

**GUILDFORD BOROUGH COUNCIL  
COMMUNITY GOVERNANCE REVIEW 2019  
PARISHES OF EAST HORSLEY AND EFFINGHAM  
TERMS OF REFERENCE**

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

A Community Governance Review is a review of the whole or part of the Borough to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of a parish and the style of a new parish (i.e. whether to call it a “village”, “community” or “neighbourhood” with the council similarly named as a “village council”, “community council” or “neighbourhood council”);
- The electoral arrangements for parishes (including 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.

The Borough 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
- is effective and convenient.

In doing so, the 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 government has emphasised that recommendations made in Community Governance Reviews ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

## **Why are we carrying out this Community Governance Review?**

We have received a request from East Horsley Parish Council for a community governance review to alter the parish boundary between East Horsley and Effingham in the vicinity of Effingham Common, and increase the number of parish councillors to be elected to East Horsley Parish Council from nine to twelve.

The area under review is the area of the borough of Guildford comprising the parishes of East Horsley and Effingham.

The parish of East Horsley is located within the Clandon and Horsley ward of Guildford Borough Council. It is also located within the Horsleys Division of Surrey County Council and forms part of the Mole Valley Parliamentary Constituency.

The parish of Effingham is located within the Effingham ward of Guildford Borough Council. It is also located within the Horsleys Division of Surrey County Council and forms part of the Mole Valley Parliamentary Constituency.

## What do parish councils do?

By way of information, a summary of the general powers and duties of parish councils is attached as **Annex 1**.

### What are we consulting on?

*We are consulting the public on the request from East Horsley Parish Council, which is*

- 1. To alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common, as set out in the Map at Annex 2**

*As the effect of 1. above, is also to alter the borough ward boundary between Clandon & Horsley ward and Effingham ward, the change can only be implemented if the Local Government Boundary Commission for England, on the recommendation of the borough council, approves the change.*

- 2. To increase the number of parish councillors elected to East Horsley Parish Council from nine (9) to twelve (12).**

*If approved, the change will come into effect on the date of the next scheduled parish council elections in May 2023.*

#### **Why has this request been made?**

*The Parish Council's reasons for moving the parish boundary are set out below:*

- (a) To remove anomalies where the settlement has outgrown its historic boundaries and to establish new clearly-defined boundaries tied to firm ground features; and*
- (b) To support the identity and interests of the local community.*

*The Parish Council's justification for the increase in the number of parish councillors is set out below:*

- (c) To reduce the workload on individual councillors; and;*
- (d) To seek to improve diversity on the parish council.*

*For the purposes of this review, we are also required by law to make recommendations on other related "electoral arrangements" in respect of East Horsley Parish Council and Effingham Parish Council, as follows:*

- (1) the year in which ordinary elections of parish councillors are to be held;**
- (2) the division (or not) of the parishes into wards for the purpose of electing parish councillors;**

- (3) the number and boundaries of any such wards;**
- (4) the number of parish councillors to be elected for any such ward;**
- (5) the name of any such ward.**

*In relation to (1) above, Guildford Borough Council proposes that no change be made to the year of ordinary elections, as they currently coincide with borough council elections and elections to other parish councils in the borough.*

*In relation to (2) to (5) above, the introduction of 'wards' would mean that each parish councillor would be elected by voters living within a particular area (or ward) within the parish, and they would represent those voters on the parish council. The Borough Council proposes that, irrespective of the outcome of this community governance review:*

- (a) East Horsley parish should continue to be unwarded, i.e. no change be made. East Horsley Parish Council supports this proposal;*
- (b) Effingham parish should continue to be divided into two wards "North Ward" and "South Ward", i.e. no change be made. Effingham Parish Council supports this proposal.*

*We would therefore like to know what YOU think of the proposals to:*

- (a) Move the parish boundary between East Horsley and Effingham as shown on the Plan at Annex 2; and*
- (b) increase the number of parish councillors on East Horsley Parish Council from 9 to 12, and*
- (c) make no other changes to the electoral arrangements in respect of East Horsley Parish Council and Effingham Parish Council*

## **Electorate Forecast**

At the time Guildford Borough Council considered the request to carry out this community governance review, the Local Government electorate for the parish of East Horsley was 3,437 and the Local Government electorate for the parish of Effingham was 2,066.

For the purpose of this review, we are required to forecast the expected growth in the electorate for the parishes of East Horsley and Effingham for the next five years.

### East Horsley

There are currently outstanding planning permissions (permitted but not completed, including those commenced) for 20 homes in the parish of East Horsley. The Local Plan/Land Availability Assessment provides for 115 homes within 5 years, making a total of 135. There are no Neighbourhood Plan sites forecast within one to five years.

### Effingham

There are currently outstanding planning permissions (permitted but not completed, including those commenced) for 299 homes in the parish of Effingham, of which 204 are expected to be built within the next 5 years. The 2017 Land Availability Assessment identifies sites with an estimated capacity to deliver 36 homes within 5 years. The Effingham Neighbourhood Plan identified an additional site, making a total of 245.

## How to let us know your views

Any representations on this matter above must be in writing and should be sent to:

John Armstrong  
Democratic Services Manager  
Guildford Borough Council  
Millmead House  
Millmead  
GUILDFORD  
Surrey GU2 4BB

**by no later than 5pm on Friday 18 October 2019.**

Alternatively, you may send your representations either:

- by email to: [committeeservices@guildford.gov.uk](mailto:committeeservices@guildford.gov.uk); or
- via our online facility: [www.guildford.gov.uk/comgovrev](http://www.guildford.gov.uk/comgovrev)

Please ensure that you state your name and address clearly on any representations submitted. Please note that any submissions received after 18 October 2019, or any representations submitted anonymously, will not be taken into account.

Please also note that the consultation stages of a Community Governance Review are public consultations. We will not publish your personal information; however, in the interests of openness and transparency, the Council will make available for public inspection full copies of all representations it takes into account as part of this review.

All personal information submitted to us during the course of this consultation will be destroyed once the matter has been determined by the Council.

## What happens next?

In arriving at its final recommendations, the Council will take account of the views of local people and any other person or body who appears to have an interest in the Review by judging them against the criteria set out in the Local Government and Public Involvement in Health Act 2007 and associated government guidance.

The Borough Council will take steps to notify consultees of the outcome of the review by publishing all decisions taken, together with reasons, on the Council's website (and ask East Horsley Parish Council and Effingham Parish Council to publish the same on their websites), through general press releases, and by placing key documents on public deposit at Guildford Borough Council's offices and at the offices of East Horsley Parish Council and Effingham Parish Council.

If any change to the electoral arrangements for East Horsley Parish Council is approved, a Community Governance Reorganisation Order will be made to give effect to the change.

## A timetable for the Community Governance Review

A Community Governance Review must, by law, be concluded within a 12-month period from the day on which the Borough Council publishes the terms of reference and ending on

the day on which the Council publishes its final recommendations. The proposed timetable for this Community Governance Review is set out below:

- |                  |   |
|------------------|---|
| 23 July 2019     | Terms of Reference and Timetable for Review approved by Guildford Borough Council.  |
| 2 September 2019 | Guildford Borough Council to publish approved Terms of Reference. Six-week consultation period begins with local people and interested parties. |
| 18 October 2019  | Closing date for consultation period.   |
| 3 December 2019  | Guildford Borough Council to consider consultation submissions and publish final recommendations.   |

**Date of Publication of Terms of Reference:**

2 September 2019

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## Powers and Duties of Parish Councils

The role played by parish councils varies considerably. Smaller parish councils have only limited resources and generally play only a minor role, while some larger parish councils have a role similar to that of a small district council. Parish councils receive funding by levying a "precept" on the council tax paid by the residents of the parish.

The list below is intended as a summary of the main functions of parish councils. It is not intended to be a definitive list of such functions. Where a function is marked with an asterisk a parish council also has the power to give financial assistance to another person or body performing the same function.

Functions	Powers And Duties
<b>Allotments</b>	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied
<b>Bus Shelters and roadside seats</b>	Power to provide and maintain
<b>Bye Laws</b>	Power to make byelaws for public walks and pleasure grounds
<b>Clocks*</b>	Power to provide public clocks
<b>Closed Churchyards</b>	Powers (and sometimes duty) as to maintain
<b>Commons Land and Common Pastures</b>	Powers in relation to enclosure as to regulation and management and as to providing common pasture
<b>Community Centres and Village Halls</b>	<ul style="list-style-type: none"> <li>• Power to provide and equip premises for use of clubs having athletic, social or educational objectives</li> <li>• Power to provide buildings for offices and for public meetings and assemblies</li> </ul>
<b>Conference facilities*</b>	Power to provide and encourage the use of facilities
<b>Crime Prevention*</b>	Powers to spend money on various crime prevention measures including
<b>Drainage</b>	Power to deal with ponds/ditches
<b>Education</b>	Right to appoint governors of primary schools
<b>Entertainment and the Arts*</b>	Provision of entertainment and support of the arts
<b>Environment</b>	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues
<b>Flagpoles</b>	Power to erect flagpoles in highways
<b>Highways</b>	<ul style="list-style-type: none"> <li>• Power to repair and maintain footpaths and bridleways</li> <li>• Power to provide lighting of roads and public places</li> <li>• Power to provide parking places for vehicles, bicycles and motorcycles</li> <li>• Power to enter into an agreement as to dedication and widening</li> <li>• Power to provide traffic signs and other notices</li> <li>• Power to plant trees, etc., and to maintain roadside verges</li> <li>• Power to prosecute for unlawful ploughing of a footpath or bridleway</li> <li>• Power to contribute financially to traffic calming schemes</li> </ul>
<b>Investments</b>	Power to participate in schemes of collective investment
<b>Land</b>	<ul style="list-style-type: none"> <li>• Power to acquire land by agreement or compulsory purchase,</li> </ul>

<b>Functions</b>	<b>Powers And Duties</b>
	<ul style="list-style-type: none"> <li>• Power to appropriate land</li> <li>• Power to dispose of land</li> <li>• Power to accept gifts of land</li> <li>• Power to obtain particulars of persons interested in land</li> </ul>
<b>Litter bins</b>	Power to provide litter bins including receptacles for dog faeces
<b>Lotteries</b>	Power to promote lotteries
<b>Monuments and Memorials</b>	Power to agree to maintain monuments and memorials
<b>Mortuaries and post-mortem rooms</b>	Powers to provide mortuaries and post-mortem rooms
<b>Nature Reserves</b>	Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest
<b>Nuisances</b>	Power to deal with offensive ditches, ponds and gutters
<b>Open Spaces, Burial Grounds, Cemeteries and crematoria*</b>	Power to acquire, maintain or contribute towards expenses
<b>Parish Property and Records</b>	<ul style="list-style-type: none"> <li>• Powers to direct as to their custody</li> <li>• Power to collect, exhibit and purchase local records</li> </ul>
<b>Parks and pleasure grounds</b>	Power to hire pleasure boats in parks and pleasure grounds
<b>Parochial charities</b>	<ul style="list-style-type: none"> <li>• Power to appoint trustees of parochial charities</li> <li>• Duty to receive accounts of parochial charities</li> </ul>
<b>Planning</b>	Right to be notified of and power to respond to planning applications
<b>Postal and telecommunications facilities</b>	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities
<b>Public Conveniences</b>	Power to provide public conveniences
<b>Raising of Finances</b>	Power to raise money through the parish precept
<b>Recreation*</b>	<ul style="list-style-type: none"> <li>• Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.</li> <li>• Power to provide gymnasiums, playing fields, holiday camps</li> </ul>
<b>Swimming pools, bathing places, baths and washhouses</b>	Power to provide
<b>Tourism*</b>	Power to contribute to the encouragement of tourism
<b>Town Status</b>	Power to adopt town status
<b>Transport*</b>	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes
<b>Village greens</b>	Power to maintain, to make bylaws for and to prosecute for interference with village greens
<b>Water Supply</b>	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom.

-  Existing Parish Boundary of East Horsley
-  Proposed Parish Boundary Change
-  Effingham Common

