



TERMS OF REFERENCE FOR THE COMMUNITY GOVERNANCE REVIEW 2020-21

A review of parishes under the Local Government and Public Involvement in Health Act 2007

North Norfolk District Council has resolved to undertake a Community Governance Review of existing parishes within the North Norfolk District.

This review is to address population growth in respect of new housing developments as well as to correct some minor historical boundary line anomalies.

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 and in hardcopy at our Council Offices where it can be viewed by appointment and finally sent to each Parish Clerk where their parish is subject to the Community Governance Review.

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

It has been some time since a Community Governance Review has been conducted in North Norfolk. As a result there are developments both completed and forecasted which need consideration on whether existing parish boundaries should be amended. This will form the main part of this Community Governance Review and there are three different parts of the district where this is the case, namely, at the boundaries of the following parishes:

- **Sculthorpe and Fakenham;**
- **Helhoughton and Raynham** and
- **Cromer, Northrepps and Roughton**

Also, there are fifteen instances of small scale anomalies which we propose to correct by making minor adjustments to existing parish boundaries as follows;

- **Aldborough and Alby;**
- **Barsham and Fakenham North;**
- **Binham and Hindringham;**
- **Blakeney and Wiveton;**
- **Brinton and Stody;**
- **Felbrigg and Cromer and Roughton;**
- **Gresham and Sustead;**
- **Gunthorpe and Briningham;**
- **Little and Great Walsingham;**
- **Runton (East) and Cromer;**
- **Sidestrand and Northrepps;**
- **Sidestrand and Trimmingham;**
- **West and East Beckham**

Finally, following on from the last round of Parish elections in 2019 we are considering the merger of two small neighbouring parish councils at **Hempton** and **Pudding Norton**.

Who undertakes the review?

North Norfolk District Council will be undertaking the review with the decision to proceed being made at the meeting of Full Council on 16 December 2020. Once the Notice of Review has been published, the Authority will have 12 months to complete the review. This will be led by the Electoral Services Department at North Norfolk 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 areas that fall under the review.
- 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 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	1. Council resolve to undertake CGR	16 th December 2020
Commencement	Notice of Review published (review to be completed within 12 months of this date)	On 17 th February 2021
Stage One	Initial Consultation with stakeholders – submissions invited from all interested parties	By 30 th April 2021
Stage Two	1. Consideration of submissions received 2. Draft recommendations prepared	By 30 th June 2021
Stage Three	Draft recommendations to be considered by Full Council and approved for further consultation	On 21 st July 2021
Stage Four	1. Consultation with stakeholders on draft recommendations 2. Final recommendations prepared	By 31 st October 2021 By 30 th November 2021
Stage Five	Final recommendations to be considered and approved by Full Council	On 15 December 2021
Stage Six	Community Governance Order(s) made	1 st March 2022
Completion	Implementation of changes made in new order(s)	1 st April 2022

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. These may include:

- Changes to the Council Tax Base to reflect new parish precepts. Some properties will have a higher precept in the future while others may receive refunds if they have been paying too much.
- Changes to electoral arrangements to reflect new parish boundaries and the new designated Polling Places which affected properties will now be expected to attend at the time of an election where the elector does not have an absent vote in place.

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: review@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
28 September 2020