

## **North East Derbyshire District Council**

### **Terms of Reference: Community Governance Review (CGR) of Parish Boundaries affecting 116 properties Pilsley and Clay Cross Parish Councils.**

#### 1. Introduction

1.1 North East Derbyshire District Council has received a valid petition requesting a CGR of the boundary between Pilsley Parish Council and Clay Cross Parish Council as shown on the map attached to the Petition (attached to these Terms of Reference as Map B). This CGR affects approximately 116 residential properties. The Petition stated:

“The purpose of the said review being to transfer the land east of the railway line as defined on the attached map, including the properties on Bloomery Way, the property known as the Cottage, Pilsley and the new properties off Coney Green Road from the Parish of Pilsley to the Parish of Clay Cross. “

1.2 Map A showing the existing boundaries and Map B showing the Petition proposals are attached to these Terms of Reference.

#### 2. Legal Framework

2.1 In accordance with the Local Government and Public Involvement in Health Act 2007 (the Act), the Council is required to undertake a CGR to consider whether changes to parish boundaries and governance arrangements are justified as a valid Petition has been received. Section 83(2).

2.2 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 Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010

and the following regulations which guide, in particular, consequential matters arising from the Review:

- Local Government (Parishes and Parish Councils) (England) Regulations 2008
- Local Government Finance (New Parishes) Regulations 2008

Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a Review.

2.3 This document is being published on the Council's website, and a copy is being sent to Derbyshire County Council. In addition, the two Parish Councils will be requested to display copies.

### 3 What is a Community Governance Review

3.1 A Community Governance Review is the process used to consider parish arrangements. It can be a review of the whole or part of the District Council area. In this case, it is to carry out a CGR relating to the electoral boundary between Pilsley Parish Council and Clay Cross Parish Council as requested in the Petition.

3.2 The Council believes Parish Councils play an important role in terms of community empowerment at the local level. The Council wants to ensure parish governance in our District continues to be robust, representative and enabled to meet the challenges that lie before it.

The Council wants to ensure that the boundaries and electoral arrangements of the Parish Councils are appropriate, equitable, meaningful and readily understood by the electorate.

Furthermore, it wants to ensure there is clarity and transparency to the areas Parish Councils represent and that the electoral arrangements of parish Councils – the warding arrangements and the allocations of councillors – are appropriate, equitable, meaningful and readily understood by their electorate.

### 4. Who undertakes the CGR

4.1 The Council is statutorily responsible for carrying out the review.

4.2 The conduct of the review will be overseen by the Council's Electoral Registration Officer and the Electoral Services Team.

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

4.4 Officer contact details for the review are: Sarah Sternberg – Electoral Registration Officer [sarah.sternberg@ne-derbyshire.gov.uk](mailto:sarah.sternberg@ne-derbyshire.gov.uk) and Donna Jawad – Electoral Services Manager [donna.jawad@ne-derbyshire.gov.uk](mailto:donna.jawad@ne-derbyshire.gov.uk)

### 5. Consultation

5.1 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.

5.2 The Council will consult by the following but may also consult by other means as well:

- writing to Derbyshire County Council
- writing to both Parish Councils within and adjoining the CGR area
- writing to identified umbrella organisations
- publicising the review on the Council's website
- undertaking a form of public consultation.

5.3 In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review. This will be done by publishing outcomes on the Council's website.

5.4 A separate email address will be set up for anyone wishing to submit representations.

## 6. Scope of the Review

6.1 The review will specifically consider:

- The petition request to transfer approximately 116 properties between the two Parish Council areas of Pilsley and Clay Cross Parish Councils (the Parish Councils).
- The existing parish boundary, its relevance, and its alignment with community identity.
- The impact of any change on:
  - Electoral arrangements;
  - Parish Council governance structures;
  - Community cohesion;
  - Service delivery and administrative efficiency.

6.2 The review will **not** consider:

- Changes to District Ward or County Division boundaries;
- Any reorganisation of principal council functions.

## 7. Review Objectives

The review will aim to:

- Assess whether the proposed boundary change better reflects local community identity.
- Consider the preferences of residents, stakeholders, and the Parish Councils.
- Evaluate demographic, geographic, and administrative impacts.
- Recommend whether the Council should implement:
  - The proposed change
  - No change.

## 8. Indicative Timetable for a Community Governance Review

| Stage of Review  | Timescale | Date         |
|--|-----------|--------------|
| Terms of Reference and timetable to be presented to and be agreed by Council following receipt of valid petition |           | 2 March 2026 |

|  |   |                         |
|--|---|-------------------------|
| Publish Terms of Reference and commencement of the Review                                  | As soon as possible after Council meeting | W/c 9 March 2026        |
| Stage 1 Consultation   | 8 weeks                                   | 1 May 2026              |
| Consideration of submissions received  | 2 weeks                                   | 18 May 2026             |
| Stage 2 Consultation with draft proposals and recommendations                              | 4 weeks                                   | 15 June 2026            |
| Prepare final proposals  | 3 weeks                                   | 6 July 2026             |
| Internal consultation and sign off report  | 6 weeks                                   | 17 August 2026          |
| Report to Council  | Next Council Meeting                      | September/October 2026* |
| Publish decision following Council Meeting   |   | October 2026            |
| Make Community Governance Reorganisation Order and notify LGBCE and other statutory bodies |   | October 2026            |

Any changes affecting the parish boundaries will need to be incorporated into the revised Register of Electors which is published on 1 December each year.

\*The meeting dates have not yet been set for the Council year 2026/2027. It is likely that the Council meeting will be held in late September/early October 2026.

## 9. Decision-Making

9.1 Final decisions will be made by **Full Council** following consideration of recommendations from Officers, ensuring transparency and fairness.

9.2 Decisions will take into account:

- Community identities and interests;
- Effective and convenient governance;
- Consultation feedback;
- Any electoral implications.

## 10. Publication of Outcomes

10.1 The Council will publish its decisions, reasons, and any Reorganisation of Community Governance Order on:

- The Council's website;
- Relevant Parish Council noticeboards and publications.

## 11. Implementation of Outcomes

11.1 If boundary changes are approved, the Council will:

- Prepare and publish a **Reorganisation Order**.

- Notify Ordnance Survey, Local Government Boundary Commission for England, Electoral Registration Officer, and other relevant bodies.
- Update parish electoral arrangements in time for the next scheduled elections on 6 May 2027.

Date of publication of these Terms of Reference 3 March 2026