

**NORTHAMPTON BOROUGH COUNCIL**  
**CROSS PARY WORKING GROUP - COMMUNITY GOVERNANCE**  
**REVIEW**

Your attendance is requested at a meeting to be held at Walton Room -  
The Guildhall, St. Giles Square, Northampton, NN1 1DE. on Friday, 31  
August 2018 at 2:30 pm.

**George Candler**  
**Chief Executive**

**AGENDA**

1. MEMBERSHIP AND CHAIR
2. APOLOGIES
3. DECLARATIONS OF INTEREST
4. THE APPROACH TO UNDERTAKING A COMMUNITY GOVERNANCE REVIEW - QUESTIONS FOR MEMBERS OF THE GROUP
5. SKELETON TERMS OF REFERENCE FOR THE COMMUNITY GOVERNANCE REVIEW
6. ANY OTHER BUSINESS
7. DATE AND TIME OF NEXT MEETING



## Cross Party Member Working Group 31 August 2018

<b>Report Title</b>	<b>Community Governance Review</b>
---------------------	------------------------------------

### Directorate: Chief Executive's

#### 1 PURPOSE

- 1.1 The District Councils and County Council in Northamptonshire are in the process of agreeing a proposal to submit to the Secretary of State supporting the creation of two unitary authorities in Northamptonshire. This follows the suggestion in the Max Caller Best Value report issued to Northamptonshire County Council on 15 March 2018 that two unitaries be created to cover: East Northamptonshire District Council, the Borough of Wellingborough, Kettering District Council and Corby Borough Council in the North; and Northampton Borough Council, Daventry District and South Northamptonshire in the West.
- 1.2 This report seeks guidance from Members of this Group on the approach to undertaking a Community Governance Review pursuant to the provisions in part 4 of the Local Government and Public Involvement in Health Act 2007 with a view to creating one or more new parish councils, in particular a Northampton Town Council.

#### 2 RECOMMENDATION

- 2.1 That members express their views on a range of matters in the context of shaping the Community Governance Review to be recommended to Council, including:
- Whether the Community Governance Review should cover the whole Borough or just the area that is currently unparished. (Nb. On 9<sup>th</sup> July 2018, Full Council agreed that a Community Governance Review be undertaken in respect of the unparished areas of the Borough).
  - What area a new Northampton Town Council should cover
  - What functions a new Northampton Town Council might perform
  - The number of parish councillors on the new bodies
  - What assets should be transferred
  - Whether any other rights or liabilities should be transferred
  - The future of the Council's historic and ceremonial artefacts, insignia and whether these should be transferred to a Northampton Town Council or Charter Trustees
  - The draft Terms of Reference for the Community Governance Review

#### 3 BACKGROUND

- 3.1 Full Council at its meeting on 4 June 2018 was advised of the potential to create a Parish Council for the town of Northampton which could, if so determined, once created be known as a Town Council that could elect a Mayor annually.

- 3.2 The report referenced the need for a Community Governance Review to take forward the process, which is further explained below.
- 3.3 The process will start with the Council agreeing Terms of Reference for the Community Governance Review and there will need to be consultation over the proposals. The Council will make a Reorganisation of Community Governance Order to effect the proposals once agreed and elections will follow in May 2020.
- 3.4 On 9 July 2018 full Council resolved to create this Working Group and set out its Terms of Reference. That report is appended to this report (at Appendix C) and sets out the background requirements for a Community Governance Review.
- 3.5 Paragraph 4.9.4 of the Northamptonshire Local Government Reform Proposal Report (being considered by Full Council on 29<sup>th</sup> August 2018) recognises that the shadow authorities will need to consider how best to empower local communities and strengthen local leadership. The Report recognises that new town and parish councils are likely to be created in areas that are not already parished and the extent to which powers are devolved will need to be considered. *"A balance will need to be struck between local decision making and the overall efficiency, effectiveness and economy of service delivery, taking into account the varying levels of capacity, capability and enthusiasm of town and parish councils to take on additional responsibilities."*

#### **4 ISSUES AND CHOICES**

- 4.1 The Council is required to have regard to two key criteria in progressing a Community Governance Review. These statutory requirements are to have regard to the need to secure that community governance across the Borough:
- Reflects the identities and interests of the community in that area; and
  - Is effective and convenient.
- 4.2 In order to progress the Community Governance Review, guidance and direction is required from members around the scope of the review, the key communities of interest across the Borough, and how this will deliver effective and convenient local governance.
- 4.3 To assist members in this process, a list of questions for discussion are set out at the end of this report. Answering the questions may also assist members in agreeing the Terms of Reference for the Community Governance Review and the manner of the consultation. The initial stage of consultation will cover the principles of the review and the second stage will set out detailed proposals.
- 4.4 It would be helpful to formulate a desired approach and a fall back position, so that the Council may move quickly in the event that the preferred solution does not receive favourable responses from the public and others.
- 4.5 One advantage of forming a Northampton Town Council is that it could retain the historic and ceremonial regalia, artefacts and other items of interest that currently belong to the Borough Council. If the Town Council is not formed within a reasonable time before abolition, then it may be that such civic and ceremonial artefacts could be held by charter trustees pending the creation of the new Town Council, or in perpetuity. Further details about the establishment of charter trustees is set out below.
- 4.6 Perhaps one of the first questions is why should a Northampton Town Council be created? Then - what will it do?
- 4.7 General functions of parish councils include the following:
- Allotments;
  - Floral displays;

- Public conveniences;
- Closed cemeteries and burial grounds;
- Leisure and recreation facilities; and
- Community buildings.

4.8 In addition, principal councils may delegate functions and enter into agency arrangements with town and parish councils to perform a range of functions on their behalf, including:

- Grounds maintenance;
- Car parking;
- Christmas lights and trees;
- Crematoria;
- Entertainment and the arts;
- Information services;
- Tourism;
- Footpaths and maintenance;
- Litter and dog waste bins;
- Museums;
- Parks, open spaces, playgrounds and playing fields;
- Public clocks;
- Public benches;
- Sports pitches;
- Street cleansing;
- Traffic calming;
- Villages greens;
- Village halls; and
- War memorials.

4.9 Parish councils may exercise the well-being power in section 2 Local Government Act 2000, but 'eligible' parish councils are able to exercise a general power of competence under the Localism Act 2011. Eligible parish councils need to have at least 2/3 elected members (of the total number of Members of the Council) and have a clerk with an accredited qualification. Larger parish councils that are able to precept reasonable sums of money would be able to exercise much wider powers.

4.10 In the current financial reality of local government, there may be a range of community-based services that will only be able to continue if town and parish councils are supported and encouraged to play a more active role in their design and delivery. There may be community buildings that may have to close unless they are maintained locally through locally-generated support.

- 4.11 There may be examples of good practice in a number of the existing town and parish councils in the Borough. For example management of leisure, public open space and grounds maintenance that could be shared with the public during the consultation process to set out the benefits of any new organisations being created. In the event of unitary governance, what functions would be best devolved to a town or parish council in the borough – particularly one of a significant size?
- 4.12 If a Town Council is established prior to the abolition of the Council, the civic and ceremonial functions and historic regalia could vest in the new Town Council and in that way the history of Northampton will be preserved. This could include the preservation of the role of the Mayor. There are, however, fall-back provisions for the preservation of the office of Mayor and of historic property (other than land) by the creation of Charter Trustees. These will be created by order the Secretary of State as part of the reorganisation process and they will hold on trust the historical and ceremonial property which currently belongs to the Council. The Mayor of Northampton will be appointed and then remain as Mayor of the Charter Trustees until such time as they meet to elect a new Mayor (this would be the Mayor elected by the Council for the municipal year 2019/20). The Charter Trustees will comprise the Councillors for the areas of the Town which are within the area of the Charter Town (which will need to be defined).
- 4.13 There are cost implications for the establishment of Charter Trustees, as they will be able to precept to fund their activities, and can require the provision of accommodation.

### **Geography**

- 4.14 The boundaries of any new town or parish council need to be carefully considered to ensure that the area(s) reflects the identities and interests of local communities. Where should the line be drawn for a Northampton Town Council? Are there other communities of interest around the Borough that may wish to establish a town or parish council? There may be areas where the communities are not very well defined and areas that are not very well populated where there may not be any interest in forming a town or parish council.
- 4.15 Members' early thoughts on such matters will help to shape the Community Governance Review and potentially a preferred and fall back option for the purposes of consultation.
- 4.16 What size should a town or parish council be? Whereas there is a minimum size of 150 electors there is no maximum. There are 160,818 electors in the Borough of Northampton. 46,296 of those live in areas that are currently parished and 114,522 live in unparished areas. Therefore, 71% of electors currently live in unparished areas. (Please note these are elector figures, rather than population figures. The population of the Borough is 228,000). Should the review cover the whole area or just the unparished area?
- 4.17 However, taking all of the unparished area of the Borough would include 114,522 electors, which is larger than any other parish council at present (Sutton Coldfield, currently the largest Town Council, has around 100,000 electors). This may be too large? A Northampton Town Council based largely around the unparished areas to the South and West of the town centre and a similar area to the North and East would include significantly fewer electors and geography and potentially be more manageable. However, a natural geographic and community boundary may be provided by the roads to the East (A45) and North East (A43)? Members' views are requested.

### **Requirements for consultation**

- 4.18 Any consultation needs to be meaningful consultation in accordance with the principles set out by the Courts in case law, principles must be adhered to in relation to consultation as follows:
- the consultation must be undertaken when proposals are at a formative stage;
  - sufficient reasons for the proposals and information must be given to permit intelligent consideration and response;
  - adequate time must be given to consider and respond to the proposals; and

- the product of the consultation must be conscientiously taken into account in finalising any proposals, consistent with the Council's duties and best value obligations.

4.19 Whilst the initial stages of consultation are fairly broad the second stage of consultation would involve consideration of detailed proposals for any new Town or Parish councils.

**Consultation questions**

4.20 These will need to be carefully framed in order to secure the best response. We would advise that in addition to seeking views to some questions with yes/no answers, respondents are requested to give an indication of their geographic location. This will assist in identifying the views of the people who live/work in particular areas and link the responses to specific geographies. This could be based upon council wards or postcode areas. If an electronic form were created then drop-down lists could be provided.

4.21 We would propose that the consultation is undertaken on the Council's website and through other appropriate channels the council has and potentially in conjunction with the local press. The Council would consult the existing parishes, the National Association of Local Councils, Northamptonshire County Association of Local Councils ('NCALC'), the County Council prior to abolition (and/or shadow authority).

4.22 It should be remembered that many people will not be inclined to vote for a parish council that will require them to pay an additional precept. Some may ask why the Borough Council is being abolished only to create a Town Council. The result would still be two layers of governance in some areas. This can be compared with the parished area where the current three layers of governance will reduce to two.

4.23 It may be appropriate to assist the consultation process by employing an independent firm to support the design of the questionnaire, to manage the process, answer people's queries and assimilate the results into a meaningful report that may be presented to members.

**Draft Terms of Reference for the Community Governance Review**

4.24 Since this will start the Community Governance Review a skeleton Terms of Reference has been prepared and is appended at Appendix D. In order to fully complete the skeleton further information is required including the scope of the review.

**Appendices**

**Appendix A** – Key questions for consideration

**Appendix B** – Map showing parish and ward boundaries

**Appendix C** – Full Council report of 9<sup>th</sup> July 2018

**Appendix D** – Draft Skeleton Terms of Reference of Review - (Separate Agenda Item – Item 5)

Appendix A

**Key questions**

- 1 Should the review be of the whole of the Council's area including the parishes or just the unparished area?
- 2 What would Northampton Borough Council members like a Northampton Town Council or other parish councils to be responsible for?
  - Community Buildings?
  - Parks and open spaces?
  - Events and activities e.g. Oak Apple Day?
  - New facilities or needs of the town?
  - Civic and ceremonial regalia and historic artefacts or whether these should be transferred to a Northampton Town Council or Charter Trustees?
- 3 Where should the boundaries lie?
  - Where are the identifiable communities that would deliver effective and convenient local governance?
  - Should a new Town Council cover the whole of the unparished area or just the Town centre and environs?
- 4 How is the population likely to change (if significant changes are likely to happen in parished wards then they should potentially be included in the review) and which areas of the Borough are key?
- 5 How would a new town or parish council complement unitary governance and assist in effective delivery of services?
- 6 Do members have a view on the proposed consultation process or consultees?
- 7 How many parish councillors should there be on the new bodies?
- 8 What assets should be transferred?
- 9 Whether any other rights or liabilities should be transferred?
- 10 How might unitary governance affect the Council's wards? Guidance will need to be sought from the Electoral Commission and the Local Government Boundary Commission for England.
- 11 How will the creation of new town and parish councils help to deliver the Council's best value duty?
- 12 The draft Terms of Reference for the Community Governance Review
- 13 Any other issues or concerns of members.

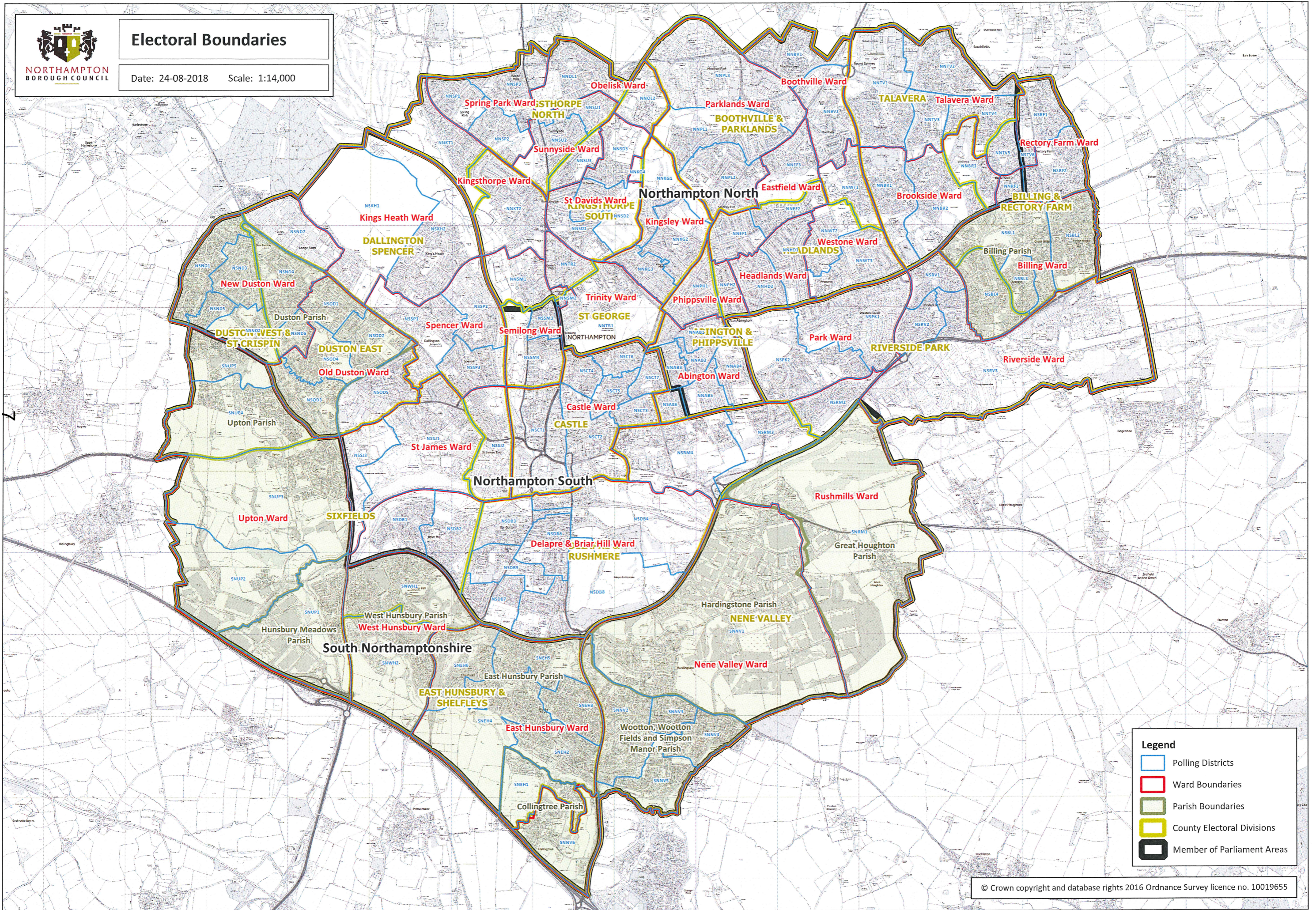




NORTHAMPTON  
BOROUGH COUNCIL

# Electoral Boundaries

Date: 24-08-2018 Scale: 1:14,000



**Legend**

- Polling Districts
- Ward Boundaries
- Parish Boundaries
- County Electoral Divisions
- Member of Parliament Areas



<b>Appendices: 1</b>
----------------------



**NORTHAMPTON**  
BOROUGH COUNCIL

# COUNCIL

## 9<sup>th</sup> July 2018

**Agenda Status: Public**

**Directorate: Chief Executive**

<b>Report Title</b>	<b>Community Governance Review</b>
---------------------	------------------------------------

### 1. Purpose

---

- 1.1 The purpose of this Report is for Full Council to consider establishing a community governance review Cross Party Working Group to oversee a community governance review of the unparished areas of the Borough of Northampton.

### 2. Recommendations

---

Full Council is recommended to:

- 2.1 Agree that a community governance review under Part 4 of the Local Government and Public Involvement in Health Act 2007 be undertaken in respect of the unparished areas of the Borough of Northampton (shown as the unshaded areas on the map at Appendix 1).
- 2.2 Agree to the establishment of a Cross Party Working Group (the 'Working Group') comprised of six Members of the Council to:
- a) consider the requirements of the community governance review process under the Local Government and Public Involvement in Health Act 2007 and statutory guidance, and to make recommendations to Full Council regarding the Terms of Reference for the review and the process to be followed including the public consultation element;
  - b) as part of the community governance review process, produce proposals for Council's consideration at future meetings in relation to community governance arrangements in the unparished area of the Borough of Northampton; and

- c) consider all further connected and ancillary matters arising from a community governance review of the unparished areas of the Borough of Northampton.
- 2.3 Make appointments to the Working Group proposed in paragraph 2.2 so that it is comprised of three Conservative Members, two Labour Members and one Liberal Democrat Member of the Council.
- 2.4 Delegate authority to the Chief Executive in consultation with the proposed Working Group to enter into any necessary contracts or agreements connected with the work of the Working Group as set out in paragraph 2.2.
- 2.5 Agree to delegate a budget of up to £30,000 to undertake any specialist activity associated with undertaking a community governance review.

### **3. Issues and Choices**

---

#### **3.1 Report Background**

- 3.1.1 At its meeting on 4<sup>th</sup> June 2018, Full Council considered the issue of local government reorganisation in Northampton. This discussion followed the Best Value Inspector's Report issued in relation to Northamptonshire County Council, which suggested the creation of unitary authorities in Northamptonshire, and the Secretary of State's subsequent invitation to each local authority in the County to submit a proposal for a single tier of local government in Northamptonshire.
- 3.1.2 The report that Full Council considered on 4<sup>th</sup> June 2018 stated that consideration would need to be given to whether Northampton Borough Council undertake a community governance review ('CGR') to look at the potential for creating a parish council for the town of Northampton, as part of the consideration of the future of all tiers of local government locally. The report explained that a parish council can, if it so determines, once created be known as a town Council which can elect a Mayor annually.
- 3.1.3 A CGR is a process conducted pursuant to provisions in Part 4 of the Local Government and Public Involvement in Health Act 2007 ('LGPIHA 2007'). CGRs enable principal councils to review and make changes to community governance within their area. A CGR process considers matters such as the creation of new parishes and the establishment of parish councils, and other matters such as making changes to parish boundaries and electoral arrangements.
- 3.1.4 At present, there are ten parish councils surrounding the periphery of the Borough but a large proportion of the overall Borough remains unparished. The map of the Borough at Appendix 1 shows the existing parish councils as shaded areas. The remainder of the area is unparished. It is recommended that this area, being the entire unparished area, is the subject of a community CGR.
- 3.1.5 The creation of a town council (which is a parish council) in Northampton could be one of the issues that the CGR process considers. Undertaking a review of



the entire unparished area would give the Council the scope to consider the identities and interests of the communities in that area and whether the creation of one or more parish councils within that area would be effective in community governance terms.

- 3.1.6 In order to formally commence a CGR, in accordance with section 81 of the LGPIHA 2007, the Council would need to publish the Terms of Reference on which the review is to be undertaken. The Terms of Reference would set out how the review would be conducted, the expected timescales, its focus and other key considerations.
- 3.1.7 It would be for the Council to decide how to conduct the review, but there are certain duties that it must comply with including the following:
- Consultation – local government electors for the area under review and any other person or body which appears to the Council to have an interest in the review must be consulted.
  - The requirement to have regard to the need to secure that community governance within the area under review:
    - a) reflects the identities and interests of the community in that area; and
    - b) is effective and convenient.

Further, in deciding what recommendations to make, the Council must take into account any other arrangements (apart from those relating to parishes and their institutions) that a) have already been made, or b) could be made, for the purposes of community representation or community engagement in respect of the area under review.

- 3.1.8 When conducting a CGR, a principal council is required to have regard to guidance issued by the Secretary of State. The document, *Guidance on Community Governance Reviews* issued by the Secretary of State and the Local Government Boundary Commission for England was published in March 2010.
- 3.1.9 The CGR process results in final recommendations being made by the Council following consideration of representations made during public consultation. Any final recommendations agreed by the Council are published and Members subsequently decide to what extent to give effect to the recommendations. Any final recommendations which are accepted are given effect through the making of Reorganisation Order by the Council. This is a formal legal order which effects the change in community governance arrangements.
- 3.1.10 This is a summary only of the main aspects of the Community Governance Review. The process will need to be considered in further detail by a future meeting of Full Council.

### **3.2 Decision details**

- 3.2.1 Full Council is asked to agree that a community governance review under Part 4 of the LGPIHA 2007 be undertaken in respect of the unparished areas of the Borough of Northampton (shown as the unshaded areas on the map at Appendix 1). It should be noted that a CGR commences when Terms of Reference for the review are approved and published.
- 3.2.2 This report to Full Council seeks to start the process by recommending the establishment of a Cross Party Working Group. The Working Group would not have any decision making powers and would only make recommendations. It is recommended that the Working Group carry out the following activities:
- a) consider the requirements of the CGR process under the LGPIHA 2007 and statutory guidance, and make recommendations to Full Council regarding the Terms of Reference for the review and the process to be followed including the public consultation element;
  - b) as part of the CGR process, produce proposals for Council's consideration at future meetings in relation to community governance arrangements in the unparished area of the Borough of Northampton; and
  - c) consider all further connected and ancillary matters arising from a community governance review of the unparished areas of the Borough of Northampton.
- 3.2.3 The suggested composition of the Working Group is set out at paragraph 2.3.
- 3.2.4 Conducting a CGR process and carrying out the necessary consultation over a wide geographical area is a significant undertaking. Establishing a Councillor Working Group that is supported by Officers would assist in ensuring that a robust process is set up and that the process itself is run effectively.
- 3.2.5 In terms of next steps, if the Working Group is established as recommended in this report, the Working Group would need to meet to consider the CGR and to formulate draft Terms of Reference for consideration by Full Council.
- 3.2.6 It is likely that the Working Group will require some external and/or specialist support in addition to the support that Officers will provide. Full Council is therefore recommended to delegate authority to the Chief Executive in consultation with the proposed Working Group to enter into any necessary contracts or agreements connected with the work of the Working Group. It is proposed a small working budget of £30,000 that can be drawn from, is established.

## **4. Implications (including financial implications)**

---

### **4.1 Policy**

- 4.1.1 There is no specific policy reference for this report. However, the proposals in this report are supportive of the Council's Corporate Plan Priority, "Love Northampton" which is for, "Northampton to have a great community spirit,



with people actively participating in local democracy, taking pride in Northampton, its environment and its communities”.

## **4.2 Resources and Risk**

4.2.1 At this stage, in establishing a Working Group, there are no identified risks. However, a full analysis of risks will be undertaken upon the formal commencement of the CGR.

4.2.2 The Working Group will be supported by Officers. This report has recommended that a budget of £30,000 be made available to undertake any specialist activity in connection with a CGR. This will be resourced from the MTFP Cashflow Reserve.

## **4.3 Legal**

4.3.1 The legal framework for conducting CGRs is referenced in the body of this report.

## **4.4 Equality**

4.4.1 There are no equality implications arising directly from this report. However, upon the formal commencement of a CGR process, equalities issues will need to be considered in detail at all stages, in particular when conducting public consultation and when formulating recommendations. Community impact assessments would be carried out at relevant stages of the process.

## **4.5 Other Implications**

4.5.1 None.

## **5. Background Papers**

---

5.1 None

**George Candler**  
**Chief Executive**

**Francis Fernandes**  
**Borough Secretary**

**0300 330 7000**

Appendix D (to Agenda Item 4)



## Draft Terms of Reference for a Community Governance Review [TBD: All of the Borough or just the unparished part?]

### Introduction

Northampton Borough Council currently has 10 parish councils and would like to consider whether to create any more, particularly for the town of Northampton, in the context of the proposal for Northampton Borough Council to be merged into a new unitary West Northamptonshire Council. To do this the Borough Council must undertake a community governance review.

The community governance review will cover the whole of the Council's [unparished] area and will be carried out pursuant to the provisions of the Local Government and Public Involvement in Health Act 2007, and other relevant statutory provisions.

The review will have regard to the "Guidance on Community Governance Reviews" issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England in 2010. The aim of the review is to ensure that the arrangements for community governance across the Borough reflect 'the identities and interests of the community in the area' and are 'effective and convenient'.

The review will be conducted in accordance with the Terms of Reference set out below.

### What is a community governance review?

A community governance review is the process used to consider whether existing parish arrangements should be changed in any way. This includes:

- Altering the boundaries of existing parishes
- Changing the names of existing parishes
- Creating a new parish or abolishing an existing parish
- Creating or abolishing parish councils
- The electoral arrangements for parish councils (including the number of councillors and arrangements for parish warding)
- The grouping or de-grouping of parish councils (and consequential changes to their electoral arrangements)
- The "style" of a parish (enabling an area to be known as a town, community, neighbourhood or village rather than a parish).

The whole of the [unparished area of the] borough of Northampton is included in the scope of this community governance review.

### What is the Timeframe?

The proposed timeframe would be as follows:

Stage	Time allowed	Planned date
-------	--------------	--------------



Stage	Time allowed	Planned date
Council to consider Terms of Reference		Monday 5 November 2018
Terms of reference published		Tuesday 6 November 2018
1 <sup>st</sup> consultation period	8 weeks	Monday 12 November 2018 – Monday 7 January 2019
Consideration of submissions received – draft recommendations prepared and [Special] Council Meeting to consider initial draft recommendations	8 weeks	Tuesday 8 January 2019 - Friday 8 March 2019
Draft recommendations are published for consultation	12 weeks	11 March 2019 – 6 June 2019
Considerations of submissions received – Order and final recommendations are prepared	8 weeks	[ ] June 2019 - [ ] September 2019
Council Meeting to consider final recommendations		[ ] September 2019
Final recommendations are published – <b>Review concluded</b>		[ ] September 2019
LGBCE consent for parish warding arrangements and related alterations		[ ] September 2019
Make Reorganisation Order		[ ] September 2019
Related Alterations Order decisions		[ ] October 2019
Publish Electoral Register		[ ] December 2019
Reorganisation Order in force		1 April 2020 (or earlier)
Parish elections		May 2020

### How will the review work?

We will consult on plans to create a new Town Council for Northampton and potentially for other areas of the Borough where communities are interested in forming new town or parish councils.

[The consultation will ask questions on any proposals for changes to existing parish arrangements – if any.]

The initial consultation that will help us to create our plans will take place from [ 2018] to [ 2018] and run for [6-8] weeks.

Following the close of the first period of consultation and consideration of the outcomes, the draft recommendations will be published on [ 2018].

These draft recommendations will then be the subject of a second period of consultation, which will run for [8] weeks from the date of publication.

Following the end of the second period of consultation, all comments received will be considered against the draft recommendations. The final set of recommendations will then be submitted to full Council in [ 2019].

It is intended that the final recommendations, which will include any changes to the current parish arrangements in Northampton, will be implemented in time for the May 2020 elections, when the first elections to the Unitary Council will be made.

The Council will make a Reorganisation of Community Governance Order in order to implement these recommendations. Such an Order may cover “consequential matters” required to give effect to the Order, such as the transfer of property or other assets, the setting of precepts for new parishes, and staffing matters.

The Council may recommend that the Local Government Boundary Commission for England make alterations to ward boundaries to reflect any changes made at a parish level. The Council notes that it will be for the Local Government Boundary Commission for England to decide if related alterations should be made as there will be a review of boundaries in connection with the creation of the new Unitary Council.

**Who will we consult?**

The Council is required to consult with local government electors living in Northampton Borough, as well as any other individuals and organisations (including local authorities such as parish councils) who “appear to have an interest in the review” including the County Council prior to abolition (and/or shadow authority)

The Council must properly consider all representations that it receives during the periods of consultation, and will make representations available for viewing by the public.

**How will we consult?**

We will write to all parish councils and identified umbrella organisations (including the National Association for Local Councils and [ ]) before the start of the first period of consultation, inviting them to submit their views. The same process will be followed with the second period of consultation.

We will also publicise the review on our website, through our internal communication channels and on our social media platforms to engage with residents, community groups and other stakeholders.

We will also make use of our relationships with the local media to inform and involve as broad an audience as possible.

**What will the review focus on?**

The final recommendations made at the end of the review will seek to reflect the statutory requirements to have regard to the need to secure that community governance across the Borough:

- Reflects the identities and interests of the community in that area; and
- Is effective and convenient.

When responding to the consultation on parish arrangements, you should ensure that your proposal takes account of these two criteria.

The Council will also need to take into account other arrangements for community representation or engagement in the area.

In considering the electoral arrangements of the parishes in its area, the Council is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day the review starts. In order to support those who wish to make a proposal, we will provide information on current parish arrangements (including maps), as well as current and projected future electorate figures for parishes. These are available to download by following the links below

We will need to consider the number of town and parish councillors that will be appropriate for each body. There is no provision in legislation that each parish councillor should represent (as nearly as possible) the same number of electors. However, the government guidance reiterates the Commission’s belief that it is not in the interests of effective and convenient local government to have significant difference in levels of representation between different wards in the same parish. Additionally, any recommendations made by the review must adhere to the legal minimum number of parish councillors for any parish council, which is five. [There is no legal maximum number of parish councillors.]

**Documents [to be hyperlinked]**

- Borough Map
- Details of existing parishes: map; size; electors, councillors, functions etc
- [ ]

Proposals, results of consultation etc to be added.

**How to submit your views**

You can respond to the consultation in the following ways:

Complete our consultation form attached and submit electronically to: [\[cgr\]@northampton.gov.uk](mailto:[cgr]@northampton.gov.uk)

Write to:  
Community Governance Review (Chief Executive's Office)  
Northampton Borough Council  
The Guildhall  
St Giles Square  
Northampton  
NN1 1DE

Send an email to: [\[cgr\]@northampton.gov.uk](mailto:[cgr]@northampton.gov.uk)

If you have any questions about the community governance review, please contact [ ] or call [ ].

DRAFT