

# COMMUNITY LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE

17 NOVEMBER 2025

## REPORT OF ASSISTANT DIRECTOR CORPORATE POLICY AND SUPPORT

### A.1 COMMUNITY GOVERNANCE REVIEW FOR CLACTON-ON-SEA, HOLLAND-ON-SEA, AND JAYWICK SANDS – UPDATE FOLLOWING PHASE I CONSULTATION AND APPROACH TO PHASE II CONSULTATION

#### **PURPOSE OF THE REPORT/INQUIRY**

The report reminds the Committee of the approved terms of reference for the Community Governance Review of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands and its implementation to this point. The Committee is also advised of the outcome of the Phase I consultation exercise (Stage 2 in the Terms of Reference Timeline) as part of that Review (including the expenditure incurred to date). Taking account of that outcome, the Committee is invited to approve the basis of the Phase II consultation (Stage 4 in the Timeline) around the creation of separate Parishes for the three communities. In considering this, information has been provided by the Essex Association of Local Councils around the base costs of Councils for the three separate areas and the outcome of discussions with the Ward Councillors has shaped the proposed boundaries for the three Parishes.

#### **SCOPE - THE AIMS AND OBJECTIVES OF THE REPORT**

The aim of the report is to support the Committee's constitutional role in respect of Community Governance Reviews (as set out at Article 6.02 of the Council's constitution – as follows):

*“The Community Leadership Overview & Scrutiny Committee, in accordance with Section 9F (d) and (e) of the Local Government Act 2000 (as amended) will also perform the functions relating to community governance reviews as provided for by Part 4 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) where those functions have been delegated to the Committee by full Council (as set out in Part 3 Schedule 2 Responsibility for Council (Non-Executive) Functions).*

*In performing its delegated functions, the Committee is required, by section 100(4) of the 2007 Act, to have regard to the guidance which is issued by the Secretary of State, under section 100(1) and (3), and the LG BCE under section 100(2) of the same Act.”*

In particular, this report concerns the progression of the Community Government Review for the three communities referenced as commenced with the publication of its Terms of Reference on 1 July 2025.

#### **INVITEES**

Charlene Slade, Chief Executive Officer at EALC

#### **BACKGROUND**

The Community Governance Review (CGR) for Clacton-on-Sea, Holland-on-Sea, and Jaywick Sands began on 1 July 2025, as a consequence of the publication of the Terms of Reference for that Review.

By way of a chronology around governance for the CGR, the following is provided:

- 21 October 2024 – Motion at Full Council seeking a report setting out the process for undertaking a CGR in the review area.
- 15 November 2024 – Report to, and approval from, Full Council for the CGR to be undertaken based on draft Terms of Reference, designation of the Community Leadership Overview and Scrutiny Committee as the oversight Committee for the CGR and authorisation of the Chief Executive to update the Terms of Reference and publish these on 1 July 2025.
- 20 December 2024 – Approval of funding of £48K by Cabinet to meeting the anticipated costs of the CGR (subject to a review being undertaken to ensure this would be sufficient).
- 17 June 2025 – Report to and decision of the Community Leadership Overview & Scrutiny Committee for the proposed commencement of the CGR and reference to the Cabinet in respect of an increase in the budget for the CGR to £68K. The Committee also approved a date for its review of the outcome of the first stage of consultation and preparation for the next phase. This was originally scheduled for 20 October and was, subsequently, rearranged to the date of this meeting.
- 27 June 2025 – Decision of Cabinet to accept the revised budget for the CGR and authorise expenditure up to £68K on the CGR.
- 1 July 2025 – Formal decision of the Chief Executive to publish the Terms of Reference for the CGR and thereby commence the review process.

The review aims to determine whether new parish or town councils should be created for these areas, which are currently the only unparished parts of the District. Together, they include around 30,000 properties, 44,000 registered voters and many other stakeholders (including voluntary and community organisations) in the review.

#### **RELEVANT CORPORATE PLAN THEME/ANNUAL CABINET PRIORITY**

The Corporate Plan 2024-28 has a central theme around community leadership, and the Council is undertaking this role in placing the issue of community governance in front of local electors and others with an interest in the review.

#### **DESIRED OUTCOME OF THE CONSIDERATION OF THIS ITEM/INQUIRY**

- To note the update provided in respect of the CGR to this point (including the expenditure incurred);
- To receive and consider the outcome of the Phase I consultation under the CGR;
- to approve a realignment of the timetable for the review (as set out within this report) given the position set out; and
- To confirm that, taking account of the outcome of the first phase of consultation, the Phase II consultation will be undertaken on the basis set out in the report based on the separate parishing of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands with separate Councils for each.

#### **DETAILED INFORMATION**

##### **Consultation & Engagement**

Consultation and engagement with the general public and stakeholders commenced on 1<sup>st</sup> July 2025. On this date the dedicated webpage was launched on the Council's website. This domain offered detailed information on the consultation and provided the approved Terms of Reference. The web page also provided links to consultation surveys for each of the three

areas and provided details of public meetings to be held in each of the three areas covered by the review.

As part of the communications plan for the CGR, pull up banners were produced providing a QR code specific to the area in which they were to be placed. The QR code linked directly to the consultation pages and surveys. When the banners were placed in the designated locations there were also leaflets and paper surveys about the CGR. In addition, each banner placement had a ballot box in which to receive completed consultation surveys. These sites were:

- Sunspot Jaywick, Brooklands, Jaywick
- Holland-on-Sea Public Hall, Frinton Road, Holland-on-Sea
- Pier Avenue Council Office, Pier Avenue, Clacton-on-Sea
- Town Hall, Station Road, Clacton-on-Sea

These locations were checked on a weekly basis when submitted survey forms were collected and forms and leaflets were replenished.

Landscape banners advertising the CGR were attached to railings in areas of high vehicular use in Holland-on-Sea, Clacton-on-Sea and Jaywick Sands. There was an additional banner displayed on the railings of the Town Hall in Clacton-on-Sea. These banners held the same branding, CGR message and QR codes.

A press release was issued and a campaign on social media and local press began with regular advertising of the CGR emphasising the request for people to have their say. All communications were branded to help reinforce recognition of the image and thus the consultation within communities. The media plan continued through July, August and September with regular advertisements and pushes to maximise reach and response.

Local shops and businesses in the review area were approached to display leaflets and posters advertising the CGR and encouraging residents to have their say. Many took the material and displayed it during the Phase I consultation.

The Council, in recognising the crucial representational role of District Councillors, has engaged directly with those Councillors in the review area. This included dedicated briefings with the Councillors on 22 May 2025 and on 15 October 2025. These sessions also provided interactive sessions to gain insight into information to inform the phases of consultation. These sessions were separate to the Council's All Members Briefings on 20 November 2024, 25 June 2025 and 23 October 2025 where the CGR process were relayed to Councillors from across Tendring.

In addition to the Councillor briefings, the following events were attended by staff to support the CGR process:

- Sports Conference on 19 May 2025
- Tendring Together event on 22 May 2025
- Clacton Town Board on 23 May 2025 and on 25 July 2025

The CGR Stakeholder list set out in the Terms of Reference was expanded based on organisations/individuals requesting to be involved at the above engagement events.

Following these events, an email was sent to all stakeholders whose information was available (42). Thereafter a letter followed to 403 known stakeholders which provided detailed information, links to the website where further information could be found, a copy of the CGR survey and a pre-paid envelope for reply. These stakeholders included Essex County Council (as required by the Local Government and Public Involvement in Health Act 2007).

An email to 22,806 electors within the CGR area was sent which detailed the consultation, where to get further information and how to have their say. This was followed by a letter to 30,000 households within the area. This contact followed the same basic format and content as the stakeholder communication.

As referenced in the CGR communications and web information on the CGR, four public meetings were held during Phase I of the CGR consultation. These meetings were held as follows:

Date	Time	Location
Monday 28 July	6:30pm - 7:30pm	St Johns Church Hall, Great Clacton, St Johns Road, Clacton-on-Sea CO15 4BP
Tuesday 29 July	6:30pm - 7:30pm	Sunspot, Business Centre, Jaywick Sands, Brooklands, Clacton-on-Sea CO15 2JG
Wednesday 30 July	6:30pm - 7:30pm	Essex Hall, Town Hall, Station Road, Clacton-on-Sea CO15 1SE
Thursday 31 July	7:00pm - 8:00pm	Holland Public Hall, 137-139 Frinton Road, Holland-on-Sea CO15 5UR

Overall, the turnout for each meeting was good and engagement by attendees was active throughout. Whilst some robust discussions arose from those with strong views, the general consensus was that the meetings were a good engagement tool and that the reactions provoked helped to deepen the messaging to the electorate around the CGR process. Copies of the survey were available for attendees.

Ward Councillors in the review area were also approached on two separate occasions to see if additional meetings should be organised in their Ward/part of the review area and no requests were made for such additional meetings.

Officers were grateful to the Holland on Sea Residents' Association for the additional opportunity to present to the Association's members the CGR process. The meeting provided further scope to engage with the public within that part of the review area. Offers were made to help organise/attend meetings of a couple of other organisations within other parts of the review area but, unfortunately, were not taken up by those organisations.

While the above work was generally seeking to bring the CGR to the attention of electors and stakeholders in the review area, there was an understanding that those seldom heard in such consultations should have the opportunity to engage in the process. To this end, Community Volunteer Services Tendring (CVST) were appointed to ensure a diverse range of community voices could be heard through structured discussions. This was achieved through five public engagement events held across Clacton-on-Sea and surrounding areas. These were:

- Clacton Dementia Café – Social group for people with dementia and their carers
- Summit – Adults with Learning Disabilities
- Clacton Sister Circle – Multicultural Women's Group
- Phoenix Explorer Scout Group – Young people aged 14 to 17
- Afro-Caribbean Drop-in – Family Drop-in for people of all ages from African and Caribbean backgrounds.

The questions from the survey used in the Phase I consultation and the outcome of that consultation is set out in Appendix A.

### Timeline

The Terms of Reference for this Community Governance Review referenced an original timeline as set out in the table below. The Stage 3 process has required more time than originally envisaged and, on this basis, the Committee is invited (in the recommendations below) to agree to the revised timeline also set out below:

	Original Timeline	Revised Timeline
Stage 1: Terms of reference are published.	1 July 2025	Not applicable
Stage 2: Initial submissions are invited (Phase I consultation)	1 July 2025 – 30 September 2025	Not applicable
Stage 3: Consideration of submissions received and draft Recommendations are prepared	October 2025	October-November 2025
Stage 4: Draft Recommendations are published - consultation on them (Phase II consultation)	1 November 2025- 31 January 2026	1 December 2025- 28 February 2026
Stage 5: Consideration of submissions received and Final Recommendations are prepared and published; interested parties informed	February 2026	March 2026
Recommendation and draft Order submitted to Council	March 2026	April 2026
Application of Decision and reasoning and interested parties informed. Copy of Order with map(s) placed on deposit and notification as required.	As soon as practicable thereafter	As soon as practicable thereafter

### Financial Position

A budget of £68,000 has been allocated for this Community Governance Review. The costs incurred to date are summarised below:

Newspaper Adverts/Online	£1,080.00
Letters to households	£22,446.95
Freepost postage charge	£2,426.60
Banner Signs	£455.00
Look Magazine	£504.00
Commissioned work with community groups	£4,825.00
Social media Paid for Posts	£178.75
Public Meetings/Miscellaneous costs	£113.98
<b>TOTAL (so far)</b>	<b>£33,030.28</b>

On the basis that the phases of consultation require the vast majority of costs to be incurred, and the Council has now completed one of the two main phases of consultation, there is good reason to believe that the costs of the review can be contained within the budget referred to. This is, obviously dependant upon the second phase of consultation mirroring the consultation and engagement approach from the first phase of consultation. This forms the basis of one of the recommendations to the Committee.

The proposed realignment of the timeline for the remaining stages of the consultation (set out in the recommendations section) will need to be carefully managed as the preparations for the 7 May 2026 elections will be underway as this review's Phase II consultation will now still be underway as key election tasks are required to be undertaken. Officers are aware of this overlap and will look to providing sufficient resources to both the Phase II consultation and the analysis of responses as well as to election preparation.

### **Devolution and Local Government Reorganisation**

The decision to commence the Community Governance Review pre-dated the Government publishing its White Paper on 16 December 2024 titled "English Devolution".

This announcement was quickly followed by the creation of a Devolution Priority Programme that Essex County Council, Thurrock and Southend on Sea City Councils applied to join. The plans for reorganisation across the Greater Essex system were submitted on 26 September 2025 and the Government's consideration of those submitted is awaited. It is envisaged that there will be a statutory consultation process commencing later in 2025 with Government announcing its decision for LGR across Greater Essex in the spring of 2026. This would be followed by a Structural Change Order with interim structures leading to new Unitary Councils from 1 April 2028.

In a letter from the Deputy Directors at the Ministry of Housing, Community and Local Government in respect of local government reorganisation, dated 3 June 2025, the following text was directed to Chief Executives in the area:

*"The Government welcomes the steps areas are taking to consider how to maintain strong community voice. Local Government Reorganisation should facilitate better and sustained community engagement and needs a clear and accountable system of local area-working and governance. Neighbourhood Area Committees, led by frontline ward councillors, offer a model of place-based engagement and leadership which maximises the structural efficiencies brought about by Local Government Reorganisation and strengthens localism and community participation across all areas. Neighbourhood Area Committees help councils fulfil their commitments to working in partnership with communities at the neighbourhood level. They can also include other service providers, such as town or parish councillors, when applicable, along with co-opted members from local community organisations.*

*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. The Government recognises the value that town and parish councils offer to their local communities, but they are independent institutions and are not a substitute for meaningful community engagement and neighbourhood working by a local authority. The Government wants to see every local authority hardwiring local community engagement into their own structures, preferably through neighbourhood Area Committees."*

Officers are content that, notwithstanding the above, proceeding with this community governance review was appropriate as the approval of the review pre-dated the publication of the Government's White Paper on 16 December 2024 on devolution and local government reorganisation and the commencement of the devolution priority programme. In addition, the outcome of this Community Governance Review will not directly impact on the Government's announced expectation for new Unitary Councils to establish appropriate neighbourhood Area Committees to facilitate engagement with residents in the Unitary Area.

## **Preparation for Phase II Consultation**

### **(1) Parish the Review Area**

On the basis of the findings from the Phase I consultation (set out at Appendix A) indicated support for parishing of the area covered by the CGR (as defined in the Terms of Reference) it is proposed that Phase II of the consultation adopts as a draft recommendation that parishing for the area proceeds. Phase II of the consultation under the CGR will therefore seek views on the option for parishing.

### **(2) Areas/Boundaries – Identities and Interests of communities**

Looking at the options for parishing, the best supporting single option was for three separate local Councils covering Clacton-on-Sea, Holland-on-Sea and Jaywick Sands. This too is proposed to form a draft recommendation for the Phase II consultation. This means separate elements of the consultation for the three areas (Clacton-on-Sea, Holland-on-Sea and Jaywick Sands). This enables the required elements for decisions arising from a Community Governance Review to be set out as appropriate for Clacton-on-Sea, Holland-on-Sea and for Jaywick Sands. Facilitating this process, there have been discussions with the Ward Councillors for West Clacton & Jaywick Sands, St Bartholomew's and Eastcliff. Ward on the communities that any new parish arrangement appropriately constitutes 'Jaywick Sands' and 'Holland-on-Sea'. These meetings involved proposed boundaries that would have seen more narrowly drafted proposals for a possible Jaywick Sands Parish and a Holland-on-Sea Parish. The proposals set out in the report for those possible parishes (and consequentially for a possible Clacton-on-Sea Parish) reflect the direction sought by the Councillors in the three Wards referenced.

Section 93 of the Local Government and Public Involvement in Health Act 2007, requires that this Council (in conducting the CGR) secures future arrangements that reflect the identities and interests of the communities in the area. It also requires that those future arrangements are both convenient and effective while supporting community cohesion and having regard to the existing representational structures. These considerations were articulated during the meetings with the Ward Councillors referred to.

Arising from the above, it is proposed that the draft recommendations on parishing in the three areas utilise the areas/boundaries set out in Appendices C-E of this report.

### **(3) Naming of Possible New Parishes and Parish Councils (and Council style)**

Further to the above, it is proposed that the draft recommendations reference the possible parish names:

- (a) West Clacton and Jaywick Sands
- (b) Clacton-on-Sea
- (c) Holland-on-Sea

These names are referenced on the maps set out at Appendices C-E.

In all of the cases set out in (a)-(c) above, the electorate for the possible parishes would be above 1,000 in number. By consequence of Section 94 of the Local Government and Public Involvement in Health Act 2007, this Council MUST recommend that such parishes have a parish council. We have no discretion on this point given the electorates involved.

The review can address the style name of any parish councils to be constituted. Again, arising from the discussions to this point, it is proposed to submit as a draft recommendation on the basis of the following styles:

- (a) West Clacton and Jaywick Sands Town Council
- (b) Clacton-on-Sea Town Council
- (c) Holland-on-Sea Village Council

Local Councils utilising the styles of Town and Village Councils are, and remain, parish councils in so far as their powers and responsibilities are concerned.

#### (4) Electoral Arrangements

The legal limit on the number of parish councillors on an individual parish council is five (Section 16 of the Local Government Act 1972). There is no maximum number of parish councillors on an individual parish council. In 1988, the National Association of Local Councils (NALC), published guidance on suggested parish councils. NALC's starting point is that five parish councillors is too low a number to deliver effective administration and that organisation references a practical minimum number of seven parish councillors. It suggests that 25 parish councillors is the maximum number for an individual parish council.

While specific advice has been sought from Essex Association of Local Councils (EALC), the NALC recommendations from 1988 suggest the following numbers of parish councillors for the possible new councils as follows:

- (a) West Clacton and Jaywick Sands Town Council (electorate 4,227) – **12 Councillors**
- (b) Clacton-on-Sea Town Council (electorate 33,048) - **25 Councillors**
- (c) Holland-on-Sea Village Council (electorate of 6,713) – **15 Councillors**

Electorate data for the five years including the current year has been included in the CGR Terms of Reference published on 1 July 2025.

Subject to the advice from EALC, it is proposed that the above Councillors numbers be used as draft recommendations for the Phase II consultation.

It is further recommended, that the elections to the possible West Clacton and Jaywick Sands Town Council and the Holland-on-Sea Village Council should be whole Council elections (unwarded). However, for the possible Clacton-on-Sea Town Council, the number and distribution of electors for its possible area would make a single election of all parish councillors impracticable. It is also considered desirable that the separate areas of that area are separately represented on such a possible council.

At Appendix F, is the map of proposed parish wards for a possible Clacton-on-Sea Parish. These are intended to be the draft recommendations for such parish wards. Given that the parish wards utilise the existing areas/boundaries and names as existing District Ward boundaries it is considered that the areas remain easily identifiable and do not break local ties. The five-year electorate forecasts for each of these Wards is set out in the Terms of Reference and regard to those forecasts has been given in preparing those proposals.

Further to the above, the numbers of parish councillors that this proposal identifies to be elected for each of the proposed Clacton-on-Sea Parish Wards would be as follows:

	Electorate 2025-26	Electorate 2029-30 (forecast)	Proposed number of Parish Councillors	Electorate Ratio (2025- 26)
Bluehouse Ward	4,059	4,105	3	1:1,353
Burrsville Ward	4,803	5,199	4	1:1,200
Cann Hall Ward	4,634	4,989	3	1:1,545
Coppins Ward	5,156	5,245	4	1:1,282
Pier Ward	1,928	2,065	1	1:1,928
St James Ward	4,872	4,886	4	1:1,218
St John's Ward	4,965	4,965	4	1:1,241
St Paul's & Eastcliff Ward <sup>1</sup>	2,671	2,671	2	1:1,336

<sup>1</sup>The reference to Eastcliff concerns that area of the current District Ward of Eastcliff that would not form part of the possible Parish of Holland-on-Sea (comprising 442 electors).

The overall electoral ratio in the above table is 1 Parish Councillor to 1,306 Electors (2025-26).

In view of Local Government Reorganisation in Greater Essex, the Local Government Boundary Commission for England is anticipated to undertake an electoral review of the relevant Unitary Area that will include the current District of Tendring. This review would result in any adjustments to parish wards necessary as a consequence of Unitary electoral area boundaries determined through the LG BCE review. Any such changes would apply electoral proportionality rules to any parish wards.

(5) Precepts and base costs.

The public meetings for Phase I of the CGR consultation including reference to Special Expenses. In 2025/26, this Council allocated £682,999 as Special Expenses and £423,446 of that total was charged to Council Taxpayers in Clacton on Sea, Holland on Sea and Jaywick Sands. A reassessment of the total charge and the allocation of it would follow this community governance review in the event that parishing in the review area took place. The special expenses relate to Open Space, Playgrounds and Recreation costs incurred in the review area.

In the event that the draft recommendations proceed through to final recommendations and are then adopted by the Council, it would be this Council that would determine initial precepts for the funding of those Parish Councils. One asset that would automatically be transferred to any Parish Council would be any allotments within the ownership of the District Council in the review area. The only allotments that this review concerns are those at Rush Green.

To assist with the CGR Phase II consultation, EALC has been requested to identify (using their professional knowledge), the likely base costs of the possible parish councils referred to here and forming the draft recommendations arising from this CGR at this stage. However, from existing Parish Councils, some comparator data has been set out at Appendix G to this report.

**Phase II Consultation (Stage 4 in the CGR Timeline)**

The intention of this Phase II consultation is to refer the draft recommendations set out in this report to electors and others with an interest in the review. The approach to the consultation will mirror the key steps in the Phase I consultation involving digital communications, written communications, newspaper advertising, banners and public meetings. The use of CVST to undertake consultation with seldom heard groups is also envisaged. Separate surveys will be

prepared for the three communities of Clacton-on-Sea, Holland-on-Sea and West Clacton & Jaywick Sands seeking views on the draft recommendations for the areas of those communities and related options (e.g. names of areas, styles of Parish Council name and numbers of parish councillors).

As part of the Phase II consultation, consultees would also be invited to indicate services, activities, events or arrangements that they would wish to see a possible new Town Council to be responsible for. This information can then inform a future process of looking beyond the base costs of operating a Parish Council in the event that establishing such Parish Councils is approved.

As with the Phase I consultation, the Committee will be advised of the outcome and consider what final recommendations are to be submitted to Full Council. These must give full weight to the views expressed by electors and stakeholders.

## RECOMMENDATION

**That the Committee:**

- (1) notes the content of the report in so much as it reminds it of the approved terms of reference for the Community Governance Review of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands and its implementation to this point;**
- (2) receives and considers the outcome of the Phase I consultation exercise (Stage 2 in the Terms of Reference Timeline) as part of that Review (including the expenditure incurred to date), comparator information around the base costs of Local Councils for the three separate areas and the outcome of discussions with the Ward Councillors that has shaped the proposed boundaries for the three possible Parishes;**
- (3) approves the basis of the Phase II consultation for the Review around the draft recommendations set out and involving the creation of separate Parishes for the three communities utilising the same engagement approach as adopted in the Phase I consultation;**
- (4) notes that further information has been commissioned from Essex Association of Local Councils in respect of Councillor numbers on the three possible new Parish Councils and indicative base costs for such Parish Councils and, together with Council Tax base information for the three areas concerned, this case be advised to consultees in the Phase II consultation and the level of Council Tax at Band D this would equate to, to fund those base costs; and**
- (5) approves the revised timeline for the remaining elements of the Review as follows:**

	<b>Original Timeline</b>	<b>Revised Timeline</b>
<b>Stage 3: Consideration of submissions received and draft Recommendations are prepared</b>	<b>October 2025</b>	<b>October- November 2025</b>
<b>Stage 4: Draft Recommendations are published - consultation on them</b>	<b>1 November 2025- 31 January 2026</b>	<b>1 December 2025- 28 February 2026</b>
<b>Stage 5: Consideration of submissions received and Final Recommendations are prepared and published; interested parties informed</b>	<b>February 2026</b>	<b>March 2026</b>
<b>Recommendation and draft Order submitted to Council</b>	<b>March 2026</b>	<b>April 2026</b>

<p><b>Application of Decision and reasoning and interested parties informed. Copy of Order with map(s) placed on deposit and notification as required.</b></p>	<p><b>As soon as practicable thereafter</b></p>	<p><b>As soon as practicable thereafter</b></p>
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### PREVIOUS RELEVANT DECISIONS

Council on 17 September 2024 (Minute 50 refers) requested the submission of proposals for a Community Governance Review to enable Council to determine whether to proceed with such a review.

Council on 26 November 2024 (Minute 75 refers) sets out the decision of Council following consideration of the proposals for a community governance review.

Community Leadership Overview and Scrutiny Committee on 17 June 2025 (Minute 6 refers) – ahead of the publication of the updated Terms of Reference by the Chief Executive

Chief Executive on 1 July 2025 – publishing the Terms of Reference for the review (as approved in draft by Council on 26 November 2024 and received by the Community Leadership Overview and Scrutiny Committee on 17 June 2025).

### BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL

The joint statutory guidance issued by Government and the Local Government Boundary Commission for England in respect of community governance reviews under the 2007 Act is available here– [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)

### APPENDICES

- Appendix A - Public Consultation Survey Outcomes
- Appendix B - Community Governance Review Engagement Programme Phase 1 Report by CVST
- Appendix C – Possible Holland-on-Sea Parish
- Appendix D – Possible West Clacton & Jaywick Sands Parish
- Appendix E – Possible Clacton-on-Sea Parish
- Appendix F – Possible Parish Wards of a Clacton-on-Sea Parish
- Appendix G – Comparator Parish Council Data

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