

Daventry District Council

**Local Government and Public Involvement in Health Act 2007
Community Governance Review**

Terms of Reference

Introduction

Daventry District Council has resolved to undertake a Community Governance Review (CGR) pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 to consider parish matters.

Table 1

Parish/Area	Matters to be considered
Boughton	The number of Parish Councillors for the Parish Council, following a request from the Clerk for an increase by one following new development.
Byfield	The number of Parish Councillors for the Parish Council, following a request from the Clerk for a decrease in numbers from eleven to nine.
Brixworth	Review boundaries to take into consideration Brampton Valley Way and alignment of electoral area.
Crick	Review boundaries of the parish to include the parts of DIRFT currently within the parishes of Kilsby, Yelvertoft and Lilbourne.
Daventry Town	Review of the northern boundary with Welton following planning permission for development (Micklewell Park).
	Review of the north eastern boundary with Norton (NE SUE).
	Review of parish ward boundaries within Daventry.
	Review of number of seats on Town Council.
Farthingstone	Review of the number of Parish Councillors for the Parish Council following a request from the Clerk for a decrease in numbers from seven to five.
Great Oxendon	Possible merger with Kelmarsh Parish Meeting.
Guilsborough	Review of boundaries to include field below cemetery that crosses Ravensthorpe boundary.
Harlestone	Possible creation of a separate Parish for new(er) development areas.

Hollowell & Teeton	Following a request from Hollowell and Teeton Parish Council, review Hollowell/Teeton boundary at 3 locations: On the boundary around Ravensthorpe Reservoir At the property of Gulliver's Lodge on the Teeton Road Across Hollowell Reservoir
Norton	Request from Parish Council to keep boundaries as is until the new development (NE SUE) reaches a sufficient size to have a stand-alone parish.
Overstone	Possible creation of a separate Parish or increase in seats on Parish Council for new development area.
Ravensthorpe	Review of boundaries with Guilsborough and Hollowell & Teeton parishes.
Stowe IX Churches	Review of boundary with Weedon Bec.
West Haddon	Following request from Parish Clerk possible merger with Winwick parish meeting and therefore to increase number of Councillors.

As a result of the requests received above, the following parishes will also be included within the review as consultees:

Table 2

Parish/Area	Reason why included in the review
Church with Chapel Brampton	As a result of the request from Brixworth.
Cottesbrooke	As a result of the request from Brixworth.
Creaton	As a result of the request from Brixworth.
Daventry Town	Future development issue raised by Daventry District Council and Norton Parish. Change of number of parish wards and numbers of Councillors.
Guilsborough	As a result of the request from Ravensthorpe.
Hollowell & Teeton	As a result of the request from Ravensthorpe.
Kelmarsh	As a result of the request from Great Oxendon.
Kilsby	As a result of the request from Crick.
Lilbourne	As a result of the request from Crick.
Norton	Future development issue raised by Daventry District Council.
Overstone	Future development issue raised by Daventry District Council.
Ravensthorpe	As a result of the requests from Hollowell and Teeton and Guilsborough parishes.
Spratton	As a result of the request from Brixworth.

Weedon Bec	As a result of the request from Stowe IX Churches.
Welton	As a result of the request from Daventry Town.
Winwick	As a result of the request from West Haddon.
Yelvertoft	As a result of the request from Crick.

There are currently 20 Parish Meetings across the District. A Parish Meeting is created when the number of electors in a parish is too small to create a Parish Council.

Section 11 of the Local Government Act 1972 allows a 'Grouping Order' to be made which allows smaller parishes to come together under a common council.

The Parish Meetings have been asked to discuss whether or not they would like to be considered for such an arrangement. Therefore, the Parish Meetings and their neighbouring Parish Councils are also included, in the event that any of them wish to be considered for a grouping arrangement:

Table 3

Parish/Area	Neighbouring Parishes
Althorp	East Haddon Harlestone Brington
Ashby St Ledgers	Barby Kilsby Watford Welton Braunston
Brockhall	Brington
Canons Ashby	Preston Capes Woodford Cum Membris
Catesby	Hellidon Staverton Badby Charwelton
Charwelton	Hellidon Badby Everdon Preston Capes Woodford Cum Membris Byfield
Clay Coton	Welford Cold Ashby Yelvertoft

Cottesbrooke	Creaton Naseby Lampport Guilsborough
Dodford	Norton Whilton Flore Weedon Bec Newnham
Elkington	Cold Ashby Winwick Welford Yelvertoft
Fawsley	Badby Hellidon Newnham Charwelton
Haselbech	Cottesbrooke Naseby Kelmarsh Maidwell
Hellidon	Catesby Badby Charwelton Staverton
Holdenby	Brington Church Brampton East Haddon Hollowell & Teeton Spratton
Kelmarsh	Arthingworth Great Oxendon Clipston Naseby Maidwell
Marston Trussell	Sibbertoft Clipston East Farndon
Stanford on Avon	Yelvertoft Welford
Sulby	Sibbertoft Naseby Cold Ashby Welford
Thornby	Cold Ashby Naseby Guilsborough Winwick
Winwick	Yelvertoft Cold Ashby

	Thornby Guilsborough West Haddon Watford Crick
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The Council will undertake the review in accordance with the Guidance on community governance reviews issued by the Department of Communities and Local Government (DCLG) and the Local Government Boundary Commission for England (LGBCE) in March 2010 (“the guidance”).

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 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
- The size, population and boundaries of any local community or proposed parish or town council

Why is the Council undertaking the review?

The guidance states that it is good practice for principal councils (in this context that means this council) to undertake CGRs every 10-15 years.

Who undertakes the review?

A working group has been established to deal with the day to day work of the review, in conjunction with officers from the Elections Team. Chaired by the Governance and HR Manager, the Working Group will be responsible for considering each request and consultation processes received, before formulating recommendations to Council. The final decision relating to each recommendation sits with full Council.

Consultation

A full consultation document will be produced, detailing the proposals for each of the areas. The document will be emailed to the parishes concerned and published on a dedicated 'Community Governance Review' page on the Daventry District Council website. Paper copies will also be available on request for anybody without access to the internet.

If any requests are received regarding merging or splitting existing parishes, a specific document will be produced for those areas, outlining the implications of merging or splitting the parish. The document will be delivered to every address in the parish and will include a pro-forma style return slip and pre-paid envelope so that residents can let the council know if they support the proposals. Officers from the Elections Team will also look to hold consultation drop-in events in the affected parishes, the details of which will be finalised as and when they are required.

Additional consultation briefings or explanations may be arranged as required, or incorporates into existing events, such as Parish Clerk Forum meetings.

All consultation documents will also be available via the consultation portal on the Daventry District Council website, so that people can respond electronically if they so wish.

All consultation responses will be logged and reported back to the working group and full Council. Names and addresses of individual respondents will not be included in the central log for data protection purposes. Responses received from parish councils will be highlighted as such and will be assumed to be an official response on behalf of the whole parish council.

Timetable for the Review

The 2007 Act requires that the principal council must complete a CGR within 12 months of the date of the publication of the Terms of Reference. The proposed timetable below complies with the legal requirement.

Monday 19 th March 2018	Consideration of Terms of Reference by SMT
Wednesday 16 th May 2018	Consideration and agreement of Terms of Reference by full Council (then Notify NCC of Review)
Thursday 17 th May to Wednesday 18 th July 2018	Consultation period for Parishes and District Councillors to raise issues (Stage 1)
Wednesday 18 th July 2018	Deadline for submission of issues to be looked at (from parishes and district councillors)
Friday 27 th July 2018	Final Terms of Reference Published (CGR Order to be completed one year from now)
Between Friday 28 th July and Friday 10 th August 2018 (exact date to be determined)	Meeting with working group to discuss requests received and prepare consultation (Stage 2)
Friday 10 th August to Friday 14 th September 2018	Prepare consultation information
Monday 17 th September to Friday 16 th November 2018 (9 weeks)	Consultation period with members of all affected areas (Stage 3 – Electorate and other stakeholders)
Between Monday 19 th November and Monday 10 th December 2018	Meeting with working group to discuss consultation responses received, recommendations formulated. (Stage 4)
Monday 21 st January 2019	Report to SMT with Recommendations
Thursday 7 th February 2019	Report to Strategy Group with Recommendations
Monday 25 th February to Monday 25 th March 2019	Consultation on Recommendations (Stage5)
Between Friday 29 th March and Thursday 4 th April 2019	Meeting with working group to discuss consultation responses received and recommendations finalised

Thursday 11 th April 2019	Final report to Strategy Group
W/C Monday 29 th April 2019	Final recommendations published and CGR Review Order drafted
Wednesday 15 th May 2019	Final report to Council and finalise CGR Order
May 2020	Implement Order

How to respond

If you have any questions or comments on these Terms of Reference or the Community Governance Review process as a whole, please email electoralservices@daventrydc.gov.uk, or write to:

CGR
Elections Team
Daventry District Council
Civic Offices
Lodge Road
Daventry
Northants
NN11 4FP