



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 Governance Review published by the 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:
 - a) Creating, merging, altering or abolishing parishes;
 - b) The naming of parishes and the style of new parishes;
 - c) The electoral arrangements for parishes including:
 - the ordinary year of election;
 - the number of councillors to be elected; and
 - the warding (if any) of the parish
 - d) 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:
 - a) Reflective of the identities and interests of the community in that area; and
 - b) Is effective and convenient.
- 2.3. In doing so, the community governance review is required to take into account:
 - a) The impact of community governance arrangements on community cohesion; and
 - b) 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;
 - a) Part 4 of the Local Government and Public Involvement in Health Act 2007.
 - b) the relevant parts of the Local Government Act 1972.
 - c) 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:
 - a) Local Government (Parishes and Parish Councils) (England) Regulations 2008.
 - b) 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. The following Parishes have asked to be part of the review but have not specified what changes they wish to make.

Blisworth
Boughton
Brackley
Cold Ashby
Cold Higham
Croughton
Culworth
Easton Neston
Everdon
Eydon
Farthinghoe
Flore
Grange Park
Greatworth and Halse
Guilsborough
Hannington
Lampport and Hanging Houghton
Moreton Pinkney
Naseby
Newnham
Preston Capes
Shutlanger
Silverstone
Stoke Breurne
Stowe Nine Churches
Towcester
Warkworth
West Haddon

6.2. The following parish councils have asked the Council to review their boundaries and neighbouring parishes could be affected by these requests.

Area	Change suggested
Church with Chapel Brampton	Changing the parish boundary to incorporate homes which are currently in Pitsford Parish but are geographically nearer to Chapel Brampton

Cogenhoe and Whiston	Change to parish boundary to incorporate all of Cogenhoe Mill Caravan Park
Dodford	Boundary between Dodford & Weedon
Great Houghton	To move the boundary between Great Houghton and Little Houghton & Great Houghton and Hardingstone
Hackleton	Hackleton Urban Ward becoming part of Wootton Parish Council. Change.
Hardingstone	Move the boundary to include the new development to the south of Hardingstone
Holcot	Wish to realign their boundary with the A43.
Kings Sutton	Review which parish settlement of Purston should be located in. Potential impact on Middleton Cheney, Farthinghoe and Newbottle.
Little Houghton	See comment re: Great Houghton
Moulton	Wish to move Moulton Leys into the Moulton Parish from Northampton Town Council.
Overstone	Move the boundary they have with Moulton Parish
Pitsford	Changing the parish to include homes in the Boughton Parish into Pitsford
Roade	Move the boundary to be in line with the new Roade bypass
Tiffield	Looking to move Caldcote Village from Towcester to Tiffield Parish. Will affect Towcester.
Towcester	See comment re: Tiffield
Weedon Bec	See comment re: Dodford
Wootton	Hackleton Urban Ward becoming part of Wootton Parish Council. See also Hardingstone

6.3. The following parish councils have requested that we review the number of councillors and/or wards

Braunston
Byfield
Daventry
Helmdon
Overstone
Thorpe Mandeville

6.4. In respect of the following parishes, the Council will be required to review the parish ward arrangements, number of councillors and parish boundaries, following changes made by the Local Government Boundary Commission to the Council's electoral wards. Changes to boundaries could affect neighbouring parishes.

6.5. The following parish have been included as they neighbour Northampton Town Council and may be affected by the changes

Area	Changes suggested
Boughton	Review whether Dixon Road Ward should be moved to Kingsthorpe Parish. To review the current arrangements for the Buckton Fields estate.
Hackleton	To review the Hackleton Urban ward and to look at having a Hackleton Ward and a Piddington Ward and reviewing the councillor numbers for these wards.
Kingsthorpe	To review the parish boundary with Boughton for the Dixon Road estate. To review the warding arrangements
Northampton Town Council	Review of the warding arrangements and the councillor numbers in the wards. The Parish boundaries are also under review following changes to the Wards.

6.6. The following parishes have been included as they are Neighbouring Northampton Town Council and may be affected by the changes.

Billing
Collingtree
Duston
Far Cotton & Delapre
East Hunsbury
Husbury Meadows
Far Cotton and Delapre
Upton
West Hunsbury

6.7. We have also been asked to review whether to abolish the following Parish Meetings or merge them with their neighbouring parish.

Parish Meeting	Neighbouring Parishes that may be affected
Adstone	Preston Capes Canons Ashby Maidford
Brockhall	Norton Flore
Clay Coton	Lilbourne Yelvertoft Stanford Elkington
Cottesbrooke	Haselbech Naseby

	Guilsborough Creaton Lamport
--	------------------------------------

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:
- consulting local government electors for the area under review;
 - consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review;
 - taking into account any representations received in connection with the review
- 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
- b) meeting,
- c) Current number of parish councillors
- d) Ratio of current councillors to electorate,
- e) 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.