

**Public**  
**Key Decision – No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Community Governance Review – Glatton and Conington

**Meeting/Date:** Corporate Governance Committee – 29th January 2025

**Executive Portfolio:** Councillor J Harvey – Executive Councillor for Governance and Democratic Services

**Report by:** Elections and Democratic Services Manager

**Ward(s) affected:** Stilton, Folksworth and Washingley

---

### **Executive Summary:**

The purpose of this report is to consider a request from Glatton Parish Council to undertake a Community Governance Review to review the parish boundary between Glatton and Conington following the receipt of a valid community governance petition.

### **Recommendation(s):**

The Committee is

### **RECOMMENDED**

- (a) to consider the request from Glatton Parish Council for a Community Governance Review to review the parish boundary between Glatton and Conington;
- (b) to approve the draft terms of reference of the review, with or without amendments, as detailed in Appendix A; and
- (c) to authorise the Elections and Democratic Services Manager to agree a timetable in consultation with Glatton Parish Council and Conington Parish Council.

## **1. PURPOSE OF THE REPORT**

- 1.1 A request has been received from Glatton Parish Council to undertake a Community Governance Review (CGR) to review the parish boundary between Glatton and Conington following the receipt of a valid community governance petition.

## **2. BACKGROUND**

- 2.1 The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) provides for a Principal Council to conduct a review of the community governance arrangements for the whole or part of its area for the purpose of considering whether or not to make changes to parish boundaries or size and/or the creation of new parishes; and the review of the electoral arrangements for new and/or existing parishes.
- 2.2 The Committee at their meeting on 25th September 2024 declined to instigate a CGR initially and requested that Glatton Parish Council either seeks to reach an agreement with Conington Parish Council and/or submit a petition to the Council with the requisite number of signatories from the area expressing support for the proposed boundary change. This was as a result of the response provided by Conington Parish Council stating that it “preferred to respect the historical boundaries and maintain the status quo”.
- 2.3 A valid community governance petition was submitted by Glatton Parish Council on 12th November 2024. A principal council is under a duty to carry out a CGR if it receives a valid petition. The petition sets out that the review is to consider the alteration of boundaries of existing parishes of Glatton and Conington.
- 2.4 A copy of the original request from Glatton Parish Council which encompasses maps detailing the areas of land affected have been attached at Appendix B. A copy of the response from Conington Parish Council is attached at Appendix C for background and previously presented to the Committee.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 As this CGR is being conducted following the receipt of a petition the Council could still make a recommendation which is different to the recommendation made by the petitioners who wish to alter the parish boundaries. This will particularly be the case where the recommendation is not in the interests of the wider local community.

## **4. KEY IMPACTS / RISKS**

- 4.1 Undertaking a CGR gives residents the opportunity to engage with local democracy and determine parish boundaries.

## **5. TIMETABLE FOR IMPLEMENTATION**

5.1 The Notice of Community Governance Review and Terms of Reference as set out in Appendix A detail and the CGR process, once commenced must be concluded within 12 months of the publication of the Terms of Reference.

## **6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

6.1 The undertaking of a Community Governance Review aligns with Priority 2: Creating a better Huntingdonshire for future generations set out in the Corporate Plan 2023 to 2028.

## **7. CONSULTATION**

7.1 The Council must consult all interested parties as part of a review and take into account any representations received. The review must be conducted having regard to the need to secure that community governance within the area reflects the identities and interests of the community, and the need to secure that community governance in that area is effective and convenient.

## **8. LEGAL IMPLICATIONS**

8.1 The Council has power under Section 82 of the Local Government and Public Involvement in Health Act 2007 to conduct CGRs. A CGR must be conducted in accordance with the requirements set out in Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 (as amended) and guidance issued by the Secretary of State under Section 100(4) of the 2007 Act. These requirements are highlighted in section 4 of this report.

## **9. RESOURCE IMPLICATIONS**

9.1 There will be an associated cost in conducting the Review based on Officer time in publishing the Notice of Community Governance Review and collation of responses from interested parties before reporting back to this Committee with the responses and outcome.

## **10. REASONS FOR THE RECOMMENDED DECISIONS**

10.1 There is a requirement to keep community governance under review to ensure that it is reflective of the identities and interests of the community in that area and is effective and convenient.

10.2 Glatton Parish Council considers a change of boundary is necessary and following the receipt of a valid petition from Glatton Parish Council, this enables the Council to proceed to a CGR for the areas affected.

## **11. LIST OF APPENDICES INCLUDED**

Appendix A – Terms of Reference of the Community Governance Review of Glatton and Conington.

Appendix B – Glatton Parish Council 17th April 2024  
Appendix C – Conington Parish Council 30th August 2024

## **12. BACKGROUND PAPERS**

[Local Government and Public Involvement in Health Act 2007  
Communities and Local Government Guidance on Community Governance  
Reviews March 2010](#)

Report and Minutes of the Corporate Governance Committee – 25th September  
2024

### **CONTACT OFFICER**

Name/Job Title: Lisa Jablonska, Elections and Democratic Services Manager  
Tel No: (01480) 388004  
Email: [lisa.jablonska@huntingdonshire.gov.uk](mailto:lisa.jablonska@huntingdonshire.gov.uk)

**Huntingdonshire District Council**

**Notice of Community Governance Review – Glatton and Conington**

**Local Government and Public Involvement in Health Act 2007**

The Council has commenced a Community Governance Review in response to a request from Glatton Parish Council to review the parish boundary between Glatton and Conington.

The Council is now conducting the first stage of the review process and is inviting residents and interested organisations to submit their views on the above issue.

The Council has published its Terms of Reference document for the review and a copy can be obtained by contacting the Elections and Democratic Services Team as shown below or viewed at the Council offices. It can also be viewed on the District Council's website [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) or the parish websites [Glatton Parish Council](http://Glatton Parish Council) and [Conington Parish Council](http://Conington Parish Council)

**How to contact us.**

Should you wish to submit a written representation regarding this review please address it to:

Elections and Democratic Services  
Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
Cambs  
PE29 3TN

Alternatively your submission may be emailed to:  
[democratic.services@huntingdonshire.gov.uk](mailto:democratic.services@huntingdonshire.gov.uk)

The deadline for submissions is 31st March 2025.

## HUNTINGDONSHIRE DISTRICT COUNCIL

### COMMUNITY GOVERNANCE REVIEW OF GLATTON AND CONINGTON 2025 - TERMS OF REFERENCE

#### INTRODUCTION

##### **Aim of the review**

Following the receipt of a request from Glatton Parish Council and receipt of a valid petition, Huntingdonshire District Council has agreed to undertake a Community Governance Review (CGR) of Glatton and Conington.

The request for the CGR was submitted in accordance with the Local Government and Public Involvement in Health Act 2007 and proposes to review the parish boundary between Glatton and Conington. Details of the parish boundary areas under consideration can be viewed as an Annex to the Terms of Reference.

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, 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 Ministry of Housing, Communities and Local Government and Local Government Boundary Commission for England in March 2010. Also the following Regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (S12008/625); Local Government Finance (New Parishes) Regulations 2008 (S12008/626).

These terms of reference will set out the matters on which the review is to focus.

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

A CGR is the process used to consider parish arrangements. It is a review of the whole or part of the District are 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 elections; 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 Council believes Town and Parish councils play an important role in terms of community empowerment at the local level. The Council wants to ensure parish governance in the District continues to be robust, representative and enabled to meet the challenges that lie before it. Furthermore, it wants to ensure there is clarity and transparency to the areas Town and Parish Councils represent.

It wants to ensure that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable and readily understood by their electorate.

### **Why is the Council undertaking a Community Governance Review?**

The reason for the CGR is –

- As a result of a valid petition which asked the Council to consider reviewing the parish boundaries between Glatton and Conington, the Council must undertake a review in accordance with Section 82(2) of the Local Government and Public Involvement in Health Act 2007. Details of the parish boundary areas under consideration can be viewed as an Annex to the Terms of Reference.

### **Who will undertake the CGR?**

As the principal authority, the District Council is responsible for undertaking any CGR within its electoral area. The conduct of the review will be overseen by the Council's Corporate Governance Committee

Formal decisions on the recommendations arising from the review will be made by Council in accordance with the Council's Constitution.

### **Consultation**

#### **How the Council proposes to conduct consultations during the Review?**

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 the Council considers important in the review.

Before making any recommendations or publishing final proposals, the District Council will take full account of the views of local people. The District Council will comply with the statutory consultative requirements by:

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority), which appears to the District Council to have an interest in the review;
- Notifying and consulting the County Council; and
- Taking into account any representations received in connection with the review.

Information relating to the CGR will be available on the Council's website and key documents will be on deposit at the District Council's Offices, Pathfinder House, St Mary's Street, Huntingdon, Cambs PE29 3TN.

### **Timetable for the CGR**

A CGR must, by statute, be concluded within a twelve-month period from the day on which the CGR starts. A CGR starts when the District Council publishes its

Terms of Reference and concludes when the District Council publishes the recommendations made in the CGR.

The following is the review timetable:

<b>Stage</b>	<b>Timetable</b>	<b>Outline of Action</b>
Terms of Reference (TOR) are published.	3rd February 2025	District Council publishes TOR and notifies stakeholders, clearly defining extent of CGR.
Introductory stage – initial submissions are invited.	3rd February - 31st March 2025	District Council invites submissions from stakeholders on future arrangements under TOR.
Consideration of submissions received - Draft recommendations are prepared	1st April – 30th May 2025	Draft recommendations to be prepared.
Draft recommendations are published.	9th July 2025	Draft recommendations to be considered by Corporate Governance Committee.
Consultation on draft recommendations	14th July – 15th September 2025	Consultation with stakeholders.
Consideration of submissions received – final recommendations are prepared	16th September – 10th November 2025	
Final proposals are prepared	26th November 2025	Results of consultation considered and final proposals prepared to be considered by Corporate Governance Committee.
Final recommendations are published and decision by Council.	17th December 2025	The Council meet to consider final recommendations and decide on the extent to which the Council will give effect to them.
Order made	Thereafter	Council publishes the Reorganisation Order.

## **Parishes**

The Council wishes to ensure that electors should be able to identify clearly with the parish in which they are resident. It considers that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representatives and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

The Council considers the boundaries between parishes will normally reflect the 'no-man's land' between communities represented by areas of low population or pronounced physical barriers. These barriers will be either natural or man-made. They might include coastal features, rivers, marshland, moorland and mountain or man-made features such as parks, canals, railways, major road and motorways – those barriers that oblige the residents of an affected area to have little in common with the remainder of the parish to which they may have been allotted.

The Council will endeavour to select boundaries that are likely to remain easily identifiable and considers that parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity; the feeling of local community and the wishes of local inhabitants are primary considerations in this Review.

### **Reorganisation of Community Governance Order and Commencement**

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) (where necessary) that show the effects of the order in detail, and the document(s) which set out the reason 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 Offices and published on the Council's website.

In accordance with the Guidance issued by the Government the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council's office at Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN. Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.

It is proposed that the Order will come into force for financial and administrative purposes on 1st April 2026.

### **Consequential Matters**

#### **General Principles**

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

### **How to contact us**

Should you wish to submit a written representation regarding this review, please address to:

Elections and Democratic Services  
Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
Cambs  
PE29 3TN

Alternatively, your submission may be emailed to:

[democratic.services@huntingdonshire.gov.uk](mailto:democratic.services@huntingdonshire.gov.uk)

Should you require any further information or need clarification on the review process, please contact:

Democratic Services  
Telephone: 01480 388169  
Email: [democratic.services@huntingdonshire.gov.uk](mailto:democratic.services@huntingdonshire.gov.uk)

These Terms of Reference will be published on the District Council website [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) and will be available for inspection at the District Council's offices at Pathfinder House, St Mary's Street, Huntingdon, Cambs PE29 3TN

Notices advertising this Community Governance Review and the availability of the Terms of Reference will also be posted within the Parishes of Glatton and Conington.

### **Date of Publication**

3rd February 2025