



Terms of Reference

Amended 2nd October 2025

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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).

The Borough Council have received a valid Community Governance Petition from the electors of Ten Mile Bank Ward of Hilgay Parish.

The change suggested in the petition requests that Hilgay Parish and its existing wards of Hilgay and Ten Mile Bank are reorganised into two separate parishes with respective councils, split along existing parish and ward boundaries.

The Borough Council have a statutory duty to conduct a review to assess and make a decision in response to this request.

3. Background

3.1 Petition Summary

Area petition received from: Ten Mile Bank Ward, Hilgay Parish.

Date Petition Received: 14th November 2024.

Electorate for Ten Mile Bank Ward as of 14th November 2024: 351.

Percentage of electorate required to trigger CGR: 37.5% of electorate = 132 signatories (rounded).

Signatures received: 154 valid / 9 invalid (7 unregistered, 2 wholly out of area).

Percentage of valid signatures against number of electorate: **43.78%**.

3.2 Area

Hilgay Parish lies at the southern part of the King's Lynn and West Norfolk Borough district. The parish is currently comprised of two villages in two wards:

- The village of Hilgay, in Hilgay Ward, is situated four miles south of Downham Market, east of the A10 carriageway.
- The village of Ten Mile Bank, in Ten Mile Bank Ward, is situated one mile further south of Hilgay, west of the A10 carriageway.

Each of Hilgay and Ten Mile Bank is designated a 'Rural Village' by the Borough Council's Core Strategy.

3.3 Area maps

Figure 1, below: Hilgay Parish (Hilgay Ward) area and polling district (XA6)

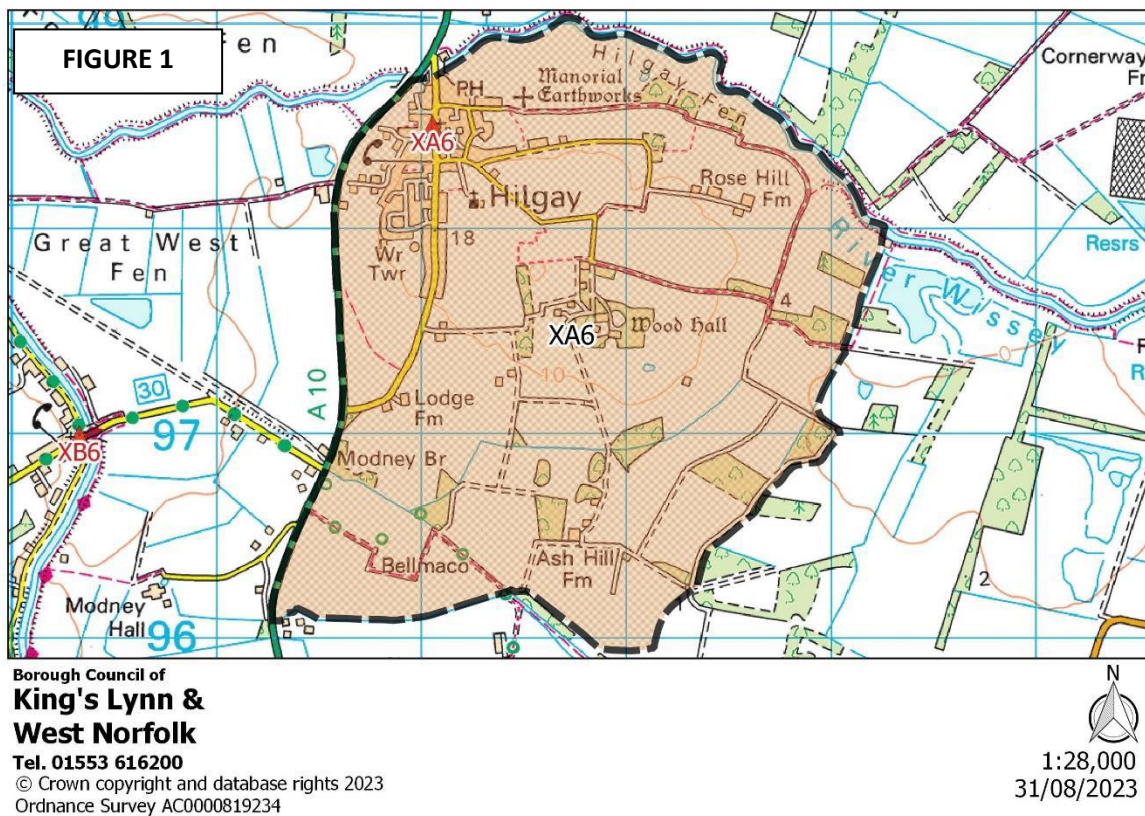
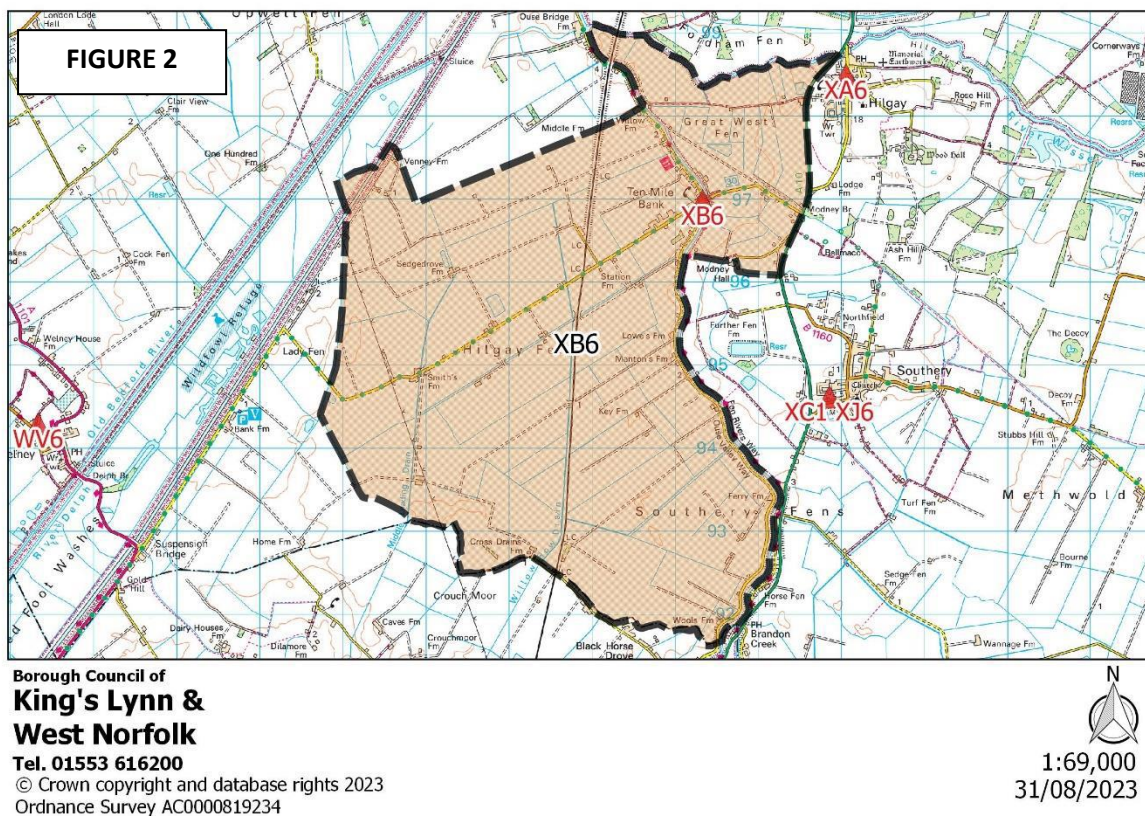


Figure 2, below: Hilgay Parish (Ten Mile Bank Ward) area and polling district (XB6).



Please also see 1:10,000 scale map of Hilgay Parish, supplied separately.

3.4 Democratic Structure

Hilgay Parish is part of the South West Norfolk parliamentary constituency.

Within the Norfolk County Council electoral structure, Hilgay Parish is part of the Feltwell Electoral Division.

Within the Borough electoral structure, Hilgay Ward is included in the Denver Borough Ward. Ten Mile Bank Ward is included in the Feltwell Borough Ward.

Hilgay and Ten Mile Bank parish and ward boundaries form individual polling districts, with one polling station designated in each. Please see section 3.3 for mapping.

Hilgay Parish Council has a total allocation of 13 councillors. 9 councillors are allocated to Hilgay Ward. 4 are allocated to Ten Mile Bank Ward.

Hilgay Parish Council have a parish precept charged within the council tax of £72.25 for a Band D property for 2024/5.

3.5 Population and Planning

The resident population of Hilgay Parish has decreased since the 2011 census. Census data does not provide population figures on a parish ward level.

Year	Population	Variance
2011	1,341	N/A
2021	1,300	-41

As of 5th December 2024 there are 16 proposed dwellings awaiting a decision by planning within Hilgay Parish.

A further 16 dwellings have permission granted for construction within Hilgay Parish, of which 13 have commenced. Of the commencements, 9 are situated within the Hilgay Ward and 4 in Ten Mile Bank Ward.

The above would not indicate a significant increase in population over the next 5 years in either ward.

4. Electoral Matters

4.1 Elections and councillors

At the May 2023 parish elections, Hilgay Parish Council results were declared uncontested. Candidate numbers were below or equal to the thresholds for an election to be held. 2 candidates were elected uncontested to Hilgay Ward, out of 9 vacancies. 4 candidates were elected uncontested to Ten Mile Bank Ward, out of 4 vacancies.

As of 10th December 2024, there are 10 sitting councillors on Hilgay Parish Council out of a potential 13. 9 are sitting on Hilgay Ward, at full capacity. There are 3 vacancies out of a total of 4 seats on Ten Mile Bank Ward following 4 resignations in September 2024.

4.2 Electorate

Elector numbers in Hilgay Parish (Hilgay Ward) have decreased over 10 years, while numbers in Hilgay Parish (Ten Mile Bank Ward) have increased.

Year*	Hilgay Ward Electorate	Ten Mile Bank Ward Electorate	Parish Total
2014	748	305	1053
2019	755	323	1078
2024	714	346	1060

*9th December of corresponding year

The Electoral Services department do not expect significant growth to these figures over the next 5 years.

The current ratio of 13 councillors to the number of total registered electors is **81.5**

The current ratio of 9 councillors to the number of registered voters in Hilgay Ward is **79.3**.

The current ratio of 4 councillors to the number of registered voters in Ten Mile Bank Ward **86.5**.

5. Scope and conduct of review

This review is restricted to the Hilgay 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 Hilgay 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.

Revised Timetable

Alterations to the timetable are indicated below.

Action	Date
Community Governance Petition Received	14 th November 2024
Terms of Reference and Cabinet Report drafted	24 th December 2024
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
First consultation period commences	10 th March 2025

First consultation period closes	20 th April 2025
Analysis and potential proposals drafted	By 5 th June 2025
<i>Full Council to approve formation of EA Committee</i>	<i>2nd October 2025</i>
<i>Analysis and potential proposals presented to EA Committee</i>	<i>Date TBC prior to 10th November 2025</i>
<i>Analysis and potential proposals – To be considered and approved by EA Committee</i>	<i>Date TBC prior to 19th November 2025</i>
<i>Analysis and potential proposals - presented to Full Council and a vote will be taken.</i>	<i>27th November 2025</i>

At the above meeting, Full Council will either decide (1) to maintain the current Parish Council arrangements, or (2) to consider arrangements to dissolve the existing Hilgay Parish Council and create two new separate Parish Councils: 'Hilgay' and 'Ten Mile Bank'. The following table sections outline the timetable for each of these options.

<u>Option 1:</u> Keep current Parish Council arrangements and maintain the status quo	
No requirement for a 2 nd stage consultation period. CGR formally ends with immediate effect.	<i>27th November 2025</i>

OR

<u>Option 2:</u> Consider arrangements for dissolving existing Hilgay Parish Council and creating 2 new Parish Councils.	
Second consultation period commences	<i>8th December 2026</i>
Second consultation period closes	<i>18th January 2026</i>
Final proposals drafted	<i>By 9th February 2026</i>
Draft final proposals - considered by EA Committee	<i>By 17th February 2026</i>
Draft final proposals – considered by Full Council	<i>26th February 2026</i>
REVIEW CONCLUDES	
Final Recommendations published	<i>By 27th February 2026</i>
Review Orders made if required	<i>By 6th March 2026</i>
Review Order referred to LGBCE, Secretary of State for DHCLG, ONS, Ordnance Survey if required	<i>By 6th March 2026</i>
Potential governance changes take effect (not including electoral arrangements).	<i>Subject to contents of Review Order</i>

*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