Appendix A

Mid Suffolk District Council 19th April 2023

Terms of Reference Community Governance Review Local Government and Public Involvement in Health Act 2007 Terms of Reference

1. Introduction What is a Community Governance Review?

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

A Community Governance Review is required must consider:

- the impact of community governance arrangements on community cohesions
- the size, population and boundaries of a local community or parish.

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
- be effective and convenient

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 makes a Community Governance Order.

2. Why is the Council carrying out this Community Governance Review?

   The council is required to keep its area under review – every 10-15 years.

   Following a number of requests from Parishes for a Review, it was deemed appropriate to undertake a Review of the whole principal council area, rather than dealing with review requests piecemeal.

   A Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that may exist.

3. Scope of the Review (updated on 19th April 2023)

   Part one of the Review, which started in March 2022 and concluded 26th January 2023 Mid Suffolk Full Council Meeting, considered and resolved the following issues:

   - *In relation to Badwell Ash and Long Thurlow and Freshingfield Parish Council, Thurston and Baylham Parish Meeting*

   Part two of the review will consider the following issues which were not resolved during part one of the review:

   - The boundary between Stowmarket Town Council and Onehouse Parish Council.
   - The boundary Battisford Parish Council and Combs Parish Council.

4. Consultation How the Council proposes to conduct consultations during the Review?

   Before making any recommendations or publishing final proposals, the council must 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
- send a copy of the Notice and these Terms of Reference to all parish clerks
- seek to arrange for the notice to be published on parish council websites and notice boards; and
- send a copy of the Notice and these Terms of Reference to all local Members of Parliament 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.

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 (19th April 2023)

Timetable for stage one of the review:

Action	Timeline	Details
Report to Full Council	March 2022	Council approves the principle of the Community Governance Review and its Terms of Reference
Publish Terms of Reference	March 2022 (The CGR must be completed within 12 months of the date of publication)	Publish Terms of Reference and notify stakeholders of the commencement of the Review.

Prepare draft consultation document and invite initial submissions	April to May 2022	Initial submissions invited: • Town and Parish Councils • Members of Parliament • Local Groups and Interested Parties such as local businesses, local residents' associations, local public and voluntary organisations such as schools or health bodies Publish proposals on District Council website
Consider submissions	May 2022	Consider any submissions/representations and prepare report of draft recommendations for Full Council in July 2022
Publish draft recommendations	July 2022 to September 2022 (10 weeks)	Publish draft recommendations for further consultation with: • All local government electors • All town and parish councils Local groups and interested parties Publish draft recommendations on Council website.
Make final recommendations	Oct 2022 Full Council meeting	Consider any further submissions/representations and prepare final recommendations for report to Full Council
Publish final recommendations	November 2022	Publish final recommendations and make Order.

Timetable for stage two of the review:

Action	Timeline	Details
Update to the Terms of Reference authorised by the CGR Task and Finish Group	April 2023	Update to the Terms of Reference to specify the update to the timetable and the specific issues to be considered at stage two of the review.
Publish the updated Terms of Reference	May 2023	Publish Terms of Reference and notify stakeholders of the commencement of stage two of the Review.
Prepare draft consultation document and invite initial submissions	June 2023 – July 2023 (2 months)	Initial submissions invited: • Town and Parish Councils • Members of Parliament • Local Groups and Interested Parties such as local businesses, local residents' associations, local public and voluntary organisations such as schools or health bodies
Consider submissions	August 2023	CGR Task and Finish Group to consider any submissions/representations and prepare report of draft recommendations for Full Council in September 2023
Draft recommendations to be considered by Council and approved for further consultation	September 2023	Draft recommendations to be approved for consultation

Publish draft recommendations for consultation	October 2023 – November 2023 (2months)	Direct mailshot (letter or email) to local government electors, persons or bodies which appear to the council to have an interest in the issue being consulted on. Posted letters to include response form to complete and return plus contact details for responses via online form or email. Briefings for parish and town councils (if required) Press release and social media posts Website updated with issues being consulted on, including links to maps and online form and inclusion of email address for more detailed submissions.
Consider submissions	December 2023	CGR Task and Finish Group to consider submissions/representations and prepare final recommendations for report to Full Council
Final recommendations to be considered by Council	December 2023/ January 2024	Final recommendations to be approved
Publish final recommendations	As soon as practicable after publication of final recommendations	Publish final recommendations and make Order.

5. Considerations (added at stage two of the review)

Legislation requires that the council must ensure that community governance within the area:

- reflects the identities and interests of the communities in the area; and
- be effective and convenient and takes into account any other arrangements for the purpose of community representation or engagement in the area.

In considering proposals for change, the council will take the following into account:

- a strong, inclusive community and voluntary sector;
- a sense of civic values, responsibility and pride;
- a sense of place – a place with a 'positive' feeling for people and local distinctiveness;
- reflective of the identities and interests of the community in that area;
- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

Electorate forecasts

When considering the electoral arrangements the council must consider any likely future change in the number or distribution of electors within five years from the day the review commences.

The review will use the latest electorate figures available at a parish level together with the estimated delivery of new dwellings within the five-year period taken from the council's most recent Five-Year Housing Land Supply Statement.

This information will be included as part of the draft and final recommendations.

Parish boundaries

The council will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical

barriers such as rivers or man-made features such as railways or motorways.

Protected arrangements

The Local Government Boundary Commission for England (LGBCE) has completed electoral reviews in the previous five years and as such some parish arrangements are protected. The Council will consider the protected arrangements and will engage with the LGBCE regarding any request to make changes to parish arrangements which are protected.

6. Reorganisation of Community Governance Orders and commencement

The review will be completed when the council resolves to accept the final recommendations and authorises completion of the Reorganisation of Community Governance Order.

Any Community Governance Order made following a CGR should, for administrative and financial reasons take effect on 1 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.

Copies of the Order, supporting maps and documents setting out the reasons for the decisions taken will be placed on deposit at Endeavour House Ipswich and on the council's website. They will be publicised in accordance with the requirements of the 2007 Act. All parishes will be notified of the outcomes of the review.

Copies of the Reorganisation of Community Governance Order will be sent to:

- the Secretary of State for Levelling Up, Housing and Communities
- the Local Government Boundary Commission for England
- the Office of National Statistics
- the Director General of the Ordnance Survey
- Suffolk County Council
- the Audit Commission
- Suffolk Association of Local Councils

7. Date of Publication

These terms of reference were revised on 19th April 2023.