

Mr R Smilie  
19 Kelly Road  
Bowers Gifford  
Basildon  
Essex SS13 2HL

Date 13 January 2009  
Please ask for Paul Burkinshaw  
Department Democratic Services  
Tel. No 01268 294422  
E-Mail paul.burkinshaw@basildon.gov.uk  
Ref PB/jm

Dear Mr Smilie

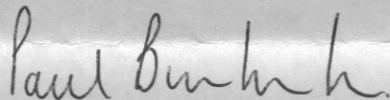
## COMMUNITY GOVERNANCE REVIEW PROCESS

Further to our recent telephone conversation, please find attached details of the proposed process for the Community Governance Review that will now be undertaken following receipt of the petition proposing establishment of a Parish Council for Bowers Gifford and North Benfleet, for your information.

As discussed, the first stage will be the production of terms of reference for the review, which must be formally adopted by the District Council, before the review is commenced. I will ensure you are sent copies of the terms of reference in due course.

If you have any queries or require any further information in the meantime, please do not hesitate to contact me.

Yours sincerely



Paul Burkinshaw  
Democratic Services Manager

1jm1301

