

| <b>Stage</b> | <b>Action</b>   | <b>Timeline</b>  | <b>Outline of action</b>   |
|--------------|---|--|--|
| 1            | Full Council  | 16 May 2013  | Established a Boundaries and Electoral Arrangements Working Party  |
| 2            | Publish Terms of Reference, timetable and consultation period | January 2014, Boundary & Electoral Arrangements Working Party          | To agree upon Terms of Reference, timetable and consultation period  |
| 3            |   | Immediately after the terms of reference have been agreed              | Formally notify Kent County Council of intention to undertake a community governance review <sup>1</sup> . Also notify adjoining Parish Councils.        |
| 4            | Initial public consultation - invite initial submissions      | 3 March to 2 June 2014   | Initial submissions invited of proposals for parishing of Margate area. Residents within the review area will be consulted, as will Kent County Council. |
| 5            | Consider initial submissions                                  | 9 June to 7 July 2014, Boundary & Electoral Arrangements Working Party | Consider submissions received and develop draft recommendations  |
| 6            | Publish draft recommendations                                 | Around 4 August 2014   | Draft proposals/recommendations published - including any parish style/name and map(s) of proposed changes   |
| 7            | Second round of public consultation – on draft proposals      | From 4 August to 29 September 2014                                     | Consultation on draft proposals/ recommendations (including proposed electoral arrangements)   |
| 8            | Make final recommendations                                    | 1 October to 31 October 2014   | Consider further submissions and prepare final recommendations   |
| 9            | Final proposals   | 24 November 2014   | Publish final proposals  |
| 10           | Final proposals approved                                      | Council 4 December 2014 <sup>2</sup>                                   | Council makes final decision thus allowing development of community governance order   |

<sup>1</sup> Required under Section 79 of LGPIH Act 2007

<sup>2</sup> Note that the period between formally adopting the terms of reference, and Council agreeing the outcome, must not exceed 12 months – Section 93(8) LGPIH Act 2007.

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| 11           | Community Governance Order                              | After 4 December 2014   | Thanet District Council legal department develops Community Governance Order  |
| 12           | Statutory notification                                  | Immediately following Community Governance Order having been made | Notify Secretary of State, Local Government Boundary Commission for England, Office for National Statistics, Director General of Ordnance Survey, Kent County Council |
| 13           | Community Governance Order                              | 1 April 2015  | Effective date of Order.  |
| 14           | Interim arrangements (optional)                         | 1 April 2015 to May 2015 election                                 | Option for interim arrangements for parish (would be determined as part of Council decision the previous December).   |
| 15           | Include newly parished area(s) in election arrangements | May 2015 elections  | Elect Councillors to serve on new Parish Council  |