



**To: All Members of the Council**

Dear Councillor,

**COUNCIL - TUESDAY, 9TH DECEMBER, 2025 , Council Chamber - Epsom Town Hall**

Please find attached the following document(s) for the meeting of the Council to be held on Tuesday, 9th December, 2025.

1. **COMMUNITY GOVERNANCE REVIEW - CREATION OF CIVIL PARISHES AND ASSOCIATED PARISH COUNCILS IN EPSOM & EWELL** (Pages 3 - 88)

This report presents the findings of the Community Governance Review's Phase 1 consultation regarding the creation of Civil Parishes and associated Parish Councils in the Borough of Epsom and Ewell. It also provides information related to the potential financial implications, including estimated precepts and the implications of the possible transfer of key community assets.

Members of the Council are asked to review this information and make a decision as to whether the Council proceeds to the next stage of its Community Governance Review (CGR), or whether the CGR process is stopped now following the completion of the Phase 1 consultation. If Members decide to continue to the next stage of CGR, they are invited to consider what the recommendations should be that are consulted upon, based upon the outcome of the Phase 1 consultation and the further information contained within this report.

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

Yours sincerely

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Chief Executive

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## **COMMUNITY GOVERNANCE REVIEW – CREATION OF CIVIL PARISHES AND ASSOCIATED PARISH COUNCILS IN EPSOM & EWELL**

<b>Head of Service:</b>	Piero Ionta, Head of Legal and Monitoring Officer
<b>Report Author:</b>	Andrew Bircher, Assistant Director of Corporate Services
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	<p><b>Appendix 1</b> – Background Information (including CGR Terms of Reference from June)</p> <p><b>Appendix 2</b> – Phase 1 Consultation Questionnaire Thematic Analysis</p> <p><b>Appendix 3</b> – Phase 1 Consultation Written Submissions (inc. Surrey County Council's Response)</p> <p><b>Appendix 4</b> – Phase 2 Consultation Pack</p> <p><b>Appendix 5</b> – Map of the proposed Community Boundaries</p> <p><b>Appendix 6</b> – Updated Communications Strategy</p> <p><b>Appendix 7</b> – Calculations relevant to consideration of a Potential Transfer of Asset/s (inc. financial implications)</p> <p><b>Appendix 8</b> – Updated CGR Terms of Reference</p>

### **Summary**

This report presents the findings of the Community Governance Review's Phase 1 consultation regarding the creation of Civil Parishes and associated Parish Councils in the Borough of Epsom and Ewell. It also provides information related to the potential financial implications, including estimated precepts and the implications of the possible transfer of key community assets.

Members of the Council are asked to review this information and make a decision as to whether the Council proceeds to the next stage of its Community Governance Review (CGR), or whether the CGR process is stopped now following the completion of the Phase 1 consultation. If Members decide to continue to the next stage of CGR, they are invited to consider what the recommendations should be that are consulted upon, based upon the outcome of the Phase 1 consultation and the further information contained within this report.

### **Recommendations**

**The Council is asked to:**

- (1) Decide whether the Community Governance Review should either, A) proceed to a Phase 2 consultation, or B) cease at this stage.**
- (2) If option A is approved, Members are invited to agree the recommendations to be subject to a further public consultation, as follows:**
  - (i) Arrangements - The creation of two civil parishes for which there will be two parish councils (one for each parish), which would be responsible for the legal minimum (e.g. allotments) and could be responsible for more services in the future (where this is agreed with the new unitary East Surrey Council at some future date)**
  - (ii) Names and style of the two parishes –**
    - a. The Community of Epsom, and**
    - b. The Community of Ewell**
  - (iii) Warding (and names of wards) – The external boundaries of the two parishes to be created shall be co-terminus with existing ward boundaries; existing borough wards will be adopted as will their existing names –**
    - a. Epsom Community – College, Court, Horton, Stamford, Town, Woodcote and Langley Vale**
    - b. Ewell Community – Auriol, Cuddington, Ewell Court, Ewell Village, Nonsuch, Ruxley, Stoneleigh, West Ewell**
  - (iv) Proposed number of councillors – Two councillors per ward per newly created parish resulting in:**
    - a. Twelve councillors to be elected to Epsom Community Council (there are six wards) and**



- b. Sixteen councillors to be elected to Ewell Community Council (there are eight wards).**
- (v) Agree to the establishment of a potential precept payable for the Council Tax Financial Year 2027-28, to support the general parish administration and running of services.**
- (vi) Agree and adopt the updated Terms of Reference, as set out in Appendix 8**
- (vii) Authorise the Chief Executive and Head of Legal and Democratic Services, in consultation with the Leader of the Council and Chair of Standards and Constitution Committee, to approve the Phase 2 Consultation Questions and Questionnaire of Reference once final typographical changes have been completed and to take all and any necessary action to progress the Community Governance Review.**

## **1 Reason for Recommendation**

- 1.1 Following a decision by Full Council on the 26th of June 2025 to proceed with a Phase 1 consultation regarding the creation of parish councils, via the processes of a Community Governance Review (CGR), Full Council now needs to decide whether it would like to proceed with the CGR or stop the process at this stage, that is, upon completion of the Phase 1 consultation.
- 1.2 If it is decided by Members to proceed to the next stage of CGR, Members are required to have considered and agree what the recommendations will be so that a final public consultation may take place in consideration of those recommendations.
- 1.3 It is then necessary to authorise the named officers to approve the final wording of both the recommendations and consultation questions, taking account of any minor changes that may need to be made prior to the consultation commencing, along with authorising them to progress CGR to the end of this next stage.

## **2 Background**

- 2.1 This report presents the findings of the Community Governance Review's Phase 1 consultation regarding the creation of Civil Parishes and associated Parish Councils in the Borough of Epsom and Ewell. The Terms of Reference of the Community Governance Review were published on 18th June 2025, following which Phase 1 consultation took place between 17th July and 9th October 2025. The total number of responses to the consultation was 352. A full analysis of the responses is shared at **Appendix 2**.

- 2.2 To put into context the total number of responses noted above, this can be compared against the response rate across a number of recent borough-wide public consultations held by this Council within the last two-year period:

Consultation	Dates	Responses
Polling Districts and Places	October 2023 – December 2023	6
Draft Epsom Town Centre Masterplan	November 2023 – December 2023	203
Community Safety Action Plan	November 2023 – December 2023	5
Public Spaces Protection Order	November 2024 – January 2025	209
Proposed Submission Local Plan (Regulation 19)	December 2024 – February 2025	180
Polling Districts and Places	October 2024 – January 2025	5
Compliance and Enforcement Policy	February 2025 – March 2025	0
Draft Health and Wellbeing Strategy 2025-2028	April 2025 – May 2025	114

- 2.3 This Council is one of the few District / Borough Councils within Surrey that is unparished. In light of Local Government Reorganisation (LGR), a number have commenced their own Community Governance Reviews in recent months and are at various stages of the process.
- 2.4 Members will be aware that at its meeting on 6th May 2025, this Council adopted a Strategic Priority for 2025-27 to carry out and complete a major Asset Review (Priority 4). Part of this priority was to identify assets that could transfer to a new local governance entity (subject to the creation of new entity/ies) and likely revenue / maintenance costs for that new entity. Although the proposal at this stage does not include the transfer of any assets as part of the CGR, for completeness **Appendix 7** to this report sets out information in relation to potential community asset transfer and associated financial implications.

2.5 Should Members decide to proceed, they will then need to consider the recommendations that will be consulted on for a Phase 2 CGR Consultation. A copy of the proposed Phase 2 Consultation Pack is provided at **Appendix 4**.

2.6 For further background information please see **Appendix 1**.

### **3 Financial Considerations Associated with Creating Parish Councils**

3.1 Establishing a parish council comes with financial responsibilities. These are normally funded through a parish precept, which is an additional charge added to residents' Council Tax bills. There may be an opportunity to obtain funding through government grants, especially if Community Councils take on additional responsibilities from East Surrey unitary council post 2027.

3.2 The parish precept would be collected by the billing authority, currently Epsom & Ewell Borough Council (EEBC) or, in the future, a new unitary authority once established. The collected funds would then be passed on in full to the parish council to deliver its services.

3.3 The more services the parish council delivers, such as running general parish duties, allotments, community assets, parks, supporting local events, or maintaining community buildings, the higher the cost and more reliance on council tax precept and other funding sources.

3.4 The council tax base (measured in Band D equivalents) determines how much a parish can raise in council tax precept. EEBC currently has around 33,932 Band D equivalent properties across the whole of the Borough. This is roughly halved in the event of two parish councils as outlined in the tables below.

3.5 Officers have developed a high-level revenue cost estimate for the general running of a community council informed by discussions with officers in the sector and additional research. It's important to note that this is a broad approximation, intended to provide an initial understanding of the potential financial implications.

3.6 We have estimated a cost of approximately £750,000 per civil parish to deliver general parish council functions, in the event the borough is divided into two parishes (East and West). This represents 60% of £1.250 million, the estimated administration cost of just running the one parish council, recognising that there will be an element of duplication.

3.7 Allotments are a default function of parish councils. Therefore, using the budget book 2024/25 an estimated cost for running and managing allotments has also been calculated.

- 3.8 The information below provides an estimate of the annual council tax precept per band D property for each option consulted on in Phase 1 of the consultation, for the general running of a parish council including the statutory duty of allotments.

#### 4 Estimated running costs for both proposed Community Councils on the basis of General Administration & Allotments Only

- 4.1 As noted above, costings for all the Options publicly consulted upon are included, as follows:

<b>Option 1</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
Ewell	£750,000	£9,900	£759,900	17,123	£44.38
Epsom	£750,000	£10,100	£760,100	16,809	£45.22
<b>Total</b>	<b>£1,500,000</b>	<b>£20,000</b>	<b>£1,520,000</b>	<b>33,932</b>	
<b>Option 2</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
Ewell	£750,000	£9,176	£759,176	16,449	£46.15
Epsom	£750,000	£10,824	£760,824	17,483	£43.52
<b>Total</b>	<b>£1,500,000</b>	<b>£20,000</b>	<b>£1,520,000</b>	<b>33,932</b>	
<b>Option 3</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
Ewell	£750,000	£13,799	£763,799	16,727	£45.66
Epsom	£750,000	£6,201	£756,201	17,205	£43.95
<b>Total</b>	<b>£1,500,000</b>	<b>£20,000</b>	<b>£1,520,000</b>	<b>33,932</b>	

<b>Option 4</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
<b>EEBC</b>	<b>£1,250,000</b>	<b>£20,000</b>	<b>£1,270,000</b>	<b>33,932</b>	<b>£37.43</b>

#### 5 The proposed recommendations

- 5.1 Further to consideration of the Phase 1 consultation replies (see Appendix 2), the proposed recommendations, should Members decide to proceed, are:
- 5.2 The creation of two civil parishes, to be named and styled the Community of Epsom and the Community of Ewell. For these parishes, two parish councils are to be created:
- 5.2.1 the Community Council of Epsom; and
- 5.2.2 the Community Council of Ewell.

- 5.3 That each parish is to be warded, the electoral boundaries of each parish ward is to be based upon existing Borough ward boundaries and names (see Map at Appendix 5), as follows:
  - 5.3.1 Ewell Community – Auriol, Cuddington, Ewell Court, Ewell Village, Nonsuch, Ruxley, Stoneleigh, West Ewell.
  - 5.3.2 Epsom Community – College, Court, Horton, Stamford, Town, Woodcote and Langley Vale
- 5.4 That there be 2 councillors per ward, per newly created parish resulting in:
  - 5.4.1 12 councillors on Epsom Community Council (there are 6 wards), and
  - 5.4.2 16 councillors on Ewell Community Council (there are 8 wards).
- 5.5 That a precept for each Community Council be established, which initial calculations estimate for a Band D property would be:
  - 5.5.1 Epsom Community Council: £43.52 pa
  - 5.5.2 Ewell Community Council: £46.15 pa

## **6 Considerations and alternative options**

- 6.1 The proposal set out above is based upon the most popular of the Options consulted upon within the CGR Phase 1 Consultation held between July and October – i.e. Option 2 of those options consulted upon in July-Oct regarding whether one or two parish areas should be created and, if so, where the boundaries and wards would fall (see Appendix 2).
- 6.2 The warding pattern proposed for adoption was established by the 2021 Local Government Boundary Commission for England (LGBCE) review of Epsom & Ewell Borough<sup>1</sup>, and there can be confidence that such boundaries continue to appropriately reflect the various communities within the borough.
- 6.3 In deciding what recommendations to make, Members must have regard to the need to secure that community governance within the borough–
  - (a) reflects the identities and interests of the community in the borough, and
  - (b) is effective and convenient.
- 6.4 Members must take into account any other arrangements (apart from those relating to parishes and their institutions)
  - (a) that have already been made, or
  - (b) that could be made,

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<sup>1</sup> The Epsom and Ewell (Electoral Changes) Order 2022 was made on 9 November 2022

for the purposes of community representation or community engagement in the borough.

- 6.5 Members must also take into account the representations received in the review.
- 6.6 Where, as here, electoral arrangements for new parish councils are under consideration, the legislation requires that certain matters are looked at. These are set out in the Legal Implications section of this report below.
- 6.7 In putting forward these proposed recommendations, officers have had regard to the requirements in the Local Government and Public Involvement in Health Act 2007 and the statutory guidance in *Guidance on community governance reviews* (March 2010). Should Members wish to propose modifications to the above recommendations, or entirely different recommendations, they should consider how that would be consistent with (i) the Terms of Reference, (ii) the Phase 1 consultation that has been carried out, (iii) the responses received to date, and (iv) the statutory considerations and guidance. Depending on what is proposed, it may be necessary to run a Phase 1 consultation again.
- 6.8 Details of calculations and considerations made by officers further to the analysis of the replies received to the Phase 1 public consultation are set out within Appendix 7.

## **7 Next steps:**

- 7.1 If it is decided by Members to make the recommendations proposed above and to proceed to the next stage of CGR, it is anticipated that:
  - 7.1.1 the public consultation will start on 16th December 2025 and end on 1<sup>st</sup> February 2026
  - 7.1.2 with an Extraordinary Full Council to be held on or before 23rd March 2026 to consider the outcome of the consultation and to determine if a Reorganisation Order will be made at that meeting.
- 7.2 Mindful that:
  - 7.2.1 The East Surrey Shadow Authority is due to come into existence as of 1st April 2026,
  - 7.2.2 That further to the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008, the power to make a Reorganisation Order passes to the Shadow Authority after the beginning of the "transitional period" as defined in Regulations – which is expected to be on or around 1st -14th April 2026, and

7.2.3 Further to notification on behalf of the Returning Officers for East and West Surrey, the pre-election period is now expected to commence on 23rd March 2026 – rather than 30<sup>th</sup> March, which is the statutory deadline – for elections to the said Shadow Authority to be held on 7 May 2026,

Should this Council wish to ensure it retains the power to make the Reorganisation Order (subject to consideration of the Phase 2 Consultation responses), it is necessary for this Council to consider that decision on or before 23rd March 2026.

7.3 To that end,

7.3.1 A Phase 2 consultation pack has been prepared (see **Appendix 4**). The Consultation Pack is the document that residents would review and provide their feedback on via the consultation process.

7.3.2 An updated Communication Strategy has been produced (see **Appendix 6**) setting out the ways that the Council will promote a Phase 2 consultation, and

7.3.3 An updated Terms of Reference has been produced (see **Appendix 8**) setting out the revised Phase 2 consultation time.

## 8 Risk Assessment

### Legal or other duties

8.1 Equality Impact Assessment (EIA)

8.1.1 An EIA screening has been completed. It indicated that there may be impacts related to the protected characteristics of age and disability, both for running a Phase 2 consultation and for potential parish councils delivering services to residents. However, these are uncertain at this stage.

8.2 Crime & Disorder

8.2.1 No direct implications.

8.3 Safeguarding

8.3.1 No direct implications.

8.4 Dependencies

8.4.1 Not applicable.

8.5 Other

- 8.5.1 Mindful of the work required to support Local Government Reorganisation, seeking to run a parallel CGR process will be resource intensive (financial and officer capacity) which could pose a risk CGR process and timeline. There is also the risk as to the potential impact of a Section 24 direction under the 2007 Act – as such a Direction could impact upon the ability of this Council to make any decision following its service (i.e. any additional financial spend, who makes any eventual decision to make a Reorganisation Order, etc.).

## 9 Financial Implications

- 9.1 The Council approved a one-off budget allocation of £300,000 for CGR. As of 14 November, £36,566 has been spent, leaving a remaining balance of £263,434. If it is decided by Members to proceed to the next stage of CGR, any unspent budget will be carried over into the next financial year to help fund the next stages of CGR.

- 9.2 **Section 151 Officer's comments:** Included in the main body of this report.

## 10 Legal Implications

- 10.1 Section 82 of the Local Government and Public Involvement in Health Act 2007 gives this Council (being the 'principal council') the authority to undertake a CGR. This includes the power to undertake a Community Governance Review, to make recommendations as to whether or not a parish should be constituted and whether or not that parish should have a parish council, and to give effect to any recommendations made.

- 10.2 The Act requires the Council to take account of certain criteria when conducting a review, namely:

10.2.1 the identities and interests of the community in an area; and

10.2.2 the effective and convenient governance of the area.

- 10.3 They are also advised to consider factors such as:

10.3.1 what impact proposed community governance arrangements might have on community cohesion; and

10.3.2 whether the size (area), population and boundaries proposed for local governance make sense on the ground and contribute to the above criteria.

- 10.4 As the legislation requires, the Council must consider a number of questions when deciding whether to recommend that a parish should be formed including:



- 10.4.1 whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient;
- 10.4.2 whether it is desirable that any area or areas of the parish should be separately represented on the Council i.e. warded
- 10.4.3 If the principal council decides to recommend that a parish should be divided into wards, then (a) the size and boundaries of the wards, and (b) the number of councillors to be elected for each ward
- 10.5 When considering what electoral arrangements should apply to a new parish council, this Council should ask itself (a) whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and (b) whether it is desirable that any area or areas of the parish should be separately represented on the council.
- 10.6 When considering the warding of a parish, this Council should consider:
- (a) the number of local government electors for the parish;
  - (b) any change in the number, or distribution, of the local government electors which is likely to occur in the period of five years beginning with the day when the review starts;
  - (c) the desirability of fixing boundaries which are, and will remain, easily identifiable;
  - (d) any local ties which will be broken by the fixing of any particular boundaries
- 10.7 Epsom and Ewell currently has Borough status, which means it is entitled to have a Mayor. In the absence of any parish councils within the Borough, that status is considered to be at risk. In order to preserve the historic property, privileges, rights and traditions presently enjoyed by the residents of the Borough, it may be necessary for the new East Surrey Unitary Council to establish Charter Trustees for the unparished parts of the borough with effect from 1 April 2027.
- 10.8 **Legal Officer's comments:** The body of this report contains relevant legal considerations that Members must have in mind when conducting the CGR.

## 11 Policies, Plans & Partnerships

11.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- At its meeting on the 6 May 2025, the Council agreed that the investigation into the creation of parish councils would be the Council's number one priority.

- 11.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 11.3 **Climate & Environmental Impact of recommendations:** No direct implications.
- 11.4 **Sustainability Policy & Community Safety Implications:** No direct implications.
- 11.5 **Partnerships:** No direct implications.
- 11.6 **Local Government Reorganisation Implications:** In addition to the points made above on the subject, attention is drawn to a separate report brought to this meeting entitled “Devolution and Local Government Reorganisation – Update” that sets out the recent decision by the Secretary of State to create an East and West Surrey unitary, with election held to their predecessor Shadow authorities on 7 May 2026.

## 12 Background papers

12.1 The documents referred to in compiling this report are as follows:

- **Previous reports:**
  - Epsom and Ewell Borough Council (2025) *Community Governance Review - Creation of Communities and Community Councils in Epsom & Ewell*, Full Council, 26<sup>th</sup> June 2025. Online available: [Epsom and Ewell Democracy](#)
  - Epsom and Ewell Borough Council (2025) *EEBC Strategic Priorities 2025-2027*, Full Council, 6<sup>th</sup> May 2025. Online available: [Epsom and Ewell Democracy](#)
- **Other papers:**
  - *Local Government and Public Involvement in Health Act 2007*, HM Government. Online available: [Local Government and Public Involvement in Health Act 2007](#)
  - *Local Government (Structural Changes) (Transfer of Functions, Property, Rights and Liabilities) Regulations 2008*, HM Government. Online available: [The Local Government \(Structural Changes\) \(Transfer of Functions, Property, Rights and Liabilities\) Regulations 2008](#)
  - *The Charter Trustees Regulations 2009*, HM Government. Online available: [The Charter Trustees Regulations 2009](#)
  - *Community governance reviews: guidance*, 31 March 2010, Ministry of Housing, Communities & Local Government (2018 to 2021). Online available: [Community governance reviews: guidance - GOV.UK](#)

## **Appendix 1 – Background information & CGR Terms of Reference**

12.1 Epsom & Ewell Borough Council ('EEBC') is one of the few District / Borough Councils within Surrey that is unparished. In light of Local Government Reorganisation (LGR), which would see EEBC merged into a larger unitary council, or councils, with Surrey County Council and neighbouring District and Borough Councils, Full Council (on 6 May 2025) adopted a Strategic Priority for 2025-27 to explore the creation of parish / community councils.

12.2 A community council is a form of parish council which serves a community (another name for a parish). A parish or community should have its own sense of identity, with strong, clearly defined boundaries tied to ground features. Parish and community councils are the same in terms of their powers and abilities (they can also be styled neighbourhood or village councils).

12.3 The powers of community councils are designed to enable them to manage local issues and represent the interests of their communities effectively. Community councils can play a role in local governance by providing various community services and facilities. The following are examples of services that may be provided by community councils. It is not envisaged that any community council created would have these responsibilities from the start other than allotments:

- Allotments (transferred at the outset)
- Bus shelters
- Local crime prevention initiatives
- Street lighting
- Maintenance of roadside verges
- Community transport schemes
- Sport and recreation facilities
- Tourism
- Community councils also have the authority to acquire, appropriate, and dispose of land. They can acquire land by agreement, compulsorily acquire land, appropriate land for different uses, and dispose of land, subject to certain conditions and procedures.

12.4 The first key step in exploring whether to create parish councils is for a principal council, in this case Epsom and Ewell Borough Council, to hold an initial public consultation to gather the views of those who live, work or have an interest in the Borough. This is also known as the Phase 1 consultation. The report to which this Appendix is attached details the outcomes of this consultation (in particular at Appendix 2).

12.5 The key stages in a CGR are as follows (with a status update in **bold**):

- Seeking approval to start CGR by way of a full council resolution (to include the Terms of Reference for the review) - **COMPLETED**
- Initial public consultation - **COMPLETED**
- Analysis of feedback to create a draft proposal – **THIS REPORT**
- A follow-up public consultation regarding the final proposal – **NEXT STEP, IF RECOMMENDATION 1 IS AGREED**
- Further analysis leading to final recommendations to full council – **FUTURE STEP**
- The making of the Reorganisation Order – **FUTURE STEP**
- Finalising any precept; updating the register of electors & scheduling elections – **FUTURE STEP**

12.6 Further to the decision to establish an East Surrey and West Surrey unitary council to replace Surrey County Council and the 11 district and borough councils, Members should note that elected representation in the Epsom and Ewell Borough Council will decrease from 40 councillors (5 SCC and 35 EEBC) to 10 councillors across 5 Divisions.

12.7 In October 2025, Government announces that, subject to Parliamentary Approval:

12.7.1 There shall be two new unitary councils in Surrey: East Surrey Council (comprising the east part of SCC, Mole Valley, Tandridge, Elmbridge, Epsom & Ewell and Reigate & Banstead) and West Surrey Council (comprising the west part of SCC, Guildford, Waverley, Woking, Surrey Heath, Runnymede & Spelthorne);

12.7.2 Elections to each new Shadow Authority will take place on 7 May 2026, then in 2031 and four yearly thereafter;

12.7.3 Wards in each new Unitary Council will be as per the new Local Government divisional boundaries for Surrey County Council with 2 unitary Councillors elected per ward, leaving West Surrey Council to have 90 Councillors across 45 wards and East Surrey Council to comprise 72 Councillors across 36 wards;

12.7.4 A section 24 Direction will be forthcoming in due course, which is likely to require the existing Councils to obtain consent from the new Councils before entering contracts or disposing of assets. This is likely to be implemented around 30 June 2026.

# **Terms of Reference**

## **Community Governance Review**

## **Epsom and Ewell Borough Council**

**June 2025**

### **Introduction**

Epsom and Ewell Borough Council has resolved to undertake a Community Governance Review (CGR) under the provisions of the Local Government and Public Involvement in Health Act 2007, to consider the emparishment of all or part of the current area of the Borough. This is consequential of Local Government Reorganisation which will see the formation of one or more unitary authorities for Surrey, and the abolition of the existing eleven District and Borough Councils and single County Council within Surrey.

### **Legal Framework**

In undertaking this review the Council will be guided by:

- Part 4 of the Local Government and Public Involvement in Health Act 2007
- the relevant parts of the Local Government Act 1972
- Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010
- Local Government (Parishes and Parish Councils) (England) Regulations 2008
- Local Government Finance (New Parishes) Regulations 2008

## **What is a Community Governance Review (CGR)?**

A CGR is a review of the whole or part of the Borough to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- Constituting, retaining or dissolving parish councils
- 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 parish warding), and
- Grouping parishes under a common parish council or de-grouping

## **Why undertake a Community Governance review?**

A CGR 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 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 and interests of the community.

The government has emphasised that ultimately, recommendations made in a CGR ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

If the current proposals for local government reorganisation in the county proceed, eleven existing District and Borough councils will be dissolved in April 2027. At present there are no parishes in the whole of Epsom and Ewell Borough, and if the Borough Council is dissolved there will be no lower tier of local government below that of the new unitary authority. This will affect democratic engagement and representation and may influence the way local services are provided.

The Council decided on 26 June 2025 to conduct a CGR for the whole of Epsom and Ewell to establish the appetite, desire and suitability for potential parish council formations in the Borough.

## **Considerations of a Community Governance Review**

Section 93 of the 2007 Act requires the Borough Council to consider the need to secure 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.

In doing so the review will take into account:

- a) the impact of community governance arrangements on community cohesion; and
- b) the size, population and boundaries of the local community.

## Scope of this Review

Epsom and Ewell Borough Council has resolved to undertake a CGR to consider whether there is a desire and need to create one or more civil parishes and associated parish council(s) for the whole area of the existing Borough.

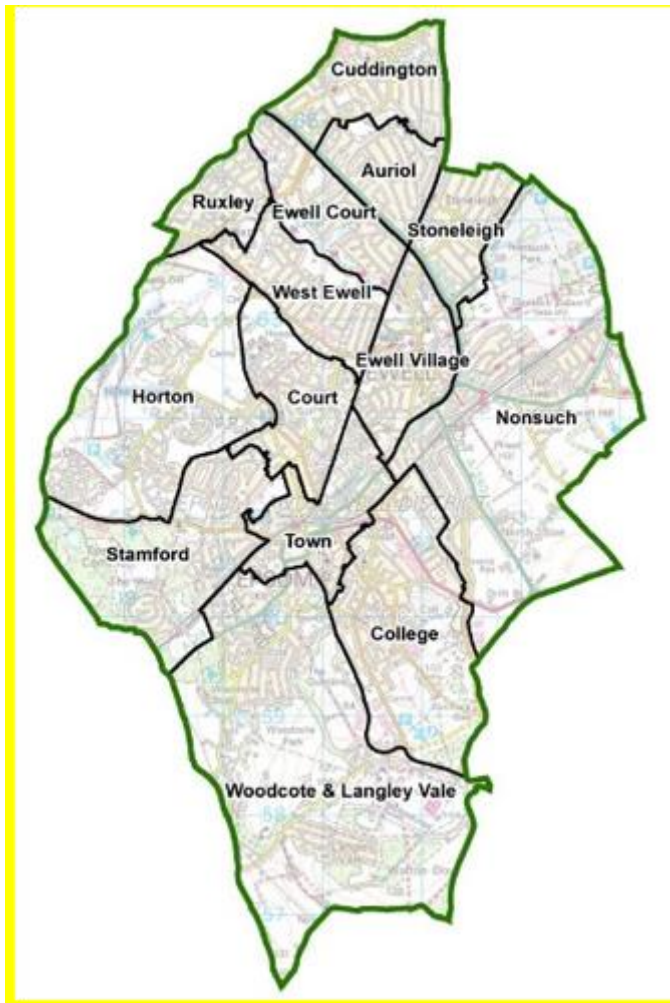
The preferred option of Epsom and Ewell Borough Council is to create either one or two parishes, each with a parish council, to be named a “Community Council”, covering the whole of the current area of the borough.

This review seeks to ascertain the most appropriate boundary alignment and governance arrangements for any such new parishes. The area of Epsom and Ewell includes the following current wards:

	<i>Wards</i>	<i>Electorate (1 May 2025)</i>	<i>Households (1 May 2025)</i>
1	Auriol	3,406	1,713
2	College	5,122	2,857
3	Court	4,614	2,654
4	Cuddington	4,960	2,726
5	Ewell Court	3,631	1,932
6	Ewell Village	3,352	2,102
7	Horton	3,315	1,901
8	Nonsuch	5,265	2,497
9	Ruxley	3,648	2,101
10	Stamford	3,661	1,915
11	Stoneleigh	3,645	1,830
12	Town	5,268	3,973
13	West Ewell	5,027	2,703
14	Woodcote & Langley Vale	4,509	2,533

In conducting this review, the Council will consider the electorate forecasts for the next five years. These forecasts will be based on planned developments within the Borough and will also consider any forecasts relating to demographic trends.

If parish councils are not established across the whole area of the existing Borough, then the only tier of local government that electors in unparished areas will be represented by will be the new unitary authority for that area.



## **Who will undertake the community governance review?**

The review will be carried out by Epsom and Ewell Borough Council. In the event that, for whatever reason, the review cannot be completed by the 1 April 2027, then the successor authority to the Borough Council may complete and implement the review.

The conduct of the review will be overseen by the Borough Council, with all formal decisions required by the legislation being made by the Borough Council in line with the Council's constitution.

The review will comply with the legislative and procedural requirements set out in the 2007 Act, as well as statutory guidance. This includes guidance produced jointly by



the Department for Communities and Local Government and the Local Government Boundary Commission for England (LGBCE) and issued under section 100 of the 2007 Act. This review will follow the approach set out in these Terms of Reference, including the following indicative timetable

### Timetable for review

Date	Action
26 June 2025	Council to approve Terms of Reference for the Community Governance Review
July – September 2025	Formal initial Community Governance Review consultation – with residents and other consultees as noted below
October – November 2025	Consideration of responses and drafting of recommendations
January 2026 – March 2026	Further public consultation on Draft Recommendations
March – May 2026	Formulation and publication of final recommendations
May – June 2026	Final recommendations to be considered by Full Council
May – June 2026	Reorganisation Order made
June – December 2026	Consequential matters
May 2027	Parish council elections to be held under any new arrangements that may be decided.

This document is being published on our website at: [www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk) and a printed copy may be viewed at the Town Hall, The Parade, Epsom, KT18 5BY during normal business hours.

## Consultation

Before publishing final recommendations, in line with legislative requirements, the Borough Council will seek and take full account of the views of local people. The Council will comply with legislative requirements by,

- a) consulting local government electors for the area under review;
- b) consulting any other person or body (including a local authority or elected representative) who appears to the council to have an interest in the review;
- c) informing Surrey County Council of the review, and sending it a copy of this Terms of Reference document;
- d) taking into account any representations received in connection with the review.
- e) 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.

When taking account of written representations the Council is bound to have regard to the need to secure that community governance within the area under review is:

- a) reflective of the identities and interests of the community in that area;
- b) effective and convenient.

In order to ensure that this review is conducted transparently, as soon as practicable the Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. This will consist of two phases of consultation. The first will seek the initial views and desires of local residents, groups and stakeholders, and will form the basis of the draft recommendations. The second phase will seek views upon those draft recommendations, to allow final recommendations to be formed.

Consultation and awareness raising will consist of various communication methods, such as direct mailings, media posts (digital and printed), in person workshops where viable, and each will explain how residents and stakeholders can submit their views.

## **The value of local councils**

Local parish councils play an important role in terms of community empowerment at a local level and we want to ensure that local governance in the area of the existing Borough Council continues to be robust, representative and enabled to meet the challenges that lie before it.

Parish councils have a key role to play in representing the views and promoting the needs of the borough's local communities and neighbourhoods and every opportunity should be afforded to them to express such views to the new unitary authority prior to any decisions taken which might affect local circumstances.

## **Other (non-parish) forms of community governance**

The Council is required by law to consider other forms of community governance. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community associations, which may be more appropriate to some areas than parish councils.

The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate. However, the Council also notes that what sets parish councils apart from other kinds of

governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

## **Parish boundaries**

The Council considers that 'natural' settlements, or settlements as they are defined in the Local Development Framework, should not in normal circumstances be partitioned by parish boundaries. The Council considers that the boundaries between parishes should where possible either reflect the 'no-man's land' between communities represented by areas of low population or by identifiable physical barriers. These physical barriers might include natural boundaries such as rivers or man-made features such as railways or roads. In the event of emparishment the council will endeavour to select boundaries that are, and are likely to remain, easily identifiable as well as taking into account any local ties which might be broken by the fixing of any particular boundaries.

## **Electoral arrangements and councillor representation**

An important part of the Review will be to consider the 'Electoral Arrangements' and this will cover how a council is constituted for any parish established by this review, comprising the following:

- The ordinary year in which elections are held;
- The number of Councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing Councillors;
- The number and boundaries of any such wards;
- The number of Councillors to be elected for any such wards; and
- The name of any such wards.

The Local Government Act 1972 states that ordinary election of Parish Councillors shall take place every fourth year. However, parish elections may be held in other years to coincide with the cycle for the principal Council, so that the costs of elections can be shared. If the Review finds that it will be appropriate to hold an election for Parish Councillors, for a newly formed parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected Parish Councillors will be so reduced as to enable the electoral cycle to revert to the normal cycle in the area at the next ordinary elections.

The number of Parish Councillors for each parish council must not be less than five. There is no maximum number and there are no rules relating to the allocation of Councillors. There are, however, guidelines produced both by the National Association of Local Councils and by the Aston Business School and the Council will

be mindful of these during the review. The Government's guidance is that "each area should be considered on its own merits, having regard to its population, geography and the pattern of communities."

## **Consequential Matters**

A Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters the Council will be guided by the 2007 Act and the Regulations that have been issued under it, including the Local Government (Parishes and Parish Councils) (England) Regulations 2008 and the Local Government Finance (New Parishes) Regulations 2008

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. The Regulations regarding the establishment of a precept for a new parish require the Council to calculate the first anticipated precept for a newly constituted parish council and for the amount of that precept to be included in the Reorganisation Order.

## **How to contact us**

If you would like to say how you view potential future arrangements under these Terms of Reference, please respond to the online consultations on the Epsom and Ewell Borough Council website:

The survey will also be available in other formats, please email [cgr@epsom-ewell.gov.uk](mailto:cgr@epsom-ewell.gov.uk) or call 01372 732000

# CGR Phase 1 Consultation Data Analysis

## Introduction and methodology

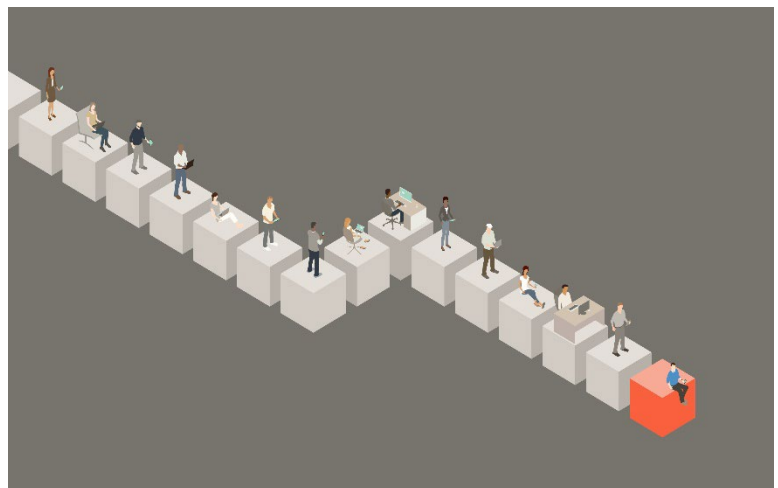
The total number of responses to the consultation was 352. There were 348 responses to the consultation survey, and 4 submissions addressing issues related to the consultation received via email correspondence (see Section 4).

The total number of registered electors in the Epsom and Ewell Borough Council (EEBC) area is 59,193.<sup>1</sup>

The survey responses included 2 from individuals who reported postcodes outside of the EEBC area. These replies have not been excluded from the analysis. Also included are 3 responses from individuals that work in the EEBC area, 3 responses from owners of a business or property in the EEBC area, and 2 responses from representatives of a community organisation in the EEBC area.

The key themes from the questionnaire's free text responses were identified using Microsoft Copilot AI. Officers then reviewed the results to confirm that all significant themes were captured. The Copilot analysis has been presented exactly as generated, with no modifications by officers. Any additional officer notes are italicised.

The use of AI to review results from a public consultation mirrors the approach adopted by central government,<sup>2</sup> and has assisted officers to save time and maintain consistency when reviewing the results of this consultation. Copilot provided a caveat to the counts related to the free text responses, "Note: Counts are approximate, based on a careful scan of the document content."



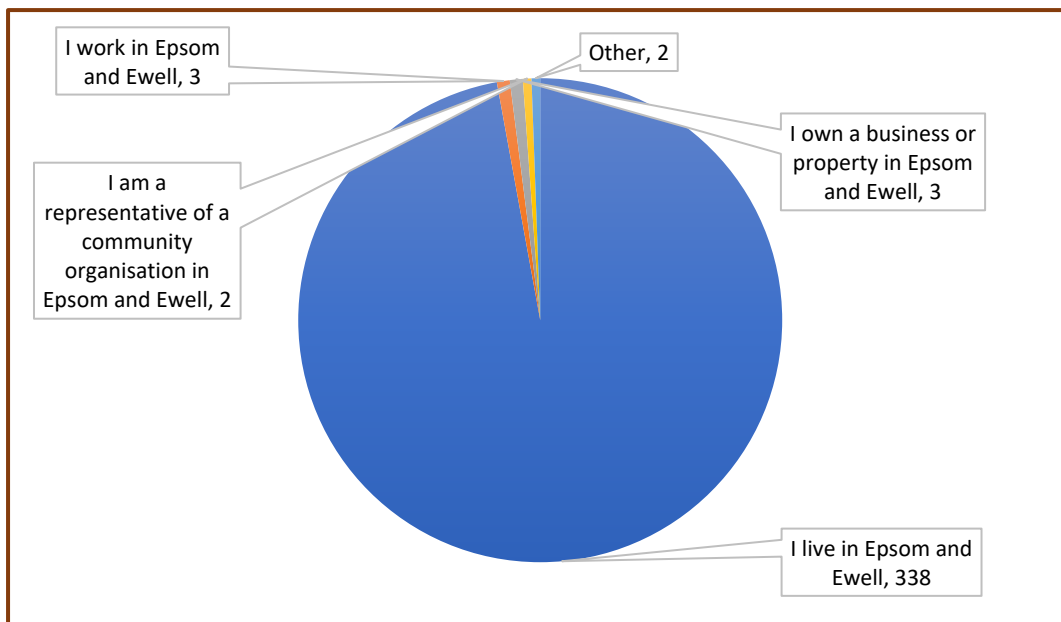
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<sup>1</sup> As of 16/10/2025.

<sup>2</sup> The UK Government has considered the use of AI in consultations and correspondence – see [DfT report from September 2023](#) - and recently built an AI tool to review consultation responses, see [UK Gov 2025](#).

## **‘About you’ question: Please state which of the following best describes you**

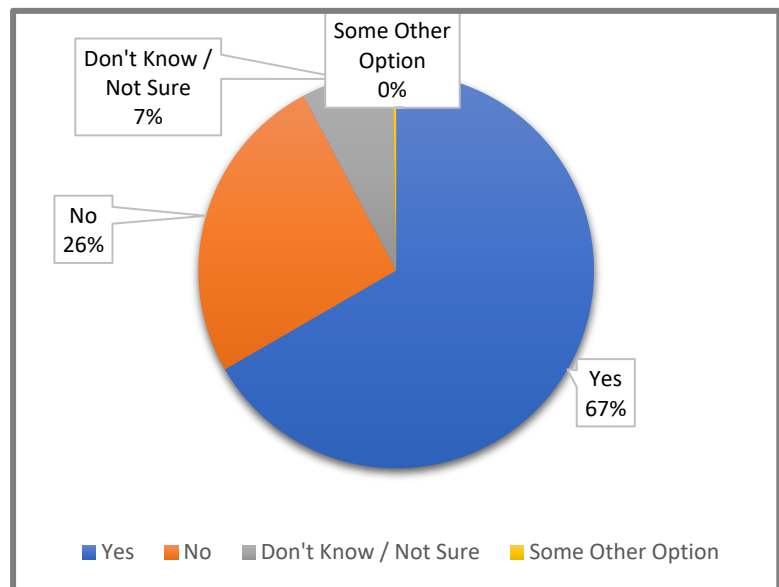
- This question was answered by 348 respondents.
- The majority of the respondents live in the borough. Eight respondents are business owners, workers and representatives of community organisations in the Borough. The remaining two respondents, living outside the Borough, were interested to take part in the consultation.



## Question 1-5: Do you agree that one or more parish councils should be created across the whole area of Epsom and Ewell Borough Council area?

Question 1 was answered by 348 respondents.

- The chart above shows that two-thirds (232) of respondents agreed with the statement compared to just over a quarter (89) who did not.
- Note 1: As the free text data from questions 2-5 put forward key themes that are applicable to Question 1 (the parent question), analysis from questions 1-5 have been presented in one section for this report.



- Note 2: If a respondent selected “No” to Question 1 they were prompted to complete the remainder of the survey. For applicable questions, officers have analysed the impact of answering “yes” or “no” to this question on subsequent questions, that is, where the data has shown a clear difference in results depending on how respondents answered this question (Question 1).
- Note 3: The free text analysis for Questions 2-5 was combined and analysed simultaneously, as depending on how a respondent answered, they were then prompted to explain their reasoning using free text. For example:
  - Question 2 asked “Please tell us why you chose Yes...”
  - Question 3 asked “Please tell us why you chose ‘No...’”
  - Question 4 asked “please tell us why you don’t know or are not sure which option you prefer. . .”, and
  - Question 5 asked “Please provide details of other options you suggest”.

## Copilot analysis of free text comments

- *The following summarises the themes noted by respondents when asked (in questions 2-5 of the survey) why they chose a particular option in Question 1 (above). 'References' shows the number of times the particular 'theme' is referred to.*

### **1. Local Representation & Voice**

**References:** ~120

- Many responses strongly support parish councils as a way to maintain or enhance local representation, especially after the abolition of the borough council. Residents fear being “lost” in a larger unitary authority and want a direct voice in local decisions.

### **2. Community Engagement & Identity**

**References:** ~40

- Parish councils are seen as a means to preserve community spirit, local identity, and traditions. Respondents value opportunities for involvement, local events, and tailored solutions to local challenges.

### **3. Accountability & Responsiveness**

**References:** ~35

- There is a desire for councillors who are accessible, responsive, and accountable to residents. Parish councils are viewed as more transparent and better able to address issues quickly.

### **4. Protection of Local Services & Assets**

**References:** ~30

- Respondents worry that local services (parks, community centres, planning, youth services) will suffer under a unitary authority. Parish councils are seen as a way to safeguard these services and assets.



## **5. Concerns About Bureaucracy & Costs**

**References:** ~60

- A significant number of responses oppose parish councils, citing increased bureaucracy, duplication, and higher council tax. Some argue that the purpose of reorganisation is to simplify governance, not add layers.

## **6. Effectiveness & Powers of Parish Councils**

**References:** ~25

- Several responses question whether parish councils would have meaningful powers or influence, especially over important matters like planning and enforcement. Some see them as “talking shops” with limited impact.

## **7. Risk of Fragmentation & Inefficiency**

**References:** ~20

- Concerns are raised about the risk of dividing the borough into competing areas, leading to fragmented priorities, inefficiency, and confusion over responsibilities.

## **8. Need for Clarity & Consultation**

**References:** ~15

- Some respondents express uncertainty about the proposals, requesting clearer information on costs, powers, boundaries, and the impact on residents.

## **9. Preference for Existing Structure**

**References:** ~30

- Many responses express satisfaction with the current borough council and oppose changes, arguing that the existing system works well for local needs.

## **10. Alternative Suggestions**

**References:** ~10

- A minority suggest alternatives such as neighbourhood committees, citizen panels, or strengthening existing forums instead of creating parish councils.

### Summary Table

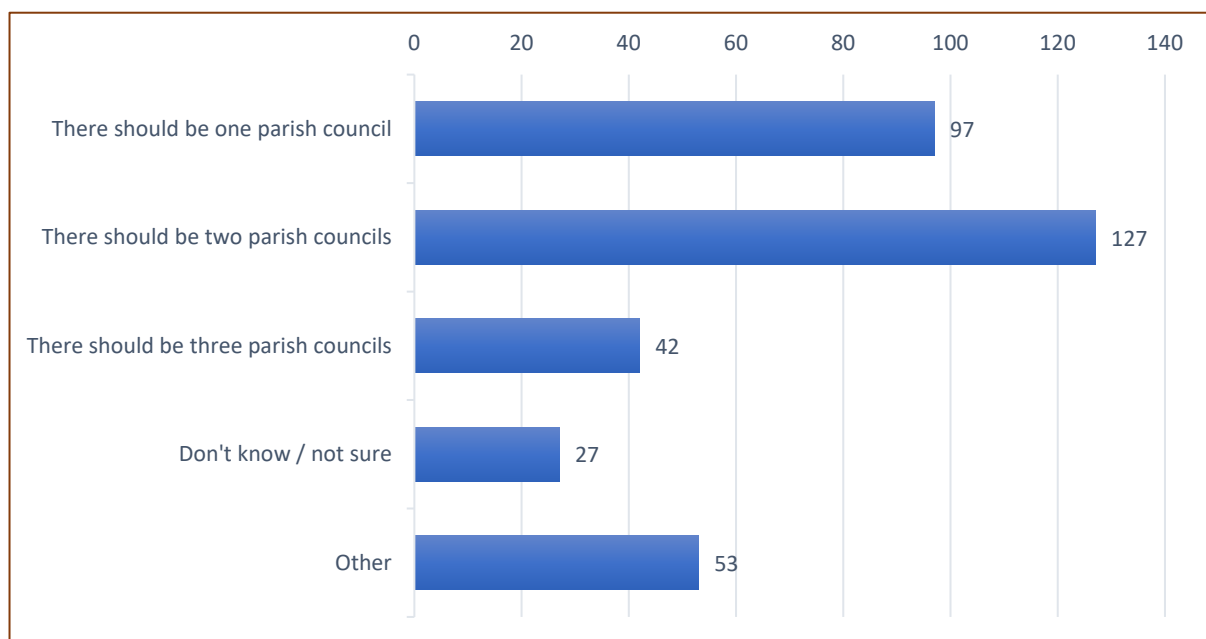
Theme	Approx. Count	Example Sentiments
Local Representation & Voice	120	"Residents need a voice"; "Local accountability"
Community Engagement & Identity	40	"Preserve local character"; "Community spirit"
Accountability & Responsiveness	35	"Councillors are accessible"; "Transparent decisions"
Protection of Local Services & Assets	30	"Safeguard parks, centres"; "Protect local services"
Concerns About Bureaucracy & Costs	60	"More bureaucracy"; "Higher council tax"
Effectiveness & Powers of Parish Councils	25	"Limited powers"; "Talking shops"
Risk of Fragmentation & Inefficiency	20	"Fragmented priorities"; "Confusion over roles"
Need for Clarity & Consultation	15	"Unclear proposals"; "Need more information"
Preference for Existing Structure	30	"Current system works"; "Oppose changes"
Alternative Suggestions	10	"Neighbourhood committees"; "Citizen panels"

### Observations

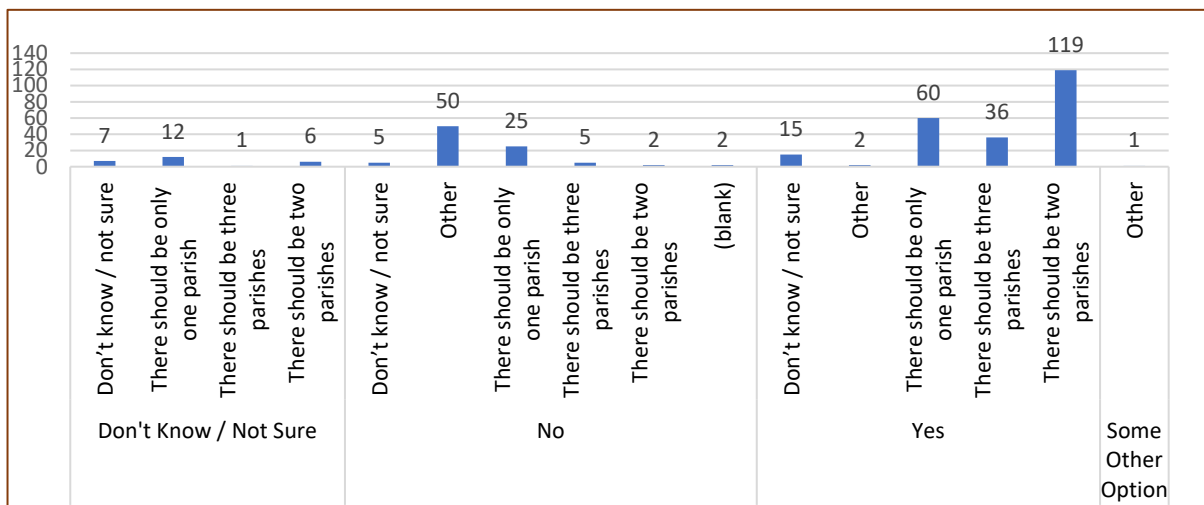
- **Support for parish councils** is primarily driven by the desire for local representation, accountability, and protection of services.
- **Opposition** is rooted in concerns about cost, bureaucracy, and doubts about effectiveness.
- **Uncertainty** and requests for more information are common, indicating a need for clearer communication about the proposals.

**Question 6: The preferred option of Epsom and Ewell Borough Council is to create either one or two parishes, each with a parish council, to serve the whole of the borough council area, as shown in the map attached. Do you agree that this is the correct number, or would you prefer a different number of parishes and parish councils?**

- This question was answered by 346 respondents.
- Of the 346 responses to this question the most popular was 127 (37%) for 'two parishes'. There were 30 fewer i.e. 97 (28%) responses for the second most common response which was for 'one parish'.



- **Impact based on a person's response to Question 1:**
- The graph below indicates that respondents who answered "No" to Question 1 did not wish to choose one of the provided parish council splits, and rather answer using the "Other" option. Amongst the "yes" responders, the majority chose two parishes.
- Respondents answering 'other' were asked to "Please let us know how many parishes and parish councils should be established for the whole of the Epsom and Ewell Borough Council area and give details of the areas they should cover".



## Copilot analysis of free text comments

- Note: the following themes relate to respondents who selected "Other" in response to Question 6.

### 1. Opposition to Parish Councils

- The overwhelming majority of responses explicitly state that no parish councils should be established. Phrases like "none," "zero," "not needed," "no requirement," and "I do not support" appear repeatedly.
- Many respondents criticize the idea as unnecessary, duplicative, or a waste of time and money.

### 2. Concerns About Consultation Bias

- Numerous responses highlight that the consultation question is "biased," "leading," or "pre-determines" the outcome.
- Several respondents express frustration that "no parish councils" was not offered as an explicit option, calling the process flawed or unreliable.

### 3. Cost and Bureaucracy Concerns

- Many responses mention that creating parish councils would add "cost," "bureaucracy," "administrative burden," or "wasteful duplication."

- Some cite existing high council tax and argue that another governance layer would dilute accountability and increase expenses.

#### **4. Minimal Support for Parish Councils**

- Only a very small number of responses express any support for parish councils, and those that do generally qualify their support (e.g., only if based on clear evidence or community identity).

#### **5. Desire for Status Quo or Streamlining**

- Several responses advocate for maintaining the current structure (Borough Council) or streamlining existing governance rather than adding new layers.

#### **Quantitative Summary**

- **Opposition to parish councils:** ~50+ responses (the vast majority)
  - **Concerns about consultation bias:** ~15-20 responses
  - **Cost/bureaucracy concerns:** ~15-20 responses
- **Support for parish councils:** 1-2 responses (with caveats)
  - **Desire for status quo/streamlining:** ~10 responses

*Note: Some responses reference multiple themes, so counts may overlap.*

## Question 7: assuming that all new parishes are of roughly the same size, how many councillors should serve on each (5 is the minimum), depending on how many are created?

- This was a question with four parts – i.e. the four parish options - and one answer was permitted for each part / option separately. Not all respondents provided an answer to all parts of this question. The responses to each option are as follows:

By way of comparison, we currently have 35 councillors across 14 wards at Epsom and Ewell Borough Council.

	5-10	11-15	16-20	21-25	26-30	31-35
One parish council	105	46	44	25	43	79
Two parish councils	112	77	94	22	15	19
Three parish councils	147	101	31	19	21	17
Four (or more) parish councils	207	45	27	12	21	24

- One parish council: 342 responses.
- Two parish councils: 339 responses.
- Three parish councils: 336 responses.
- Four (or more) parish councils: 336 responses.
- The choice of 5-10 councillors to serve on each parish was the most popular for each of the options of the number of parishes offered. The second most popular choice varied across each of the options.
- Respondents were asked to add comments if their preferred option was not represented in the above table.
- **Impact based on a person's response to Question 1**
- For participants who selected "No" to Question 1, there was a clear majority in favour of the minimum number of councillors to serve on one, two, three, or four parish councils.

- For participants who answered “Yes” to Question 1 there was a reasonably even spread for one council, the slim majority (55 compared to 41) was in favour of 31-35 councillors with 5-10 coming second; for two parish councils the majority (76-67) was in favour of 16-20, with 11-15 second; for three parish councils it was very close with 81 in favour of 11-15 and 78 in favour of 5-10; and for four parish councils, the overwhelming majority was for 5-10 councillors.
- This data suggests that participants who answered “No” were ‘in favour’ of the minimum number of councillors, which might be a result of the survey design as it requested these respondents to submit an answer for this question regardless of their answer to Question 1 and there was no ‘0’ councillors option. This may be relevant to the free text responses below, as the prompt for these was “if you preferred option is not represented in the table...” leave a comment. Regarding “Yes” respondents, it is not such a clear picture, it could be argued that they generally favoured having less councillors if there were more parish councils. However, for one parish council the results are close across all fields, 31-35 (the most number of councillors) being the slim majority with 5-10 (the least number of councillors) a close second.

## Copilot analysis of free text comments

### 1. Opposition to Parish Councils

- Many responses explicitly state opposition to the creation of parish councils, often insisting that there should be an option for "none" or "zero" councillors.
- Phrases like "No parish council," "None," "Zero," "I do not support the creation of parish councils," and similar appear **over 40 times**.
- Several respondents criticize the survey for not allowing a "no council" or "no councillor" option.

### 2. Criticism of Survey Design and Bias

- Numerous comments highlight that the survey is perceived as biased or misleading, forcing respondents to select options they do not agree with.
- Examples include: "This survey is biased," "The question is flawed," "I was forced to answer," and "The questionnaire does not allow me to say 0."
- This theme is referenced **at least 20 times**.

### **3. Preference for One Councillor per Ward or a Specific Number**

- Some responses suggest a model of "one councillor per ward" (e.g., 14 councillors if there are 14 wards), or propose specific numbers such as 5, 6, 7–11, or 10 councillors per parish.
- This theme appears **about 10 times**.

### **4. Support for Maintaining Current Structure or Numbers**

- A few responses advocate for keeping the current number of councillors (e.g., 35 in total) or maintaining the status quo, citing historical effectiveness and cost efficiency.
- This is mentioned **around 5 times**.

### **5. Conditional or Reluctant Answers**

- Several respondents state that their answers are only provided because the survey requires it, and do not reflect their true preference.
- This is referenced **at least 10 times**.

### **6. Suggestions for Fewer or Minimal Councils/Councillors**

- Some suggest that if parish councils are created, there should be as few as possible, or only one council for simplicity and efficiency.
- This is mentioned **about 5 times**.

### **7. Concerns About Representation and Responsibilities**

- A few responses discuss the need for representation per ward, or that the number of councillors should reflect the scope of responsibilities.
- This is referenced **about 3 times**.

### **Summary Table**



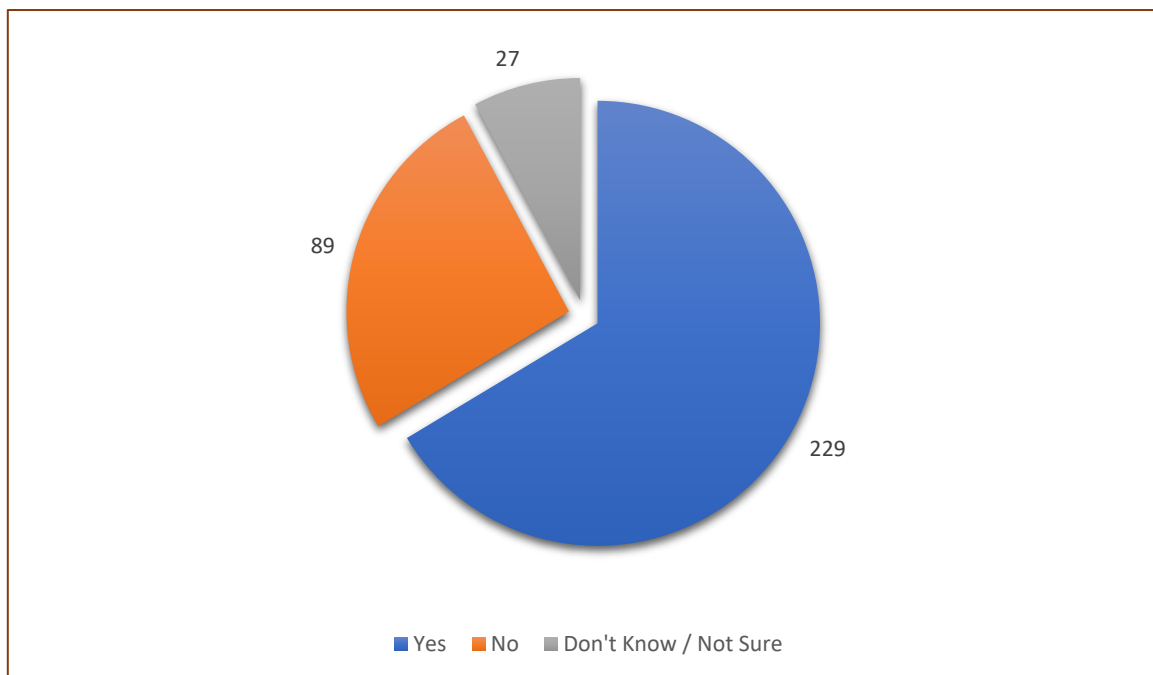
Theme	Approximate Count
Opposition to parish councils / "None"/"Zero"	40+
Criticism of survey design/bias	20+
Preference for one per ward or specific number	10
Support for current structure/numbers	5
Conditional/reluctant answers	10
Fewer/minimal councils/councillors	5
Representation/responsibility concerns	3

**Notable Insights:**

- The overwhelming majority of responses are opposed to the creation of parish councils and are frustrated by the survey design.
- There is a strong demand for an explicit "no council" or "zero councillor" option.
- Where numbers are suggested, "one per ward" or the minimum required is the most common.

**Question 8: The preferred option of Epsom and Ewell Borough Council is that the new parish(es) should be divided into wards, largely along the lines that the existing wards of Epsom and Ewell Borough Council use. Do you think that the new parish(es) should be divided into wards?**

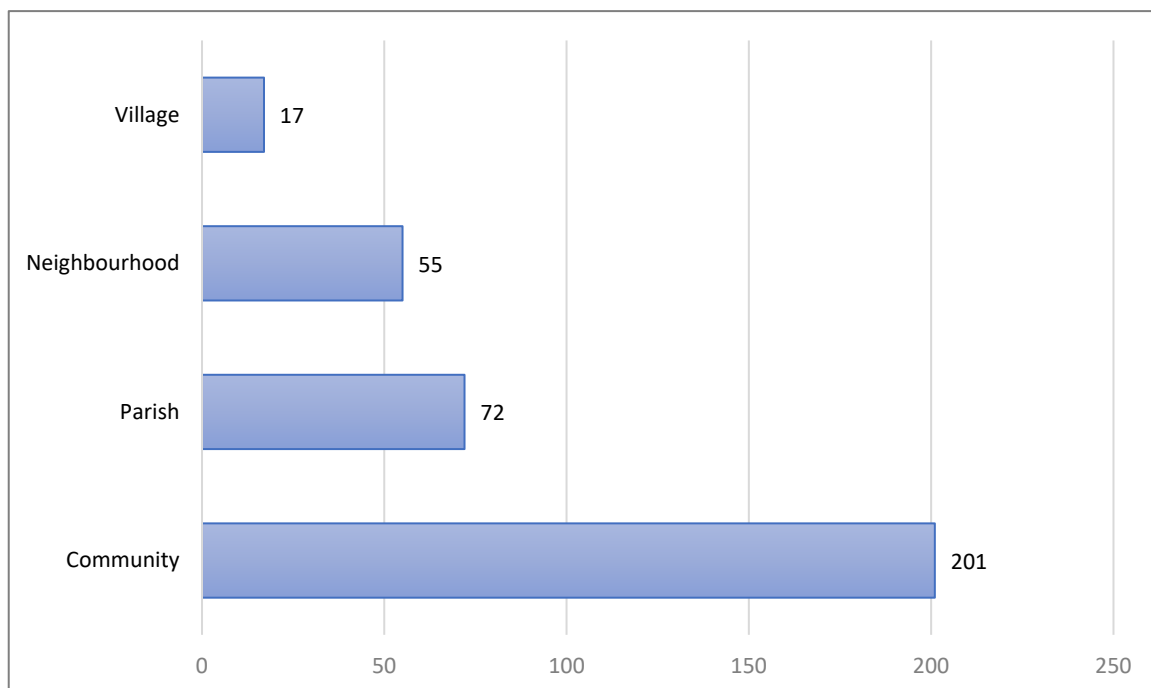
- This question was answered by 345 respondents.
- 229 (66%) of the respondents agreed that the new parish(es) should be divided into wards, whereas 89 respondents (26%) disagreed. The remaining 8% responded 'Don't Know / Not Sure'.



- Most respondents (84%) who answered 'Yes' to Question 1 agreed that parishes should be Warded. Whereas the majority of respondents (72%) who selected 'No' for Question 1 also chose 'No' for this question.

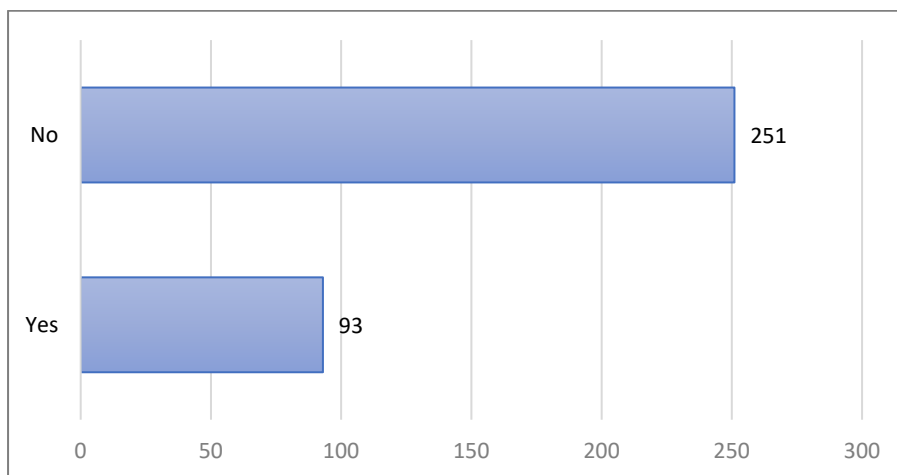
**Question 9: Epsom and Ewell Borough Council consider that any new parish should be styled a “community”, and any new parish council should therefore be called a “community council” as this best reflects the nature of the areas that they will serve. However, the styles of “parish”, “neighbourhood” or “village” could also be used. Please let us know your preference below**

- This question was answered by 345 respondents.
- The majority of the respondents (201 / 58%) preferred any new parish to be styled as ‘community council’, whereas 72 respondents (21%) preferred ‘parish council’. This was followed by 16% on ‘Neighbourhood council’. ‘Village council’ was the least preferred choice with only 5%.



## Question 10: Are you aware of any existing local community governance in the areas (e.g. community or neighbourhood forums, resident associations etc.) which would serve the local community as a better alternative to a parish council?

- This question was answered by 344 respondents.
- Those respondents who answered yes to the above question were then asked to “Please tell us more about the group, the area it covers and the reason for your answer”. The key themes of these 93 responses are highlighted below.



### Copilot analysis of free text comments

#### 1. Residents Associations

- **Most frequently referenced theme.**
- Mentioned in various forms: “Residents Association,” “RA,” “local residents association,” “Ewell Village Residents’ Association (EVRA),” “Woodcote Residents Association,” “Stoneleigh Residents Association,” “Clarendon Park Residents Association,” “Epsom & Ewell Residents Association,” “Ewell Court Residents Association,” “Cuddington Residents’ Association,” “College Ward Residents Association,” etc.

- **Count:** Over 60 direct references (including variations and specific names).

## **2. Neighbourhood/Community Forums & Groups**

- Includes mentions of “Neighbourhood Forum,” “Stoneleigh Neighbourhood Forum,” “community group,” “community hub,” “community boards.”
  - **Count:** At least 10 references.

## **3. Councillors Representing Residents**

- Several responses highlight the role of local councillors, often linked to residents associations, as effective representatives.
  - **Count:** At least 8 references.

## **4. Epsom Civic Society and Other Civic Groups**

- “Epsom Civic Society,” “Downs Road Estate Association,” “Epsom Common Association,” “Friends of Rosebery Park,” “Epsom Downs Conservation,” “U3A,” “Neighbourhood Watch.”
  - **Count:** At least 8 references.

## **5. Preference for Existing Structures Over Parish Council**

- Many responses express satisfaction with current arrangements (residents associations, borough council, unitary authority) and skepticism or opposition to creating a parish council.
- **Count:** At least 15 explicit statements of preference for existing structures or opposition to a parish council.

## **6. Concerns About Consultation Process**

- Some responses criticize the consultation as biased or leading toward a parish council outcome.
  - **Count:** 2–3 direct references.

## **7. Unitary Authority as Preferred Model**

- Several responses advocate for services to be run by a unitary authority rather than adding a parish council layer.

- **Count:** 5–6 references.

### 8. Other Local Groups

- Mentions of “Wiltshire Council Local Area Boards,” “Residential Group,” “SARA,” “SANF,” “EWCA,” “WERS,” etc.
- **Count:** 10+ references (including overlaps with residents associations).

### Summary Table

Theme	Approx. Count
Residents Associations (all forms)	60+
Neighbourhood/Community Forums & Groups	10
Councillors Representing Residents	8
Civic Society & Other Civic Groups	8
Preference for Existing Structures	15
Concerns About Consultation Process	3
Unitary Authority as Preferred Model	6
Other Local Groups (named/overlapping)	10+

### Key Insights

- **Residents associations** are overwhelmingly seen as the main alternative to a parish council, with deep roots and broad representation across Epsom and Ewell.
  - There is **support for existing governance structures** and skepticism about the need for a parish council.
- **Community forums and civic groups** play a supplementary role but are less frequently cited than residents associations.
- **Concerns about the consultation process** and the preference for a **unitary authority** are notable but less dominant themes.

## Question 11: Are there any further comments you would like to add about the Community Governance Review or the proposal to create one or more parishes and parish councils in Epsom and Ewell?

- This question was answered by 190 respondents.

### Copilot analysis of free text comments

#### 1. Opposition to Parish/Community Councils

- Many responses express strong opposition to the creation of parish or community councils, citing concerns about unnecessary bureaucracy, increased costs, and lack of genuine choice in the consultation.
  - **Count:** ~30 responses

#### 2. Preference for Maintaining Current Structure

- Several comments advocate for retaining the existing borough/district council structure, arguing "if it isn't broken, don't fix it" and expressing satisfaction with current local governance.
  - **Count:** ~20 responses

#### 3. Concerns About Consultation Process

- Numerous responses criticize the consultation as biased, misleading, or "rigged," noting that it presupposes agreement with parish councils and does not allow for a "no" option.
  - **Count:** ~25 responses

#### 4. Cost and Funding Concerns



- Many respondents are worried about the financial implications, including council tax increases, lack of transparency about costs, and the perceived waste of public funds.

- **Count:** ~18 responses

### **5. Local Representation and Accountability**

- Some responses highlight the importance of local representation, advocating for councils that reflect community identity and provide a voice for residents.

- **Count:** ~15 responses

### **6. Preference for Specific Options**

- Several comments reference specific options (e.g., Option 1, Option 2) for council boundaries, with some favoring a single council and others supporting two councils divided between Epsom and Ewell.

- **Count:** ~12 responses

### **7. Naming and Identity**

- There are multiple remarks about the naming of councils, with some preferring "community council" over "parish council" due to secular and inclusive connotations.

- **Count:** ~8 responses

### **8. Concerns About Effectiveness and Powers**

- Some respondents question whether new councils would have meaningful powers or simply add another layer of government with limited impact.

- **Count:** ~10 responses

### **9. Desire for Improved Communication and Engagement**

- A few responses call for better communication, more detailed information, and genuine engagement with residents.

- **Count:** ~6 responses

## 10. Support for Local Councils

- A minority of responses support the idea of local councils, citing benefits such as improved local services, community engagement, and representation.

- Count:** ~7 responses

### Summary Table

Theme	Approx. Count
Opposition to Parish/Community Councils	30
Preference for Maintaining Current Structure	20
Concerns About Consultation Process	25
Cost and Funding Concerns	18
Local Representation and Accountability	15
Preference for Specific Options	12
Naming and Identity	8
Concerns About Effectiveness and Powers	10
Desire for Improved Communication	6
Support for Local Councils	7

## Additional analysis

- *Officers ran an additional Copilot AI analysis on the topic of the potential parish boundaries included in Appendix 1 of the Phase 1 Consultation:*

### Option Preferences (1, 2, 3, 4)

- **Option 2** is frequently cited as preferable, especially because it reflects the historic and community distinction between Epsom and Ewell. Several respondents feel this split is logical and aligns with local identity and existing wards. Some specifically mention that Option 2 is “workable and acceptable” and “the obvious sensible split,” with Epsom Town and Ewell Village as natural centres of community.
- **Option 3** is described as “strange,” with criticism that it cuts the town in two in the middle, which is seen as illogical. However, a few respondents say it is preferred if two areas are chosen, but most lean towards Option 2.
- **Option 1** is mentioned as preferable by some, especially if two community councils are formed, but it is less commonly supported than Option 2.
- **Option 4** is referenced in terms of having one councillor per area/ward, with some support for this structure if a single council is chosen.

### 2. East-West vs. North-South Divide

- There is a recurring suggestion to consider a **north-south divide** rather than east-west. One comment explicitly asks whether a north/south split has been considered, suggesting that the southern areas (Stamford, Woodcote, Langley Vale) are more rural and have more in common, while the northern wards differ in character.
- Some respondents note that Option 3 is “not east/west, it’s more north/south,” but critique that the division does not reflect community realities.
- Others prefer the east-west split as it aligns with the historic Epsom/Ewell divide, which is reflected in Option 2.

### 3. Context Referring to Wards

- Many comments stress the importance of grouping wards with similar characteristics, especially rural versus urban distinctions. For example, grouping Stamford, Woodcote, and Langley Vale together is seen as logical due to their rural nature.
- There is concern that splitting the borough in ways that do not respect ward identities will cause confusion and reduce the effectiveness of representation.
- Some respondents advocate for a single council represented by the existing 14 wards, arguing that this would avoid unnecessary fragmentation and maintain a unified voice for the borough.

### **Additional Themes**

- **Simplicity and Clarity:** Many respondents want the structure to be as simple as possible, with clear boundaries and minimal bureaucracy.
- **Local Identity:** There is strong support for arrangements that preserve local identity and community ties, especially those reflected in current ward boundaries.
- **Concerns about Bureaucracy and Cost:** Several comments express concern that creating multiple councils or splitting the borough will increase costs and administrative complexity without clear benefits.

### **Key Quotes**

- “Option 2 is the obvious sensible split into 2 councils as it has Epsom Town and Ewell Village as the natural 2 centres of community.”
- “If there were more than one council, Option 2, yellow, is the best one. Option 3, grey, is very strange, cutting town in two in the middle.”
- “If we have more than one parish council then the areas/wards need to be similar, ie Stamford/Woodcote/Langley Vale grouped together as they are much more rural than the wards in the north of the borough and have more in common.”
- “I wonder whether a North / South divide of the Borough has been considered, so that the town and areas to the South would be on one area and Ewell and Stoneleigh and to the North would be in another area.”

### **Summary Table of Preferences**

Option	Support	Rationale
Option 1	Some	Preferred if two councils, but less common than Option 2
Option 2	Strong	Aligns with Epsom/Ewell divide, reflects community identity and wards
Option 3	Mixed/Negative	Criticized for illogical split, “strange” division
Option 4	Some	Supported for single council with one councillor per ward

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**14 Appendix 3 - Phase 1 Consultation Written Submissions (inc. Surrey County Council's Response)**

14.1 Four responses were received directly in the form of statements rather than answers to the questionnaire. One response was from National Highways, another was from Surrey County Council, and two were from residents.

14.2 National Highways explained why they have no comment to make on the consultation.

14.3 Of the two resident statements: one was supportive of parishes, although concerned they may be too large; the other statement was opposed to the creation of parishes and concerned about potential increases in council tax.

14.4 The full response from Surrey County Council (SCC) is attached below:

Dear CGR Team,

In response to the Epsom & Ewell Borough Council Community Governance Review consultation which is due to close on 28th September, please find below a response from Surrey County Council.

Surrey County Council wishes to emphasise the importance of maintaining robust and inclusive community engagement structures.

Town and parish councils are important voices in their communities, but they are independent organisations and should not be treated as a substitute for meaningful engagement by all principal councils (districts and boroughs, the county council and new unitaries in the future). The Government expects that Local Government Reorganisation will strengthen community voice through direct and sustained community engagement. While collaboration with town and parish councils can support future service delivery, principal councils must lead on inclusive and accountable community involvement.

SCC is supportive of the statement made by Government that, whilst the decision to establish town and parish councils is a local one, areas considering new town or parish councils should think carefully about how they might be funded, to avoid putting further pressure on local authority finances and/or new burdens on the taxpayer. It is important to note that central government provides no funding to town and parish councils, with funding covered by parish precepts, directly affecting local taxpayers. SCC further notes that the average yearly parish council precept in Surrey for 2025/26 is £59.39, with Godalming

(Waverley) the highest charging parish at £122.15 and Peper Harow (Waverley) the lowest at £5.05.

SCC recognises the importance of effective and representative local governance. However, given the scale and complexity of the ongoing Local Government Reorganisation (LGR), resourcing a CGR at this stage may not be in the best interests of the council or the communities it serves. The potential changes to governance structures, local authority boundaries, and service delivery models under LGR could mean the outcomes of this CGR are misaligned with future arrangements or in need of subsequent revision. It risks diverting attention and resources from the more pressing strategic priorities associated with LGR. We offer this view in the context of ensuring that limited capacity is directed toward the most immediate challenges facing local government.

Kind regards,

Terence

Terence Herbert

Chief Executive

Surrey County Council

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)





# Community Governance Review

## Phase two consultation proposal

December 2025 - February 2026

# What is happening?



Epsom and Ewell Borough Council has decided to undertake a Community Governance Review (CGR) under the provisions of the Local Government and Public Involvement in Health Act 2007, to consider creating parishes and parish councils in all of the current area of the Borough.

This has been prompted by the process of Local Government Reorganisation across Surrey which will see the formation of two unitary authorities for Surrey, and the abolition of the existing eleven district and borough councils within Surrey, along with the abolition of the County Council. The eleven existing district and borough councils are to be dissolved in April 2027 and as the whole of Epsom and Ewell Borough does not have any parish councils there will be no lower tier of local government, below that of the new East Surrey unitary authority. The new East Surrey Council will take over the responsibilities of Surrey County Council and the five districts and borough councils.

The aim is to ensure local governance arrangements are effective, convenient, and reflect the identities and interests of local communities. The review seeks to improve community engagement, local democracy, and service delivery.



# How do I respond?

The consultation will run from Tuesday the 16<sup>th</sup> of December 2025 to Sunday the 1<sup>st</sup> of February 2026, closing at 11.59pm.

After looking at the proposal, you can respond by:

- **Answering the questionnaire online -**  
<https://eebc.inconsult.uk/CGRproposal/consultationHome>

OR

- **Filling out the paper questionnaire**

Paper copies of the Consultation can be found at -

- **The Town Hall**
- **Bourne Hall**
- **Stoneleigh Library**
- **Epsom Library**
- **Ewell Court Library**
- **Community and Wellbeing Centre**

Paper Copies of the Consultation will have a prepaid envelope enclosed so they can be sent back to the Town Hall.

If you print the consultation at home, you will need to return the completed questionnaire to the Town Hall either in person or via post. We are not able to provide prepaid envelopes if you select the print at home option.

If you choose to send a printed copy of the questionnaire, please send it to -

**Community Governance Review, Town Hall, The Parade, Epsom, Surrey, KT18 5BY**

# The Proposal

Phase one of the public consultation has already taken place, between July and October 2025. The Phase one consultation asked respondents if they would like parish councils to be created in their area and informed the proposal set out below.

Legally 'parish councils' have to be formed but they can be named 'community councils'. Throughout this document and the consultation the terms 'parish' and 'community' for the council that may be created are used interchangeably. The Phase one consultation showed a clear preference for the use of the name community councils, rather than parish councils.

Where the number of local government electors within a proposed parish area will be 1,000 or more, it must be recommended that the parish should have a parish council, it is then a decision for the Council whether or not to give effect to that recommendation.

## **The phase two consultation is seeking views on the following draft proposal:**

- The creation of two parish areas (Epsom Parish Area and Ewell Parish Area) within which there will be two parish councils (one in each parish area)
- Each council will initially be responsible for the legal minimum (e.g. allotments) and may take on further services in the future, subject to agreement with the newly formed East Surrey Unitary Council.

### **Warding arrangements:**

- The boundaries of the two parish areas will match existing borough ward boundaries.
- The existing borough wards and their names will be adopted as parish wards.

Proposed number of Councillors – Two councillors per ward per newly created parish council resulting in:

- Twelve councillors within Epsom Community Council (there are six wards) and
- Sixteen councillors in Ewell Community Council (there are eight wards).

### **Proposed names of parish councils -**

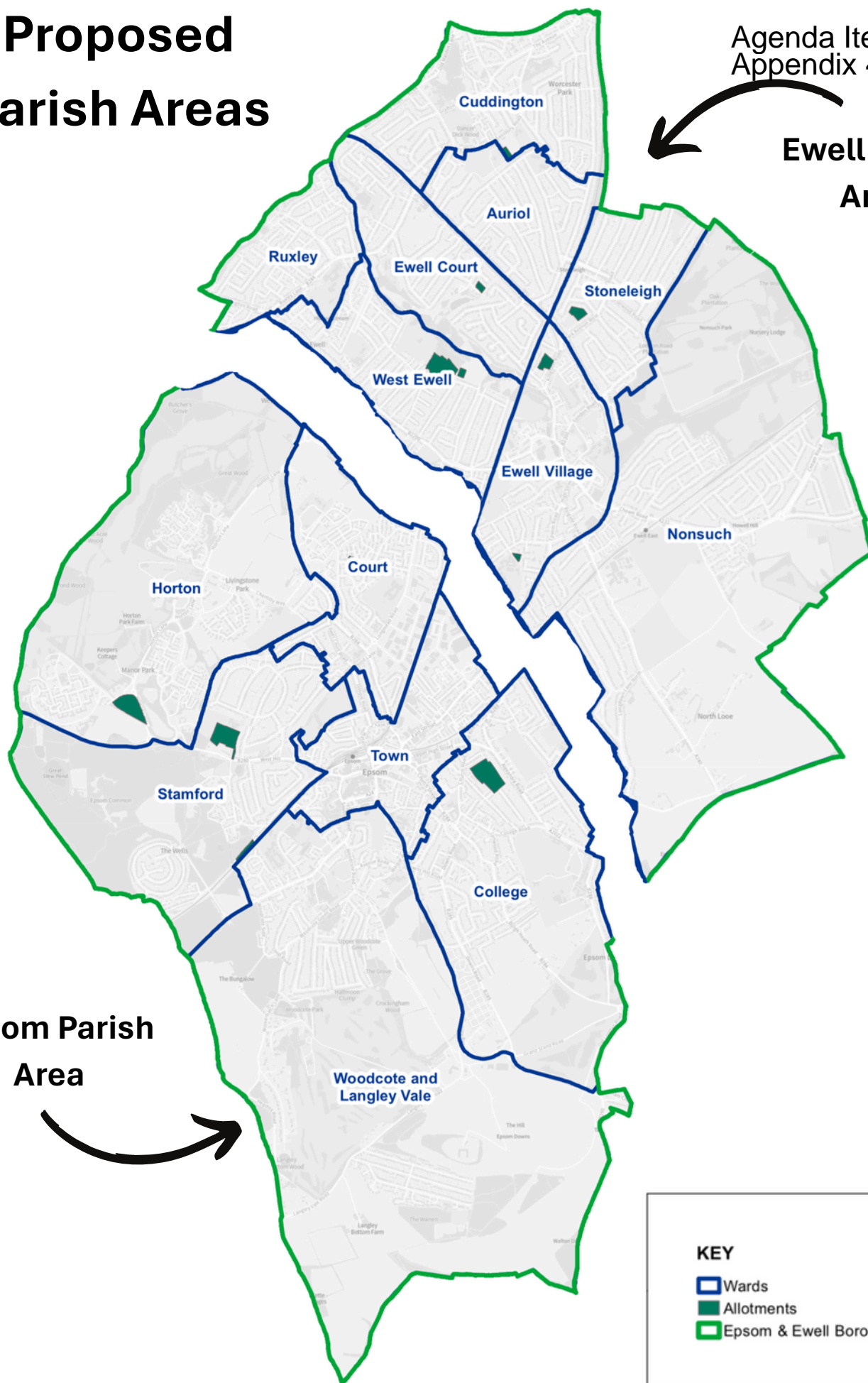


# Proposed Parish Areas

Agenda Item 11  
Appendix 4

**Ewell Parish  
Area**

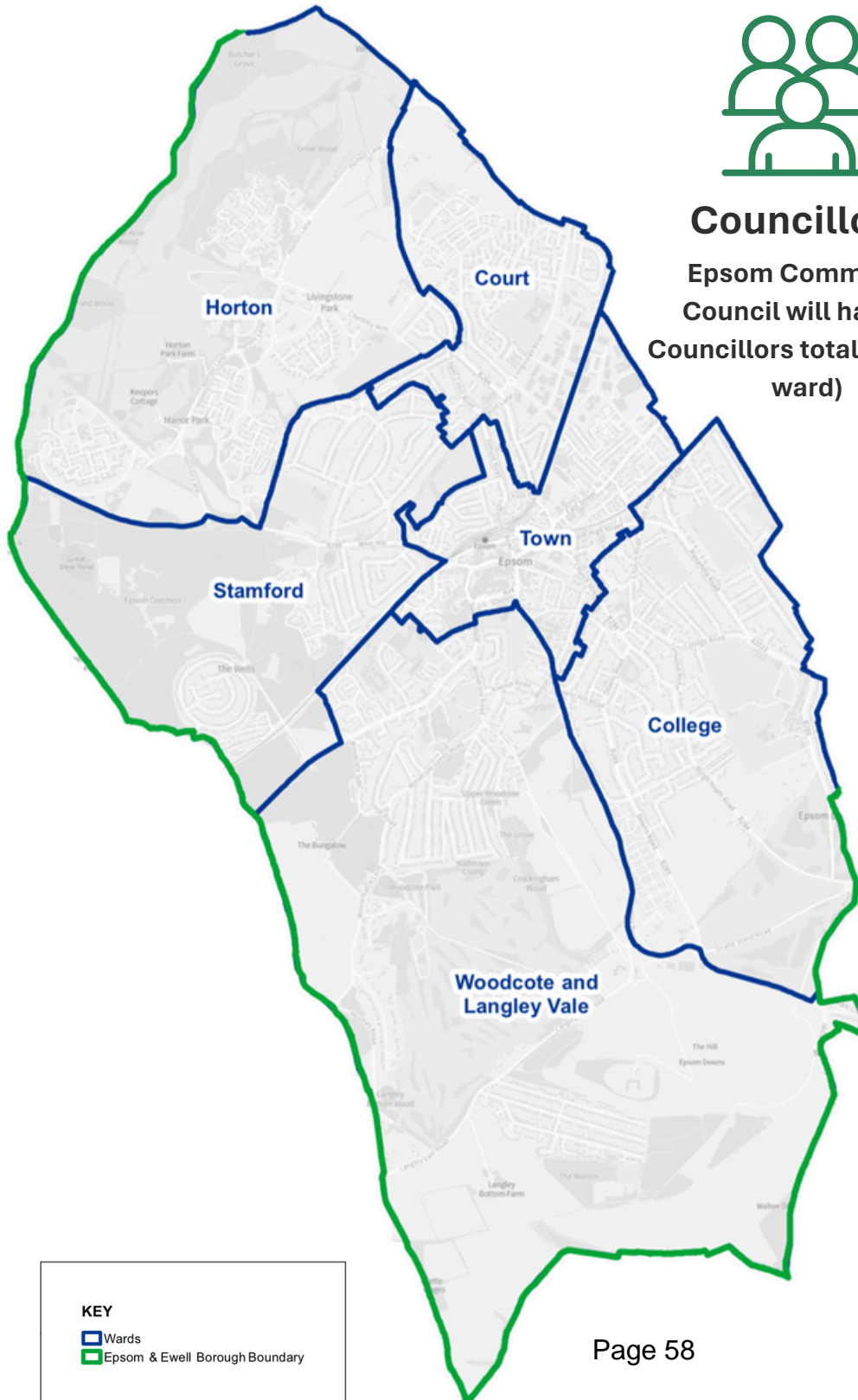
**Epsom Parish  
Area**



## KEY

- Wards
- Allotments
- Epsom & Ewell Borough Boundary

# Epsom Community Council will have:



## Councillors

Epsom Community Council will have 12 Councillors total (two per ward)



## Wards (6):

- College
- Court
- Horton
- Stamford
- Town
- Woodcote and Langley Vale



## Precept

The approximate cost for the average band D property would be £44 a year



## Electorate

26,489  
as of the 1<sup>st</sup> of May 2025

### KEY

- Wards
- Epsom & Ewell Borough Boundary



# Ewell Community Council will have:



## Councillors

Ewell Community Council will have 16 Councillors total (two per ward)



## Precept

The approximate cost for the average band D property would be £46 a year



## Electorate

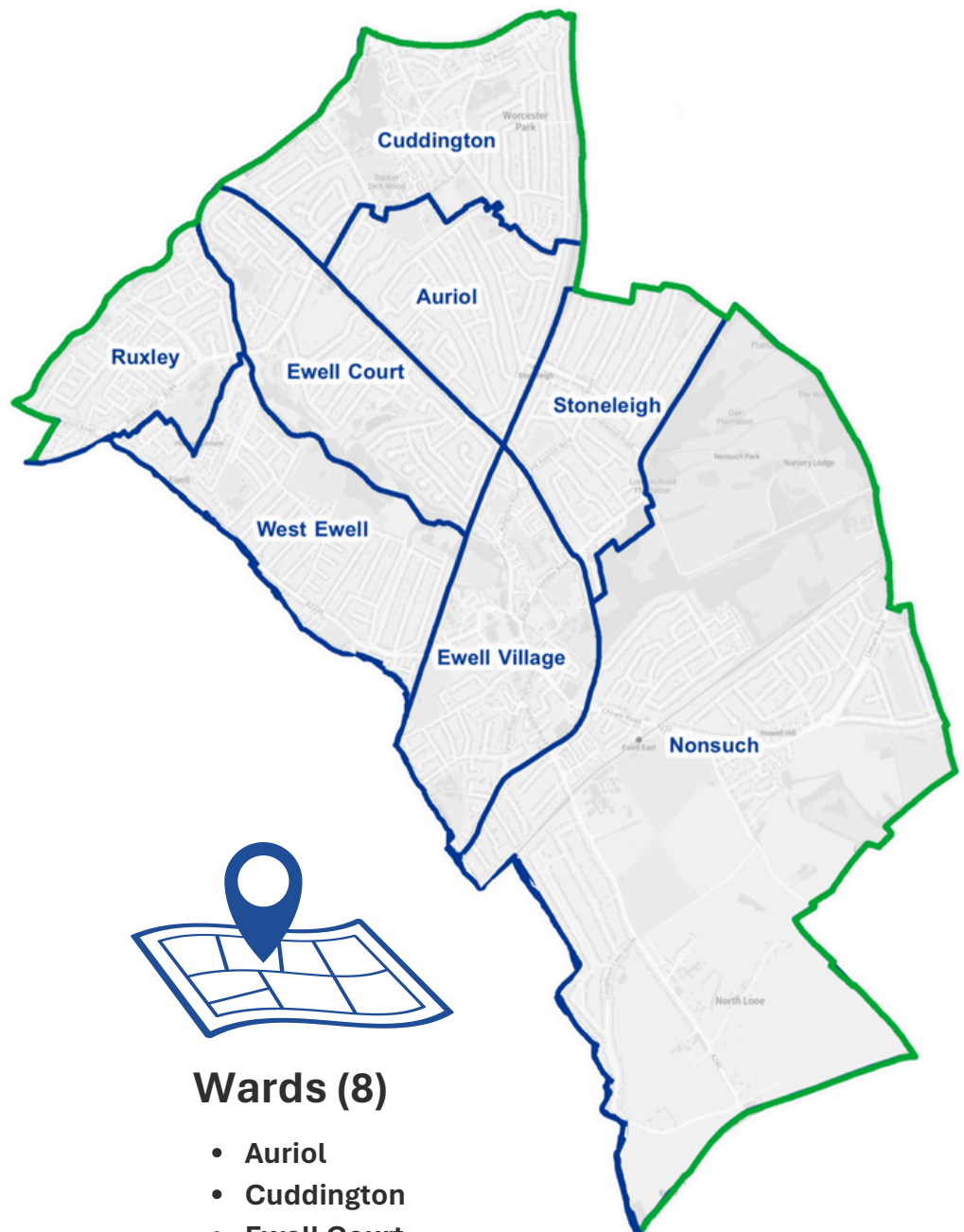
32,934  
as of the 1 May 2025



## Wards (8)

- Auriol
- Cuddington
- Ewell Court
- Ewell Village
- Nonsuch
- Ruxley
- Stonleigh
- West Ewell

Page 59



### KEY

- Wards
- Epsom & Ewell Borough Boundary

# Parish Council Precepts

## **What is a precept?**

The precept is essentially a demand for a specific sum of money to be collected through the council tax system, which the parish council then uses to fund its operations.

## **How does it work?**

A parish council prepares a budget and determines how much funding they need for the upcoming year.

They then submit a precept request to the billing authority (East Surrey Council).

East Surrey Council will collect the precept amount as part of the council tax and pay it to the parish council.

## **Why it's important?**

Parish councils rely on the precept as their primary source of funding, as they do not receive direct funding from central government. Without the precept, they would be unable to carry out their responsibilities, such as maintaining local amenities, providing services, and representing the community.

## **The budget essentially covers:**

- Parish Council Administration. e.g. employment costs, office supplies and equipment, website/IT, insurance, room hire, training, fees/memberships
- Allotments, e.g. running and maintenance



# The Consultation - Have your say!

We want your views on the above proposal. Please answer the following questions:

## About you:

**1) Please state which of the following best describes you (please select any relevant answers)**

- ☐ I live in the Epsom and Ewell Borough Council area
- ☐ I work in the Epsom and Ewell Borough Council area
- ☐ I own a business or a property in the Epsom and Ewell Borough Council area
- ☐ I am a representative of a community organisation in the Epsom and Ewell Borough Council area. The name of the community organisation is: \_\_\_\_\_
- ☐ Other: (Give details)\_\_\_\_\_

Please state your postcode (based on your above selection): \_\_\_\_\_

**2) Do you agree with the proposal to create two new parish areas (Epsom Parish Area and Ewell Parish Area) and serving them, two new parish councils (Epsom Community Council and Ewell Community Council), with the associated precept?**

- ☐ Yes
- ☐ No
- ☐ Don't know/ not sure

**2a) Please tell us why.**

If you have answered Question 1 and 2, you do not have to complete the rest of this questionnaire.

Agenda Item 11  
Appendix 4

We would love to learn more to help us understand the needs of our community, in considering this community governance review and potential creation of parish councils. So, we would like to invite you to share a little more about yourself – **the questions for this section begin on page 12**. Answering these questions is **completely voluntary** and any information shared will **remain confidential**.

3) **Do you agree with the proposed warding arrangements (wards matching existing borough wards)?**

- ☐ Yes
- ☐ No
- ☐ Don't know/ not sure

3a) **Please tell us why.**

4) **Do you agree with the proposed names for the parish areas, councils and wards?**

- ☐ Yes
- ☐ No
- ☐ Don't know/ not sure

4a) **Please tell us why.**

5) Do you agree with the proposed number of Councillors (two per ward)?

- ☐ Yes  
☐ No  
☐ Don't know/ not sure

5a) Please tell us why.

6) Are there any further comments you would like to add about the Community Governance Review or the proposal to create two parishes and parish councils in Epsom and Ewell?

We'd love to learn more to help us understand the needs of our community, better, considering this community governance review and potential creation of parish councils. Answering these extra questions is completely **voluntary** – you do not have to take part, and your responses will remain confidential.

Please only answer questions you feel comfortable doing so. You do not have to answer all questions.

We are inviting you to answer the questions below so we can evaluate the responses when carrying out an Equality Impact Assessment, after the end of this consultation

### What is your age group?

- ☐ Under 16
- ☐ 16-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75+
- ☐ Prefer not to say

### Do you consider yourself to have a disability or long-term health condition?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

### What is your ethnic group?

- ☐ White(e.g. English, Welsh, Scottish, Irish, Gypsy or Irish Traveller)
- ☐ Mixed/multiple ethnic groups
- ☐ Asian/Asian British
- ☐ Black/African/Caribbean/Black British
- ☐ Other ethnic group (please specify):
- ☐ Prefer not to say

### What is your sexual orientation?

- ☐ Heterosexual/straight
- ☐ Gay/lesbian
- ☐ Bisexual
- ☐ Other (please specify):
- ☐ Prefer not to say

**What is your legal marital or civil partnership status?**

- ☐ Single
- ☐ Married
- ☐ In a civil partnership
- ☐ Divorced/separated
- ☐ Widowed
- ☐ Prefer not to say

**What is your religion or belief?**

- ☐ No religion
- ☐ Christian
- ☐ Muslim
- ☐ Hindu
- ☐ Jewish
- ☐ Sikh
- ☐ Buddhist
- ☐ Other (please specify):
- ☐ Prefer not to say

**What is your sex? (tick any that apply)**

- ☐ Female
- ☐ Male
- ☐ Other (please specify):
- ☐ Different than sex assigned at birth
- ☐ Prefer not to say

If you would like to be kept informed on the Community Governance Review, please provide your email address below:

**Email address:** \_\_\_\_\_

**Using your personal information:** Any information provided in this survey will be used in the strictest confidence and only for the use of the Community Governance Review. Your response will form part of our published documents, but all responses will be fully anonymised. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at <https://epsom-ewell.gov.uk/council/about-council/data-protection/privacy-and-cookies>

# Contact us



[cgr@epsom-ewell.gov.uk](mailto:cgr@epsom-ewell.gov.uk)



[www.epsom-ewell.gov.uk/CGR](http://www.epsom-ewell.gov.uk/CGR)



Epsom and Ewell Borough  
Council, Town Hall, The  
Parade, Epsom KT18 5BY



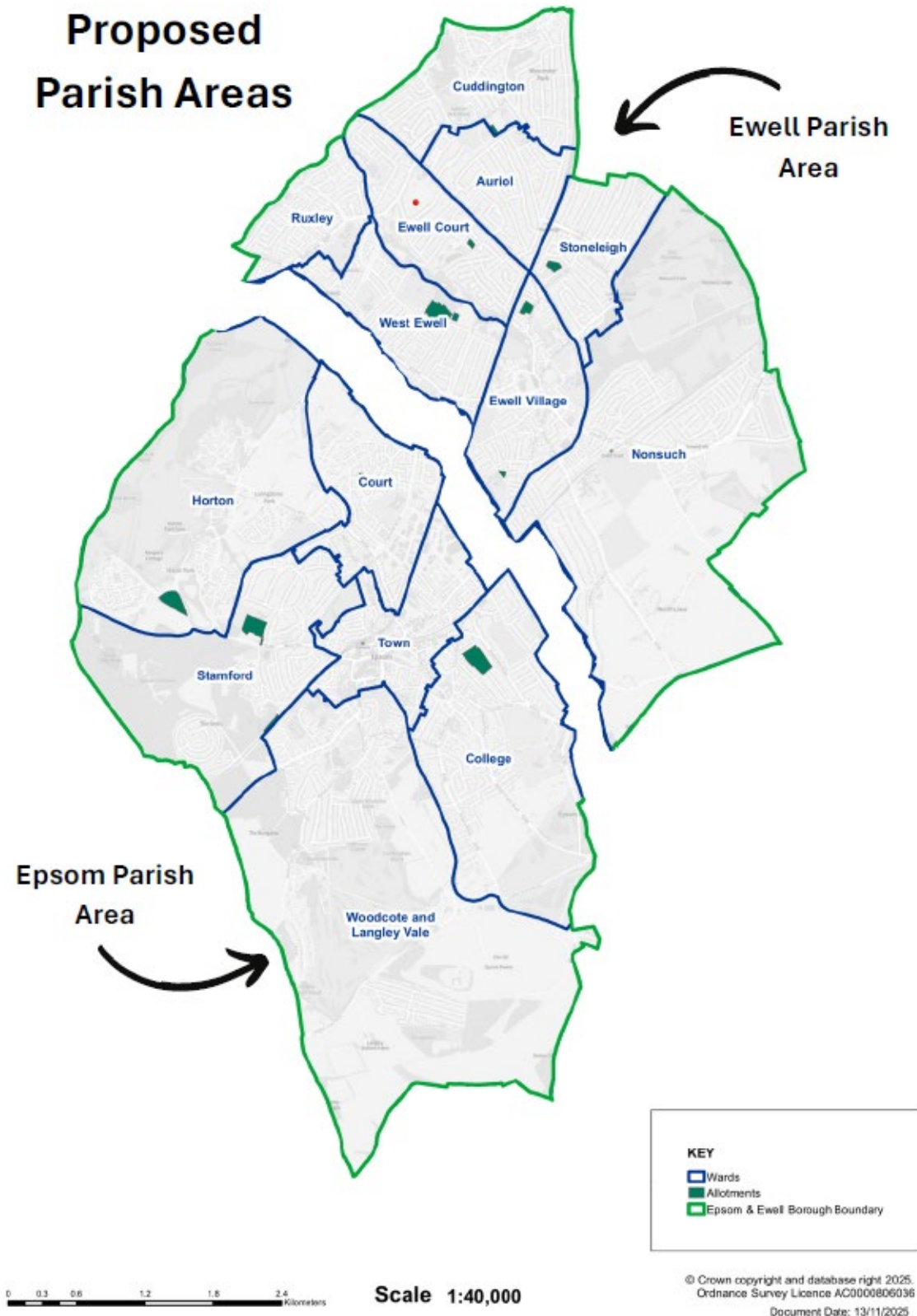
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If you would like to learn more, please visit - **Community Governance Review Frequently Asked Questions (FAQs)** at -

<https://www.epsom-ewell.gov.uk/council/community-governance-review/community-governance-review-frequently-asked-questions-faqs>

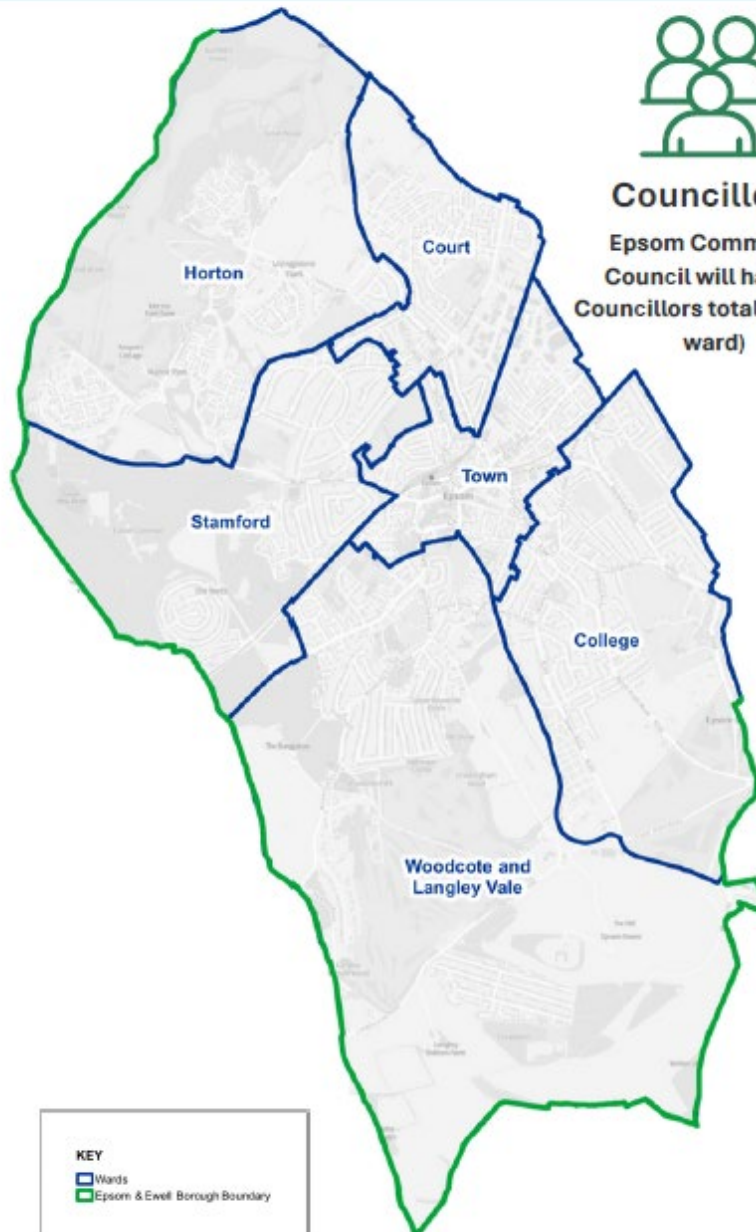
## Appendix 5 - Map of the Community Council Boundaries

Map of the proposed community councils' boundaries and wards as per the proposal





# Epsom Community Council will have:



**KEY**  
 Wards  
 Epsom & Ewell Borough Boundary



## Councillors

Epsom Community Council will have 12 Councillors total (two per ward)



## Wards (6):

- College
- Court
- Horton
- Stamford
- Town
- Woodcote and Langley Vale



## Precept

Epsom Community Council would cost the average band D property £44 a year



## Electorate

26,489  
as of the 1<sup>st</sup> of May 2025



# Ewell Community Council



## Councillors

Ewell Community Council will have 16 Councillors total (two per ward)



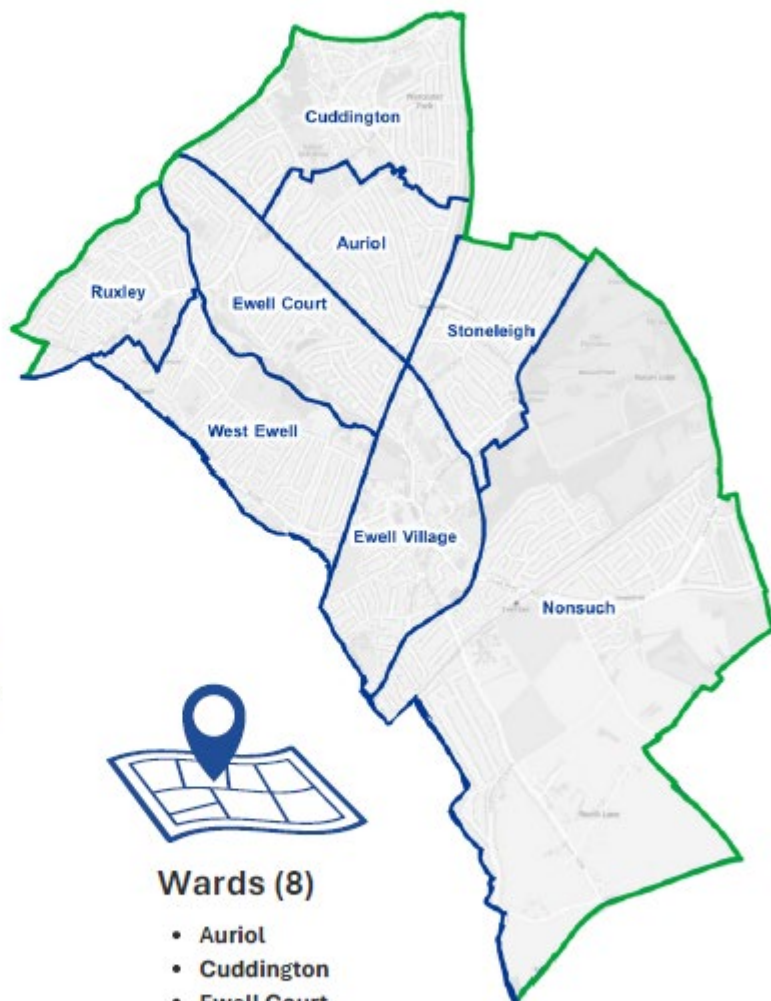
## Precept

Ewell Community Council would cost the average band D property £46 a year



## Electorate

32,934  
as of the 1 May 2025



## Wards (8)

- Auriol
- Cuddington
- Ewell Court
- Ewell Village
- Nonsuch
- Ruxley
- Stoneleigh
- West Ewell

KEY  
Wards  
Epsom & Ewell Borough Boundary

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## **Epsom & Ewell Community Councils Second Consultation DRAFT COMMUNICATIONS PLAN**

Date last updated: 2 December 2025.

### **Corporate Priority**

Strategic priority agreed at full council on 6 May 2025: Explore future local governance e.g., a Community Council.

### **Campaign topic**

This would be a second borough-wide consultation on the potential formation of community councils in Epsom & Ewell. This communications plan outlines how, if it goes ahead, a second consultation would be communicated to residents and stakeholders on the potential formation of parish or community councils in Epsom & Ewell.

### **Background**

On 5 February 2025 the government identified Surrey as being on a fast track to local government reorganisation (LGR) to unlock devolution.

Now, government have confirmed that local government in Surrey will be reorganised into two new unitary councils; East Surrey Council and West Surrey Council. All eleven district and borough and the county council will be abolished, and the East Surrey Council will be formed by May 2027.

In May 2025, Epsom & Ewell Borough Council (EEBC) approved an amendment to the Council's Four-Year Plan, replacing it with strategic priorities for 2025-2027, the number one priority being to explore future local governance in Epsom & Ewell.

Community councils provide a vital link between residents and larger unitary authorities. They aim to enhance local representation by providing a direct route for the essential voices of residents and local communities, ensuring that residents are aware of local issues, and are involved in decision-making they are affected by.

This communications plan outlines how EEBC would communicate the community governance review process to residents and stakeholders and how to respond to the second consultation (if agreed at full Council to go ahead).

### **Current timeline:**

9 October 2025	First consultation closed
2 December	Publish report on EEBC website ahead of FCM
9 December	Full council meeting
16 December 2025 (TBC)	Second consultation starts
1 February 2026 (TBC)	Consultation ends
March 2026 (TBC)	Extraordinary council meeting
23 March 2026	Pre-election period likely to start
7 May 2026	Elections
19 May 2026	AGM & Mayor Making

1 December 2026	Publish register of electors
9 February 2027	Full council meeting & decision on precept
TBC May 2027	Elections

## COMMUNICATIONS OBJECTIVES

- To ensure residents, businesses, and stakeholders are **aware** of the CGR consultation, understand **why** they are being asked to respond, are **motivated** to submit a response, and understand **how** to submit a response.
- To convey the options for new parish councils, clearly and transparently.
- To garner relevant responses to the consultation from a range of audiences that are of a high quality and offer valuable feedback on whether, in light of LGR, they would like to see the formation of parish areas and parish councils in the borough.
- To ensure Members and staff are aware of the CGR consultation, why it is taking place, an overview of the process that has to be followed in order to create parish councils, and that they can advise members of the public on both the process and how to submit a response.
- To ensure that appropriate channels and messaging are used to ensure that all audience groups, including harder-to-reach groups, can find information about the CGR, understand why it is relevant to them, and can respond.

## STRATEGY

### Audiences

Primary audiences (those who will fill in the consultation):

- Epsom & Ewell residents
- Epsom & Ewell businesses & local organisations
- Community groups
- Stakeholder groups
- Local Political groups

Secondary audiences (those who will help spread the word and facilitate individuals to fill in the consultation):

- Councillors
- Staff
- Media

The borough is made up of many thriving communities with strong local representation through Residents' Associations, civic bodies, and local interest groups. Similarly, the borough has many committed businesses and employers keen to invest in the borough's future, as well as institutions that enrich our communities.

Stakeholder groups to engage with include the following:

#### Local people

Residents of Epsom & Ewell

Resident associations (through Councillors)  
Neighbourhood forums  
Civic society groups  
Local interest groups  
Traveller and travelling showpeople community

Local representatives and politicians

EEBC Councillors  
Member of Parliament  
Surrey County Council  
Neighbouring councils  
Epsom primary care network

Employers, local business and representative bodies

Business owners and employers e.g. The Jockey Club  
Voluntary groups  
Surrey Chamber of Commerce  
Third sector groups  
BID  
Surrey Police

Educational Institutions

University of the Creative Arts  
NESCOT  
Laine Theatre Arts  
Schools and colleges

**Key messages**

Primary messages

- This is your final chance to have your say on whether to create new community councils in Epsom & Ewell.
- From April 2027, Epsom & Ewell Borough Council will be abolished, and a new East Surrey Council will be responsible for services currently delivered by Epsom & Ewell Borough Council and Surrey County Council. There will be no lower tier of local government in Epsom & Ewell below that of the new unitary East Surrey Council.
- Two thirds of respondents to the consultation on parish councils in 2025 told us they would like to create a new parish council or councils in Epsom and Ewell.
- We are proposing the creation of [two] civil parish areas within which there will be [two] community councils named Epsom Community Council and Ewell Community Council, which would be responsible for [allotments] and could be responsible for more services in the future (where this is agreed with the new unitary East Surrey Council), like caring for parks, playgrounds, and community centres. They would also be a statutory consultee on any planning matters in the area.
- If community councils are created, there would be an increase to household council tax. We estimate that this would be between **£43.52** and **£46.15** for a band D property, if the councils were created to manage the legal minimum.
- Have your say: complete the online consultation, email us, or send a completed paper questionnaire to Epsom Town Hall.

The consultation closes on [1 February 2026] at [23:59hrs].

### Secondary messages

- Elections for new parish or community councils could take place in May 2027.

### Reactive messages

- Why are you continuing with the CGR even though many people in the borough did not respond to the first consultation?

“The majority of residents who responded to the consultation on parish councils last year were in favour of us creating one or two new parish councils in Epsom & Ewell. Following this consultation, at a full council meeting in December 2025, Councillors agreed to continue to the next stage of the Community Governance Review.”

### **Channels and tactics**

The communications strategy must ensure that the council engages with all audiences referenced to gain their views.

We will use a range of engagement methods to bring the consultation to these audiences in an accessible way.

- Electronic copies of the consultation document and associated documents will be signposted on the council’s website and available on the consultation website.
- Hard copies of main consultation documents and any key associated documents for reference use will be available during normal opening hours at the Town Hall, in libraries within the local area and in some council owned venues including Bourne Hall and the Community & Wellbeing Centre.

### **Additional notification methods that could be used:**

- Social media incl. paid social media: in the last CGR consultation we found that advertising on social media helped boost the reach of the campaign, particularly the use of video content.
- Pre-recorded speech or speeches for YouTube, the consultation website and social media.
- Printed or digital posters at Bourne Hall, in the Town Hall, the Playhouse, Community & Wellbeing Centre, in car parks, on community noticeboards and in local libraries (with permission).

### **Additional comms channels will include:**

- Press release and pack for local media
  - Pitch for radio interviews on local radio
- Engagement in local Facebook groups
- Email
- Council’s e-Borough Insight newsletter (email)
- Dedicated page on council website & carousel on council website
- Regular engagement with Councillors
- Newsletter articles in Resident Association newsletters and local school newsletters
- Banner and poster advertising in key locations
  - Posters to include QR codes
  - Pop-up banners to also include map visual

- Working with local partners to distribute messaging through their networks
- Internal comms with staff
- Community events, run by Councillors, at:
  - The Town Hall
  - Bourne Hall
  - Other venues TBC (plan, timings and locations to be agreed).
- Online webinar for residents and stakeholders
- Notification for people who have registered on Inovem to be informed

**Additional paid promotion could include (if budget is identified – as not accounted for within the budget approved by full Council on 6 May 2025):**

- The use of bin hookies for the first consultation led to a clear spike in responses (est. cost £8K).
- Direct mail
  - Gov.UK Notify charge 59p to print and post a one-page letter, £18,290 for 31K households
  - Royal Mail direct mail to all households in the borough [est. between £8K - £10K]

A budget of c.£19-£27,000 would be required to fund direct mail and further bin hookies.

**Recommended paid promotion if budget can be identified**

- Bin hookies (est. £8K) - launch
- Direct Mail (est. £18.3K) – towards the end of the consultation.

**Branding / look and feel**

We would build on the look and feel for the first consultation so that it looks as though it is a new, but related campaign. E.g. keep the design the same but update the main image and change the colours.

Consistent elements could be used across the following:

- Consultation documentation and visual aids
- Marketing materials including posters, flyers and banners
- Social media graphics.

**Risks and risk management**

The following risks have been identified:

- people may feel that they have already been asked to provide feedback on this issue/or may already have given their feedback
- people may feel they have not been consulted on this before (this has been a complaint about LGR in general)
- people may feel that the community governance review is not good value for money
- if people are not aware of the consultation and what its purpose is, and community councils are or are not introduced, there is a risk that people may feel frustrated that they were not consulted on the decision. There is also a reputational risk in this case.

Risks reduced by:

- clear messaging to include the purpose of the consultation and what the outcomes may be
- clear instructions regarding how to complete the consultation
- ensuring we are transparent around costs and responsibilities of new community councils in messaging and in our FAQs



- clear information about the benefits of community councils and why we are undertaking the CGR
- publishing a timeline on our website with background and process, including where we are in the process, what consultations have taken place and what the purpose of each consultation is/was
- publishing FAQs page on our website about borough councils and community councils
- proactively engaging with staff, councillors, residents and businesses, encouraging them to respond and encouraging others to respond too
- maximising reach to ensure that as many residents as possible are aware of the consultation through our own channels, and ensuring best return on investment for any spend
- effectively managing proactive and reactive press, social media and other enquiries to minimise negative publicity and ensuring responses are prompt.
- signpost to the 'contact us' details e.g. council email and phone number to support anyone who has questions (e.g. how to participate).



**1 Appendix 7 – Calculations relevant to consideration of a Potential Transfer of Asset/s (inc. financial implications)**

- 1.1 As noted within the body of the report, at its meeting on 6 May 2025, this Council adopted a Strategic Priority for 2025-27 to carry out and complete a major Asset Review (Priority 4). Part of this priority was to identify assets that could transfer to a new local governance entity (subject to the creation of new entity/ies) and likely revenue / maintenance costs for that new entity.
- 1.2 This review has identified 82 community assets that could potentially be transferred to a new community council. These includes assets such as allotments, country parks, natures reserves and various parcels of open space
- 1.3 Within that list, three key Community assets were identified as
  - 1.3.1 Bourne Hall Community Centre,
  - 1.3.2 Epsom Playhouse and
  - 1.3.3 The Community and Wellbeing Centre.
- 1.4 Using the budget book 24/25, officers have extrapolated the potential revenue costs of running these three assets to inform a potential level of precept.
- 1.5 The information below provides an estimate of the annual council tax precept per band D property for:
  - a. The general running of a parish council including the statutory duty of allotments, and the 3 key assets.
  - b. The general running of a parish council including the statutory duty of allotments, along with the Epsom Playhouse and Bourne Hall (excluding the Community & Wellbeing Centre).

**Financial and precept implications:**

- a) **Estimated running costs for each Phase 1 consulted option on the basis of General Administration, Allotments, Bourne Hall, Epsom Playhouse and Community & Wellbeing Centre**

<b>Option 1</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£737,900	£1,487,900	17,123	£86.89
Epsom	£750,000	£1,288,100	£2,038,100	16,809	£121.25
<b>Total</b>	<b>£1,500,000</b>	<b>£2,026,000</b>	<b>£3,526,000</b>	<b>33,932</b>	
<b>Option 2</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£737,176	£1,487,176	16,449	£90.41
Epsom	£750,000	£1,288,824	£2,038,824	17,483	£116.62
<b>Total</b>	<b>£1,500,000</b>	<b>£2,026,000</b>	<b>£3,526,000</b>	<b>33,932</b>	
<b>Option 3</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£1,581,799	£2,331,799	16,727	£139.40
Epsom	£750,000	£444,201	£1,194,201	17,205	£69.41
<b>Total</b>	<b>£1,500,000</b>	<b>£2,026,000</b>	<b>£3,526,000</b>	<b>33,932</b>	
<b>Option 4</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
EEBC	£1,250,000	£2,026,000	£3,276,000	33,932	£96.55

**1.6 Estimated running costs for each Phase 1 consulted option on the basis of General Administration, Allotments, Bourne Hall and Epsom Playhouse (excluding the Community & Wellbeing Centre)**

<b>Option 1</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£737,900	£1,487,900	17,123	£86.89
Epsom	£750,000	£850,100	£1,600,100	16,809	£95.19
<b>Total</b>	<b>£1,500,000</b>	<b>£1,588,000</b>	<b>£3,088,000</b>	<b>33,932</b>	
<b>Option 2</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£737,176	£1,487,176	17,123	£86.85
Epsom	£750,000	£850,824	£1,600,824	16,809	£95.24
<b>Total</b>	<b>£1,500,000</b>	<b>£1,588,000</b>	<b>£3,088,000</b>	<b>33,932</b>	
<b>Option 3</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£1,581,799	£2,331,799	17,123	£136.18
Epsom	£750,000	£6,201	£756,201	16,809	£44.99
<b>Total</b>	<b>£1,500,000</b>	<b>£1,588,000</b>	<b>£3,088,000</b>	<b>33,932</b>	
<b>Option 4</b>	<b>Admin</b>	<b>Assets</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
EEBC	£1,250,000	£1,588,000	£2,838,000	33,932	£83.64

**1.7** As noted within the body of the report (see Section 6), the comparative estimated running costs for each Phase 1 consulted option on the basis of General Administration and Allotments alone leads to the following estimated figures:

<b>Option 1</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£9,900	£759,900	17,123	£44.38
Epsom	£750,000	£10,100	£760,100	16,809	£45.22
<b>Total</b>	<b>£1,500,000</b>	<b>£20,000</b>	<b>£1,520,000</b>	<b>33,932</b>	
<b>Option 2</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£9,176	£759,176	16,449	£46.15
Epsom	£750,000	£10,824	£760,824	17,483	£43.52
<b>Total</b>	<b>£1,500,000</b>	<b>£20,000</b>	<b>£1,520,000</b>	<b>33,932</b>	
<b>Option 3</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
E&S	£750,000	£13,799	£763,799	16,727	£45.66
Epsom	£750,000	£6,201	£756,201	17,205	£43.95
<b>Total</b>	<b>£1,500,000</b>	<b>£20,000</b>	<b>£1,520,000</b>	<b>33,932</b>	
<b>Option 4</b>	<b>Admin</b>	<b>Allotments</b>	<b>Total</b>	<b>Base</b>	<b>Precept</b>
EEBC	£1,250,000	£20,000	£1,270,000	33,932	£37.43

- 1.7 It should be noted that these assets not only have revenue (running) costs, but a requirement for significant capital investment. The potential precept figures above do not include the funds required the capital related spend that may be required for each asset. For example, if the community council requires to raise £1 million per annum to invest in an asset, it could cost a further £30-60 on the precept, depending on which option is chosen. Based on current estimated costs (circa £3m), this could increase the precept in the East for example by between £90 - £180 per Band D property.
- 1.8 It should also be noted that the above relates only to costs for allotments and the three key assets. If other community assets (e.g. country parks etc) were to be transferred, the costs would be considerably higher, dependent on which assets were to be transferred. Some initial work has been done to consider these costs, with more detailed work to be carried out as part of the next phase of the Community Asset review.

### **Consideration of transferring Community Assets from the Council to a newly created Community Council(s)**

- 1.9 Work is ongoing to identify the issues and options for each asset. This includes options analysis to consider the most appropriate governance and management model to secure the long-term future of the asset, which may or may not be a community council.
- 1.10 The review will seek to identify ways to move the assets to a more financially sustainable footing, considering opportunities for alternative funding approaches and additional income streams to support the facilities. This will take the form of new high level business plans.

- 1.11 Any transfer to a community council or other organisation would need to be supported by a robust business case, setting out the financial, legal and wider implications, including ensuring it has the capacity and capabilities to manage the facility (in perpetuity).
- 1.12 The outcome of this review will be considered alongside the outcome of the Phase 2 consultation before a decision whether to include the transfer of those identified assets into a new Community Council(s) is taken in Spring 2026.

# **Terms of Reference**

## **Community Governance Review**

### **Epsom and Ewell Borough Council**

**June 2025 – Updated December 2025**

## **Introduction**

Epsom and Ewell Borough Council has resolved to undertake a Community Governance Review (CGR) under the provisions of the Local Government and Public Involvement in Health Act 2007, to consider the emparishment of all or part of the current area of the Borough. This is consequential of Local Government Reorganisation which will see the formation of one or more unitary authorities for Surrey, and the abolition of the existing eleven District and Borough Councils and single County Council within Surrey.

## **Legal Framework**

In undertaking this review the Council will be guided by:

- Part 4 of the Local Government and Public Involvement in Health Act 2007
- the relevant parts of the Local Government Act 1972
- Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010
- Local Government (Parishes and Parish Councils) (England) Regulations 2008
- Local Government Finance (New Parishes) Regulations 2008

## **What is a Community Governance Review (CGR)?**

A CGR is a review of the whole or part of the Borough to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- Constituting, retaining or dissolving parish councils
- 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 parish warding), and
- Grouping parishes under a common parish council or de-grouping

## **Why undertake a Community Governance review?**

A CGR 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 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 and interests of the community.

The government has emphasised that ultimately, recommendations made in a CGR ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

If the current proposals for local government reorganisation in the county proceed, eleven existing District and Borough councils will be dissolved in April 2027. At present there are no parishes in the whole of Epsom and Ewell Borough, and if the Borough Council is dissolved there will be no lower tier of local government below that of the new unitary authority. This will affect democratic engagement and representation and may influence the way local services are provided.

The Council decided on 26 June 2025 to conduct a CGR for the whole of Epsom and Ewell to establish the appetite, desire and suitability for potential parish council formations in the Borough.

## **Considerations of a Community Governance Review**

Section 93 of the 2007 Act requires the Borough Council to consider the need to secure 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.

In doing so the review will take into account:

- a) the impact of community governance arrangements on community cohesion; and
- b) the size, population and boundaries of the local community.

## Scope of this Review

Epsom and Ewell Borough Council has resolved to undertake a CGR to consider whether there is a desire and need to create one or more civil parishes and associated parish council(s) for the whole area of the existing Borough.

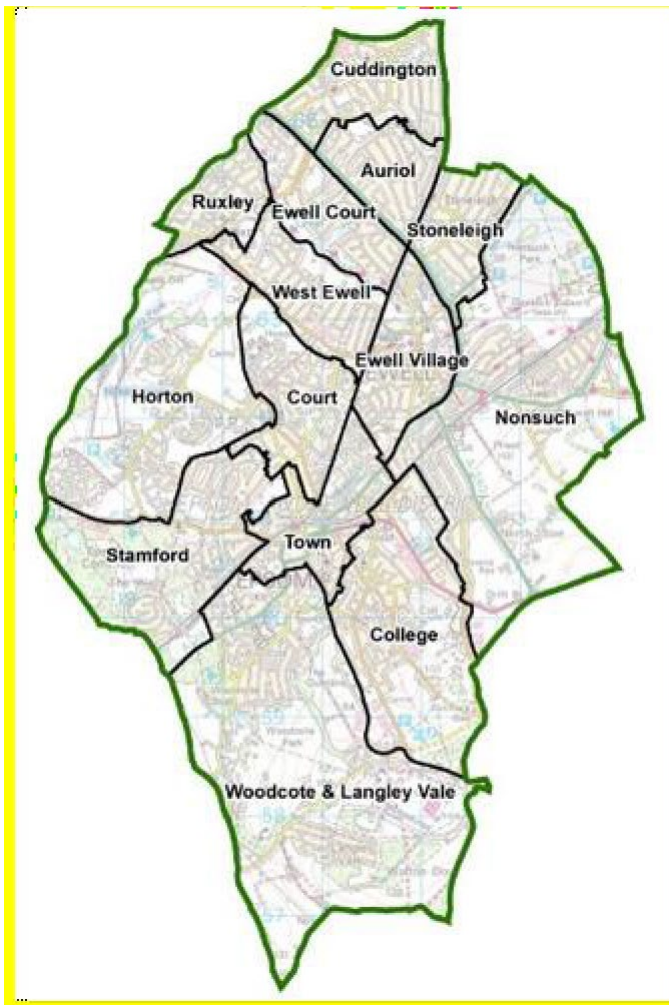
The preferred option of Epsom and Ewell Borough Council is to create either one or two parishes, each with a parish council, to be named a “Community Council”, covering the whole of the current area of the borough.

This review seeks to ascertain the most appropriate boundary alignment and governance arrangements for any such new parishes. The area of Epsom and Ewell includes the following current wards:

	<i>Wards</i>	<i>Electorate (1 May 2025)</i>	<i>Households (1 May 2025)</i>
1	Auriol	3,406	1,713
2	College	5,122	2,857
3	Court	4,614	2,654
4	Cuddington	4,960	2,726
5	Ewell Court	3,631	1,932
6	Ewell Village	3,352	2,102
7	Horton	3,315	1,901
8	Nonsuch	5,265	2,497
9	Ruxley	3,648	2,101
10	Stamford	3,661	1,915
11	Stoneleigh	3,645	1,830
12	Town	5,268	3,973
13	West Ewell	5,027	2,703
14	Woodcote & Langley Vale	4,509	2,533

In conducting this review, the Council will consider the electorate forecasts for the next five years. These forecasts will be based on planned developments within the Borough and will also consider any forecasts relating to demographic trends.

If parish councils are not established across the whole area of the existing Borough, then the only tier of local government that electors in unparished areas will be represented by will be the new unitary authority for that area.



## **Who will undertake the community governance review?**

The review will be carried out by Epsom and Ewell Borough Council. In the event that, for whatever reason, the review cannot be completed by the 1 April 2027, then the successor authority to the Borough Council may complete and implement the review.

The conduct of the review will be overseen by the Borough Council, with all formal decisions required by the legislation being made by the Borough Council in line with the Council's constitution.

The review will comply with the legislative and procedural requirements set out in the 2007 Act, as well as statutory guidance. This includes guidance produced jointly by



the Department for Communities and Local Government and the Local Government Boundary Commission for England (LGBCE) and issued under section 100 of the 2007 Act. This review will follow the approach set out in these Terms of Reference, including the following indicative timetable

### Timetable for review

Date	Action
26 June 2025	Council to approve Terms of Reference for the Community Governance Review
17 July – 9 October 2025	Formal initial Community Governance Review consultation – with residents and other consultees as noted below
October – November 2025	Consideration of responses and drafting of recommendations
9 December 2025	Council to approve Updated Terms of Reference and decide whether to proceed to next stage of Community Governance Review and recommendations to consult upon.
December 2025 – February 2026	Further public consultation on Recommendations
February – March 2026	Consideration of responses
March 2026	Final recommendations to be considered by Full Council
March 2026	Reorganisation Order made
April – December 2026	Consequential matters
May 2027	Parish council elections to be held under any new arrangements that may be decided.

This document is being published on our website at: [www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk) and a printed copy may be viewed at the Town Hall, The Parade, Epsom, KT18 5BY during normal business hours.

## Consultation

Before publishing final recommendations, in line with legislative requirements, the Borough Council will seek and take full account of the views of local people. The Council will comply with legislative requirements by,

- a) consulting local government electors for the area under review;
- b) consulting any other person or body (including a local authority or elected representative) who appears to the council to have an interest in the review;
- c) informing Surrey County Council of the review, and sending it a copy of this Terms of Reference document;
- d) taking into account any representations received in connection with the review.
- e) the Council will also be pleased to receive comments from any other person or body that wishes to make representations, and 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.

When taking account of written representations the Council is bound to have regard to the need to secure that community governance within the area under review is:

- a) reflective of the identities and interests of the community in that area;
- b) effective and convenient.

In order to ensure that this review is conducted transparently, as soon as practicable the Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. This will consist of two phases of consultation. The first will seek the initial views and desires of local residents, groups and stakeholders, and will form the basis of the draft recommendations. The second phase will seek views upon those draft recommendations, to allow final recommendations to be formed.

Consultation and awareness raising will consist of various communication methods, such as direct mailings, media posts (digital and printed), in person workshops where viable, and each will explain how residents and stakeholders can submit their views.

## **The value of local councils**

Local parish councils play an important role in terms of community empowerment at a local level and we want to ensure that local governance in the area of the existing Borough Council continues to be robust, representative and enabled to meet the challenges that lie before it.

Parish councils have a key role to play in representing the views and promoting the needs of the borough's local communities and neighbourhoods and every opportunity should be afforded to them to express such views to the new unitary authority prior to any decisions taken which might affect local circumstances.

## **Other (non-parish) forms of community governance**

The Council is required by law to consider other forms of community governance. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community associations, which may be more appropriate to some areas than parish councils.

The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate. However, the Council also notes that what sets parish councils apart from other kinds of

governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

## **Parish boundaries**

The Council considers that 'natural' settlements, or settlements as they are defined in the Local Development Framework, should not in normal circumstances be partitioned by parish boundaries. The Council considers that the boundaries between parishes should where possible either reflect the 'no-man's land' between communities represented by areas of low population or by identifiable physical barriers. These physical barriers might include natural boundaries such as rivers or man-made features such as railways or roads. In the event of emparishment the council will endeavour to select boundaries that are, and are likely to remain, easily identifiable as well as taking into account any local ties which might be broken by the fixing of any particular boundaries.

## **Electoral arrangements and councillor representation**

An important part of the Review will be to consider the 'Electoral Arrangements' and this will cover how a council is constituted for any parish established by this review, comprising the following:

- The ordinary year in which elections are held;
- The number of Councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing Councillors;
- The number and boundaries of any such wards;
- The number of Councillors to be elected for any such wards; and
- The name of any such wards.

The Local Government Act 1972 states that ordinary election of Parish Councillors shall take place every fourth year. However, parish elections may be held in other years to coincide with the cycle for the principal Council, so that the costs of elections can be shared. If the Review finds that it will be appropriate to hold an election for Parish Councillors, for a newly formed parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected Parish Councillors will be so reduced as to enable the electoral cycle to revert to the normal cycle in the area at the next ordinary elections.

The number of Parish Councillors for each parish council must not be less than five. There is no maximum number and there are no rules relating to the allocation of Councillors. There are, however, guidelines produced both by the National Association of Local Councils and by the Aston Business School and the Council will

be mindful of these during the review. The Government's guidance is that "each area should be considered on its own merits, having regard to its population, geography and the pattern of communities."

## **Consequential Matters**

A Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters the Council will be guided by the 2007 Act and the Regulations that have been issued under it, including the Local Government (Parishes and Parish Councils) (England) Regulations 2008 and the Local Government Finance (New Parishes) Regulations 2008

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. The Regulations regarding the establishment of a precept for a new parish require the Council to calculate the first anticipated precept for a newly constituted parish council and for the amount of that precept to be included in the Reorganisation Order.

## **How to contact us**

If you would like to say how you view potential future arrangements under these Terms of Reference, please respond to the online consultations on the Epsom and Ewell Borough Council website:

The survey will also be available in other formats, please email [cgr@epsom-ewell.gov.uk](mailto:cgr@epsom-ewell.gov.uk) or call 01372 732000