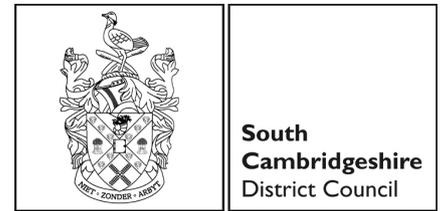


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



30 May 2019

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, Peter McDonald, Bridget Smith,  
Peter Topping and Aidan Van de Weyer

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **TUESDAY, 4 JUNE 2019 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

**Mike Hill**

Interim Chief Executive

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

---

#### AGENDA

	PAGES
4. Thriplow/Heathfield Boundary Review	1 - 4
5. Sawston/Babraham Boundary Review	5 - 6

This page is left blank intentionally.

# Agenda Item 4



**REPORT TO:** Civic Affairs Committee

04 June 2019

**LEAD OFFICER:** Programme Manager

---

## **Community Governance Update**

### **Executive Summary**

1. This report outlines the current status of a potential Community Governance Review, which will be brought before Civic Affairs Committee with appropriate Terms of Reference at the next Civic Affairs meeting on 03 September 2019. This report is for information only, to keep members informed and up to date of progress.

### **Recommendations**

2. It is recommended that the Committee notes the status of this potential Community Governance Review as outlined in the report.

### **Reasons for Recommendations**

3. Update for information only

### **Details**

#### Thriplow and Heathfield warding representation

4. A request has been received from Thriplow Parish Council that the number of councillors distributed between their current two wards be amended from; Thriplow Village (7) and Heathfield (2) to a fairer geographical representation of the electorate, amending the distribution to: Thriplow Village (5) and Heathfield (4). There has been no request for a change to the number of overall Councillor seat requirements. Terms of Reference will be brought before the next Civic Affairs Committee meeting (expected early September 2019) seeking authorisation to commence the review.
5. The current electorate for Thriplow and Heathfield is 887 (May 2019). This is broken down to Thriplow Village Ward (384) and Heathfield Ward (503) (May 2019). The existing number of parish councillors is 9, split between Thriplow Village Ward (7) and Heathfield Ward (2)
6. 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.

7. The Community Governance Review process, once commenced must be concluded within 12 months of the publication of the terms of reference. Any resulting change from the review would take effect from the next scheduled Parish election, unless an out of turn election is called.

### **Options**

8. Update for information only

### **Implications**

9. 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:-

#### ***Staffing***

10. Staff time will be required to carry out the review when commenced; however, this is likely to be minimal given the nature of the review. The time will be spent consulting interested parties, taking account of any representations received and reporting back to the Committee.

#### ***Equality and Diversity***

11. The Council will work with Thriplow Parish Council to identify and consult with interested parties.

### **Effect on Council Priority Areas**

12. **A modern and caring Council.** Appropriate community governance arrangements will help the Council to sustain and improve community cohesion and resilience.

### **Background Papers**

None

### **Appendices**

Appendix 1 – Request to amend warding representation from Thriplow Parish Council

**Report Author:** Jay Clarke – Programme Manager  
Telephone: (01954) 713209

## Appendix A

**From:** Martyn Corbet <[martyn.thriplowparishcouncil@gmail.com](mailto:martyn.thriplowparishcouncil@gmail.com)>

**Sent:** 02 May 2019 16:21

**To:** Mellon Siobhan <[Siobhan.Mellon@scams.gov.uk](mailto:Siobhan.Mellon@scams.gov.uk)>

**cc:** redacted

**Subject:** Changes to the make up of Thriplow Parish Council

Hello Siobhan

Apologies for not having got back to you.

Thriplow Parish Council has decided to go ahead with changes and favours a division of the existing 9 parish councillors to more accurately reflect the numbers in the 2 wards in the parish. This would be 5 for the village and 4 for Heathfield.

I would be grateful if you would tell me how I go about dealing with this and what you require from me.

Many thanks

Regards

Martyn

Martyn Corbet

Clerk to Thriplow Parish Council

--

The information in this message should be regarded as confidential and is intended for the addressee only unless explicitly stated. If you have received this message in error it must be deleted and the sender notified. The views expressed in this message are personal and not necessarily those of Thriplow Parish Council unless explicitly stated.

The information you provide (personal information such as name, address, email address, phone number and organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/ or access our facilities and services. Your personal information will not be shared or provided to any third part other than those connected to Thriplow Parish Council where applicable.

This page is left blank intentionally.



**REPORT TO:** Civic Affairs Committee

04 June 2019

**LEAD OFFICER:** Programme Manager

---

## **Community Governance Update**

### **Executive Summary**

1. This report outlines the current status of a potential Community Governance Review which will be brought before Civic Affairs Committee with appropriate Terms of Reference at the next Civic Affairs meeting on 03 September 2019. This report is for information only, to keep members informed and up to date of progress.

### **Recommendations**

2. It is recommended that the Committee notes the status of this potential Community Governance Review as outlined in the report.

### **Reasons for Recommendations**

3. Update for information only

### **Details**

Sawston and Babraham Parish boundaries:

4. It has been noted that a new development in close proximity to Sawston Village, has recently been granted planning permission. The granted permission is currently in the Parish of Babraham. Recent meetings with representatives of Sawston and Babraham Parish Councils have concluded that further negotiation is required to mitigate the impact of the new development, around s106 contributions and their appropriate split between the parishes. It is hoped that agreement will be reached imminently as both parties are willing to work with each other to conclude arrangements. It is therefore anticipated that Terms of Reference will be brought before the next Civic Affairs Committee meeting (expected early September 2019) seeking authorisation to commence the review once agreement has been reached.
5. The current electorate for Sawston is 5452.
6. The current electorate for Babraham is 227.

7. 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.
8. The Community Governance Review process, once commenced must be concluded within 12 months of the publication of the terms of reference.

### **Options**

9. Update for information only

### **Implications**

10. 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:-

#### ***Staffing***

11. Staff time will be required to carry out the review; however, this is likely to be minimal given the nature of the review. The time will be spent consulting interested parties, taking account of any representations received and reporting back to the Committee.

#### ***Equality and Diversity***

12. The Council will work with Sawston and Babraham Parish Council to identify and consult with interested parties..

### **Effect on Council Priority Areas**

13. **A modern and caring Council.** Appropriate community governance arrangements will help the Council to sustain and improve community cohesion and resilience.

### **Background Papers**

None

### **Appendices**

None

**Report Author:** Jay Clarke – Programme Manager  
Telephone: (01954) 713209