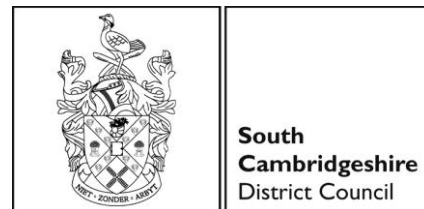


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22 May 2020

To: Chairman – Councillor Dr. Douglas de Lacey  
Vice-Chairman – Councillor Dr. Claire Daunton  
Members of the Civic Affairs Committee – Councillors Henry Batchelor,  
Dr. Martin Cahn, Nigel Cathcart, Mark Howell, Bridget Smith,  
Dr. Aidan Van de Weyer and Heather Williams

Quorum: 3

Substitutes: Councillors Bunty Waters, Nick Wright, Tom Bygott, Sue Ellington, Graham Cone,  
Gavin Clayton, Bill Handley, Geoff Harvey, Steve Hunt and Eileen Wilson

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be a **VIRTUAL MEETING-ONLINE** on **TUESDAY, 2 JUNE 2020** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Liz Watts**  
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.**

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## 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 3 March 2020 as a correct record.

### DECISION ITEMS

- |    |   |               |
|----|---|---------------|
| 4. | <b>Community Governance Review of the parishes of Longstanton and Oakington and Westwick, prompted by the Development at Northstowe; adjustments to the review timetable as a result of COVID-19 Restrictions</b> | <b>1 - 46</b> |
|----|---|---------------|

- |    |   |                |
|----|---|----------------|
| 5. | <b>Thriplow Community Governance Review</b> | <b>47 - 64</b> |
|----|---|----------------|

**INFORMATION ITEMS**

- |    |   |                |
|----|---|----------------|
| 6. | <b>Update on Code of Conduct Complaints</b> | <b>65 - 68</b> |
|----|---|----------------|

**STANDING ITEMS**

- |    |  |
|----|--|
| 7. | <b>Dates of Next Meetings</b><br>The next meeting will be held on 8 September at 10am. The Committee may wish to consider adding an extra meeting in the first week in November on the assumption that it approved the timescale for the Longstanton and Oakington & Westwick Community Governance Review. |
|----|--|

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our 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. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.





# Agenda Item 4



**REPORT TO:** Civic Affairs Committee

02 June 2020

**LEAD OFFICER:** Liz Watts, Chief Executive Officer

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**Community Governance Review of the parishes of Longstanton and Oakington and Westwick, prompted by the development at Northstowe; adjustments to the review timetable as a result of COVID-19 restrictions**

## Executive Summary

1. The new community at Northstowe, in the north west of the district, has been planned as a distinctive new town of 10,000 homes, with green space used to separate it from the neighbouring villages of Longstanton and Oakington.
2. The new development straddles the parishes of Longstanton and Oakington and Westwick.
3. The Civic Affairs Committee instructed officers to conduct a Community Governance Review in response to the creation of this new community, which commenced 11 November 2019 with the publication of the Terms of Reference for the review.
4. The Committee is now invited to consider what adjustments to the timetable are required to enable effective community engagement in support of the second stage consultation and continuation of the review, in the light of social distancing requirements resulting from national restrictions imposed in response to the COVID-19 pandemic.

## Key Decision

5. No.

## Recommendations

6. It is recommended that Civic Affairs Committee
  - (a) Extends the second round of consultation until 15 September 2020 and proceeds with an adjusted timetable as outlined in Appendix D to enable conclusion of the review such that the outcome of the review can still be brought into effect April 2021.
  - (b) Approves the format for re-engagement with the public and successful conclusion of the second round of consultation.
  - (c ) Delegates final sign-off of the precise dates of the engagement programme outlined in Appendix F to Clare Gibbons, to conform with advice from central government regarding relaxation or retightening of lockdown requirements.

## Reasons for Recommendations

7. The District Council is obliged to keep under review the community governance arrangements for its area, to ensure that the arrangements in place continue to allow good community engagement, good local democracy and permit the effective and convenient delivery of local services.
8. The emergent new community at Northstowe is developing its own, distinctive identity, with interests that are separate to and different from those of the established community of Longstanton, where Northstowe residents are currently represented via Longstanton Parish Council.
9. The consultation to date, as set out in the published Terms of Reference (Appendix A), has invited views from the parish councils (both those immediately involved and those neighbouring) and the communities therein on the following:
  - Parish boundaries.
  - Electoral arrangements.
  - Whether to create a new parish and if so, style, name and number of Councillors.
  - Possible interim arrangements.
10. The commencement of the second round of consultation coincided with the imposition of lockdown measures by central government, meaning that the engagement programme has been severely curtailed, potentially placing those unable to access digital media at a disadvantage.
11. The Council's legal team have advised that the review timetable can be varied, even to beyond the period of one year within which a review might normally be conducted due to the unprecedented times.

## Details

12. 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.

The Guidance 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 (CGR) and seek sound and demonstrable evidence of such identities and linkage.

13. Civic Affairs Committee agreed (October 2019) to commence a Community Governance Review of the civil parishes of Longstanton and Oakington and Westwick, as given in Table 1, below, which commenced with the publication of the Terms of Reference.

Table 1: Timetable for the Community Governance Review of Longstanton, Oakington and Westwick, prompted by the new development at Northstowe.

<b>Timetable for Community Governance Review</b>	
Terms of Reference are published	11 November 2019
Local briefings and meetings	November/December 2019
Initial submissions are invited	From 11 November 2019 to 15 January 2020
Consideration of submissions received, and draft recommendations prepared for Civic Affairs Committee	Draft recommendations published 3 March 2020
Consultation on the draft recommendations	From 15 March to 15 June 2020
Consideration of submissions received, and final recommendations prepared for Civic Affairs Committee	July/August 2020
Final recommendations are published, concluding the review	September 2020
Council can make a Reorganisation Order	October 2020

14. The guidance states that when considering parish boundaries, the 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.
15. The guidance states that recommendations made in a CGR ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.
16. Civic Affairs Committee considered the findings of the first round of consultation at its meeting 03 March 2020; it determined that of the seven options advanced under the first round of consultation, there was sufficient support evidenced for three of these options, each resulting in significant new arrangements, should be consulted on in the second round of consultation; these options are set out in Appendix B and in illustrated in map form, Appendix C.
17. Duly, officers produced consultation material and opened a second round of consultation to gather views on the three options selected by the committee and published a

programme of community engagement events for the public to put their questions and investigate each option in more detail. The programme as published is given below.

Table 2: Community engagement events for the second round of consultation

Oakington & Westwick	Longstanton	Northstowe
Monday 30 March 10:30am -12:30am Drop-In at The Monday Café	Thursday 26 March 10:30am – 12:30pm Drop-In at The Dale Community Room	Wednesday 25 March 3:30pm-5:30pm Drop-In Café area at the Community Wing, next to Pathfinder School
Saturday 4 April 2pm-4pm Oakington Spring Market	Monday 6 April 5pm-7pm Drop-In at Longstanton Village Hall	Wednesday 8 April 6pm-8pm Drop-In at Wing Wednesday, at the Community Wing, next to Pathfinder School
Monday 11 May 5pm-7pm Drop-In at The Pavilion Meeting Room	Saturday 16 May 10am -12 noon Longstanton Village Market	Thursday 14 May 4pm-6pm Drop-In the Café are at the Community Wing, next to Pathfinder School
Wednesday 3 June 11:30am to 1pm Drop-In at The Crossways Communitéa Café	Monday 8 June 10:30am-12:30pm Drop-In at The Dale Community Room	Saturday 6 June 10:30am – 12:30pm Drop-In the Café area at the Community Wing, next to Pathfinder School

18. The UK government announced lockdown measures Monday 23 March; however, the district council had already taken a decision to suspend public engagement events, such that none of the planned engagement events have been held to date, bar a briefing given at the Community Forum 01 April, which took the form of a Facebook live stream and which attracted a limited audience.
19. The SCDC webpage dedicated to the Community Governance Review of the parishes of Longstanton and Oakington and Westwick is currently displaying the following holding message: “The Community Governance Review is a statutory process; the current situation is unprecedented and we have been taking advice as to how we can amend the review timetable and public engagement programme to enable effective consultation to be carried out. We have been advised that we are not able to run the drop-in sessions that have been planned to take place in the next four weeks from Thursday 23 April. The situation will be reviewed and information made available on our website and via the parish councils as and when it is known.”

## Considerations

20. The publication of the terms of reference (11 November 2019) began the review, which in ordinary times must be completed within twelve months. The review concludes when the Civic Affairs Committee publishes the recommendations of the review. The Committee, with the support of local parish councils, approved the timeline given in the Table 1, above, see paragraph 13.
21. Although Section 93(8) of the 2007 Act requires the CGR to be concluded within a 12-month period; however, the Guidance, at paragraph 37, indicates that this time period “*should be feasible*”, but by necessary implication contemplates occasions when it may not be.
22. The current set of circumstances, i.e. the cancellation of consultation events in the face of COVID-19 restrictions, may provide a good reason why this might not be possible and a reasonable adjustment to the CGR timetable contemplated.
23. Neither the 2007 Act, nor the Guidance, prescribe any consequence for the CGR taking longer than 12 months.
24. Given that there is no prohibition on extending the timetable for the CGR, the Civic Affairs Committee is invited to agree an approach to the continuation of a review in a manner which allows for reasonable public engagement to be undertaken by officers during the second round of consultation.
25. The original review timetable was publicised on our website, through social media channels and in conjunction with the parish councils affected. At commencement of the review, all households in Longstanton, Oakington and Westwick parishes had flyers delivered detailing the engagement programme and inviting participation. Subsequently, at the request of these parish councils, copies of the Terms of Reference and submission form were delivered by parish volunteers to each household.
26. A variety of views, many very detailed, were expressed by members of the public through the first round of consultation; over 430 submissions were received, with 261 gathered on-line and 169 by paper submission forms.
27. The second round of consultation, which opened 15 March 2020, began with the distribution of a flyer containing details of the engagement programme (see Table 2, paragraph 17) to every household in Longstanton, Oakington and Westwick, along with details of how to obtain a submit a paper copy submission form locally, directions to the dedicated webpage on the district council’s website, hosting the on-line submission form, detailed maps of each option and contact details for the officers leading the review.
28. As with round one, the engagement programme was designed to provide meetings and briefings across numerous venues covering all three settlements, on different days of the

week and at different times, including stalls at community events and a number of drop-in sessions.

29. The on-line and paper forms used in the first round of consultation came under criticism, as a result the form used in the second round was redesigned to improve its user-friendliness. However, for some, often older residents, there is a clear preference for conventional community engagement events and paper submission forms; arguably the on-line format does not provide an adequate substitute for this demographic. At the time of writing, only 20 on-line forms have been received, 40% of these from residents of Northstowe, which tends towards a younger demographic.
30. For this reason, the Civic Affairs Committee should consider what level of public engagement it deems acceptable to undertake in the second round of consultation and how that second consultation could be rescheduled.
31. Furthermore, concerns relating to the Community Governance have been rightly eclipsed by broader events and the parish councils have been concentrating their efforts, working with their communities to provide robust responses to support their residents through the Coronavirus pandemic.
32. However, alteration to the published timetable could have follow-on consequences as to when the outcome of the review could be implemented to its full extent. In order for any changes to take effect April 2021, Council would need to have given its approval to the recommendation of this committee. Full Council is scheduled to meet in November 2020 and any subsequent Reorganisation Order would need to be written and submitted to the Secretary of State by February 2021 in order to meet this implementation deadline.
33. Therefore, whilst the timetable might be readjusted in a way that extends beyond a conclusion in November or at the latest, December, it must be remembered that any reorganisation order submitted at a point later than that outlined in paragraph 32 could not be implemented in full before April 2022; a new parish could be formed prior to this, but only in a shadow form.
34. Longstanton Parish Council was asked to consider whether it would prefer to see an extension of the current round of consultation and the publication of an amended timetable when lockdown enabled a clear view of when public engagement could be resumed, or the closure of the current round of consultation and a resumption of the review in due course, when lockdown relaxation could be better predicted. Longstanton Parish Council expressed a preference for a three months suspension in the process, at which point the timetable could again be reviewed.
35. Oakington and Westwick Parish Council, in response to the same question, stated a preference for an extension to the consultation window and for the second round to remain open until such time as a timetable could be put forward.
36. Clearly, both parish councils feel closure of the second consultation window without the opportunity for further engagement would not be an acceptable way forward, but it could be possible to offer an alternative which combines elements of both these approaches.
37. Civic Affairs Committee may consider that there is sufficient confidence in the roadmap for relaxation of lockdown restrictions to offer and agree a revised timetable at this stage. A proposal is given in Appendix D for the Committee's consideration.

38. A revised draft engagement programme is given in Appendix E; this includes a range of opportunities across various days and times, including venues in all three settlements, as previously. Stringent observance of social distancing guidelines would be insisted upon at any public engagement event.
39. A revised set of consultation material has been prepared to be used in the second round of consultation, based on the recommendation of this report, see Appendix F, but this can be tailored according to the option selected by Civic Affairs Committee on how the CGR will be conducted from this point. It is proposed that the paper copy submission forms will be provided by delivery to every household in Longstanton and Oakington and Westwick civil parishes. Collection points will be available via post boxes at the village hall, Longstanton and via the clerk for Oakington and Westwick Parish Council.
40. The Committee will be mindful of the schedule of ordinary elections in South Cambridgeshire. Elections to Longstanton and Oakington & Westwick Parish Councils are next due in 2022, alongside all out elections for the district council. If a review finds that it will be appropriate to hold an election for parish councillors, for example to form a newly created or warded parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected parish councillors will be so reduced or extended as to enable the electoral cycle to revert to the normal cycle at the next ordinary elections. Elections for any newly formed council could take place in May 2021, to coincide with the County Council and Combined Authority elections, or in 2022 combined with district council elections and the elections for all parishes in South Cambridgeshire.
41. Although all elections are suspended at present, it can be reasonably assumed that they will resume in May 2021.
42. The Committee may also wish to note that should early elections take place (in 2021) for any newly formed parish, early elections will also be necessary in any parish that undergoes substantive change to its boundary as an outcome of the review. This could involve the parishes of Willingham, Longstanton, Oakington and Westwick, dependent on the option ultimately selected, as well as any newly created parish which may result.

## Options

43. The Committee could resolve to
- (a) Adhere to the existing timetable for the review, ruling out the need for any adjustment to the second round of consultation to allow for a resumption in community engagement activities.
  - (b) Extend the current round two consultation window indefinitely, until such time that a revised timetable to complete the review can be confidently set.
  - (c) Close the current round two consultation and resume the community governance review when a timetable to complete the review can be confidently set.
  - (d) Agree the revised timetable as proposed in Appendix D, or, vary the adjustments.

- (e) Approve the issue of revised consultation materials (Appendix F), amended to reflect whichever option is selected by this Committee. The lead officer requests delegated authority to sign off on this revised material.

## Implications

44. 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: -

## Financial

45. The cost for parish council elections falls to the parish. There would be a cost to elections in a new parish were this to be agreed and therefore it would be prudent to schedule any review so that it completes in time for elections to coincide with other polls. As per paragraph 42, there may also be a cost to other parishes in holding out of turn elections. However, there are s106 developer contributions to draw upon, in the event that
- a. Parish council elections outside of the scheduled elections cycle are needed and
  - b. Resources are required to establish a new civil parish.

## Legal

46. By section 82 the 2007 Act Councils have a discretionary power to undertake a CGR.

Section 93 the 2007 Act states the following duties of a Council in undertaking a review:

- “(1) The principal council must comply with the duties in this section when undertaking a community governance review.
- (2) But, subject to those duties, it is for the principal council to decide how to undertake the review.
- (3) The principal council must consult the following—
  - (a) the local government electors for the area under review;
  - (b) any other person or body (including a local authority) which appears to the principal council to have an interest in the review.
- (4) The principal council must have regard to the need to secure that community governance within the area under review—
  - (a) reflects the identities and interests of the community in that area, and
  - (b) is effective and convenient.



(5) In deciding what recommendations to make, the principal council must take into account any other arrangements (apart from those relating to parishes and their institutions)—

(a) that have already been made, or

(b) that could be made,

for the purposes of community representation or community engagement in respect of the area under review.

(6) The principal council must take into account any representations received in connection with the review.

(7) As soon as practicable after making any recommendations, the principal council must—

(a) publish the recommendations; and

(b) take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.

(8) The principal council must conclude the review within the period of 12 months starting with the day on which the council receives the community governance petition or community governance application.”

These duties are reflected within the Terms of Reference agreed by Committee prior to commencement and must be considered in making a decision.

Section 100(1) of the 2007 Act empowered the Secretary of State to issue guidance as to the carrying out of CGRs. By section 100(4) of the Act, the Council is obliged to have regard to any such guidance issued.

The currently relevant Guidance was published the DCLG in March 2010 (“the Guidance”).

## **Staffing**

47. It will be possible to continue implementing the CGR prompted by the new development at Northstowe within existing resources; however, due to the requirement to engage with the public outside of normal office hours, careful management of officer time will be necessary to ensure adequate resourcing in the face of competing priorities and given the constraints imposed by social distancing measures.

## **Risks/Opportunities**

48. Undertaking a Community Governance Review will allow the residents at Northstowe to engage with local democracy and determine how they wish to be represented in future and will assist in the formation of an emergent community identity. Failure to engage effectively with local communities may render the consultation results open to challenge.

## Equality and Diversity

49. The Council will work with relevant Parish Councils to identify and consult with interested parties. Key documents will be available on the SCDC website and on deposit at the District Council offices in Cambourne. The revised approach to consultation will include making available a paper submission form to every household in Longstanton, Oakington and Westwick Civil Parishes, with further copies available from local outlets and on request from the district council. There will be provision for collection of paper submissions and they will also be accepted online and by post. If the Committee opts to adjust the CGR timetable, the revised public engagement programme will be designed to enable input from anyone who wishes to give their view, held at a variety of locations and across different times of day, whilst taking into account social distancing requirements.

## A modern and caring Council

50. Appropriate community governance arrangements will help the Council to sustain existing successful, vibrant villages and establish successful and sustainable new communities.

## Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

## Appendices

- Appendix A: Terms of Reference for the Review
- Appendix B: Options being consulted upon during the second round of consultation
- Appendix C: Maps of Option A, B and C
- Appendix D: Draft review timetable (revised)
- Appendix E: Draft public engagement programme, second round of consultation (revised)
- Appendix F: Draft consultation material, second round of consultation (revised)

## Report Author:

Clare Gibbons – Northstowe Healthy New Town Programme Lead  
Telephone: (01954) 713290/ (01223) 752444

Elizabeth Davy – Development Officer  
Telephone: (01954) 713111



# COMMUNITY GOVERNANCE REVIEW OF LONGSTANTON AND OAKINGTON AND WESTWICK

Prompted by the development at Northstowe



## TERMS OF REFERENCE

### CONTACT INFORMATION

-  Liz Davy or Clare Gibbons
-  [North@scambs.gov.uk](mailto:North@scambs.gov.uk)
-  01954 713070
-  [www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews)
-   #CGRNorthstowe





## 1. INTRODUCTION

**1.1** South Cambridgeshire District Council (the Council) has resolved to undertake a Community Governance Review of the parishes of Longstanton and Oakington and Westwick.

**1.2** This review is to address the population growth in respect of the new housing development at Northstowe to consider whether the creation or alteration (and thus naming) of existing parish boundaries and any consequent changes to the electoral arrangements for the parish(es) should be recommended.

**1.3** 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 reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the 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). (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.)

**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 in Cambourne; the Community Wing next to Pathfinder School, Northstowe; Longstanton Village Hall (between 11am and 2pm, Monday to Friday); and on request by contacting the Oakington Parish Clerk by email or telephone (see 7.1 for contact details).

## PURPOSE OF THE REVIEW

**1.5** The development at Northstowe will see 10,000 homes constructed across parts of the parishes of Longstanton and Oakington and Westwick. The Council is undertaking a Community Governance Review at this time because the housing development at Northstowe will alter the geographical spread of housing across the parishes. The resulting spatial separation between the three population centres will no longer correspond to a parish boundary that reflects a coherent "natural settlement" pattern. 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** The Council will 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;
- 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

**1.7** 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 grouping parishes.



## PARISH GOVERNANCE IN OUR AREA

**1.8** The Council's Business Plan underlines the key role of third tier councils in sustaining successful, vibrant communities.

**1.9** 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 the 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 *LGA 1972, S.91*

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 the 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;
- provide key documents on deposit at the District Council offices in Cambourne, at the Village Hall in Longstanton, by request from the Parish Clerk in Oakington and Westwick and at the Community Wing, next to Pathfinder School, Northstowe. There will be provision for collection of paper submissions 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.

**2.5** The consultation will cover:

- parish boundaries
- electoral arrangements
- whether to create a new parish and if so, style and number of Councillors
- possible interim arrangements



## THE TIMETABLE FOR THE REVIEW

**2.6** Publication of the Terms of Reference formally begins the review, and the review will be completed within twelve months. To this end we will adhere to the following timetable for review, mindful of the informal briefings conducted to date.

STAGE 1	11 NOVEMBER 2019	Publication of the Terms of Reference
	NOVEMBER/DECEMBER 2019	Local briefings and meetings
STAGE 2	11 NOVEMBER 2019/ 15 JANUARY 2020	Submissions invited – <b>have your say</b>
	3 MARCH 2020	Draft recommendations published: for Civic Affairs Committee
STAGE 3	15 MARCH/15 JUNE 2020	Consultation on draft recommendations – <b>tell us what you think</b>
	JULY/AUGUST 2020	Consideration of submissions received/final recommendations prepared: for Civic Affairs Committee (date TBC)
STAGE 4	SEPTEMBER 2020	Final recommendations are published, concluding the review
	OCTOBER 2020	Council can make a Reorganisation Order

## 3. ELECTORATE FORECASTS

**3.1** The existing electorate for Northstowe is 488. The electorate in Northstowe is forecast to increase to 2,190 by 2024. The current electorate for Longstanton is 2,567, which excludes the 488 electors with Northstowe postcodes. Oakington is 1,174. The five year housing trajectory forecasts an additional 12 dwellings in Longstanton and 6 dwellings in Oakington which could increase the number of electors by 20 and 11 respectively.

**3.2** The key issue prompting this review is the forthcoming change in settlement pattern within the parishes of Longstanton and Oakington and Westwick as a result of new housing development at Northstowe.

**3.2** The population forecasts have been provided to Longstanton and Oakington and Westwick Parish Councils for their consideration.

**3.4** The present parish structure and ward structure for the area is presented in the map on the back page, with the development area at Northstowe shown.





## 4. PARISHES

**4.1** The Council is required by law to consider other forms of community governance as alternatives or stages towards establishing parish councils, which vary both in the degrees of powers and influence they may exert and their commensurate levels of transparency and accountability.

**4.2** The Council will consider boundaries as part of the review, endeavouring to ensure that they are and are likely to remain easily identifiable.

**4.3** The Council will be mindful of the need to ensure that parishes are viable.

## 5. NAMES AND STYLES

**5.1** Should a new body require naming as part of the review, the Council will consider names proposed by local interested parties.

**5.2** Alternative styles are now available for parishes e.g. town council, community council or village council. If a new body is proposed, the Council will consider whether it should have one of the alternative styles.

## 6. ELECTORAL ARRANGEMENTS

**6.1** The Council voted to move to all out elections and bring all parish council elections in line. The next scheduled all out elections will take place in 2022.

**6.2** If the review finds that it will be appropriate to hold an election for example to a newly formed body, parish or warded parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected parish councillors will be reduced or extended as to enable the electoral cycle to revert to the normal cycle at the next ordinary elections.

**6.3** The legislation lays down the different duties that the Council has with regard to the creation of a parish:

- Where the number of electors is 1,000 or more – a parish council must be created;
- Where the number of electors is 151-999 – a parish council may be created, with a parish meeting being the alternative form of parish governance.
- Where the number of electors is 150 or fewer – principal councils are unable to recommend that a parish council should be created and therefore only a parish meeting can be created. The Council notes that the number of parish councillors for each parish council shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors. The National Association of Local Councils has suggested that the minimum number of councillors should be seven and the maximum 25.

**6.4** The Council will have regard to the following factors when considering the number of councillors to be elected for a parish:

- the number of local government electors for the parish;
- any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

**6.5** The Council will take into account the following when considering whether a parish should be divided into wards for the purposes of elections of the parish council:

- 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 parish council.

**6.6** 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". 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.

**6.7** 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 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.

## **7. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT**

**7.1** 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, on its website, the Community Wing, next to Pathfinder School, Northstowe, Longstanton Village Hall and by request from the Parish Clerk for Oakington, email: [Oakingtonpc@btinternet.com](mailto:Oakingtonpc@btinternet.com) or tel: 01223 232398.

**7.2** 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 Ministry of Housing, Communities and Local Government (formerly the DCLG) 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.

**7.3** The provisions of the Order will take effect for financial and administrative purposes on 1 April 2021.

**7.4** The electoral arrangements for a new or existing body will come into effect at the next elections to the third tier 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 or extended first term to allow the parish electoral cycle to return to that of the district.

## **8. CONSEQUENTIAL MATTERS**

### **GENERAL PRINCIPLES**

**8.1** 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.

**8.2** In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

**8.3** 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.

**8.4** Furthermore, the Council notes the Regulations regarding the establishment of a precept for a new parish and their requirements.

## **DISTRICT WARD BOUNDARIES**




**8.5** The Council is mindful that it may be necessary for it to recommend the Local Government Boundary Commission to make alterations to the boundaries of district wards or county electoral divisions to reflect the changes made at parish level. The Council notes that it will be for the Local Government Boundary Commission 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.

**8.6** The Council notes that the Local Government Boundary Commission 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.

**8.7** 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.

**Date of publication of these terms of reference 11 November 2019**

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

 Liz Davy, Development Officer  
 [elizabeth.davy@scambs.gov.uk](mailto:elizabeth.davy@scambs.gov.uk)  
 01954 713070

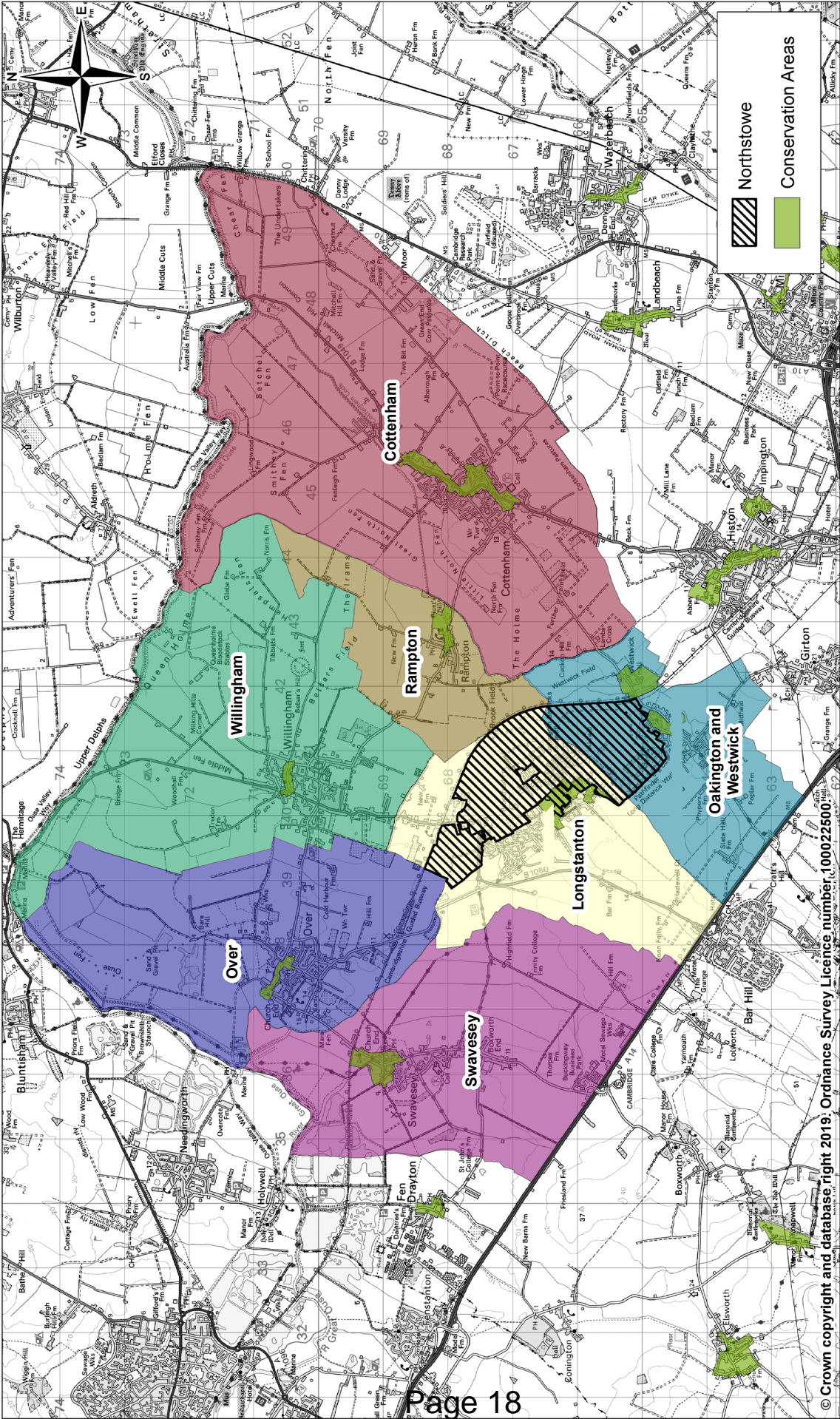
## **Officers charged with conducting the review are as follows:**

 Gemma Barron, Partnerships and Sustainable Communities Manager  
 [gemma.barron@scambs.gov.uk](mailto:gemma.barron@scambs.gov.uk)  
 01954 713070

 Clare Gibbons, Programme Lead, Northstowe Healthy New Town  
 [clare.gibbons@scambs.gov.uk](mailto:clare.gibbons@scambs.gov.uk)  
 01954 713070

**Larger scale and more detailed maps are available upon request at [www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews) or by calling 01954 713070**

Existing parish boundaries and development falling within Longstanton and Oakington and Westwick





South  
Cambridgeshire  
District Council

### Community Governance Review

prompted by the development at Northstowe

Date: 15 October 2019

Produced by:  3C Shared Services

Section/Department: Spatial Team

Scale: 1:55,000 @ A3

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## Appendix B

Options being consulted upon during the second round of consultation:

### Option A

The entirety of Northstowe (Phases 1, 2, 3A and 3B) is excised from Longstanton and Oakington and Westwick civil parishes to form **a new civil parish for Northstowe**.

Westwick remains with Oakington, with all current arrangements for Oakington and Westwick otherwise remaining unaffected. Longstanton parish council retains the same arrangements as currently, within its reduced boundaries. **Land within Longstanton parish north of the guided busway is transferred to Willingham Civil Parish.**

### Option B

The entirety of Northstowe (Phases 1, 2, 3A and 3B) is excised from Longstanton and Oakington and Westwick civil parishes to form **a new civil parish for Northstowe**.

Westwick remains with Oakington, with all current arrangements for Oakington and Westwick otherwise remaining unaffected. Longstanton parish council retains the same arrangements as currently, within its reduced boundaries. **Land within Longstanton parish north of the guided busway is taken into the new civil parish for Northstowe.**

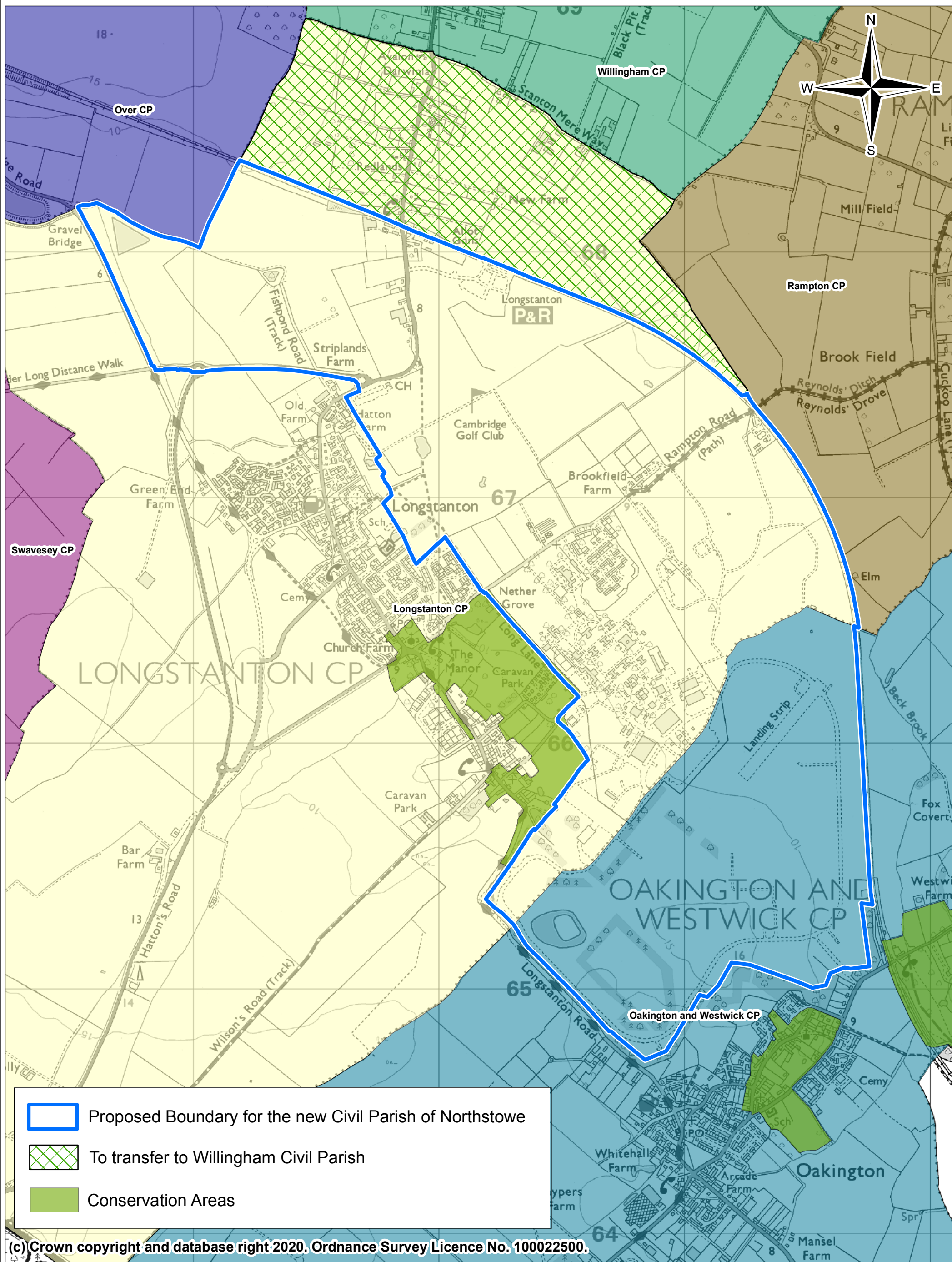
### Option C

The majority of Phase 1, Phases 2 and 3A are excised from Longstanton Civil Parish and Oakington and Westwick Civil Parish to create **a new civil parish for this part of**

**Northstowe, but the Bloor parcel, Phase 3B and other parcels within the Northstowe extension land situated west of the B1050 are retained within Longstanton Civil Parish, along with land north of the guided busway.** Westwick would remain with Oakington, with all current arrangements for Oakington and Westwick remaining unaffected, within the reduced boundaries of that civil parish.

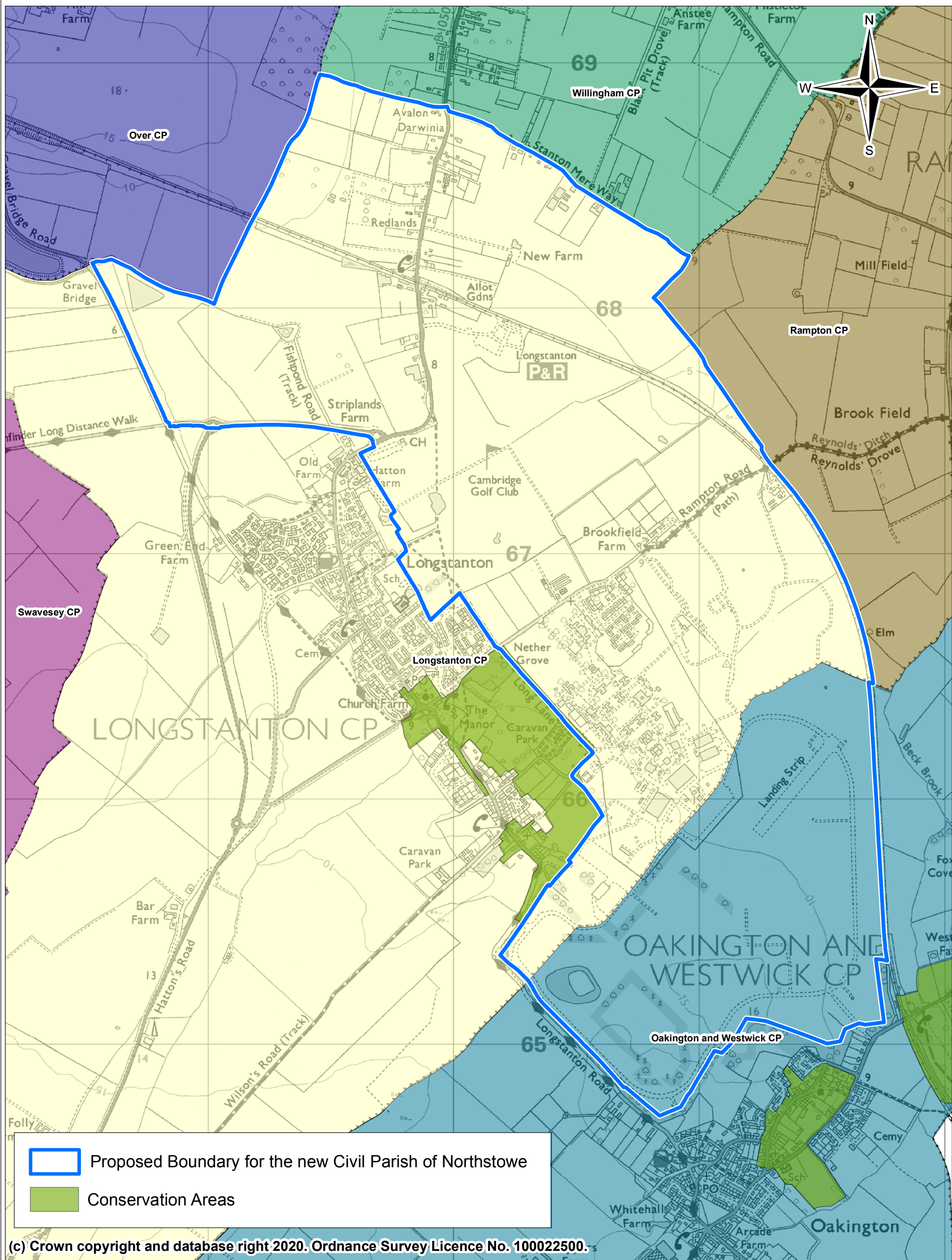
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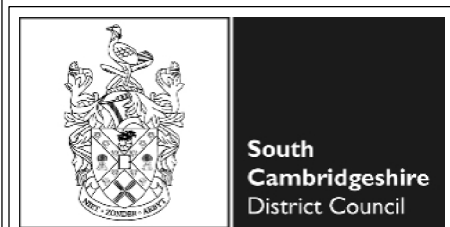


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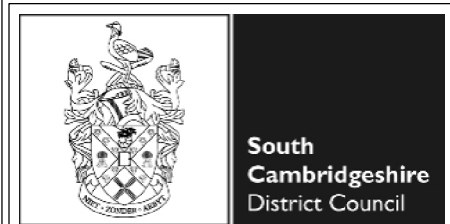
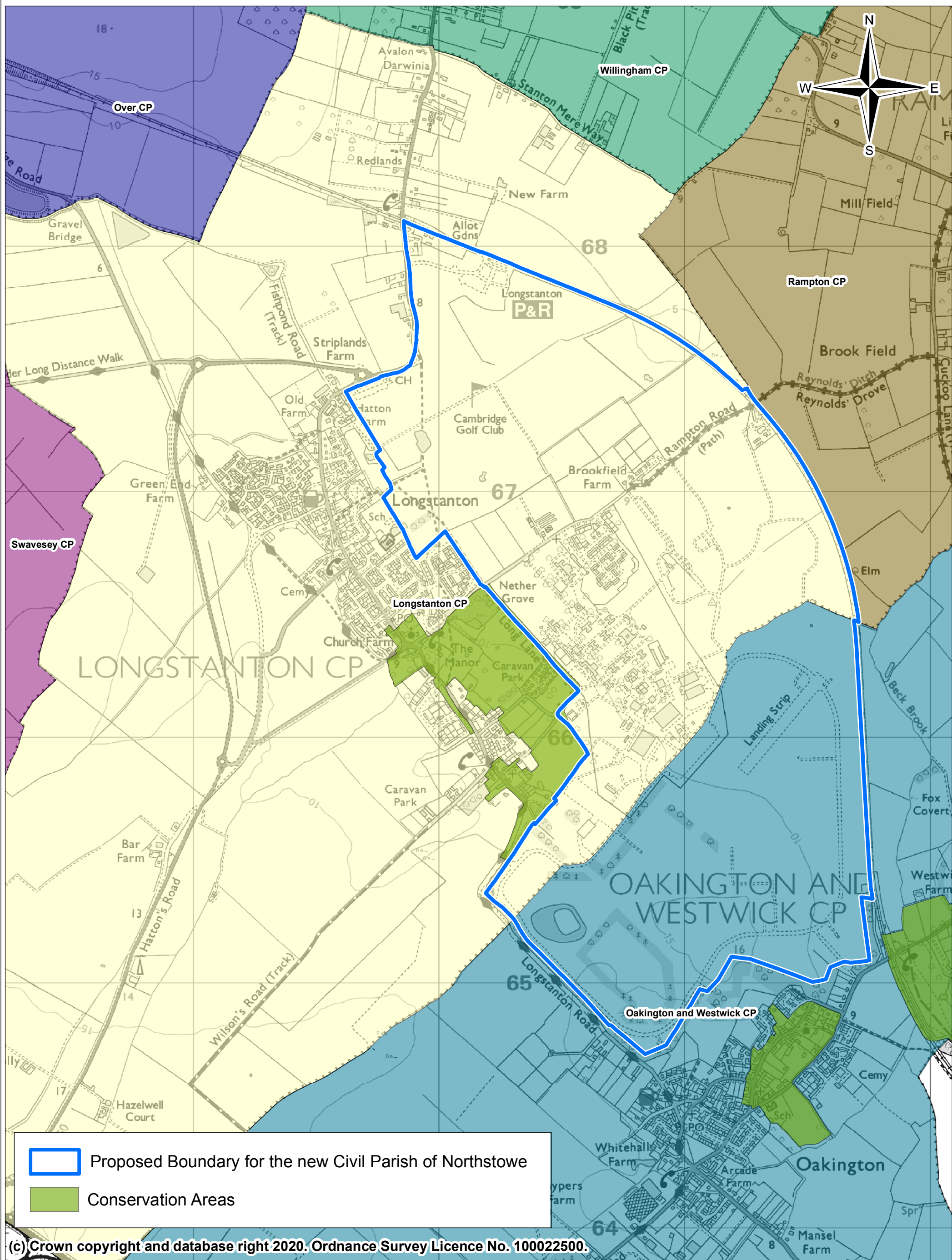


Community Governance Review  
prompted by the development at Northstowe  
Possible Boundary - Option B with  
Existing Parish Boundaries

Date:	04 March 2020
Produced by:	3C Shared Services
Section/Department:	Spatial Team
Scale:	1:14,000 @ A3

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Community Governance Review  
prompted by the development at Northstowe  
Possible Boundary - Option C with  
Existing Parish Boundaries

Date:	04 March 2020
Produced by:	3C Shared Services
Section/Department:	Spatial Team
Scale:	1:14,000 @ A3

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# Appendix D: Draft review timetable (revised)

<b>Timetable for Community Governance Review</b>	
Terms of Reference are published	11 November 2019
Local briefings and meetings	November/December 2019
Initial submissions are invited	From 11 November 2019 to 15 January 2020
Consideration of submissions received, and draft recommendations prepared for Civic Affairs Committee	Draft recommendations published 3 March 2020
Consultation on the draft recommendations	From 15 March to 15 September 2020
Consideration of submissions received, and final recommendations prepared for Civic Affairs Committee	October 2020
Final recommendations are published, concluding the review	November 2020
Council can make a Reorganisation Order	February 2020

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Appendix E: Draft consultation programme (revised – to be agreed with venues and subject to social distancing guidance current at the time of event)

Oakington & Westwick	Longstanton	Northstowe
Mon 31 Aug 5pm-7pm Drop-In at The Pavilion Meeting Room	Thurs 27 Aug 10:30am – 12:30pm Drop-In at The Dale Community Room	Sat 12 Sep 10:30am – 12:30pm Drop-In at the Community Wing, next to Pathfinder School
Saturday 5 Sep 2pm-4pm Oakington venue tbc	Mon 7 Sep 5pm-7pm Drop-In at Longstanton Village Hall	Weds 12 Aug 3:30pm-5:30pm Drop-In at the Community Wing, next to Pathfinder School
Mon 7 Sep 10:30am -12:30am Drop-In venue tbc	Sat 12 Sep 10am -12 noon Longstanton Village Market	Weds 9 Sep 6pm-8pm Drop-In at Wing Wednesday, at the Community Wing, next to Pathfinder School
Tues 08 Sep On-line forum for Q&A; 6-8pm	Tues 08 Sep On-line forum for Q&A; 6-8pm	Tues 08 Sep On-line forum for Q&A; 6-8pm
Weds 2 September 11:30am to 1pm Drop-In venue tbc	Mon 7 September 2:30pm-4pm Drop-In at The Dale Community Room	Thurs 10 Sep 4pm-6pm Drop-In at the Community Wing, next to Pathfinder School

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**Consultation Round 2**







# **Community Governance Review of Longstanton and Oakington and Westwick**

Prompted by the development at Northstowe



## **Submission Form**

### **Contact information**

-  Liz Davy or Clare Gibbons
-  [North@scambs.gov.uk](mailto:North@scambs.gov.uk)
-  01954 713 070
-  [www.scambs.gov.uk/cgr-lown](http://www.scambs.gov.uk/cgr-lown)
-   #CGRNorthstowe



## Timetable

Community Governance Reviews take a number of months to complete, because we want to spend enough time during each round of the process hearing from residents and parish councils. This Community Governance Review started in November 2019, and you can see below where we are now in the process. Due to Covid-19 the second round of consultation was extended by three months and remains open until 15 September, giving you more time to tell us what you think.

### Round 1

11 November 2019	Publication of the Terms of Reference	This stage is complete
November/ December 2019	Local briefings and meetings	
11 November 2019 to 15 January 2020	Submissions invited – have your say	
3 March 2020	Draft recommendations published: for Civic Affairs Committee	

### Round 2

15 March to 15 September 2020	Consultation on draft recommendations – <b>tell us what you think</b>
October 2020	Consideration of submissions received/final recommendations prepared ahead of Civic Affairs Committee and Full Council in November
February 2021	Council can make a Reorganisation Order



## Background

From 11 November 2019 to 15 January 2020 the Council ran a consultation to hear what local people think about future arrangements for governance for the parishes of Longstanton and Oakington and Westwick, given that the new development of Northstowe is being built within the boundaries of these two parishes.

## What are governance arrangements?

When we talk about governance arrangements we can mean things like the type of council, location of the boundaries, and how many councillors there are.

Parish, community and town councils operate at a level below the district council. They are a statutory body, independently elected and can raise their own precept (a form of Council Tax) to provide and maintain a variety of local services, which could include management of open spaces and community facilities. They are also statutory consultees on all planning applications in their area. See [www.gov.uk/understand-how-your-council-works](http://www.gov.uk/understand-how-your-council-works) for more information.

## What has been done so far?

We ran events in Longstanton, Oakington and Northstowe, delivered information to every household, and targeted local residents using social media. All the information that was provided can still be viewed on the Council's website. Look for the Terms of Reference and Frequently Asked Questions. Paper copies of the Terms of Reference are available on request.

# Have your say by 15 September

**Between now and 15 September 2020 you are invited to have your say about the three options being consulted on, set out over the following pages.**

## What was the feedback from Round 1?

### What residents in surrounding villages said

Comments that residents made in the Round 1 consultation showed that people living in the existing villages around Northstowe have a strong desire for governance arrangements for their villages to remain separate from those for Northstowe.

### What residents in Northstowe said

Northstowe residents didn't see their future governance arrangements as being joined with the surrounding villages, instead expressing a strong view that all phases (1, 2, 3A and 3B) of Northstowe should be governed on its own.

### What happens now?

Based on the views received in the first round of the consultation, we have suggested three options for how a new Northstowe parish could be formed.

We want to know which option best meets the aims of the Community Governance Review. As a reminder, the aims of the Review were to make sure any new governance arrangement would:

- Reflect the identities and interests of the community in that area
- Be effective and convenient
- Consider any other arrangements for the purpose of community representation or community engagement
- Ensure boundaries are strong, clearly defined and likely to remain easily identifiable.

## Consultation Round 2

More than 430 people responded to Round 1 of the consultation, with the feedback helping to shape three options for further consideration.

This stage of consultation – Round 2 – will run from 15 March to 15 September 2020, and residents are all invited to have their say.

On the following pages you will see information about each option, accompanied by a map showing the proposed new boundary. You will also have the opportunity to provide your feedback on the different options as you work your way through this booklet.

## How to have your say

**Return your form by post, in person, or online. Information about where to return your completed form can be found on the back page of this booklet. Alternatively visit our website to fill in an online form:**  
[www.scamb.gov.uk/cgr-lown](http://www.scamb.gov.uk/cgr-lown)

# Northstowe Masterplan

Illustrative Masterplan showing how Northstowe could look in 2036  
- produced by Tibbalds Planning and Design for Homes England.





## Option A – Northstowe would be a parish of its own and Longstanton land north of the busway would be transferred to Willingham

Option A is the suggestion that all of Northstowe (Phases 1, 2, 3A and 3B) would form a new parish of its own. It would be taken out of Longstanton and Oakington and Westwick parishes. In this option, Westwick would remain with Oakington, with all current arrangements for Oakington and Westwick otherwise remaining unaffected. Longstanton Parish Council would also retain the same arrangements as currently, within what would be its reduced boundaries.

**Land within Longstanton parish, north of the guided busway, would be transferred to Willingham.**

### Map A

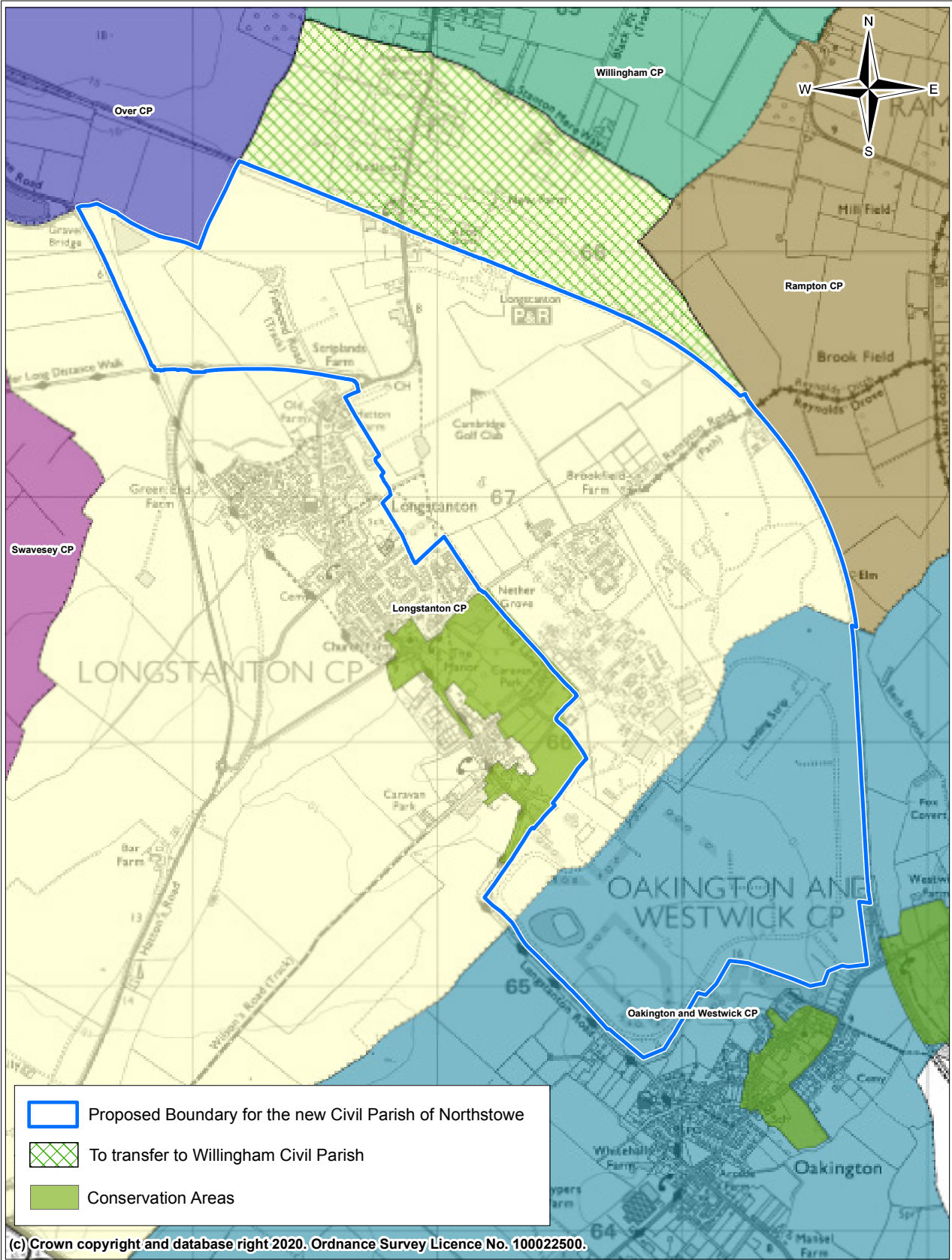
Map A (opposite page) shows the suggested boundaries of the new Northstowe parish under Option A.



If you feel this proposal is largely what you would like to happen, but there is some alteration needed to the boundary line, mark up the map(s) to show us what changes you think should be made.

Map A

Larger scale maps are available to view on the Council's website ([www.scambs.gov.uk/cgr-lown](http://www.scambs.gov.uk/cgr-lown)) and printed copies can be supplied on request.



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## Option B – Northstowe would be a parish of its own, taking in some land in Longstanton north of the busway

Option B is the suggestion that all of Northstowe (Phases 1, 2, 3A and 3B) would form a parish of its own. It would be taken out of Longstanton and Oakington and Westwick parishes. In this option, Westwick would remain with Oakington, with all current arrangements for Oakington and Westwick otherwise remaining unaffected. Longstanton Parish Council would also retain the same arrangements as currently, within what would be its reduced boundaries.

**Land north of the busway within Longstanton parish would be taken into the new Northstowe parish.**

### Map B

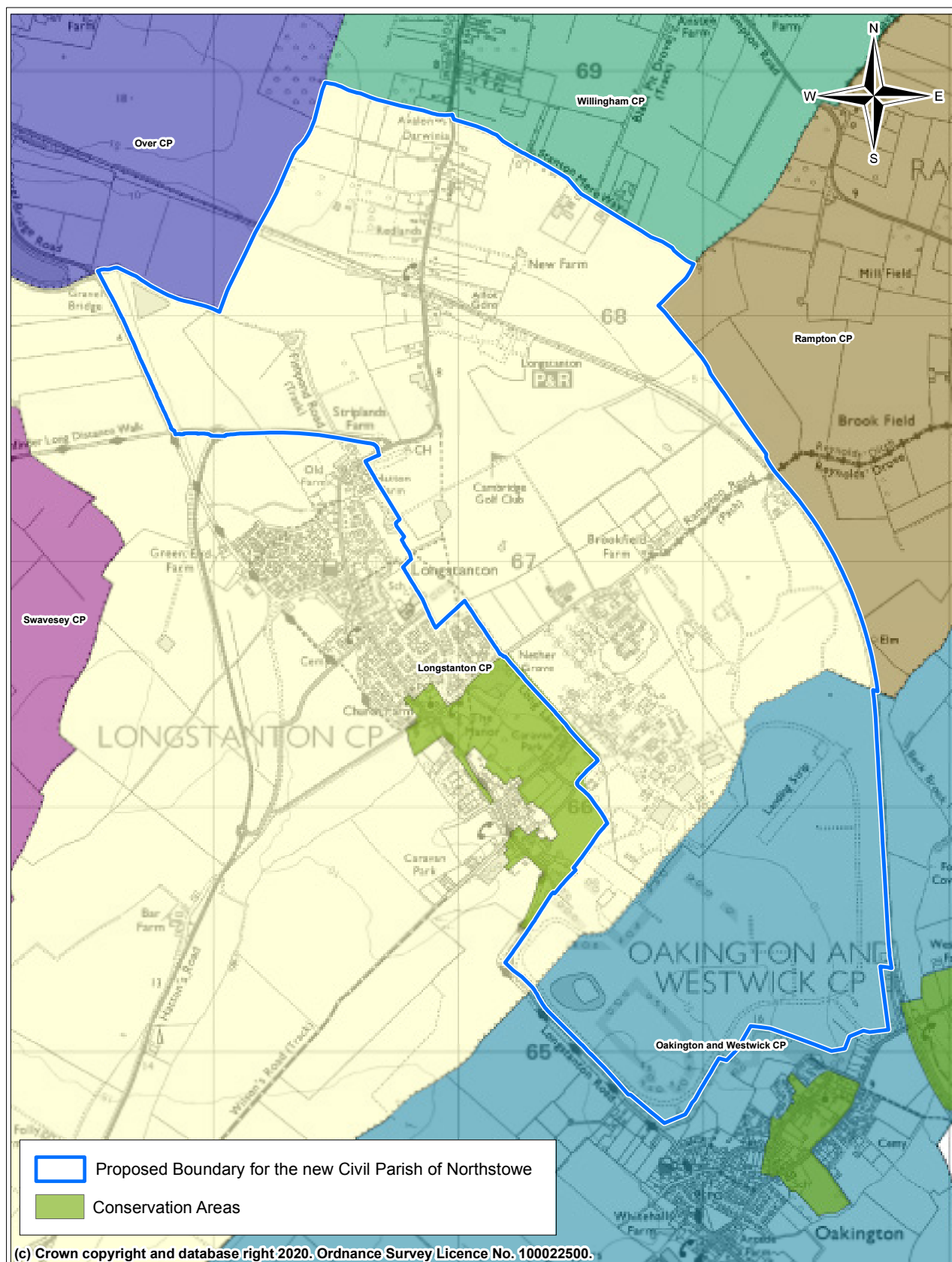
Map B (opposite page) shows the suggested boundaries of the new Northstowe parish under Option B.



If you feel this proposal is largely what you would like to happen, but there is some alteration needed to the boundary line, mark up the map(s) to show us what changes you think should be made.

# Map B

Larger scale maps are available to view on the Council's website ([www.scambs.gov.uk/cgr-lown](http://www.scambs.gov.uk/cgr-lown)) and printed copies can be supplied on request.



Community Governance Review  
prompted by the development at Northstowe  
Possible Boundary - Option B with  
Existing Parish Boundaries

Page 39

Date: 04 March 2020  
Produced by: 3C Shared Services  
Section/Department: Spatial Team  
Scale: 1:14,000 @ A3

## Option C – a new parish for some of Northstowe, with Longstanton taking some parts of Northstowe

**See Northstowe Masterplan map on page 5 for guidance on the extent of the possible Phase 3B development west of the B1050.**

Option C is the suggestion that the majority of Northstowe – Phases 1, 2 and 3A – would be taken out of Longstanton and Oakington and Westwick parishes, to create **a new parish for only this part of Northstowe.**

This option excludes land west of the B1050. The 91 homes in the Bloor development (the first to be built at Northstowe) would be retained within Longstanton Civil Parish, to which the 1,000 homes in Phase 3B plus any others likely to come forward in other parcels (Digital Park and Endurance Estates) at this location would be added.

This could add an additional 2,240 Northstowe electors to be represented by Longstanton Parish Council.

To ensure that roughly equal numbers of parish councillors represent the roughly equal numbers of residents in Northstowe and the village of Longstanton, the parish could be sub-divided into wards covering each settlement.

Westwick would remain with Oakington, with all current arrangements for Oakington and Westwick remaining unaffected, within the reduced boundaries of that civil parish.

Your views on this are welcomed on this potential option.

### Map C

Map C (opposite page) shows the suggested boundaries of the new Northstowe parish under Option C.

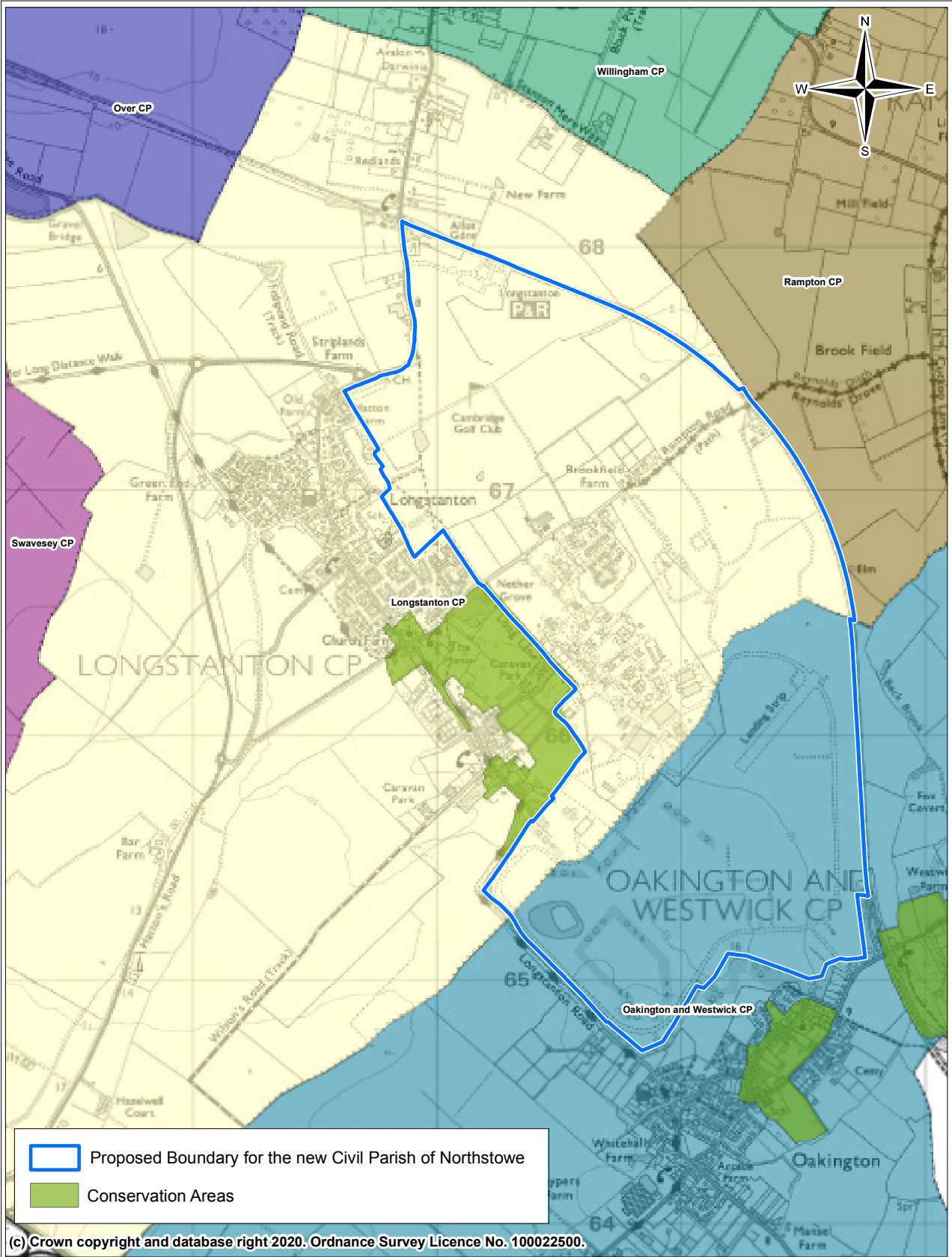


If you feel this proposal is largely what you would like to happen, but there is some alteration needed to the boundary line, mark up the map(s) to show us what changes you think should be made.



Map C

Larger scale maps are available to view on the Council's website ([www.scambs.gov.uk/cgr-lown](http://www.scambs.gov.uk/cgr-lown)) and printed copies can be supplied on request.



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Community Governance Review  
prompted by the development at Northstowe  
Possible Boundary - Option C with  
Existing Parish Boundaries

Date:	04 March 2020
Produced by:	3C Shared Services
Section/Department:	Spatial Team
Scale:	1:14,000 @ A3



Consultation Round 2

Use the questions below as a guide to let us know what you think. There is also a comment box at the end of the form for general feedback.

Question 1

1. Please indicate your one preferred option: A ☐ B ☐ C ☐

With your chosen option in mind, please answer the following questions.

Questions 2 and 3: Naming the new civil parish for Northstowe

2. Should a new civil parish for Northstowe be called 'Northstowe'?

Yes ☐ No ☐ No opinion ☐

3. If you don't think it should be called 'Northstowe', please explain why and tell us what you think it should be called.

Questions 4 to 6: How should the new civil parish for Northstowe work?

A new civil parish for Northstowe would mean Northstowe would have its own local governance. This could be a parish council, town council, community council, or neighbourhood council – all of which have equivalent powers to that of a parish council.

4. Should a civil parish for Northstowe be a:

- ☐ Parish council
- ☐ Town council
- ☐ Community council
- ☐ Neighbourhood council
- ☐ No opinion
- ☐ Other (please explain)

5. How many people should be elected to govern as part of this new local governance arrangement for a new civil parish for Northstowe?

The National Association of Local Councils has suggested that the minimum number of councillors, for up to 900 electors, should be seven, and the maximum number of councillors, for over 23,000 electors, should be 25. (The District Council advises no fewer than five.)

**6. When should the new civil parish take effect? The next scheduled District Council elections are in May 2022. However, an election could be held in 2021 alongside the County Council and Combined Authority mayoral elections.**

☐ 2021    ☐ 2022    ☐ No opinion

**7. If elections were not to take place in 2021 an unelected caretaker council (shadow) could be established. If you opted for elections in 2022, would you support the establishment of an unelected caretaker council (shadow)?**

☐ Yes    ☐ No    ☐ No opinion

### Questions 8 and 9: Warded parishes

When there are distinct areas within one parish, a fair representation of the interests of these different areas within one parish can be achieved by creating wards for each of these areas, with a set number of parish councillors representing each ward. Further information on warding is available within the Terms of Reference, Section 6 (6.5, 6.6, 6.7).

**8. If you selected Option A or B, do you think it will be necessary to create wards within Northstowe (phases 1, 2, 3A and 3B) for these options?**

☐ Yes    ☐ No    ☐ No opinion    ☐ Not applicable, I did not select Option A or B

**9. If you selected Option C, do you think Longstanton Civil Parish should be warded to reflect the 1,000 potential new homes to come forward as part of Phase 3B plus any others likely to come forward in other parcels (Digital Park and Endurance Estates) in addition to those already occupied in the Bloor development, west of the B1050?**

☐ Yes    ☐ No    ☐ No opinion    ☐ Not applicable, I did not select Option C

### Question 10: Other impacts of the new governance arrangements

**10. Do you think there will be knock-on effects of any of the options that will need to be addressed? Please tick all that apply:**

- ☐ Transfer and management or custody of property
- ☐ The setting of precepts for new parishes
- ☐ Provision with respect of functions, property, rights and liabilities
- ☐ Provision for the transfer of staff, compensation for loss of office, pensions or other staffing matters

Other (please explain)



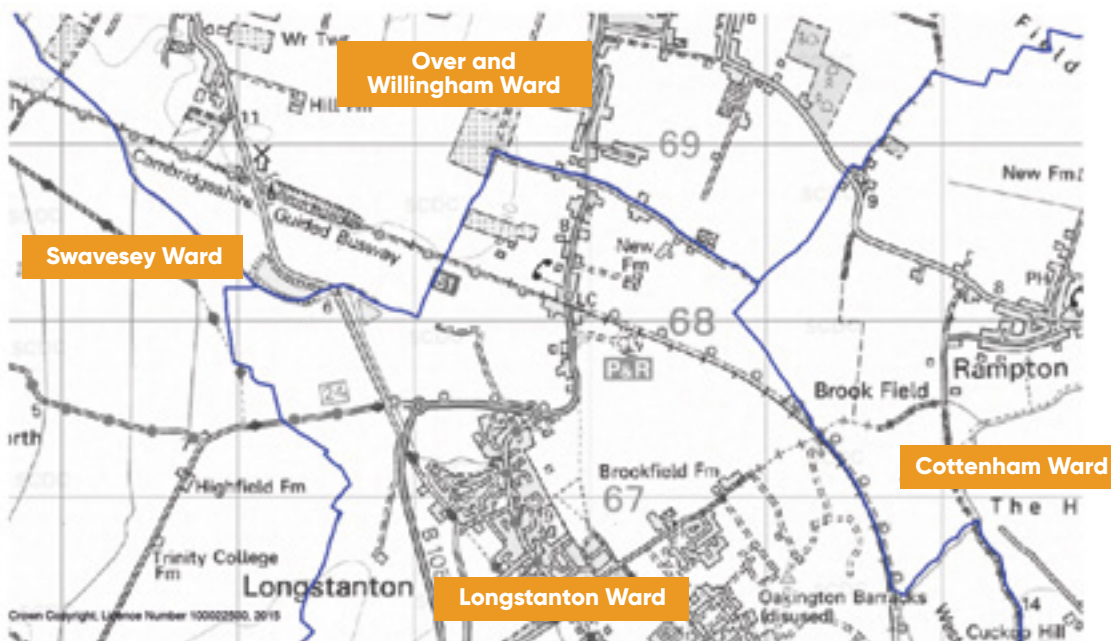
**Please provide any additional comments/feedback relevant to the process**

## Additional information about District Council and County Council boundaries

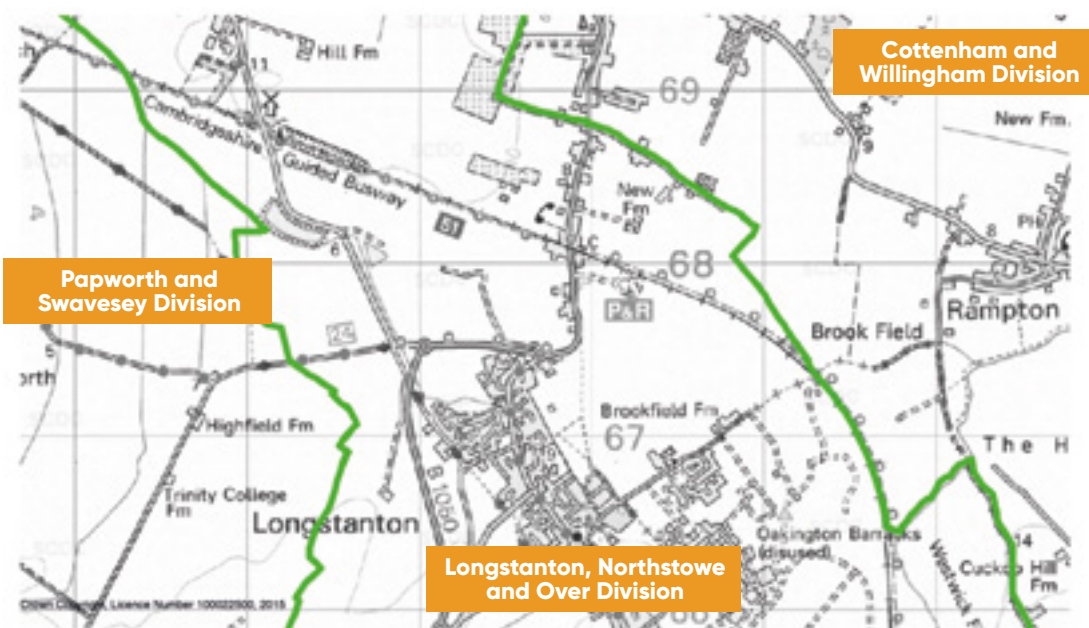
Currently there is a District Council ward boundary between the Longstanton ward and the Over and Willingham ward. There is also a County Council division boundary between the Longstanton, Northstowe and Over division and the Cottenham and Willingham division.

Should there be changes to parish council boundaries as outlined in Option A, South Cambridgeshire District Council will seek realignment of the District Council and County Council boundaries so that they are aligned with the new parish boundary arrangements.

### Current District Council ward boundaries



### Current County Council division boundaries



## Your information

This is so we can keep you informed of subsequent recommendations. Contact details will not be retained beyond the period of the review or used for any other purpose than to inform the recommendations of the review.

**Name (required):**

**Postal address, including postcode:**

**Are you a resident of:**

- ☐ Longstanton
- ☐ Northstowe
- ☐ Oakington and Westwick
- ☐ Another South Cambridgeshire parish (please specify below)

Thank you for setting out your view.

## Completed submission forms can be returned:

### By post, or hand delivered

- To the Partnerships and Sustainable Communities Team, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA.
- To Longstanton Village Hall, 24 High Street, Longstanton, CB24 3BS via the post box outside of the Village Hall
- To Oakington and Westwick Parish Council, care of the clerk, Mrs Laura Lawrence, 4 Meadow Farm Close, Oakington, Cambridge CB24 3AS

This is a consultation, not a vote. While all submissions will be considered, the outcome of the review will be determined by the Civic Affairs Committee in accordance with the aims of the review as stated in the Terms of Reference.

**Submissions can be made between 15 March and 15 September 2020, and cannot be accepted for this stage of the review thereafter.**



**REPORT TO:**

Civic Affairs Committee

2 June 2020

**LEAD OFFICER:**

Liz Watts, Chief Executive Officer

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## Thriplow Community Governance Review

### Executive Summary

1. A Community Governance Review was conducted for Thriplow Parish Council following their requests for a change in the numbers of councillors representing each parish ward. They have also requested for a name change to include both wards in the name of the parish.
2. Thriplow Parish Council has been working to ensure that the electorate of both Thriplow village ward and Heathfield ward are represented by the Parish Council. The Community Governance Review offered an opportunity to strengthen community engagement and participation and generate a positive impact on community cohesion.
3. Submissions were invited between 31 January 2020 and the 8 March 2020. The 56 submissions received were largely supportive of the requests for changes in representation and name change. It is recommended that both of these changes are made.

### Key Decision

4. No

### Recommendations

5. The Committee recommends to Council:
  - a. The request from Thriplow Parish Council to change representation to 5 for Thriplow village ward and to 4 for Heathfield ward. And to implement these changes from the next scheduled election in May 2022.
  - b. The request from Thriplow Parish Council to change its name to the Parish of Thriplow and Heathfield, the timing to be agreed with the Parish Council.

### Reasons for Recommendations

6. Thriplow Parish Council have requested a Community Governance Review to consider changing ward representation and the name of the parish.

7. As their proposals are largely supported by the consultation responses, both proposed changes are recommended.

## **Details**

### **Background**

8. Thriplow Parish Council requested that SCDC conduct a Community Governance Review (CGR) to consider whether representation should change from Thriplow Village ward being represented by 7 councillors and Heathfield ward being represented by 2 councillors, to Thriplow Village ward being represented by 5 councillors and Heathfield ward being represented by 4 councillors.
9. The Parish Council has requested that the balance of parish councillors be changed to better reflect the electorate numbers in each parish ward.
10. The request was received on 2 May 2019 and agreed at Civic Affairs Committee on 29 October 2019.
11. On 29 November 2019 Thriplow Parish Council requested a change of name to The Parish of Thriplow and Heathfield. It was agreed at Civic Affairs Committee on 3 December 2019 that the previously agreed Community Governance Review would include consideration of a name change.
12. Thriplow Parish Council requested consideration of a name change to the Parish Council to more accurately reflect the fact the parish is 'made of two composite parts each having its own identity but comprising one united entity'<sup>i</sup>.
13. Thriplow Parish Council have been working to ensure that the electorate of both Thriplow village ward and Heathfield ward are represented by the Parish Council. A Community Governance Review which considers both the number of councillors representing each ward and a new name which includes both wards offered an opportunity to strengthen community engagement and participation and generate a positive impact on community cohesion.
14. A Community Governance Review considering ward representation and name change was conducted with submissions opening on 31 January 2020 and closing on 8 March 2020.

### **Considerations – representation**

15. If a principal council decides that a parish should be warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent. (*Local Government Boundary Commission for England (LGCBE): Guidance on Community Governance Reviews: Section 165: 2015*)
16. The LGCBE offers no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its

merits. Principal councils should be mindful that, for the most part, parish wards are likely to be significantly smaller than district or London borough wards. As a consequence, imbalances expressed in percentage terms may be misleading, disguising the fact that high variations between the number of electors per councillor could be caused by only a few dozen electors. (*LGBCE: Guidance on Community Governance Reviews: Section 167: 2015*).

17. The parishes of Fen Ditton, Little Wilbraham and Great Chishill are also warded. There has not been a recent review of any of the warded parishes in the district. The parish of Fen Ditton was warded by LGBCE in order to balance representation in County Council Elections and in view of planned developments in Fen Ditton West.
18. The current electorate for Thriplow Parish is 897<sup>ii</sup> and the existing number of parish councillors is 9. Thriplow Village ward currently has an electorate of 385 and is represented by 7 parish councillors. The Heathfield ward currently has an electorate of 512 and is represented by 2 parish councillors.
19. There is no expectation that electorate numbers will change significantly in the next 5 years<sup>iii</sup>.

### **Considerations – name change**

20. The 'name' of a parish refers to the geographical name of the area concerned and can be changed independent of a review by a principal council at the request of a parish council or parish meeting (where there is no parish council). (*LGBCE: Guidance on Community Governance Review: Section 108: 2015*).

### **Considerations – other**

21. It should be noted that a small number of respondents raised concerns regarding the conduct of some parish councillors and concerns regarding the effectiveness of the Parish Council. These issues are not a function of the CGR process.

### **Options**

22. In relation to the proposed change to representation, the Committee could:
  - a. Recommend to Council the request from Thriplow Parish Council to change representation to 5 for Thriplow village ward and to 4 for Heathfield ward.
  - b. Decide not to agree to change to current representation of 7 councillors for Thriplow Village ward and 2 for Heathfield ward.
  - c. Make an alternative recommendation to Council based on the consultation responses and review.
23. If the Committee decides to recommend the changes to the balance of representation, it could:

- (a) Recommend implementation of any change with effect from the next scheduled election in May 2022, or
- (b) Recommend implementation of any change at an unscheduled election (to be funded by the parish) on 6 May 2021. Should this option be selected, the Order making the change will amend the term of office for councillors elected on this date so that parish elections can remain aligned with the rest of the district.

24. In relation to the proposed name change, the Committee could:

- a. Recommend to Council that Thriplow Parish Council change its name to Parish of Thriplow and Heathfield. The timing to be agreed with the Parish Council.
- b. Recommend to Council that Thriplow Parish Council's name remains unchanged.

25. It is worth noting that the 'name' of a parish can be changed independent of a review by a principal council at the request of a parish council or parish meeting (where there is no parish council) and can be implemented outside of an election.

## **Implications**

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

## **Legal**

27. By section 82 the 2007 Act Councils have a discretionary power to undertake a CGR.

Section 93 the 2007 Act states the following duties of a Council in undertaking a review:

“(1) The principal council must comply with the duties in this section when undertaking a community governance review.

(2) But, subject to those duties, it is for the principal council to decide how to undertake the review.

(3) The principal council must consult the following—

(a) the local government electors for the area under review;

(b) any other person or body (including a local authority) which appears to the principal council to have an interest in the review.

(4) The principal council must have regard to the need to secure that community governance within the area under review—

(a) reflects the identities and interests of the community in that area, and

(b) is effective and convenient.

(5) In deciding what recommendations to make, the principal council must take into account any other arrangements (apart from those relating to parishes and their institutions)—

(a) that have already been made, or

(b) that could be made,

for the purposes of community representation or community engagement in respect of the area under review.

(6) The principal council must take into account any representations received in connection with the review.

(7) As soon as practicable after making any recommendations, the principal council must—

(a) publish the recommendations; and

(b) take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.

(8) The principal council must conclude the review within the period of 12 months starting with the day on which the council receives the community governance petition or community governance application.”

These duties are reflected within the Terms of Reference agreed by Committee prior to commencement and must be considered in making a decision.

Section 100(1) of the 2007 Act empowered the Secretary of State to issue guidance as to the carrying out of CGRs. By section 100(4) of the Act, the Council is obliged to have regard to any such guidance issued.

The currently relevant Guidance was published the DCLG in March 2010 (“the Guidance”).

## **Staffing**

28. Staff time will be required to carry out any changes to representation and/ or name change according to government guidance and will need to be included within the relevant service area plans across the Council as appropriate.

## **Risks/Opportunities**

29. As Thriplow Parish Council have requested changes to representation and name change to support their work to ensure that the electorate of both Thriplow village ward and Heathfield ward are represented by the Parish Council, it would seem that adopting proposed changes, given they are largely supported by consultation responses would enable more effective governance. However, there is always a risk that making the requested changes may not immediately result in improved governance if, for example, additional seats are not filled at election, resulting in a need to co-opt.

## **Equality and Diversity**

30. It is anticipated that proposed changes to representation and name will better enable the Parish Council to meet the diverse needs of the electorates of both wards.

## **Consultation responses**

31. A Community Governance Review which was conducted from 31 January 2020 to 8 March 2020. The consultation was promoted via SCDC social media; via Thriplow Parish Council and via promotional banners in two prominent locations (one in Thriplow village ward and one in Heathfield ward) as well as posters in each ward. Every household in the parish received a flyer through their letter box advising of the CGR and how to respond. Residents were encouraged to respond online but could also access paper submission forms from Thriplow Shop or on request from two Parish Councillors who are both residents of Heathfield ward. 55 online responses and 1 paper response were received.
32. 56 people in total made submissions; 25 from Thriplow village ward and 31 from Heathfield ward. 41 (76%) respondents agreed with the proposed ward representation and 13 (24%) did not agree. Of respondents living in Heathfield ward, a larger majority were in agreement (26 or 90%) than disagreement (3 or 10%) with the proposed representation. Of respondents from Thriplow village ward, a larger number also agreed with the proposed representation, although the majority was not as strong as for the parish wide response or for Heathfield ward. Of respondents for Thriplow village ward there were 15 or 60% in agreement and 10 or 40% in disagreement.
33. Only 9 residents suggested alternative representation; 2 suggested a Heathfield ward majority; 5 a Thriplow village majority and 2 equal representation and there was little consistency in proposed alternatives and therefore no clear alternative to the Parish Council's requested representation.
34. In relation to the proposed name change to 'The Parish of Thriplow and Heathfield, of 55 respondents the majority were in agreement with the proposed name change (38 or 69%) with the remaining 17 or 31% against. Of respondents living in Thriplow village ward, there were almost equal numbers in agreement



and disagreement with the proposed name change with 12 or 48% in agreement and 13 or 52% against. Of respondents living in Heathfield ward, the majority were in agreement with the proposed name change (26 or 87%) and the minority against (4 or 14%).

## **Alignment with Council Priority Areas**

### **Growing local businesses and economies**

35. Appropriate community governance arrangements will help the Council to support local businesses and economies.

### **Being green to our core**

36. Appropriate community governance arrangements will put the Parish Council in a better position to make change necessary to address and mitigate against climate change.

### **A modern and caring Council**

37. Appropriate community governance arrangements will help the Council to sustain existing successful, vibrant villages and establish successful and sustainable new communities.

## **Background Papers**

Report to Civic Affairs Committee 29 October 2019

Report to Civic Affairs Committee 3 December 2019

Terms of Reference Thriplow Community Governance Review 2020

## **Appendices**

Appendix A: Analysis of Consultation: Submissions to Thriplow Community Governance Review, January to March 2020.

### **Report Author:**

Louise Lord – Development Officer

Telephone: 01223 752450

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<sup>i</sup> Taken from Thriplow Parish Councils written request to include consideration of a name change into the previously agreed Community Governance Review to consider ward representation.

<sup>ii</sup> 2019 Electoral Review

<sup>iii</sup> Greater Cambridge Housing Trajectory and Five-year Housing Land Supply: September: 2019

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## **Appendix A: Analysis of Consultation: Submissions to Thriplow Community Governance Review, January to March 2020**

### **Summary**

1. 56 people in total made submissions to the Community Governance Review. The majority of 41 (76%) respondents agreed with the proposed ward representation and a minority of 13 (24%) were against. Of respondents living in Heathfield ward, a larger majority agreed (26 or 90%) than disagreed (3 or 10%) with the proposed representation. Of respondents from Thriplow village ward, a larger number also agreed with the proposed representation, although the majority was not as strong as for the parish wide response or in comparison with Heathfield ward. Of respondents for Thriplow village ward there were 15 or 60% in agreement and 10 or 40% in disagreement. 9 residents suggested alternative representation; 2 suggested a Heathfield ward majority; 5 a Thriplow village majority and 2 equal representation.
2. In relation to the proposed name change to 'The Parish of Thriplow and Heathfield', of 55 respondents, the majority agreed with the proposed name change (38 or 69%) with the remaining 17 or 31% in disagreement. Of respondents living in Thriplow village ward, there was almost equal numbers in agreement and disagreement with the proposed name change with 12 or 48% in agreement and 13 or 52% in disagreement. Of respondents living in Heathfield ward, the majority agreed with the proposed name change (26 or 87%) and the minority in disagreement (4 or 14%).
3. Analysis of quantitative and qualitative data has been analysed and is presented below. Quantitative data is presented in whole numbers and percentages. Qualitative data has been analysed by theme per question, only information relevant to the Community Governance Review has been included.

### **Respondents**

4. 56 people in total made submissions to the Community Governance Review, 25 (45%) from Thriplow village ward and 31 (55%) from Heathfield ward. Not all respondents answered each question.

### **Responses by question:**

**Question 1: Do you think the number of councillors representing Thriplow village ward should decrease from seven to five AND that the number of**

**councillors representing Heathfield ward should increase from two to four?**  
(Yes or No response)

5. As set out in Table 1a below, of the 54 responses to this question, 41 (76%) agreed with the proposed ward representation and 13 (24%) did not agree. 2 people did not respond to this question (both were Heathfield residents) and neither responded to question 3 (where respondents could suggest alternative ward representation). Of respondents from Heathfield ward, a larger number agreed with the proposed representation (26 or 90%) than the number of people who disagreed with the proposed representation (3 or 10%). Of respondents from Thriplow village ward, a larger number also agreed with the proposed representation, there were 15 or 60% in agreement and 10 or 40% in disagreement.

Table 1a: Agreement with Proposed Representation by Ward

-	Thriplow		Heathfield	
-	Number	%	Number	%
Yes	15	60%	26	90%
No	10	40%	3	10%
-	25	-	29	-

**Question 2: Please provide the reasons for your decision** (Written response only)

6. Of the 41 people who agreed with proposed representation, 36 people gave reasons for their decision – relevant verbatim comments are set out in Tables 2a and 2b in Annexe A at the end of this report. Of those who **agreed**, two main themes were apparent; some stated the proposed number of councillors per ward would lead to a more balanced representation of the electorate with greater recognition given to the specific needs of Heathfield residents (*see 1 to 24 in Table 2a*). Others indicated that Heathfield ward residents should have greater representation or expressed concern/ potential solutions should Heathfield ward seats on the council not be filled (*see 25-29 Table 2a*).
7. Of those who **disagreed** with the proposed representation and gave an explanation for their decision, the main theme was that that Heathfield ward should have greater representation, either through an increased number of councillors or a separate Parish Council (*see comments 30 to 33 in Table 2b*). There were two comments outside this theme. One indicated that the best candidate should be chosen (and the other one person expressed a belief that Thriplow ward representatives are better placed to represent the whole community (*see comments 33 and 34 in Table 2b*).

**Question 3: If you answered NO to question one above, please let us know the number of councillors you think should represent Thriplow village ward and Heathfield ward. Please note that the total number of councillors should be no more than nine.** (Number response)

8. As set out in Table 3 in Annexe A, 9 people responded to this question, of these, 7 were Thriplow village ward residents and 2 were Heathfield ward residents. 2 suggested a Heathfield ward majority, 5 suggested a Thriplow village ward majority and 2 suggested equal representation. Several respondents did not adhere to the note that the total councillors should be no more (or less – although this was not specified) than 9. There was little commonality between suggested representation of wards.

**Question 4. Please provide the reasons for your decision** (Written response only)

9. As set out in Table 3 in Annexe A, of those suggesting a Heathfield ward majority, one expressed a view that due to its larger electorate, Heathfield ward residents contributed the majority of the precept but received a minority of Parish Council expenditure.
10. For those suggesting a Thriplow village ward majority, reasons for doing so included the view that Thriplow village ward had more community amenities and concerns over behaviour of Heathfield ward residents particularly in relation to provision of a new play area.
11. For those suggesting equal representation, reasons for doing so include:
- the differing needs and interests of each ward
  - the assertion that Heathfield ward should be able to determine its own policies
  - concerns that when it has not been possible for Parish councillors to represent the ward where they reside - and it has been necessary co-opt a Parish councillor who does not reside in the ward they represent - this has led to ongoing tensions as each ward fell underrepresented.

**Question 5. Do you support a name change, to ‘The Parish of Thriplow and Heathfield’?** (Yes or No response)

12. Of the 55 respondents who answered question 5, the majority were in agreement with the proposed name change (38 or 69%) with the remaining 17 or 31% in disagreement. Of respondents living in Thriplow village ward, there was almost equal numbers in agreement and disagreement with the proposed name change with 12 or 48% in agreement and 13 or 52% in disagreement. Of respondents living in Heathfield ward, the majority were in agreement with the proposed name change (26 or 87%) and the minority in disagreement (4 or 14%).

Table 3: Agreement with Proposed Name Change

-	Total		Thriplow		Heathfield	
-	Number	%	Number	%	Number	%
Yes	38	69%	12	48%	26	87%
No	17	31%	13	52%	4	13%
Total	55	-	25	-	30	-

**Question 6: Please provide the reasons for your decision** (Written response only)

13. Of those who were in **agreement** and responded this question, most indicated they believed that the parish name should refer to both wards in order to be more inclusive and accurate. One respondent advised the name change was the best case scenario but they would prefer Heathfield ward to be part of Duxford Parish and that the name change was best case scenario but they would prefer Heathfield ward to be a separate parish. See Table 4 at the end of this report for relevant verbatim comments.
14. Of those who were in **disagreement** and responded this question, some wanted to keep the parish name as is because they value the name of the parish, others advised they saw the wards as separate villages or felt Heathfield ward was an 'infill village' and as such should not be incorporated in the parish name, others suggested that Heathfield ward should be a separate parish or be included in Duxford Parish and that Pepperslade (within Heathfield) should have representation.
15. A small number of respondents shared concerns about the effectiveness of the Parish Council.



## Annexe A: Verbatim comments relevant to the Community Governance Review

Table 2a: Reasons given for **agreement** with proposed representation:

-	Comment	Ward of residence
-	<b>Theme 1 – More balanced representation</b>	-
1	We are a larger population now than Thriplow. There has to be fair representation for the Heath ward area	Heathfield
2	The real needs of Heathfield ward residents are often overlooked or are considered an additional expense/ inconvenience by the current council. Therefore the importance of issues such as access road, bad parking and street lighting in Heathfield need to be a higher priority and having more Heathfield Cllrs will permit that.	Heathfield
3	More equitable	Heathfield
4	Seems unbalanced at present	Heathfield
5	Makes it more even on both sides	Heathfield
6	Because there is more people in Heathfield ward	Heathfield
7	300 houses on one side, 185 on the other side, seats should be split between 2 villages in proportion of size. Nothing to stop people from Thriplow sitting on Heathfield seats if no one fills them.	Heathfield
8	It is my understanding that the larger proportion of the residents now reside in the Heathfield ward, therefore it seems only logical that the representation was proportional	Heathfield
9	the size of the Heathfield ward has changed dramatically in the last 10 years	Heathfield
10	I volunteer on committees in both areas to try and bridge the divide and this would give a more inclusive approach	Heathfield
11	Heathfield has grown so only far that the representation changes to reflect this.	Heathfield
12	Increased representation for Heathfield is essential	Heathfield
12	More representative of the current situation	Heathfield
13	To give fair representation from both	Heathfield
15	To be more proportionate to number of residents in each ward	Heathfield
16	Heathfield ward now comprises several housing areas with a greater population than Thriplow. Might stop the "them and us" feeling	Heathfield
17	The population of those living in Heathfield is greater than those living in Thriplow. Heathfield are forgotten and therefore should have a fairer representation.	Heathfield
18	Heathfield has more people than Thriplow	Thriplow
19	There is a greater number of residents in the Heathfield ward. We are underrepresented	Thriplow
20	Heathfield has more residents than Thriplow!	Thriplow
21	The number of residents on Heathfield means they need to be properly represented	Thriplow
22	I am assuming that this reflects the relative population	Thriplow

23	A more balanced and representative council will result from this change	Thriplow
24	Better represent the population	Thriplow
-	<b>Theme 2 – Concern over fill Heathfield seats/ solutions to address this concern</b>	-
25	I hope that Heathfield will be able to find 4 councillors - although for many years it has been a struggle to find 2.	Thriplow
26	Even better would be to retain 2 seats on the council from either ward (i.e. move to 4 from Thriplow & 3 from Heathfield & 2 unspecified) Reason being that it is not unusual to have seats unfilled and restricting seat eligibility may mean this happened more often in future	Thriplow
27	Unless there is the option to have more Heathfield Cllrs than Thriplow, as this would more accurately reflect the numbers in our area	Heathfield
28	As a minimum- Heathfield voters make up to 57% so the proportion should be 5/4 in favour of Heathfield!	Heathfield
29	But surely the number of Cllrs should be in ratio to the population so if Heathfield has more then it should have a higher number of Cllrs than Thriplow ward- otherwise it will always be skewed towards Thriplow.	Heathfield

Table 2b: Reasons given for **disagreement** with proposed representation:

-	Comment	Ward
-	Theme 1 – Greater representation for Heathfield or a separate Parish Council	-
30	This still fails to properly address the imbalance in the electorate between the two wards - a better balance would be SIX councillors to represent Heathfield and THREE to represent the Thriplow Village ward	Heathfield
31	I think Heathfield should be an independent parish with a separate Parish Council	Thriplow
32	Heathfield should have their own PC	Thriplow
33	Thriplow parish council has suffered for years from tensions between ward representatives because of the differing needs of the two wards. A recent survey carried out as part of a community plan consultation elicited many responses from both wards indicating dissatisfaction with the wards being combined in one PC	Thriplow
-	Other comments	-
34	The Thriplow village ward has a better understanding of the community needs.	Heathfield
35	Should just be best candidate	Heathfield

**Table 3:** Reasons given for **agreement** with proposed representation:

Table 6: Reasons given for agreement with proposed representation						
-	Ward of residence		Proposed representation		Total proposed councillors	Q4 reasons for decision
-	Thrip-low	Heat h-field	Thrip-low	Heath-field		
Majority Heathfield ward						
1	0	1	3	6	9	The Heathfield ward has a significantly bigger electorate and has been grossly underrepresented over the years. Such a balance would go a long way to redress the situation. Heathfield is by far the poorer ward, bordering on being deprived, yet it contributes approximately 55% of the precept income to the Parish, yet receives somewhere in the region of 40% of the precept expenditure. This smacks of a situation where the rich people of the Thriplow Village ward are being subsidised by the poor people of the Heathfield ward.
2	1	0	0	2	2	-
Majority Thriplow						
3	0	1	7	2	9	DNR
4	1	0	6	3	9	Thriplow is a bigger village with more amenities than Heathfield
5	1	0	6	3	9	More amenities in Thriplow village, bigger and needs more counsellors compared to Heathfield.
6	1	0	6	3	9	DNR
7	1	0	as many as possible	as little as possible	0	I strongly oppose giving more representation to Heathfield ward. I am, however, strongly in favour of opening a position for Pepperslade to be represented by itself.
Equal representation						
8	1	0	9	9	18	The two places are quite different with different interests and Heathfield should be allowed to decide its own policies

9	1	0	7	7	14	It has often not been possible to get councillors from each ward and co-options have been made from Thriplow village residents to represent Heathfield ward and vice-versa. This leads to ongoing tensions of each ward having cause to feel underrepresented in the PC.
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**Table 4a:** Reasons given for **agreement** with Parish name change:

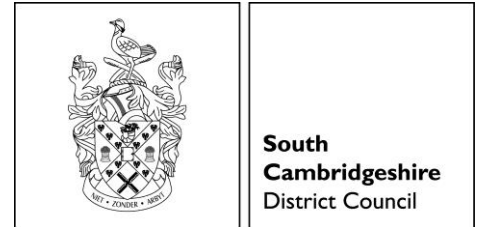
	Comment	Ward of residence
1	It's a more accurate description. We need to demonstrate that we embrace Heathfield in the Parish and that they're not an add on!	Thriplow
2	Yes - fully supportive of appropriate and proportionate representation	Thriplow
3	Obvious change	Thriplow
5	If Heathfield cannot have a separate parish council in their own right this is probably the next best option.	Thriplow
6	A good idea to include the two names to better reflect the entire community which is aware it needs to integrate more fully	Thriplow
7	Accurately reflects the parish	Thriplow
8	I feel the name should change to give equal representation of the parish and not just Thriplow	Heathfield
9	The Parish of Thriplow & Heathfield- to take into account the growing population of Heathfield	Heathfield
10	Representative of both areas it serves	Heathfield
11	So that it reflects the people it serves	Heathfield
12	Yes	Heathfield
13	Because its inclusive of both areas within the Parish	Heathfield
14	If it is a parish council for both VILLAGES (even if Heathfield is only an infill village) then the name should represent both.	Heathfield
15	There are two wards, why not mention them both?	Heathfield
16	The size of the Heathfield ward	Heathfield
17	Inclusion & recognition	Heathfield
18	The Parish is more than just the village	Heathfield
19	I would prefer the name to represent the whole population and where we live- our postal address isn't even Thriplow, Its Duxford.	Heathfield
20	To be more inclusive	Heathfield
21	The two wards are joint and funding is combined. To be separate is misleading.	Heathfield

**Table 4b:** Reasons given for **disagreement** with Parish name change:

	<b>Comment</b>	<b>Ward of residence</b>
1	The name of the Parish is more than adequate	Thriplow
2	It should continue with the current name	Thriplow
3	Separate villages would rather not a merge	Thriplow
4	There should be two parishes each with its own council as they have so little in common	Thriplow
5	think that they should each have their own parish. Heathfield is big enough and can have its own.	Thriplow
6	We are Thriplow and they are Heathfield, the villages need to keep their own identity	Thriplow
7	I actually think that Heathfield should have their own PC	Thriplow
8	Thriplow as a village is very precious to me and I want the name to be as it always has been. Changing the name would completely spoil it.	Thriplow
9	The two wards should have separate parish councils.	Thriplow
10	I feel Heathfield is more Duxford than Thriplow & it should be advertised as so.	Thriplow
11	Heathfield is an infill village. The name should stay the Parish of Thriplow only.	Heathfield
12	The Parish of Heathfield and Thriplow would be much more appropriate given the size of the two electorates and the ratio of precept funding that each ward contributes. The Heathfield ward has been downtrodden by Thriplow village ward for far too long. An even better solution would be to split the parish in two, creating "The Parish of Heathfield "and "The Parish of Thriplow".	Heathfield
13	No, its fine as it is	Heathfield



# Agenda Item 6



**REPORT TO:** Civic Affairs Committee

2 June 2020

**LEAD OFFICER:** Monitoring Officer

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## Update on Code of Conduct Complaints

### Executive Summary

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.

### Details

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
018021	Haslingfield Parish Council	<p>Allegations from the complainant against a member of the Parish Council that their actions breached the following parts of the code;</p> <p>“You must –</p> <p>3.2 respect others and not bully or threaten or attempt to bully or threaten any person</p> <p>3.7 exercise your own independent judgement, taking decisions for good and substantial reasons by –</p>	<p>There has not been a breach of the code, therefore the complaint does not merit formal investigation.</p>

		<p>3.7.3 stating the reasons for your decisions where those reasons are not otherwise apparent</p> <p>3.8 do nothing that causes the Authority to act unlawfully.”</p>	
018075	Coton Parish Council	<p>Allegations from the complainant against two members of the Parish Council. One member is alleged to have breached the following parts of the code;</p> <p>“You must</p> <p>3.1 provide leadership to the authority and the community within its area, by personal example</p> <p>3.2 respect others</p> <p>3.3 respect the confidentiality of information which you receive as a Member by–</p> <p>3.3.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so;</p> <p>3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute”</p> <p>The second member is alleged to have breached the following parts of the code;</p> <p>“You must</p>	Matter ongoing

		<p>3.1 provide leadership to the authority and the community within its area, by personal example</p> <p>3.2 respect others and not bully or threaten or attempt to bully or threaten any person</p> <p>3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute”</p> <p>It is also alleged that both members breached the Nolan Principles relating to;</p> <ol style="list-style-type: none"> <li>1. Integrity</li> <li>2. accountability</li> <li>3. openness</li> <li>4. honesty</li> <li>5. leadership</li> </ol>	
018076	Linton Parish Council	<p>Allegations from the complainant against two members of the Parish Council that their actions breached the following parts of the code;</p> <p>“You must</p> <p>3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute</p> <p>&amp;</p> <p>Appendix 2 Paragraph 2</p> <p>Holders of public office should act solely in terms of the public interest.</p> <p>&amp;</p>	Matter ongoing

		<p>Appendix 2 Paragraph 2</p> <p>Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.”</p>	
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## Implications

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

## Background Papers

CONSTITUTION – CODE OF CONDUCT/Code of Conduct Complaints Procedure

## Report Author:

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