

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

RECOMMENDED:

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.

Reason for recommendation:

When initially requesting this Community Governance Review, the Parish Council cited 8 as the optimum number of Councillors.

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.

These recommendations fulfil the Committee's Constitutional Terms of Reference:

- 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