

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]