



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).

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

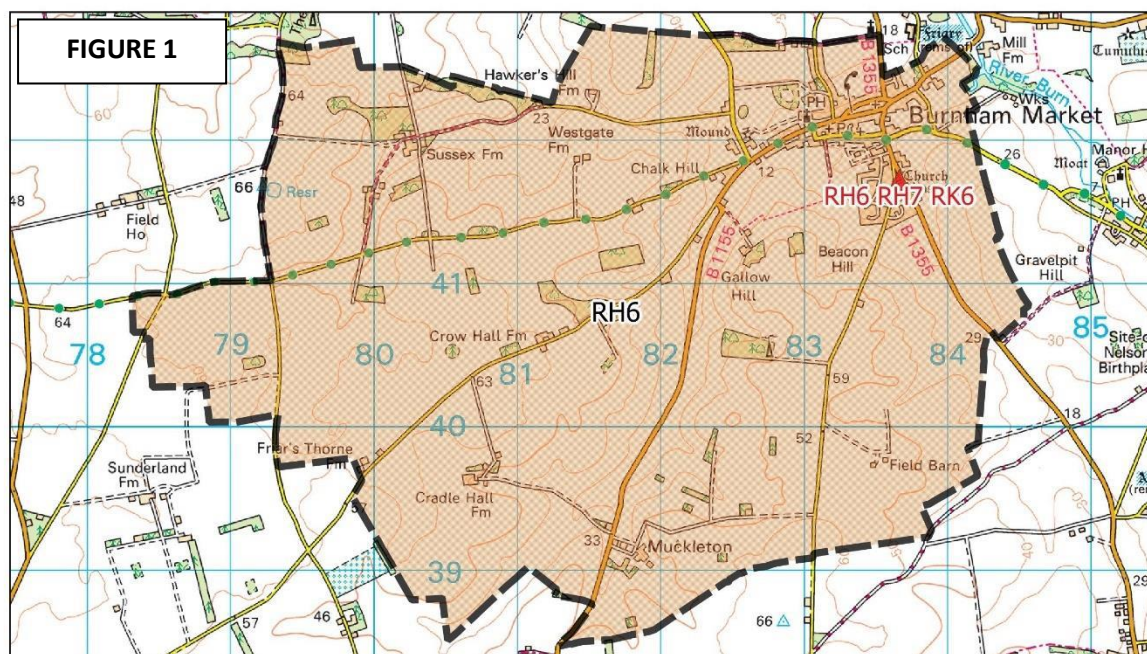
3.1 Area

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
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Ordnance Survey AC0000819234

N
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