



Community Governance Review of Haywards Heath Town Council (2025)

Guidance for Respondents



Contents

| | |
|--|-----------|
| Purpose of this Guidance..... | 2 |
| Introduction & Background..... | 2 |
| What is a community governance review?..... | 2 |
| What can and can't a community governance review do? | 3 |
| What is the aim of this review? | 3 |
| What was the initial the scope of this review? | 4 |
| What are our draft recommendations? | 4 |
| Timetable for the Community Governance Review | 5 |
| How to Participate..... | 6 |
| What are the eligibility criteria to participate? | 6 |
| How can I make a representation?..... | 7 |
| Making Representations | 8 |
| What should be covered in my response?..... | 8 |
| How will I know that my views have been received and considered? | 9 |
| How and when will participants know the outcome of the review?..... | 10 |
| Other FAQs | 10 |
| What are Town and Parish Councils, and what is their role? | 10 |
| Further Information & Contact Details | 10 |

Purpose of this Guidance

The Council must consult local government electors, and any other person or body, including a local authority, who appears to have an interest in a community governance review.

This guidance has been published to support consultees in responding to the community governance review taking place for the area of Haywards Heath Town Council

Introduction & Background

A community governance review is taking place for the area of Haywards Heath Town Council.

What is a community governance review?

A community governance review is a way for councils to make sure that, at the town/parish level, governance arrangements are working as efficiently and effectively as they should be. This is achieved by asking the public, town/parish councils and any interested parties whether they feel their communities are suitably represented and whether town/parish councils would like to see any changes made to their current governance arrangements.

We have the power to undertake such reviews under Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant national guidance document.

What can and can't a community governance review do?

What a community governance review **can do:**



A community governance review can make a number of changes to town/parish councils, including:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes, including:
 - the ordinary year of election
 - the number of councillors to be elected; and
 - the warding of parishes
- Grouping parishes under a common parish council or de-grouping parishes.

What a community governance review **can't do:**



- Change the number of district or county councillors;
- Change district or county ward boundaries;
- Change individual parish councillors;
- Create a unitary authority; and
- Change addresses and/or postcodes.

What is the aim of this review?

The Council believes town/parish councils play an important role in terms of community empowerment. The Council wants to ensure town/parish governance in our district continues to be robust, representative and able to meet the challenges that lie before it. Furthermore, it wants to ensure there is clarity and transparency to the areas that town/parish councils represent. It wants to ensure that the electoral arrangements of towns/parishes, their warding arrangements and the allocations of councillors are appropriate, equitable and readily understood by their electorate.

The aim of this review is to bring about:

- improved and stronger community engagement
- more cohesive communities
- better local democracy
- efficient, more effective and convenient delivery of local services ensuring residents across the respective areas are treated equally and fairly

What was the initial the scope of this review?

The initial scope of the review, as approved in our Terms of Reference at the Scrutiny Committee for People and Communities on the 28 May 2025, set out to consider the following:

- Haywards Heath Town Council – Whether to move the south-western boundary to include the existing parish wards of Rocky Lane North and Rocky Lane South. The proposal is that these parish wards would move from Ansty & Staplefield Parish Council to Haywards Heath Town Council.
- Lindfield Parish Council – Whether to move the existing town council ward of Haywards Heath North East to Lindfield Parish Council. This proposal is that this town council ward would move from Haywards Heath Town Council to Lindfield Parish Council.
- Other related matters which may arise during the review in response to representations received, will be considered as appropriate.

What are our draft recommendations?

Following the initial consultation on the scope of this review, the proposals were revised and subsequently approved by the Scrutiny Committee for People and Communities on 3 September 2025. The following matters are now under consideration, and are subject to public consultation:

- **Draft Recommendation 1:** Haywards Heath North East remains within Haywards Heath Town Council.
- **Draft Recommendation 2:** Rocky Lane North and Rocky Lane South remains within Ansty & Staplefield Parish Council.
- **Draft Recommendation 3:** That Haywards Heath Town Council is served by 17 Councillors, representing 5 wards. This includes an increase of representation on the Haywards Heath Franklands ward, increasing the Councillor numbers from 3 to 4.

Our reasoning behind these recommendations can be found in our draft recommendations document on our website [here](#).

A key aim is to complete this review and give effect to any new boundaries at the next ordinary local government elections in May 2027.

Timetable for the Community Governance Review

A community governance review is concluded on the day on which the Council publishes the recommendations made by the community governance review.

The table below sets out the timetable for the review.

The programme and timeline may be adjusted after representations have been received by local people and interested bodies in response to the initial public consultation. This will allow the Council a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

| Action | Date | Outline of Action |
|--|--|--|
| Start Date | 9 th June 2025 | Council publishes the Public Notice, Terms of Reference and Guidance for Respondents. |
| Public Consultation 1 Opens | 9 th June 2025 | 8-week consultation begins. This starts following the publication of the Public Notice, Terms of Reference and Guidance for Respondents. |
| Public Consultation 1 Ends | 8 th August 2025 | N/A |
| Evaluation Panel | 11 th August – 15 th August 2025 | All representations are considered by an evaluation panel. |
| Draft proposals considered by the Scrutiny Committee | 3 rd September 2025 | Any additional recommendations of the Scrutiny Committee are recorded and added to the draft proposals. |
| Draft proposals re-published if the Scrutiny Committee proposes any amendments | 15 th September 2025 | Council publishes draft proposals. |
| Public Consultation 2 Opens | 15 th September 2025 | A further 8-week consultation begins. |
| Public Consultation 2 Ends | 14 th November 2025 | All representations are considered by an evaluation panel. |
| Evaluation Panel | 17 th November – 21 st November 2025 | All representations are considered by an evaluation panel. |
| Final Recommendations published | December 2025/January 2026 | These will be available on our website. |

| Action | Date | Outline of Action |
|---|--------------------------------|--|
| Final Recommendations considered by the Scrutiny Committee | 21 st January 2026 | Scrutiny Committee will consider the extent to which the Council should give effect to the recommendations and make recommendations to Full Council. |
| Final Recommendations (as amended, if applicable) considered by Full Council for adoption | 25 th February 2026 | Full Council considers and determines the extent to which the Council shall give effect to the recommendations. |
| Order made | By October 2026 | Council publishes Order. |
| Order takes effect | May 2027 | Next scheduled local government elections. |

How to Participate

What are the eligibility criteria to participate?

The Council must consult local government electors, and any other person or body, including a local authority, who appears to have an interest in the review.

To respond as a local government elector, you must be registered to vote within the area under review.

If you are not sure whether you are registered to vote, please contact us via e-mail at elections@midsussex.gov.uk. Registering to vote takes just a few minutes and can be done by visiting: www.gov.uk/register-to-vote.

Where representations are submitted by local businesses, associations, educational establishments, faith, and other community groups, we will otherwise validate these.

How can I make a representation?

You can submit representations to the review via a number of methods, these include:



Online Form: [Response Form Link](#)



Email: communitygovernancereviews@midsussex.gov.uk



Post:

HHTC Community Governance Review
Electoral Services
Mid Sussex District Council
Haywards Heath
West Sussex
RH16 1SS

Making Representations

What should be covered in my response?

Your response should:

- Briefly state your interest in the community governance review, and your overall perspective on our draft recommendations.
- Provide feedback on our draft recommendations, a detailed document can be found on our website [here](#).

Helpful tips:

- Gather community input:
 - Before responding, you might wish to consider engaging with a diverse range of community members to gather their perspectives and concerns to ensure that your response is based on local knowledge and perspectives.
- Be specific and evidence-based:
 - Support your arguments with concrete examples and data related to your community's needs.

How will I know that my views have been received and considered?

All representations submitted via e-mail will automatically receive an acknowledgment upon receipt. If you provide an e-mail address when responding via our online form, you will also receive an auto acknowledgment. Where feasible, and depending on the volume of responses, we will also aim to acknowledge submissions received by post.

Once the consultation period concludes, an evaluation panel will convene to review and consider all representations received.

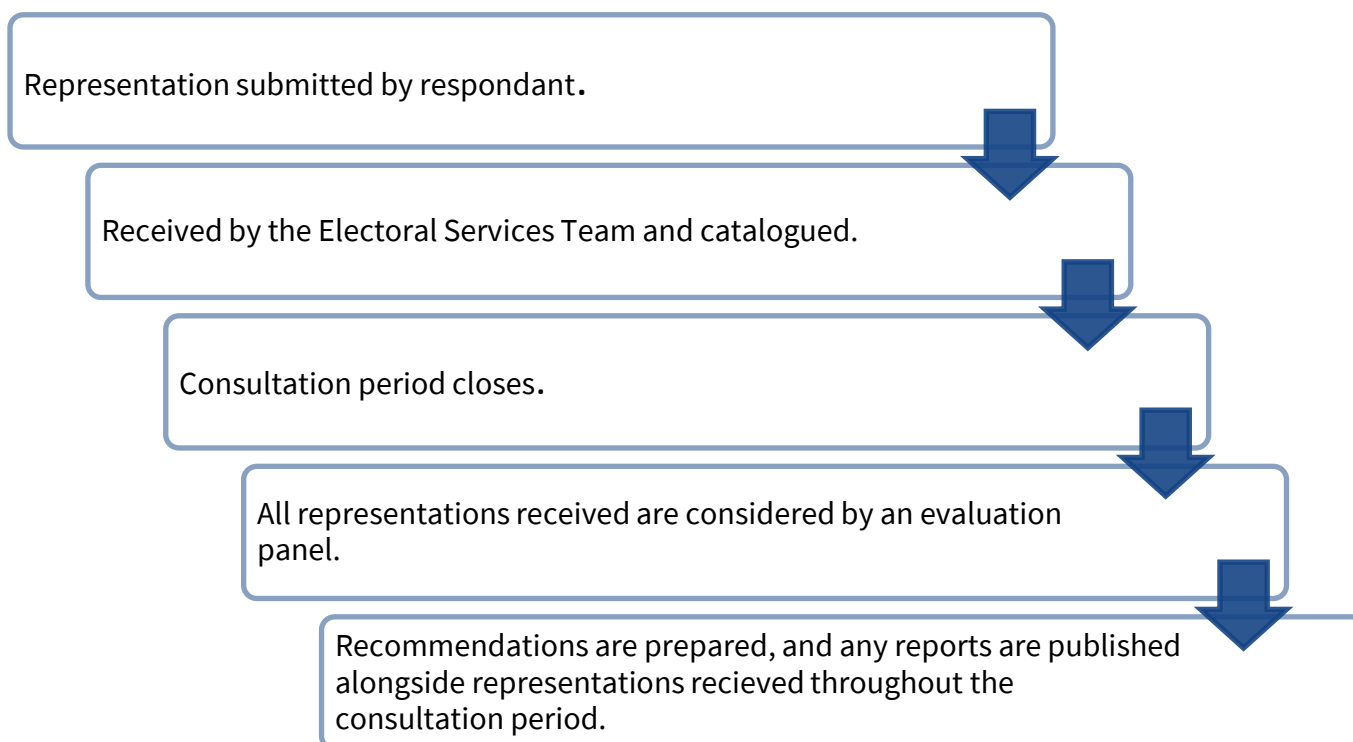
The outcomes of each stage of the consultation process, including our recommendations, will be published on our website [here](#). Our project timetable can also be found on our website.

Any representations submitted to the community governance review will be published.

Representations will be anonymised before publication, and personal information will not be published. Any personal information provided during the review period will only be used for the purpose of contacting the individual in relation to the review, or (in the case of addresses), for validating eligibility to make a representation.

Mid Sussex District Council is fully compliant with the UK GDPR and the Data Protection Act 2018. To learn more about how we collect, keep and process your private information, [view our Privacy Notice](#).

Please see the flow chart below for a summary on how responses are handled.



How and when will participants know the outcome of the review?

The timetable for this review is available on page five of this document. It outlines each stage of the review, the publication schedule for recommendations, and the dates when these recommendations will be presented to either the Scrutiny Committee or Full Council for consideration.

We will make every effort to contact participants once our recommendations are published, which will be accessible on our website [here](#). Additionally, participants can watch the Scrutiny Committee and Full Council meetings live online or attend them in person by registering. For further information regarding our committee meetings, please visit our website [here](#).

Other FAQs

What are Town and Parish Councils, and what is their role?

A town or parish council is made up of Members who are elected every four years. It will have regular meetings to discuss issues which affect the area, which members of the public can attend.

Town and parish Councils, as the first and most local tier of local government, play a crucial role by engaging with local people, providing a democratic voice, representing local community interests, and being accountable to the community for matters within their jurisdiction. They are consulted on planning applications in their area and are responsible for such things as the provision of allotments, street lighting, managing cemeteries, managing village halls, maintenance of roadside verges and supporting local crime initiatives.

Further Information & Contact Details

If you require any further information, please don't hesitate to contact the Electoral Services Team via the details below:

- **E-mail:** communitygovernancereviews@midsussex.gov.uk
- **Telephone:** 01444 477003