

## Community Governance Review 2022/23

### Terms of Reference (DRAFT)

Review of Community Governance Arrangements in the Parish of Hedge End in accordance with [Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007](#).

The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State.

#### Introduction

#### What is a Community Governance Review?

1. A Community Governance Review is a review of the whole or part of the Council's 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 (the ordinary year of election, council size (the number of councillors to be elected to council), and parish warding); and
  - grouping parishes under a common parish council or de-grouping parishes;
  - other types of local arrangements, including parish meetings.
2. A Community Governance Review is required to take into account:
  - the impact of community governance arrangements on community cohesion; and
  - the size, population and boundaries of a local community or parish
3. The Borough Council will ensure that community governance within the area under review will:
  - be reflective of the identities and interests of the community in that area; and
  - be effective and convenient.
4. If the Council is satisfied that the recommendation of a Community Governance Review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area, and is effective and convenient, the Council will make a Community Governance Order.

#### Why is the Council carrying out this Community Governance Review?

5. On 18 May 2022, [Hedge End Town Council](#) (HETC) resolved:

To request Eastleigh Borough Council conducts a Community Governance Review in time for the 2023 Town Council Elections to better equalise councillor/elector ratios.

## **Scope of the Review**

6. The Review will consider the ward boundaries and equalisation of the councillor/elector ratio for Hedge End Town Council.
7. The current ward boundaries for Hedge End Town Council are shown in appendix 2.

## **Consultation**

### **How the council proposes to conduct consultations during the Review?**

8. Before making any recommendations or publishing final proposals, the Council will consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:
  - publish a Notice and these Terms of Reference on the Council's website and arrange for copies to be available for public inspection at Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN during normal office hours;
  - send a copy of the Notice and these Terms of Reference to the Parish Clerk
  - seek to arrange for the notice to be published on the parish council website(s) and notice boards; and
  - send a copy of the Notice and these Terms of Reference to all local Members of Parliament.
9. Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them.
10. The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

## **Timetable for the Community Governance Review**

11. The Council has to complete a Community Governance Review within twelve months from the day on which the Council publishes the Terms of Reference. A Community Governance Review is concluded on the day on which the Council publishes the recommendations made by the Community Governance Review.
12. Following a decision made at the meeting of Administration Committee on 27 June 2022, the timetable for the Review is as follows:

### Proposed Timetable for Community Governance Review

| Stage        | Action   | Dates  |
|--------------|--|--|
| Commencement | Council approves the principle of the Community Governance Review and Terms of Reference   | Administration Committee 27 June 22  |
|              | Terms of Reference published   | 28 June 2022   |
|              | Preparation for consultation   | 28 June – 8 July 22  |
| Stage One    | Consultation with local electors and Stakeholders  | 11-31 July 2022 – for a 3-week period  |
|              | Initial submissions invited on future arrangements. These are from: <ul style="list-style-type: none"> <li>- Town and Parish Councils</li> <li>- Member of Parliament</li> <li>- Local groups and interested parties such as local businesses, local residents' associations, local public and voluntary such as schools or health bodies</li> </ul> |  |
| Stage Two    | <ol style="list-style-type: none"> <li>1. Consideration of submissions received.</li> <li>2. Draft recommendations prepared for Administration Committee</li> </ol>  | August 2022  |
| Stage Three  | Draft recommendations to be considered by Administration Committee and approved for further consideration.   | Special Administration Committee - 5 September 2022 (TBC)                                      |
| Stage Four   | <ol style="list-style-type: none"> <li>1. Consultation with Stakeholders on draft recommendations</li> <li>2. Consider the further submissions/representations and prepare final recommendations prepared</li> </ol>   | 12- 25 September 2022<br><br>26-30 September 2022<br><br>Admin Committee 10 October 2022 (TBC) |
| Stage Five   | Final recommendations to be considered by full council with resolution to make a Reorganisation Order.   | Council 17 November 2022   |
| Completion*  | Reorganisation Order made  | w/c 21 November 2022   |
|              | Update to electoral register ahead of publication <b>1 December 2022</b>   | 18 -30 November 2022   |

*\*MUST BE BY 1 DECEMBER 2022 for publication of electoral register*