



Community Governance Review Terms of Reference

1. Introduction

- 1.1. West Northamptonshire Council is carrying out a Community governance review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.
- 1.2. The Council is required to have regard to the guidance on Community Communities and Local Government. This guidance has been considered when drawing up these terms of reference.

2. What is a Community Governance Review (CGR)

- 2.1. A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or part of the District to consider one or more of the following:
 - 2.1.1. Creating, merging, altering or abolishing parishes;
 - 2.1.2. The naming of parishes and the style of new parishes;
 - 2.1.3. The electoral arrangements for parishes including:
 - 2.1.3.1. the ordinary year of election;
 - 2.1.3.2. the number of councillors to be elected; and
 - 2.1.3.3. the warding (if any) of the parish
 - 2.1.4. Grouping parishes under a common parish council or de-grouping parishes
- 2.2. The Council is required to ensure that community governance within the area under review will be:
 - 2.2.1. Reflective of the identities and interests of the community in that area; and
 - 2.2.2. Is effective and convenient
- 2.3. In doing so, the community governance review is required to take into account:
 - 2.3.1. The impact of community governance arrangements on community cohesion; and
 - 2.3.2. The size, population and boundaries of a local community or parish

3. Legal Framework

- 3.1. In undertaking the Review, the Council will be guided by;
 - 3.1.1. Part 4 of the Local Government and Public Involvement in Health Act 2007
 - 3.1.2. the relevant parts of the Local Government Act 1972
 - 3.1.3. 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 the Local Government Boundary Commission for England in March 2010

3.2. The Council will also be guided by the following regulations on consequential matters arising from the review:

3.2.1. Local Government (Parishes and Parish Councils) (England) Regulations 2008

3.2.2. Local Government Finance (New Parishes) Regulations 2008

3.3. Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a Review.

4. Reason for the review

4.1. Following a review of West Northamptonshire Councils wards by the Local Government Boundary Commission for England, a number of changes will be taking affect at the next review. Whilst the Commission did not carry out a review of the parish or town councils in the district, they did agree some changes which amended the warding arrangements of the parish/town councils of Northampton, Daventry, Kingsthorpe, Boughton & Hackleton.

4.2. The Council also wishes to undertake a CGR for those areas that we have had requests from Parish/ Town Councils due to population changes and shifts in 'natural settlements' caused by new development.

4.3. Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. The Council therefore wishes to review the changes outlined above to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements of parishes (the warding arrangements and the allocations of councillors) are appropriate, equitable and understood by their electorate.

5. Who will undertake the review

5.1. As the relevant principal authority, West Northamptonshire Council is responsible for conducting any CGR within its electoral area. The Council will oversee the review and produce draft and final recommendations; Full Council will approve the final recommendations before a Community Governance Order (Order) is made.

6. Areas under review

6.1. West Northamptonshire Council has resolved to undertake a Community Governance Review of the following parish council areas;

Byfield Parish Council
Easton Neston Parish Council
Everdon Parish Council
Grange Park Parish Council
Great Oxendon Parish Council
Greatworth & Halse Parish Council
Hardingstone Parish Council
Little Houghton Parish Council
Maidwell with Draughton Parish Council
Middleton Cheney Parish Council
Moulton Parish Council
Naseby Parish Council

Pitsford Parish Council
Weedon Bec Parish Council
Yardley Gobion Parish Council
Cold Ashby Parish Council
Eydon Parish Council
Farthinghoe Parish Council
Flore Parish Council
Guilsborough Parish Council
Hannington Parish Council
Newnham Parish Council
Overstone Parish Council
Preston Capes Parish Council
Thorpe Mandeville Parish Council
Lilbourne Parish Council
Kings Sutton Parish Council
Blisworth Parish Council
Boughton Parish Council
Church with Chapel Brampton Parish Council
Clipston Parish Council
Cogenhoe and Whiston Parish Council
Croughton Parish Council
Culworth Parish Council
Daventry Town Council
Hackleton Parish Council
Holcot Parish Council
Kingsthorpe Parish Council
Moreton Pinkney Parish Council
Naseby Parish Council
Northampton Town Council
Potterspury Parish Council
Quinton Parish Council
Roade Parish Council
Shutlanger Parish Council
Sibbertoft Parish Council
Silverstone Parish Council
Stoke Breurne Parish Council
Stowe Nine Churches Parish Council
Tiffield Parish Council
Towcester Town Council
Warkworth Parish Council
West Haddon Parish Council
Wootton Parish Council

6.2. It also covers the following Parish Meetings

Adstone Parish Meeting
Brockhall Parish Meeting
Clay Coton Parish Meeting
Cottesbrooke Parish Meeting
Dodford Parish Meeting
Thornby Parish Meeting

7. Consultation

- 7.1. The Council is required to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account. The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at all stages of the consultation
- 7.2. Before making any recommendations or publishing final proposals, a full consultation process will form part of the review to take full account of the views of local people and other stakeholders. The council will comply with the statutory consultative requirements by:
- 7.2.1. consulting local government electors for the area under review;
- 7.2.2. consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review;
- 7.2.3. taking into account any representations received in connection with the
- 7.3. The Council will publicise the review by displaying a notice at the Council Offices and on the Council's website. The Council will also write to all parish councils or any other community or resident groups of which the Council is aware, the Northamptonshire County Association of Local Councils, West Northamptonshire Council Councillors and the MP's covering the West Northamptonshire area.
- 7.4. Information about each stage of the review will be published on the Council's website with key documents available at West Northamptonshire Council offices

8. Indicative timetable for the Community Governance Review

8.1.

Detail	Dates
Commencement of CGR – Terms of Reference Published	29 September 2023
Initial consultation stage	28 November 2023 – 27 January 2024
Draft recommendations prepared	27 January 2024 – 26 April 2024
Draft recommendations published	26 April 2024
Consultation on draft recommendations	26 April 2024 – 26 July 2024
Final recommendations prepared	26 July 2024 – 23 – September 2024
Final Recommendations considered and approved by full Council	29 September 2024
Community Governance Order(s) made	October 2024 – November 2024
New community governance arrangements come into force	1 May 2025

- 8.2. Any Community Governance Order made following a CGR should, for administrative and financial reasons (for example setting up a new parish council and arranging for its first precept) take effect on the 1st April following the date on which the Order is made. Electoral arrangements will come into

force at the first elections to any new parish council following the making of the Order.

9. Electoral Forecast

- 9.1. The Council has used the Register of Electors of August 2023 in providing the existing parish / parish ward electorate figures. These are presented in Annexe A
- 9.2. When the Council comes to consider electoral arrangements for the parish councils in its area, it is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day when the Review starts.
- 9.3. When the Council comes to consider electoral arrangements for the parish councils in its area, it is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day when the Review starts
- 9.4. Electorate forecasts have been prepared using information contained in the Local Plan to produce five-year forecasts, details of which are set out in Annexe A

10. The present structure of parish councils and their electoral arrangements

- 10.1. As well as electorate information, Annexe A includes information regarding the following:
 - (a) Type of governance; e.g. parish/town council, joint council or parish meeting,
 - (b) Current number of parish councillors
 - (c) Ratio of current councillors to electorate,
 - (d) District Ward
 - (f) Current Parliamentary Constituency.

11. Consequential Matters

- 11.1. When all the required consultation has been undertaken and the review completed the Council may make an Order to bring into effect any decision that it may make. If the Council decides to take no action then it will not be necessary to make an Order.
- 11.2. If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:
 - (a) the transfer and management or custody of any property
 - (b) the setting of a precept (council tax levy) for the new parish council
 - (c) provision with respect to the transfer of any functions, property, rights and liabilities
 - (d) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
- 11.3. The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

12. Representations

12.1. West Northamptonshire Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the Review.

12.2. Representations may be made in the following ways:

Online:

By Email: electoralservices@westnorthants.gov.uk

By Post: Electoral Services (CGR), West Northamptonshire Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.