



## **Community Governance Review – Terms of Reference**

Town and Parish Councils in Waverley Borough Council area  
Local Government and Public Involvement in Health Act 2007

**Terms of Reference Published on 22 December 2021**

### 1. Introduction

#### **What is a community governance review?**

A community governance review is a review of the whole or part of the Council's area to consider one or more of the following:

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

A community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The Council is required to ensure that community governance within the area under review will:

- be reflective of the identities and interests of the community in that area; and
- be effective and convenient.

If the Council is satisfied that the recommendation of a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area, and is effective and convenient, the Council makes a community governance order.

#### **Why is the Council carrying out this community governance review?**

The Council is required to keep its area under review – every 10-15 years. The Council has received requests from two Town Councils for a review, and it was

deemed appropriate to undertake a review of the whole principal council area, rather than dealing with review requests piecemeal.

### **Scope of the Review**

The review will consider any community governance review requests received following publication of the Terms of Reference.

## **2. Consultation**

### **How does the Council propose to conduct consultations during the Review?**

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review.

The Council will therefore:

- publish a notice and these terms of reference on the Council's website;
- send a copy of the notice and these terms of reference to Surrey County Council;
- send a copy of the notice and these terms of reference to all local Town and Parish Clerks and to the Surrey Association of Local Councils;
- send a copy of the notice and these terms of reference to all local Members of Parliament;
- inform local groups and interested parties such as local businesses, local residents' associations, local public and voluntary organisations such as schools or health bodies.

Before making any recommendations the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations and the reasons behind them. The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

## **3. Timetable for the community governance review**

The Council has to complete a community governance review within twelve months from the day on which the Council publishes the terms of reference. A community governance review is concluded on the day on which the Council publishes the recommendations made by the community governance review.

### **Timetable**

<a href="#">Report to Full Council</a>	14 December 2021	Council approves the principle of the community governance review and its terms of reference.
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Publish Terms of Reference	21 December 2021  The CGR must be completed within 12 months of the date of publication.	Publish terms of reference and notify stakeholders of the commencement of the review.
Prepare draft consultation document and invite initial submissions	17 January 2022 – 25 February 2022 (6 weeks)	Initial submissions invited: Surrey County Council, Town and Parish Councils, Members of Parliament, Local groups and interested parties such as local businesses, local residents' associations, local public and voluntary organisations such as schools or health bodies. Publish proposals on Waverley Borough Council website.
Consider submissions	28 February 2022 – 11 April 2022	Consider any submissions/representations and prepare report of draft recommendations for Full Council on 26 April 2022.
Publish draft recommendations	3 May 2022 – 10 June 2022 (6 weeks)	Publish draft recommendations for further consultation with: All local government electors Surrey County Council All town and parish councils Members of Parliament Local groups and interested parties  Publish draft recommendations on Waverley Borough Council website.
Make final recommendations	19 July 2022 Full Council meeting	Consider any further submissions/representations and prepare final recommendations for report to Full Council.
Publish final recommendations	August 2022	Publish final recommendations and make Order.