

**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**

| <b>Parish/Area</b> | <b>Matters to be considered</b>  |
|--------------------|--|
| 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:<br>On the boundary around Ravensthorpe Reservoir<br>At the property of Gulliver's Lodge on the Teeton Road<br>Across Hollowell Reservoir |
| Norton             | Request from Clerk to keep boundaries as is until the new development 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.   |
| Weedon Bec         | Possible merger of Weedon Bec, Flore and Dodford.   |
| 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**

| <b>Parish/Area</b>          | <b>Reason why included in the review</b>   |
|-----------------------------|--|
| 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. |
| Dodford                     | As a result of the request from Weedon Bec.  |
| Flore                       | As a result of the request from Weedon Bec.  |
| 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**

| <b>Parish/Area</b> | <b>Neighbouring Parishes</b>                      |
|--------------------|---|
| Althorp            | East Haddon<br>Harlestone<br>Brington             |
| Ashby St Ledgers   | Barby<br>Kilsby<br>Watford<br>Welton<br>Braunston |
| Brockhall          | Brington  |
| Canons Ashby       | Preston Capes<br>Woodford Cum Membris             |
| Catesby            | Hellidon<br>Staverton<br>Badby<br>Charwelton      |
| Charwelton         | Hellidon<br>Badby<br>Everdon<br>Preston Capes     |

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

|         |  |
|---------|--|
|         | Naseby<br>Guilsborough<br>Winwick  |
| Winwick | Yelvertoft<br>Cold Ashby<br>Thornby<br>Guilsborough<br>West Haddon<br>Watford<br>Crick |

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

|   |   |
|---|---|
| 25 <sup>th</sup> March 2019   |   |
| Between Friday 29 <sup>th</sup> March and Thursday 4 <sup>th</sup> April 2019 | Meeting with working group to discuss consultation responses received and recommendations finalised |
| Thursday 11 <sup>th</sup> April 2019  | Final report to Strategy Group  |
| W/C Monday 29 <sup>th</sup> April 2019  | Final recommendations published and CGR Review Order drafted  |
| Wednesday 15 <sup>th</sup> 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](mailto:electoralservices@daventrydc.gov.uk), or write to:

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