

## **Appendix 2**

### **COMMUNITY GOVERNANCE REVIEW**

#### **TERMS OF REFERENCE**

##### **Old Basing and Lychpit Parish Council**

### **1. Introduction**

- 1.1 Basingstoke and Deane Borough Council is carrying out a Community Governance Review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 as a result of a request by Old Basing and Lychpit Parish Council.
- 1.2 The Council is required to have regard to the guidance on Community Governance Review published by the Government. This guidance has been considered when drawing up these terms of reference.

### **2. What is a Community Governance Review (CGR)?**

- 2.1 A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or part of the District to consider one or more of the following:
- a) Creating, merging, altering or abolished parishes
  - b) The naming of parishes and the style of new parishes;
  - c) The electoral arrangements for parishes including:
    - the ordinary year of election;
    - the number of councillors to be elected; and
    - the warding (if any) of the parish
  - d) Grouping parishes under a common parish council or de-grouping parishes.
- 2.2 The Council is required to ensure that community governance within the area of the review will be:
- a) reflective of the identities and interests of the community in that area; and
  - b) is effective and convenient
- 2.3 In doing so, the CGR is required to take into account:
- a) The impact of community governance arrangements on community cohesion; and
  - b) The size, population and boundaries of a local community or parish.

### **3. Legal Framework**

- 3.1 In undertaking the Review, the Council will be guided by:
- a) Part 4 Local Government and Public Involvement in Health Act 2007
  - b) Relevant parts of the Local Government Act 1972
  - c) Guidance on Community Governance Reviews issued in accordance with section 100(4) Local Government and Public Involvement in Health Act 2007 by the then Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010.
  - d) Local Government (Parishes and Parish Councils) (England) Regulations 2008
- 3.2 Section 81 Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference of a CGR.

### **4. Reason for the review**

- 4.1 Old Basing and Lychpit Parish Council has requested that Basingstoke and Deane Borough Council undertake a CGR to review the number of wards in the Parish area. The request made by the Parish Council, which sets out the changes to community governance that the Parish Council consider appropriate is appended to these Terms of Reference.
- 4.2 The Parish Council seeks a review to abolish the existing two wards which are (Old Basing Ward (currently represented by 8 seats on the Parish Council) and Lychpit Ward (currently represented by 4 seats on the Parish Council) and to create one electoral area for the whole parish of 12 seats.

### **5. Who will undertake the review**

- 5.1 As the relevant principal authority, Basingstoke and Deane Borough Council is responsible for conducting any CGR within its electoral area. The Council will oversee the review and produce draft and final recommendations. A meeting of Basingstoke and Deane Borough Council will approve the final recommendations before a Community Governance Order is made. It will normally come into effect on 1 April following the date on which the Order is made.

### **6. Consultation**

- 6.1 Before making any recommendations or publishing final proposals the Council will take full account of the views made by and suggestions of, local people and organisations and will comply with the statutory consultation requirements by:

- consulting local government electors and other persons or bodies who appear to the Council to have an interest in the review
- taking into account any representations received in connection with the review
- notifying consultees of the outcome of the review; and
- publishing all decisions taken and the reasons for such decisions

6.2 The review will include two stages of consultation. At Stage 1 initial submissions will be sought in relation to the request by the Parish Council, which will be considered and used to formulate draft recommendations. The second phase of consultation will seek views on the draft recommendations to allow final recommendations to be developed.

6.3 The Council will:

- Consult the Parish Council
- Consult the Ward Councillors
- Consult the County Councillor
- Publish a Notice and these Terms of Reference on the council's website and arrange for copies to be available for public inspection at the Council's offices
- Send a copy of the Notice and these Terms of Reference to the local Member of Parliament
- Welcome any comments from any other person or body that wishes to make representation
- Take into account any representations received in connection with the review

6.4 Information relating to the review will be available on the Council's website under the "Your Council" tab.

6.5 As required by section 79(3) Local Government and Public Involvement in Health Act 2007, the Council will notify Hampshire County Council that a review is to be undertaken, provide them with a copy of the Terms of Reference for the review and will consult them on the matters under review.

6.6 The Council will provide feedback to the community after each stage and will notify consultees by publishing the outcome on the website and paper copies will be available at the Old Basing and Lychpit Parish Office and the Civic Offices, Basingstoke & Deane Borough Council. Decisions made and the reasons for those decisions will also be published following the review.

## **7. Timetable**

7.1 The following is the indicative review timetable:

<b>Detail</b>	<b>Dates</b>
Commencement of CGR & Terms of Reference published	16 January 2026
Initial consultation stage - Submissions and views sought and invited on the existing arrangements and the Council invites proposals from stakeholders on future arrangements in accordance with the Terms of Reference	16 January to 13 March 2026 (8 weeks)
Draft Recommendations published	11 May 2026
Consultation on draft recommendations	11 May 2026 to 6 July 2026 (8 weeks)
Final Recommendations prepared.	w/c 6 July 2026
Final Recommendations submitted to Council and if agreed, Council resolves to make Reorganisation of Community Governance Order	July 2026
Any Reorganisation of Community Governance Order made following a Community Governance Review should, for administrative and financial reasons, take effect on the first day of April following the date on which the Order is made.	1 April 2027.  Elections on 6 May 2027

## **8. Representations**

- 8.1 Basingstoke and Deane Borough Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the review.
- 8.2 Once the consultation commences you can submit your views online at [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) (by searching for “current consultations”), by email to [cgr@basingstoke.gov.uk](mailto:cgr@basingstoke.gov.uk) or in writing to:

Jack Grounds  
Democratic and Electoral Services  
Basingstoke and Deane Borough Council  
Civic Offices  
London Road  
Basingstoke  
RG21 4AH

## **10 Publication of Terms of Reference**

- 10.1 Terms of Reference will be published on the Council's website [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) and will be available for public inspection at the Council's Offices.

## **11. Reorganisation of Community Governance Orders**

- 11.1 The CGR 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 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 Old Basing and Lychpit Parish Office and on the Council's website.