TERMS OF REFERENCE

A review of governance arrangements for the community of Edingthorpe under the Local Government and Public Involvement in Health Act 2007

North Norfolk District Council has resolved to undertake a Community Governance Review in respect of the governance arrangements for the community of Edingthorpe which forms part of the Civil Parish of Bacton.

This review is being undertaken in response to a valid community governance petition submitted by local government electors. The Council has determined that the petition satisfies the statutory criteria contained within the Local Government and Public Involvement in Health Act 2007 and is therefore required to undertake a Community Governance Review of the area identified within the petition.

In undertaking this review the Council has considered the guidance on Community Governance Reviews published by the Department for Communities and Local Government (DCLG) in March 2010 which includes guidance issued by the Secretary of State and the Local Government Boundary Commission for England under section 100 of the Local Government and Public Involvement in Health Act 2007 and relevant parts of the Local Government Act 1972 and the following regulations which guide in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/626). Chapter 3, Part 4 of the 2007 Act devolves the power to principal councils, which previously under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.

These Terms of Reference will set out clearly the matters on which the Community Governance Review is to focus. We will publish this document on our website at www.north-norfolk.gov.uk/elections or in hardcopy at our Council Offices where it can be viewed by appointment.

What is a Community Governance Review?

A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes in the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election, council size, the number of Councillors to be elected to the council and parish warding);
- Grouping parishes under a common parish council or de-grouping parishes

Purpose of the review

The review will consider whether the current community governance arrangements for Edingthorpe continue to be effective and convenient and whether they reflect the identities and interests of the local community. The Council will consider a range of governance options and seek the views of residents, local organisations and other stakeholders before making recommendations.

Whilst the review has been triggered by a petition relating to Edingthorpe, the Council has not reached any predetermined view as to the outcome. The review will consider all options which it considers to be desirable, viable and consistent with the statutory guidance, including but not limited to:

- Retention of the existing arrangements with no change;
- Creation of a separate parish for the area of the former civil parish of Edingthorpe;
- Establishment of a parish meeting for the area of the former civil parish of Edingthorpe;
- Establishment of a grouping arrangement with either the neighbouring parish of Paston or the neighbouring parish of Witton and Ridlington.
- The introduction of parish warding arrangements within the existing parish;
- Any other arrangements identified through consultation which are consistent with the legislative framework and the objectives of community governance reviews.

In making recommendations, the Council must have regard to the need to secure community governance which:

- Reflects the identities and interests of the community in the area; and
- Is effective and convenient.

Who undertakes the review?

North Norfolk District Council will be undertaking the review with the decision to proceed being made at the meeting of North Norfolk District Full Council on 18th November 2026. Once the Notice of Review has been published, the review will commence to the timetable detailed below. This will be led by the Electoral Services Department at North Norfolk District Council with officers from other relevant teams joining a small working party to provide additional support where required.

Consultation

These terms of reference provide the aims of the review, the legislation relating to the process and the areas that the council will consider as part of the review process. The Council will consult on this review with the following:

- The local government electors in the area that are within the area covered by the review and from within the wider civil parish of Bacton.
- Parish councils/meetings.
- District and County Councillors.
- Norfolk County Council.
- Norfolk Association of Local Councils.

All representations received in connection with the review will be taken into account and all consultees will be informed of the outcome of the review.

The outcomes of the view will be published on our website at www.north-norfolk.gov.uk/elections and in hardcopy at Council Offices.

Information about each stage of the review will also be published and available as above and relevant press releases and other publicity will be issued where appropriate.

Timetable

Stage	Action	Dates
Authorisation	Council resolve to undertake CGR	18th November 2026
Commencement	Notice of Review published	On 19th November 2026
Stage One	Initial Consultation with stakeholders – submissions invited from all interested parties	By 8th January 2027
Stage Two	1. Consideration of submissions received 2. Final recommendations prepared.	By 15th January 2027
Stage Three	Final recommendations to be considered and approved by Full Council.	On 17th February 2027
Stage four	Community Governance Order made	By 1st March 2027
Completion	Implementation of changes made in new order	On 6th May 2027

Consequential Matters

When all the required consultation has been completed and the Review has been finalised, the Council will look to making an Order to bring into effect any decision that it may make. If no action is taken then it will not be necessary to make an Order.

Where an Order is made it may be necessary to cover certain consequential matters in that Order such as:

- Parish boundaries;
- Assets;
- Electoral arrangements;
- The number of councillors;
- Parish warding;
- Grouping or de-grouping arrangements;
- Transitional and electoral arrangements necessary to implement any changes.

Representations

North Norfolk District Council welcomes any comments and 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 detailed within the Review.

Any such representations may be made for the attention of the lead Officer, Rob Henry in the following ways:

- By Email: electoralservices@north-norfolk.gov.uk
- By post: Electoral Services

North Norfolk District Council
Holt Road
Cromer
Norfolk
NR27 9EN

Steve Blatch
Chief Executive and Electoral Registration Officer
19th November 2026