



Council – 23 April 2012

Community Governance Review (review of the parish council arrangements in the district)

Purpose of report: This report seeks Member approval for the review of parish council arrangements (including parish boundaries) in the district and the draft Terms of Reference that set out how the Review will be undertaken.

Attachment(s)

Appendix 1: Terms of Reference

Appendix 2: Equality Impact Assessment

1.0 Background

1.1 The Local Government and Public Involvement in Health Act 2007 (the Act) devolved the power to take decisions about matters such as the creation, abolition and amendment of parishes and their electoral arrangements to local government and local communities in England.

1.2 The last review of parish arrangements was conducted in 1998 and came into effect in 2000. It is considered good practice for reviews to be carried out every 10-15 years.

2.0 Why should this be done now?

2.1 There are four main reasons why the review needs to be undertaken now.

2.2 Informal requests for a review of parish arrangements and/or boundaries have been made by Raunds Town Council and Oundle Town Council. Areas identified for growth such as Raunds/Ringstead and Oundle/Barnwell mean that current parish boundaries may not necessarily reflect future community identities. If the Council does not respond to these informal requests, it is possible for a review to be triggered by a petition for a community governance review, which would then place the Council under a duty to carry out a review.

2.3 As mentioned in paragraph 1.2 above, the last review was conducted in 1998, and it is considered good practice for reviews to be carried out every 10-15 years.

2.4 Community Infrastructure Levy (CIL) regulations come into force on 1 April 2014, which limit the number of developments whose contributions can be pooled for an infrastructure project. It is currently anticipated that the North Northamptonshire authorities will have their local CIL charges in place during 2013/14. The government has also indicated that a 'meaningful proportion' of CIL monies must be returned which will increase the pressure for boundaries to be adapted to better match the affected localities.

2.5 Undertaking the review now means that any changes to parish arrangements can be implemented in time for the County Council elections in 2013. If the review started later than 24 April 2012, or if the timetable slipped significantly, it would mean that any changes could not be implemented until the May 2015 district and parish elections. This would leave a long time between the completion of the review and the implementation of the new boundaries.

2.6 The process to be followed

2.7 The review must be completed within 12 months of its commencement and begins when the Terms of Reference for the review (the draft version of which is appended to this paper for Members' approval) are published.

2.8 The review takes a four-stage format to allow for two periods of public consultation and the formulation of draft and final recommendations and is set out in the table below.

2.9

Stage	Date	What happens	Timescale
Stage 1	24 Apr – 15 Jun	Terms of reference are published and initial submissions are invited	8 weeks
Stage 2	18 Jun – 27 Jul	Consideration of submissions received and draft recommendations prepared	6 weeks
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Stage 4	24 Sep – 26 Oct	Consideration of submissions received and final recommendations are prepared and submitted to Council for endorsement	5 weeks
	Late November	Extra Council meeting held to endorse recommendations	
	Day after Council meeting	Final recommendations are published, concluding the review	
	Early December	Council makes Reorganisation Order and sends it to the Local Government Boundary Commission (LGBC)	
	End of January 2013	LGBC makes its Order	

2.10 Although this provides a tight timescale for the review, it means the Order would be made before the anticipated local CIL adoption date in 2013/14, which should mean that any issues regarding new housing development, parish boundaries and the payment of CIL monies to the appropriate town or parish council would be resolved. It also means that any boundary alterations would be made in time for the County Council elections in May 2013.

2.11 The Terms of Reference allow for some slippage within the timetable but any significant delays may mean that any changes would not be implemented until May 2015.

3.0 Terms of Reference

3.1 In addition to agreeing a timetable for the review, Members are asked to approve the draft Terms of Reference for the review, the publication of which marks the start of the review.

3.2 Draft Terms of Reference are attached at Appendix 1.

4.0 Equality and Diversity implications

- 4.1 An Equality Impact Assessment has been carried out on the Terms of Reference and is attached at Appendix 2. It identified that it will be necessary to ensure the consultation is inclusive and accessible to allow everyone to give their views on the review (for example people whose first language is not English, people with a sensory impairment, people with learning difficulties and people who live in rural areas who may not have easy access to the internet or the Council's main offices) and ways to mitigate these difficulties have been suggested.
- 4.2 It will also be necessary to carry out further equality analysis during the course of the review to ensure the Council is meeting its duties under the Equality Act 2010.

5.0 Legal implications

- 5.1 The Council has the power to recommend changes to parish arrangements by virtue of the Local Government and Public Involvement in Health Act 2007 and will be required to make an Order to enable implementation by the Local Government Boundary Commission. Any changes to boundaries would require slight amendments to the Electoral Register.

6.0 Risk Management

- 6.1 Although the guidance only recommends conducting a review every 10-15 years, there is only a small window of opportunity to carry out the review before the timetable is further complicated by issues such as a change to the date of the 2013 canvass (to spring 2014) and the district and parish elections in 2015. There is then a risk that any boundary anomalies could be maintained well into the new CIL regime and could cause issues regarding payment of CIL monies. As there have been informal enquiries made regarding a review of parish arrangements, any further delay could result in the Council receiving a formal request via a community governance petition, which would then mean the Council is under a duty to carry out a review.

7.0 Financial implications

- 7.1 There is no additional budget for the review, so any costs such as the production of hard copies of maps for the stages of public consultation and mail-outs must be found from existing budgets.
- 7.2 The review will be undertaken within existing resources using staff from the Policy & Performance Team with additional support from officers with expertise across the Council, for example Communications and GIS.

8.0 Recommendations

- 8.1 Council is recommended to approve :
- (a) the arrangements for a Community Governance Review during 2012
- (b) the Terms of Reference of the review set out in Appendix 1

Legal	Power: Local Government and Public Involvement in Health Act 2007		
	Other considerations: Guidance on community governance reviews		
Background Papers: None			
Person Originating Report: Emma Gadsby, Policy & Performance Manager, 01832 742099, egadsby@east-northamptonshire.gov.uk			
Date: 10 April 2012			
CFO	MO	CX	

**REVIEW OF PARISHES AND RELATED MATTERS – LOCAL
GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT
2007**

TERMS OF REFERENCE

INTRODUCTION

East Northamptonshire Council has resolved to undertake a Community Governance Review of the district. The review (to be more commonly known here as a parish review) will cover the whole local authority area of East Northamptonshire Council.

In undertaking the Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI2008/626). (The 2007 Act has transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)

The Council is required to have regard to Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England. This Guidance was published in March 2010. This has been carefully considered in drafting the Terms of Reference.

Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a Review. The publication of the Terms of Reference marks the start of the Review. These Terms of Reference are being published on the Council's website (www.east-northamptonshire.gov.uk). For the purposes of public consultation, attention is being drawn to the location of the Terms of Reference in correspondence to parish and town councils in the district and all other consultees and in Nene Valley News, the Council's free community newspaper. The government also expects the Terms of Reference to set out clearly the matters on which a Community Governance Review is to focus. This is done later in this document.

Why is the Council undertaking the Review?

The Guidance is that it is good practice to conduct a parish review every 10-15 years. The last such local review was conducted in 1998 and came into effect in 2000. Beginning a parish review now is timely as there are also specific local issues which have been raised in relation to new housing developments in the Raunds/Ringstead and Oundle/Barnwell areas, as well as a request to review the number of town councillors representing Oundle Town Council.

What is a Community Governance Review?

It is a review of the whole area within East Northamptonshire to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council; and parish warding); and
- Grouping parishes under a common parish council or de-grouping parishes.

Parish governance in our area

The Council wants to ensure that parish governance in our district continues to be robust, representative and effectively representing communities as they develop. The potential activities of parish councils have been expanded through the provisions of the Localism Act 2011 and the Council is looking to enable parish councils to meet the opportunities that will arise as a result. Furthermore, it wants to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements of parishes are appropriate, equitable and understood by their electorate.

Who undertakes the Review?

A working group has been established to consider representations received during the review period and recommend to Council the final recommendations.

CONSULTATION

How we propose to conduct consultations during the Review

The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

In coming to its Recommendations in a Review, the Council will need to take account the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Health Act 2007.

The Council will publish all decisions taken in the Review and the reasons for taking those decisions in the interests of transparency.

In accordance with the Act, representations received in connection with the Review will be taken into account and steps will be taken to notify consultees of the outcome of the Review (either individually or as part of a general communication of information). We will publish details of the Review at key stages on the Council's website, in the Council's community newspaper (Nene Valley News), general press

releases and via the Council's Facebook and Twitter accounts. Key documents will be on deposit at each of the Council's offices in Thrapston, Rushden and Oundle and at libraries within the district. We will also notify Northamptonshire County Council that the review is being undertaken.

The review timetable is shown below and indicates that the review starts with comments and proposals being invited by interested parties. These will be taken into account by the working group in formulating the draft recommendations. A further consultation will take place on the draft recommendations again inviting submissions and proposals. Any representations received will be considered in formulating the final recommendations.

How to contact us

You can contact us or give your views about the review in the following ways:

By email: pandp@east-northamptonshire.gov.uk

By telephone: 01832 742099

By post: Review of Parish Arrangements
East Northamptonshire Council
Cedar Drive
Thrapston
Northants
NN14 4LZ

In person: By handing any correspondence into one of the Council's three offices:

Thrapston Customer Service Centre (see postal address)

Rushden Customer Service Centre
Newton Road
Rushden
Northants
NN10 0PT

Oundle Customer Service Centre
4 New Street
Oundle
Northants
PE8 4ED

The Review Timetable

Publication of this Terms of Reference formally begins the Review. The timetable for the Review is set out below:

Stage	Date	What happens	Timescale
Stage 1	24 Apr – 15 Jun	Terms of reference are published and initial submissions are invited	8 weeks
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	Late November (date tbc)	Extra Council meeting held to endorse recommendations	
	Day after Council meeting	Final recommendations are published, concluding the review	
	Early December	Council makes Reorganisation Order and sends it to the LGBC	
	End of January 2013	LGBC makes its Order	

Please note that this is an estimated timeframe and whilst we will endeavour to keep to the dates, any changes will be published on the Council's website.

Any submissions received outside of the public consultation periods will not be taken into account. Please note that the consultation stages of this review are public consultations. In the interests of openness and transparency, the Council will make available for public inspection full copies of all representations it takes into account as part of this review at the address above and on the Council's website. Please note that we cannot accept anonymous comments and therefore you will need to provide a contact name and address on any comments you submit.

You should be aware that your comments will be made available for other people to see. Under the terms of the Access to Information Act 1985, comments/correspondence are not considered to be confidential and will be scanned and posted on our website.

The Council believes that inclusive consultation is important and will therefore use a wide range of methods to encourage comments from as many residents as possible and every effort will be made to ensure the involvement of people who may be under-represented in consultation exercises.

ELECTORATE FORECASTS

The electorate and electorate forecasts for the district

The Council has used the Register of Electors of March 2012 in providing the existing parish/parish ward electorate figures. These are presented in Appendix A.

When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. Electorate forecasts have been prepared using extant planning permissions and the Local Development Framework to project the five-year electorate forecast.

It is the government's guidance that these forecasts should be made available to all interested parties as early as possible in the review process so that they are available to all who may wish to make representations. These are presented in Appendix B.

Demographic trends and influences in our area

New development in the district means there are significant projected increases in the electorate of the parishes of Collyweston, Hemington, Irthlingborough, Kings Cliffe, Oundle, Raunds, Thrapston, Thurning and Yarwell. Appendix B gives more details about the current and projected electorate for each parish.

THE PRESENT STRUCTURE OF PARISHES AND THEIR ELECTORAL ARRANGEMENTS

Present structures of parish governance in our area

There are 41 town and parish councils within the district and 10 parish meetings (a meeting of the local government electors within the district which does not have elected councillors).

Appendix A gives more details about the parishes, councillors and number of electors within East Northamptonshire.

PARISH AREAS

Introduction

This part of a Review covers the creation of new parishes, altering the boundaries of parishes and abolishing existing parishes.

Proposed new development in Raunds/Ringstead and Oundle/Barnwell in particular have prompted requests for a review of the parish boundaries in these areas.

The legislation requires that the Council must have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area; and
- Is effective and convenient; and
- Takes into account any other arrangements for the purposes of community representation or community engagement in the area

Parishes

The Council considers that parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity.

Boundaries

The Council considers that the boundaries between parishes will normally reflect the area between communities represented by areas of low population or pronounced physical barriers. These barriers will either be natural or man-made; they might include rivers and marshland, or man-made features such as parks, major road and motorways – those barriers that oblige the residents of an affected area to have little in common with the remainder of the parish to which they may have been allotted.

The Council considers that 'natural' settlements or settlements as they are defined in the Local Development Framework should not in normal circumstances be partitioned by parish boundaries.

The Council will endeavour to select boundaries that are and are likely to remain easily identifiable.

Viability

The Council is anxious to ensure that parishes should be viable and should possess a precept (council tax base) that enables them to actively and effectively promote the wellbeing of their residents and to contribute to the real provision of services in their areas in an economic and efficient manner.

Some parishes are keen to participate in measures such as attaining Quality Parish status, or the development of neighbourhood plans. The Council sees these initiatives as important measures of effective, convenient and appropriate local government and will respect them in this Review.

The Council recognises that, in its rural area, a strong sense of community can prevail over an extensive but otherwise sparsely populated area. Parishes in these areas may have limited capacity to facilitate service provision and effective local government; even so, arrangements in these areas, when they accord with the wishes of the inhabitants of the parish, will at least represent convenient local government.

The Council is committed to ensuring that the Review leads to parishes that are based on areas which reflect community identity and interest and which are viable as an administrative unit.

THE GROUPING OF PARISHES

Introduction

A grouping order is permitted under Section 11 of the Local Government Act 1972. It

may be best considered as a working alliance of parishes that have come together under a common parish council, with the electors of each of the grouped parishes electing a designated number of councillors to the council. It has been found to be an effective way of ensuring parish government for small parishes that might otherwise be unviable as separate units, while otherwise guaranteeing their separate community identity.

Appendix A gives details of current parish groupings in East Northamptonshire and the electorate for all parishes.

General principles

Under the Act, smaller new parishes of less than 150 electors will be unable to establish their own parish council. The government has stated that, “in some cases, it may be preferable to group together parishes so as to allow a common parish council to be formed...such proposals are worth considering and may avoid the need for substantive changes to parish boundaries, the creation of new parishes or the abolition of very small parishes where, despite their size, they still reflect community identity.” This guidance is noted by the Council.

The Council recognises that the grouping of parishes needs to be compatible with the retention of community interests, and notes the government’s guidance that “it would be inappropriate for it to be used to build artificially large units under single parish councils.”

Other matters – styles and parish councillors

Where the Reorganisation Order intends to form a group, add a parish to an existing group or de-group a parish or group, provision with regard to the alternative styles is permitted by the legislation. However, where a parish is removed from a group it must retain the style it had in the group until such time as the parish council or parish meeting resolves to adopt an alternative style.

Where the Reorganisation Order intends to form a group, add a parish to an existing group or de-group a parish or group, the Council, in considering the number of councillors to be elected to the common parish council by each of the constituent parishes, will take into account those considerations of being equitable that operate with regard to the allocation of councillors in warded parishes and which are dealt with below.

NAMES AND STYLES

The naming of parishes

With regard to the names of parishes, the Council will endeavour to reflect local or historic place-names, and will give a strong presumption in favour of names proposed by local interested parties.

There are legal requirements, particularly with regard to subsequent notification, with regard to the naming of parishes, and the Council will be mindful of these.

Alternative styles

The 2007 Act has introduced ‘alternative styles’ for parishes. If adopted, the ‘alternative style’ would replace the style ‘parish’. However, only one of three

prescribed styles can be adopted: “community”, “neighbourhood” or “village”. The implications of a change of style can be illustrated: The Community of Greenfield; Whitewell Neighbourhood Council or The Village Councillors for the Village of Redstone. In addition, it should be noted that the style of “town” is still available to a parish. However, for as long as the parish has an ‘alternative style’, it will not also be able to have the status of a town and vice versa.

Where a new parish is being created, the Council will make recommendations as to the geographical name of the new parish and as to whether or not it should have one of the alternative styles.

Where an existing parish is under review, the Council will make recommendations as to whether the geographical name of the parish should be changed, but it will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.

ELECTORAL ARRANGEMENTS

What does ‘electoral arrangements’ mean?

An important part of our Review will comprise giving consideration to ‘electoral arrangements’. The term covers the way in which a council is constituted for the parish. It covers:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward;
- The name of any such ward

Ordinary year of election

The Local Government Act 1972 states that ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter (i.e. 2007, 2011, 2015 etc). However, the government has indicated that it would want the parish electoral cycle to coincide with the cycle for the district council, so that the costs of elections can be shared. If the Review finds that it will be appropriate to hold an election for parish councillors, for example to a newly formed parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected parish councillors will be so reduced as to enable the electoral cycle to revert to the normal cycle in the district at the next ordinary elections.

A council for a parish

The legislation lays down the different duties that the Council has with regard to the creation of a council for a parish:

- Where the number of electors is 1,000 or more – a parish council must be created;
- Where the number of electors is 151-999 – a parish council may be created, with a parish meeting being the alternative form of parish governance;
- Where the number of electors is 150 or fewer - a parish council is not created

What considerations cover the number of parish councillors?

The Council notes that the number of parish councillors for each parish council shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors. However, each parish grouped under a common parish council must have at least one parish councillor.

The Aston Business School found the following levels of representation:

<i>Electorate</i>	<i>Councillor Allocation</i>
Less than 500	5 – 8
501 – 2,500	6 – 12
2,501 – 10,000	9 – 16
10,001 – 20,000	13 – 27
Greater than 20,000	13 - 31

The National Association of Local Councils (NALC) has suggested that the minimum number of councillors should be seven and the maximum 25.

The government's guidance is that "each area should be considered on its own merits, having regard to its population, geography and the pattern of communities", and therefore the Council is prepared to pay particular attention to existing levels of representation, the broad pattern of existing council sizes which have stood the test of time and the take-up of seats at elections in its consideration of this matter.

The government makes a point "that the conduct of parish council business does not usually require a large body of councillors". In parishes where there has been a history of uncontested elections and/or the need to co-opt members in order to fill vacancies, the Council will give careful consideration to whether the present levels of representation are appropriate. Of the 356 parish council seats in the district, 21 seats were co-opted while 41 are currently vacant.

By law, the Council must have regard to the following factors when considering the number of councillors to be elected for the parish:

- The number of local government electors for the parish;
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts

The Council may also consider any of the following factors:

- Ensuring that the allocation of councillors to parishes is broadly equitable across the district, whilst acknowledging that local circumstances may occasionally merit variation;
- The different demands and consequently different levels of representation are appropriate between the urban and the rural parishes in the district;
- Any discrepancies that may exist in levels of representation among the urban parishes, using a sliding scale as a guide to the allocation of councillors;
- Any discrepancies that may exist in levels of representation among the rural parishes, using a sliding scale as a guide to the allocation of councillors
- A high precept and high levels of service provision;

- Where representation may be required to meet the challenges of population sparsity;
- The traditional scale of representation in a particular parish;
- Supporting a warding arrangement in a particular parish and achieving a good parity of representation between wards

Parish warding

The Act requires that in considering whether a parish should be divided into wards for the purposes of elections of the parish council, the Council should consider the following:

- Whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impractical or inconvenient;
- Whether it is desirable that any area or areas of the parish should be separately represented on the council

The government's guidance is that "the warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish".

With regard to urban parishes, the government has suggested that "there is likely to be a stronger case for the warding of urban parishes...in urban areas, community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity". The Council will be mindful of this guidance and will endeavour to ensure that such urban wards focus on localities of distinct identity. Each case will be considered on its merits and on the basis of the information and evidence provided during the course of the review.

The Council believes that warding arrangements should be clearly and readily understood by and should have relevance for the electorate within a parish and that they should reflect clear physical and social differences within a parish – one parish but comprising different parts. Furthermore, ward elections should have merit: not only should they meet the two tests laid down in the Act (outlined above) but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

The number and boundaries of parish wards

In reaching conclusions on the boundaries between parish wards, the Council will take into account community identity and interests in an area and will consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Equally, the Council, during its consultations and in this Review, is mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

The Council has noted the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which might be broken by the fixing of any particular boundaries. The Council believes that ward boundaries should be clearly understood and that they should represent the most appropriate

parting of local attachments within a parish that comprises different parts.

The guidance has suggested that a relevant consideration for the Council when undertaking a review is that the district wards and county electoral divisions should not split an unwarded parish and that no parish ward should be split by such a boundary. The relevant legal provisions do not apply to reviews of parish electoral arrangements but the Local Government Boundary Commission has requested the Council to bear this in mind, which the Council will do.

In the naming of parish wards, the Council will be mindful of existing local or historic place names, and there will be a presumption in favour of ward names proposed by local interested parties.

The number of councillors to be elected for parish wards

The Council has noted that it is required to have regard to the following when considering the size and boundaries of the wards and the number of councillors to be elected for each ward:

- The number of local government electors for the parish
- Any change in the number, or distribution, of the local government electors which is likely to occur in the period of five years beginning with the day when the review starts

The government has advised, and this Council concurs, that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated competing factors, when it comes to the elections of councillors”. While there is no provision in the legislation that each parish councillor should represent, as nearly as may be, the same number of electors, the Council considers that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards.

The Council is likewise anxious to avoid the risk that, where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council. During the Review process and in its consultations, the Council is committed to consistently showing the ratios of electors to councillors that would result from its proposals.

The foregoing considerations of being equitable will also guide the Council when it considers the number of councillors to be elected to a common council by each parish within a grouping arrangement.

Naming of parish wards

With regard to the naming of parish wards, the Council will endeavour to reflect existing local or historic place-names, and will give a strong presumption in favour of ward names proposed by local interested parties.

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) that show the

effects of the Order in detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's offices, libraries, contact points and on the Council's website.

In accordance with the Guidance issued by the Government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000. These maps will be deposited with the Secretary of State at the Department for Communities and Local Government and at the Council's offices at Thrapston, Rushden and Oundle. Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.

The provisions of the Order will take effect on 1 April 2013.

The electoral arrangements for a new parish or existing parish council will come into force at the next elections to the parish council.

CONSEQUENTIAL MATTERS

General principles

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include

- The transfer and management or custody of property
- The setting of precepts for new parishes
- Provision with respect to the transfer of any functions, property, rights and liabilities
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters

In these matters, the Council will be guided by the Regulations that have been issued following the 2007 Act.

In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate proportion.

Furthermore, the Council notes the Regulations regarding the establishment of a precept for a new parish and their requirements.

District ward boundaries

The Council is mindful that it may be necessary to recommend to the Local Government Boundary Commission to make alterations to the boundaries of district wards or county electoral divisions to reflect the changes made at a parish level. The Council notes that it will be for the Local Government Boundary Commission to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to conduct an electoral review of affected areas.

The Council notes that the Local Government Boundary Commission will require evidence that the Council has consulted on any such recommendations for alterations to boundaries of district wards or county electoral divisions as part of the Review. Such recommendations for alterations may only become apparent during the course of the Review. The Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.

Where any such consequential matters affect Northamptonshire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance, and will also bear in mind the implications for the electoral review of the County Council.

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Appendix A

Parish/Town Council	Parish or Parish Ward (PW)	No of Councillors	Electorate	Electors per Councillor	District Ward	Electoral Division
Aldwinckle	Aldwinckle Parish	7	258	36.9	Barnwell	Oundle ED
Apethorpe Parish Meeting			133		Kings Forest	Prebendal ED
Ashton	Ashton Parish	5	159	31.8	Lower Nene	Prebendal ED
Barnwell	Barnwell Parish	7	320	45.7	Barnwell	Thrapston ED
Benefield	Benefield Parish	7	289	41.3	Oundle	Oundle ED
Blatherwycke Parish Meeting			53		Kings Forest	Prebendal ED
Brigstock	Brigstock Parish	11	1,111	101	Lyveden	Oundle ED
Bulwick	Bulwick Parish	5	145	29	Kings Forest	Prebendal ED
Chelveston-cum-Caldecott	Chelveston-cum-Caldecott Parish	7	406	58	Higham Ferrers Lancaster	Higham Ferrers ED
Clopton Parish Meeting			112		Barnwell	Thrapston ED
Collyweston	Collyweston Parish	7	433	61.9	Fineshade	Prebendal ED
Cotterstock Parish Meeting			138		Lower Nene	Prebendal ED
Deene & Deenethorpe *	Deene Parish	3	40	13.3	Kings Forest	Prebendal ED
	Deenethorpe Parish	3	90	30	Kings Forest	Prebendal ED
	<i>Total</i>	6	130	21.7		
Denford	Denford Parish	7	245	35	Thrapston Market	Thrapston ED
Duddington with Fineshade *	Duddington Parish	7	129	18.4	Fineshade	Prebendal ED
	Fineshade Parish	1	31	31	Fineshade	Prebendal ED
	<i>Total</i>	8	160	20		
Easton-on-the-Hill	Easton-on-the-Hill Parish	11	831	75.5	Fineshade	Prebendal ED
Fotheringhay Parish Meeting			104		Prebendal	Prebendal ED

Parish/Town Council	Parish or Parish Ward (PW)	No of Councillors	Electorate	Electors per Councillor	District Ward	Electoral Division
Glaphorn	Glaphorn Parish	7	224	32	Prebendal	Prebendal ED
Great Addington	Great Addington Parish	7	253	36.1	Woodford	Irthlingborough ED
Hargrave	Hargrave Parish	7	203	29	Stanwick	Higham Ferrers ED
Harringworth	Harringworth Parish	7	193	27.6	Fineshade	Prebendal ED
Hemington, Luddington & Thurning *	Hemington Parish	3	75	25	Barnwell	Thrapston ED
	Luddington Parish	3	48	16	Barnwell	Thrapston ED
	Thurning Parish	3	81	27	Barnwell	Thrapston ED
	<i>Total</i>	9	204	22.7		
Higham Ferrers	Higham Ferrers Chichele PW	8	3,011	376.4	Higham Ferrers Chichele	Higham Ferrers ED
	Higham Ferrers Lancaster	8	3,084	385.5	Higham Ferrers Lancaster	Higham Ferrers ED
	<i>Total</i>	16	6,095	380.9		
Irthlingborough	Irthlingborough John Pyel PW	6	3,445	574.2	Irthlingborough John Pyel	Irthlingborough ED
	Irthlingborough Waterloo	6	3,007	501.2	Irthlingborough Waterloo	Irthlingborough ED
	<i>Total</i>	12	6,452	537.7		
Islip	Islip Parish	9	650	72.2	Thrapston Lakes	Oundle ED
Kings Cliffe	Kings Cliffe Parish	11	935	85	Kings Forest	Prebendal ED
Laxton Parish Meeting			146		Kings Forest	Prebendal ED
Lilford-cum-Wigsthorpe & Thorpe Achurch *	Lilford-cum-Wigsthorpe Parish	3	73	24.3	Barnwell	Thrapston ED
	Thorpe Achurch Parish	3	138	46	Barnwell	Thrapston ED
	<i>Total</i>	6	211	35.2		
Little Addington	Little Addington Parish	7	275	39.3	Woodford	Irthlingborough ED

Parish/Town Council	Parish or Parish Ward (PW)	No of Councillors	Electorate	Electors per Councillor	District Ward	Electoral Division
Lowick & Slipton	Lowick Parish	5	167	33.4	Lyveden	Oundle ED
	Slipton Parish	2	80	40	Lyveden	Oundle ED
	<i>Total</i>	7	247	35.3		
Lutton	Lutton Parish	5	101	20.2	Lower Nene	Prebendal ED
Nassington	Nassington Parish	9	624	69.3	Prebendal	Prebendal ED
Newton Bromswold Parish Meeting			53		Higham Ferrers Lancaster	Higham Ferrers ED
Oundle	Oundle Parish	14	4,073	290.9	Oundle	Oundle ED
Pilton, Stoke Doyle & Wadenhoe *	Pilton Parish	3	50	16.7	Oundle	Oundle ED
	Stoke Doyle Parish	3	62	20.7	Oundle	Oundle ED
	Wadenhoe Parish	3	90	30	Oundle	Oundle ED
	<i>Total</i>	9	202	22.4		
Polebrook	Polebrook Parish	7	380	54.3	Lower Nene	Prebendal ED
Raunds	Raunds Saxon PW	6	3,412	568.7	Raunds Saxon	Raunds ED
	Raunds Windmill PW	6	3,185	530.8	Raunds Windmill	Raunds ED
	<i>Total</i>	12	6,597	549.8		
Ringstead	Ringstead Parish	9	1,134	126	Thrapston Market	Thrapston ED
Rushden	Rushden Bates	3	3,753	1,251	Rushden Bates	Rushden South ED/Rushden East ED
	Rushden Hayden	5	5,340	1,068	Rushden Hayden	Rushden East ED/Rushden West ED
	Rushden Pemberton	5	5,081	1,016.2	Rushden Pemberton	Rushden West ED/Rushden South ED
	Rushden Sartoris	3	3,283	1,094.3	Rushden Sartoris	Rushden South ED
	Rushden Spencer	5	5,029	1,005.8	Rushden Spencer	Rushden West ED/Rushden East ED
	<i>Total</i>	21	22,486	1,070.8		

Parish/Town Council	Parish or Parish Ward (PW)	No of Councillors	Electorate	Electors per Councillor	District Ward	Electoral Division
Southwick Parish Meeting			144		Prebendal	Prebendal ED
Stanwick	Stanwick Parish	7	1,524	217.7	Stanwick	Higham Ferrers ED
Sudborough	Sudborough Parish	5	167	33.4	Lyveden	Oundle ED
Tansor Parish Meeting			143		Lower Nene	Prebendal ED
Thrapston	Thrapston Lakes PW	8	2,875	359.4	Thrapston Lakes	Thrapston ED
	Thrapston Market PW	5	1,691	338.2	Thrapston Market	Thrapston ED
	<i>Total</i>	13	4,566	351.2		
Titchmarsh	Titchmarsh Parish	9	460	51.1	Barnwell	Thrapston ED
Twywell	Twywell Parish	7	139	19.9	Lyveden	Oundle ED
Wakerley Parish Meeting			59		Fineshade	Prebendal ED
Warmington	Warmington Parish	9	772	85.8	Lower Nene	Prebendal ED
Woodford	Woodford Parish	13	1,189	91.5	Woodford	Irthlingborough ED
Woodnewton	Woodnewton Parish	7	350	50	Prebendal	Prebendal ED
Yarwell	Yarwell	7	262	37.4	Prebendal	Prebendal ED
Total			66,540	186.9		

Appendix B

Parish or Town Council (unless otherwise specified)	Housing Stock (Tax base 2012)	Electorate March 2012 (actual)	Electorate per household (average)	Projected housing growth (next 5 years)	Projected electorate growth (next 5 years)	Electorate 2017 (estimated)	% increase
Aldwincle	156	259	1.7	2	3	262	1.3%
Apethorpe Parish Meeting	90	133	1.5	2	3	136	2.2%
Ashton	103	159	1.5	0	0	159	0.0%
Barnwell	174	322	1.9	1	2	324	0.6%
Benefield	168	290	1.7	1	2	292	0.6%
Blatherwycke Parish Meeting	29	53	1.8	0	0	53	0.0%
Brigstock	543	1114	2.1	5	10	1124	0.9%
Bulwick	83	145	1.7	1	2	147	1.2%
Chelveston-cum-Caldecott	195	406	2.1	0	0	406	0.0%
Clopton Parish Meeting	57	112	2.0	2	4	116	3.5%
Collyweston	230	434	1.9	15	28	462	6.5%
Cotterstock Parish Meeting	84	138	1.6	0	0	138	0.0%
Deene *	25	40	1.6	0	0	40	0.0%
Deenethorpe *	65	90	1.4	0	0	90	0.0%
<i>Total</i>		130					
Denford	133	240	1.8	4	7	247	3.0%
Duddington *	81	129	1.6	2	3	132	2.5%
Fineshade *	17	31	1.8	0	0	31	0.0%
<i>Total</i>		160					
Easton-on-the-Hill	453	835	1.8	9	17	852	2.0%
Fotheringhay Parish Meeting	73	106	1.5	0	0	106	0.0%
Glaphorn	132	224	1.7	1	2	226	0.8%
Great Addington	130	253	1.9	0	0	253	0.0%
Hargrave	118	203	1.7	1	2	205	0.8%

Parish or Town Council (unless otherwise specified)	Housing Stock (Tax base 2012)	Electorate March 2012 (actual)	Electorate per household (average)	Projected housing growth (next 5 years)	Projected electorate growth (next 5 years)	Electorate 2017 (estimated)	% increase
Harringworth	133	193	1.5	2	3	196	1.5%
Hemington *	43	76	1.8	2	4	80	4.7%
Luddington *	30	46	1.5	0	0	46	0.0%
Thurning *	48	81	1.7	3	5	86	6.3%
<i>Total</i>		203					
Higham Ferrers	2,743	6,090	2.2	88	195	6,285	3.2%
Irthlingborough	2,746	6,443	2.3	308	723	7,166	11.2%
Islip	291	646	2.2	5	11	657	1.7%
Kings Cliffe	497	936	1.9	147	277	1,213	29.6%
Laxton Parish Meeting	60	147	2.5	1	2	149	1.7%
Lilford/Wigsthorpe *	52	73	1.4	0	0	73	0.0%
Thorpe Achurch *	78	136	1.7	1	2	138	1.3%
<i>Total</i>		209					
Little Addington	137	275	2.0	0	0	275	0.0%
Lowick	136	245	1.8	0	0	245	0.0%
Lutton	59	101	1.7	1	2	103	1.7%
Nassington	338	622	1.8	5	9	631	1.5%
Newton Bromswold Parish Meeting	27	53	2.0	1	2	55	3.7%
Oundle	2,049	4,062	2.0	48	95	4,157	2.3%
Pilton *	31	50	1.6	0	0	50	0.0%
Stoke Doyle *	35	62	1.8	0	0	62	0.0%
Wadenhoe *	62	90	1.5	0	0	90	0.0%
<i>Total</i>		202					
Polebrook	200	380	1.9	1	2	382	0.5%
Raunds	2,776	6,607	2.4	30	71	6,678	1.1%
Ringstead	501	1,142	2.3	10	23	1,165	2.0%

Parish or Town Council (unless otherwise specified)	Housing Stock (Tax base 2012)	Electorate March 2012 (actual)	Electorate per household (average)	Projected housing growth (next 5 years)	Projected electorate growth (next 5 years)	Electorate 2017 (estimated)	% increase
Rushden	9,730	22,492	2.3	419	969	23,461	4.3%
Southwick Parish Meeting	79	144	1.8	1	2	146	1.3%
Stanwick	710	1,522	2.1	6	13	1,535	0.8%
Sudborough	103	167	1.6	4	6	173	3.9%
Tansor Parish Meeting	95	143	1.5	0	0	143	0.0%
Thrapston	2,089	4,571	2.2	19	42	4,613	0.9%
Titchmarsh	242	458	1.9	1	2	460	0.4%
Twywell	81	139	1.7	-1	-2	137	-1.2%
Wakerley Parish Meeting	41	59	1.4	-1	-1	58	-2.4%
Warmington	423	770	1.8	4	7	777	0.9%
Woodford	521	1,186	2.3	8	18	1,204	1.5%
Woodnewton	226	347	1.5	4	6	353	1.8%
Yarwell	149	260	1.7	7	12	272	4.7%
Total	30,700	66,530			2,584	69,114	

1,170



Appendix 2

EIA Initial Screening Form – policy

1. Name of Policy:	Community Governance Review Terms of Reference
2. Name and Job title / role of person completing Initial Screening:	Emma Gadsby, Policy & Performance Manager
3. What is the main purpose of the Policy?	To set out the Council's approach to the Community Governance Review – more commonly known as a review of parish arrangements
4. Who is the Policy aimed at?	Parish and Town Councils, interested members of the public
5. How is the success of the Policy measured?	If respondents to the review understand the process and are able to participate and give their views
6. Are equality monitoring systems for the Policy in place?	No

7. Use the following table to indicate using a ✓:

- a) Where you think that the Policy could have a positive impact on any of the groups or contribute to promoting equality of opportunity or improving relations within equality groups.
- b) Where you think that the Policy could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- c) Where you think that the Policy could have a neutral impact on any of the equality group i.e. no impact

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Gender:				
Women/Girls			✓	
Men/Boys			✓	
Transgender people			✓	
Sexual Orientation:				
Lesbians, gay men and bisexuals			✓	
Race/Ethnicity:				
White British people			✓	
White non-British people (including Irish people)			✓	
Asian or Asian British people			✓	
Black or Black British people			✓	
People of mixed heritage			✓	
Chinese people			✓	
Travellers (Gypsy/Roma/Irish heritage)			✓	
People from other ethnic groups			✓	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
People who do not have English as their first language		✓		The document outlines how consultation will be carried out – in order to be inclusive, we will need to ensure that people who do not have English as their first language are able to take part in the consultation
Disability:				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.			✓	
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.		✓		As maps will predominantly be used to identify potential boundary changes, we will need to ensure we adequately describe any changes to allow anyone with a visual impairment to understand the implications of the proposals
Mental health condition, e.g depression or schizophrenia			✓	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder		✓		Some aspects of the review are technical and need to be expressed using legal terminology but where possible, Plain English will be used
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy			✓	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Other health problems or impairments (<i>please specify if appropriate</i>)			✓	
Age:				
Older People (60+)			✓	
Children and Young People (see guidance for definition)			✓	
Religion/Belief:				
Christian			✓	
Buddhist			✓	
Hindu			✓	
Jewish			✓	
Muslim			✓	
Sikh			✓	
Other religion (including holding no belief)			✓	
Other Potentially Affected Groups				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access		✓		The review will be publicised on the Council's website but it will also be promoted via NVN and at the Council's three offices. We will also ask the Parish and Town Councils to promote the review where possible to overcome potential problems with rural isolation.

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Socio-economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents, people living in poor quality housing, people who have poor access to services, the unemployed or any combination of these and the other protected strands			✓	
Any other potentially affected groups (<i>please specify</i>)				
8. If you have indicated that there is a negative impact on any group:				
a) Is that impact against legislation?			No	
b) What is the level of impact?			Low	
9. Could you minimise or remove any negative impact that is of low significance?	Mitigation actions suggested above			
10. Could you improve a positive impact of the Policy?	The aim of the review is to ensure that the parish arrangements in the district properly reflect current communities, so there is the potential to improve community relations within the district and foster good relations between different groups			
11. If there is no evidence that the Policy promotes equality of opportunity or improved relations, could it be adapted so that it does?	See above			
Head of Service signature				
Date of Initial Screening:				

