

**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:

Parish/Area	Matters to be considered
Stratton Audley	The number of Parish Councillors for the Parish Council, following a request from the Clerk for an increase in numbers
Upper Heyford	Splitting the existing Parish area into two, creating a new parish for the 'Heyford Park' area; To determine a name for the new Parish; Cherwell District Council agreed to complete a further CGR on this issue at the conclusion of the last CGR in 2013
Other areas as identified during consultation	Review of Parish Councillor numbers only – increasing or decreasing as requested

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 April 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. The last review was concluded in December 2013, and during that time the Council committed to undertake a further CGR within 5 years specifically for Upper Heyford.

As the Council has received the request from Stratton Audley regarding number of Parish Councillors, the review will be widened to look at such requests from other Parishes if they so wish. A review of parish boundaries, other than those at Upper Heyford, will not be considered as part of this review.

### **Consultation**

The Council is publishing these terms of reference in draft and seeking comments from interested parties by 21 October 2016. The terms of reference will then be updated and finalised at the first meeting of the CGR Working Group (date to be advised), before being published.

### **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.

17 October 2016	Report to Council (including Terms of Reference for the review) appointing Community Governance Review Working Group/delegate authority to Head of Law and Governance to appoint Members
21 October 2016	Deadline for parishes to respond and request consideration of numbers
November 2016	Final Terms of Reference Published
October to December 2016	Work on consultation document for all Upper Heyford residents, and consider requests for numbers review
1 December 2016 to 31 January 2017	Consultation period with residents of all affected areas

## Appendix 1

Early February 2017	Meeting with working group to discuss consultation outcomes
20 February 2017	Update report to Full Council
16 May 2017	Report to Council with recommendations
June – July 2017	Consultation of recommendations
16 October 2017	Final report to Council, finalise CGR order

### How to respond

Please submit any comments on these draft terms of reference via email to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk), or by post to:

CGR  
Democratic and Elections Team  
Cherwell District Council  
Bodicote House  
Bodicote  
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The Council is particularly interested to know if any other Parish Council's wish to consider reviewing their number of Parish Councillors