



## **TERMS OF REFERENCE FOR THE COMMUNITY GOVERNANCE REVIEW 2022**

*A review of parishes under the Local Government and Public Involvement in Health Act 2007*

Swale Borough Council has resolved to undertake a Community Governance Review of parish arrangements within the following areas:

- **Lucas Close, Queenborough – Sheerness Town Council area**
- **Great Easthall Estate, Murston – Tonge Parish area**

This review is to address population growth in respect of new housing developments and to correct historical boundary line anomalies.

In undertaking this review the Council has considered the guidance on Community Governance Reviews published by the Department for Communities and Local Government (DCLG) in March 2010, which includes guidance issued by the Secretary of State and the Local Government Boundary Commission for England under section 100 of the Local Government and Public Involvement in Health Act 2007 and relevant parts of the Local Government Act 1972.

These Terms of Reference will set out clearly the matters on which the Community Governance Review is to focus. We will publish this document on our website at [www.swale.gov.uk/CGR](http://www.swale.gov.uk/CGR) and in hardcopy at our Council Offices where it can be viewed by appointment and finally sent to each Parish/Town Clerk where their parish is subject to the Community Governance Review.

### **What is a Community Governance Review?**

A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- Amending the names and styles of parishes;
- Amending the boundaries and/or electoral arrangements of parishes;
- Grouping parishes under a common parish council or de-grouping parishes

For the purpose of this review, the proposal is to only review parish boundaries in the specified areas.

### **Purpose of the review**

It has been some time since a Community Governance Review has been conducted in Swale. As a result there are housing developments completed, which need consideration on whether existing parish boundaries should be amended. There are two different parts of the borough where this is the case, namely, at the boundaries of the following parishes:

**Lucas Close, Queenborough – Sheerness Town Council area**  
**Great Easthall Estate, Murston – Tonge Parish area**

### **Who undertakes the review?**

Swale Borough Council will be undertaking the review with the decision to proceed being made at the meeting of Full Council on 27 April 2022. Once the Notice of Review has been published, the Authority will have 12 months to complete the review. This will be led by the Electoral Services Department at Swale Borough Council.

## Consultation

These terms of reference provide the aims of the review, the legislation relating to the process and the areas that the council will consider as part of the review process. The Council will consult on this review with the following:

- The local government electors in the areas that fall under the review.
- Parish councils/meetings.
- Borough and County Councillors.
- Kent County Council.
- Kent Association of Local Councils (KALC).
- Local Government Boundary Commission

All representations received in connection with the review will be taken into account and all consultees will be informed of the outcome of the review. The outcomes of the review will be published on our website at [www.swale.gov.uk/CGR](http://www.swale.gov.uk/CGR) and in hardcopy at Council Offices.

Information about each stage of the review will also be published and available as above and relevant press releases and other publicity will be issued where appropriate.

## Timetable

Stage	Action	Dates
Authorisation	Council resolve to undertake Community Governance Review	27 April 2022
Commencement	Notice of Review published (review to be completed within 12 months of this date)	Early May 2022
Stage One	Initial Consultation with stakeholders – submissions invited from all interested parties	Complete by mid June 2022
Stage Two	1.Consideration of submissions received 2.Draft recommendations prepared	By end of June 2022
Stage Three	Draft recommendations to be considered by Full Council and approved for further consultation	On 27 July 2022
Stage Four	1.Consultation with stakeholders on draft recommendations 2.Final recommendations prepared	By mid September 2022
Stage Five	Final recommendations to be considered and approved by Full Council	On 12 October 2022
Stage Six	Community Governance Order(s) made	End of October 2022
Completion	Implementation of changes made in new order(s)	End of November 2022

## Consequential Matters

When all the required consultation has been completed and the Review has been finalised, the Council will look to making an Order to bring into effect any decision that it may make. If no action is taken, then it will not be necessary to make an Order.

Where an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- Changes to the Council Tax Base to reflect new parish precepts. Some properties will have a higher precept in the future, while others may receive refunds and/or will no longer pay a precept if they are moved into an unparished area.
- Changes to electoral arrangements to reflect new parish boundaries and the new designated Polling Places which affected properties will now be expected to attend at the time of an election where the elector does not have an absent vote in place.

## Representations

Swale Borough Council welcomes any comments and representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters detailed within the Review.

Any such representations may be made for the attention of the **Lead Officer, Keith Alabaster** in the following ways:

By Email: [cgrconsultations@swale.gov.uk](mailto:cgrconsultations@swale.gov.uk)

By post: Electoral Services  
Swale Borough Council  
Swale House  
East Street  
Sittingbourne  
ME10 3HT

Larissa Reed  
Chief Executive and Electoral Registration Officer  
27 April 2022