

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



27 November 2013

To: Chairman – Councillor David Bard
Vice-Chairman – Councillor Tony Orgee
Members of the Civic Affairs Committee – Councillors Simon Edwards,
Alison Elcox, Jose Hales, Sebastian Kindersley, Douglas de Lacey,
Janet Lockwood, Ray Manning, Raymond Matthews, Jim Stewart, Robert Turner
and Bunty Waters

Quorum: 4

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 5 DECEMBER 2013 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
JEAN HUNTER
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 20 September 2013 as a correct record.	1 - 4
RECOMMENDATION TO COUNCIL		
4.	Review of Polling Districts and Polling Places	5 - 14

DECISION ITEMS

5. **Reports from Members Appointed to Outside Bodies** 15 - 18

INFORMATION ITEMS

6. **Update on Code of Conduct Complaints** 19 - 20
7. **Northstowe Community Governance Review** 21 - 28
8. **Trumpington Meadows Community Governance Review** 29 - 32

STANDING ITEMS

9. **Date of Next Meeting**
The next meeting of the Committee will be held on 20 March 2013 at 10am.

OUR LONG-TERM VISION

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

The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focusing on the priorities, needs and aspirations of our residents, parishes and businesses.

OUR VALUES

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

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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

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.

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on
Friday, 20 September 2013 at 10.00 a.m.

PRESENT: Councillor David Bard – Chairman

Councillors: Simon Edwards Sebastian Kindersley
Janet Lockwood Ray Manning
Raymond Matthews Jim Stewart
Robert Turner Bunty Waters

Officers: Patrick Adams Senior Democratic Services Officer
Andrew Francis Electoral Services Manager
Tracy Mann Development Officer
Fiona McMillan Legal & Democratic Services Manager and
Monitoring Officer
John Pym New Village Senior Planning Officer
Steve Rayment Head of ICT

Councillor Kevin Cuffley was in attendance, by invitation.

Apologies for absence were received from Councillor Tony Orgee, Alison Elcox and Douglas de Lacey.

13. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 20 June 2013 were agreed as a correct record.

14. DECLARATION OF INTERESTS

Councillor Sebastian Kindersley declared a non-pecuniary interest in the item on the Trumpington Meadows Community Governance Review as a County Councillor for Trumpington Meadows.

Councillor Simon Edwards declared a non-pecuniary interest in the item on the Northstowe Community Governance Review as a member of Oakington Parish Council.

15. FILMING OF PUBLIC MEETINGS

The Head of Legal and Democratic Services presented this report which invited the Committee to consider making recommendations to Council on the filming of the authority's meetings following guidance from the Department for Communities and Local Government in June 2013.

An e-mail from Councillor Douglas de Lacey had been circulated and was considered by the Committee. The Committee decided that recommendation (a), as laid out in the report, did not need any substantial amendments, as it that empowered the Chairman to run the meeting in keeping with the guidance from the Department for Communities and Local Government. However, it was agreed that the word "any" was superfluous and should be removed.

Councillor Simon Edwards proposed that recommendation (b), as laid out in the report, should be removed as members of the public should be informed that if they attended a public meeting they might be recorded. Councillor Ray Manning seconded this proposal,

which was agreed by the Committee. It was noted that the recording of a meeting that had gone into private session was prohibited under current legislation.

After a brief discussion the Committee agreed that the Council should not record or broadcast any of its meetings, due to the cost of installing and maintaining the necessary equipment. The Head of ICT reported that it would cost approximately £20,000 a year to webcast meetings in the Council Chamber and according to a recent press report Hampshire County Council had spent £200,000 on webcasting their meetings, but had only received 57 views. It was agreed that the Committee should review this decision in 12 months' time as this form of technology was constantly improving.

The Committee

RECOMMENDED TO COUNCIL

To allow members of the public to film its public meetings in accordance with newly published guidance by the Department for Communities and Local Government entitled 'Your council's cabinet – going to its meetings, seeing how it works'.

That Standing Order 21.4 of the Council's Constitution (Recording of Business) be amended to read: -

"The recording in any format of any meeting of the Council, the Executive, or any committee or sub-committee of the Council or the Executive, is permitted, except: -

- (a) where the Chairman, or person presiding the meeting, rules that filming is being undertaken in such a way that it is disruptive or distracting to the good order and conduct of the meeting.
- (b) where the public have been excluded from the meeting in accordance with the Council's Access to Information Procedure Rules (Rule 10) during the consideration of exempt or confidential information.

The Committee

AGREED that it would be inappropriate at the current time for the Council to film or broadcast its own meetings due to the cost of the installation and maintenance of the equipment required. It was further agreed that the situation would be reviewed in 12 months.

16. REVIEW OF WHISTLEBLOWING POLICY

The Head of Legal and Democratic Services presented this report, which recommended that the Council's Whistleblowing Policy be amended following changes in national legislation.

The Committee

APPROVED The amended Whistleblowing Policy at Appendix A to the report.

NOTED The quick guide to the policy for staff.

AGREED To include the Whistleblowing policy as a standing item on its agenda.

AGREED To review the policy on a bi-annual basis to ensure it is fit for purpose.

17. INDIVIDUAL ELECTORAL REGISTRATION

The Electoral Services Manager presented this report which briefed the Committee on the transition to Individual Electoral Registration (IER) and the potential issues that might stem from this change. The Electoral Services Manager assured the Committee that the Government were committed to covering the transitional costs of moving over to the IER system.

Committee members expressed concern regarding the need for canvassers to ask for residents' National Insurance numbers in order to verify the returns against the database held by the Department of Work and Pensions. It was suggested that vulnerable residents should be warned of the risk of identity theft from bogus callers posing as canvassers.

The Electoral Services Manager explained that there would be more pages in the new forms, which would be less likely to be filled in than the current single page form. This change could also increase the cost of postage, which was already a concern.

The Committee **NOTED** the report.

18. NORTHSTOWE COMMUNITY GOVERNANCE REVIEW

The Development Officer updated the Committee on the progress being made on the Northstowe Community Governance Review. The Council was liaising with Oakington, Longstanton and Willingham parish councils.

It was noted that new developments brought administrative challenges, especially when facilities were being built for a new development that was just over the border in a different parish.

The Committee **NOTED** the verbal update.

19. TRUMPINGTON MEADOWS: COMMUNITY GOVERNANCE REVIEW

The Development Officer updated the Committee on the progress being made on the Trumpington Meadows Community Governance Review. She explained that a productive meeting had been held with Haslingfield Parish Council. Granchester Parish Council had been invited to take ownership of a small triangle of land near Byron's Pool.

The New Village Senior Planning Officer informed the Committee that further planning applications for Phase 2 (with the South Cambridgeshire District Council area) are still awaited. When received it has been agreed by the Committee that this will trigger the formal Governance review. The Chairman highlighted the fact that the Trumpington Road Park and Ride site might be relocated in the future.

The Electoral Services Manager explained that the Council had not quite reached the Boundary Commission's trigger point for requiring a boundary review. He added that Huntingdonshire District Council had requested a review and had been told to wait. The number of new developments in the district made a review increasingly likely. It was noted that whilst the district could change its parish boundaries only the Boundary Commission could alter the district's ward boundaries meaning that it was possible to have residents voting in different places in parish and district elections, as was the case for some residents living in the Duxford/Whittlesford border area.

The Committee **NOTED** the verbal update.

20. UPDATE ON CODE OF CONDUCT COMPLAINTS

The Head of Legal and Democratic Services updated the Committee on complaints cases regarding alleged breaches of the code of conduct. Paragraph 3(c) was amended to reflect that CORCOM 574 involved complaints from two district councillors, not one.

Concern was expressed by Committee members with regard to the impact of the new Code of Conduct on parish councils and suggestions were made on how district councillors could assist in addressing complaints about parish councillors. It was noted that officers provided parish councils with impartial advice on the Code of Conduct.

The Committee **NOTED** the report.

21. TRAINING OF MEMBERS ON THE CODE OF CONDUCT/PRE-DETERMINATION AND BIAS

The Committee **NOTED** that a training session on the Code of Conduct was being run jointly with Huntingdon District Council in the Council Chamber on Thursday 3 October from 10am to 1pm. The Legal and Democratic Services Manager asked that Committee members advertise this event amongst their fellow councillors.

22. COMMITTEE ON STANDARDS IN PUBLIC LIFE ANNUAL REPORT 2012-13

The Head of Legal and Democratic Services brought the Committee's attention to the Committee on Standards in Public Life Annual Report 2012/13. She explained that following the abolition of the Standards Board, there was no national body and highlighted that the report raised concerns about the lack of leadership.

The Committee **NOTED** the report.

23. GOVERNMENT RESPONSE TO CONSULTATION ON SETTING UP OF NEW TOWN AND PARISH COUNCILS

The Electoral Services Manager presented this item on the Government's response to consultation on the setting up of new town and parish councils. It was noted that this had relevance to the governance of new settlements in the district. It was unclear whether there would be a demand for parish councils in the city of Cambridge, or how boundaries could be decided on, as historical parish boundaries on the edge of the city might not be relevant now.

The Electoral Services Manager explained that it made financial and administrative sense to ensure that elections for parish councils coincided with district elections in the same ward.

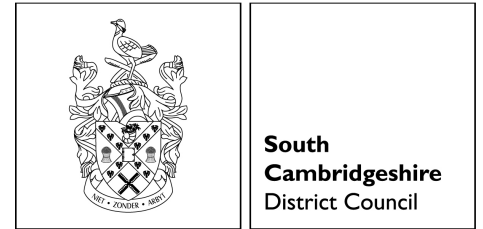
The Committee **NOTED** the report.

24. DATE OF NEXT MEETING

The Committee **NOTED** that the next meeting would be held on Thursday 5 December 2013 at 10am.

The Meeting ended at 11.20 a.m.

Agenda Item 4



REPORT TO: Civic Affairs Committee
LEAD OFFICER: Acting Returning Officer / Chief Executive

5 December 2013

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Purpose

1. The Electoral Registration and Administration Act (2013) placed a duty on local authorities to carry out a full review of their parliamentary polling districts and polling places within 16 months of October 2013. The same polling districts and places are used for local government elections.
2. The last review of this kind was carried out in 2011.
3. The review commenced on 1 October 2013 and is now reported to this committee, with a view to making a recommendation to Full Council in January. This would allow for any potential changes to be made to the register of electors when it is revised in February.
4. Details of the review were sent by email to all District Councillors and Parish Clerks. It was also sent to the Council's Equality and Diversity Officer and the Acting Returning Officer at East Cambridgeshire District Council. Full details of the review (along with polling district maps) were available on the Council website.
5. This is not a key decision.

Recommendations

6. The Civic Affairs Committee is asked to recommend to Council that no changes be made to the polling districts and places currently in place in South Cambridgeshire, noting that there will be a need for future local reviews in areas of concentrated development.
7. A full list of current polling districts can be viewed at appendix 1.

Reasons for Recommendations

8. This recommendation is based on the low response rate to our consultation, which reflected no concerns regarding existing arrangements.

Background

9. Electoral Commission guidance indicates that in England, each parish should form its own polling district unless there are special circumstances.
10. There are relatively few exceptions to this rule in South Cambridgeshire, and where exceptions do exist, residents and councillors continue to raise no concerns.

11. Due to the rural nature of the district, polling places in South Cambridgeshire have always been aligned along the same boundaries as polling districts.
12. A full review of polling districts and places took place relatively recently. No issues have been reported over the last two years, or during the consultation period. As such, the Committee is asked to recommend to Council that existing polling districts and places be retained.

Considerations

13. The only issue raised during the consultation period was by Milton Parish Council, regarding the use of the Bowls Pavilion as polling station. Polling stations are not a formal part of the review, but the Returning Officer is always keen to receive feedback where more appropriate venues exist. In this instance, the Parish Council recommended use of the Community Centre, in particular for busier polls, as the Bowls Pavilion has a somewhat limited capacity. This is something that the Returning Officer is aware of, and will likely review before the Parliamentary Election in 2015.
14. The Acting Returning Officer for East Cambridgeshire District Council passed no comment on our polling districts, other than to query the use of mobile polling stations. These continue to be used only where no alternatives exist, and awnings are used to ensure level access.

Growth Areas

15. There are a number of areas in South Cambridgeshire which are likely to see increasing populations as a result of concentrated residential development.
16. In the longer term, at least some of these developments are likely to require polling districts of their own (eg. Northstowe and Trumpington Meadows).
17. This review has not considered the need to separate these areas into new polling districts at this time. As these developments start to form, smaller locally based polling district reviews will be carried out that will best reflect the needs of these growing communities.

Options

18. The Committee could choose not to recommend retention of existing arrangements, or could recommend alternatives.

Implications

19. 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

20. There are no financial implications.

Legal

21. The Council must complete a review by April 2015 at the very latest.

Staffing

22. There are no staffing implications.

Risk Management

23. There are no risk implications.

Equality and Diversity

24. The Council's Equality and Diversity Officer has commented on the review. He continues to be satisfied that the Returning Officer uses the most appropriate buildings available in the district.

Climate Change

25. There are no climate change implications.

Consultation responses (including from the Youth Council)

26. Only five responses were received. Few concerns were raised, and these have been addressed within the report. All responses can be viewed at appendix 2.

Effect on Strategic Aims

Aim A - We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money

27. Adoption of appropriate polling districts and places are vital in helping our residents to engage with the democratic process.

Background Papers

No background papers used

Report Author: Andrew Francis – Electoral Services Manager
Telephone: (01954) 713014

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Appendix 1 - List of Polling Districts, Places and Stations

	WARD NAME	PD LETTERS	POLLING DISTRICT	POLLING PLACE	POLLING STATION
1	BALSHAM	ZA1	Balsham	The Parish of Balsham	Church Institute
		ZC1	Carlton	The Parish of Carlton	Caravan, Pinehawk Kennels
		ZD1	Castle Camps	The Parish of Castle Camps	Village Hall
		ZF1	Horseheath	The Parish of Horseheath	Village Hall
		ZH1	Shudy Camps	The Parish of Shudy Camps	St Mary's Church
		ZI1	West Wickham	The Parish of West Wickham	Village Hall
		ZJ1	West Wrattling	The Parish of West Wrattling	Village Hall
		ZK1	Weston Colville	The Parish of Weston Colville	Reading Room
2	BAR HILL	QA1	Bar Hill	The Parish of Bar Hill	Village Hall (Double Station)
		NB1	Boxworth	The Parish of Boxworth	Village Hall
		QC1	Dry Drayton	The Parish of Dry Drayton	Village Hall
		NL1	Lolworth	The Parish of Lolworth	Robinson Hall
3	BARTON	PA1	Barton	The Parish of Barton	Village Hall
		PC1	Coton	The Parish of Coton	Village Hall
		PD1	Grantchester	The Parish of Grantchester	Reading Room
		QF1	Madingley	The Parish of Madingley	Village Hall
4	BASSINGBOURN	VB1	Bassingbourn	The Parish of Bassingbourn	The Limes Communal Room
		VE1	Litlington	The Parish of Litlington	Village Hall
		VH1	Shingay-cum-Wendy	The Parish of Shingay cum Wendy	Village Hall
		XN1	Whaddon	The Parish of Whaddon	Village Hall
5	BOURN	NA1	Bourn	The Parish of Bourn	Village Hall
		NP1	Cambourne	The Parish of Cambourne	The Hub (Double Station)
		ND1	Caxton	The Parish of Caxton	Village Hall
		NF1	Croxton	The Parish of Croxton	Village Hall
		NH1	Eltisley	The Parish of Eltisley	Cade Memorial Hall
6	CALDECOTE	NC1	Caldecote	The Parish of Caldecote	Village Hall
		NL2	Childerley	The Parish of Caldecote	Village Hall
		XH1	Kingston	The Parish of Kingston	Village Hall
		PH1	Toft	The Parish of Toft	Meeting Room, Methodist Church
7	COMBERTON	PB1	Comberton	The Parish of Comberton	Village Hall
8	COTTENHAM	SA1	Cottenham	The Parish of Cottenham	Cottenham Village Hall (Double Station)
		QG1	Oakington & Westwick	The Parish of Oakington and Westwick	Methodist Church School Room

		SC1	Rampton	The Parish of Rampton	Village Hall
9	DUXFORD	WB1	Duxford	The Parish of Duxford	Communal Centre
		WH2	Whittlesford South	The Parishes of Duxford & Whittlesford	Communal Centre / Village Hall
		WF1	Ickleton	The Parish of Ickleton	Village Hall
10	FOWLMERE AND FOXTON	WC1	Fowlmere	The Parish of Fowlmere	United Reform Church
		XF1	Foxton	The Parish of Foxton	Village Hall
11	FULBOURN	RB1	Fulbourn Village	The Parish of Fulbourn	Townley Hall (Double Station)
		RB2	Fulbourn Beechwood	Fulbourn Beechwood Polling District	Caravan, Tesco Car Park
12	GAMLINGAY	XA1	Arrington	The Parish of Arrington	Communal Hall
		XC1	Croydon	The Parish of Croydon	Croydon Reading Rooms
		VC1	Gamlingay	The Parish of Gamlingay	Ecohub
		XG1	Little Gransden	The Parish of Little Gransden	Village Hall
		VD1	Hatley	The Parish of Hatley	Village Hall
		XI1	Longstowe	The Parish of Longstowe	Village Hall
13	GIRTON	QD1	Girton	The Parish of Girton	The Pavilion (Double Station)
14	HARDWICK	PE1	Hardwick	The Parish of Hardwick	Hardwick Pavilion
15	HARSTON & HAUXTON	TA1	Harston	The Parish of Harston	Village Hall
		TB1	Hauxton	The Parish of Hauxton	Village Hall
16	HASLINGFIELD & THE EVERSDENS	XD1	Great Eversden	The Parish of Great Eversden	Village Hall
		XE1	Little Eversden	The Parish of Little Eversden	The Pavilion
		PF1	Harlton	The Parish of Harlton	Village Hall
		PG1	Haslingfield	The Parish of Haslingfield	Village Hall
17	HISTON & IMPINGTON	OA1	Histon	The Parish of Histon	Baptist Church Hall (Double Station)
		OA2	Impington (North)	The Parish of Histon	Baptist Church Hall
		OA3	Impington (South)	Impington South Polling District	Meadows Community Centre
		OA4	Orchard Park	The Community of Orchard Park	Orchard Park Community Centre
18	LINTON	ZB1	Bartlow	The Parish of Bartlow	The Three Hills Public House
		ZE1	Hildersham	The Parish of Hildersham	Village Hall
		ZG1	Linton	The Parish of Linton	Village Hall (Double Station)
19	LONGSTANTON	QE1	Longstanton	The Parish of Longstanton	Village Institute
20	MELBOURN	WA1	Great Chishill	The Parish of Great & Little Chishill	Sport Pavillion
		WA2	Little Chishill	The Parish of Great & Little Chishill	Sport Pavillion
		WD1	Heydon	The Parish of Heydon	Holy Trinity Church
		XJ1	Melbourn	The Parish of Melbourn	United Reformed Church Hall (Double Station)
21	MELDRETH	XK1	Meldreth	The Parish of Meldreth	Village Hall
		XM1	Shepreth	The Parish of Shepreth	Village Hall
22	MILTON	OC1	Milton	The Parish of Milton	<i>Bowls Pavilion (Double Station)</i>

		OC2	Milton Detached	The Parish of Milton	<i>Bowls Pavilion (Double Station)</i>
23	ORWELL & BARRINGTON	XB1	Barrington	The Parish of Barrington	Village Hall
		XL1	Orwell	The Parish of Orwell	Village Hall
		XO1	Wimpole	The Parish of Wimpole	Village Hall
24	PAPWORTH & ELSWORTH	NE1	Conington	The Parish of Conington	The Leas
		NG1	Elsworth	The Parish of Elsworth	The Pavilion
		NI1	Fen Drayton	The Parish of Fen Drayton	Village Hall
		NJ1	Graveley	The Parish of Graveley	Village Hall
		NK1	Knapwell	The Parish of Knapwell	Grange Farm
		NM1	Papworth Everard	The Parish of Papworth Everard	The Studio
		NN1	Papworth St. Agnes	The Parish of Papworth St Agnes	The Church
25	SAWSTON	NO1	Sawston	The Parish of Sawston	Free Church Hall (Double Station)
26	SWAVESEY	YE1	Swavesey	The Parish of Swavesey	Memorial Hall
27	TEVERSHAM	RE1	Teversham (Village)	The Parish of Teversham	Hope Community Church
		RE2	Teversham (Foxgloves)	Teversham Foxgloves Polling District	Cherry Hinton Community School
28	THE ABINGTONS	YC1	Babraham	The Parish of Babraham	The George Inn Public House
		YA1	Great Abington	The Parish of Gt and Lt Abington	Village Institute
		YB1	Little Abington	The Parish of Gt and Lt Abington	Village Institute
		WE1	Hinxton	The Parish of Hinxton	Village Hall
		YD1	Pampisford	The Parish of Pampisford	Village Hall
29	THE MORDENS	VA1	Abington Pigotts	The Parish of Abington Pigotts	Village Hall
		VF1	Guilden Morden	The Parish of Guilden Morden	Village Hall
		VG1	Steeple Morden	The Parish of Steeple Morden	Village Hall
		VI1	Tadlow	The Parish of Tadlow	49 High Street
30	THE SHELFORDS & STAPLEFORD	TD1	Great Shelford	The Parish of Great Shelford	Memorial Hall (Double Station)
		TE1	Little Shelford	The Parish of Little Shelford	Memorial Hall
		TC1	Newton	The Parish of Newton	Village Rooms
		TF1	Stapleford	The Parish of Stapleford	Sheltered Housing
31	THE WILBRAHAMS	RA1	Fen Ditton	The Parish of Fen Ditton	The Pavilion (recreation ground)
		RC1	Horningsea	The Parish of Horningsea	Village Hall
		RG2	Six Mile Bottom (pt)	Six Mile Bottom Polling District	Sports and Social Club
		RD1	Stow cum Quy	The Parish of Coton	Village Hall
		RF1	Great Wilbraham	The Parish of Great Wilbraham	Memorial Hall
		RG1	Little Wilbraham	The Parish of Little Wilbraham	The Church
32	WATERBEACH	OD2	Chittering	The Parish of Chittering	Caravan, Travellers Rest
		OB1	Landbeach	The Parish of Landbeach	Village Hall
		OD1	Waterbeach	The Parish of Waterbeach	Salvation Army Hall (Double Station)

33	WHITTLESFORD	WG1	Thriplow Village	The Parish of Thriplow	Village Hall
		WG2	Thriplow Heathfield	The Parish of Thriplow	Caravan
		WH1	Whittlesford	The Parish of Whittlesford	Memorial Hall
34	WILLINGHAM & OVER	SB1	Over	The Parish of Over	Community Centre
		SD1	Willingham	The Parish of Willingham	Ploughman Hall (Double Station)

Appendix 2 – Consultation Responses

SCDC Equality and Diversity Officer

As a rural district, I appreciate that trying to find fully accessible buildings in all of our Polling Places is difficult in a minority of cases. I am satisfied that an elector would never be excluded from accessing a particular Polling Station as reasonable adjustments can be made and alternative voting methods are available to ensure that all electors can vote.

As no concerns have been raised to date concerning the current arrangements I feel that no changes are needed at this time. Of course, should a matter come to light in terms of access to an existing Polling Station, then we would look to remedy the situation as swiftly as possible.

Acting Returning Officer, East Cambs District Council

In response to your letter regarding the above consultation dated the 1 October 2013. There appears to be no changes to the existing arrangements and therefore we have no comments to make.

I note in your review documentation that you are still using some caravans and would again ask you to look at these to see whether you meet the DDA requirements of using a caravan as a polling station.

In your letter you have said that you will conduct Community Governance Reviews for your future development areas, and we would welcome the opportunity to be considered on those reviews if any of the developments affect the polling districts currently in South East Cambridgeshire Constituency.

Milton Parish Council

For high turnout elections, i.e. General Elections, the Bowls Pavilion is a little small. There is more space available at Milton Community Centre.

Ickleton Parish Council

Ickleton Parish Council wish you to record that they are quite happy with how things currently are.

Teversham Parish Council

Thank you for your email. I confirm that at their November meeting, Teversham Parish Council **RESOLVED** to make no alterations to the polling arrangements for Teversham Village or Teversham Foxgloves.

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Agenda Item 5



REPORT TO: Civic Affairs Committee
LEAD OFFICER: Legal and Democratic Services Manager

5 December 2013

REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Purpose

1. To consider the way in which Members report information back to the Council following meetings of the outside bodies they have been appointed to.

Recommendations

2. It is recommended that those Members appointed to outside bodies submit a written update report to the Partnerships Review Committee at least once a year for each body they represent.

Reasons for Recommendations

3. Requiring the submission of a written update report will provide all Members with an opportunity to better understand the key issues and outcomes considered at meetings of outside bodies.

Background

4. The District Council appoints Members to a range of external bodies, known as outside bodies, so that the authority's views can be represented when they meet. The most up-to-date list of outside bodies and the Members appointed to represent the Council on them is attached to this report at **Appendix A**, for information.
5. The status of some outside bodies can change without the Council being informed. Members are encouraged to report any changes to the outside bodies set out in the appendix, or any outside bodies they think are missing, to Democratic Services.

Considerations

6. Members appointed to outside bodies are currently not required to provide feedback or update reports on the issues discussed or considered at the meetings they attend.
7. Full Council agendas include a standing item for updates from Members appointed to outside bodies. Members can opt to use this item as an opportunity to formally update the Council on any of the outside bodies they are appointed to, but this has only been used by a very small proportion of Members in the last 12 months.
8. Cabinet agendas include a standing item for updates from Cabinet Members appointed to outside bodies. Cabinet Members can use this item to formally report any updates from the outside bodies they are appointed to, but similarly this has not occurred very often in the last 12 months.

9. The Partnerships Review Committee was established at the Council's Annual General Meeting on 23 May 2013 and part of its remit is to scrutinise, challenge and hold decision takers to account on issues relating to the work of those organisations in the area of South Cambridgeshire. The Chairman of the Partnerships Review Committee is keen to receive update reports from Members appointed to outside bodies in order to:
- support the remit of the Partnerships Review Committee;
 - provide more openness and transparency by publishing written update reports from meetings of outside bodies (when forming part of the Partnerships Review Committee agenda pack);
 - identify any issues arising from outside body meetings that require further scrutiny by the Partnerships Review Committee.

Options

10. Maintain the current practice of reporting updates from outside bodies to meetings of Full Council or Cabinet, when deemed necessary by the Member appointed.
11. Require those Members appointed to outside bodies to submit written update reports to Full Council or Cabinet following each meeting they attend.
12. Require those Members appointed to outside bodies to submit one written update report per year to Full Council or Cabinet for each body they represent.
13. Require those Members appointed to outside bodies to submit written update reports to the Partnerships Review Committee following each meeting they attend.

Implications

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

Consultation responses (including from the Youth Council)

15. No consultation has taken place on the content of this report.

Effect on Strategic Aims

Aim A – we will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money

16. Requiring update reports from those Members appointed to outside bodies will provide the Council with valuable information on the work of external organisations.

Background Papers

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

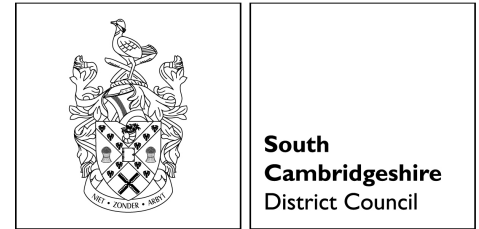
Report Author: Graham Aisthorpe-Watts – Democratic Services Team Leader
Telephone: (01954) 713030

List of Outside Bodies and appointments

Name	Representative(s)
Adults Wellbeing & Health Scrutiny Committee	Bridget Smith Andrew Fraser (Substitute)
Age Concern	Charlie Nightingale
Ageing Well Group	Sue Ellington
Association of Impington Action for Sport (IMPACT)	Jonathan Chatfield
Bassingbourn Village College Centre Management Committee	Nigel Cathcart
Cambridge Airport Consultative Committee	Caroline Hunt
Cambridge and County Folk Museum Committee of Management	Neil Scarr
Cambridge & District Citizens' Advice Bureaux Management Committee Trustee Board	Neil Scarr
Cambridge City and South Cambridgeshire Local Strategic Partnership (LSP) Annual Assembly	Ray Manning
Cambridge City Centre Management Consultative Forum	Tim Wotherspoon
Cambridge City, South Cambs & County Council Strategic Transport & Spatial Planning Group	Pippa Corney Sebastian Kindersley Tim Wotherspoon
Cambridge Marriage Guidance Council (Relate)	Val Barrett
Cambridge University Joint Councils Forum (Addenbrookes)	Mark Howell Janet Lockwood Sue Ellington
Cambridge Women and Homelessness Group	Sue Ellington
Cambridgeshire & Peterborough Association of Local Councils (CPALC)	David McCraith
Cambridgeshire & Peterborough Waste Partnership	Mick Martin
Cambridgeshire Historic Churches Trust Advisory Council	Roger Hall
Cambridgeshire Museums Advisory Partnership	David McCraith
Cambridgeshire Water Member Forum (Local Water Forum)	Tim Wotherspoon
Comberton Village College Governing Body Sub-Committee	Alison Elcox
Community Wellbeing Partnership	Sue Ellington
Conservators of the River Cam	Tim Wotherspoon
Cottenham Village College Sports Centre Management Group	Simon Edwards
County Advisory Group on Archives & Local Studies	Roger Hall
East of England Local Government Association	Ray Manning
Emmaus Cambridge Community	Hazel Smith
Environmental Protection UK	Sue Ellington
Environmental Sustainability Partnership	Sue Ellington
Farmland Museum Trustees	Peter Johnson
Francis John Clear Almshouses, Melbourn	Val Barrett

Friends of Milton Country Park	Jonathan Chatfield
Gamlingay Village College GVC Leisure Ltd	Bridget Smith
Linton Community Sports Centre	Trisha Bear
Local Government Arts Forum: Arts Forum for Cambs & Peterborough Steering Group	Tim Wotherspoon
Local Government Association Rural Commission	Sue Ellington David McCraith
Local Nature Partnership	Tom Bygott
Magog Trust	Charlie Nightingale
Melbourn Community Sports Ltd	Val Barrett Jose Hales
Mepal Outdoor Centre	Simon Edwards
Needingworth Quarry Liaison Committee	Brian Burling
North Herts & District Citizens Advice Bureau	Susan van de Ven
Old West Internal Drainage Board	Simon Edwards Ray Manning Tim Wotherspoon
Over & Willingham Internal Drainage Board	Ray Manning
Papworth Hospital NHS Foundation Trust	Nick Wright
Responsive Repairs Partnership Management Board	Richard Barrett Neil Scarr
Sawston Patient Reference Group	David Bard
Sawston Village College Sports Users' Committee	Charlie Nightingale David Whiteman-Downes
Shifting Offered Furniture Around (SOFA)	Janet Lockwood
South Cambs Crime & Disorder Reduction Partnership Group	Ben Shelton
South Cambs Local Health Partnership	Sue Ellington
Swaffham Internal Drainage Board	Robert Turner
Swavesey Byeways Advisory Committee	Robert Turner Sue Ellington
Swavesey Internal Drainage Board	Brian Burling Sue Ellington
Swavesey Village College Community Committee	Nick Wright Sue Ellington
Waterbeach Level Internal Drainage Board	James Hockney
West Anglia Crossroads	Sue Ellington
Young Lives	Caroline Hunt

Agenda Item 6



REPORT TO: Civic Affairs Committee
LEAD OFFICER: Monitoring Officer

5 December 2013

UPDATE ON CODE OF CONDUCT COMPLAINTS

Purpose

1. To update members on complaints cases regarding alleged breaches of the code of conduct.

RECOMMENDATIONS

2. That the Civic Affairs Committee **note** the progress of outstanding complaints.
3. **Complaint cases concluded since last meeting:**

(a) **CORCOM 659**

A complaint was made by a business about a parish councillor, who is also a district councillor who sits on the SCDC planning committee, in relation to the handling of a planning application at parish council level. Following consideration of the written evidence provided by all involved parties by the Monitoring Officer and Independent Person it was considered that the complaint was not upheld and that no further action needed to be taken.

(b) **CORCOM 574**

The complaint was made by a district councillor about two other district councillors in relation to the publication of a party political leaflet. Following consideration of the evidence by the Monitoring Officer and Independent Person and discussions with the parties involved it was considered that no further action needed to be taken.

(c) **CORCOM 575**

The complaint was made by a district councillor about two other district councillors in relation to a matter concerning assistance to a parish council. It was considered that as insufficient evidence was provided in support of the complaint no further action will be taken.

4. **New complaint cases/cases outstanding at 26th November 2013**

(a) **CORCOM 955**

The complaint was made by a resident about a parish councillor in relation to action taken with regard to overhanging trees in a village. The allegations were that the parish councillor approached an elderly resident in a bullying manner in relation to the work which resulted in an accident occurring. A

complaint had previously been made to the parish council concerned before being referred to SCDC. Having considered the written evidence about the incident it was considered that nothing inappropriate had occurred and that no further action should be taken.

(b) **CORCOM 956**

The complaint has been made by a resident in relation to a district councillor concerning his involvement in an issue in his parish in which he is alleged to have an interest which has not been declared. Further responses are currently awaited before the evidence will be considered by the Monitoring Officer and Independent Person.

(c) **CORCOM 346**

This complaint was made by a parish councillor about a district councillor. The complainant alleges a number of breaches of the code of conduct. Correspondence has been taking place between the parties via the Monitoring Officer in relation to this complaint. A connected complaint was made to the Information Commissioner earlier this year and the complainant wished to await the outcome of this before proceeding with the conduct complaint. The council is currently in correspondence with the Information Commissioner regarding the related complaint.

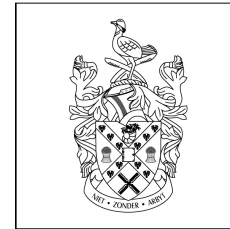
Other complaints

5. The Monitoring Officer and Deputy Monitoring Officer are continuing to advise a number of parish councils in relation to on-going conduct-related issues.

BACKGROUND PAPERS: Localism Act 2011
SCDC Code of Conduct Complaints procedures

Contact Officer: Fiona McMillan
Monitoring Officer
Telephone: (01954) 713027

Agenda Item 7



South
Cambridgeshire
District Council

REPORT TO: Civic Affairs Committee
LEAD OFFICER: Head of Legal and Democratic Services

5 December 2013

Northstowe Community Governance Review

Purpose

1. To update Civic Affairs Committee with regard to progress in relation to the Longstanton, Oakington and Northstowe Boundary Review.

Recommendations

2. It is recommended that the Committee approves to leave the current boundary between Longstanton and Oakington in place until such time as there are 1000 electors within the Northstowe DFD Framework outline – see (6) (d) below.

Reasons for Recommendations

3. Early findings have already demonstrated that changes to the existing Longstanton and Oakington parish boundaries in order to accommodate Northstowe, could be highly contentious. Locally, there are very different opinions as to changing boundary lines, the timing of those changes, and the setting up of a stand alone parish/town council for Northstowe. Notwithstanding the differences in opinions regarding the boundary changes, there is also scepticism over the timescale of Northstowe being fully built out.

Background

4. As verbally reported to Civic Affairs Committee in September 2013, Officers were in the process of having informal discussions with Longstanton and Oakington Parish Councils, and organising public drop-in sessions to informally discuss potential boundary changes to Longstanton and Oakington in light of the Northstowe development.

Considerations

5. There have already been a number of suggestions put forward by Oakington and Westwick Parish Council and local residents that have attended the public events to-date;

(i) Oakington and Westwick Parish Council - Phased Boundary Change for Oakington:

Oakington and Westwick Parish Council's view is to leave the Longstanton/Oakington boundary line as it is until such time as the build out reaches Oakington. Once it does, phase the parish boundary changes to be triggered by planning permission for each phase in Oakington – essentially a phased boundary change plan could be agreed by Civic Affairs Committee, which clearly sets out trigger points for changes as well as location of new boundary lines thus avoiding the need for lengthy consultations each time the boundary needs to change. The legal process to change the boundary line would still need to be followed, however, so this could prove time

consuming if the Oakington phases come forward in a piecemeal way. There would also be distinct disadvantages with the new residents of Northstowe (and new parish/town council) having a disjointed and fragmented town to administer.

We will be including this suggestion when we hold the public drop-in on 30th November to seek the views of local residents in Oakington. Oakington Parish Council has not made any comment in relation to the part of Northstowe that is in Longstanton parish.

(ii) Longstanton Parish Council continue to consider its view; we anticipate a formal response in December 2013.

(iii) The following three suggestions are the views of local residents that have attended Drop-Ins, Longstanton Parish Council meeting and emailed their views to SCDC:

(a) Stand Alone Northstowe Parish/Town Council:

Set up a stand alone Northstowe Parish/Town Council immediately, using the DFD framework outline as the new boundary, with consideration to the inclusion (or not) of parts of Longstanton Conservation Area. This would be possible because the residents of Rampton Drift would be living within the new Northstowe boundary, but also any local resident could stand for election to the new parish providing they live within 3 miles of the parish. This is the suggestion to date that is most disputed and least favoured by parishes and residents. It would, however, be the most cost effective suggestion but the risk to reputation and local community feeling could outweigh any financial benefits.

(b) Phased Boundary Change for Longstanton:

Use a phased approach for the boundary changes as each phase of Northstowe is granted permission: use Phase 1 outline for the initial Northstowe boundary, then Phase 2, then Phase 3, and so on until all phases have been included into the new parish of Northstowe (see attached map). Although a phased approach within Longstanton could be agreed with clearly set out triggers, this could prove costly and require large amounts of resources depending on timings of phases coming forward. As with (a) above, the legal process to change the boundary line would still need to be followed, however, so this could prove time consuming if the Longstanton phases come forward in a piecemeal way. There would also be the same disadvantages as previously mentioned with the new residents of Northstowe (and new parish/town council) having a disjointed and fragmented town to administer. There is a small amount of support for this suggestion within Longstanton.

(c) Incorporate Northstowe into Longstanton:

Incorporate Northstowe into Longstanton, and provide extra seats on Longstanton Parish Council and extra support to Longstanton Parish Council for planning and administering Northstowe as it progresses – a sort of ‘Longstanton cum Northstowe’. This suggestion could link well with (a) above given it may well take 10 – 15 years for Northstowe to build out towards Oakington so that any agreed phased parish boundary changes are timed with Northstowe planning applications as they move into Oakington parish.

This suggestion would give a greater say to existing residents in Longstanton at the current time, but would also provide opportunities for new residents moving in to 'Northstowe' to decide for themselves whether or not they would like to have their own governance arrangements as Northstowe develops over time. Again there is a small amount of support for this suggestion within Longstanton.

Options

6. Given the lack of a clear way forward for any boundary changes at the current time, either in terms of the location of any new boundary or the timing of any changes, Officers believe a further suggestion could be added:

(d) Review Boundary Changes at 1000 Electors:

Make no boundary changes at this time but agree via Civic Affairs Committee to revisit the boundary review once there are 1000 registered electors within the Northstowe DFD Framework outline. This would be the trigger for establishing a Northstowe Parish Council, based on the legislation for the number of residents there needs to be for a parish council to be created. This suggestion would give existing local residents opportunities to understand better how Northstowe is going to progress, both in relation to building houses but also in managing and administering the development. Extra seats for Longstanton Parish Council could be created so that new residents would have opportunities to be involved in influencing how Northstowe progresses through existing Parish Councils before needing to take on their own governance arrangements, and the Parish Councils and local residents would have further reassurances of the long term commitment to the Northstowe development. Again extra support could be provided to Longstanton Parish Council.

There are four more public events to capture early suggestions as regards boundary changes in Longstanton and Oakington.

- Saturday 30th November 2013 – Oakington Pavilion – 10 am – 12 noon
- Saturday 14th December 2013 – Rampton Drift meeting at Longstanton – 10 am – 12 noon
- Saturday 18th January 2014 – Oakington Pavilion – 10 am – 12 noon
- Saturday 25th January 2014 – Longstanton Village Institute Hall – 10 am – 12 noon

Implications

7. 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

8. There will be no associated costs at this time if there is agreement to review any boundary changes at 1000 registered electors.

Legal

9. Compliance with the 2007 Act and associated guidance will help avoid challenge to the process or the outcome.

Staffing

10. It is expected that continued engagement with local residents in and around the Northstowe DFD Framework Outline can be carried out within existing staff resources in New Communities and legal.

Risk Management

11. There are no significant implications

Equality and Diversity

12. There are no significant implications

Climate Change

13. There are no significant implications

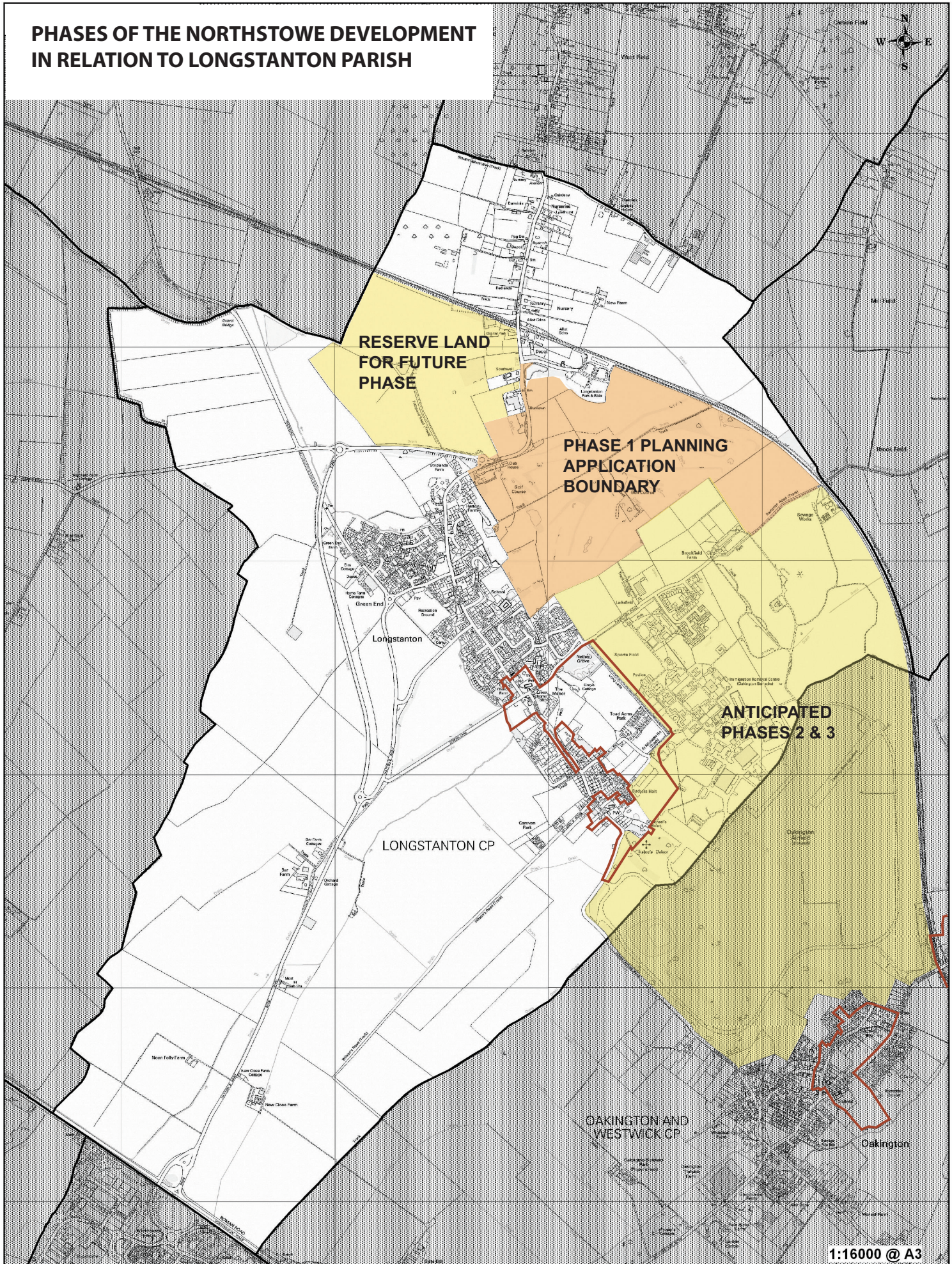
Consultation responses (including from the Youth Council)

14. No formal consultations have taken place at this time. The Youth Council will be consulted early in 2014.

Background Papers: None

Report Author: Tracy Mann - Development Officer
Telephone: (01954) 713342

**PHASES OF THE NORTHSTOWE DEVELOPMENT
IN RELATION TO LONGSTANTON PARISH**



1:16000 @ A3

KEY



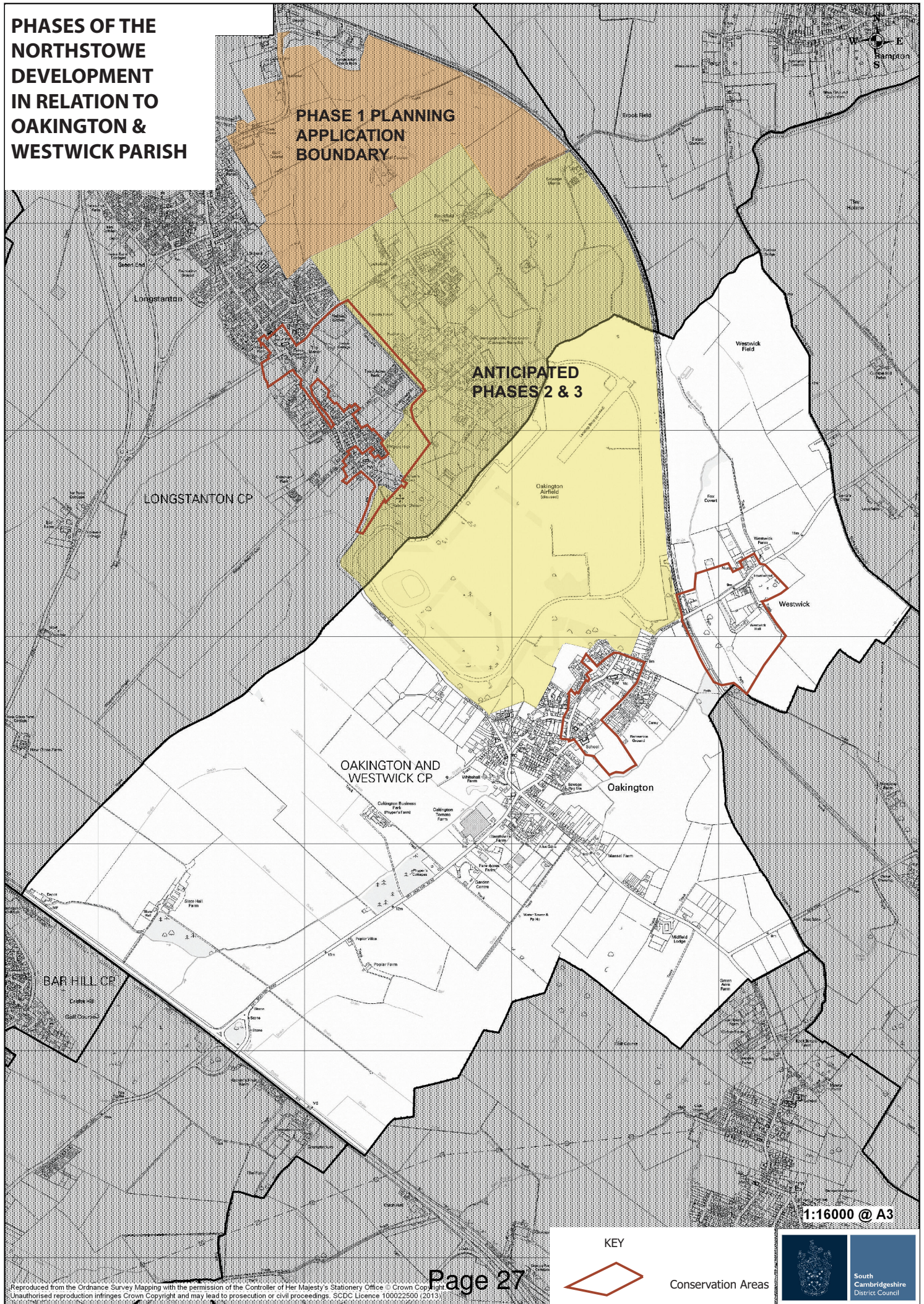
Conservation Areas



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PHASES OF THE NORTHSTOWE DEVELOPMENT IN RELATION TO OAKINGTON & WESTWICK PARISH



1:16000 @ A3

KEY



Conservation Areas



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Agenda Item 8



REPORT TO: Civic Affairs Committee
LEAD OFFICER: Head of Legal and Democratic Services

5 December 2013

Trumpington Meadows Community Governance Review

Purpose

1. To update Civic Affairs Committee with regard to progress so far as regards the potential changes to parish boundaries at Haslingfield and Grantchester, in order create a new parish for the development at Trumpington Meadows.

Recommendations

2. It is recommended that the Committee notes progress is in line with the June 2013 Civic Affairs Report.

Background

3. In June 2013 Committee agreed that a Community Governance Review should be undertaken to consider the future governance arrangements for the new community at Trumpington Meadows. Officers then begun informal discussions with interested parties, including Haslingfield and Grantchester Parish Councils..

Considerations

4. Grantchester Parish Council has agreed in principle to take the small triangle of land (locally referred to as Lingey Fen) near to Byron's Pool. This means that Officers can now begin informal public consultations on the full proposals, which includes transferring the aforementioned triangle of land to Grantchester parish (currently in the parish of Haslingfield). A new boundary line can be drawn at the same time to establish a new parish for Trumpington Meadows.

- (i) Informal discussions will take place as follows:

Jan - Feb 2014 Residents of Haslingfield and Grantchester Villages as well as Haslingfield and Grantchester Parish Councils
Mar 2014 Cambridge City Council Officers and Members via Briefing Notes and meetings; Residents of Trumpington Meadows and Cambridge City through the Southern Fringe Community Forum

- (ii) By April, Officers should be able to informally agree the new boundary arrangements. Officers should also have more details as to exact timings for planning applications in the Haslingfield part of Trumpington Meadows, and therefore develop an accurate time line as to when the formal consultation period should begin.

Implications

5. 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

6. If a CGR is to be undertaken there will be associated costs of publicity and consultation which need to be met by the Council. It is not possible to quantify those costs at this stage.

Legal

7. Compliance with the 2007 Act and associated guidance will help avoid challenge to the process or the outcome.

Staffing

8. It is expected that a CGR can be carried out within existing staff resources in New Communities and Legal

Risk Management

9. There are no significant implications

Equality and Diversity

10. There are no significant implications

Climate Change

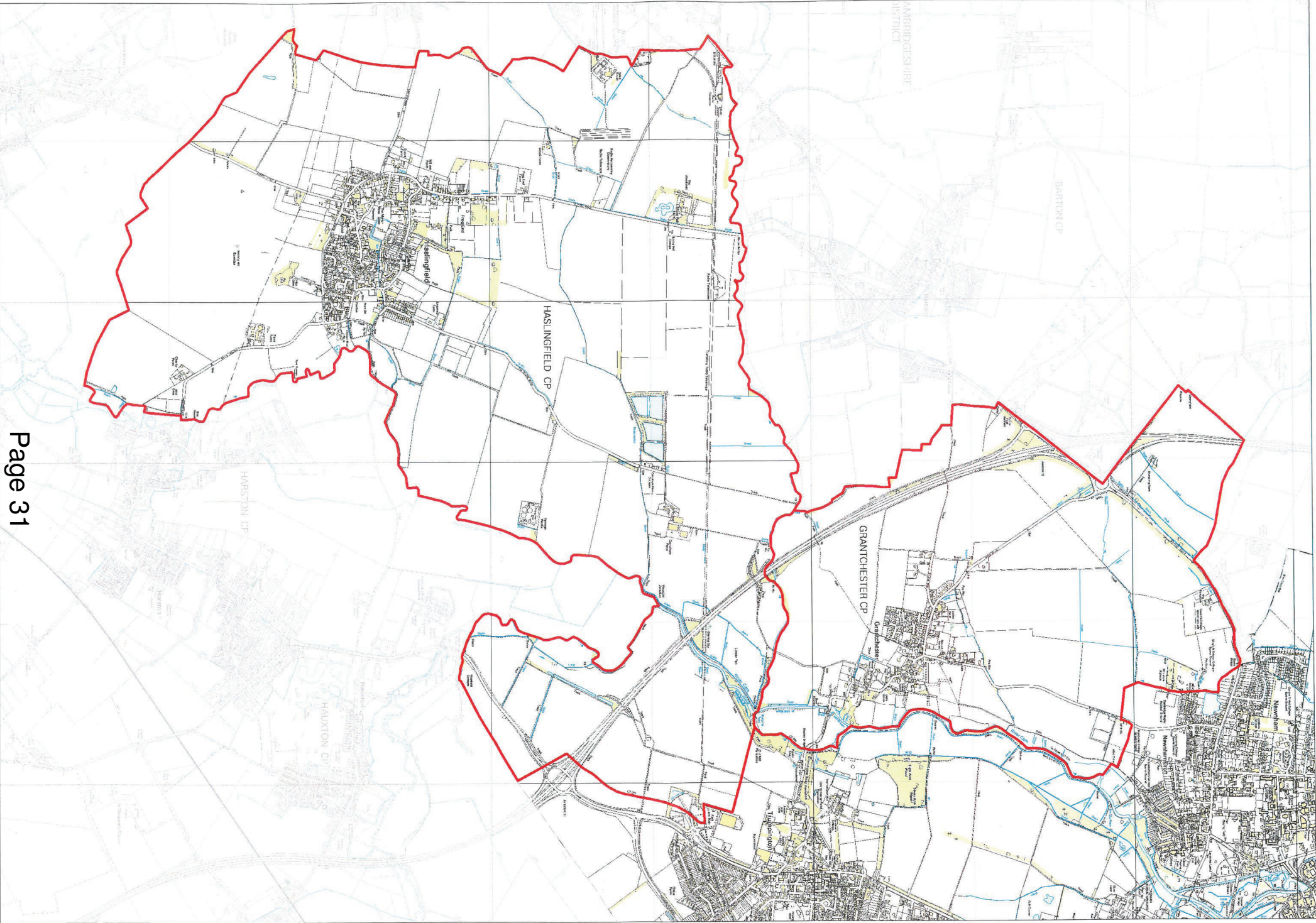
11. There are no significant implications

Consultation responses (including from the Youth Council)

12. No formal consultations have taken place at this time. The Youth Council will be consulted early in 2014.

Background Papers: None

Report Author: Tracy Mann – Development Officer
Telephone: (01954) 713342



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