

Appendix B

Terms of Reference

Shaw cum Donnington Parish Council Community Governance Review (CGR) 2026 (Local Government and Public Involvement in Health Act 2007)

1. Introduction

West Berkshire is carrying out a Community Governance Review (CGR) in the Parish of Lambourn in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007. The Council is required to have regard for the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference

1.1 What is a community governance review?

A community governance review is a review of the whole or part of the Council's area 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 election;
- ☐ council size; the number of councillors to be elected to council and parish warding); and,
- ☐ grouping parishes under a common parish council or de-grouping parishes.

A 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.

If the Council is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council makes a community governance order.

1.2 Scope of the review

The review will consider:

- ☐ The existing electoral arrangements and the number of registered electors within boundaries of Shaw cum Donnington
- ☐ Council size and the number of councillors to be elected to council the parish ward; and

All other matters that may be considered as part of a community governance review are out of the scope of this review and will therefore not be considered.

2. Consultation

2.1 How the Council proposes to conduct consultations during the CGR.

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the area under review and any other

person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:

- publish a Notice and these terms of reference on the Council's website (www.westberks.gov.uk) and arrange for copies to be available for public inspection at West Berkshire District Council offices, Market Street, Newbury, RG14 5LD during normal office hours;
- send a copy of the Notice and these terms of reference to Shaw cum Donnington Parish Council, the Berkshire Association of Local Councils and Ward Members; and
- seek to arrange for the Notice to be published on Shaw cum Donnington Parish Council's website and notice board.

Before making any recommendations, the Council will take account of any representations received during consultations. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations, and the reasons behind them.

The Council will notify each consultee and any other persons or bodies who have made written representations, of the outcome of the review.

3. Timetable for this community governance review

3.1 The community governance review will be concluded on the day on which the

Council approves its final recommendations, in order for any changes to be implemented in preparation of the District/Parish elections in May 2027.

3.2 The table below sets out the timetable for the review.

Action	Timeframe	Outline of Action
Terms of reference published	July 2026 (subject to Council approval 17 th July)	Council publishes the terms of reference in accordance with full Council decision on 16 July 2026
Consultation	6 week period starting with the publication of terms of reference (17 th July – 28 August)	Council invites representations from interested parties
Draft proposals are prepared	w/c 7 th September 2026	Draft proposals to be considered by the Service Lead for Legal and Democratic Services consultation with Portfolio Holder for Strategy, Governance and Commercialisation and relevant Ward Members

Draft proposals are published	w/c 14 th September 2026	Council publishes draft proposals
Consultation	6 week period starting with publication of draft proposals Ending approximately 23 October 2026	Council invites representations from interested parties on the draft proposals
Final recommendations are prepared and considered by West Berkshire Council	Early November	Council will give effect to the recommendations.
Order made	End November (subject to Council approval 27 November)	Council makes and publishes the community governance order
Order takes effect	May 2027	Dependant on the outcome and recommendations from the LGBCE review

4. Background information

4.1 The Local Government Act 1972 provides that any parish council must have at least five councillors. No maximum number is prescribed.

4.2 When considering the number of councillors to be elected for a parish the Council must have regard to the number of local government electors for the parish and any change to that number that is likely to occur within five years of the date on which these terms of reference are published.

4.3 Joint guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in 2010 provides further information on community governance reviews and the factors influencing size and membership of parish councils. On size, the guidance says:

“154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School, Parish and Town Councils in England (HMSO 1992) found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each

area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size."

4.4 The National Association of Local Councils Circular 1126 recommends:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

4.5 The Parish Council has indicated the number of registered electors has increased and would like the number of Parish Councillors increased.

4.6 The electoral cycle for parish councils is for elections every four years.

5 Making representations

5.1 If you want to make a written comment about the community governance review *please send them to:* Community Governance Review, Electoral Services, West Berkshire District Council, Market Street, Newbury, RG14 5LD E-mail: parishreview@westberks.gov.uk

5.2 Written comments must be received by latest **28 August 2026**

5.3 Should you require any further information regarding the review, please contact:

Clare Ockwell: Electoral Services and Land Charges Manager or telephone on: 01635 55 1111