

## LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

### COMMUNITY GOVERNANCE REVIEW TERMS OF REFERENCE

#### Introduction

Cheltenham Borough Council is carrying out a full Community Governance Review in accordance with [Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007](#).

The council is required to have regard for the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference.

#### Why is Cheltenham Borough Council undertaking the review?

In light of the government's announcement on the reorganisation of Local Government, the council is keen to ensure the retention and improvement of community engagement and cohesion, local democracy and the delivery of effective local services. The main purpose of this review is therefore to establish whether there is support for the establishment of any new Town or Parish Councils within the administrative areas of Cheltenham or whether any of the existing parish councils of Charlton Kings, Leckhampton with Warden Hill, Prestbury, Swindon Village or Up Hatherley wish to amend their existing boundaries.

The council will take into account any other recommendations/representations that it receives as part of the review which fit with the parameters of a community governance review, as set out below.

#### What is a Community Governance Review?

A Community Governance Review is a review of the whole or part of the borough 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 (the ordinary year of election; council size);
- The number of councillors to be elected to the council, and any division of parishes;
- Grouping parishes under a common parish council or de-grouping parishes.

The recommendations made in a Community Governance Review have two main objectives:

- To improve community engagement and better local democracy;
- More effective and convenient delivery of local services.

The review must ensure that Community Governance within the area under review reflects the identities and interests of the community in that area and is effective and convenient. It must also take into account any existing arrangements such as community or residents' associations or neighbourhood councils.

There are two stages to the review: the first stage will gather opinions on current structure and any new proposals; the second stage will be Cheltenham Borough Council's recommendations on the way forward which the public will be able to comment upon.

### Who undertakes the review?

The review is undertaken by Cheltenham Borough Council. The terms of reference for this review and all matters in connection with it, will be considered through recommendations to Full Council. It will be for Full Council to approve the making of any necessary Reorganisation Order.

The lead officer with regard to this review will be the Monitoring Officer.

### How Cheltenham Borough Council proposes to conduct consultations during the review?

In coming to its recommendations in the review, the Council will need to take account of the views of local people.

The Act requires the Council to consult the local government electors 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 by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

Cheltenham Borough Council intends to consult with all households and interested parties in the area through inviting initial submissions and seeking views on the draft proposals.

The Council will also identify any other person or body whom it feels may have an interest in the review and will write to them inviting them to submit their views at both stages of consultation. This may include:

- Ward members
- Parish council members
- Gloucestershire County Council
- Groups and societies
- Schools and colleges
- Members of Parliament
- Local political parties
- The police
- Local charities and voluntary organisations

The Council will also be pleased to receive comments from any other person or body that wishes to make representations; any such person that makes representations during the initial invitation to submit proposals will be invited to make comments in respect of the draft proposals.

Cheltenham Borough Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk), through general press releases, placing key documents on public deposit at the Council Offices and will communicate the final outcome of the review by March 2026.

### Timetable for the review

| Date                          | Action   |
|-------------------------------|--|
| 12 May 2025                   | Full Council approves the Terms of Reference, signifying the start of the review                 |
| 19 May – 18 July 2025         | First period of public consultation  |
| August – September 2025       | Review by Officers and Working Group and development of Draft Recommendations.                   |
| 13 October 2025               | Draft Recommendations to be considered by Council and approved for second round of consultation. |
| 20 October – 19 December 2025 | Second public consultation   |
| January – February 2026       | Review by Officers and Working Group and development of Final Recommendations.                   |
| 27 February 2026              | Full Council discuss and agree Final Recommendations   |
| February 2026                 | Reorganisation Order made  |

### How to contact us:

Any queries regarding this review should be directed to: The Monitoring Officer, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham GL50 9SA or via email to [community.governance.review@cheltenham.gov.uk](mailto:community.governance.review@cheltenham.gov.uk)

Publication of these Terms of Reference formally begins the review, which must be completed within twelve months.

### Consequential matters following a review:

A Reorganisation Order may be drafted which would cover any consequential matters that appear to Cheltenham Borough Council to be necessary as a result of the final agreed recommendations from the review that give effect to the Order.

These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes; and
- Provision with respect to the transfer of any functions, property, rights and liabilities.

In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

In particular, Cheltenham Borough Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate proportion.

Furthermore, the Council notes that the regulations regarding the establishment of a precept for a new parish require Cheltenham Borough Council to calculate the first anticipated precept for a newly constituted town or parish council and for the amount of that precept to be included in the Reorganisation Order.

### Date of publication of these Terms of Reference

Date of Publication: 19 May 2025

Any modifications (if any) will be published as soon as practicable after they have been made