

**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
Fritwell	The number of Parish Councillors for the Parish Council, following a request from the Clerk for an increase in numbers
Stratton Audley	The number of Parish Councillors for the Parish Council, following a request from the Clerk for an increase in numbers
Tadmarton	The number of Parish Councillors for the Parish Council, following a request from the Clerk for a decrease in numbers
Weston-on-the-Green	The number of Parish Councillors for the Parish Council, following a request from the Clerk for an increase in numbers
Yarnton	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

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. 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.

### **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 considering each request and consultation responses received, before formulating recommendations to Council. The final decision relating to each recommendation sits with full Council.

### **Consultation**

A full consultation document will be produced, detailing the proposals for each of the areas specified in table 1. The document will be emailed to the parishes concerned, published on a 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.

With regard to Upper Heyford, a specific document will be produced outlining the implications of splitting the parish. The document will be delivered to every address in the parish, and will include a pro-forma style return slip and pre-paid envelope so that residents can let the Council know if they support the proposed split. Officers from Democratic and Elections will also look to hold consultation 'drop-in' events in the parish, the details of which are to be finalised.

## Appendix 1

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 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.

19 December 2016	Consideration of Terms of Reference by full Council
3 January 2017	Final Terms of Reference Published
October to December 2016	Work on consultation document for all Upper Heyford residents. Information gathering from Parishes who have requested a review of Parish Councillor numbers.
w/c 9 January 2017 (exact date to be determined)	Meeting with working group ahead of start of consultation
16 January 2017 to 17 March 2017 (8 weeks)	Consultation period with residents of all affected areas
20 February 2017	Update report to Full Council
Between 20 March & 7 April 2017 (exact date to be determined)	Meeting with working group to discuss consultation responses received, recommendations formulated
16 May 2017	Report to Council with recommendations
19 June – 4 August 2017 (6 weeks)	Consultation on recommendations
Between 21 August & 8 September 2017 (exact date to be determined)	Meeting with working group to discuss consultation responses received, recommendations finalised
w/c 25 September 2017	Final Recommendations published; Community Governance Review order drafted
16 October 2017	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](mailto: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]