

Public Document Pack

Cherwell District Council

Council

Minutes of an extraordinary meeting of the Council held as a virtual meeting on 20 May 2020 at 6.30 pm

Present: Councillor David Hughes (Chairman)
Councillor Hannah Banfield (Vice-Chairman)

Councillor Andrew Beere
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor Mike Bishop
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Colin Clarke
Councillor Conrad Copeland
Councillor Ian Corkin
Councillor Nick Cotter
Councillor Surinder Dhesi
Councillor John Donaldson
Councillor Sean Gaul
Councillor Timothy Hallchurch MBE
Councillor Chris Heath
Councillor Simon Holland
Councillor Shaida Hussain
Councillor Tony Ilott
Councillor Mike Kerford-Byrnes
Councillor James Macnamara
Councillor Kieron Mallon
Councillor Nicholas Mawer
Councillor Andrew McHugh
Councillor Tony Mephram
Councillor Ian Middleton
Councillor Perran Moon
Councillor Richard Mould
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor George Reynolds
Councillor Barry Richards
Councillor Dan Sames
Councillor Les Sibley
Councillor Katherine Tyson
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence: Councillor Carmen Griffiths
Councillor Jason Slaymaker
Councillor Bryn Williams

Officers: Yvonne Rees, Chief Executive
Steve Jorden, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer
Lorna Baxter, Director of Finance & Section 151 Officer
Nick Graham, Director of Law and Governance / Monitoring Officer
Natasha Clark, Governance and Elections Manager

1 **Welcome**

The Chairman welcomed councillors, officers and members of the public and press to this extraordinary and historic meeting of Full Council explaining that this was the first time that a virtual meeting involving all Members had been held. In these difficult times it was very good that Members could still meet to ensure the important work of local democratic decision-making continued.

On behalf of Council, the Chairman thanked officers in ICT and Democratic Services, who had worked hard to facilitate the meeting and other virtual Council meetings that were taking place.

The Chairman introduced the Vice-Chairman, Councillor Hannah Banfield, and explained that if he had any technical issues and had to drop out of the meeting, Councillor Banfield would take the Chair until he was reconnected.

The Chairman reminded Members of the protocol and etiquette for virtual meetings.

2 **Declarations of Interest**

10. Appointment of Interim Monitoring Officer.
Steve Jorden, Declaration, as he was to be proposed to be appointed Monitoring Officer for Cherwell District Council on an interim basis and would leave the meeting for the duration of the item.

3 **Communications**

Covid-19

The Chairman made the following statement:

“Twelve months ago, when I took on the role of Chairman of Cherwell District Council, I could not have imagined my year ending in the unprecedented times the world now finds itself in, in light of the Covid-19 pandemic.

Since May 2019 I have been lucky enough to spend time with different services and have seen the excellent work our council officers provide and are continuing to provide at this difficult time.

If there is one positive thing that has come out of this pandemic it is the way that the community has come together that reflects very well on our district and the wider area. People have found ways – often with excellent help from the council – to do valuable work in their communities while still complying with national guidelines to keep them and others safe from the virus.

Across the district, people have come together, and I would like to recognise the significant contribution made by volunteers and commend them for their ongoing and tireless efforts.

I'm sure Members will join me in also paying tribute to our dedicated staff, who have responded magnificently to the challenges presented. The flexibility and responsiveness with which teams across the council have adapted over the past weeks has been exemplary and has enabled crucial services to continue to be delivered as close to normal.

We as councillors have benefitted from the efforts of the IT team, who have enabled us to do our jobs from home representing the interests of our local residents.

We are here this evening at our first full council meeting since Covid-19 changed our everyday lives. It is good to see the world of democracy overcoming the challenges and restrictions we are living with. Social distancing is likely to be with us for some time to come so I imagine our roles as councillors and the democratic process will need to continue to adapt throughout 2020.

My thanks once again to our staff, to you as councillors and the residents of Cherwell for your hard work and dedication and support to others during these difficult times. Please do look after yourselves and stay safe.”

Councillor Wood, Leader of the Conservative Group, Councillor Woodcock, Leader of the Labour Group, Councillor Tyson, Leader of the progressive Oxfordshire Group, and Councillor Sibley, Leader of the Independent Group, each addressed Council echoing the comments of the Chairman and extending their gratitude to officers, partners, communities, voluntary organisations and all residents who had, and continued, to support residents across the district during this unprecedented time.

Tony Brace, former Chief Executive of Cherwell District Council

The Chairman referred to the sad passing of Tony Brace, former Chief Executive of Cherwell District Council (CDC), on 9 May 2020

Mr Brace dedicated his working life to local government, coming to Banbury from Bicester Urban Council in 1973 to become the first Chief Executive of Cherwell District Council, with the task of building the new council out of the former, small authorities. Mr Brace remained Chief Executive until 1991.

Mr Brace was a member of the Freemasons in Bicester when he took up his post at CDC and he joined Banbury Rotary Club in 1979.

Mr Brace was also a tireless worker for community causes. He was Patron of Banbury Operatic Society and President of the Volunteer Bureau. After his retirement from CDC, Mr Brace continued his community interests and worked at Katherine House Hospice.

A Thanksgiving Service for Mr Brace would be held in due course. In the meantime, on behalf of the council, the Chairman extended condolences to Mr Brace's wife and family.

A number of Members paid tribute to Mr Brace.

Members held a period of silence in memory of Mr Tony Brace, Cherwell District Council's first Chief Executive.

Annual Meeting

The Chairman explained that Members should today have been attending the Annual Meeting and he would have been passing on the Chairman's chains. In light of the current situation, an Extraordinary Council meeting to deal with some essential items of business rather than the Annual Meeting was being held. As an Extraordinary Meeting, the minutes of committees were not taken and there were no questions or motions on the agenda. These items would be included on the agenda at the next scheduled Council meeting on 20 July.

The Chairman confirmed that the usual meeting procedure rules apply in terms of Members speaking on items, including the length of speeches were still applicable.

The Chairman advised that this would be covered in more detail at agenda item 7, and confirmed that as the Annual Meeting was not being held, there would be no changes to committee membership, committee Chairmen and Vice-Chairmen or Council appointed outside body representatives.

VE Day Celebrations

The Chairman referred to the 75th anniversary of VE Day and the celebrations that had been due to take place on Friday, 8 May, which sadly but understandably had to be cancelled.

The Chairman commented that he and many Members would have been involved in a number of celebrations around the County and hoped Members had still managed to mark the occasion and pay gratitude to those who fought at home and abroad during the second world war. The Chairman further commented that the country would be able to commemorate those whose war did not end in May when the 75th anniversary of VJ Day was commemorated in August.

Nick Graham, Monitoring Officer

The Chairman reported that this was the Director Law and Governance & Monitoring Officer, Nick Graham's last Council meeting as he would be leaving Cherwell District Council and Oxfordshire County Council in June to take up a role in the newly created Buckinghamshire Council.

Mr Graham had been Monitoring Officer at CDC since October 2018. On behalf of Council, the Chairman thanked the Director Law and Governance & Monitoring Officer for his service to the Council and wished him all the best in his new role. The Chairman added his personal thanks for the support the Director Law and Governance had given him during some challenging Council meetings.

4 **Petitions and Requests to Address the Meeting**

The Chairman advised the meeting that there were no petitions but there was one request to address the meeting, on agenda item 8, Community Governance Review for Adderbury. The public speaker would be able to speak for up to 5 minutes and would be called to address the meeting at the start of the relevant agenda item.

5 **Urgent Business**

There were no items of urgent business.

6 **Minutes of Council**

The minutes of the meeting held on 24 February 2020 were agreed as a correct record, to be signed by the Chairman in due course.

7 **Constitution Changes**

The Director Law and Governance & Monitoring Officer submitted a report to advise Council of proposed temporary changes necessary for the effective running of remote meetings during the restrictions brought about by the corona virus pandemic. The changes were in line with, and gave practical effect to, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 that came into force on 4 April 2020. The Regulations enabled all local authority meetings before 7 May 2021 to be held remotely and removed the requirement for the annual meeting this year.

Resolved

- (1) That the Virtual Meetings Procedure Rules (annex to the Minutes as set out in the Minute Book) and Councillor Protocol for Virtual Meetings (annex to the Minutes as set out in the Minute Book) that the Monitoring Officer has drafted following publication of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to give effect to the principles of open decision making and public engagement be noted.
- (2) That it be agreed to postpone the holding of an Annual Council meeting until the scheduled Annual Council meeting in May 2021.

- (3) That the Monitoring Officer, in consultation with the Chairman of Council, be authorised to make minor changes to the process and, as necessary, the Constitution in light of the practical experience of remote working and virtual meetings.

8 **Community Governance Review for Adderbury**

Prior to Council considering the report, Denise Mobbs, on behalf of West Adderbury Residents Association, addressed the meeting.

The Chief Executive submitted a report to provide details of a Community Governance Review to be undertaken for Adderbury and requested the formation of a Community Governance Review Working Group. The report also sought approval of the Terms of Reference for the review with authority delegated to the Chief Executive, in consultation with the working group, to make minor amendments to the Terms of Reference and timetable for the review, if required.

Resolved

- (1) That the Terms of Reference for the Adderbury Community Governance Review (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Chief Executive, in consultation with group leaders/spokespeople, to appoint two members from each of the Conservative and Labour groups, and one member from each of the Progressive Oxfordshire and Independent groups, to a Community Governance Review working group.
- (3) That authority be delegated to the Chief Executive, in consultation with the Community Governance Review working group, to make minor amendments to the Terms of Reference, including the timetable for the review, if required.

9 **Pension Fund - Advance Payment**

The Director of Finance submitted a report to consider and approve advance payments to the Oxfordshire Pension Fund in order to lower the overall cost over a three-year period.

Resolved

- (1) That, having given due consideration, making an advance payment at the end of May 2020 of £3.4m to the Oxfordshire Pension Fund covering the payments due of £1.7m for 2021/22 and 2022/23, reducing the overall cost to the Council be approved.

10 **Appointment of Interim Monitoring Officer**

The Chief Executive submitted a report to appoint a Monitoring Officer on an interim basis in place of Nick Graham, Director Law and Governance and current Monitoring Officer, who would leave his employment with Cherwell District Council in June 2020.

Resolved

- (1) That Steve Jordan be appointed as the Council's Monitoring Officer on an interim basis with effect from 11 June 2020.

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Dispensations

The Chairman advised Council that no Member had requested a dispensation and therefore this item was not required.

The meeting ended at 7.30 pm

Chairman:

Date:

Virtual Meetings Procedure Rules

1. Introduction

- 1.1 These Procedure Rules have been made by the Monitoring Officer in accordance with the provisions in the Council's Constitution to provide the means and guidance for the conduct of virtual meetings of the Cherwell District Council and its committees, held under the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations').
- 1.2 The Procedure Rules should be read in conjunction with the Standing Orders and Procedure Rules within the Shadow Authority's Constitution. The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and remain valid until 7 May 2021. This means that, wherever there is a conflict, these Virtual Meetings Procedure Rules take precedence in relation to any remote meeting.
- 1.3 The effect of the Regulations on the Authority's Constitution is to insert what are, in effect, mandatory standing orders for those authorities that wish to hold meetings virtually, either wholly or partially.
- 1.4 In these Procedure Rules the words Meeting, Committee and Sub Committee mean meetings formally constituted under the Local Government Act 1972 as amended.
- 1.5 Attached as an annex to these Procedure Rules is a protocol for Members on the running of meetings where there is virtual attendance.

2. General

- 2.1 A virtual meeting is a meeting of the Council, Cabinet, Committee or Sub-committee of the Council held by remote access and where virtual attendance by Members of the Council is by way of MS Teams Live Event or such other platform as provided.
- 2.2 Attendance of the public and public address at virtual meetings open to the public will be via MS Teams Live Event or such other platform provided.
- 2.3 The Council, Executive and all Committees of the Council may hold all such virtual meetings that are deemed necessary and where such meetings are held these rules of procedure shall apply.

3. Annual Meeting of the Council

- 3.1 The Annual Meeting of the Council will not be held in May and appointments to the Chairman, Deputy Chairman of the Council and appointments to other Committees will remain the same until the Annual meeting is held or until such time as the Council determines.

4. Notice of and Summons to the Meeting

- 4.1 The Proper Officer will give notice to the public of the time and place of any meeting, the agenda and details of how to view the meeting by publication of the details on the website.
- 4.2 At least five clear days before a meeting, the Proper Officer will send a summons by electronic mail to every member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.
- 4.3 The Proper Officer may call an urgent virtual meeting without notice. The reasons for calling an urgent virtual meeting shall be clearly stated at the beginning of the urgent virtual meeting.
- 4.4 The Proper Officer may, following consultation with the Chair of the relevant committee, move or cancel a virtual meeting without notice.

5. Access to Virtual Meetings

- 5.1 Press and members of the public will be able to access virtual meetings using a link that will be made available on the website in advance of the meeting.
- 5.2 The press and members of the public will not be able to access those parts of the meeting where exempt or confidential information is being considered.

6. Management of Remote Participation

- 6.1 Any Councillor participating in a virtual meeting must, when they are speaking, be able to be heard (and ideally seen) by all other Councillors in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other Councillors participating.
- 6.2 In addition, a virtual participant must be able to be heard by, and in turn hear any members of the public entitled to attend the meeting and who exercise a right to speak at the meeting.
- 6.3 The attendance of those members at the meeting will be recorded by the Democratic Services Officer.

- 6.4 The normal quorum requirements for meetings as set out in the Authority's Constitution will also apply to a remote meeting.
- 6.5 In the event of any apparent failure of the video, telephone or conferencing connection, the Chairman should immediately determine if the meeting is still quorate:
- if it is, then the business of the meeting will continue; or
 - if there is no quorum, then the meeting shall adjourn for a period specified by the Chairman to allow the connection to be re-established.
- 6.6 If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chief Executive, in consultation with the Monitoring Officer and where appropriate, the relevant Lead Member, shall explore such other means of taking the decision as may be permitted by the Council's Constitution.
- 6.7 Should any aspect of an individual's remote participation fail, the Chairman may call a short adjournment of up to five minutes to determine whether the connection can quickly be re-established, either by video technology or telephone in the alternative (this is unlikely to be practical for a meeting of the full council). If the connection is not restored within that time, the meeting shall continue to deal with the business whilst this happens providing the meeting remains quorate and the public are able to hear.
- 6.8 In the event of connection failure, the Councillor(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Councillor(s) before the end of the meeting, then the presumption will be that the meeting should continue to deal with the item(s) of business. If the connection is successfully re-established, then the Councillor(s) will be deemed to have returned at the point of re-establishment.
- 6.9 In order to maintain good administration of the meeting, Members are encouraged to notify the Democratic Services Officer if they wish to speak on a particular agenda item. Members who have not given notification will still be able to speak on an agenda item in accordance with the rules of debate.
- 6.10 Etiquette at the meeting is set out in the Protocol, which is an Annex to these Procedure Rules.

7. Public Participation at Virtual Meetings

- 7.1 Any member of the public who has been given permission by the Chairman to address a meeting in accordance with the Council's Rules of Procedure must meet the same criteria as Councillors. Members of the public attending a meeting remotely must, when they are speaking, be able to be heard (and ideally seen) by Councillors in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other members participating.

- 7.2 Requests to address a meeting and the submission of petitions will be determined in accordance with the Meeting Procedure Rules (Part 2 of the Constitution) and, in the case of requests to address Planning Committee, the Planning Committee Procedure Rules, (Part 2.6 of the Constitution). In such instances, an invitation to participate in the remote technology will be sent out.
- 7.3 In advance of the meeting, every effort will be made to facilitate a Member of the public joining the virtual meeting to address the meeting directly. If this will not be possible, members of the public who wish to address the meeting may submit a written statement that can be read out by the Chairman at the appropriate time. The written statement must be submitted to the Democratic Services Officer by noon on the day of the meeting.
- 7.4 The member of the public will only join the meeting for the item they will be addressing the meeting on and should leave the meeting at the conclusion of their address. The Democratic Services Officer will be able to remove the member of public them from the virtual meeting, in order to maintain the good administration of the meeting or to retain order.
- 7.5 A breakdown of the technology should not disadvantage the member of the public in virtual attendance wherever possible.

8 Motions And Questions at Full Council

- 8.1 The arrangements for motions and written questions will be in accordance with the Meeting Procedure Rules (Part 2 of the Constitution). In order to maintain good administration of the meeting, Members are encouraged to notify the Democratic Services Officer if they wish to speak on a motion. Members who have not given notification will still be able to speak on a motion in accordance with the rules of debate.
- 8.2 If a Member wishes to ask a question to the Leader (including on the minutes of Executive) or a Committee Chairman on the minutes, they must notify the Democratic and Elections Team by noon on the day of the meeting they wish to do so. It is not required for the topic to be notified. No questions without notice will be permitted at a meeting of Full Council.

9 Voting

- 9.1 At a meeting using virtual meeting technology any matter will be decided by a clear majority of those in attendance, physically or virtually.
- 9.2 When the Chairman is satisfied that there has been sufficient debate, the meeting will move to the vote. Unless a Recorded Vote is requested, the method of voting will be at the Chairman's discretion and will be by one of the following methods:
- a vote by electronic means; or
 - an officer calling out the name of each member present with:

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- members stating 'for', 'against', or 'abstain' to indicate their vote when their name is called
- the Democratic Services Officer clearly stating the result of the vote and the Chairman then moving onto the next agenda item
- by the general assent of the meeting.

10. Review

- 10.1 These rules will be kept under regular review and updated as necessary by the Monitoring Officer.

Minute Item 8

Cherwell District Council

Local Government and Public Involvement in Health Act 2007

Community Governance Review

Terms of Reference

Introduction

Cherwell District Council has received a valid petition from West Adderbury Residents Association, requesting that a Community Governance Review (CGR) be carried out pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 to consider the following Parish matter:

“The previously separate parishes of West Adderbury and East Adderbury were grouped to form the new, larger parish of Adderbury in the 1970s. We request that the area outlined in purple on the attached maps, which previously formed the separate parish of West Adderbury, be split (de-grouped) from the current parish of Adderbury to once again form a separate parish, to be known as West Adderbury. We further request that the parish of West Adderbury have its own parish council, to be known as West Adderbury Parish Council”

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

As part of the submitted petition, West Adderbury Residents Association stated that:

- APC [Adderbury Parish Council] is not reflective of West Adderbury's needs, interests and identity;
- APC cannot represent a geographically, socially and politically distinct West Adderbury;
- West Adderbury residents have no stake in deciding their own future;
- West Adderbury residents do not share a vision of the future with APC;
- West Adderbury residents have no sense of belonging with APC;
- APC is not capable of allowing West Adderbury residents a voice in the management of their own community;
- There is currently no community cohesion between West and East Adderbury;
- APC is not capable of allowing West Adderbury residents to solve their own problems and meet their own needs;
- APC prevents West Adderbury from fulfilling its potential as a community.

Adderbury regaining its own Parish Council would:

- Promote community cohesion for the whole of Adderbury;
- Reflect the interests, identity and sense of belonging of West Adderbury residents;
- Allow effective, convenient and economical governance improving local democracy;
- Allow effective engagement with the community at neighbourhood level;
- Allow convenient, coherent and economic delivery of services;
- Lead to greater inclusiveness, accountability and representativeness in local democracy.

It is for these reasons that West Adderbury Residents Association have requested that Cherwell District Council undertake a CGR.

Why is the Council undertaking the review?

West Adderbury Resident's Association has submitted a valid petition, requesting that a CGR be carried out. Under legislation, Cherwell District Council has 12 months from the date the petition as validated to complete the review. This means that final decisions must be taken on the CGR by 5 April 2021.

Who undertakes the review?

A working group has been 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 gathering required information in relation to the review, and considering consultation responses received, before formulating recommendations to Council. The final decision relating to each recommendation sits with full Council.

Consultation

Two consultation stages will be held, and a full consultation document will be produced for each stage. The documents will be available electronically, being published on a dedicated 'Community Governance Review' page on the Cherwell District Council website.

As the petition refers to the potential splitting of the existing parish, it is important that all residents have the opportunity to respond. The document will initially outline the implications of splitting the parish, and ask residents for their views. It will be delivered to every address in the parish, and include a pro-forma style return slip and pre-paid envelope. Officers from Democratic and Elections may also look to hold consultation 'drop-in' style events in the affected parish or virtually if the current covid-19 social distancing restrictions remain in place. The details of any such events would be finalised and publicised as and when they are required.

All consultation documents will also be available via the consultation portal on the Cherwell District Council website, so that people can respond electronically if they so wish.

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/residents groups will be highlighted as such, and will be assumed to be an official response on behalf of the whole parish council/residents group.

Timetable for the Review

The 2007 Act requires that on receipt of a valid petition, a principal council must complete a CGR within 12 months of validation of the petition. The proposed timetable below complies with the legal requirement.

Date	Action	Timescale
20 May 2020	Report to full Council	
21 May 2020	Formally publish the ToR for the review	
Between 25 May and 5 June 2020	Virtual meeting of the CGR working group, to approve consultation document for first stage consultation.	2 weeks
29 June to 28 August 2020	First stage consultation. Paper copy of documents to be sent to every household in Adderbury. Also available electronically, via the CDC website and dedicated CGR page.	9 weeks

Between 7 September and 25 September 2020	Meeting of the CGR working group, to go through the consultation responses and formulate recommendations for second stage consultation.	3 weeks
19 October 2020	Report to full Council – consideration of draft recommendations for second stage consultation	
2 November to 4 January 2021	Second stage consultation. Paper copy of documents to be sent to every household in Adderbury as in first stage, and also available electronically via CDC website and dedicated CGR page.	9 weeks
Between 5 January and 22 January 2021	Meeting of the CGR working group, to go through the consultation responses and formulate final recommendations.	3 weeks
1 February 2021	Publication of final recommendations on CGR page of CDC website	
22 February 2021	Report to full Council – final recommendations.	
23 February 2021	Decisions from full Council published, outcome of review notified to Adderbury. Any post CGR work to be completed, such as Reorganisation Order, if required.	

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
Banbury
OX15 4AA

[Date to be inserted]