

Public Document Pack

Cherwell District Council

Annual Council

Minutes of the Annual meeting of Council held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 May 2018 at 6.30 pm

Present: Councillor Maurice Billington (Chairman)
Councillor David Hughes (Vice-Chairman)

Councillor Hannah Banfield
Councillor Andrew Beere
Councillor Claire Bell
Councillor Mike Bishop
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Colin Clarke
Councillor Ian Corkin
Councillor Surinder Dhesi
Councillor John Donaldson
Councillor Sean Gaul
Councillor Carmen Griffiths
Councillor Timothy Hallchurch MBE
Councillor Chris Heath
Councillor Shaida Hussain
Councillor Tony Ilott
Councillor Andrew McHugh
Councillor Tony Mephram
Councillor Richard Mould
Councillor Cassi Perry
Councillor D M Pickford
Councillor Lynn Pratt
Councillor Neil Prestidge
Councillor G A Reynolds
Councillor Barry Richards
Councillor Alaric Rose
Councillor Dan Sames
Councillor Les Sibley
Councillor Jason Slaymaker
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Bryn Williams
Councillor Lucinda Wing
Councillor Barry Wood
Councillor Sean Woodcock

Apologies
for
absence: Councillor David Anderson
Councillor Simon Holland
Councillor Mike Kerford-Byrnes
Councillor Alan MacKenzie-Wintle

Councillor James Macnamara
Councillor Nicholas Mawer
Councillor Sandra Rhodes
Councillor Nicholas Turner

Officers: Yvonne Rees, Chief Executive
Adrian Colwell, Executive Director: Place and Growth
Richard Ellis, Interim Executive Director: Wellbeing
Graeme Kane, Executive Director: Environment
Adele Taylor, Interim Executive Director: Finance and Governance
Claire Taylor, Director: Customers and Service Development
Richard Hawtin, Team Leader Property & Contracts
Natasha Clark, Governance and Elections Manager

1 **Welcome**

The Chairman welcomed all Members and guests to the meeting.

The Chairman welcomed Councillors Cassi Perry, Phil Chapman, Tony Mephram and Lucinda Wing to the Council and congratulated them and all other councillors who were returned at the recent election. The newly elected councillors each introduced themselves to Council.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Communications**

Former Councillor Jolanta Lis

The Chairman referred to the sad news that former Councillor and Vice-Chairman had passed away suddenly the previous month.

Jolanta was elected to Cherwell District Council in May 2016 representing the Bicester West ward and was already a Bicester Town Councillor representing the Central Ward.

Jolanta served on the Overview & Scrutiny Committee and was Vice-Chairman of the Committee in last year. She was also on Personnel, Standards and served as a substitute on Planning Committee and the Joint Commissioning Committee.

The Chairman commented that most importantly for him, Jolanta was Vice-Chairman of the Council and had been a great support to him since May 2017.

The Group Leaders, Councillor Wood, Councillor Woodcock and Councillor Sibley, and other Members paid tribute to former Councillor Lis sharing personal anecdotes and memories.

Council observed a period of silence in memory of former Councillor Jolanta Lis.

Former Councillors

On behalf of all Members, the Chairman extended the council's gratitude for their service to the council, their wards and the district, to those councillors who stood down or who were not re-elected at the district elections held on 3 May 2018.

Annual Council

On behalf of the Chairman, the Chief Executive advised Members that by convention the minutes of Committees, questions, petitions and motions were not taken at Annual Council and these would be considered at the next meeting.

Chairman's Engagements

A copy of the events attended by the Chairman or the Vice-Chairman had been included in the published agenda pack.

Related Party Transactions

The Chief Executive explained that some councillors had a form on their desk. All Members were required to complete the related party transactions form, even if the response was "None". Members were asked to complete the form and put in the tray with the yellow label at the entrance to the chamber.

Post

The Chairman reminded Members to collect any post from pigeon holes.

Refreshments

The Chairman invited Members and guests to join him in the reception area after the meeting for some light refreshments

4 Urgent Business

There were no items of urgent business.

5 Minutes of Council

The minutes of the meeting held on 26 February 2018 were agreed as a correct record and signed by the Chairman.

6 Election of Chairman for the Municipal Year 2018/2019

(The Governance and Elections Manager presided for the consideration of this matter)

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor Maurice Billington be re-elected as Chairman for the municipal year 2018/2019. There were no other nominations.

In proposing Councillor Billington for a second term of office, Councillor Wood explained that as was customary, as the Vice-Chairman in 2017/18 former Councillor Lis would have been nominated to take on the role of chairman for the forthcoming municipal year, however following her sad and unexpected death, Councillor Billington had agreed to serve a second term as Chairman.

Resolved

- (1) That Councillor Maurice Billington be appointed Chairman of Cherwell District Council for the Municipal Year 2018/2019.

7 Investiture of Chairman

Councillor Maurice Billington, having made and signed the required Declaration of Acceptance of Office re-took the Chair.

8 Vote of Thanks to the Immediate Past Chairman

Councillor Wood and Councillor Woodcock paid tribute to Councillor Billington and thanked him for the dedication he had shown representing the Council, the services he had rendered to the District and the amiable and fair way he had presided over the deliberations of Council during the previous year and wished him all the best for the forthcoming municipal year as Chairman.

The Chief Executive presented Councillor Billington with a gift and memento to commemorate and thank him for his service as Chairman over the previous municipal year.

9 Past Chairman's Response

The Chairman addressed Council to report on his previous year in office and also his forthcoming term as Chairman of Council.

Reporting on his past year in office, the Chairman explained he had attended numerous and varied functions and hosted a series of events including his chairman's dinner and raffles to raise £15,600, which was boosted to £19,000 with pledges of match funding. The Chairman presented cheques to representatives of Girl Guiding Kidlington, The Salvation Army, Kidlington District Information Centre, Daybreak Oxford and Cherwell Counselling.

Councillor Billington paid particular thanks to his consort for the year, Councillor Chris Heath, and Liz Matthews, the Chairman's PA and presented them with a token of his appreciation. Councillor Billington advised Council that Councillor Heath would continue as his consort during the forthcoming year.

Councillor Billington explained that he intended to make Councillor Lis proud during his second year as chairman and named Kidlington Youth Football, Garden City Football Club, Evans Lane FC and the St John's Hall Children's Centre in Kidlington as his charities for the next 12 months.

10 **Election of Vice-Chairman for the Municipal Year 2018/2019**

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor David Hughes be elected as Vice-Chairman for the Municipal Year 2018/2019. There were no other nominations.

Resolved

- (1) That Councillor David Hughes be elected Vice-Chairman of the Council for the municipal year 2018/2019.

11 **Investiture of Vice-Chairman**

Councillor David Hughes, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain.

12 **Annual Business Report**

The Chief Executive submitted a report for Council to note the results of the 3 May 2018 district elections, the constitution of Political Groups, appoint the Leader of the Council, note the appointment of the Deputy Leader and Executive for the Municipal Year 2018/2019 and consider and agree the suggested constitution of Committees for the Municipal year 2018/2019.

Resolved

- (1) That the results of the District elections held on 3 May 2018 be noted:

Ward	Elected
Adderbury, Bloxham and Bodicote	Councillor Andrew McHugh
Banbury Calthorpe and Easington	Councillor Tony Mephram
Banbury Cross and Neithrop	Councillor Cassi Perry
Banbury Grimsbury and Hightown	Councillor Shaida Hussain
Banbury Hardwick	Councillor Tony Ilott
Banbury Ruscote	Councillor Barry Richards

Bicester East	Councillor Tom Wallis
Bicester North and Caversfield	Councillor Nick Mawer
Bicester South and Ambrosden	Councillor Lucinda Wing
Bicester West	Election postponed until 21 June 2018
Cropredy, Sibfords and Wroxton	Councillor Phil Chapman – elected for a 4 year term Councillor Douglas Webb – elected for a 1 year term
Deddington	Councillor Mike Kerford-Byrnes
Fringford and Heyfords	Councillor Barry Wood
Kidlington East	Councillor Carmen Griffiths
Kidlington West	Councillor Alaric Rose
Launton and Otmoor	Councillor David Hughes

- (2) That the constitution of Political Groups (36 Conservative, 9 Labour, Independent Group comprising 1 Independent and 1 Liberal Democrat councillors, and 1 vacancy) and notification of Group Leaders: Councillor Barry Wood, Leader of the Conservative Group and Leader of the Council, Councillor Sean Woodcock, Leader of the Labour Group and Leader of the Opposition and Councillor Les Sibley, Leader of the Independent Group, be noted.
- (3) That Councillor Barry Wood be appointed Leader of the Council.
- (4) That the appointment of the Deputy Leader of the Council, the membership of the Executive and the Executive Portfolios for 2018/2019 be noted:

Lead Member Portfolio	Councillor
Leader of the Council	Councillor Barry Wood
Deputy Leader of the Council and Lead Member for Leisure and Sport	Councillor George Reynolds
Lead Member for Planning	Councillor Colin Clarke
Lead Member for Customers and Transformation	Councillor Ian Corkin
Lead Member for Housing	Councillor John Donaldson
Lead Member for Financial Management and Governance	Councillor Tony Ilott

Lead Member for Health and Wellbeing	Councillor Andrew McHugh
Lead Member for Performance	Councillor Richard Mould
Lead Member for Clean and Green	Councillor Debbie Pickford
Lead Member for Economy, Regeneration and Property	Councillor Lynn Pratt

- (5) That the allocation of seats on committees subject to the political balance requirements be agreed:

Political Balance	TOTAL	CON	LAB	IND	Vacant
Accounts, Audit & Risk Committee	8	6	2	0	0
Appeals Panel	10	7 (-1)	2	0	1 (+1)
Budget Planning Committee	12	9	2	1	0
Joint Appeals Committee	3	2	1	0	0
Joint Commissioning Committee	6	5	1	0	0
Joint Scrutiny Committee	5	4	1	0	0
Licensing Committee	12	9	2	1	0
Overview & Scrutiny	12	9	2	1	0
Personnel Committee	12	9	2	0 (-1)	1 (+1)
Planning Committee	18	14	3	1	0
Standards Committee	8	6	2	0	0
Proportional Total by Committee	106	80 (-1)	20	4 (-1)	2 (+2)
Aggregate Entitlement	106	80	20	4	2
Adjustment Required	N/A	1 seat to vacant	0	1 seat to vacant	1 from Con, 1 from Ind

- (6) That the allocation of seats on committees not subject to political balance requirements be agreed:

Committee	TOTAL	CON	LAB	IND	Vacant
Joint Councils Employee Engagement Committee	3	2	1	0	0

- (7) That it be agrees that the Constitution be amended to remove the requirement for named substitutes for Licensing Committee and Standards Committee and the Assistant Director Law and Governance be requested to amend the Constitution accordingly.
- (8) That members (and where appropriate, substitute members) be appointed to serve on each of the committees and other bodies in accordance with the nominations to be made by political groups:

Proportional Committees 2018/19

Accounts, Audit and Risk Committee
Membership (8 members with unnamed substitutes)

Conservative (6)	Labour (2)	Ind (0)	Vacant (0)
Cllr Hugo Brown	Cllr Hannah Banfield		
Cllr Ian Corkin	Cllr Sean Woodcock		
Cllr Sean Gaul			
Cllr Mike Kerford-Byrnes			
Cllr Nick Mawer			
Cllr Tom Wallis			

Appeals Panel
Membership (10 members with no substitutes)

Conservative (7)	Labour (2)	Ind (0)	Vacant (1)
Cllr David Anderson	Cllr Andy Beere		Vacant
Cllr Maurice Billington	Cllr Barry Richards		
Cllr Carmen Griffiths			
Cllr Tim Hallchurch			
Cllr Simon Holland			
Cllr Richard Mould			
Cllr Tom Wallis			

Budget Planning Committee
Membership (12 members with unnamed substitutes)

Conservative (9)	Labour (2)	Ind (1)	Vacant (0)
Cllr Phil Chapman	Cllr Barry Richards	Cllr Alaric Rose	
Cllr Carmen Griffiths	Cllr Sean Woodcock		
Cllr David Hughes			
Cllr Nicholas Mawer			
Cllr Andrew McHugh			
Cllr Tony Mepham			
Cllr Tom Wallis			
Cllr Douglas Webb			
Cllr Lucinda Wing			

Joint Appeals Panel
Membership (3 seats, 2 named substitutes)

Conservative (2)	Labour (1)	Ind (0)	Vacant (0)
Cllr Alan McKenzie-Wintle	Cllr Andy Beere		
Cllr James Macnamara			
Substitutes			
Conservative (1)	Labour (1)	Ind (0)	Vacant (0)
Cllr Colin Clarke	Cllr Hannah Banfield		

Joint Commissioning Committee
Membership (6 members, unnamed substitutes)

Conservative (5)	Labour (1)	Ind (0)	Vacant (0)
Cllr Mike Kerford-Byrnes	Cllr Barry Richards		
Cllr Richard Mouls			
Cllr Debbie Pickford			
Cllr Nicholas Turner			
Cllr Barry Wood			

Joint Scrutiny Committee
Membership (5 members, unnamed substitutes)

Conservative (4)	Labour (1)	Ind (0)	Vacant (0)
Cllr Simon Holland	Cllr Sean Woodcock		
Cllr Nicholas Mawer			
Cllr Neil Prestidge			
Cllr Jason Slaymaker			

Licensing Committee

Membership (12 seats, unnamed substitutes)

Conservative (9)	Labour (2)	Ind (1)	Vacant (0)
Cllr Mike Bishop	Cllr Hannah Banfield	Cllr Alaric Rose	
Cllr Colin Clarke	Cllr Surinder Dhesi		
Cllr Richard Mould			
Cllr Debbie Pickford			
Cllr George Reynolds			
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Bryn Williams			
Cllr Lucinda Wing			

Overview and Scrutiny Committee

Membership (12 members with unnamed substitutes)

Conservative (9)	Labour (2)	Ind (1)	Vacant (0)
Cllr Mike Bishop	Cllr Mark Cherry	Cllr Les Sibley	
Cllr Phil Chapman	Cllr Cassi Perry		
Cllr Sean Gaul			
Cllr Chris Heath			
Cllr Tony Mephram			
Cllr Neil Prestidge			
Cllr Sandra Rhodes			
Cllr Bryn Williams			
Cllr Lucinda Wing			

Personnel Committee

Membership (12 members, unnamed substitutes who shall not be members of the Appeals Panel)

Conservative (9)	Labour (2)	Ind (0)	Vacant (1)
Cllr Mike Bishop	Cllr Claire Bell		Vacant
Cllr Lynn Pratt	Cllr Cassi Perry		
Cllr George Reynolds			
Cllr Sandra Rhodes			
Cllr Dan Sames			
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Bryn Williams			
Cllr Barry Wood			

Planning Committee

Membership (18 members, 12 named substitutes)

Conservative (14)	Labour (3)	Ind (1)	Vacant (0)
Cllr Maurice Billington	Cllr Andy Beere	Cllr Les Sibley	
Cllr Phil Chapman	Cllr Surinder Dhesi		
Cllr Colin Clarke	Cllr Cassi Perry		
Cllr Ian Corkin			
Cllr Chris Heath			
Cllr Simon Holland			
Cllr David Hughes			
Cllr Mike Kerford-Byrnes			
Cllr Alan MacKenzie-Wintle			
Cllr James Macnamara			
Cllr Richard Mould			
Cllr Debbie Pickford			
Cllr Lynn Pratt			
Cllr George Reynolds			

Substitutes

Conservative (9)	Labour (2)	Ind (1)	Vacant (0)
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Cllr Mike Bishop	Cllr Barry Richards	Cllr Alaric Rose	
Cllr John Donaldson	Cllr Sean Woodcock		
Cllr Tim Hallchurch			
Cllr Tony Ilott			
Cllr Tony Mepham			
Cllr Nick Turner			
Cllr Douglas Webb			
Cllr Barry Wood			
Vacant			

Standards Committee

Membership (8 members, unnamed substitutes)

Conservative (6)	Labour (2)	Ind (0)	Vacant (0)
Cllr David Anderson	Cllr Andy Beere		
Cllr Tim Hallchurch	Cllr Mark Cherry		
Cllr Chris Heath			
Cllr Simon Holland			
Cllr James Macnamara			
Cllr Bryn Williams			

Non-Proportional Committees

Joint Councils Employee Engagement Committee

Membership (3 seats, unnamed substitutes)

Conservative (2)	Labour (1)	Ind (0)	
Cllr Nicholas Turner	Cllr Barry Richards		
Cllr Barry Wood			

- (9) That authority be delegated to the Chief Executive, in consultation with the Leader of Council, to appoint a representative to the Oxfordshire County Council Health Overview and Scrutiny Committee for the municipal year 2018/2019.
- (10) That Councillor McHugh be appointed as the council's representative to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2018/2019.

13 **Notification of Decision Taken Under Urgency Powers: Appointment of Section 151 Officer**

The Chief Executive submitted a report to inform the Council of a decision taken under urgency powers by the Chief Executive in relation to the appointment of a Section 151 Officer.

Resolved

- (1) That the decision taken under urgency powers by the Chief Executive in consultation with the Chairman of the Council in relation to the appointment of Adele Taylor as interim Section 151 Officer with effect from 13 April 2018 and she be requested to appoint a suitably qualified and experienced Deputy Section 151 Officer from the same date be noted.

14 **Community Governance Review - Graven Hill 2018**

The Chief Executive submitted a report to consider the Terms of Reference for the Graven Hill Community Governance Review (CGR) and to request the appointment of Members to a working group for the CGR.

Resolved

- (1) That the Terms of Reference for the Community Governance Review (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Assistant Director Law and Governance, in consultation with Group Leaders, to appoint two Members per Political Group to a Working Group to consider the Community Governance Review of the area known as Graven Hill.
- (3) That authority be delegated to the Assistant Director Law and Governance, in consultation with the Working Group, to make any minor amendments to the Terms of Reference and the timetable for the review if required.

15 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

16

Future Delivery of the Corporate Fraud Service

The Interim Executive Director Finance and Governance submitted an exempt report to provide an update on the Corporate Fraud service and to seek approval to progress a Section 101 agreement between South Northamptonshire Council, Cherwell District Council and Oxford City Council as a means of future service delivery.

Resolved

- (1) That the contents of the report be noted.
- (2) That the delegation of the fraud function to Oxford City Council in accordance with section 101 (1) of the Local Government Act 1972 and under Part 1A Chapter 2 section 9EA of the Local Government Act 2000 be approved.
- (3) That delegated authority be granted to the S151 Officer in consultation with the Portfolio Holder for Finance and Governance to enter into the S101 agreement and to take all necessary steps to implement the arrangement.

17

Notification of Decision Taken Under Urgency Powers: Crown House Update

The Chief Executive submitted an exempt report to inform the Council of a decision she had taken under urgency powers in relation to Crown House.

Resolved

- (1) That the decision taken under urgency powers by the Chief Executive further to the resolution of Executive (Minute 120, 3 April 2018), to support the use of urgent action by the Chief Executive, in consultation with the Council Chairman, as set out in the exempt minutes, be noted.

The meeting ended at 7.15 pm

Chairman:

Date:

Cherwell District Council

Local Government and Public Involvement in Health Act 2007 Community Governance Review

Terms of Reference

Introduction

Cherwell District Council has resolved to undertake a Community Governance Review (CGR) pursuant to Part 4, chapter 3 of the Local Government and Public Involvement in Health Act 2007 to consider the following Parish matters:

Table 1

Parish/Area	Matters to be considered
Development area known as Graven Hill (shown on attached map), Ambrosden	Review of the boundary between Ambrosden and Bicester, to consider incorporating the development site of Graven Hill into Bicester
Area to the left of Graven Hill, the so called 'orphan area', (shown on attached map) Ambrosden	Review of the boundary between Chesterton and Ambrosden/Ambrosden and Bicester, to consider incorporating all or part of the orphan area in to either parish

As a result of the primary purpose of the review, the following parishes will also be included in the review as consultees:

Table 2

Parish/Area	Matters to be considered
Bicester Town	Review of the Boundary with Ambrosden to consider incorporating Graven Hill, and some or all of the orphan area, into Bicester
Chesterton	Review of the boundary with Ambrosden to consider incorporating all or part of the orphan area of the orphan area with Chesterton

The Council will undertake the review in accordance with the Guidance on community governance reviews issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England (LGBCE) in March 2010 ("the guidance")

What is a Community Governance Review?

A CGR is a review of the whole or part of the Council 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, such as the ordinary year of election, council size, number of councillors to be elected to the council and parish warding.
- Grouping parishes under a common parish council or de-grouping parishes

The Council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Is effective and convenient

In doing so the Review is required to take into account:

- The impact of existing community governance arrangements on community cohesion; and
- The size, population and boundaries of any local community or proposed parish or town council

Why is the Council undertaking the review?

The guidance states that it is good practice for principal councils (in this context that means this council) to undertake CGRs every 10-15 years.

A review provides an opportunity for the principal authority to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population, additional development or in reaction to specific, or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities, interests and historic traditions of the community.

The District Council wants 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 representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

At the time of the last full review in 2013, development at the site of Graven Hill had not commenced and it was too early to be included in the review, however since then there has been much progress and proposals are now being considered with regard to the future management of facilities and public open space. As a result a request was received from the Leader of the Council that a Community Governance Review be undertaken and the Council committed to undertake a review at their 18 December 2017 meeting.

Who undertakes the review?

A working group will be established to deal with the day to day work of the review, in conjunction with officers from the Democratic and Elections team. The Working Group will be responsible for considering each request from consultation responses received, before formulating recommendations to Council. Before making any final proposals, the District Council will take full account of the views of local people. However, the final decision relating to each recommendation sits with full Council.

Consultation

The review shall invite and take account of submissions from all interested parties. A full consultation document will be produced, detailing the proposals for the area specified in Table 1.

The document will be emailed to the parish councils of the parishes concerned (as listed in tables 1 and 2 above), published on the dedicated "Community Governance Review" page

on the Cherwell District Council website, and paper copies will also be available on request for anybody without access to the internet. Any residential properties identified in either the Graven Hill development area or the orphan area will have a copy posted to them.

The document will include a pro-forma style return slip, so that responders can let the Council know what they think of the proposals. An online version of the reply slip will be available via Survey Monkey, for those who may wish to respond electronically.

Officers from Democratic and Elections will also contact the parishes detailed in tables 1 and 2, regarding attendance at parish council meetings to discuss the review, and answer any questions parish councillors or members of the public may have. Additional consultation briefings or explanations may be arranged as required.

All consultation responses will be logged and reported back to the working group, and full Council. Names and addresses of individual respondents will not be included in the central log for data protection purposes. Responses received from parish councils will be highlighted as such, and will be assumed to be an official response on behalf of the whole parish council.

Timetable for the Review

The 2007 Act requires that a principal council must complete a CGR within 12 months of the date of publication of terms of reference. The proposed timetable below complies with the legal requirement.

Date	Action
15 May 2018	Consideration of Terms of Reference by full Council
16 May 2018	Terms of Reference Published
w/c 21 May 2018	Meeting with working group to prepare for consultation
w/c 21 May 2018	Prepare consultation information
25 May 2018 to 22 June 2018 (4 weeks)	Consultation period with residents of all affected areas
w/c 25 June 2018	Meeting with working group to discuss consultation responses received and formulate draft proposals
6 July 2018	Recommendations published as part of agenda for Full Council meeting on 16 July
16 July 2018	Report to Council with draft recommendations
30 July 2018 to 14 September 2018 (4 weeks)	Consult on recommendations
w/c 17 September 2018	Meeting with working group to discuss consultation responses received and finalise recommendations
5 October 2018	Final Recommendations published as part of agenda for Full Council meeting on 15 October; Community Governance Review Order Drafted
15 October 2018	Final report to Council, finalise CGR Order

How to respond

If you have any questions or comments on these terms of reference, or the Community Governance Review Process as a whole, please email democracy@cherwellandsouthnorthants.gov.uk or write to;

CGR

Democratic and Elections Team,
Cherwell District Council,
Bodicote House,
Bodicote,
OX15 4AA.

Date of publication of these Terms of Reference: