

WILTSHIRE COUNCIL
COMMUNITY GOVERNANCE REVIEW
DRAFT TERMS OF REFERENCE FOR THE WORKING PARTY

Introduction

Wiltshire Council at its meeting on 25 February 2014 resolved to undertake a Community Governance Review of the following:-

Description	CGR to cover
Salisbury	Internal and external boundaries of Salisbury and neighbouring parishes and associated seating arrangements
Bishopdown / Laverstock / Ford / Salisbury	Internal and external boundaries of Salisbury and neighbouring parishes and associated seating arrangements
Trowbridge	Internal and external boundaries of Trowbridge and neighbouring parishes and associated seating arrangements
Chippenham	Internal and external boundaries of Chippenham and neighbouring parishes and associated seating arrangements
Hilperton	Status of request unsure, but would be a parish included in the review of the Trowbridge area
Devizes	Internal and external boundaries of Devizes and neighbouring parishes and associated seating arrangements
Calne	Internal and external boundaries of Calne and neighbouring parishes and associated seating arrangements
Corsham	Internal and external boundaries of Corsham and neighbouring parishes and associated seating arrangements
Melksham and Melksham Without	Internal and external boundaries of Melksham and Melksham Without and associated seating arrangements
Lyneham, Cliff Pypard, Bushton, Thickthorn – approx 12 houses.	The possible move of Preston from Lyneham to Clyffe Pypard parish
Bishopstrow River Wyle – Barrow House and cottages	The adjustment of the boundary between Bishopstrow and Warminster in the Bishopstrow Road / River Wyllye area
Bishop Cannings parish	Internal parish ward boundaries and seats
Nomansland, Redlynch and Landford	Internal and external boundaries of Redlynch and Landford, and associated seating arrangements
Compton Chamberlayne	To consider the possible merger of Compton Chamberlayne with another parish or parish council if further evidence of need is forthcoming

Horningsham and the Deverills	To consider amalgamating Horningsham with Longbridge Deverill, and both amalgamating with Upper Deverills
All areas	The grouping of parishes to form joint parish councils
Tisbury and West Tisbury.	The possible combination of the parishes of Tisbury and West Tisbury
Durrington	To consider the naming proposal if further details are forthcoming. Secondly to consider the most appropriate governance arrangements for the area covered by the parish.
Sutton Mandeville	To consider a name change for the parish / parish council
Grafton	Number of seats, unless further details are forthcoming in which case the CGR will be limited to the number of seats only
Idmiston	Number of seats, unless further details are forthcoming in which case the CGR will be limited to the number of seats only
Urchfont	Number of seats, unless further details are forthcoming in which case the CGR will be limited to the number of seats only
Chippenham Without	Number of seats, unless further details are forthcoming in which case the CGR will be limited to the name of the parish only

Known unitary council requests

Parishes in the Alderbury & Whiteparish and Winterslow divisions	To consider options for a review of the parishes in the Alderbury & Whiteparish and Winterslow divisions
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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 styles of new parishes
- The electoral arrangements of parishes (including the number of councillors to be elected to the council and parish warding)
- Grouping or de-grouping parishes

This Review is being carried out by the Council under the powers in Part 4 of the Local Government and Public Involvement in Health Act 2007 ('the Act') and will be undertaken in accordance with the legislative requirements of that Act and any relevant regulations made thereunder. It will also have regard to the Guidance on Community Governance Reviews published by the DCLG.

The Council has appointed a Working Group to carry out this Review and to make recommendations to the Council in due course. The Working Group will comprise a representative from each group of the Council (with a substitute permitted to attend). Other

members may also attend where an item specifically affects their electoral division. This document sets out the terms of reference of the Working Group.

The Review will have particular regard for the need to secure that the community governance arrangements within the areas under review

- reflect the identities and interests of the communities concerned and
- are effective and convenient to local people

When carrying out the community governance review the Council will also take into account other existing or potential community governance arrangements (other than those relating to parishes) in determining what parish arrangements to recommend.

Consultation

The Act requires the Council to consult both the local government electors for the areas under review and any other person or body who appears to have an interest in the review. The Working Group will identify relevant consultees and will determine the most appropriate and effective methods of communication and consultation. In particular, the Working Group will look to make effective use of the Council's website and to involve relevant parish councils in the consultation process. The aim will be to allow the maximum opportunity for members of the communities affected by the Review to be involved in the development of any proposals for community governance arrangements in their local area and for them to be consulted on those proposals which are submitted before any final recommendations are made.

Any representations that are received as a result of this consultation process will be considered by the Working Group and will be taken into account in formulating recommendations to the Council.

There will be a further consultation process on the draft recommendations, before they are submitted to the Council for final approval.

Following the conclusion of the second consultation stage of the review the Working Group will make recommendations to Council as to:

- Whether or not to establish new parishes, the name of any new or existing parish and the styling (i.e. parish, community, neighbourhood or village) of any new parish;
- The retention, abolition or alteration of the area of any affected parishes;
- The electoral arrangements of parishes (including the number of councillors to be elected to the council and parish warding) and
- Whether or not any new or existing parish should have a parish council (subject to the particular restrictions on recommendations in this area set out in s.94 of the 2007 Act) and the electoral arrangements of any new or existing parish council – including ordinary year of election, warding and number of councillors.

The Working Group may also, on conclusion of the review process, make any recommendations arising from the review on:

- Whether or not to introduce any new community governance arrangements other than those relating to parishes and parish councils.

- The grouping (under a common parish council) of parishes.

In carrying out the review and in making any recommendations, the Working Group will have regard to the general principles set out in Appendix 1 to these Terms of Reference.

Timetable

The Review must be completed within 12 months of the date on which it commences. The Review is to commence on 1 April 2014.

The proposed timetable for the Review is as follows. This is subject to variation by the Working Party, subject to the overall prescribed time limit:-

Stage	Action	Timescale	Dates
Commencement			1/4/14
Preliminary stage	Meetings of Working Group to consider consultation arrangements	One month	1/4/14 to 30/4/14
Stage one	Initial submissions invited	Three months	1/5/14 to 31/7/14
Stage two	Consideration of submissions received. Draft recommendations prepared	Two months	1/8/14 to 30/9/14
Stage three	Draft recommendations published and consulted on	Three months	1/10/14 to 31/12/14
Stage four	Consideration of submissions received. Final recommendations prepared	Two months	1/1/15 to 28/2/15
	Recommendations submitted to Council for approval	One month	1/3/15 to 31/3/15

Contact

The main contact for any queries regarding this review will be John Watling, Head of Electoral Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN. John.watling@wiltshire.gov.uk

Date: 10 February 2014