

Borough Council of
**King's Lynn &
West Norfolk**



Electoral Arrangements Committee

Agenda

**Tuesday, 4th November, 2025
at 5.00 pm**

in the

**Council Chamber, Town Hall, Saturday
Market Place, King's Lynn and available
for the public to view on YouTube
[WestNorfolkBC - YouTube](#)**



Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

27th October 2025

Dear Member

Electoral Arrangements Committee

You are invited to attend a meeting of the above-mentioned Committee which will be held on **Tuesday, 4th November, 2025 at 5.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn, PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

2. Declarations of Interest (Page 4)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the member is part of the meeting, attending to speak as a local Member on any item or simply observing the meeting from the public seating area.

3. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before the meeting commences.

4. **Burnham Market Community Governance Review - Next Steps**
(Pages 5 - 22)
5. **Hilgay Community Governance Review - Next Steps** (To Follow)
6. **Work Programme**
7. **Date of the Next Meeting**

8th January 2026 at 4.30pm in the Council Chamber, Town Hall.

To:

Electoral Arrangements Committee: A Beales (Chair), R Blunt, C J Crofts, A Dickinson, S Everett (Vice-Chair), J Fry, A Kemp, S Lintern, T Parish and S Ring

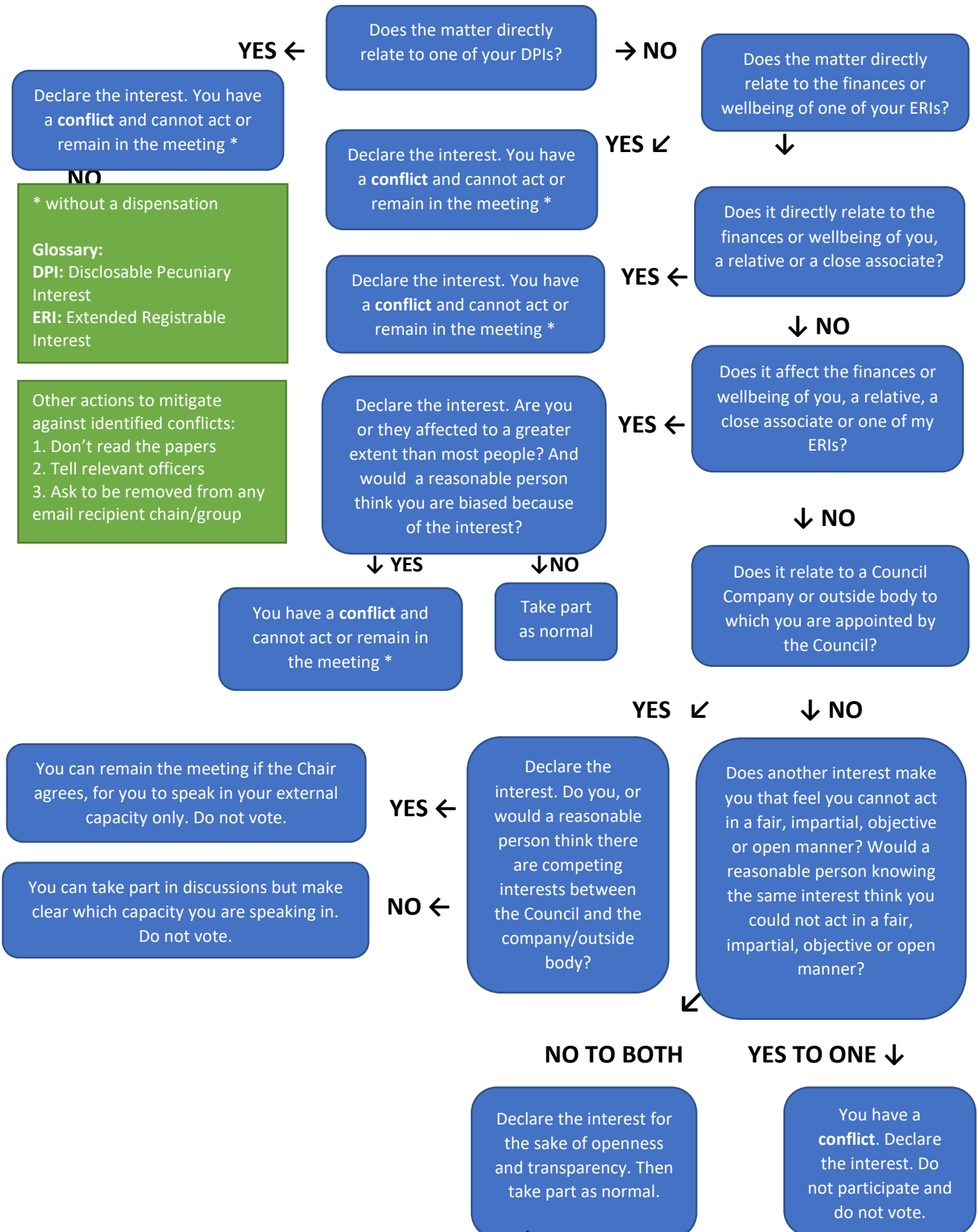
Officers:

James Arrandale – Deputy Monitoring Officer
Charlotte Marriott – Corporate Governance Manager
Andrew Barrett – Electoral Services Manager

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

NO
* without a dispensation
Glossary:
DPI: Disclosable Pecuniary Interest
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:
1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

You have a **conflict** and cannot act or remain in the meeting *

Take part as normal

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, impartial, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, impartial, objective or open manner?

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a **conflict**. Declare the interest. Do not participate and do not vote.

REPORT TO ELECTORAL ARRANGEMENTS COMMITTEE

Open/Exempt				
Lead Member Cllr Alistair Beales Email: cllr.alistair.beales@west-norfolk.gov.uk				
Lead Officer: Andrew Barrett E-mail: andrew.barrett@west-norfolk.gov.uk			Other Officers consulted: Alexa Baker, James Arrandale, Rebecca Parker, Anthony Drown.	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting: 4th November 2025

BURNHAM MARKET COMMUNITY GOVERNANCE REVIEW – NEXT STEPS

<p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. To review the response(s) to the consultation carried out in accordance with the terms of reference for the Burnham Market Parish Community Governance Review (attached as Appendix 1 and titled: ‘Consultation Results and Analysis) 2. To recommend to Full Council, a reduction in the maximum number of Parish Councillors for Burnham Market from 11 to 8. <p>Reason for recommendation:</p> <p>When initially requesting this Community Governance Review, the Parish Council cited 8 as the optimum number of Councillors.</p> <p>A reduction in the maximum allowed number of Parish Councillors will improve governance for the Parish Council to reach/remain quorate and thus able to conduct business.</p> <p>These recommendations fulfil the Committee’s Constitutional Terms of Reference:</p> <ul style="list-style-type: none"> - Reviewing responses received following consultation exercises - Formulating recommendations to Full Council on governance changes
--

1 Background

Community Governance Reviews (CGRs) are the procedures in which governance arrangements for parish councils and areas are reviewed and changes can be proposed

The powers to carry out CGRs are exercised by principal councils (in this case, the Borough Council of King's Lynn & West Norfolk), hereafter the Borough Council under Part 4, Chapter 3 of the *Local Government and Public Involvement in Health Act 2007*. CGRs enable citizens and community groups the opportunity to address issues of democracy in community governance, for example where there have been changes to the number or makeup of a population, or to review boundary issues / anomalies following development.

The outcomes to CGRs can include:

- Changes to parish or area boundaries
- Merging or splitting parishes/areas
- Changing the number of councillors

Reviews may commence under four particular circumstances;

1. At the discretion of the Borough Council.
2. By decision of the Borough Council in response to a 'reasonable request'.
i.e. from a parish council.
3. In response to a valid Community Governance Application from a 'Neighbourhood Forum' (in which case a CGR is mandatory per Section 83(2) of the 2007 Act) or
4. In response to a valid Community Governance Petition (in which case a CGR is mandatory per Section 83(2) of the 2007 Act).

Terms of Reference and a timetable for the review were duly agreed upon and published, inclusive of a consultation. BCKLWN must comply with the terms once agreed and published.

A consultation commenced on 10 March 2025 and terminated on 20 April 2025.

2 Options Considered

Please read the 'Consultation Results and Analysis' for responses in full.

Option 1: (Recommended)

Option 2: Parish Council remains unchanged

When considering the options, Members are required to consider the following:

- Consultation Results and Analysis at Appendix 1
- Burnham Market Community Governance Review – Terms of Reference (attached as Appendix 2)
- The Statutory Guidance titled ‘Guidance on community governance reviews’ and is available here:

<https://assets.publishing.service.gov.uk/media/5a78e983ed915d0422066530/1527635.pdf>

Under section 100(4) of the Local Government and Public Involvement in Health Act 2007, the statutory guidance **must** be taken into account by the Council.

3 Policy Implications

None

4 Financial Implications

None

5 Personnel Implications

None

6 Environmental Considerations

None

7 Statutory Considerations

BCKLWN must comply with the Terms of Reference once agreed and published, per Section 79 (2) of the *Local Government and Public Involvement in Health Act 2007*.

BCKLWN must consult the local government electors for the area under review and any other person or body that may have an interest in the review, per Section 93 (3) of the *Local Government and Public Involvement in Health Act 2007*.

BCKLWN in deciding what recommendations to make must take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement in respect of the area under review, per Section 93 (5) of the *Local Government and Public Involvement in Health Act 2007*.

BCKLWN must take into account any representations received in connection with the review, per Section 93 (6) of the *Local Government and Public Involvement in Health Act 2007*.

8 Equality Impact Assessment (EIA)

Pre-screening report template – To follow

None

9 Risk Management Implications

None

10 Declarations of Interest / Dispensations Granted

11 Background Papers



**Community Governance Review for Burnham Market
Consultation Results and Analysis**

Contents	Page
1. Background	2
2. Methodology	2
2.1 Online survey questions	3
3. Participation	3
4. Results and analysis of online survey submissions	4
5. Next steps	4

1. Background

Burnham Market Parish Council have requested a reduction to the number of their parish councillors.

The proposal is to reduce the number of councillors from 11 to 8. Burnham Market Parish Council have stated that they have “struggled to keep more than 8 regular parish councillors and have only managed 11 once in the last three years”. A reduction in numbers will help the Council remain quorate and thus able to conduct Council business.

On 10th December 2024, the council Cabinet resolved to allow Borough Council officers to conduct a Community Governance Review in response to this request.

The Terms of Reference for the review required a consultation. The purpose of the consultation was to gather opinions on the proposal.

2. Methodology

The consultation opened on 10th March 2025 and terminated on 20th April 2025.

The Borough Council welcomed representations from any person or body who wished to comment or make proposals on any aspect of the matters included in the Review.

Representations were made in the following ways:

Online: Dedicated online survey on the Borough Council’s website.

By Email: elections@west-norfolk.gov.uk

By Post: Electoral Registration Officer, The Borough Council of King’s Lynn and West Norfolk, Kings Court, Chapel Street, King’s Lynn, Norfolk, PE30 1EX

2.1 Online survey questions

Question Number	Question Title
1.	Please enter your name
2.	Please enter your postcode.
3.	Do you support this proposal? Yes No
4.	Do you have any comments on the proposal?
5.	Would you like to be kept informed of future proposals relating to this review?
6.	If yes, please enter your contact details

3. Participation

Total number of submissions: **1**

Number of submissions to online survey: **1**

Number of 'other' submissions: **0**

Total number of respondents included on submissions: **1**

Total number of respondents on register of electors for Burnham Market: **0**

Number of electors registered for Burnham Market at close of consultation: **631**

Percentage of registered electors from Burnham Market that made a submission: **0%**

4. Results of online survey submissions

Number of responses: **1**

Verified Responses: **1** (Electoral Registration – Unmatched. Council Tax – Matched to Burnham Market Parish Council area)

Proposal Supported: **No**

Percentage of respondents supporting proposal: **0%**

Percentage of respondents opposing proposal: **100%**

Percentage of respondents appearing of register of electors: **0%**

Comments:

“It is not democratic to reduce the number of councillors needed to discuss and vote. The council considers important issues which affect the whole community, residents, businesses and tourists and should have the broadest representation. Rather than seeking to reduce the number of councillors effort should be put in to attracting more people to stand and / or addressing the reasons why more in the community are putting off from standing”.

5. Next Steps

These results will be submitted to Cabinet for the scheduled 15th July 2025 meeting. Following any decision(s) made, proposals will then be submitted to Full Council for the scheduled 29th July meeting.



Terms of Reference

Amended 2nd October 2025

Contents	Page
1. What is a Community Governance Review?	2
2. Why is the Borough Council undertaking a Community Governance Review?	2
3. Background	3
3.1. Area	3
3.2. Area maps	3
3.3. Democratic structure	3
3.4. Population and planning	4
4. Electoral Matters	5
4.1. Elections and councillors	5
4.2. Electorate	5
5. Scope and conduct of review	6
<i>5.1A Borough Council Electoral Arrangements Committee</i>	7
5.1. Consequential matters	7
5.2. Responsibility for this CGR	7
6. Review timetable	8
7. Representations	10

1. What is a Community Governance Review?

Community Governance Reviews (CGRs) are the procedures in which governance arrangements for parish councils and areas are reviewed and changes can be proposed.

The powers to carry out CGRs are exercised by principal councils (in this case, the Borough Council of King's Lynn & West Norfolk, hereafter the Borough Council) under Part 4, Chapter 3 of the *Local Government and Public Involvement in Health Act 2007*.

CGRs enable citizens and community groups to address issues of democracy by providing the opportunity to address community governance, for example where there have been changes to the number or makeup of a population, or to address boundary issues / anomalies following development.

The outcomes to CGRs can include:

- Changes to parish or area boundaries
- Merging or splitting parishes/areas
- Changing the number of councillors

2. Why is the Borough Council undertaking a community governance review?

Reviews may commence under four particular circumstances;

1. At the discretion of the Borough Council.
2. By decision of the Borough Council in response to a 'reasonable request'. i.e. from a parish council.
3. In response to a valid Community Governance Application from a 'Neighbourhood Forum' (in which case a CGR is mandatory per Section 83(2) of the 2007 Act) or
4. In response to a valid Community Governance Petition (in which case a CGR is mandatory per Section 83(2) of the 2007 Act).

Burnham Market Parish Council have requested a reduction to the number of their parish councillors.

The proposal is to reduce the number of councillors from 11 to 8. Burnham Market Parish Council have stated that they have "struggled to keep more than 8 regular parish councillors and have only managed 11 once in the last three years".

On 10th December 2024, the council Cabinet resolved to allow Borough Council officers to conduct a Community Governance Review in response to this request.

3. Background

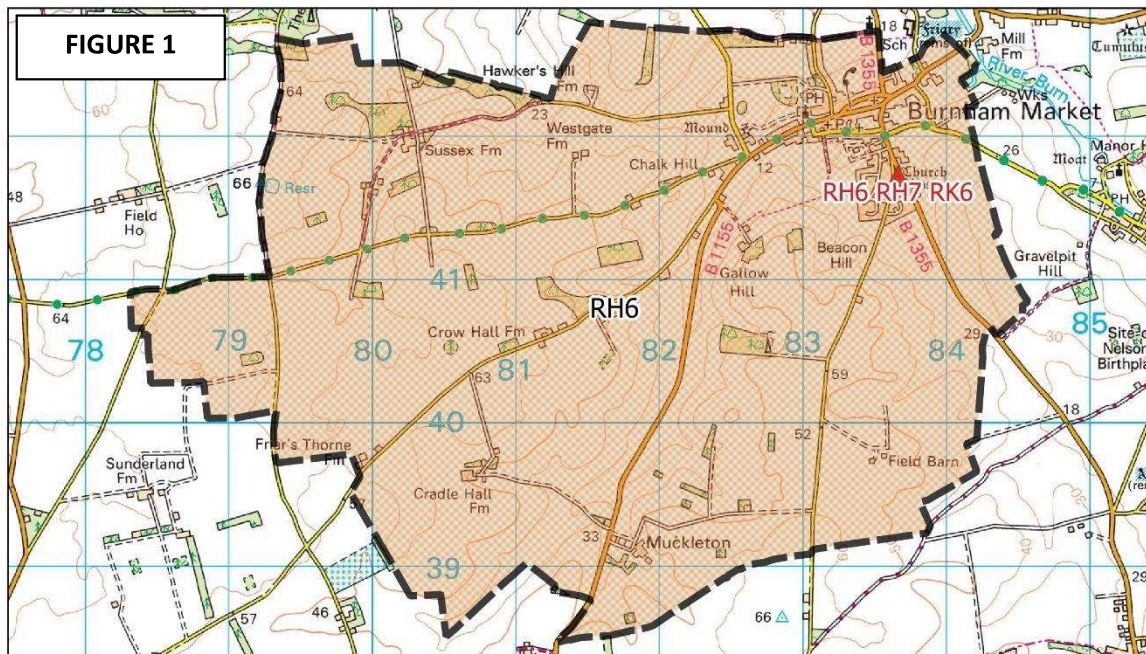
3.1 Area

Burnham Market lies at the north-eastern is part of the King’s Lynn and West Norfolk Borough District.


The village of Burnham Market represents the parish’s largest settlement. It is situated close to the coast within the Norfolk Coast Area of Outstanding Natural Beauty. It is designated a ‘Key Rural Service Centre’ by the Borough Council’s Core Strategy.

3.2 Area maps

Figure 1, below: Burnham Market Parish area and polling district (RH6) boundary.



**Borough Council of
King's Lynn &
West Norfolk**
Tel. 01553 616200
© Crown copyright and database rights 2023
Ordnance Survey AC0000819234


1:40,000
31/08/2023

Please see 1:10,000 scale map of parish, supplied separately.

3.3 Democratic structure

Burnham Market Parish is part of the North-West Norfolk parliamentary constituency.

Within the Norfolk County Council electoral structure, Burnham Market Parish is part of the North Coast Electoral Division.

Within the Borough electoral structure, Burnham Market Parish is included in the Burnham Market & Docking Ward.

The Burnham Market Parish boundary also represents the polling district area, served by one polling station. See point 3.2.

Burnham Market Parish Council has a total allocation of 11 councillors.

Burnham Market Parish Council have a parish precept charged within the council tax of £71.00 for a Band D property for 2024/5.

3.4 Population and Planning

The resident population of Burnham Market parish has decreased since the 2011 census.

Year	Population	Variance
2011	877	N/A
2021	724	-153

The electoral register for the parish records 237 properties declared as second homes as of 5th December 2024.

As of 5th December 2024 there are 4 proposed dwellings awaiting a decision by planning. Of 33 granted dwellings, 13 have commenced.

4. Electoral Matters

4.1 Elections and councillors

At the May 2023 parish elections, 4 councillors were elected uncontested to Burnham Market Parish Council out of 11 vacancies.

As of 1st December 2024, there are 6 sitting councillors on the parish council.

3 of the councillors currently sitting have been co-opted to the parish council since the May 2023 elections.

1 person has resigned since being elected uncontested at the May 2023 elections.

1 person has been co-opted and resigned since the May 2023 elections.

4 councillors must remain sitting for the parish council to stay quorate. Should the number fall below 4, the parish council will be inquorate and unable to act.

Reducing the number of potential councillors from 11 to 8 would mean the parish council would need a minimum of 3 to remain quorate.

4.2 Electorate

Burnham Market parish has experienced a decrease in the number of registered electors;

Year	Electorate	Variance
2018 (2 nd January)	703	N/A
2024 (2 nd January)	617	-86
2024 (5 th December)	622	+5

The Electoral Services department do not expect significant growth to the electorate over the next 5 years, it is likely to continue to decrease.

The ratio of 11 councillors to number of registered electors has decreased from **63.9** to **56.55** within this time.

5. Scope and conduct of review

This review is restricted to the Burnham Market parish area.

Section 93 LGPIHA 2007 contains the main considerations a principal council must be mindful of when making review recommendations. These considerations include;

- Reflect the identities and interests of the community.
- Be effective and convenient.
- Consider any other arrangements for community representation or engagement.

The Borough Council intends to implement two consultation periods. Under Section 93 (3) Borough Council must consult;

- Local electors for the area under review.
- Any other party or body which appears to the Borough Council to have an interest in the review.

The Borough Council will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical barriers such as rivers or man-made features such as railways or motorways.

The review will be completed when the Borough Council resolves to accept final recommendations and authorises completion of a Reorganisation of Community Governance Order (**RCGO**).

If the Borough Council decides to take no action then it will not be necessary to make an Order.

Any RCGO should for administrative and financial reasons take effect on 1 April following the date on which it is made. Electoral arrangements will come into force at the first elections following the making of the Order.

Copies of the Order, supporting maps and documents setting out the reasons for the decisions taken will be published in accordance with the requirements of the 2007 Act. They shall be available at the Borough Council's offices and on its website, and copies will be sent to:

- the Secretary of State for Housing Communities and Local Government
- the Local Government Boundary Commission for England
- the Office of National Statistics
- the Director General of the Ordnance Survey
- Norfolk County Council
- the Audit Commission
- Norfolk Association of Local Councils

5.1A Borough Council Electoral Arrangements Committee

On 2nd October 2025 the Borough Council amended its internal arrangements for conducting this Community Governance Review. The work of reviewing consultation responses and making recommendations to Full Council will now be carried out by an Electoral Arrangements Committee of Borough Councillors (“EA Committee”), rather than by the Borough Council’s Cabinet. This change is consistent with practice at other local authorities, and is made in the interests of improving governance.

As a result of this change, amendments have been made to the timetable for the CGR. These are set out in the revised timetable in section 6 of this document.

5.1 Consequential matters

If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- a) the transfer and management or custody of any property
- b) the setting of a precept (council tax levy) for the new parish council
- c) provision with respect to the transfer of any functions, property, rights and liabilities
- d) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

The Borough Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

5.2 Responsibility for this CGR

The review will be conducted by officers from key departments.

Officers can be contacted regarding the review via elections@west-norfolk.gov.uk

6. Review timetable

Before making any recommendations or publishing final proposals, the Borough Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Borough Council to have an interest in the review.

The Borough Council will therefore:

- publish a Notice and these Terms of Reference on the Borough Council’s website and arrange for copies to be available for public inspection
- send a copy of the Notice and these Terms of Reference to Burnham Parish Clerk
- seek to arrange for the notice to be published on the parish council website and notice board(s); and
- send a copy of the Notice and these Terms of Reference to the local Member of Parliament.

Before making any recommendations, the Borough Council will take account of any representations received.

The Borough Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them.

The Borough Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

Action	Date
Request to conduct Community Governance Review - Cabinet report drafted	24 th October 2024
Request to conduct Community Governance Review – Considered by Cabinet	10 th December 2024
Terms of Reference and Cabinet Report drafted	24 th December 2024
Request to conduct Community Governance Review – Considered by Full Council	30 th January 2025
Draft Terms of Reference – Agreed by Cabinet	4 th February 2025

Draft Terms of Reference – Agreed by Full Council	27 th February 2025
REVIEW COMMENCES	
Terms of Reference and Notice to be published on the Borough Council’s website and made available for inspection. Copies sent to Parish Clerk and local MP.	By 4 th March 2025
Consultation period commences	10 th March 2025
Consultation period closes	20 th April 2025
Final proposals drafted	5 th June 2025 (Provisional)
Full Council to approve formation of EA Committee	2nd October 2025
Draft final proposals - Considered and approved by EA Committee	Date TBC prior to 19th November 2025
Draft final proposals – Considered by Full Council	27th November 2025
REVIEW CONCLUDES	
Final Recommendations published	By 28th November 2025
Review Orders made if required	By 5th December 2025
Review Order referred to LGBCE, Secretary of State for DHCLG, ONS, Ordnance Survey if required	By 5th December 2025
Potential changes take effect	Subject to contents of Review Order

*Timetable will be republished should alteration be required.

7. Representations

The Borough Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the Review.

Representations may be made in the following ways:

Online: Dedicated pages on the Borough Council's website.

By Email: elections@west-norfolk.gov.uk

By Post: Electoral Registration Officer, The Borough Council of King's Lynn and West Norfolk, Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX