



COTSWOLD

District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 26 NOVEMBER 2025
Subject	COMMUNITY GOVERNANCE REVIEW
Wards affected	All
Accountable member	Cllr Mike Every, Leader of the Council Email: mike.every@cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance and Monitoring Officer Email: angela.claridge@cotswold.gov.uk
Report author	Sarah Dalby, Electoral Services Manager Email: sarah.dalby@cotswold.gov.uk
Summary/Purpose	To approve and adopt the Terms of Reference for a Community Governance Review, along with draft proposals
Annexes	Annex A – Draft Terms of Reference Annex B – Draft Proposals for consultation
Recommendation(s)	That Council resolves to: <ol style="list-style-type: none">1. Approve and adopt the Terms of Reference and Draft Proposals for consultation for the Community Governance Review (CGR).
Corporate priorities	<ul style="list-style-type: none">• Supporting Communities
Key Decision	No
Exempt	No
Consultees/ Consultation	Before commencing the review, an initial discussion with Parish and Town Councils about the review process was held via email. Parish and Town Councils were given information about how a CGR works and what changes the council can implement. As a result, a number of Parish and Town Councils have asked for boundary changes or a change in the number of councillors.



1. EXECUTIVE SUMMARY

- 1.1** The Council has received a request from Cutsdean Parish Council to move to a Parish Meeting, and a request from Down Ampney Parish Council to change the number councillors and this prompted an invitation to all Town & Parish Councils asking for any proposals for change that they wish to be considered.
- 1.2** As a result, six Councils have put forward proposals for consideration.
- 1.3** This report seeks approval from Council to commence a review of these proposals by way of a Community Governance Review.

2. BACKGROUND

- 2.1** Community Governance Reviews (CGR) provide the opportunity for principal councils to review and make changes to community governance within their areas.
- 2.2** A CGR enables strong, clearly defined boundaries to be put into place, which reflect local identities and facilitate effective and convenient local government.
- 2.3** The guidance on CGRs states that it is good practice for a principal council to consider conducting a review every 10-15 years as well as in circumstances where there has been significant new housing development. Reviews can also be conducted as/when requests for change are received.
- 2.4** Following receipt of two requests for electoral changes, all Town & Parish Councils were invited to submit requests for electoral changes.
- 2.5** This report seeks approval from Council to conduct a CGR under the Terms of Reference at Annex A for the parishes included at Annex B.

3. WHAT IS A COMMUNITY GOVERNANCE REVIEW?

- 3.1** A Community Governance Review (CGR) can take place for the whole or part of the District and can consider 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



- Grouping Parishes under a common parish council or de-grouping Parishes

- 3.2** The Council is required to ensure that the 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
- 3.3** In doing so, the CGR is required to take into account the impact of community governance arrangements on community cohesion; and the size, population and boundaries of a local community or Parish
- 3.4** The District Council is responsible for conducting CGRs within its area. The council will oversee the review and produce draft and final recommendations. Once approved, an Order will be made to implement the changes.
- 3.5** If any approved changes result in a change to a District Ward or County Division boundary, this will be reported to the Boundary Commission for England. The Commission will consider the proposals and make any necessary changes to the District Ward or County Division boundaries.

4. AREAS FOR REVIEW

- 4.1** The following parishes have requested changes and details of each proposal are set out in Annex B:
- Cirencester Town Council
 - Cutsdean Parish Council
 - Down Ampney Parish Council
 - Fairford Town Council
 - Moreton-in-Marsh Town Council
 - Siddington Parish Council
 - Southrop Parish Council
 - Tetbury Town Council

5. PROCESS OF REVIEW

- 5.1** The Terms of Reference set out the process and timetable for the review process.
- 5.2** At the end of the consultation period, final recommendations will be brought to Council for consideration and decision.



- 5.3** Changes which affect District Ward or County Division boundaries will be reported to the Boundary Commission for England who will consider them before making appropriate changes to the District Ward or County Division.

6. ALTERNATIVE OPTIONS

- 6.1** A Community Governance Review is the only way to consider the requests received.

7. FINANCIAL IMPLICATIONS

- 7.1** There are no immediate implications resulting from this report. All work undertaken will be managed within existing resources.

8. LEGAL IMPLICATIONS

- 8.1** The Local Government and Public Involvement in Health Act 2007 (the 2007 Act), Part 4, Chapter 3, devolves the power to take decisions about the creation, abolition or alteration of parishes, and their electoral arrangements, to district councils, London Boroughs or unitaries whichever is appropriate (Principal Councils).
- 8.2** Section 100(4) of the 2007 Act requires principal councils to have regard to the guidance issued by the Secretary of State under s100(1) and (3) and the Local Government Boundary Commission for England under s100(2).
- 8.3** Other pieces of legislation also need to be complied with, such as the Local Government Act 1972 - in relation to parish meetings and councils, the constitution of the parish council and requirements relating to parish councillors - and the Local Democracy, Economic Development and Construction Act 2009, in relation to reviews and recommendations about electoral areas by the Boundary Commission.
- 8.4** The process involved has been described elsewhere in this report and needs to be rigorously followed to avoid future challenges.
- 8.5** This exercise can run alongside Local Government Reorganisation, although it would make the handover of matter to a unitary authority more straightforward if the process was completed before vesting day.

9. RISK ASSESSMENT

- 9.1** If the Council decides not to undertake a CGR, local people and/or Parish/Town Councils may submit a petition requiring the Council to undertake a CGR. This would need to be completed within one year of receipt of the petition.



COTSWOLD
District Council

9.2 If consultation with stakeholders brings forward opposing views, there may be a delay in the indicative timetable provided. Any delay will be clearly communicated to all stakeholders.

10. EQUALITIES IMPACT

10.1 Governance arrangements should reflect the identities and interests of local communities and promote local cohesion.

(END)