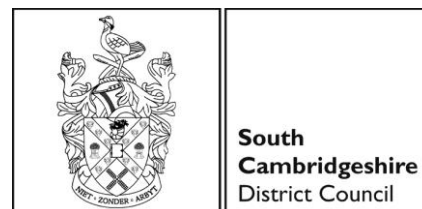


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500

f: 01954 713149

www.scambs.gov.uk



15 March 2017

To: Chairman – Councillor Sue Ellington
Vice-Chairman – Councillor Charles Nightingale
Members of the Civic Affairs Committee – Councillors David Bard,
Nigel Cathcart, Simon Crocker, Janet Lockwood, David McCraith,
Deborah Roberts, Bridget Smith, Peter Topping and Bunty Waters

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 23 MARCH 2017 at 10.00 a.m.**

Yours faithfully

Alex Colyer

Interim Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Apologies for Absence To receive Apologies for Absence from Committee members.	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 9 December 2016 as a correct record.	1 - 4
DECISION ITEMS		
4.	Community Governance Review of Caxton, Elsworth and Cambourne Parishes	5 - 24
5.	Review of Standing Orders - Questions at Council meetings	25 - 26
INFORMATION ITEMS		
6.	Code of Conduct Update	27 - 30

STANDING ITEMS

7. Date of Next Meeting

Thursday 22 June 2017 at 10am.

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on
Friday, 9 December 2016 at 10.00 a.m.

PRESENT: Councillor Sue Ellington – Chairman

Councillors: Nigel Cathcart
Janet Lockwood
Bridget Smith

Simon Crocker
Ray Manning
Bunty Waters

Officers: Patrick Adams
Gemma Barron
Jason Clarke
Kirstin Donaldson
Andrew Francis
Mike Hill
Tom Lewis
Rory McKenna

Senior Democratic Services Officer
Head of Sustainable Communities and Wellbeing
Development Officer
Development Officer
Electoral Services Manager
Health and Environmental Services Director
Monitoring Officer
Deputy Monitoring Officer

Councillor Tony Orgee was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors David Bard, Charles Nightingale and Deborah Roberts. Councillor Ray Manning substituted for Councillor David Bard.

2. DECLARATIONS OF INTEREST

Councillor Simon Crocker declared a non-pecuniary interest in agenda item 7 “Community Governance Review, Cambourne Parish Council”, as the Chairman of Cambourne Parish Council.

Councillor Janet Lockwood declared a non-pecuniary interest in agenda item 6 “Community Governance Review, Haslingfield Parish Council”, as a member of Hauxton Parish Council.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Thursday 28 July were agreed as a correct record.

4. INTERIM POLLING DISTRICTS REVIEW

The Electoral Services Manager introduced this item, which invited the Committee to recommend that Council agree some necessary changes to the locations of Polling Places, following the recent boundary reviews for both this Council and the County Council.

The Electoral Services Manager explained that due to the boundary review electors at Childerley would have to vote at Knapwell for County Council elections, as Caldecote was in a different ward. It was noted that the low number of electors at Childerley made a polling station in the village unviable. It was agreed that the location of a polling station in Knapwell for County elections for electors from Childerley needed to be properly advertised.

The Civic Affairs Committee

RECOMMENDED TO COUNCIL the adoption of the following changes to the Council's scheme of Polling Districts and Polling Places:

- (a) Deletion of the existing polling district of Fen Ditton (RA1), and creation of two new polling districts of Fen Ditton West (RA1) and Fen Ditton East (RA2). Residents in RA1 will continue to vote in Fen Ditton. Residents in RA2 will need to attend the polling station in Teversham to vote in the county elections next year. They will vote in Fen Ditton for other elections.
- (b) Deletion of the existing polling district of Whittlesford South (WH2), with all WH2 properties being moved into the polling district of Whittlesford (WH1).
- (c) Amendment of the appointed polling place for the polling district of Childerley (NL2) to incorporate the parish of Knapwell. This will allow electors in Childerley to visit the Knapwell station for the county elections next year.
- (d) Creation of a new polling district of Trumpington Meadows (PG2), with all the properties within the boundary of the new polling district being moved from Haslingfield (PG1).

5. WILLINGHAM AND OVER COMMUNITY GOVERNANCE REVIEW

The Development Officer (North Locality) introduced this item, which invited the Committee to agree terms of reference for undertaking a formal Community Governance Review of the parish boundary between Willingham and Over following the receipt of a valid petition.

Geoff Twiss, an Over Parish Councillor, addressed the Committee and made the following points:

- The petitioner wanted his business to be in Willingham instead of Over.
- The proposed changes would not enhance community engagement or democracy.
- The proposed change would create an anomaly, as the district ward boundary would remain the same.
- Parishes tended to be divided by physical boundaries and hedgerows can disappear.
- Agreeing to such a small change could send a worrying precedent.

The Electoral Services Manager confirmed that whilst the Council could amend a parish boundary, the ward boundaries could only be changed by the Boundary Commission and so the change proposed in the petition could result in an anomaly, with a small number of parishioners having a different district councillor to the rest of the village.

In response to concerns regarding a further petition submission, the Principal Lawyer reported that the Council could reject a petition calling for a Community Governance Review if it affected a significantly similar area to any petition received in the last two years.

The Committee understood that the Council had to progress with a review after receiving a valid petition and it was agreed that the timetable appeared sensible, with the Committee due to consider the results of the petition at its meeting on 28 September 2017.

The Civic Affairs Committee **AGREED**

- (a) The draft terms of reference as laid out in Appendix 1.
- (b) The indicative timetable for the review.

6. COMMUNITY GOVERNANCE REVIEW HASLINGFIELD PARISH COUNCIL

The Development Officer presented this report, which invited the Committee to consider the second phase of public consultation for the Community Governance Review of Haslingfield Parish and make a recommendation to Council.

Andrew Roberts, from the Trumpington Residents' Association (TRA), addressed the Committee and made the following points:

- A new parish should be created north of the M11, in the existing area of Haslingfield Parish.
- The new parish should be called South Trumpington, as the name Trumpington Meadows has no historic context.
- The TRA now supported Option B.
- The district boundary should eventually be moved to include all residents of Trumpington Meadows in Cambridge.

John Hammond from Hauxton Parish Council addressed the Committee and made the following points:

- The area south of the M11, beside the A10 should become part of Hauxton Parish.
- It was important that Hauxton Parish Council continued to be consulted on any proposed changes to junction 11 of the M11.
- The M11 was a natural boundary, with the City on one side and rural Cambridgeshire on the other.
- Hauxton Parish Council preferred Option B to Option A.

Councillor Tony Orgee explained that he wished to address the Committee as a District Councillor for The Abingtons ward and not as a County Councillor. He urged the Committee to support Option B.

The Development Officer explained that Haslingfield Parish Council had stated that they would be satisfied with either Option A or B.

The Committee recognised the support for Option B from local representatives and residents. The Committee recognised that parish names tended to be named after historic places and not people. For this reason it was considered that it would not be appropriate to include either Byron or Meadows in the name of the new parish. It was noted that the existing residents supported the name Trumpington Meadows, but they currently numbered approximately fifty residents and it would be possible to amend the name of a parish in the future.

The Civic Affairs Committee unanimously

RECOMMENDED TO COUNCIL

- (a) Option B as laid out in the report, due to the support of local parish councils, local organisations and local residents for this option.
- (b) That the new parish be named "South Trumpington".

7. COMMUNITY GOVERNANCE REVIEW CAMBOURNE PARISH COUNCIL

The Partnerships and Sustainable Communities Manager presented this item, which invited the Committee to consider a request from Cambourne Parish Council to instigate a Community Governance Review to increase the council size from 13 to 19 parish councillors.

In response to concerns that Cambourne Parish Council would be unable to find enough residents to serve on a Council with 19 seats, Councillor Simon Crocker, Chairman of Cambourne Parish Council, informed the Committee that since Cambourne Parish Council was formed in 2004 it has successfully co-opted new members 16 times and had never failed to fill a vacancy.

The Civic Affairs Committee **AGREED**

- (a) The request from Cambourne Parish Council for a Community Governance Review to increase the number of parish councillors from 13 to 19; and
- (b) Without amendments, the draft terms of reference as laid out in Appendix A.
- (c) That staff should agree a timetable in consultation with Cambourne Parish Council.

8. CODE OF CONDUCT UPDATE

The Committee

NOTED the update on Code of Conduct complaints regarding alleged breaches of the Code of Conduct.

9. INCLUDING A DEVOLUTION PROTOCOL IN CONSTITUTION

The Chairman introduced this item by stating that at its meeting on 17 November 2016, Council had requested that this Committee agree the wording of a protocol for inclusion in the Council's constitution. She suggested that a cross-party sub group should be formed to make a recommendation to this Committee, which could then make a recommendation to Council.

The Committee **AGREED**

- (a) That a sub-group be set up to devise the wording of a protocol on devolution for inclusion in the Council's constitution.
- (b) The group to consist of four councillors: the Chairman, the Vice-Chairman, a councillor from the Liberal Democrats and a councillor from the Independents.

10. DATES OF NEXT MEETINGS

The Committee **AGREED** to meet on the following dates:

- Thursday 23 March 2017 at 10am
- Thursday 22 June 2017 at 10am
- Thursday 28 September 2017 at 10am
- Thursday 7 December 2017 at 10am

The Meeting ended at 11.00 a.m.



Report To: Civic Affairs Committee
Lead Officer: Head of Sustainable Communities and Wellbeing

23 March 2017

Community Governance Reviews: Draft Terms of Reference for a Community Governance Review of Caxton, Elsworth and Cambourne parishes

Purpose

1. To consider terms of reference for undertaking a formal Community Governance Review of the parish boundaries between Caxton, Elsworth and Cambourne in relation to the planned development at Cambourne West.

Recommendations

2. It is recommended that the Civic Affairs Committee considers the draft terms of reference (Appendix 1) pertaining to the Community Governance Review of the parish boundaries between Caxton, Elsworth and Cambourne, and:
 - (a) agrees, with or without amendments, the draft terms of reference (Appendix A), and
 - (b) agrees, with or without amendments, the indicative timetable for the review (paragraph 2.5 of Appendix A).

Background

3. The Local Government and Public Involvement in Health Act 2007 ("the 2007 Act") provides for a Principal Council to conduct a review of the community governance arrangements for the whole or part of its area for the purpose of considering whether or not to make any changes to Parish boundaries or size, and/or the creation of new parishes; and the review of the electoral arrangements for new and/or existing parishes. Section 93 of the 2007 Act allows principal councils to decide how to undertake such a review, provided that they comply with the duties in the Act which apply to councils undertaking reviews. If, following a review, the Council decides that changes should be made to the electoral arrangements; they may make an Order giving effect to the changes.

(c) Section 93 also states that in reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such matters during the course of a community governance review and seek sound and demonstrable evidence of such identities and linkage.
4. The guidance states that when considering parish ward boundaries principal council should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries. A review offers an opportunity to put in place strong-clearly defined boundaries, tied to firm ground features, and remove anomalous parish boundaries.
5. The Principal Council is required to determine the terms of reference under which a community governance review is to be undertaken. The terms of reference must

clearly specify the area under review and must be published. The guidance states that “Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services”.

Considerations

6. Draft terms of reference for a Community Governance Review of the parish boundary between Caxton, Elsworth and Cambourne have been prepared and can be found at Appendix A. The terms of reference set out the matters on which a Community Governance Review should focus.
7. The formal publication of terms of reference will begin the review. A timeline for the Community Governance Review will need to be agreed.
8. A letter and report regarding a Community Governance Review for the area was received from Cambourne Parish Council in June 2015 (Appendix B and C respectively). A Community Governance Review for the area was briefly discussed by the Committee on 9 July 2015 and 12 November 2015 where it was reported that Caxton Parish Council supported the request from Cambourne Parish Council subject to this review only taking place if and when the Local Development Plan covering this development area is approved by the Government Inspector and satisfactory development plans are approved by SCDC. Since this time discussion between officers and Caxton Parish Council resulted in agreement for a review either following approval of the Local Development Plan or planning permission being given. Delegated approval for the outline planning application was granted on 11 January 2017.

Consequential Matters and Principal Area Boundaries

9. The terms of reference set out general principles regarding consequential matters that may arise as a result of a review.
10. The Council has recently been through a review of its electoral arrangements, with a revised warding pattern coming into effect at all out elections in May 2018. Under the new district warding arrangements Cambourne will be separated from the other two villages as it becomes a three member ward in its own right. The villages of Caxton and Elsworth will be part of a new two member ward called Caxton & Papworth.
11. The County Council has also been through a similar review of its electoral arrangements. These changes will take effect in May 2017 and will see Cambourne fall within the new Division of Cambourne and Caxton and Elsworth as part of the new Papworth & Swavesey Division.
12. Any changes made to the parish boundaries between Cambourne, Caxton and Elsworth as a result of this review will not change these new principal area boundaries. After any reorganisation order is made the Council will need to apply to the Local Government Boundary Commission for England (LGBCE) to ask that the District and County boundaries are realigned along the revised parish boundary. The Council notes that it will be for the LGBCE to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to conduct an electoral review of affected areas.
13. The Council notes that the LGBCE will require evidence that the Council has consulted on any such recommendations for alterations to the boundaries of the

district wards of county electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.

14. Where such consequential matters affect Cambridgeshire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance. If the Council were to not seek realignment of the parish and principal area boundaries, it must "be satisfied that the identities and interests of local communities are still reflected and that effective and convenient local government will be secured".

Options

15. The Committee could, in order to commence the Community Governance Review of the boundaries between Caxton, Elsworth and Cambourne,
 - (a) agree, with or without amendments, the draft terms of reference (Appendix A), and
 - (b) agree, with or without amendments, the indicative timetable for the review (paragraph 2.5 of Appendix A).

Implications

16. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Legal

17. The draft terms of reference for a Community Governance Review of the parishes of Cambourne, Caxton and Elsworth has considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in April 2008, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, 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). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)

Staffing

18. It will be possible to carry out a Community Governance Review of the parish boundary between Caxton, Elsworth and Cambourne within existing resources.

Effect on Strategic Aims

19. Appropriate community governance arrangements will help the Council to sustain existing successful, vibrant villages; helping to achieve our vision to deliver superb quality of life for our residents, and remain the best place to live, work, and study in the country.

Report Authors: Jason Clarke – Development Officer (South-West Locality)

Telephone: (01954) 713209

Gemma Barron – Head of Sustainable Communities and Wellbeing
Telephone: (01954) 713340

DRAFT COMMUNITY GOVERNANCE REVIEW OF CAXTON, ELSWORTH AND CAMBOURNE PARISHES

1. INTRODUCTION

- 1.1 South Cambridgeshire District Council has resolved to undertake a Community Governance Review of the parishes of Caxton, Elsworth and Cambourne.
- 1.2 This review is to address the population growth in respect of the new housing development at Cambourne West: to consider whether the alteration of existing parish boundaries and any consequent changes to the electoral arrangements for the parishes should be recommended.
- 1.3 In undertaking this review the Council has considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in March 2010, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.) Also, The Local Government Finance (New Parishes) (England) Regulations 2008.
- 1.4 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 and also in hard copy. Hard copies will be made available at the District Council offices and the Cambourne Parish Office at The Hub, Cambourne and publicised on noticeboards in Caxton and Elsworth.

Purpose of the Review

- 1.5 The Council is undertaking a Community Governance Review at this time because the housing development at Cambourne West will alter the geographical spread of housing across the parishes. The resulting spatial separation between the two population centres in Caxton will no longer correspond to a parish boundary that reflects a coherent "natural settlement" pattern and the new settlement will be more closely aligned to the parish of Cambourne. A small strip of land south of the A428 is also currently with the parish of Elsworth, but detached from the main population centre. The resulting recommendations of the review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.
- 1.6 Although not at the instigation of a petition, the Council has been approached by Cambourne Parish Council who has stated a request for a formal review process to take place and a willingness to work with the Council in taking this forward. Caxton and Elsworth Parish Council support this request.
- 1.7 The council must have regard to the need to secure community governance within the area under review such that it
 - reflects the identities and interests of the community in that area, and
 - is effective and convenient, and

- takes into account any other arrangements for the purposes of community representation or community engagement in the area.

Community Governance Reviews

1.8 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), and
- grouping parishes under a common parish council or de-grouping parishes.

Parish governance in our area

1.9 The Corporate plan underlines the key role of parish councils in sustaining successful, vibrant communities.

1.10 The Council's constitution states the function of the Civic Affairs Committee with regard to Electoral Arrangements.

Determination as follows:

- review district or parish electoral arrangements including boundaries and report recommendations to Council
- give parish meetings powers of parish council
- increase / reduce number of parish councillors
- change parish electoral arrangements where agreed including parish warding
- appoint temporary parish councillors, s. 91 LGA, 1972

They may also recommend to Council:

- district and district ward boundary changes arising from review
- parish warding and boundary changes where not agreed
- Periodic Electoral Review
- new parish establishment

2. CONSULTATION

2.1 The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

2.2 In coming to its Recommendations in a Review, the Council will take account of the views of local people and stakeholders.

2.3 The Council will:

- publish these Terms of Reference and take submissions via its website;
- promote the process by means of general press releases and social media;
- write to every household and business in the area under review to promote consultation and outline the response process;
- provide key documents on deposit at the District Council offices in Cambourne, noticeboards in Caxton and Elsworth, and the Cambourne Parish Office at The Hub, Cambourne. There will be provision for collection of paper submissions or details of where to submit, at these locations, with postal submissions accepted

at the District Council office (South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA).

- 2.4 This Council will notify Cambridgeshire County Council that a review is to be undertaken; they are a formal consultee of this process.

The timetable for the review

- 2.5 Publication of the Terms of Reference formally begins the review.

Stage	What happens	Timescales	Dates
Commencement	Terms of Reference are published		April 2017
Preliminary Stage	Local briefings and meetings at all three parishes	One month	May 2017
Stage One	Initial submissions are invited	Two months	June 2017
Stage Two	Consideration of submissions received – draft recommendations are prepared	Two months	August 2017
	Civic Affairs Committee meeting		28 September 2017
Stage Three	Draft recommendations are published – consultations on them	Two months	October 2017
Stage Four	Consideration of submissions received – final recommendations are prepared	One month	December 2017
	Full Council meeting		25 Jan 2018
Stage Five	Final recommendations are published – concluding the review		
Stage Six	Council resolves to make a Reorganisation Order	One month later	

3. ELECTORATE FORECASTS

- 3.1 The table below shows the current electorate of each parish along with electorate forecasts for five years time:

Parish	Current Electorate	Forecast Electorate
Cambourne	6,929	7,430
Caxton	448	825
Elsworth	526	No scheduled development

- 3.2 The key issue prompting this Review is the forthcoming change in settlement pattern within the parishes of Caxton, Elsworth and Cambourne as a result of new homes and facilities located to the west of Cambourne (north of Caxton and south of Elsworth). Over time, the new development will add 2,350 dwellings to the area. The site boundary for the development can be seen at Annex A.
- 3.3 The population forecasts have been provided to Caxton Parish Council, Elsworth Parish Council and Cambourne Parish Council for their consideration.

- 3.4 The present parish structure and ward structure in the area under consideration is presented in the map in Annex B.

4. PARISHES

- 4.1 The Council notes the government's Guidance that community cohesion should be taken into account in this Review (DCLG AND LGBCE, Guidance on community governance reviews revised edition, March 2010, S.67-76).
- 4.2 The Council considers that parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity.
- 4.3 With regard to parish boundaries, the Council considers that the boundaries between parishes will normally reflect the 'no-man's land' between communities represented by areas of low population or pronounced physical barriers. These barriers will be either natural or man-made: they might include for example watercourses, marshland, and moorland or man-made features such as parks, canals, railways, major road and motorways – those barriers that oblige the residents of an affected area to have little in common with the remainder of the parish to which they may have been allotted.
- 4.4 Should a reorganisation of parish boundaries occur as a result of the review, the Council will aim to select boundaries that are and are likely to remain easily identifiable.

5. ELECTORAL ARRANGEMENTS

Electoral cycle

- 5.1 Changes to parish electoral arrangements normally come into effect at the next scheduled ordinary parish elections. Parish elections will take place in South Cambridgeshire in May 2018 and then every four years thereafter. Alternatively, any reorganisation order made can include provision to reduce or extend the term of office of parish councillors in order to implement revised arrangements in a different year.

Parish Warding

- 5.2 The Council may also consider whether a parish should be divided into wards for the purposes of elections of the parish council, and in doing so will taking into account the following:
- whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient;
 - whether it is desirable that any area or areas of the parish should be separately represented on the council.
- 5.3 The government's guidance is that "the warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish".¹ The Council will be mindful of this guidance, considering the case on its merits and on the basis of the information and evidence provided during the course of the review.
- 5.4 In reaching conclusions on the boundaries between parish wards, should this be required, the Council will take into account community identity and interest in an area and will consider whether any particular ties or linkages might be broken by the

¹ LGBCE Guidance para.160

drawing of particular ward boundaries. Equally, the Council, during its consultations in this Review is mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

6. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

- 6.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's offices and copies provided to the parish clerks for Caxton, Elsworth and Cambourne Parish Councils.
- 6.2 In accordance with the Guidance issued by the government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council's office at South Cambridgeshire Hall, Cambourne, Cambridge, CB23 6EA. Prints will also be supplied, in accordance with regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.
- 6.3 The provisions of the Order will take effect for financial and administrative purposes on 1 April 2018.
- 6.4 The electoral arrangements for a new or existing parish council will come into effect at the next elections to the parish council. Should this not coincide with the next ordinary local elections, the Council might have need to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972 to provide for the first election to be held in an earlier year, with councillors serving a shortened first term to allow the parish electoral cycle to return to that of the district.

7. CONSEQUENTIAL MATTERS

General principles

- 7.1 The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:
- the transfer and management or custody of property;
 - the setting of precepts for new parishes;
 - provision with respect to the transfer of any functions, property, rights and liabilities;
 - provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
- 7.2 In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.
- 7.3 In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate portion.

Principal area boundaries

- 7.4 The Council has recently been through a review of its electoral arrangements, with a revised warding pattern coming into effect at all out elections in May 2018. Under the new district warding arrangements Cambourne will be separated from the other two villages as it becomes a three member ward in its own right. The villages of Caxton and Elsworth will be part of a new two member ward called Caxton & Papworth.
- 7.5 The County Council has also been through a similar review of its electoral arrangements. These changes will take effect in May 2017 and will see Cambourne fall within the new Division of Cambourne and Caxton and Elsworth as part of the new Papworth & Swavesey Division.
- 7.6 Any changes made to the parish boundaries between Cambourne, Caxton and Elsworth as a result of this review will not change these new principal area boundaries. After any reorganisation order is made the Council will need to apply to the Local Government Boundary Commission for England (LGBCE) to ask that the District and County boundaries are realigned along the revised parish boundary. The Council notes that it will be for the LGBCE to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to conduct an electoral review of affected areas.
- 7.7 The Council notes that the LGBCE will require evidence that the Council has consulted on any such recommendations for alterations to the boundaries of the district wards of county electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.
- 7.8 Where such consequential matters affect Cambridgeshire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance.
- 7.9 If the Council were to not seek realignment of the parish and principal area boundaries, it must "be satisfied that the identities and interests of local communities are still reflected and that effective and convenient local government will be secured".

How to contact us

Enquiries regarding the review process should be directed in the first instance to:

Jason Clarke, Development Officer (South West Locality)
jason.clarke@scambs.gov.uk or 01954 713209

Officers charged with conducting the review are as follows:

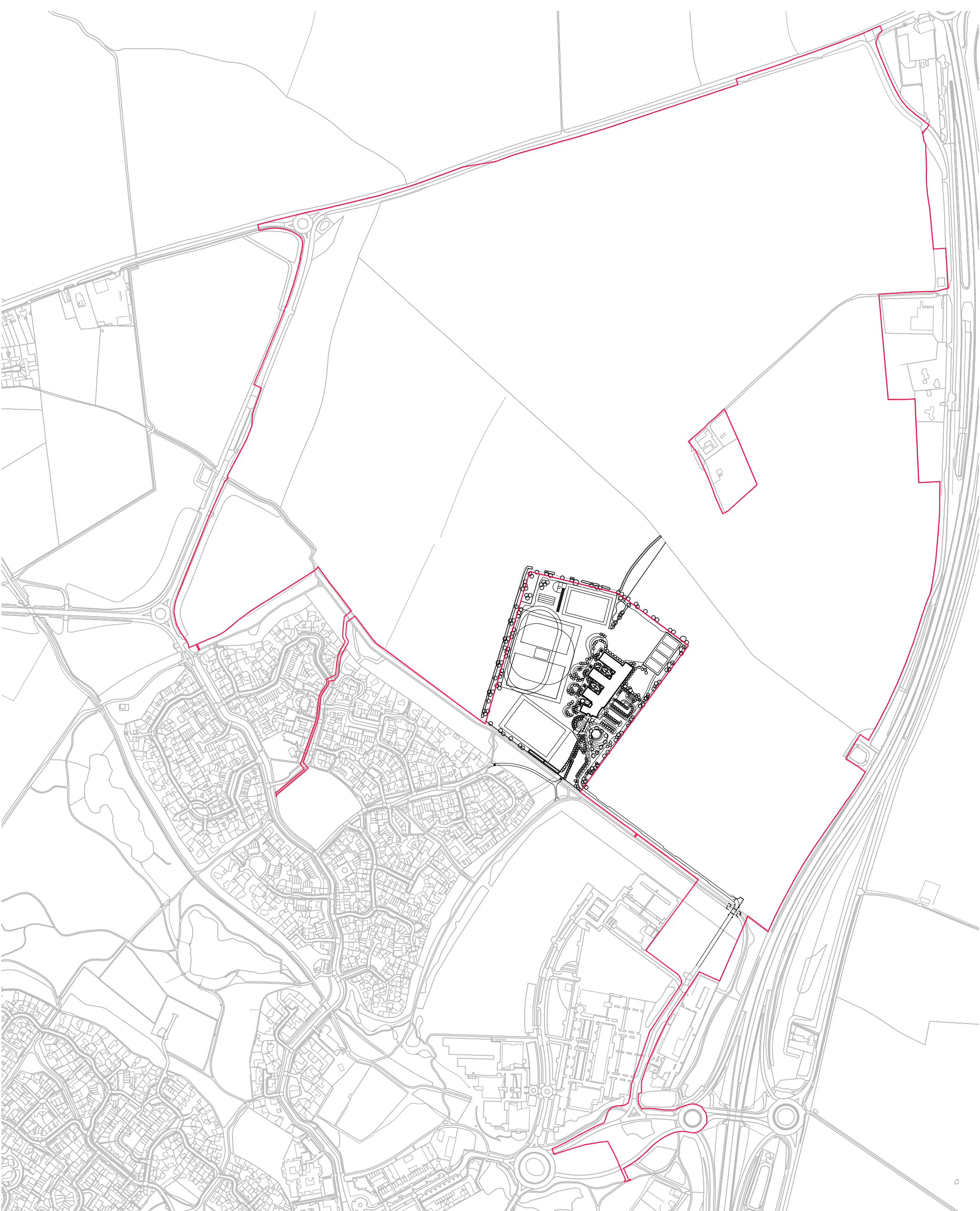
Gemma Barron, Head of Sustainable Communities and Wellbeing
gemma.barron@scambs.gov.uk or 01954 713340

Jason Clarke, Development Officer (South West Locality)
jason.clarke@scambs.gov.uk or 01954 713209

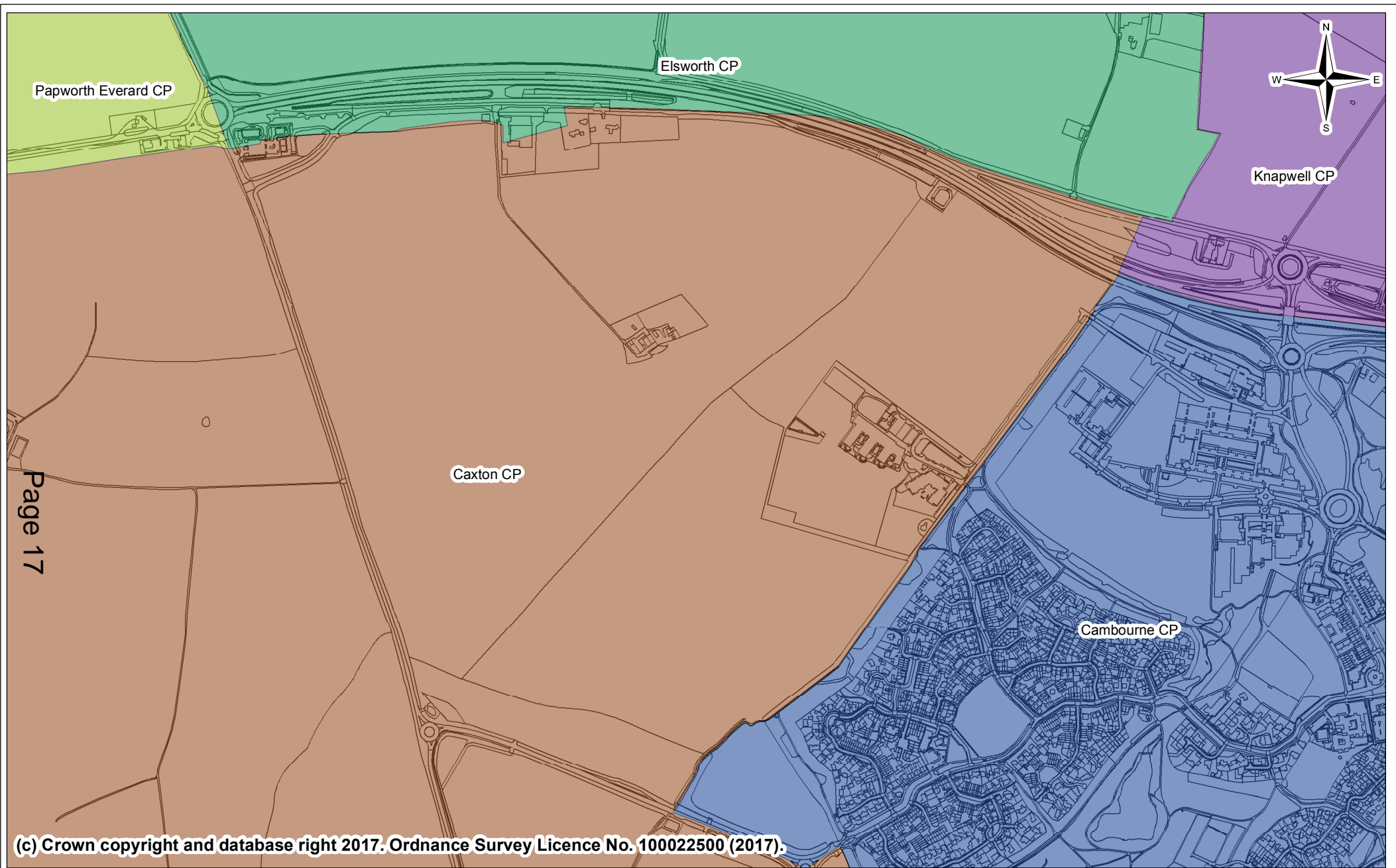
DATE OF PUBLICATION OF THESE TERMS OF REFERENCE
[DATE]



— Site Boundary



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Cambourne West

Date:	24 February 2017
Produced by:	Spatial Team
Section/Department:	3C - ICT
Scale:	1:10,000 @ A4

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CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Parish Chairman Cllr S Crocker
Parish Clerk John Vickery

22nd June 2015

Andrew Francis
Electoral Services Manager.
South Cambs District Council
South Cambridgeshire Hall,
Cambourne Business Park,
Cambourne,
Cambridge.
CB23 6EA

Dear Andrew,

Cambourne Parish Council: Governance Review

The Parish Council has been considering the Governance of West Cambourne as a result of the emerging Local Plan and subsequent Planning application and would request a Governance review. The Parish Council understands that to request a Governance Review to an area outside its current governance is unusual, but in this case it considered that a review is an intrinsic part of the development of West Cambourne. Attached is a report explaining why it is considered that a Governance review should be carried out. We have informally spoken to Caxton Parish Council, but have not made a formal approach.

We intend to talk to Caxton Parish Council prior to the Civic Affairs Committee considering our request.

If you require any further information please contact me.

Yours Sincerely,

John Vickery
Cambourne Parish Clerk

*Please address any reply to John Vickery Clerk to the Parish Council Parish Office, The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge. CB23 6GW.
Tel 01954 714403 E-Mail clerk@cambourneparishcouncil.gov.uk*

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CAMBOURNE WEST GOVERNANCE



Figure 1.0: Current Parish Boundaries as at June 2015.

Summary.

This report recommends a community governance review be initiated by South Cambridgeshire District Council with a view to changing the boundary of the Parish of Cambourne so that any development on land identified as Cambourne West falls within the administrative boundary of the Parish of Cambourne.

Introduction.

The purpose of this report is to set forth the case for the boundary of the Parish of Cambourne being extended to incorporate the development site of Cambourne West as set out by MCA Developments Ltd – Planning reference ([S/2903/14/OL](#)).

Cambourne Parish Council was formed under the Parish Council of Cambourne Order 2004 and became part of the Bourn Ward comprising the Parishes of Bourn, Cambourne, Caxton, Croxton and Eltisley. The original masterplan for Cambourne put the number of houses to be built at 3,300. In 2011 a further 950 homes were approved bringing the total number of occupied houses expected to be in Cambourne upon completion to 4,250 when considering approved applications.

However, at time of writing, a planning application (referenced above) submitted by MCA Developments Ltd in December of 2014 for development at land identified as Cambourne West for up to 2350 new dwellings, is being considered. Furthermore the emerging Local Plan for South Cambridgeshire is being scrutinised by a government appointed Inspector. The Local Plan proposes 1,200 homes at the same site. Consequently it seems likely that the number of homes in Cambourne is set to increase significantly unless both the Local Plan and the present application are rejected.

Currently, the site identified for the development of Cambourne West, be it the version set out by MCA Developments Ltd or the version set out in the emerging local plan, sits wholly within the Parish of Caxton.

It is the view of Cambourne Parish Council that should any development take place on that site, be it 1,200 new homes or 2,350 new homes, then careful thought will need to be given as to logistics with regard to the management of open spaces and community facilities that are likely to emerge. It also seems likely that the burden of managing and maintaining said new open spaces and facilities will fall to Cambourne Parish Council regardless of which Parish the development is situated in.

Should MCA's application to develop Cambourne West be approved, the final number of occupied dwellings in Cambourne is likely to be circa 7,000, giving rise to a total Parish population of approximately 19,320 using the current household multiplier of 2.76 as set out in the 2011 census.



Figure 1.1 – Cambourne West Boundaries as proposed by MCA Developments Ltd

Open Space & Community Facilities

The Design and Access statement for Cambourne West purports to offer approximately 155 acres of public open space, including a number of specialist sports pitches. This will require careful management and generate a need for specialist knowledge and equipment particularly when it comes to the maintenance of sports pitches and allotments.

Furthermore there are a number of community buildings planned, all of which will become rateable assets, and need to be the subject of robust care and management plans. There will also be an administrative workload generated once the community start to use them.

Cambourne Parish Council currently maintains approximately 200 acres of open space, including multiple specialist sports pitches, and employs a dedicated full-time team of Grounds Maintenance operatives, many of whom have professional qualifications. The Parish Council also boasts an impressive array of grounds maintenance equipment and vehicles and thus considers the infrastructure necessary to look after large areas of open space to be already in place.

The Parish Council also employs a number of full and part time administrative staff, cleaners and caretakers and therefore is already set up to manage extra community buildings and take bookings.

It is envisaged, that should the development go ahead, then the Parish Council will need to expand its workforce in order to cope with the extra workload, possibly opening a second grounds maintenance headquarters closer to the site. This will be extremely difficult to achieve if the Parish Council is not the recipient of any precept the development generates.

Community Identity

The Development will be viewed as part of Cambourne. Indeed, the Design and Access Statement produced by MCA Developments Ltd describes the development as “a high quality extension to Cambourne.”

It is likely that residents of Cambourne West will view themselves as Cambourne residents, and come to Cambourne Parish Council as the first port of call should contact with the immediate local authority be necessary. However, as stated above, the development sits entirely within the parish of Caxton, and therefore dwellings would pay Caxton precept to Caxton Parish Council. It is envisaged that this could create identity problems and attenuate any sense of emerging community within the development.

Conclusion

A governance review to include Cambourne West within the Parish of Cambourne is essential to support the community identity as it will be an extension of Cambourne sharing existing and new infrastructure. The clear community identity is important in developing a sustainable community, building on what has been achieved in Cambourne. Cambourne Parish Council is well placed to take on the challenges of governing a large scale development of this nature. Trained staff are already in place, and a substantial investment has been made in vehicles and equipment over the last 11 years. It is envisaged an expansion of the workforce will need to occur, and further investment in plant and machinery will be required. The Parish Council would not be able to effectively manage this without the precept generated by the development.



Report To: Civic Affairs Committee
Lead Officer: Interim Chief Executive

23 March 2017

Review of Standing Orders – questions at Council meetings

Purpose

1. To make a recommendation to Council on whether councillors should be able to continue to ask questions at Council without notice within a maximum period of 30 minutes. This has been trialled since 28 January 2016 and a decision needs to be taken on whether to make this change permanent, which would mean amending the Council's Standing Orders.

Recommendations

2. That the Civic Affairs Committee decides whether or not to recommend to Council that it amends Standing Orders to permanently include provision for Members to ask questions at meetings of Council without notice within a maximum period of 30 minutes.

Background

3. Standing Orders were reviewed at the meeting of the Civic Affairs Committee held on 12 January 2016, where a number of amendments to Standing Orders were recommended to Council and subsequently approved at its meeting on 28 January 2016.
4. As part of these amendments the Council agreed to the introduction of a new format for questions by Members at meetings of Council. This consisted of the usual process for submitting written questions by notice followed by the ability to ask questions without notice, including questions in relation to the Greater Cambridge City Deal, within a total timeframe of 30 minutes. It was agreed that this would be reviewed by the Civic Affairs Committee in six months.
5. The Committee carried out that review at its meeting on 28 July 2016 where it decided to extend the review period by six months as only one question had been asked without notice during the original trial period.

Considerations

6. There have been four Council meetings during the extended trial period and eight questions without notice have been asked. The system appears to be working well and is understood by councillors.
7. The Civic Affairs Committee is invited to make a recommendation to Council on whether the provision of asking questions without notice within a maximum period of 30 minutes by Members should be made permanent, with the Council's Standing Orders amended accordingly.

Options

8. The Civic Affairs Committee could:
 - Recommend to Council that the provision for Members to ask questions without notice within a maximum period of 30 minutes be made permanent;
 - recommend to Council not to continue with the provision for Members to ask questions without notice;
 - recommend a further trial period, such period to be specified

Implications

9. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant amendments.

Consultation responses (including from the Youth Council)

10. No consultation has been necessary on the content of this report.

Background Papers

No additional background papers were relied upon in the writing of this report.

Report Author:

Patrick Adams, Senior Democratic Services Officer
(01954) 713408

Agenda Item 6



South
Cambridgeshire
District Council

Report To: Civic Affairs Committee
Lead Officer: Monitoring Officer

23rd March 2017

Update on Code of Conduct complaints

Purpose

1. To update the Civic Affairs Committee on complaints cases regarding alleged breaches of the Code of Conduct.

Recommendations

2. That the Civic Affairs Committee **note** the progress of any outstanding complaints and the conclusion of cases resolved since the last meeting.

Considerations

3. Progress since the last meeting in relation to Code of Conduct complaints is set out in the below table:

Matter Number	District/Parish Council	Allegation/complaint	outcome
9092	SCDC	One allegation re Verbal attack on another Councillor was dismissed previously. The 2 nd allegation concerned a failure to correctly complete the ownership certificate on a planning application which was granted planning permission	Matter On-going
011242	Melbourn Parish Council	Complaint lodged against 3 Parish Cllrs. No specific parts of the code were cited however the code was considered as a whole.	The matter had been referred to a partner agency in the 1 st instance who determined no action would be taken by them and that we could proceed with the code of conduct investigation. The

			complaint was reviewed in consultation with the Independent Person but it was determined that no further action be taken due to lack of evidence against the councillors concerned.
011302	SCDC/Willingham	Allegations that a Cllr had acted in a threatening manner.	Clarification was sought asking if they were looking to make a complaint against member in their capacity as a Parish or District Cllr? They were also asked for specific information as to what the member has done that they believe breached the Code of Conduct. No response was received therefore unable to investigate complaint.
011304	Waterbeach Parish Council	Allegations that a Cllr breached the following parts of the code of conduct; You must; 3.2 respect others and not bully or threaten or attempt to bully or threaten any person 3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute	Matter ongoing.
011627	Over Parish Council	Allegations that a Cllr breached the following parts of the code of conduct; 2.1 (i) a Member shall behave in a way that a reasonable person would regard as respectful.	The complaint was reviewed in consultation with the Independent Person but it was determined that no further action be taken due to lack of evidence against the councillor concerned.

		and at section 2.1 (iii) a Member will not seek to improperly confer an advantage or disadvantage on any person.	
011947	Waterbeach Parish Council	Complaint by a Councillor against 2 other Councillors concerning their behaviour towards two employees of the parish council.	Matter On going
011966	Waterbeach Parish Council	New Complaint by employee of parish council against a councillor.	Matter On going
011967	Waterbeach Parish Council	New Complaint by a parish councillor against another parish councillor	Matter On going
011968	Waterbeach Parish Council	New Complaint by a parish councillor by various parish councillors	Matter On going

Implications

4. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

Background Papers

CONSTITUTION – CODE OF CONDUCT/Code of Conduct Complaints Procedure

Report Author: Rory McKenna – Deputy Monitoring Officer
Telephone: (01223) 457194

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