

# Cherwell District Council

## Local Government and Public Involvement in Health Act 2007

### Community Governance Review 2021

#### 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 and map reference      | Matter to be considered   |
|------------------------------------|---|
| Begbroke (no map required)         | Increasing the number of parish councillors from six to seven   |
| Chesterton (no map required)       | Increasing the number of parish councillors from seven to eight   |
| Somerton (no map required)         | Increasing the number of parish councillors from five to six  |
| Ambrosden/Blackthorn (map 1)       | The parish boundary in relation to the development around Church Leys Field. Part of this development is in Blackthorn parish with the rest in Ambrosden – Area A   |
| Banbury/Drayton (map 2)            | The parish boundary in relation to the development around Walker Road/Jarvis Circle. This development is in Drayton – Area D<br>Drayton Lodge Farm development, would currently sit within Drayton – Area C<br>Land either side of the B4100 Warwick Road, boundary with Hanwell – Area B |
| Banbury (maps 2 and 3)             | All boundaries with neighbouring parishes in light of recent developments.<br>Consideration may need to be given to the number of Town Councillors for Banbury.   |
| Banbury/Bodicote/Adderbury (map 3) | Boundary between the three parishes following approval of planning application 19/01047/OUT – Area E  |
| Bodicote (map 3)                   | Properties in Longford Park which are   |

|  |  |
|--|--|
|  | still within Bodicote parish – Area F  |
| Bicester/Ambrosden/Blackthorn (map 5)    | Wretchwick Green development, currently in Ambrosden and Blackthorn parishes. Planning application 16/01268/OUT refers – Area L<br>Consideration may need to be given to the number of Town Councillors for Bicester.  |
| Bicester/Launton (map 5)                 | Skimmingdish Lane commercial development currently in Launton – Area J   |
| Bicester/Chesterton (map 5)              | Charles Shouler Way commercial development is currently within Chesterton – Area K   |
| Bicester/Bucknell/Chesterton (map 4)     | Boundary between Chesterton and Bucknell, and Bucknell/Bicester, taking into account planning application 14/02121/OUT which straddles the boundary – Area I   |
| Epwell/Sibford Gower (map 6)             | Boundary between Epwell and Sibford Gower, to consider moving some fields and a wood into Epwell – Area M  |
| Horley/Hanwell/Wroxton (map 7)           | Boundary between Horley and Hanwell, to consider altering so that it follows the road - Area O, and the boundary between Horley and Wroxton, to put Old Forge and the caravan/scout camp into Horley – Area N  |
| Kidlington/Gosford & Water Eaton (map 8) | To consider a merger between Kidlington and Gosford & Water Eaton parish councils, and any subsequent review required relating to the number of parish councillors.<br>Boundary between Kidlington and Gosford & Water Eaton, to consider altering so that it follows the north-south Bicester Road – Area P |

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 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 areas 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 district wide review was concluded in December 2013, and several parish specific reviews have been completed since then.

#### 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

Two consultation stages will be held, and a full consultation document will be produced for each stage, for each area/issue detailed in table 1. The documents will be available electronically, being published on a dedicated 'Community Governance Review' page on the Cherwell District Council website

[www.cherwell.gov.uk/communitygovernance](http://www.cherwell.gov.uk/communitygovernance)

Where a residential property is directly affected by an issue, i.e. where it may be moved into a different parish, a hard copy consultation letter will be sent to the property which will include a reply slip and pre-paid reply envelope.

Local sites such as but not limited to community buildings, libraries and notice boards will also be used to publicise the consultation.

Consultation responses will not be limited to one per household, anybody with an interest in the review will be able to submit a consultation response, in line with guidance on CGRs.

Democratic and Elections Officers will contact all parish/town councils involved in the review, and offer to attend parish/town meetings or any other events taking place in affected areas during the consultation periods, to discuss the review and proposals under consideration.

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, but responses received from outside the relevant parish council area will be recorded as such. Responses received from parish councils will be highlighted, 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.

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|---|---|----------|
| Monday 18<br>October 2021                                   | Council meeting   |          |
| Tuesday 19<br>October 2021                                  | If approved, Terms of Reference published for the review.<br>CGR officially starts  |          |
| Monday 22<br>November 2021<br>to Monday 31<br>January 2022  | First stage consultation.<br>Consultation documents to be available electronically via the CGR page of the Cherwell District Council website.<br>An online response method such as survey monkey or equivalent as advised by the Consultation and Engagement Team to be live to allow online responses.<br>A paper copy of documents to be sent to directly affected residential addresses in the relevant parishes.<br>All parish/town councils involved in the review encouraged to consider the relevant consultation documents and submit a response. | 10 weeks |
| Between Monday<br>7 February and<br>Friday 11 March<br>2022 | Meeting(s) of the CGR working group, to go through the consultation responses and formulate recommendations for second stage consultation. Multiple meetings may be required if a large volume of consultation responses received.  | 5 weeks  |
| Wednesday 18<br>May 2022                                    | Annual Council meeting – consideration and approval of recommendations for second stage consultation  |          |
| Monday 4 July to<br>Friday 9                                | Second stage consultation.<br>Consultation documents to be available electronically via   | 10 weeks |

|                                    |   |         |
|------------------------------------|---|---------|
| September 2022                     | the CGR page of the Cherwell District Council website. An online response method such as survey monkey or equivalent as advised by the Consultation and Engagement Team to be live to allow online responses. A paper copy of documents to be sent to directly affected residential addresses in the relevant parishes. All parish/town councils involved in the review encouraged to consider the relevant consultation documents and submit a response. |         |
| Between 12 and 30 September 2022   | Meeting(s) of the CGR working group, to go through the consultation responses and formulate final recommendations. Multiple meetings may be required if a large volume of consultation responses received.  | 3 weeks |
| Early October 2022                 | Publication of final recommendations on CGR page of CDC website   |         |
| October 2022<br>(Meeting date TBC) | Report to full Council – final recommendations.   |         |
| October 2022                       | Any required reorganisation orders to be drafted, subject to Council approval of final recommendations, to take effect at next ordinary year of election for affected parishes – starting in May 2023, unless order includes provision to shorten term of office to bring in sooner.  |         |

### 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 <mailto:democracy@cherwell-dc.gov.uk>, or write to:

CGR  
Democratic and Elections Team  
Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
OX15 4AA

Dated: