

Community Governance Review

Saltburn, Marske and New Marske Parish



TERMS OF REFERENCE

Introduction

1. Redcar & Cleveland Borough Council (“the Council”) is undertaking a Community Governance Review (CGR) of the existing Saltburn, Marske and New Marske Parish Council and part of the surrounding area, in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”). These terms of reference have been established in accordance with the Guidance on Community Governance Reviews issued by the Secretary of State and the Local Government Boundary Commission for England.

What are Community Governance Reviews?

2. CGRs are the processes used to consider whether existing parish council arrangements should be changed in any way, or to consider whether new arrangements should be created.
3. The Council, as the Principal Authority is responsible for undertaking CGRs in accordance with the 2007 Act, published guidance and other relevant legislation. Local people must be consulted with as part of each review, to ensure their views are captured.
4. The purpose of conducting a review on an existing parish is to ensure that the arrangements continue to reflect the identity and interests of the local community and that the arrangements are as effective and convenient as possible.
5. The Council can undertake a full or partial CGR at any time it deems necessary, or as a result of a request, petition or application for a review to take place, the focus of which can be a complete review of all arrangements, or can look at one or more of the following options:
 - creating, merging, altering or abolishing parishes,
 - the naming of Parishes and the style of new parish or town councils,
 - electoral arrangements for parishes (for instance, 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 council, or de-grouping parishes,
 - other types of local arrangements.

Why is the Council undertaking a Community Governance Review?

6. Councils have a general duty to keep their area under review, with guidance stating that it is good practice for reviews to take place every 10-15 years, except

in areas with very low populations where less frequent reviews will be adequate. Whilst ward boundaries and parliamentary boundaries have been reviewed in recent years, it is over 15 years since a review of the parish boundary has taken place.

7. Following the last electoral review conducted by the Local Government Boundary Commission for England (LGBCE) in 2018, the Council became aware that the boundaries for Saltburn, Marske and New Marske Parish Council omitted part of the Longbeck Ward but encompassed part of the Wheatlands Ward.
8. As part of the LGBCE Review, a Councillor from the Skelton Ward, supported by a group of residents from Saltburn Lane, Saltburn-by-the-Sea, TS12 1EZ, made a request for their properties to be included in the Saltburn Ward. As the LGBCE does not have powers to amend or request an amendment to Parish Boundaries, they would have been required to create a very small Parish Ward to allow for the properties in question to remain in the Skelton and Brotton Parish Council area whilst being situated in the Saltburn Ward. It was for this reason the LGBCE deemed it unviable to include these properties in the Saltburn Ward as part of their 2018 review. However, the council can apply to the Boundary Commission for a related alteration to align the boundaries.
9. Upon completion of the ward boundary review in 2018, time did not allow for a CGR to take place to address these anomalies ahead of the new electoral arrangements coming into force at the Local Elections 2019. Therefore, it was decided that this would be delayed until a later time, when there were no scheduled elections being held.
10. Redcar & Cleveland Borough Council has decided to undertake a CGR of the Saltburn, Marske and New Marske Parish Council boundary ahead of the next Parish Council election in 2027, primarily due to an anomaly which sees part of the Longbeck Ward excluded from the parish area, and part of the Wheatlands Ward included within the parish area. Maps identifying the Parish area can be found at Appendix A.
11. The review will consider whether:
 - the part of Wheatlands Ward, identified as polling district WHTCR, which currently sits within the parish boundary, should be removed from the parish area,
 - the rest of Longbeck Ward, specifically the polling district LBKCR, should be included within the parish area,
 - a small number of properties on Saltburn Lane, should be included within the Saltburn, Marske and New Marske Parish area, rather than the Skelton and Brotton Parish area.
12. There is no intention to amend the overall number of Parish Councillors representing Saltburn, Marske and New Marske Parish Council. Should the WHTCR polling district, which forms the Mickledales Parish Ward, be removed from the Parish area, the intention would be for the Longbeck Parish Ward to gain an additional Parish Councillor. This would support sufficient representation once the Marske Sands housing development in this Ward is completed, with the number of residential properties in WHTCR being 599, and the total number of

properties proposed for the Marske Sands development being 810.

13. Should the properties in the Saltburn Lane area be moved into the Saltburn, Marske and New Marske Parish, the change in the number of electors and the effect on equality of representation is minimal and will not require an additional Parish Councillor. The area in question currently includes 27 residential properties in this area which have a total of 33 electors registered to vote.

14. There will be no review of other parish areas included in the scope of this CGR.

Consultation

15. This document sets out the aims of the review and the legislation which guides it. In coming to its recommendations in a review, the Council must take full account of the views of local people. The Council will comply with legislative requirements by:

- consulting the Saltburn, Marske and New Marske Parish Councillors,
- consulting relevant ward Members,
- publicising the review on the Council's website and social media channels to encourage local people and bodies to provide their views,
- producing a questionnaire which can be used to provide views,
- making copies of key documents available for inspection or collection from Redcar Civic Centre.

16. The Council will also be pleased to receive comments from any other person or body that wishes to make representation during the initial submission.

17. In accordance with the 2007 Act, all representations received in connection with the review will be taken into account. The Council intends to clearly publish all decisions taken during the review, giving reasons for taking such decisions. All steps will be taken to notify consultees of the final outcome of the review.

Timetable

18. The indicative timetable for the review is as follows.

Date	Action
March 2026	Terms of reference for the review are prepared and agreed by Redcar & Cleveland Borough Council at the meeting of Council on Thursday 26 March 2026
April / May 2026	Terms of reference published to formally begin the review Stake holders notified and local meetings to be held with Members and Parish Councillors First public consultation, with initial submissions invited on future arrangements under terms of reference

June 2026	Consideration of submissions received Draft recommendations prepared and subsequently considered by Council on 25 June 2026
July / August 2026	Draft recommendations published for consultation
September /October 2026	Consideration of submissions received Final recommendations prepared and considered by Council on 8 October 2026
October 2026	Reorganisation Order made to come into effect at the next local elections in May 2027

How to submit representations

19. Representations can be made by completing the Community Governance Review Consultation Form which is available at www.redcar-cleveland.gov.uk/voting-and-elections/community-governance-reviews
Alternatively, representations can be sent by email to: elections@redcar-cleveland.gov.uk
or by post to:-

Electoral Services,
Civic Centre,
Ridley Street,
Redcar,
TS10 1TD

20. For any other queries, or to obtain copies of this document (Terms of Reference) and accompanying maps, please email elections@redcar-cleveland.gov.uk or call 01642 774774.

Order and commencement

21. The review will conclude when the Council publishes its final recommendations.
22. In the event of a Reorganisation of Community Governance Order being required, the provisions of such an order would take effect from 1st April 2027 for financial and administrative purposes, and for electoral arrangements, from the date of the next ordinary elections (May 2027).

Date of publication of revised terms of reference

Monday 29th June 2026