



South  
Cambridgeshire  
District Council

# Community Governance Review of Milton Parish



**Terms of Reference**

**[www.scambs.gov.uk](http://www.scambs.gov.uk)**

## 1. Introduction

- 1.1 South Cambridgeshire District Council has resolved to undertake a Community Governance Review of the parish of Milton.
- 1.2 This review is to consider the electoral arrangements of Milton Parish Council to determine if there should be a decrease in the number of parish councillors from 15 to 12.
- 1.3 In undertaking this review the Council has considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in 2010, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and 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). (The 2007 Act 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.)
- 1.4 These Terms of Reference set out clearly the matters on which the Community Governance Review is to focus. We will publish this document on our website and also in hard copy. Hard copies will be made available at South Cambridgeshire Hall, Cambourne, parish noticeboards within Milton and via Milton Parish Clerk.
- 1.5 The Council is undertaking a Community Governance Review as a result of a request from Milton Parish Council that the number of Councillors on the Parish Council be decreased from 15 to 12.
- 1.6 Milton Parish Council agreed at their meeting on 8 May 2018 to request that the numbers of councillors be reduced as they have struggled for the past few years to attract people to join the council. Despite regular advertising, after the election this year they only have 8 councillors and are concerned of not being quorate for meetings. The National Association of Local Councils suggests between 10 and 11 councillors for a parish the size of Milton.
- 1.7 Although not at the instigation of a petition, the Council has been approached by Milton Parish Council who has stated a request for a formal review process to take place and a willingness to work with the Council in taking this forward.
- 1.8 The Council must have regard to the need to secure community governance within the area under review such that it:
  - 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.
- 1.9 A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:
  - creating, merging, altering or abolishing parishes;
  - the naming of parishes in 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 the council, and parish warding), and
  - grouping parishes under a common parish council or de-grouping parishes.
- 1.10 The Council's constitution states the function of the Civic Affairs Committee with regard to Electoral Arrangements

Determination as follows:

- review district or parish electoral arrangements including boundaries and report recommendations to Council
- give parish meetings powers of parish council
- increase / reduce number of parish councillors

- change parish electoral arrangements where agreed including parish warding
- appoint temporary parish councillors, s. 91 LGA, 1972

They may also recommend to Council:

- district and district ward boundary changes arising from review
- parish warding and boundary changes where not agreed
- Periodic Electoral Review
- new parish establishment

## 2. Consultation

- 2.1 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.
- 2.2 In coming to its Recommendations in a Review, the Council will take account of the views of local people and stakeholders.
- 2.3 The Council will:
- publish these Terms of Reference and take submissions via its website;
  - promote the process via the website and within the parish, and
  - provide key documents on deposit at South Cambridgeshire Hall, Cambourne & at the parish offices in Coles Road, Milton. There will be provision for collection of paper submissions at these locations, Milton's Clerk will also be issued with paper submissions for requesters within the parish. Postal submissions will be accepted at the District Council office (South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA).

### The timetable for the review

- 2.4 Publication of the Terms of Reference formally begins the review, and the review must be completed within twelve months. To this end we will adhere to the following timetable for review.

Timetable for Community Governance Review	
Terms of Reference are published	5 September 2018
Submissions invited	5 September 2018
Consultation closes	Midnight on 05 November 2018
Consideration of submissions received and recommendation prepared	From 06 November to 20 November 2018
Recommendations are published, concluding the review (Civic Affairs Committee, 4 December)	December 2018
Council can make a Reorganisation of Community Governance Order	February 2019

## 3. Electorate Forecasts

- 3.1 The existing parish electorate is 3,367 (Register of Electors of May 2018). The electorate is forecast to increase to 3,518 by 2023/24.
- 3.2 The population forecasts have been provided to Milton Parish Council.

## 4. Electoral Arrangements

- 4.1 The Council voted to move to all out elections and bring all parish council elections in line. The first all out elections took place in May 2018, and every four years thereafter.
- 4.2 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. The National Association of Local Councils has suggested that the minimum number of councillors should be seven and the maximum 25.
- 4.3 The Council must have regard to the following factors when considering the number of councillors to be elected for a 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.

## 5. Reorganisation of Community Governance Orders and Commencement

- 5.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order 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 and website
- 5.2 The provisions of the Order will take effect for financial and administrative purposes on 1 April 2019.
- 5.3 Any changes to the size of a parish council would normally take effect at the next scheduled election of the parish. The next scheduled parish elections in South Cambridgeshire will be held in May 2022. Changes to the size of a parish council may take effect at out of turn elections held in a different year (but still on the first Thursday in May). Any out of turn election would see the whole parish council up for election. Elected councillors would serve a shortened term so that the election cycle of the parish could move back to 2022 (and every four years thereafter).

**Date of publication of these terms of reference 5 September 2018**

# How to contact us

Enquiries regarding the review process should be directed in the first instance to:

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Officers charged with conducting the review are as follows:

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