

## Community Governance Review 2022/23

### Terms of Reference

Review of Community Governance Arrangements in the Parish(es) of *Bursledon*, Hedge End Town Council, *Hound and West 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

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

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 Reorganisation Order.

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

3. 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**

4. The Review will consider the community governance arrangements for Hedge End Town Council.

## **Consultation**

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

5. 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 clerks (for the parish(es) within the scope of the review);
  - 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.
6. 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.
7. 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**

8. 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.
9. 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	18 July -14 August 2022 – for a 4 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>	15 -19 August 2022
Stage Three	Draft recommendations to be considered by Administration Committee and approved for further consideration.	Special Administration Committee – w/c 5 September 2022 (TBC)
Stage Four	<ol style="list-style-type: none"> <li>1. Consultation with Stakeholders on draft recommendations</li> </ol>	12- 25 September 2022
	<ol style="list-style-type: none"> <li>2. Consider the further submissions/representations and prepare final recommendations prepared</li> </ol>	26-30 September 2022  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*