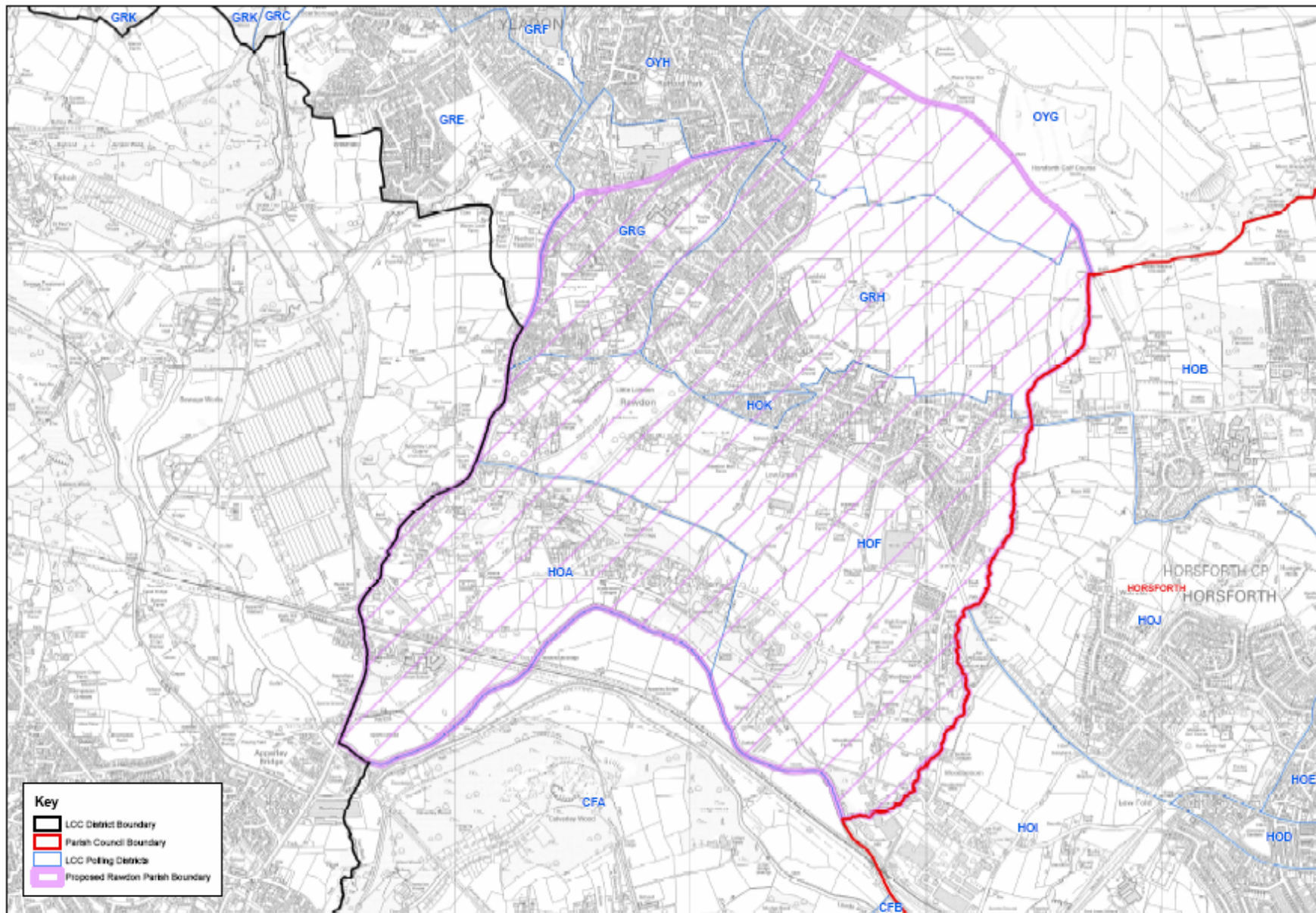
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Map of the proposed Rawdon Parish Council area



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Current arrangements relating to community engagement / representation

Organisation	Purpose
<p>Rawdon Billing Action Group</p> <p>Joan Roberts - Treasurer 27 Billing View LS19 6PR 0113 2509843 Joanroberts295@msn.com</p> <p>Diana Al- Saadi - Secretary 15 Billing View LS19 6PR` 0113 2100154 Diana.Al-Saadi@ntlworld.com</p> <p>Janet Bennett—Chairman</p>	<p>Opposing development and protecting greenbelt status on Rawdon Billing and associated land.</p>
<p>Leeds North West (Outer) Area Committee</p> <p>Jane Maxwell West North West Area Leader 0113 336 7858 jane.maxwell@leeds.gov.uk</p>	<p>Area Committees aim to improve the delivery and co-ordination of local council services and improve the quality of local decision making.</p> <p>Area Committees have a lot of influence. They make sure local concerns are taken into account in the development of major policies and strategies.</p> <p>Area Committees also make sure priorities are addressed through local partnership working arrangements, with senior officer groups from Leeds City Council collaborating with organisations such as the Primary Care Trust and the Police which sit under the umbrella organisation, the Leeds Initiative: http://www.leedsinitiative.org/</p> <p>The council has given specific responsibilities to the Area Committees known as Area Functions. These include:</p> <ul style="list-style-type: none"> • Area Well Being budgets – a budget to be spent on local priorities • Community centres • Neighbourhood wardens

	<ul style="list-style-type: none">• CCTV• Neighbourhood management co-ordination• Community engagement• Other areas where the Committees powers can exert influence but do not directly manage are:<ul style="list-style-type: none">• Community greenspace• PCSOs, neighbourhood policing teams and multi agency Crime & Grime operations• Environmental action teams• Street cleansing• Highways maintenance• Local children and young people plans• Health and wellbeing (including adult social care)• Conservation area reviews• Grounds maintenance• Area based regeneration schemes and Town & District Centre projects• Advertising on lampposts
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Developments

There are no proposed developments in the area of the proposed Rawdon Parish Council within the next five years..

Demographic information

The proposed Rawdon Parish Council area has an approximate population of 7,300.

There is no anticipated major increase in the above figures within the next five years, due to the lack of developments planned for the area.

Electorate

Figures provided as of current register of electors, published on 2 July 2012.

Polling Districts	Electorate
HOA	346
HOF	1712
HOK	173
GRG (part)	1417
GRH	1810
OYG (part)	263
Total	5721

There is no anticipated major increase in the above figures within the next five years, due to the lack of developments planned for the area.

Potential effects of Boundary Commission's review

The Boundary Commission's review of Parliamentary Constituencies does not affect the proposed Parish area, as the boundaries of wards and polling districts will remain unchanged.

Precept

Possible precepts (based on estimated tax base):

Possible Parish Precept 2013/14 £	Equivalent Parish Band D Council Tax £
30,000	10.45
40,000	13.93
45,000	15.67
50,000	17.41
60,000	20.89

Comparative Information For Nearby Parishes:

Parish	Parish Tax base 2012/13	Parish Precept 2012/13 £	Parish Band D Council Tax 2012/13 £
Horsforth	7,006	104,000	14.84
Otley	4,973	276,425	55.59
Bramhope & Carlton	1,805	55,000	30.47

Comparative information for other new parishes when set up:

Parish (and year established)	Parish Tax base	Anticipated Precept £	Parish Band D Council Tax £
Drighlington (2004/05)	1,649	16,490	10.00
Gildersome (2004/05)	1,852	18,520	10.00
Kippax (2004/05)	2,957	35,484	12.00
Alwoodley (2008/09)	3,672	36,720	10.00

Precepts for Parish & Town Councils in Leeds 2011/12 & 2012/13

Parish/Town Council	Budget/Precept 2011/12 £	Budget/Precept 2012/13 £	2012/13 Parish Band D Council Tax £ p
Aberford & District	9,000	11,000	14.01
Allerton Bywater	27,000	28,000	20.26
Alwoodley	36,720	36,720	9.94
Arthington	2,000	2,000	6.80
Austhorpe	0	0	0.00
Bardsey cum Rigton	28,500	30,000	25.58
Barwick in Elmet & Scholes	39,000	39,000	19.06
Boston Spa	35,000	38,000	20.38
Bramham cum Oglethorpe	20,000	20,000	27.32
Bramhope & Carlton	65,000	55,000	30.47

Clifford	21,000	21,000	27.96
Collingham with Linton	51,500	51,500	30.80
Drighlington	22,000	22,000	11.51
East Keswick	15,500	16,500	28.16
Gildersome	21,000	21,000	10.65
Great & Little Preston	8,500	8,500	17.21
Harewood	1,000	1,000	0.55
Horsforth	102,002	104,000	14.84
Kippax	45,250	45,250	14.64
Ledsham	2,550	2,550	26.29
Ledston	3,200	3,200	19.51
Mickfield	40,925	40,925	72.43
Morley	175,083	175,083	17.67
Otley	299,950	276,425	55.59
Pool in Wharfedale	33,777	38,046	38.94
Scarcroft	11,000	16,000	23.56
Shadwell	33,000	30,000	31.19
Swillington	25,470	25,979	24.12
Thorner	27,000	27,000	35.29
Thorp Arch	8,460	9,000	25.28
Walton	4,500	5,000	40.65
Wetherby	232,964	232,964	50.22
Wothersome	0	0	0.00

Budget shown rounded to the nearest £

Estimated first year expenses for a Parish the size of Rawdon

	£	Notes
1. Staffing		
Parish Clerk (Salary scales for parish clerks are subject to a national agreement and are calculated according to the council's annual income)		
Assuming SCP 26, 12 hours per week for 9 months in the first Year (including superannuation and National Insurance)	7,000.00	(1)
Total staffing costs (a)	7,000.00	
2. Set up and other running costs		
Office accommodation and hire of room for meetings, say	700.00	(2)
Office equipment		
Photocopier – assume £250 a quarter (serviced)	1,000.00	(3)
Computer and peripherals, say	2,000.00	

Other equipment	1,300.00	
Postage, say	1,500.00	(4)
Telephone and internet, say	700.00	(5)
Election expenses, est.	10,850.00	(6)
Audit fees, for first year est.	0.00	
Insurance, est.	800.00	
Subscriptions/membership fees est.	700.00	(7)
Training	300.00	(8)
Bank charges, say	400.00	
Stationery & printing, say	2,000.00	
Total set up/running costs (b)	22,250.00	
<u>Total estimated first year costs (staff+office+set up) (a)+(b)</u>	<u>29,250.00</u>	

Based on an estimated tax base of 2,872, estimated running costs would equate to £10.18 per Band D equivalent property

Notes: The cost of any services provided by the Parish Council, such as street cleaning, maintenance, additional street lighting, crime prevention, and community grants would be in addition to this estimate. Setting the precept at £15.67 per Band D property would give a total precept of £45,000, £15.750 above the estimated running costs.

Notes

(1) Parish Clerk

Using the LC2 scale (local councils with an annual income between £25,000 and £250,000)
SCP26 (2013/14)

Full time equivalent salary	=	£22,444.00
National Insurance	=	£1,495.00
Superannuation	=	<u>£3,254.00</u>
Total	=	<u>£27,193.00</u>

Hourly equivalent	=	£14.13
Hours required (12 over 9mths)	=	<u>468.00</u>
Total	=	<u>£6,614.51</u>
Say		£7,000.00

(2) Accommodation

Assume 10 meetings per annum at £70 per meeting

Say £700.00

(3) Photocopier

Advertisement from Yorkshirecopiers.com

Photocopier rental at £81.25 pcm

Annually = £975.00

Say £1,000.00

(4) Postage

Postage taken as some second class letter to all households

Households = 3,021

Second class postage (with discount for volume) = £0.40

Cost £1,208.40

Business postage £250.00

Total cost = £1,458.40

Say £1,500.00

(5) Telephone and internet

Internet £35 pcm = £420.00

Mobile telephone £25 pcm = £300.00

Total cost £720.00

Say £700.00

(6) Election costs

Estimate by Electoral Services £10,850.00

(7) Memberships

Join National Association of Local Councils through
the Yorkshire Local Councils Association = £500.00

Society of Local Council Clerks = £152.00

Community, Parish & Local Councils (membership) = £30.00

£682.00

Say £700.00

(8) Training

Certificate in Local Council Administration (initial
costs only) = £220.00

say £300.00

Transfer of land and property

There are two allotment sites that fall within the proposed Rawdon Parish Council area.

Both are self administered sites, one is called Victory Gardens (off Park View Road) and the other is called Crowtrees (Off Crowtrees Court/Leeds Road).

Both are self managed sites and equate to 58 full sized plots.

Electoral arrangements

Representations made

During the consultation period, only 1 representation was made in respect of the electoral arrangements of the proposed Parish.

This representation was made by Councillor Dawn Collins, Councillor Graham Latty, Councillor Pat Latty and Councillor Paul Wadsworth.

The detail of the representation is as follows:-

1. We would like to propose that you keep the boundaries the same as they are at present with the one exception that HOK should be added to HOF.
2. We would also like to propose the following names for the wards and the following number of councillors for each.
3. We would like to propose that you keep the boundaries the same as they are at present with the one exception that HOK should be added to HOF.

Reference	Name	Number of Councillors
HOA	Cragg Wood Ward	1
HOF & HOK	Layton Ward	3
GRH	Larkfield Ward	3
GRG	Greenacre Ward	*3
OYG	North Billing Ward	1

*Cllr Collins has indicated that she is happy to support the change in number Councillors proposed for the Greenacre Ward from 3 to 2, as described in more detail under Officer Recommendations below.

Officer recommendations

The ordinary year in which elections are held

Ordinary Parish elections are held once every four years with all Councillors being elected at the same time. The standard parish electoral cycle is for elections in 2015 and every four years after 2015, but Parish elections may be in held in other years so that they can coincide with other elections and share costs.

New or revised parish electoral arrangements come into force at ordinary Parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled Parish elections. They can come into force sooner only if the terms of office of sitting Parish Councillors are cut so that earlier Parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.

It is therefore recommended that the ordinary year for elections to Rawdon Parish Council be every fourth year, in line with the existing cycle for Parish Council elections.

The next scheduled elections will take place on 7 May 2015.

The initial Rawdon Parish elections would take place on 15 November 2012, the date of the Police and Crime Commissioner elections, with a shorter term of office for those elected, being up for re-election should they so choose on 7 May 2015.

The number of Councillors to be elected to the Council

Please find attached for reference at Appendix A, a schedule which shows the number of Councillors per existing Parish/Town Council, and their respective wards (if any).

The Local Government Boundary Commission for England's guidance on community governance reviews states that typical Parish Council representing between 2,501 and 10,000 electors have between 9 and 16 Councillors.

The representation made by Councillor Dawn Collins, Councillor Graham Latty, Councillor Pat Latty and Councillor Paul Wadsworth is for a total of 11 Councillors.

Officer recommendations for the number of Councillors can be found under the warding information below.

Boundaries

Officers recommend that the overall Parish Council boundary be redrawn to exclude the portion of OYG which it currently takes in. This is due to the representations made by OYG residents, largely against the inclusion of those streets in OYG, in the Rawdon Parish area. A map showing the amended boundaries can be seen at Appendix B.

Officers would also like to point out that as only part of polling district GRG is to be included in Rawdon Parish Council, GRG will need to be split to create 2 polling districts (GRG and GRL). This can be seen on the map attached at Appendix C.

Both polling districts GRG and GRL would continue to vote at Greenacre Community Hall, New Road Side.

As the newly created GRL would only contain a minimal number of electors, it is proposed that this be merged with a neighbouring polling district during the 2013 polling district review.

The representation submitted by Councillor Dawn Collins, Councillor Graham Latty, Councillor Pat Latty and Councillor Paul Wadsworth also suggests that polling districts HOF and HOK be merged. Officers agree that this is reasonable, but should be considered at the full polling district review in 2013, as the current arrangements do not affect the outcome of this review.

The division of the Parish into wards for the purpose of electing Councillors

Parish warding is the division of a parish into wards for the purpose of electing Councillors. This includes the number and any boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.

In considering whether or not a Parish should be divided into wards, the 2007 Act requires that consideration be given to whether:

- a) the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
- b) it is desirable that any area or areas of the parish should be separately represented

Officers agree that warding is the preferable option for a Parish of this size.

Officers have no objections to the suggested wards and ward names proposed in the representation.

Officers, would, however, recommend a slightly different number of Councillors per ward, based on the electorates of the wards as follows:

Ward name	Polling Districts	Electorate	No. of Councillors
Cragg Wood Ward	HOA	346	1
Greenacre Ward	GRG (part)	1417	2
Layton Ward	HOF & HOK	1885	3
Larkfield Ward	GRH	1810	3
Total		5458	*9

*If part OYG to remain in Rawdon Parish Council area then:

North Billing Ward	OYG (part)	263	1
Revised Total		5721	10

Directory of Parish/Town Councils 2012

Type: **PC** = Council **PM** = Parish Meeting **CPC** = Common Parish Council **TC** = Town Council

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
Aberford & District	Aberford	HAC HAG	234 673	5	PC	Mrs Marolyn Piper	5 Hayton Wood View Aberford Leeds LS25 3AN ☎ Not available 💻 ruthpi1412@hotmail.com
	Lotherton cum Aberford	HAD	160	2			
	Parlington	HAE	78	2			
	Sturton Grange	GSA	310	2			
Allerton Bywater	Central	KML	575	2	PC	Mrs Clare Murray	4 St Mary's Court Allerton Bywater, Castleford WF10 2AZ ☎ 01977 517519 💻 abparishclerk@tiscali.co.uk
	East	KMF	1609	4			
	North	KMG	1186	4			
Alwoodley	-	ALB	2749	11	PC	Mrs Catriona Hanson	17 Oakridge Court, Bingley, BD16 4TA ☎ 07532 011269 💻 the.clerk@alwoodleyparishcouncil.org
	-	ALH	2797				
	-	ALI	770				
	-	ALJ	867				
Arthington	-	AWI	224	5	PC	Ms Val Butcher	2 Valley View, Arthington, Otley LS21 1NP ☎ 0113 2842065 💻 arthingtonparish@live.co.uk
	-	AWL	247				
Austhorpe	East	GSQ	20	0	PM	-	-
	West	GSR	18				
Bardsey cum Rigton	-	HAN	1199	9	PC	Mrs P J Gallant	21 Rose Croft, East Keswick Leeds LS17 9HR ☎ 01937 573365 💻 june.gallant@virgin.net
	-	HAO	666				

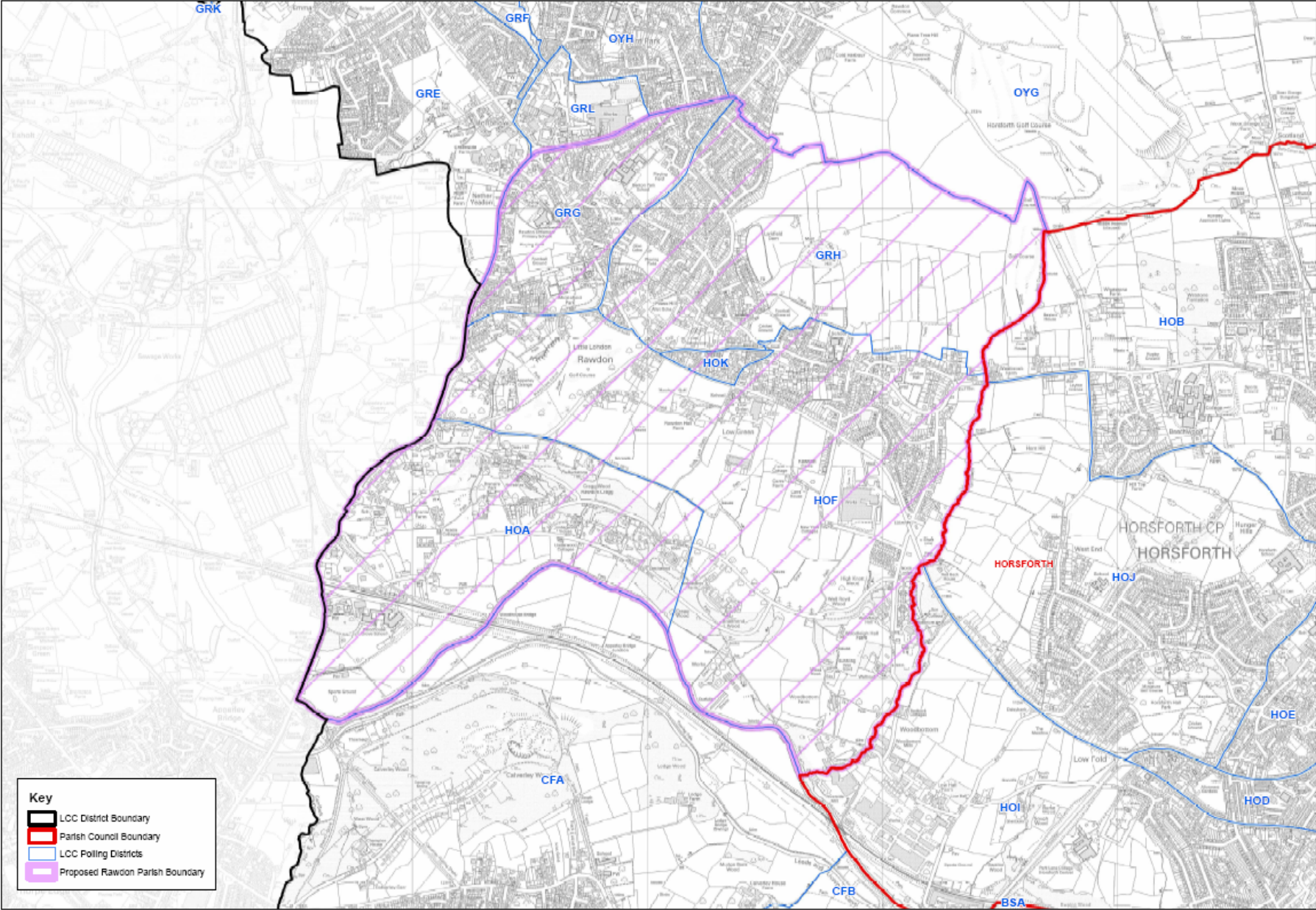
Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details																																																										
Barwick in Elmet & Scholes	Barwick	HAF	2076	6	PC	Mr Chris Hassell	Chessingham, Elmwood Lane, Barwick in Elmet LS15 4JX ☎ 0113 3935861 💻 chrisdhassell@hotmail.com																																																										
	Scholes	HAI	2007	6				Boston Spa	-	WYF	1261	10	PC	Mrs Katharine Wilkinson	The Village Hall, High Street, Boston Spa, Wetherby LS23 6AA ☎ 01937 835736 💻 bostonspapc@btinternet.com	-	WYI	2051	Bramham cum Oglethorpe	-	WYH	1372	9	PC	Ms Marie Lynch	1 Fossards Close, Bramham LS 23 6WD 💻 clerk@bramhamparishcouncil.org.uk	Bramhope & Carlton	-	AWJ	2768	13	CPC	Mrs Kate Fraser	Robert Craven Hall, Old Lane, Bramhope, Leeds LS16 9AZ ☎ 07530 900934 💻 bramhopecarlton@hotmail.com	-	OYF	118	Clifford	-	WYG	1324	9	PC	Mr Peter Seed	1 Mill Dam, Clifford, Wetherby, LS23 6EZ ☎ 07500 462279 💻 clerk@clifford-pc.org.uk	Collingham with Linton	Collingham	HAK	1860	7	PC	Mr G Robins	28 Oakdale, Harrogate HG1 2LW ☎ 01423 531235 💻 glynrobins@gmail.com	Linton	HAL	555	3	Drighlington	East	MNF	894	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻 hlacey@reinroad105.freeserve.co.uk
Boston Spa	-	WYF	1261	10	PC	Mrs Katharine Wilkinson	The Village Hall, High Street, Boston Spa, Wetherby LS23 6AA ☎ 01937 835736 💻 bostonspapc@btinternet.com																																																										
	-	WYI	2051																																																														
Bramham cum Oglethorpe	-	WYH	1372	9	PC	Ms Marie Lynch	1 Fossards Close, Bramham LS 23 6WD 💻 clerk@bramhamparishcouncil.org.uk																																																										
Bramhope & Carlton	-	AWJ	2768	13	CPC	Mrs Kate Fraser	Robert Craven Hall, Old Lane, Bramhope, Leeds LS16 9AZ ☎ 07530 900934 💻 bramhopecarlton@hotmail.com																																																										
	-	OYF	118																																																														
Clifford	-	WYG	1324	9	PC	Mr Peter Seed	1 Mill Dam, Clifford, Wetherby, LS23 6EZ ☎ 07500 462279 💻 clerk@clifford-pc.org.uk																																																										
Collingham with Linton	Collingham	HAK	1860	7	PC	Mr G Robins	28 Oakdale, Harrogate HG1 2LW ☎ 01423 531235 💻 glynrobins@gmail.com																																																										
	Linton	HAL	555	3																																																													
Drighlington	East	MNF	894	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻 hlacey@reinroad105.freeserve.co.uk																																																										
	West	MNA	3423	8																																																													

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
East Keswick	-	HAM	958	7	PC	Mrs P J Gallant	21 Rose Croft, East Keswick Leeds LS17 9HR ☎ 01937 573365 💻 june.gallant@virgin.net
Gildersome	-	MNB	2966	13	PC	Ms Sheila Leeman	59 Forest Bank, Gildersome, Leeds LS27 7AD ☎ 0113 2536412 💻 leemans01@ntlworld.com
	-	MNG	1621				
Great & Little Preston	-	GSK	968	9	PC	Mrs J Winn	8 Whitehouse Avenue, Great Preston, Leeds LS26 8BW ☎ 0113 2869288 💻 janet.winn8@hotmail.co.uk
	-	GSO	239				
Harewood	Harewood & Wike	HAH	507	2	PC	Mr Kevin Sedman	36 High Ash Mount, Leeds LS17 8RW ☎ 0113 3490685 💻 harewoodpc@yahoo.co.uk
	Wigton	ALA	2473	7			
Horsforth	Broadfields	HOG	2963	5	TC	Mr Tom Ferry	Mechanics Institute Town Street, Horsforth Leeds LS18 5BL ☎ 0113 2580988 💻 clerk@horsforthtowncouncil.gov.uk
	Brownberrie	HOB	3378	5			
	Hall Park	HOE	1627	5			
		HOJ	2221				
	Victoria	HOD	1492	5			
Woodside	HOI	2297	5				
Kippax	Central	KMH KMK	1811 1084	6	PC	Mr Colin Child	The Stables, Rudstone Grove Sherburn In Elmet LS25 6EQ ☎ 07775 567094 💻 clerk.kippaxparishcouncil@btinternet.com
	East	KMJ	2428	5			
	North	KMC	2484	5			

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
Ledsham	-	KME	146	7	PC	Chris Pilkington	41 The Oval, Notton, Wakefield, West Yorkshire, WF4 2NX ☎ 01226 700260/07754 905223 💻 chris.pilkington@phonecoop.coop
Ledston	-	KMD	166	5	PC	Ms Catherine Black	7 Main Street, Ledston, Castleford WF10 2AA ☎ 07775 567094 💻 chrisblackmail@tiscali.co.uk
	-	KMI	152				
Micklefield	-	KMA	722	9	PC	Ms Joanne Hebden	6 Churchville Avenue, Micklefield, Leeds LS25 4AS ☎ 0113 2875829 💻 jobrigante@aol.com
	-	KMB	734				
Morley	Central	MSD MSE	1644 1353	3	TC	Ms Karen Oakley	Morley Town Hall Queen Street Morley LS27 9DY ☎ 0113 2474370 💻 town.clerk@morley.gov.uk
	Churwell	MND MNH MNI	824 1855 1712	4			
	Elmfield	MSC MSG	1869 1840	4			
	Scatcherd	MNC MNE	2822 1820	5			
	Teale	MSA MSB	1597 1179	3			
	Topcliffe	MSF MSI MSJ	1203 1095 2393	5			
Otley	Ashfield	OYA	2698	5	TC	Mr Iain Plumtree	Civic Centre Cross Green Otley LS21 1HD ☎ 01943 466335 💻 townclerk@otleytowncouncil.gov.uk
	Danefield	OYE	2208	4			
	Manor	OYC	2216	4			
	Prince Henry	OYD	1673	3			
	West Chevin	OYB	2290	4			

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
Pool	-	AWG	222	9	PC	Mr John Ryan	11 Avondale Grove, Shipley, Bradford BD18 4QT ☎ 07766547651 💻 poolparishcouncil@gmail.com
	-	AWH	1514				
Scarcroft	-	HAA	983	7	PC	Mr P R Hart	Cooper's Croft, 1 The Dell, Church Lane, Bardsey LS17 9DL ☎ 01937 573722 💻 peter.r.hart@btinternet.com
Shadwell	-	HAI	1524	9	PC	Ms Lesley Hoff	2 Parklands Crescent Bramhope Leeds LS16 9AQ ☎ 💻 shadwellpc@hotmail.com
Swillington	-	GSI	162	9	PC	Mr B Caulfield & Mrs K Caulfield	41 Glencoe Gardens Great Preston, Leeds LS25 7QY ☎ 0113 2870780 💻 clerk@swillingtonparishcouncil.gov.uk
	-	GSJ	1665				
	-	GSS	853				
Thorner	-	HAB	1342	9	PC	Mr Steven Wood	5 Camp Square, Thorner Leeds LS14 3BX ☎ 0113 2893121 💻 thornerclerk@btinternet.com
Thorp Arch	-	WYD	612	5	PC	Mr Colin Pool	7 Prospect Bank, Bramham, Wetherby LS23 6RS ☎ 01937 844687 💻 clerk@thorp-arch.org.uk
Walton	-	WYE	175	7	PC	Mr Colin Pool	7 Prospect Bank, Bramham, Wetherby LS23 6RS ☎ 01937 844687 💻 secretary@walton-pc.gov.uk

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
Wetherby	East	WYC WYJ	1534 864	5	TC	Ms B Ball	The Town Hall, Market Place, Wetherby LS22 6NE ☎ 01937 583584 💻 wetherbytc@btconnect.com
	North	WYA WYK	1434 1452	5			
	West	WYB WYL	2207 1261	5			
Wothersome	-	HAP	19	0	PM	Mr G C Wakeham	Wothersome Grange, Bramham Wetherby LS23 6LT



Key

- LCC District Boundary
- Parish Council Boundary
- LCC Polling Districts
- Proposed Rawdon Parish Boundary

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Split of existing GRG to make GRG and GRL

