



## **Harborough District Council Community Governance Review 2024**

### **Local Government and Public Involvement in Health Act 2007**

#### **Terms of Reference**

##### **Introduction**

Harborough District Council has resolved to undertake a Community Governance Review (CGR) of the Parish Meeting of Mowsley.

At the Mowsley Parish Meeting on 4<sup>th</sup> October 2023 it was agreed that a request be made to Harborough District Council to undertake a (CGR), to establish a council for Mowsley Parish. A full CGR of the district was carried out in 2019/2020 therefore there is no requirement to carry out a review of parish arrangements across the district at this time. The review will be carried out under the Local Government and Public Involvement in Health Act 2007 and guidance on CGRs issued by The Local Government Boundary Commission for England and the Department of Communities and Local Government. Harborough District Council last carried out a CGR in 2019 and has a duty to keep parish arrangements under review. Due to the recent review a district wide review is not required at this time.

Section 81 of the 2007 Act requires the Council to publish its Terms of Reference for the review which clearly sets out the focus of the review. This document will fulfil this requirement.

The Council is required to have regard to guidance issued by the Government and the publication 'Guidance on Community Governance Reviews' issued by the Department of Communities and Local Government and The Local Government Boundary Commission for England published in March 2010 has been used in drawing up the Terms of Reference for the review.

##### **What is a Community Governance Review?**

A CGR is a legal process whereby principal authorities (Harborough District Council in this instance) can consider the following:

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

A CGR must reflect the identities and interests of communities and should take account the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.

##### **Why is Harborough District Council undertaking this review?**

A CGR can be undertaken due to the length of time since the last review. A request for a review can also be made by the community due to recent developments, as well as size of the parish electorate. In this case the Parish Meeting has requested that a review is undertaken to create a parish council within the Mowsley parish boundaries.

## **Who will undertake the Review?**

As the relevant principal authority Harborough District Council is responsible for conducting any Community Governance Review in its electoral area. The Council will oversee the review and produce draft and final recommendations. Council will approve the recommendations before a Community Governance order is made.

The Primary contact for the review is –

Sheena Mortimer, Electoral Services Manager

## **Consultation**

These terms of reference provide the aims of the review, the legislation that guides the process and the areas that the council will consider as part of the review process. The council will consult widely on the review, including but not limited to –

- Local Government electors/residents of the parish and surrounding area
- Parish Councils/Meetings within the relevant area
- District Councillors covering the ward the parish is within
- County Councillors covering the ward the parish is within
- Member of Parliament covering the relevant Constituency the parish is within
- Leicestershire and Rutland Association of Local Councils

Before making any recommendations or publishing final proposals the Council will take full account of the views and suggestions put forward by local people and organisations and will comply with the statutory consultation requirements by –

- Consulting local government electors and other persons and bodies which appear to the council have an interest in the review (see above),
- Taking into account any representation received in connection with the review,
- Notifying consultees of the outcome of the review
- Publishing the decision taken and the reason for such decision

Information about each stage of the review will be published on the Council's website and available for inspection at The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire LE16 7AG. Press releases, social media and other publicity will be issued where appropriate.

## **The present structure within the parish area and their electoral arrangements**

In addition electoral information regarding the following has been included –

- Type of governance, for example parish/town council, joint council or parish meeting
- District ward and County division details
- Current parliamentary constituency

## **Consequential matters**

When the required consultation has been undertaken and the review completed, the council may make an Order to bring into effect any decision that it may make. If the council decides to take no action the it will not be necessary to make an order. If an order is made it may be necessary to cover certain consequential matters in that order. These may include –

- The transfer of management or custody of any property
- The setting of a precept (council tax levy) for the new parish council
- Provision with respect to the transfer of any functions, property, rights and liabilities and provision pensions and other staffing matters.

The council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirements of any new parish councils when setting the council tax levy to be charged.

### Electoral Forecasts

- Electorate in Mowsley Parish currently 193 – information from local plan confirms one extra residential property expected to be built.
- Mowsley is currently a parish meeting – Parishes with 150 or fewer local government electors cannot have a council and can only be a meeting. Parishes between 150 and 999 local government electors, a review can recommend the parish should have a parish council.
- Ward - Fleckney
- Division – Bruntingthorpe
- Parliamentary constituency (Current ) Harborough

### Council Size

#### Council size (number of councillors)

The minimum number of parish councillors that a council can have is five. A quorum for a parish council is three or a third, whichever is the greater number.

National research guidance suggests the following levels of representation for parish councils:

Electorate	Councillor Allocation
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 February 2024 register was used to produce parish area electorate figures. When the council considers electoral arrangements for the parish area, it is required to consider any change in the number of distribution of electors which is likely to occur in the period of five years beginning the date the review starts. Information on electorate forecasts is taken from the local plan.

### Timetable for the Community Governance Review

Publication of the terms of reference begins the review, to be completed within 12 months of that date. The timetable is below –

Stage	Action	Timescale
Commencement	Publish terms of reference	3 March 2024
Consultation stage 1	Initial submissions invited	3 March to 26 May 2024
Stage 2	Consideration of submissions received and draft recommendations prepared	27 May to 22 June 2024
Consultation Stage 3	Draft recommendations published and consulted on	23 June to 17 August 2024
Stage 4	Consideration of submissions received final recommendations prepared	18 August to 2 September 2024
Final stage	Recommendations submitted to full council for approval	Autumn 2024

### Representations

Harborough District Council welcome representations during the consultation stages set out in the timetable from any persons or body who may wish to comment or make proposals on aspects of the matters included within the review. Representations may be made in the following ways –

**Online:** [www.harborough.gov.uk](http://www.harborough.gov.uk) – visit our consultation page

**Email:** [e.services@harborough.gov.uk](mailto:e.services@harborough.gov.uk)

**Telephone:** 01858 821372

**Post:** Electoral Services  
The Symington Building  
Adam & Eve Street  
Market Harborough  
Leicestershire  
LE16 7AG