

*This appendix sets out the terms of reference for the review which were published in summer 2015, following decisions by the Council in December 2014 and July 2015. Minor modifications are required to the terms of reference to reflect the advice of the Democratic Renewal Working Party on 2 December 2015. The changes to the original terms of reference are **highlighted in grey***

St Edmundsbury Borough council

TERMS OF REFERENCE

For a Community Governance Review of the parish arrangements for St Edmundsbury

(modified December 2015)

Background

1. Under the Local Government and Public Involvement in Health Act 2007, St Edmundsbury Borough council has the power to carry out a Community Governance Review (CGR) and to create and amend parishes and their electoral arrangements within the Borough. More information on CGRs and the guidance and legislation which the Borough Council will follow in carrying out the review can be found at:
<https://www.gov.uk/government/publications/community-governance-reviews-guidance>.
2. A CGR is a review of the whole or part of the Council's area to consider one or more of the following:
 - (a) the creation, merger, alteration or abolition of parishes;
 - (b) the naming of parishes and the style of new parishes; and/or
 - (c) the electoral arrangements for parishes including:
 - (i) the ordinary year of election;
 - (ii) the number of councillors to be elected; and/or
 - (iii) the warding (if any) of the parish.
3. There may also be consequential impacts of the CGR on district council, county council and parliamentary electoral arrangements which will need to be considered as part of this review and/or in later separate reviews.
4. A CGR provides an opportunity for the Council to review and make changes to community governance within its area. Such reviews can be undertaken where there have been or will be changes in population or in reaction to specific, local issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community. In this instance, the CGR will examine a mixture of issues which have been identified by the Borough Council itself or through earlier consultation on the scope of the review with parish councils and other stakeholders. These are set out at the end of this document.

5. A CGR should:
 - (a) improve community engagement;
 - (b) provide for more cohesive communities;
 - (c) provide better local democracy; and
 - (d) result in more effective and convenient delivery of local services.
6. Final recommendations should be **adopted and** published within 12 months of the date of publication of these terms of reference. Implementation of any agreed changes will be explained in a formal Order made thereafter. This will set out when and how any new arrangements will come into effect, including any consequential impacts.

Process

7. There are two main stages to the review: the first stage will gather opinions on the issues under consideration; the second stage will be the Council's recommendations on the way forward, which the public will also be able to comment on. After these two stages, a final decision will be made.
8. The Borough Council is responsible for conducting the review, which will be overseen on its behalf by the Democratic Renewal Working Party. The Working Party will consider each stage of the review and make recommendations to meetings of the Council (i.e. all Borough Councillors) which will be the ultimate decision-maker. The Council's officers will carry out the administrative aspects of the review.
9. After taking a decision as to the extent to which it will give effect to any recommendations made in the CGR, the Council must publish its decision and the reasons for taking that decision. It must also take sufficient steps to ensure that persons that may be interested in the CGR are informed of the decision and the reasons for it. The key issue is transparency and who should be so informed will depend on the circumstances of each case. There are then statutory procedures which the Council must follow in making the consequential reorganisation order.
10. Official notices for the CGR, including this terms of reference, will be published on the Council's website.

Consultation

11. When undertaking a CGR the Council is required to consult local government electors in the areas affected by the CGR and other persons or bodies which appear to the Council to have an interest in the CGR. These will include directly affected parish, town, district and county councils, MPs, other public sector bodies and, where appropriate, local businesses and voluntary and community organisations.
12. The Council will also publicise the review by a variety of methods, and encourage partners to do so. Relevant *organisations* will be consulted by letter or email. However, given the variation in the type and scale of issues under consideration, the Council proposes to consult with *local government electors* for the area by using two different methods of consultation, which it believes is a proportionate and equitable approach:

- (a) Where *existing* properties may be directly affected by a proposal relating to the external boundary of a parish, the Council will attempt to write to each affected household or business to seek their views;
- (b) Where a proposal relates to Vision 2031 strategic growth sites (i.e. houses or businesses yet to be built) or electoral arrangements affecting a whole parish (creation of new parishes, parish wards, number of councillors, etc), the Council will consult electors primarily by way of an online survey. There is, however, no requirement to use the online survey to take part, and people may respond to the Council at the addresses given below by **letter, email, telephone, petition or local survey instead.**

N.B. Where a Vision 2031 growth site includes existing properties, the Council will attempt to write to them directly, on the basis of (a) above.

13. Before or at the start of the first consultation in September 2015, the Council will produce a separate guide for consultees on the kinds of information that can be taken into account when considering a CGR, and also make available relevant mapping and electorate forecasts to assist respondents. This and all other information relating to the CGR, including how to respond, will be available on the Council's website at <http://www.westsuffolk.gov.uk/CGR>
14. To avoid clashing with school holidays, the initial consultation period and associated publicity for the CGR will start in September and run until 5pm on 9th November, 2015.
15. Consultation on **final** recommendations is likely to take place between January and April 2016 (dates to be confirmed). **Before or at the start of this final consultation, the Council will:**
- **publish modified terms of reference for the review;**
 - **publish final recommendations in accordance with the terms of the Act;**
 - **publish electorate forecasts, where applicable to the matters under; consideration; and**
 - **publish mapping to explain final recommendations, where applicable;**

This and all other information relating to the CGR, including how to respond, will be available on the Council's website at <http://www.westsuffolk.gov.uk/CGR>

16. All correspondence and queries in relation to the CGR should be directed to:

Job Title: Service Manager (Democratic Services and Elections)
Postal Address: West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU
Email : (cgr@westsuffolk.gov.uk)
Phone: Elections helpline 01284 757131

Timetable

17. An illustrative timetable for the CGR is as follows:

1	Publish terms of reference	6 th August 2015
2	Invite initial submissions	On or after 7 th September until 9 th November, 2015 <i>(NB 5pm on 9th November is the deadline for initial submissions)</i>
3	Democratic Renewal Working Party considers submissions and proposes final recommendations	Thursday 26 th November (provisional date)
4	Council considers and agrees final recommendations	15 December 2015
5	Publish and consult upon final recommendations	January to April 2016 <i>(NB consultation not likely to start before February)</i>
6	Democratic Renewal Working Party considers consultation responses for final recommendations and advises full Council on whether and how to implement them	May/June 2016
7	Council decides on the extent it will give effect to the recommendations, reflecting the outcome of consultation, and resolves to make any Order required to implement them	June/July 2016
8	Publish decision on final recommendations	By 7 th August 2016
9	Order produced	As soon as practicable after publication of decision on final recommendations

18. The timetable above may change as the review progresses, although the end date will stay the same. For instance, more time may be required to consider initial submissions and/or prepare draft recommendations, and the timings of **stages 3-6** may be altered.

Matters under review

19. The following table sets out the issues which will be examined in this CGR and on which initial submissions are requested. In relation to growth sites, these are described using the adopted Vision 2031 title to avoid ambiguity, although it should be stressed that this convention does not pre-suppose any view on the outcome of the CGR.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
1	Vision 2031 Strategic Site "North-West Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Fornham All Saints 	Whether or not existing parish governance arrangements should be amended in respect of new homes and/or employment land included in the strategic growth site. If amendments are needed, this could be through changes to existing parish boundaries or wards and/or the creation of new parish(es).
2	Vision 2031 Strategic Site "West Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Westley 	As per 1. above
3	Vision 2031 Strategic Site "North-East Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton 	As per 1. above
4	Vision 2031 Strategic Site "Moreton Hall"	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton •Rushbrooke with Rougham 	As per 1. above
5	Vision 2031 Strategic Site "South-East Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton •Rushbrooke with Rougham 	As per 1. above
6	Vision 2031 Strategic Site "Suffolk Business Park"	<ul style="list-style-type: none"> •Bury St Edmunds •Rushbrooke with Rougham 	As per 1. above

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
7	Moreton Hall area of Bury St Edmunds	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton •Rushbrooke with Rougham 	The CGR will look at the proposal of Cllr Beckwith to create an entirely new parish of Moreton Hall (by removing these properties from existing parished areas). The initial consultation for the review will seek views on potential boundaries as well as electoral arrangements. Since this element of the review will need to link with issues 4, 6 and 8, it will potentially affect Great Barton and/or Rushbrooke with Rougham parishes.
8	29 Primack Road 67 Mortimer Road 87 Mortimer Road 89 Mortimer Road 91 Mortimer Road 93 Mortimer Road 95 Mortimer Road	<ul style="list-style-type: none"> •Bury St Edmunds •Rushbrooke with Rougham 	<p>The parish boundary between Bury St Edmunds and Rushbrooke with Rougham in the vicinity of Mortimer and Primack Roads.</p> <p>This matter will be considered alongside issues 4, 6 and 7.</p>
9	71, 73 and 75 Home Farm Lane	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton 	The parish boundary between Bury St Edmunds and Nowton to the rear of 71, 73 and 75 Home Farm Lane
10	School Bungalow, Hardwick Middle School, Mayfield Road	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton 	The parish boundary between Bury St Edmunds and Nowton in relation to Hardwick Middle School.
11	136 Newmarket Road	<ul style="list-style-type: none"> •Bury St Edmunds •Westley 	<p>The parish boundary between Bury St Edmunds and Westley</p> <p>This matter will be considered alongside issue 2.</p>
12	Vision 2031 Strategic Site "North-West Haverhill"	<ul style="list-style-type: none"> •Haverhill •Little Wratting •Withersfield 	As per 1. above
13	Vision 2031 Strategic Site "North-East Haverhill"	<ul style="list-style-type: none"> •Haverhill •Kedington •Little Wratting 	As per 1. above
14	Vision 2031 Strategic Site "Hanchett End" (Haverhill)	<ul style="list-style-type: none"> •Haverhill •Withersfield 	As per 1. above

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
	Research Park) <i>(All of the area bounded by the A1017, A1307 and Hanchett End)</i>		
15	County boundary between Suffolk and Essex adjacent to Haverhill	<ul style="list-style-type: none"> •Haverhill •Withersfield •Kedington •Parishes in Essex 	The boundary between Essex and Suffolk around Haverhill. <i>The Borough Council does not have the ability to make changes to county boundaries as part of this CGR but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to carry out a Principal Area Boundary Review.</i>
16	Hermitage Farmhouse, Snow Hill, Clare (CO10 8QE)	<ul style="list-style-type: none"> •Clare •Poslingford 	Boundary between Clare and Poslingford in vicinity of Hermitage Farm
17	Oak Lodge, Mill Road, Hengrave (IP28 6LP)	<ul style="list-style-type: none"> •Culford •Fornham St Martin cum St Genevieve •Hengrave 	Boundary between Culford, Fornham St Martin cum St Genevieve and Hengrave in vicinity of Mill Road
18	Lodge Farmhouse, Lodge Farm, Seven Hills, Ingham (IP31 1PT)	<ul style="list-style-type: none"> •Culford •Ingham 	Boundary between Culford and Ingham Parish in vicinity of Lodge Farm
19	Elm Farm and associated cottages, Assington Green, Stansfield (CO10 8LY)	<ul style="list-style-type: none"> •Denston •Stansfield 	Boundary between the parishes of Denston and Stansfield in vicinity of Elm Farm
20	Area between Fornham Lock Bridge and the Sheepwash Bridge, adjacent to the sewage works entrance, Fornham St Martin.	<ul style="list-style-type: none"> •Fornham All Saints •Fornham St Martin cum St Genevieve 	Boundary between the parishes of Fornham All Saints and Fornham St Martin cum St Genevieve along the B1106.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
21	RAF Honington	<ul style="list-style-type: none"> •Honington cum Sapiston •Troston 	Parish boundaries and ward arrangements in respect of RAF Honington (and their consequential impact upon Borough, County and Parliamentary representation).
22	Weathercock House, New Common Road, Market Weston (IP22 2PG)	<ul style="list-style-type: none"> •Market Weston •Thelnetham 	Boundary between Market Weston and Thelnetham in the vicinity of Weathercock House.
23	Properties on Dunstall Green Road between Ousden and Dalham	<ul style="list-style-type: none"> •Dalham (Forest Heath District) •Ousden 	The boundary between St Edmundsbury and Forest Heath Districts in the vicinity of Dalham and Ousden. <i>The Borough Council does not have the ability to make changes to district boundaries as part of this CGR but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to carry out a Principal Area Boundary Review.</i>
24	Stansfield Parish Council	Stansfield	Number of councillors for Stansfield Parish Council
25	Great and Little Thurlow	<ul style="list-style-type: none"> •Great Thurlow •Little Thurlow 	Whether or not to combine the parish councils of Great and Little Thurlow.
26	The whole Borough (consequential impact of CGR)	<ul style="list-style-type: none"> •All 	Consequential impacts and changes to Parish and Borough Council wards and County Council divisions representing the Borough associated with any proposed changes to parish boundaries or wards arising from the CGR. Changes may be in the form of ward/division boundaries and numbers of councillors.

Date of Publication of these Terms of Reference

6th August 2015

Modification approved on 15th December 2015 and published in January 2016.