

TERMS OF REFERENCE COMMUNITY GOVERNANCE REVIEW- BATTISFORD

1. Introduction

- 1.1 A Community Governance Review (CGR) will be carried out by Mid Suffolk District Council under the provisions of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act"). The review shall comply with the legislative requirements, have regard for the associated statutory guidance and will be conducted in accordance with these Terms of Reference.
- 1.2 The CGR will review the parish boundary of Battisford in accordance with a request received from Battisford Parish Council to review their settlement boundary.

2. What is a Community Governance Review?

- 2.1 It is a review of the whole or part of the district area to consider one or more of the following:
 - creating, merging, altering or abolishing parishes;
 - create abolish or group a Parish Council;
 - amend a parish boundary
 - create wards within parish
 - making changes to the electoral arrangements of parish councils (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and

3 Who undertakes the Review?

- 3.1 A Community Governance Review Working Group (CGRWG), consisting of 5 district councillors nominated by group leaders that is politically balanced (3 from the Conservative and Independent Group, 1 from the Green Group and 1 from the Liberal Democrat Group), has been set up to deal with all matters relating to this review, and to report their findings and recommendations to a full meeting of the Council. The Working Group would set its own programme of meetings.

4. Consultation

- 4.1 In coming to its recommendations in a Review, the Council will need to take account of 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 Involvement in Health Act 2007.

4.2 The Council will:

- Advertise that a Community Governance Review is being undertaken;
- Publish information on the Council's website www.midsuffolk.gov.uk;
- Consult local government electors for the areas under review inviting responses;
- Consult other interested stakeholders and local members;
- Welcome comments from any other person or body that wishes to make representation;
- Notify Suffolk County Council that a review is to be undertaken, and will provide them with a copy of the terms of reference and consult them in the matters under review;
- Take into account any representations received in connection with the review;
- Any petitions received during this review will be treated as a consultation response and the lead petitioner be recorded as the point of contact.

5. A Timetable for the Review

5.1 Publication of this Terms of Reference document formally begins the review, and the review must be completed within twelve months.

5.2 The timetable for the review is as follows:

Action	Timetable	Dates in 2018
Terms of Reference are published		October 2018
Introductory stage – submissions are invited	Two months	November – December 2018
Draft Proposals are prepared by CGRWG	Two months	January 2019 – February 2019
Draft Proposals are published		April 2019
Consultation on draft proposals	Three months	April 2019 – June 2019
Final Proposals are prepared by CGRWG	Two months	July 2019 – August 2019
Final Proposals are published		September 2019
Council considers the Recommendations		September/October 2019
Council publishes the Reorganisation Order	thereafter	

6 Electorate Forecasts & Existing Arrangements

- 6.1 The Council will use the register of Electors published on the 1st December 2017 in providing the existing parish electorate figures.
- 6.2 The Council will consider the electoral projections forecasted as part of the Local Government Boundary Commission for England review, which takes into account changes which are likely to occur in six years so that any proposals should remain fit for purpose for future years.

Parish / Town Council	Ward	No. of Members	Electorate (2018)	Predicted Electorate (2024)
Battisford Parish Council	Not applicable	7	504	535

7 Reorganisation of Community Governance Orders

- 7.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this order, the maps that show the effects of the order in detail and the documents that set out the reasons for this decision that the Council has taken will be published on the Council's website.

8. Contact Details

Corporate Manager Democratic Services,
Mid Suffolk District Council,
Endeavour House,
Ipswich,
IP1 2BX

email: janice.robinson@babberghmidsuffolk.gov.uk
Mobile: 07714837849
Telephone: 01473 296472