

Annex 4 – Draft Terms of Reference

Review of Community Governance Arrangements for Stansted Parish Council

Terms of Reference

Introduction

Tonbridge & Malling Borough Council is conducting a Community Governance Review for Stansted Parish Council, in accordance with Part 4 Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Housing, Communities and Local Government. This guidance was considered when drawing up the Terms of Reference (TOR).

Explanation of a Community Governance Review

It can take place for the whole or part of the district to consider one or more of the following:

- creating, merging, altering or abolishing parishes/town 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)
- grouping parishes under a common parish/town council or de-grouping parishes/town councils.

The council is required to ensure community governance within the area under review will be reflective of the identities and interests of the community in that area and is effective and convenient.

In doing so the Community Governance Review is required to take into account of:

- the impact of community governance arrangements on community cohesion
- the size, population and boundaries of a local community or parish/town.

The aim of the review is to consider the request and the alternative ways in which the council might bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensure electors across the area affected will be treated equitably and fairly.

Reason for undertaking this Community Governance Review

This review is taking place following the receipt of a request from Stansted Parish Council seeking to increase their councillor numbers from 7 to 9.

The council wishes to consult on the proposals to inform the review.

Area to be reviewed

The Community Governance Review includes the Parish of Stansted.

Who will undertake the review?

Tonbridge & Malling Borough Council is responsible for conducting the review.

The recommendations will be considered in public by the General Purposes Committee which, in turn, will make recommendations to Full Council.

A consultation process will form part of the review to take account of the views of local people.

The council will publicise the review by displaying a notice at the council offices and publicity on the council's website and social media. The council will also write to relevant ward councillors, Kent County Council (KCC), relevant KCC councillors, MPs, and other known stakeholder groups, including adjoining parish and borough councils.

A letter will be sent to electors in Stansted Parish to notify them of the review and the opportunity to share their views through the survey.

Information and paper copies of a survey will be made available in the locality to support the review.

The council will be required to approve the final recommendations prior to the Community Governance Order being made.

Timetable for the review

A timetable for the review is attached.

The programme and timeline may be adjusted after representations have been received.

Any adjustments to the programme and timetable will be approved by the council and published on its website.

Consultation

The council has drawn up and once approved, will publish this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

In coming to its recommendations following the Review, the Council will take account of the views of local people and stakeholders.

The council will:

- publish these Terms of Reference.
- promote the consultation process by means of press releases, social media, posters, letters to electors and direct emails to stakeholders.
- provide key documents (this and subsequent reports) on deposit at the Kings Hill offices.

This council will notify Kent County Council, the Local Government Boundary Commission for England (LGBCE) and any other formal consultees that a review is to be undertaken.

Representations

Tonbridge & Malling Borough Council welcomes representations from any person or body (e.g. organisation or business) who wishes to comment or make proposals on any aspect of the matters under review.

The public can respond to the consultation in a variety of ways, including:

- completing the survey on our website
- email comments to voting@tmbc.gov.uk
- writing to Damian Roberts, Electoral Registration Officer, Electoral Services, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ

In accordance with the Act, representations received in connection with the review will be taken into account and steps will be taken to notify interested parties of the outcome of the review.

Publication of the results

The council will publish full details on its website and make them available on request from the council offices.