

# 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**

| <b>Parish/Area</b>  | <b>Matters to be considered</b>  |
|---|--|
| Development area known as Graven Hill (shown on attached map), Ambrosden                        | Review of the boundary between Ambrosden and Bicester, to consider incorporating the development site of Graven Hill into Bicester                           |
| Area to the left of Graven Hill, the so called 'orphan area', (shown on attached map) Ambrosden | Review of the boundary between Chesterton and Ambrosden/Ambrosden and Bicester, to consider incorporating all or part of the orphan area in to either parish |

As a result of the primary purpose of the review, the following parishes will also be included in the review as consultees:

**Table 2**

| <b>Parish/Area</b> | <b>Matters to be considered</b>   |
|--------------------|---|
| Bicester Town      | Review of the Boundary with Ambrosden to consider incorporating Graven Hill, and some or all of the orphan area, into Bicester    |
| Chesterton         | Review of the boundary with Ambrosden to consider incorporating all or part of the orphan area of the orphan area with Chesterton |

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.

A review provides an opportunity for the principal authority to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population, additional development or in reaction to specific, or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities, interests and historic traditions of the community.

The District Council wants to ensure that electors should be able to identify clearly with the parish in which they are resident. It considers that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

At the time of the last full review in 2013, development at the site of Graven Hill had not commenced and it was too early to be included in the review, however since then there has been much progress and proposals are now being considered with regard to the future management of facilities and public open space. As a result a request was received from the Leader of the Council that a Community Governance Review be undertaken and the Council committed to undertake a review at their 18 December 2017 meeting.

### **Who undertakes the review?**

A working group will be 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 from consultation responses received, before formulating recommendations to Council. Before making any final proposals, the District Council will take full account of the views of local people. However, the final decision relating to each recommendation sits with full Council.

### **Consultation**

The review shall invite and take account of submissions from all interested parties. A full consultation document will be produced, detailing the proposals for the area specified in Table 1.

The document will be emailed to the parish councils of the parishes concerned (as listed in tables 1 and 2 above), published on the 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. Any residential properties identified in either the Graven Hill development area or the orphan area will have a copy posted to them.

The document will include a pro-forma style return slip, so that responders can let the Council know what they think of the proposals. An online version of the reply slip will be available via Survey Monkey, for those who may wish to respond electronically.

Officers from Democratic and Elections will also contact the parishes detailed in tables 1 and 2, regarding attendance at parish council meetings to discuss the review, and answer any questions parish councillors or members of the public may have. Additional consultation briefings or explanations may be arranged as required.

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.

| Date   | Action  |
|--|---|
| <b>15 May 2018</b>                             | Consideration of Terms of Reference by full Council   |
| 16 May 2018                                    | Terms of Reference Published  |
| w/c 21 May 2018                                | Meeting with working group to prepare for consultation  |
| w/c 21 May 2018                                | Prepare consultation information  |
| 25 May 2018 to 22 June 2018<br>(4 weeks)       | Consultation period with residents of all affected areas  |
| w/c 25 June 2018                               | Meeting with working group to discuss consultation responses received and formulate draft proposals                                 |
| 6 July 2018                                    | Recommendations published as part of agenda for Full Council meeting on 16 July   |
| <b>16 July 2018</b>                            | Report to Council with draft recommendations  |
| 30 July 2018 to 14 September 2018<br>(4 weeks) | Consult on recommendations  |
| w/c 17 September 2018                          | Meeting with working group to discuss consultation responses received and finalise recommendations                                  |
| 5 October 2018                                 | Final Recommendations published as part of agenda for Full Council meeting on 15 October; Community Governance Review Order Drafted |
| <b>15 October 2018</b>                         | 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,  
OX15 4AA.

Date of publication of these Terms of Reference: