

COMMUNITY GOVERNANCE REVIEW OF THE TEWKESBURY BOROUGH

TERMS OF REFERENCE



1. Introduction

- 1.1 Tewkesbury Borough Council is carrying out a Boroughwide Community Governance Review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.
- 1.2 The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered when drawing up these Terms of Reference.

2. What is a Community Governance Review?

- 2.1 A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or part of the Borough to consider one or more of the following:
 - (a) Creating, merging, altering or abolishing Parishes;
 - (b) The naming of Parishes and the style of new Parishes;
 - (c) The electoral arrangements for Parishes including:
 - the ordinary year of election;
 - the number of Councillors to be elected; and
 - the warding (if any) of the Parish.
 - (d) Grouping Parishes under a common Parish Council or de-grouping Parishes.
- 2.2 The Council is required to ensure that community governance within the area under review will be:
 - (a) reflective of the identities and interests of the community in that area; and
 - (b) effective and convenient.
- 2.3 In doing so, the CGR is required to take into account:
 - (a) The impact of community governance arrangements on community cohesion; and
 - (b) The size, population and boundaries of a local community or Parish.

3. Why undertake a Community Governance Review

- 3.1 Following a review of Tewkesbury Borough Wards by the Local Government Boundary Commission for England, a number of changes were introduced in May 2018 as set out in The Tewkesbury (Electoral Changes) Order 2018. Whilst the Commission did not carry out a review of the Parish or Town Councils in the borough, they did agree some changes which amended the warding arrangements of the Parish/Town Councils of Bishop's Cleeve, Brockworth, Churchdown and Tewkesbury.
- 3.2 As the previous review amended warding arrangements to the four areas referred to in Paragraph 3.1 these are protected under the Local Government and Public Involvement in Health Act 2007. Any proposed changes to these areas require consent from the Local Government Boundary Commission for England before any order implementing the outcome of the CGR can be made. If consent is granted by the Commission, the Council can then request an alteration to deal with any consequential impact on Borough Wards. In relation to consequential changes to Borough Ward boundaries the Commission would wish to see that specific consultation had been undertaken on Ward/Division boundaries as well as the Parish boundaries themselves. The Commission can only accept or reject the requested related alterations. Accordingly, if there are changes to Ward boundaries which are likely to have a significant impact on the electoral equality of the affected Borough Wards, the Commission may not support these.
- 3.3 The Council also wishes to undertake a CGR for the whole of the Borough in response to suggestions made by some Parish/Town Councils and the electorate due to population changes and shifts in 'natural settlements' caused by new development.
- 3.4 Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. The Council therefore wishes to review the community governance of the Borough to ensure that there is clarity and transparency to the areas that Parish Councils represent and that the electoral arrangements of Parishes (the warding arrangements and the allocations of Councillors) are appropriate, equitable and understood by their electorate.

4. Who will undertake the Review?

- 4.1 As the relevant principal authority, Tewkesbury Borough Council is responsible for conducting any CGR within its electoral area. The Executive Committee will oversee the review and produce draft and final recommendations; Council will approve the final recommendations which will be implemented by the making of a Community Governance Order.

- 4.2 The Council will appoint a Community Governance Review Working Group comprising of seven Members to consider representations and propose draft recommendations to the Executive Committee during the review process.

5. Areas under Review

- 5.1 The whole of the Tewkesbury Borough area will be included in the CGR. The review will not automatically mean there will be changes but will examine whether there is a case for change. The Council is not seeking a particular solution at this stage. It wishes to test views and assess what solutions are the right ones to pursue with each individual Parish.

6. Scope of Review and Factors to be Considered

- 6.1 The scope of the review will include: -
- the creation of a Parish.
 - the name of a Parish.
 - the establishment of a separate Parish Council for an existing Parish.
 - the alteration of boundaries of existing Parishes.
 - the abolition of a Parish.
 - the dissolution of a Parish Council.
 - changes to the electoral arrangements of a Parish Council.
 - whether a Parish should be grouped under a common Parish Council or de-grouped.
- 6.2 The following factors will be considered as part of assessing proposals within the scope of the review: -
- a strong, inclusive community and voluntary sector.
 - a sense of civic values, responsibility and pride.
 - a sense of place – a place with a ‘positive’ feeling for people and local distinctiveness.
 - reflective of the identities and interests of the community in that area.
 - effective and convenient.
 - the impact of community governance arrangements on community cohesion.
 - the size, population and boundaries of a local community or Parish.
 - people from different backgrounds having similar life opportunities.
 - people knowing their rights and responsibilities.

7. Consultation

- 7.1 The Council is required to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account. The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at all stages of the consultation.

- 7.2 Before making any recommendations or publishing final proposals, a full consultation process will form part of the review to take full account of the views of local people and other stakeholders. The Council will comply with the statutory consultative requirements by:
- (a) consulting local government electors for the area under review.
 - (b) consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review.
 - (c) notifying and consulting Gloucestershire County Council.
 - (d) taking into account any representations received in connection with the review.
- 7.3 The Council will publicise the review by displaying a notice at the Council Offices and on the Council's website. The Council will also write to all Parish Councils or any other community or resident groups of which the Council is aware, the Gloucestershire Association of Local Councils, Borough Councillors and the relevant County Councillors, the MP's and Gloucestershire County Council.
- 7.4 Information about each stage of the review will be published on the Council's website with key documents available at:

Tewkesbury Borough Council Offices, Gloucester Road, Tewkesbury, Glos, GL20 5TT

Viewing of key documents at the Council Offices will need to take place by appointment only, as the Offices are currently closed due to the coronavirus pandemic. However, should all restrictions be lifted, the documents will be available to view in the Council's reception area.

8. Indicative timetable for the Community Governance Review

8.1

Details	Dates
Commencement of CGR – Terms of Reference published	15 June 2021
Initial consultation stage	15 June 2021 – 15 September 2021
Draft recommendations prepared	October 2021 – November 2021
Draft recommendations published	December 2021
Consultation on draft recommendations	December 2021 – February 2022
Final recommendations prepared	March 2022 – April 2022
Final Recommendations considered and approved by Council	May 2022
Community Governance Order(s) made	August 2022
New community governance arrangements come into force	May 2023 local council elections

- 8.2 Any Community Governance Order made following a CGR should, for administrative and financial reasons (for example setting up a new Parish Council and arranging for its first precept) take effect on 1 April following the date on which the Order is made. Electoral arrangements will come into force at the first elections to any new Parish Council following the making of the Order.

9. Electorate Forecasts

- 9.1 Existing Parish Ward electorate figures have been calculated from the June 2021 electoral register (see Appendix 1).
- 9.2 When the Council considers electoral arrangements for the Parish Councils in its area, it is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day when the Review starts.
- 9.3 Electorate forecasts have been prepared using Planning Policy housing trajectory on known developments and the current Office for National Statistics average household size in the UK of 2.4, to produce five-year forecasts (see Appendix 1).

10. The present structure of Parish Councils and their electoral arrangements

- 10.1 As well as electorate information, the following is also included in Appendix 1:
- (a) Type of governance; e.g. Parish/Town Council, joint Council or Parish meeting.
 - (b) Current number of Parish Councillors.
 - (c) Ratio of current Councillors to electorate.
 - (d) Borough Ward.
 - (e) County Division.
 - (f) Current Parliamentary Constituency.

11. Consequential Matters

- 11.1 When the required consultation has been undertaken, and the review completed, the Council may make an Order to bring into effect any decision that it may make taking account of the role of the Local Government Boundary Commission for England as set out in paragraph 3.2 above. If the Council decides to take no action, then it will not be necessary to make an Order.

- 11.2 If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:
- (a) the transfer and management or custody of any property.
 - (b) the setting of a precept (Council tax levy) for the new Parish Council.
 - (c) provision with respect to the transfer of any functions, property, rights and liabilities.
 - (d) provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
- 11.3 The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new Parish Councils when setting the Council tax levy to be charged.

12. Representations

- 12.1 Tewkesbury Borough Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included within the Review.
- 12.2 Representations may be made in the following ways:

By Email: elections@teiwkesbury.gov.uk

By post: Electoral Services (CGR)
Tewkesbury Borough Council
Council Offices
Gloucester Road
Tewkesbury
Glos
GL20 5TT

Appendix 1

Parish and town council information and electorate

Area	Parish Council/Meeting name	Parish Wards	No. of Seats	Polling Districts	Borough Ward	County Council Division	Parliamentary Constituency	1 June 2021 electorate	Ratio of Electors per Cllr	5 Year Forecast - Electorate	Forecast Ratio of Electors per Cllr (approx.)
Alderton	Alderton Parish Council	N/A	7	ALD	Winchcombe	Winchcombe & Woodmancote	Tewkesbury	709	101		
Ashchurch Rural	Ashchurch Rural Parish Council	2		ARL1/ARL2/ARL3	Isbourne	Tewkesbury East	Tewkesbury	1151	164	979	140
		Ashchurch Rural Ward	6	ARL1/ARL3	Isbourne	Tewkesbury East	Tewkesbury	861 (ARL1) 255 (ARL3)	186		
		Walton Cardiff Ward	1	ARL2	Isbourne	Tewkesbury East	Tewkesbury	35	35		
Ashleworth	Ashleworth Parish Council	N/A	5	ALW	Highnam with Haw Bridge	Highnam	Forest of Dean	486	97		
Badgeworth	Badgeworth Parish Council	2		BBG/BBN	Badgeworth	Brockworth	Tewkesbury	1459	162		
		Badgeworth Ward	5	BBG	Badgeworth	Brockworth	Tewkesbury	898	180		
		Bentham Ward	4	BBN	Badgeworth	Brockworth	Tewkesbury	561	140		
Bishops Cleeve	Bishops Cleeve Parish Council	3		BCG/BCG1/BCM1/BCM2/BCW1/BCW2/BCW3/BCW4	Cleeve Grange/Cleeve St Michael's/ Cleeve West	Bishops Cleeve	Tewkesbury	10550	527	737	37
		Cleeve Grange Ward	4	BCG/BCG1	Cleeve Grange	Bishops Cleeve	Tewkesbury	2095	524		
		Cleeve St Michaels Ward	8	BCM1/BCM2	Cleeve St Michaels	Bishops Cleeve	Tewkesbury	4292	536		
		Cleeve West Ward	8	BCW1/BCW2/BCW3/BCW4	Cleeve West	Bishops Cleeve	Tewkesbury	4163	520		
Boddington	Boddington Parish Council	N/A	5	BDD	Severn Vale South	Highnam	Tewkesbury	227	45		
Brockworth	Brockworth Parish Council	2		BRE1/BRE2/BRE3/BRW1/BRW2	Brockworth East/Brockworth West	Brockworth	Tewkesbury	6637	390	1690	99
		Brockworth East Ward	9	BRE1/BRE2/BRE3	Brockworth East	Brockworth	Tewkesbury	2754	306		
		Brockworth West Ward	8	BRW1/BRW2	Brockworth West	Brockworth	Tewkesbury	3883	485		
Buckland	Buckland Parish Council	N/A	5	BCD	Isbourne	Winchcombe & Woodmancote	Tewkesbury	188	38		

Chaceley	Chaceley Parish Council	N/A	5	CHY	Highnam with Haw Bridge	Highnam	Forest of Dean	105	21		
Churchdown	Churchdown Parish Council	2		CHB/CHJ1/CHJ2/CHJ3/CHJ4	Churchdown Brookfield with Hucclecote/Churchdown St Johns	Churchdown	Tewkesbury	8473	424	600	30
		Churchdown Brookfield Ward	7	CHB	Churchdown Brookfield with Hucclecote	Churchdown	Tewkesbury	2934	419		
		Churchdown St Johns Ward	13	CHJ1/CHJ2/CHJ3/CHJ4	Churchdown St Johns	Churchdown	Tewkesbury	5539	426		
Deerhurst	Deerhurst Parish Council	N/A	7	DRH	Severn Vale North	Highnam	Tewkesbury	784	112		
Down Hatherley	Down Hatherley Parish Council	N/A	5	DHY	Severn Vale South	Highnam	Tewkesbury	364	73		
Dumbleton	Dumbleton Parish Council	N/A	7	DMB1/DMB2	Isbourne	Winchcombe & Woodmancote	Tewkesbury	495	71		
Elmstone Hardwicke	Elmstone Hardwicke Parish Council	N/A	5	ELH	Severn Vale North	Highnam	Tewkesbury	203	41		
Forthampton	Forthampton Parish Council	N/A	5	FTH	Highnam with Haw Bridge	Highnam	Forest of Dean	121	24		
Gotherington	Gotherington Parish Council	N/A	9	GTH	Cleeve Hill	Bishops Cleeve	Tewkesbury	907	101		
Great Witcombe	Great Witcombe Parish Meeting	0		GRW	Badgeworth	Brockworth	Tewkesbury	74	N/A		
Gretton	Gretton Parish Council	N/A	5	GRT	Winchcombe	Winchcombe & Woodmancote	Tewkesbury	416	83		
Hasfield	Hasfield Parish Meeting	0		HSF	Highnam with Haw Bridge	Highnam	Forest of Dean	108	N/A		
Hawling	Hawling Parish Meeting	0		HWG	Winchcombe	Winchcombe & Woodmancote	Tewkesbury	118	N/A		
Highnam	Highnam Parish Council	N/A	9	HGM	Highnam with Haw Bridge	Highnam	Forest of Dean	1694	188		
Hucclecote	Hucclecote Parish Council	N/A	9	HCC1/HCC2	Churchdown Brookfield with Hucclecote	Brockworth	Tewkesbury	2180	242		
Innsworth	Innsworth Parish Council	N/A	9	INS	Innsworth	Highnam	Tewkesbury	1974	219	1147	127
Leigh	Leigh Parish Council	N/A	5	LGH	Severn Vale North	Highnam	Tewkesbury	240	48		
Longford	Longford Parish Council	N/A	9	LNG	Innsworth	Highnam	Tewkesbury	1401	156		
Maisemore	Maisemore Parish Council	N/A	5	MSM	Highnam with Haw Bridge	Highnam	Forest of Dean	442	88	36	7
Minsterworth	Minsterworth Parish Council	N/A	7	MST	Highnam with Haw Bridge	Highnam	Forest of Dean	371	53		
Northway	Northway Parish Council	N/A	13	NOR1/NOR2	Northway	Tewkesbury East	Tewkesbury	3702	285		
Norton	Norton Parish Council	N/A	5	NRT	Severn Vale South	Highnam	Tewkesbury	454	91		

Oxenton	Oxenton Parish Meeting	0		OXT	Isbourne	Bishops Cleeve	Tewkesbury	188	N/A		
Prescott	Prescott Parish Meeting	0		PRS	Winchcombe	Winchcombe & Woodmancote	Tewkesbury	84	N/A		
Sandhurst	Sandhurst Parish Council	N/A	5	SND	Severn Vale South	Highnam	Tewkesbury	421	84		
Shurdington	Shurdington Parish Council	N/A	9	SHD	Shurdington	Brockworth	Tewkesbury	1877	208	401	45
Snowhill	Snowhill Parish Meeting	0		SNH	Isbourne	Winchcombe & Woodmancote	Tewkesbury	130	N/A		
Southam	Southam Parish Council	N/A	7	STH1/STH2	Cleeve Hill	Winchcombe & Woodmancote	Tewkesbury	864	123		
Stanton	Stanton Parish Council	N/A	5	STN	Isbourne	Winchcombe & Woodmancote	Tewkesbury	172	34		
Stanway	Stanway Parish Council	N/A	7	STW	Isbourne	Winchcombe & Woodmancote	Tewkesbury	281	40		
Staverton	Staverton Parish Council	N/A	7	STV	Badgeworth	Highnam	Tewkesbury	538	77		
Stoke Orchard & Tredington	Stoke Orchard & Tredington Parish Council	N/A	7	STO	Severn Vale North	Bishops Cleeve	Tewkesbury	763	109		
Sudeley	Sudeley Parish Meeting	0		SDY	Winchcombe	Winchcombe & Woodmancote	Tewkesbury	75	N/A		
Teddington	Teddington Parish Council	N/A	5	TED	Isbourne	Tewkesbury East	Tewkesbury	341	68		
Tewkesbury	Tewkesbury Town Council	3		TTN/TNT1/TNT2/TNT3/THS1/THS2/THS3	Tewkesbury East/Tewkesbury North & Twyning/Tewkesbury South	Tewkesbury/Tewkesbury East	Tewkesbury	8399	525		
		Tewkesbury Newtown Ward	3	TTN	Tewkesbury East	Tewkesbury East	Tewkesbury	1523	508		
		Tewkesbury North Ward	5	TNT1/TNT2/TNT3	Tewkesbury North & Twyning	Tewkesbury	Tewkesbury	2693	539		
		Tewkesbury South Ward	8	THS1/THS2/THS3	Tewkesbury South	Tewkesbury	Tewkesbury	4183	523		
Tirley	Tirley Parish Council	N/A	5	TRL	Highnam with Haw Bridge	Highnam	Forest of Dean	342	68		
Toddington	Toddington Parish Council	N/A	5	TOD	Isbourne	Winchcombe & Woodmancote	Tewkesbury	403	81		
Twigworth	Twigworth Parish Council	N/A	5	TWG	Innsworth	Highnam	Tewkesbury	341	68	730	146
Twyning	Twyning Parish Council	N/A	9	TWY	Tewkesbury North & Twyning	Tewkesbury	Tewkesbury	1533	170		
Uckington	Uckington Parish Council	N/A	5	UCK	Severn Vale South	Highnam	Tewkesbury	471	94		
Wheatpieces	Wheatpieces Parish Council	N/A	11	WTC	Tewkesbury East	Tewkesbury East	Tewkesbury	2666	242		
Winchcombe	Winchcombe Town Council	N/A	13	WNC1/WNC2	Winchcombe	Winchcombe & Woodmancote	Tewkesbury	4098	315		

Woodmancote	Woodmancote Parish Council	N/A	10	WDM	Cleeve Hill	Winchcombe & Woodmancote	Tewkesbury	2280	228		
-------------	----------------------------	-----	----	-----	-------------	--------------------------	------------	------	-----	--	--