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30 October 2018

Lionel Barnard
Chairman
Governance Committee

Dear Mr Barnard

**Governance Committee - Urgent Action Procedure:
Horsham District Council Community Governance Review**

I am writing to seek your agreement to the above matter that requires an urgent decision and I enclose a copy of a report prepared by the Director of Law and Assurance.

The report recommends that the County Council comments on Horsham District Council's Community Governance Review, which proposes to change the boundary between Shipley and Southwater parishes. The recommended response is that no changes should be made until the development is complete and the new residents have given their view, but if the parish boundary is changed, the county division boundary should be moved with it.

The urgency of this matter is because the proposal cannot wait for the next Committee on 26 November 2018 because the consultation deadline is 5 November 2018.

If you agree with the above recommendation, I should be grateful if you would kindly sign both the endorsed copy of this letter and the endorsement at the end of the report and return them to me.

This decision will be reported to the next meeting of the Committee and through the Members' Information Service in the usual way.

Yours sincerely,

Tony Kershaw
Director of Law and Assurance

Agreed

Chairman Governance Committee

Date..... 31. 10. 2018.....

Action Authorised

Chief Executive/Director of Law and Assurance

Date..... 1/11/18.....

Governance Committee

October 2018

Part I

Horsham District Council Community Governance Review

Report by Director of Law and Assurance

Electoral Divisions: Billingshurst and Southwater & Nuthurst

Recommendation

That a response be made to Horsham District Council that no changes should be made the boundary between Shipley and Southwater parishes until the development is complete and the new residents have given their view, but if the parish boundary is changed, the county division boundary should be moved with it.

Proposal

1. Background and Context

- 1.1 Southwater and Shipley parishes are located in Horsham district. The boundary between the parishes lies immediately to the south of Southwater village. A new housing development is being built immediately to the south of Southwater and the Parish Council has asked the District Council to undertake a Community Governance Review to change the boundary so that the new development will be located within Southwater Parish, rather than Shipley.
- 1.2 The existing boundary between the parishes of Southwater and Shipley is also the boundary between the county divisions of Billingshurst and Southwater & Nuthurst.
- 1.3 The District Council has invited comments on this Community Governance Review. The terms of reference for the review and a map are included as appendices to show the potential impact of the proposal.

2. Proposal

- 2.1 The report recommends that the County Council comments on the consultation, because the outcome of the review could result in a change of the county division boundary between Billingshurst and Southwater & Nuthurst.
- 2.2 The recommended response is that no changes should be made until the development is complete and the new residents have given their view, but if the parish boundary is changed, the county division boundary should be moved with it.

3. Resources

- 3.1 No implications, as this is a response to the District Council's consultation.

Factors taken into account

4. Consultation

- 4.1 The local members, Mr and Mrs Jupp, have been consulted. Both would like local residents of the new development to be consulted before any change is made to boundaries.
- 4.2 The Electoral Review Panel, chaired by Mr Acraman, was consulted electronically. All responses received from the Panel were in agreement that the local members' view should be expressed, but in the event that a change to the boundary goes ahead, the county division boundary should be changed at the same time.

5. Risk Management Implications

- 5.1 Not applicable.

6. Other Options Considered

- 6.1 Not applicable.

7. Equality Duty

- 7.1 Not applicable as this is a response to a consultation document.

8. Social Value

- 8.1 Not applicable.

9. Crime and Disorder Act Implications

- 9.1 Not applicable.

10. Human Rights Implications

- 10.1 Not applicable.

Tony Kershaw

Director of Law and Assurance

Contact: Charles Gauntlett 033022 22524

Appendices

- A. Terms of reference for the Review
B. Map of the affected area

Background Papers

None.


Agreed



Chairman Governance Committee

Date 31. Oct 2018

Action Authorised



Chief Executive/Director of Law and Assurance

Date 1/11/18

Community Governance Review Terms of Reference

Horsham District Council has resolved to undertake a community governance review of the parishes of Southwater and Shipley, with particular reference to the boundary between the parishes. The District Council will be guided by the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Electoral Commission)

Why is the District Council undertaking the review?

Government guidance states that, whilst the principal council should consider the benefits of undertaking a review of the whole of its area in one go, occasionally it may be appropriate to carry out a smaller review, for example, to adjust minor parish boundary anomalies.

What is a community governance review?

It is an opportunity for interested persons to consider how local communities are represented by considering:

- creating, merging, grouping, altering or abolishing parishes
- amending the boundaries of existing parishes
- the naming of parishes and the style of new parishes
- the electoral arrangements for parishes (overall number of councillors, parish warding and number of councillors for those wards)

How will the District Council publicise the review?

The District Council will publicise the review by publishing a notice on the Council's website and by issuing local news releases. Specifically, the District Council will write to the affected parish councils, all residents in the area directly affected by the proposal, the relevant District and County Councillors and to West Sussex County Council.

What does the District Council expect from interested persons?

Anyone may make representations to the District Council and those views will be put before Members of the Council at meetings of the Governance Committee. The Council would like to ensure that:

- electors are able to identify clearly with the parish in which they are resident; as this sense of identity and community gives strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government and generates a strong, inclusive community
- parishes reflect distinctive and recognisable communities of interest, with their own sense of identity
- boundaries between parishes, as far as possible, reflect the "no-man's land" between communities represented by areas of low population or pronounced physical barriers such as rivers, railway lines and major roads
- any proposals have been discussed and, preferably, agreed with affected parishes before a submission is made to the District Council

Timetable for the review

Action	Date
Commencement of review	Monday, 24th September 2018
Deadline for submitting views	Monday, 5 th November 2018
Submissions considered by the District Council's Governance Committee	Mid November 2018
Publication of the District Council's draft proposals	Monday, 26 th November 2018
Deadline for submitting views on the District Council's draft proposals	Monday, 7th January 2019
Further submissions considered by the Governance Committee	Mid-January 2019
Meeting of the full Council to confirm the District Council's final proposals	Late January 2019
Publication of the District Council's recommendations	31 st January 2019
Effective date of any changes to parish boundaries and electoral arrangements	Thursday, 2 nd May 2019 (next full parish council elections)

How to submit your views

By e-mail to. committeeservices@horsham.gov.uk

In writing to. Democratic Services Manager
Horsham District Council
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

