

**COMMUNITY GOVERNANCE REVIEW  
UNPARISHED AREA - HORSHAM**

**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007**

**TERMS OF REFERENCE**

**INTRODUCTION**

**Why undertake a community governance review?**

1. The Local Government and Public Involvement in Health Act 2007 makes provision for a community governance application to be made by an organisation or body designated as a neighbourhood forum under section 61F of the Town and Country Planning Act 1990. The application must relate to the whole or any part of an area specified in a neighbourhood development plan made under section 38A of the Planning and Compulsory Purchase Act 2004, and specify one or more recommendations which the applicant wishes a community governance review to consider making.
2. An application has been received in accordance with the provisions of Section 80A of the Local Government and Public Involvement in Health Act 2007, as amended, requesting that a town council be established for Horsham.
3. The application contains four recommendations:
  - (i) That a parish of Horsham be created;
  - (ii) That the parish be called "Horsham";
  - (iii) That the parish should have a town council called "Horsham Town Council";
  - (iv) That the parish's boundaries be the same as the current Neighbourhood Council boundaries (Denne, Forest and Trafalgar)
4. Further to the receipt of a valid application, Horsham District Council is under a duty to undertake a community governance review (CGR) under Section 83 of the Local Government and Public Involvement in Health Act 2007. A community governance review is a review of the whole or part of the Local Authority's area for the purpose of making recommendations with regards to establishing, aggregating, amalgamating or separating parishes, the name and style of a new parish and electoral arrangements.
5. A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area. The Government has emphasised that, ultimately, recommendations made in a CGR ought to improve community engagement, result in more cohesive communities, yield better local democracy and result in more effective and convenient delivery of local services.
6. Town councils are a democratically elected tier of local government with their own councillors, which provide a range of local services for a locally defined area. In many respects they mirror the structure and decision making of the district council but on a smaller scale. Councillors are elected by local residents.

## **Scope of the review**

7. The District Council will undertake a CGR to consider whether governance arrangements within Horsham are:
  - a) Reflective of the identities of the community in that area; and
  - b) Effective and convenient to the community in that area.

In doing so, the review will take into account:

- a) The impact of community governance arrangements on community cohesion; and
  - b) The size, population and boundaries of the parish.
8. The area that is the subject of the review and would be created as a parish for local government purposes comprises the district wards of Denne, Forest and Trafalagar, as well as parts of Holbrook West and Roffey South. The other parts of Holbrook West and Roffey South form part of North Horsham Parish Council and as such, are not subject to this review. A map of the area is attached to the terms of reference.

## **Who will undertake the community governance review?**

9. As the principal authority, Horsham District Council is responsible for undertaking any CGR within its electoral area.

## **CONSULTATION**

10. Before making any recommendations or publishing final proposals, in line with legislative requirements, the District Council will take full account of the views of local people. The District Council will comply with legislative requirements by:
  - Consulting all local government electors for the area under review. A questionnaire will be available for electors to respond to. Electors will be made aware of the consultation by a leaflet being posted to every household in the review area. In-person consultation sessions may also be held;
  - Consulting any other person or body (including West Sussex County Council) which appears to the principal council to have an interest in the review;
  - Taking into account any representations received in connection with the review.
11. When taking account of representations, the District Council is bound to have regard to the need to secure that community governance within the area under review reflects the identities and interests of the community of Horsham and is effective and convenient. The Council will decide whether to establish a town council for Horsham taking account of the consultation responses.
12. In order to ensure that this review is conducted transparently, as soon as practicable, the District Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

## Timetable for the review

13. A CGR must, by statute, be concluded within a 12 month period from the date of the receipt of a valid application.

Action	Dates
Report to Governance Committee to approve the Terms of Reference for the review	18 December 2024
Commencement of review and publication of terms of reference	2 January 2025
Report to Governance Committee to approve the consultation documents	March/April 2025
Undertake formal consultation with other interested bodies in accordance with Section 93 of the Local Government and public Involvement in Health Act 2007 (6 weeks)	May – June 2025
Undertake formal consultation with local electors by means of consultation (6 weeks)	May – June 2025
Governance Committee considers consultation outcomes and produces draft recommendations, which may include the creation of a new town council for Horsham or that no further action is taken	July 2025
Undertake formal consultation with local electors in relation to draft recommendations by means of consultation (6 weeks)	August – September 2025
Governance Committee considers consultation outcomes and produces final recommendations, which may include the creation of a new town council for Horsham or that no further action is taken.	November 2025
Full Council meeting to approve a reorganisation order, if required	December 2025

## PRINCIPLES GUIDING THE REVIEW

### Relevant legislation

14. The District Council will undertake the review in accordance with the following legislation and guidance:

- The Local Government and Public Involvement in Health Act 2007
- The Local Government Act 1972
- Guidance on Community Governance Reviews (DCLG/LGBCE)
- Local Government (Parishes and Parish Councils) (England) Regulations 2008

- The Legislative Reform (Community Governance Reviews) Order 2015

## **Electorate**

15. In considering the electoral arrangements of the area proposed to be created as a parish within these Terms of Reference, the District Council is required to consider any change in the number or distribution of the electors.
16. The unparished area has an electorate of 22,456. The District Council has used the Register of Electors published on 1 December 2024 to provide existing local government electorate figures.

## **Consultation – how to take part and how to contact us**

17. Every local government elector in the unparished area will be able to take part in the two consultation periods. An initial consultation period will take place, as per the timetable. Following this, the committee will produce draft recommendations, which will be further consulted on. A leaflet will be delivered to every household in the unparished area with information about how to respond to the consultation, at the appropriate time.
18. If you have additional written comments that you would like to submit about the recommendations in the application (paragraph 3 above) or how you view potential future arrangements under these Terms of Reference, please send them to arrive no later than 28 February 2025 by email to:

[committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

or by post to

Democratic Services  
Horsham District Council  
Parkside  
Chart Way  
Horsham  
RH12 1RL

## **Publication of Terms of Reference**

19. These Terms of Reference will be published on the District Council's website: [www.horsham.gov.uk](http://www.horsham.gov.uk) and will be available for public inspection at the Council Offices, at Parkside, Chart Way, Horsham, RH12 1RL.

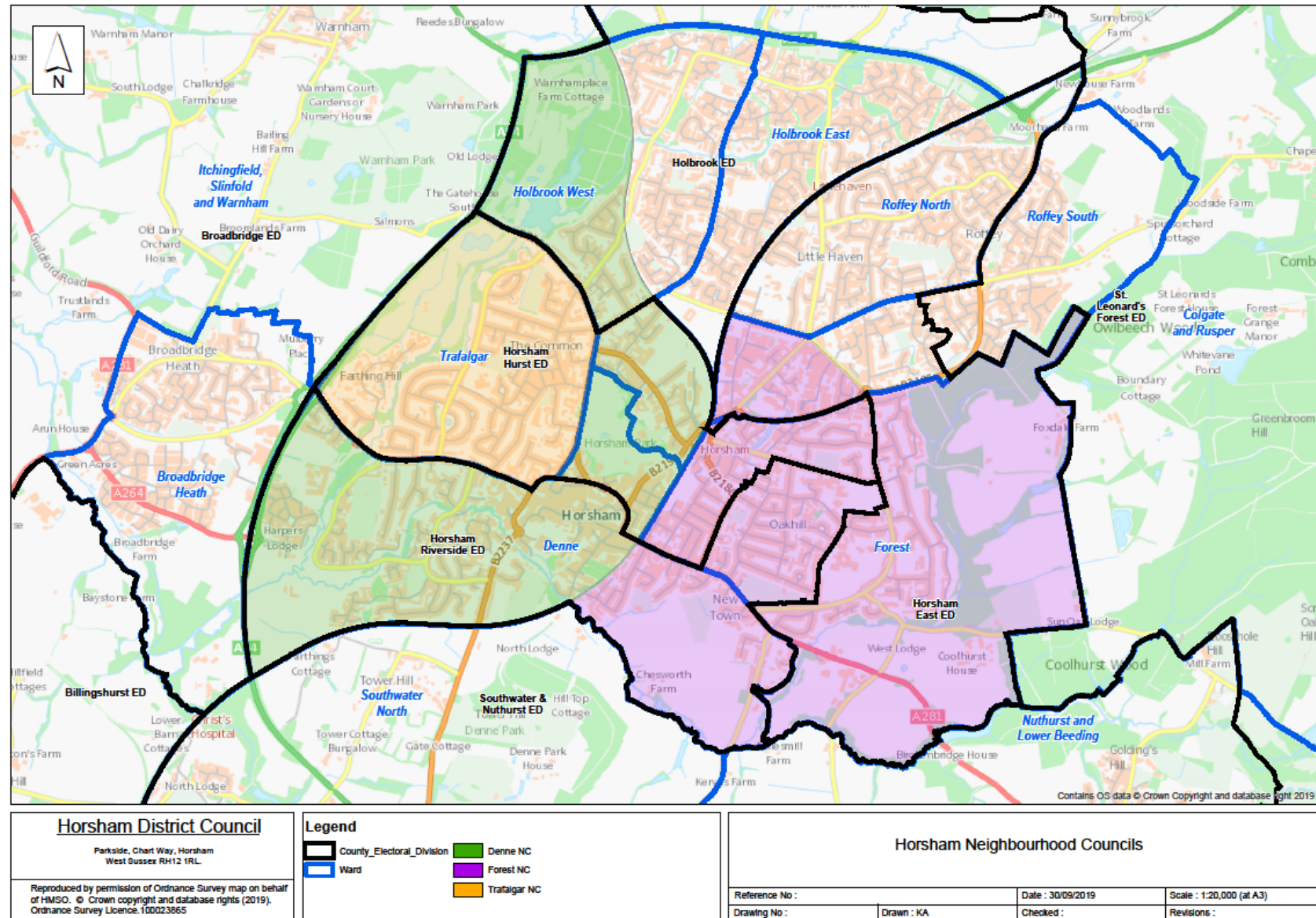


Figure 1 - Map of Unparished Area (Unparished Area in Coloured Region)