



CHESHIRE WEST AND CHESTER COUNCIL

COMMUNITY GOVERNANCE REVIEW OF FRODSHAM conducted under the Local Government and Public Involvement in Health Act 2007

FINAL TERMS OF REFERENCE

30 October 2025

1 INTRODUCTION

- 1) Frodsham Town Council has contacted Cheshire West and Chester Council regarding the numbers seats it has on its council. Currently Frodsham Parish is divided into four Wards: Waterside, Lakes, Overton and Five Crosses and Castle Park with each ward having four seats. However, the Town Council is finding it difficult to fill them all, so it has requested a review of its wards and seats with a view to reducing both.

The current details of the Wards, Electors, and number of seats per ward

Town Council Name	Polling District Reference	Number of Electors	Number of Households	Number of Streets	Number of seats on Town Council	Current number of Vacancies (going off their website)
Frodsham Town Council – Castle Park Ward	YA3	1902	1193	66	4	0
Frodsham Town Council – Frodsham Lakes Ward	YA1	1816	992	38	4	0
Frodsham Town Council – Frodsham	YA2	1929	1271	45	4	2

Waterside Ward						
Frodsham Town Council – Overton and Five Crosses Ward	YA4	1841	958	48	4	1

The next scheduled local elections will take place on 7 May 2027. Any amendments the size or warding arrangements would need to be approved by full council no later than December 2026 and come into place for the next scheduled local elections in May 2027.

2 WHAT IS COMMUNITY GOVERNANCE?

In the context of Community Governance Reviews, the provisions of the 2007 Act, are intended to improve the development and co-ordination of support for citizens and community groups so that they can make the best use of empowerment opportunities. The Government (through the 2007 Act and the Localism Act 2011) and the Council (through its Borough Plan) both recognise the importance of active communities taking pride in their neighbourhoods and the role parish councils play in relation to this.

3 WHAT IS A COMMUNITY GOVERNANCE REVIEW?

A Community Governance Review provides the opportunity for councils to review the whole or part of an area to consider one or more of the following:

- the creation, merger, alteration or abolition of parishes;
- the naming of parishes and the style of new parishes (i.e. parish, community, neighbourhood or village);
- the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and
- the grouping parishes under a common parish council or de-grouping of parishes.
- Redrawing of parish boundaries to fix any boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries

4 WHY UNDERTAKE A COMMUNITY GOVERNANCE REVIEW?

A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when:

- there have been changes in population
- reaction to specific issue
- changes to ward boundaries
- a petition has been received
- request from Town and Parish Councils are received.

It is also good practice for a principal council to consider conducting a community governance review every 10-15 years.

The Government has emphasised that recommendations made in Community Governance Reviews should bring about improvements to community engagement, cohesive communities and local democracy

5 WHO WILL UNDERTAKE THIS REVIEW?

Under the provisions of the 2007 Act, Cheshire West and Chester Council is responsible for undertaking any Community Governance Review within its area, as the principal authority. The Council has established a Community Governance Review Committee with delegated authority to make recommendations to the Council on the outcomes of each Community Governance Review. Council will be required to approve the final recommendations before a Community Governance Order is made.

In addition, the Committee will:

- (i) Agree the terms of reference for each Community Governance Review;
- (ii) Determine a detailed timetable and consultation programme for each Community Governance Review;
- (iii) Progress each review in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 and 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;
- (iv) Consider all options for future community governance of the area under review, taking into account current community representation and community engagement arrangements and electorate and demographic forecasts;
- (v) Determine appropriate electoral arrangements for the area under review, where necessary; and
- (vi) Consider any consequential matters arising from the review which are required to give effect to any subsequent Community Governance Order, e.g. the transfer and management or custody of property, the setting of precepts for new parishes, provision for the transfer of any functions, rights, liabilities, staff, etc.

6 SCOPE OF THIS COMMUNITY GOVERNANCE REVIEW

The review will focus on households within the parish of Frodsham (Polling District YA3, YA1, YA2 & YA4)

This Community Governance Review will:

- Publish the Terms of Reference for the review on the Council's website
- Undertake several consultations with the residents of Frodsham Parish and key stakeholders.
- Take full account of the views of those consulted, when making any recommendations.

The Community Governance Review will not consider:

- The boundaries of UK parliamentary constituencies; and
- The boundaries and names of Cheshire West and Chester Council wards.
- The boundaries of any other parish councils.

7 CONSULTATION

The 2007 Act requires that the Council consults the local government electors for the area under review and any other person or body who appears to have an interest in the review. The Council must take representations into account by judging them against criteria laid out in the Act. However, the Act does not go as far to specify how the consultation is undertaken.

The timetable for the review provides for a number opportunities for local residents and Councillors to express their views on any proposals.

The Council, through the Community Governance Review Committee, will conduct the review transparently with decisions being made in public and reasons given for those decisions. This will be in line with Government's guidance on conducting Community Governance Reviews. Meetings of the Community Governance Review Committee will take place in public and information will be available on the Council's website. The Council is keen to conduct meaningful consultation that leads to effective proposals.

The Council proposes to use the following mechanisms to consult:

- An article on Frodsham Town Council's Parish Council Website
- Regular posts on Frodsham Town Council's Social Media accounts
- Ask Ward Councillors to post details of the review on their social media accounts
- Posters on village notice boards
- Press release from the Council and on its website
- Hard copy questionnaires available from Frodsham Library and from the Town Council's office.

- Write to the Parish Councils and local Ward Councillors for Helsby, Frodsham, Sandstone, Gowy Rural,
- MP for Runcorn and Helsby
- Online Questionnaire (via MS Forms).

The Timeline for the review is as below and the Committee will endeavour to keep to the dates. However, if changes to dates are required, these will be published on the Council's website. A Community Governance Review is a lengthy process but the regulations require that they are concluded within a 12 month period following publication of the terms of reference.

TIMELINE:

Stage	Action	Dates	
Stage 1	Community Governance Review Committee to meet to consider the Terms of Reference	13 November 2025	CWAC
	Publish Terms of Reference	14 November 2025	CWAC
	Prepare and publish stage 1 consultation	November	CWAC
	Phase 1 <u>Public Consultation</u> – Initial consultation - 8 weeks	17 November – 11 January 2026	CWAC
Stage 2	Review responses	January 2026	CWAC
	Prepare draft recommendations and stage 2 consultation		
	Phase 2 <u>Public Consultation</u>	February – March 2026	CWAC
	Publish draft recommendations – 8 weeks		
	Review responses	March – April 2026	CWAC
Stage 3	Develop Final recommendations	April 2026	CWAC
	Phase 3 <u>Public Consultation</u>	May – July 2026	CWAC
	Publish final recommendations - 6 weeks		
	Review responses	August 2026	CWAC

	Community Governance Review Committee to agree final recommendations to Council	September 2026	CWAC
Stage 4	Council resolves to agree the final recommendations	October/December 2026	CWAC
	Order laid	December 2026	CWAC
	Electoral Register amendments	February 2027	CWAC
Stage 5	Implementation of changes	February 2027	CWAC

8 PROGRESSING THE REVIEW

Residents and key stakeholders who have a clear interest in this review, or are impacted by its outcome as a resident, will be encouraged to respond to the consultations.

There will be several opportunities throughout the review for residents and key holders to contribute. The Consultation will involve an online form, along with a paper copy.

9 STAKEHOLDERS

The Council will ensure that those effected by the area under review will be provided with opportunities to engage and have their say.

Stakeholders will include:

- Ward Councillors for Helsby, Frodsham and neighbouring wards
- MP for Runcorn and Helsby
- Frodsham and Helsby Parish Councils
- Residents in the Parish of Frodsham – via articles on Parish Council website and social media.
- Local Primary School in Frodsham – Frodsham Academy, Frodsham Church of England School, Frodsham Mannor House, St Luke's Catholic School.
- Helsby High School
- Local organisations - [Local Clubs and Associations](#)

10 HOW TO CONTACT US

Should you wish to submit a written representation regarding this review, please address to:

Andrea Thwaite
Cheshire West and Chester Council,
The Portal, Wellington Road,
Ellesmere Port, Cheshire, CH65 0BA

Alternatively, your submission may be emailed to:

democraticservices@cheshirewestandchester.gov.uk

quoting 'Community Governance Review – Frodsham in the subject field.

Should you require any further information or need clarification on the review process, please contact:

Andrea Thwaite
Email: andrea.thwaite@cheshirewestandchester.gov.uk
Tel: 01244 972283

These terms of reference will be published on the Cheshire West and Chester Council website: www.cheshirewestandchester.gov.uk/communitygovernance and will be available for inspection at the address above.

Date of Publication: 13 November 2025

** The 2007 Act transferred powers to principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England. The Council is required to have regard to Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and Local Government Boundary Commission for England in March 2010. This Guidance has been considered in drawing up the Terms of Reference.