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20 July 2016

To: Chairman – Councillor Sue Ellington
Vice-Chairman – Councillor Charles Nightingale
Members of the Civic Affairs Committee – Councillors David Bard,
Nigel Cathcart, Simon Crocker, Jose Hales, Janet Lockwood, David McCraith,
Deborah Roberts, Bridget Smith, Peter Topping 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 A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 28 JULY 2016 at 2.00 p.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.

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STANDING ITEMS

10. **Date of Next Meeting**

It is suggested that the next meeting of the Committee is held on Tuesday 13 September at 2pm, to allow recommendations to be sent to the next meeting of Council on Thursday 22 September.

OUR LONG-TERM VISION

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

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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.

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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
Tuesday, 12 January 2016 at 2.00 p.m.

PRESENT: Councillor Sue Ellington – Chairman
Councillor Charles Nightingale – Vice-Chairman

Councillors: David Bard
Simon Crocker
Sebastian Kindersley
Bridget Smith

Nigel Cathcart
Simon Edwards
Ray Manning

Officers: Gemma Barron
Andrew Francis
Fiona McMillan
Graham Watts

Sustainable Communities & Partnerships
Manager
Electoral Services Manager
Legal Services Manager and Monitoring Officer
Democratic Services Team Leader

Advisors: Gillian Holmes
Deputy Independent Person

Councillors Alex Riley was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Raymond Matthews, Deborah Roberts and Bunty Waters.

2. DECLARATIONS OF INTEREST

Councillor Ray Manning declared a non-pecuniary interest in minute number 6 as he had signed a petition in relation to the proposed parish boundary review.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 12 November 2015 were confirmed and signed by the Chairman as a correct record.

4. FIRST PHASE CONSULTATION RESPONSE TO LGBCE SOUTH CAMBRIDGESHIRE ELECTORAL REVIEW

Consideration was given to a report which provided the Civic Affairs Committee with an opportunity to recommend to Council a response to the Local Government Boundary Commission for England's first phase of consultation on new warding patterns for South Cambridgeshire.

Councillor Alex Riley, Boundary Review Member Champion, presented the report and the draft response as attached to the report at Appendix 1 which he said all Members of the Council had seen and which had not changed for the last two months. Councillor Riley informed the Committee that he had not received any comments in that time to suggest additional changes to the proposals.

Councillor Cathcart, reflecting on the shape and nature of the district, referred to the decision made at the previous meeting stating that he had not supported the decision and still had concerns in respect of single Member wards and inconsistencies across the

district. Councillor Cathcart gave examples where some wards, as they currently sat, would lose villages as part of the new proposal and felt that there was no particular harmony to what was being proposed. He was also concerned that the proposal had been developed ahead of consultation with Parish Councils, with his view being that comments from Parish Councils should have been incorporated into the initial proposal.

Councillor Riley responded by reminding the Committee that the Local Government Boundary Commission for England had already made its decision regarding a Council size of 45 for South Cambridgeshire District Council, so there was no choice in developing a proposal based on that Council size, equating to 2,900 electors per Member, which he accepted worked better in some areas of the district than in others. In terms of the draft proposal being developed prior to consultation with Parish Councils, Councillor Riley made the point that there had to be a proposal in place for Parish Councils to comment on. He said that the principles of electoral wards being single-Member wards and small parishes not forming part of an electoral ward with large parishes, in both cases where possible and practical, had been agreed at the last meeting and were put into practice as part of developing the draft proposal.

Councillors Bridget Smith and Sebastian Kindersley had sympathy with Councillor Cathcart's concerns, citing examples in the electoral ward they represented where single-Member wards were not the most suitable solution. Councillor Riley acknowledged that there were difficult compromises that had to be made across the district. Councillor Smith also made the point that there were a number of newly proposed electoral wards that were towards the end of the 10% tolerance level and questioned what the Boundary Commission's views would be in respect of that. Andrew Francis, Electoral Services Manager, advised that whilst this was true, it would be up to the Council to put forward its case.

It was noted that the wording of ward 20 in the draft proposal would be amended to reflect that the proposed ward was a single large settlement, which would clearly benefit from being a ward on its own, and that there were plans for growth.

Councillor Simon Edwards reported that Parish Councils had been contacted directly by the Boundary Commission and stated that Oakington and Westwick Parish Council had expressed its concerns with regard to proposed ward 24, which would see Oakington and Westwick grouped with Longstanton, to include the town of Northstowe. Councillor Edwards asked whether the growth of Northstowe, in reaching a certain number of electors, would trigger a further boundary review. It was clarified that any ward exceeding a 30% variance in the average Member to elector ratio would usually trigger a boundary review.

Voting on the recommendations contained within the report with 6 votes for, 1 against and 2 abstentions, the Civic Affairs Committee **RECOMMENDED** to Council that the warding proposal as set out in Appendix 1 of the report, developed by the Member Champion in consultation with all Members, be submitted to the Local Government Boundary Commission for England as a Council response to the first phase of the review, subject to the inclusion of an amendment to ward 20 in respect of Cambourne to reflect that the proposed ward was a single large settlement which would clearly benefit from being a ward on its own and that there were plans for growth.

The Committee put on record its thanks to Councillor Riley for the work he had undertaken in developing the draft proposals.

5. REVIEW OF COUNCIL STANDING ORDERS

Consideration was given to a report which set out proposed changes to the specific Standing Orders identified and supported for amendment, in principle, at the previous meeting on 12 November 2015.

Appendix A to the report set out the proposed amendments to specific Standing Orders and it was clarified, in relation to significant amendments put forward when considering the Council's annual budget, that the Council's Section 151 Officer would determine the definition of 'significant' in this respect.

Discussion ensued on the suggested introduction of a process to facilitate questions by Members without the requirement to provide notice, in addition to the current process for submitting questions on notice. It was agreed the trial introduction of a new format for questions by Members at meetings of Council, to include the usual process for submitting written questions by notice followed by the ability to ask questions without notice, including questions in relation to the Greater Cambridge City Deal, within a total timeframe of 30 minutes, should be recommended to Council. The Committee agreed to review this again in six months.

The Civic Affairs Committee **RECOMMENDED** to Council:

- (a) the amendments to Council Standing Orders as set out at paragraphs 12.4, 14.6 (g) to (i) and 24 of Appendix A to the report, subject to paragraph 24 excluding Portfolio Holder Meetings.
- (b) the trial introduction of a new format for questions by Members at meetings of Council to include the usual process for submitting written questions by notice followed by the ability to ask questions without notice, including questions in relation to the Greater Cambridge City Deal, within a total timeframe of 30 minutes. This procedure would be reviewed again by the Committee in six months.
- (c) the amendment of the Scrutiny and Overview Procedure Rules to reflect the reduction of the quorum for both the Scrutiny and Overview Committee and Partnerships Review Committee to one quarter.

6. PARISH BOUNDARY BETWEEN WILLINGHAM AND OVER

This item was **DEFERRED** following a request for more information into the reasons for a proposed Community Governance Review.

7. UPDATE ON CODE OF CONDUCT COMPLAINTS

The Civic Affairs Committee **NOTED** the progress of any outstanding complaints.

8. UPDATE ON COMMUNITY GOVERNANCE REVIEWS

Gemma Barron, Sustainable Communities and Partnerships Manager, provided a verbal update on Community Governance Reviews. The following points were noted:

- the Haslingfield review was on schedule to launch in February 2016;
- the timings relating to the Northstowe review would be reconsidered, in consultation with the local Member;

- officers had been liaising with Cambourne and Caxton Parish Councils to confirm timings for the review into Cambourne West.

The Civic Affairs Committee **NOTED** the update.

9. DATE OF NEXT MEETING

It was agreed that the date of the next meeting would be confirmed in due course.

The Meeting ended at 3.10 p.m.

Agenda Item 4



South
Cambridgeshire
District Council

REPORT TO: Civic Affairs Committee
LEAD OFFICER: Alex Colyer, Executive Director

28 July 2016

Filming at Public Meetings

Purpose

1. Further to the meeting of 21 September 2013 and the subsequent report to the Committee of 12 November 2015, this amended report seeks to advise the Civic Affairs Committee on the current options available to support recommendations it may wish to submit to Full Council on the filming of the authority's public meetings.
2. This is being submitted to the Civic Affairs Committee for consideration as any changes to the Council's policy on the filming of public meeting may require amendments to the Constitution, which is within the Committee's remit.

Recommendations

3. That support for the introduction of filming and recording of public meetings held in the Council Chamber at South Cambridgeshire Hall is recommended to the full Council.
4. That 3C ICT are instructed to investigate the requirement further, with a preference for Option 1, and with focus on a joined up approach with the partner councils of Huntingdon and Cambridge City.
5. That a sub-committee is formed to receive recommendations and guide progress without waiting for the next full Committee meeting.

Reasons for Recommendations

6. To ensure a true and accurate record of meetings.
7. To ensure that the Council follows the latest guidance issued by the Department for Communities and Local Government.
8. To ensure accessible, open and transparent local government.

Background

9. The formation of the 3C Shared Services partnership presents the opportunity to review initiatives such as the recording of meetings that may have previously been dismissed due to cost or staffing issues. There is appetite across the three councils to investigate recording and broadcasting with potential economies of scale and reduced up-front costs if taken forward jointly.
10. The Local Authorities (Executive Arrangements) (meetings and Access to Information) (England) Regulations 2012 came into force on 10 September 2012 and

provided greater access to information considered at meetings of the Council's Executive.

11. In June 2013 the Department for Communities and Local Government published a guidance document entitled 'Your council's cabinet – going to its meetings, seeing how it works', which acts as a guide for local people in explaining how they can attend and report their local council meetings. A copy of this guidance is attached at Appendix A, which includes a section on the filming of a Council's public meetings.
12. At the meeting of the full Council of 26th September 2013, the Council agreed for the constitution to be updated so bloggers, journalists and anyone attending a public meeting can film, photograph or record events.
13. Councillors also agreed that the Corporate and Customer Services portfolio holder would look into the possibility of streaming public meetings to give even more people access to the debates held in the Council chamber. This resulted in a report being submitted to the Civic Affairs Committee in November 2015 recommending the provision of a locally managed camera system which was rejected.

Options

14. The following options have been identified for the Civic Affairs Committee to consider:

-

Option 1

Recommend that the Council contracts with a 3rd party supplier so that an archive for on-demand viewing can be created and, if desired, webcasting be introduced for all/some public meetings, so that the Council can film and stream its proceedings live on its website.

Option 2

Recommend that the Council films public meetings with internally managed equipment and provides a link to the footage on its website after the meeting has been held; the footage is not a live feed but can still be viewed online.

Option 3

Recommend that the Council does not install, contract or provide any specific facility or system and instead re-affirm the right for members of the public to make their own recordings.

Considerations

15. The issuing of the guidance at Appendix A resulted in local authorities across the country reviewing their processes with regard to the filming of their public meetings, due to anticipated increases in the number of people wishing to film or record public meetings as a consequence.
16. A number of Councils in the United Kingdom film and stream their meetings live on the internet (webcasting) and have done so for a number of years, whereas some Councils prohibit the use of any recording equipment without authorisation.
17. Webcasting has resulted in a wide range of benefits for many authorities who provide webcasting. It also brings forward a number of challenges for consideration.

Benefits

Provides a 'true' record of the meeting

More open and transparent government.
Greater accountability
Easier public access
Engagement with residents via increasing use of social media
Effective communication of key decisions
Better officer engagement
Fewer press enquiries, reduction in FOI requests

Challenges

Costs – at a time when severe reductions in budgets are being made.
Staff time requirements to operate the system
Consent – all participants at a meeting will need to give consent to being filmed and any possible future use of the footage.

18. Most pertinently, with the rise in members of the public filming meetings there is the potential for council content being taken out of context, or edited. A true and accurate internal record mitigates this and can be provided to counter any malicious or disingenuous presentation.

19. The Civic Affairs Committee may wish to take into consideration the following paragraphs stated in the guidance document under the heading ‘can I film the meeting?’ which would also apply to our own recordings –

“As a courtesy, attendees should be informed at the start of the meeting that it is being filmed; we recommend that those wanting to film liaise with council staff before the start of the meeting. The council should consider adopting a policy on the filming of members of the public speaking at a meeting, such as allowing those who actively object to being filmed not to be filmed, without undermining the broader transparency of the meeting.”

20. There have been several occasions where it has been difficult to accommodate the numbers of people arriving at South Cambridgeshire Hall to attend meetings that have generated significant public interest. The Civic Affairs Committee may wish to consider the additional opportunity provided by installing a camera system, which will allow over-subscribed meetings to be streamed to other rooms/halls.

21. The Civic Affairs Committee is asked to review the Council’s current process for the filming of its public meetings and determine whether any changes should be recommended to Full Council.

Implications

22. 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

23. The current budget programme does not include financial consideration for any webcasting / filming of meetings.

24. Option 1 will require the procurement, installation and maintenance of specialist webcasting service. Research has shown that there is one predominant supplier of local government webcasting and is the ‘supplier of choice’ for most Councils currently offering this service. Two price-plans are available:

- a. **Pay-as-you-go** pricing is available where recording hours can be purchased in blocks of 5 hours at £750 and a single camera with encoder and support can be leased at £3750 per annum. This option is cost-effective where under 50 hours of meetings are to be recorded a year.
- b. **Contract pricing** depends on the final solution sought, but indicative pricing for a multi camera system is circa £15,000 per annum.

In both cases, hardware can be purchased up front to reduce multi-year costs.

- 25. Option 2 requires the up-front procurement of video recording camera(s), software and editing hardware. Actual costs of this are not currently known - additional 'hidden costs' relate to officer resources needed to operate and manage an internally managed system and could require the presence of an appropriately trained democratic services officer at all meetings to be recorded.
- 26. Whilst both options above provide the basis of a system that can relay audio and video to other parts of the building to provide overflow arrangements, Option 2 would require the installation of video senders at extra cost, whereas a commercial system as per Option 1 would allow streaming to standard PCs or mobile devices via the existing network.
- 27. Option 2 would see reduced benefits from pursuing a joined up approach with partner councils - with Option 1 discounts can be obtained from a combined subscription and there is a real possibility that internal resources and knowledge can be shared.
- 28. Option 3 has no cost.
- 29. All options described above made above are based on a fixed camera deployment of equipment to the Council Chamber only, other meeting rooms are not considered viable nor is the provision of a mobile service.
- 30. Any cost information above is provided on a best estimates basis and will require a full assessment of any agreed requirement before the true financial commitment can be determined.

Legal

- 31. Legal implications are outlined in the main body of this report.

Staffing

- 32. No impact on staffing numbers but there is a potential increased workload for existing staff, which will have to be managed appropriately. Option 1 is a pre-configured solution dedicated to the task of recording and broadcasting Council Meetings with in-built integration with existing systems such as Modern.Gov; as such, many tasks are automated or with pre-defined workflows that reduce the staff resource implications compared with Option 2.

Effect on Strategic Aims

- 33. Delivery of a video recording system meets the Authority's Strategic Aim 1 – Engage with residents, parishes and businesses to ensure we deliver first class services and value for money.
- 34. The recommendations in this report follow the guidance issued by the Department for Communities and Local Government, which seeks to provide greater levels of transparency and public access to the Council's meetings, thereby encouraging more engagement with residents, parishes and businesses.

Background Papers

Filming at Public Meetings, report to Civic Affairs Committee 21st September 2103
Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England)
Regulations 2012.

Your council's cabinet – going to its meetings, seeing how it works (DCLG) - June 2013.

Guidance for Members: webcasting (WLGA) – August 2014.

Report Author: Ian Bailes – 3C IT Analyst
Telephone: (01480) 388495

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Department for
Communities and
Local Government

Your council's cabinet – going to its meetings, seeing how it works

A guide for local people

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Your council's cabinet – going to its meetings, seeing how it works

About this guide

This Guide¹ gives practical information about the public attending meetings of a council's executive (i.e. the council's cabinet – its main decision making body – consisting of an elected mayor or leader and a number of councillors) and obtaining council documents. This Guide is designed to help the public know when they can attend such meetings and what documents and information are available to them, now that there are new national rules² to make councils more transparent and accountable to their local communities. It should also help councillors and officers to comply with these rules which are based on a presumption in favour of openness.

The national rules

Why are there new national rules?

The Government believes that the earlier rules³ made by the last government did not provide maximum transparency because an executive was only required to hold meetings in public in certain limited circumstances. A cabinet could largely choose which of its meetings should be held in public thus hindering effective local accountability and scrutiny. The new rules have been produced to address this by introducing greater transparency and openness into meetings of the executive (i.e. the council's cabinet), its committees and sub-committees. The new rules have also strengthened the rights of local authority councillors to access information about items to be discussed at a public or private meeting.

Who do these rules help?

These rules help any members of the public who want to know about the work of a council's executive. The national rules also help members of any council with an executive governance arrangement⁴ to know what their executive is doing.

¹ The Guide should not be taken as providing any definitive interpretation of the statutory requirements on councils, members, officers, or of the public's rights: those wishing to address such issues should seek their own legal advice.

² [The new rules are in The Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012 \(S.I. 2012/2089\) \("the Regulations"\)](#).

³ Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (S.I.2000/3272).

⁴ This means a district, unitary, county or London local authority that has a leader and cabinet or mayor, and cabinet governance arrangement.

Who can make an executive decision in my council?

The rules⁵ of your council define who can make a decision. The decision maker can be the executive, its committees and sub-committees, joint committees, joint sub-committees, individual councillors, and officers who have delegated responsibility from the executive to make executive decisions.

Going to meetings of your council's executive

Can a council executive choose to meet in private?

No. All meetings of an executive including meetings of its committees or sub-committees must be open to the public, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.

When do the national rules say that a meeting must be closed to the public?

The rules require a meeting to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of confidential information; or
- a lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

What is confidential information?

Confidential information⁶ means:

- information provided to the council by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

Do the national rules allow a meeting to be closed in any other circumstances?

Yes. A meeting can also be closed to the public where the executive so decides (by passing a resolution) because exempt information would otherwise be likely to be disclosed. It is open to the executive, if it chooses, to consider in public matters involving exempt information.

⁵ Each council has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules

⁶ Regulation 2 of the Regulations.

What is exempt information?

The descriptions of exempt information are set out in the Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex A** of this Guide.

Can I film the meeting?

Council meetings are public meetings. Elected representatives and council officers acting in the public sphere should expect to be held to account for their comments and votes in such meetings. The rules require councils to provide reasonable facilities for any member of the public to report on meetings. Councils should thus allow the filming of councillors and officers at meetings that are open to the public.

The Data Protection Act does not prohibit such overt filming of public meetings. Councils may reasonably ask for the filming to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. As a courtesy, attendees should be informed at the start of the meeting that it is being filmed; we recommend that those wanting to film liaise with council staff before the start of the meeting.

The council should consider adopting a policy on the filming of members of the public speaking at a meeting, such as allowing those who actively object to being filmed not to be filmed, without undermining the broader transparency of the meeting.

Will I be able to tweet or blog council meetings?

Similarly under the new rules there can be social media reporting of meetings. Thus bloggers, tweeters, facebook and YouTube users, and individuals with their own website, should be able to report meetings. You should ask your council for details of the facilities they are providing for citizen journalists.

How will I know about a public meeting?

Your council must give the public a notice of the meeting at least five clear days before it takes place. The details of the meeting must be published on your local authority's website and at its offices. Any background papers must also be published with the agenda. No item can be considered if the item is not available for inspection by the public with five clear days notice.

Where an item is added to the agenda within five clear days before the meeting is scheduled to take place, a revised agenda, public report and background papers must be published as soon as the item is added to the agenda. In some circumstances, the whole or part of a report may not be available for public inspection because it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

In addition, councils must provide a copy of the agenda, public reports and other relevant papers to a member of the public or a person representing a newspaper upon payment of postage or copying charge.

Can I be asked to leave the meeting?

Yes. As a member of the public you can be asked to leave the meeting so that the executive, its committees or sub-committees can discuss matters in private, but only in the limited circumstances where the national rules allow this.

Will I know if it is proposed to hold a meeting in private?

Prior to holding a private meeting, your council must have published on its website and at its offices at least 28 clear days notice of its intention to consider a matter in private and the reasons for the private meeting. This is to ensure that members of the public have reasonable opportunity to make representations as to why the proposed private meeting should not be held in private.

At least five clear days before the meeting, your council must confirm its intention to go ahead with the private meeting through another notice on its website and at its offices. This second notice has to include details of any representations received and the council's response to them.

Can a private meeting be held if 28 days notice is not given to the public?

A private meeting can only be held without 28 days notice after the agreement of the Chairman of the Overview and Scrutiny Committee has been obtained that the meeting is urgent and cannot reasonably be delayed. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or, in their absence, the Vice Chairman) must be obtained. If this agreement is granted the council must publish a notice about why the meeting is urgent and cannot be deferred. This notice must be available at its offices and on their website. If agreement is not given then the meeting must either be held in public, or the council must comply with the 28 day notice requirements.

Can I attend an executive's pre-briefing meeting with local authority officers?

No. The rules apply only to when councillors meet as a decision making body to exercise their statutory executive responsibilities. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Available information about executive decisions

What happens if I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council executive, its committees or sub-committees does not mean you cannot find out about the executive decisions⁷ made. The national rules require such decisions to be recorded. A written

⁷ [An "executive decision" means a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the executive of a local authority.](#)

statement must be produced, which reflects the decision along with the following information:

- details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest of an executive member of the decision-making body; and
- a note of dispensation granted by the Head of Paid Service in respect of any declared conflict of interest.

You can then inspect these records and any reports considered at the meeting at your council's offices and on the council's website.

Apart from information about meetings, are there other means of knowing about decisions likely to be made by a decision maker?

Yes. The new national rules require a council to publish its intention to make a key decision⁸ in a document at least 28 clear days prior to when the decision is intended to be made. The notice has to include details of the individual or executive body who will make the decision, the matter that is subject to a decision, other documents to be considered, and where these other documents are available. This notice document must be available at the council's offices and on the website before the decision is made.

This allows you to have sufficient knowledge in advance of those decisions that will be of genuine concern to you and your local communities.

Can a key decision be made without giving the 28 days notice?

Yes, provided the following requirements are met:-

- the relevant Overview and Scrutiny Committee Chairman is informed in advance and in writing (or all the members of the Overview and Scrutiny Committee) about what the decision is concerning;
- a notice about the key decision to be made is made available for inspection at the council's offices and published on the website; and
- 5 clear days elapse following the day a notice is published about the key decision to be made.

⁸ ["key decision" means an executive decision which, is likely—](#)

- [to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or](#)
- [to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.](#)

If there is a case of special urgency, for example an urgent decision on a negotiation, expenditure or contract, the decision must only be made if the agreement of the Overview and Scrutiny Committee Chairman is received. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or in their absence the Vice Chairman) must be obtained. If agreement is given, a notice explaining why the decision is urgent and cannot reasonably be deferred, must be published and should be available at the council's offices and on its website as soon as reasonably practicable.

Can 28 days notice of a key decision also provide 28 days notice required for a private meeting?

It is up to your council to decide whether the 28 day key decision document should contain the details required for a private meeting notice. Where there is an intention to make a key decision at a private meeting, your council must comply fully with all the national rules.

Can my council make key decisions and not follow the national rules?

No. Councils must comply with all the national rules. Should a decision be made without applying the key decision rules because the council thinks that the decision is not a key decision, but subsequently the Overview and Scrutiny Committee decides the decision is a key decision, the executive may be asked to submit a report⁹ to the full council.

Can an individual member of a council's executive, or an officer, take decisions on matters that are the executive's responsibility?

Yes, where the council's rules allow this.

What record has to be made of such a decision by a member or officer?

When a member or officer takes a decision on matters that are the responsibility of the council's executive, this must be recorded in writing. The form of the written record is for the council to decide, but the following should be included:

- details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest declared by any executive member consulted in relation to the decision; and
- a note of dispensation granted in respect of any declared conflict of interest.

⁹ [The report must include details of:](#)

[\(1\) the decision and the reasons for the decision;](#)

[\(2\) the individual executive member or officer by whom the decision was made; and](#)

[\(3\) if the executive of the relevant local authority are of the opinion that the decision was not a key decision, the reasons for that opinion.](#)

Are all decisions made by councils' officers to be so recorded?

No. The requirement to record decisions extends only to "executive decisions". Executive decisions can sometimes be defined in your council's rules. Decisions which are taken by officers under specific delegations from a meeting of their council's executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council's rules and are not in this "executive decisions" category; as such they do not need to be recorded. Such decisions might include the following examples:

- decisions to allocate social carers to particular individuals, or for example, provide walking aids;
- decisions to allocate a social housing unit to an applicant or to send someone to carry out repairs;
- decisions to give business relief to individual traders;
- decisions to review the benefit claims of an individual applicant;
- decisions to allocate market stalls to individual traders;
- a decision to instruct certain staff within the council to appear in court in connection with proceedings relating environmental issues.

Where officers have been empowered to act on behalf of their council's executive, examples of decisions that should be recorded could include:

- decisions about awarding contracts above specified individual/total values;
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and/or provision of allotment land and green spaces;
- decision to purchase new ICT systems;
- the opening hours of local libraries;
- the holding of car boot sales/markets on council-owned land;
- the operating hours of off-street car parks;
- a decision to close a school;
- a decision to carry out major road works.

This is not intended to be an exhaustive list, rather a series of examples to illustrate that, in the interests of maximum transparency, the new regulations require more than just key decisions to be recorded.

Ultimately it is for local decision makers to decide what information should be recorded on the basis of the national rules.

Can I see the records of executive decisions?

Yes. You can see records of any executive decision, made by the executive, its committee or sub-committee or individual councillors or officers along with any report considered and other background papers. They have to be available for inspection at your council's offices and on its website as soon as is reasonably practicable after the decisions are made.

Can I ask for a copy of any records of executive decisions?

Yes. You can ask for a copy of any documents relating executive decisions and your council should supply the information once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council.

What are the rights of councillors to access meeting documents?

As a councillor, you can inspect any document that contains material to be discussed at least 5 days before a public meeting is held. In case of a private meeting or decision made by an individual executive member or officer, you can inspect the document within 24 hours of the conclusion of the meeting or the decision being made.

In addition, if you are a member of an overview and scrutiny committee, you can ask for any document that contains business transacted at a meeting of the executive, its committees or sub-committees or officer of the authority. The executive must provide the document within 10 days after it (the executive) receives the request. In an instance where the executive cannot release the whole or part of the document, the executive must provide you with a written explanation.

What other rights do councillors have to inspect documents of their councils?

In addition to the rights conferred on councillors by these Regulations in relation to executive decision making, councillors also have statutory rights to inspect documents of the council and its committees under Part 5A of the Local Government Act 1972. Councillors may also request information held by their council under the Freedom of Information Act 2000 (or the Environmental Information Regulations 2004 in relation to environmental information). Councillors may have rights under the common law to inspect such documents held by their council as are reasonably necessary for them to perform their duties.

What happens if documents relating to executive decisions are not made public?

It is a criminal offence if, without a reasonable excuse, a person who has in his or her custody a document¹⁰, which the national rules require to be made available to the public, refuses to supply the whole or part of the document or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she can be fined up to £200.

¹⁰ A document can be the agenda and connected reports for public meetings, documents relating to executive decisions made by an individual member or officer, or any other background papers.

Your rights of access to meetings and information

Are there other rights I can exercise?

Yes. You can inspect a council's detailed financial accounts, ledgers and records. The Accounts and Audit Regulations 2011 cover checking not just the accounts, but also "all books, deeds, contracts, bills, vouchers and receipts related to them". More information on this right is available at: <https://www.gov.uk/government/policies/making-local-councils-more-transparent-and-accountable-to-local-people/supporting-pages/peoples-rights-to-see-council-accounts>

You can see your council's spending transactions valued over £500, senior salaries, organisational charts, contracts and the location of public land and assets. This information is among the minimum datasets that your council should publish in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. You can obtain further information on this from: <https://www.gov.uk/government/publications/local-authority-data-transparency-code>

Also, you have the right to request information held by your council by submitting Freedom of Information Act requests to your council (a similar regime exists in relation to environmental information under the Environmental Information Regulations 2004). Information on Freedom of Information Act is available on the Information Commissioner's Office website at: <http://ico.org.uk/>

You have certain rights to re-use for your own purposes documents held by the council under the Re-use of Public Sector Information Regulations 2005. These Regulations provide that any request for re-use must be in writing, and where possible and appropriate the council must make the document concerned available for re-use by electronic means. More information is available at: <http://www.legislation.gov.uk/uksi/2005/1515/introduction/made>

Where can I find the legislation relating to access to council's executive meetings and information?

The relevant legislation relating to access to information regarding decisions made by council executives, and their committees/subcommittees and joint committees is Part 1A of the Local Government Act 2000 – see sections 9G and 9GA. It was inserted as a result of amendments made by the Localism Act 2011 and the relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/2/part/1>

The detailed provisions are contained in the secondary legislation made under the 2000 Act, that is the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which can be found at:

<http://www.legislation.gov.uk/uksi/2012/2089/contents/made>

Annex A – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

The qualifications to the list of exempt information are as follows:

- A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under--
 - the Companies Acts as defined in section 2 of the Companies Act 2006;
 - the Friendly Societies Act 1974;
 - the Friendly Societies Act 1992;
 - the Co-operative and Community Benefit Societies and Credit Unions Acts 1965 to 1978;
 - the Building Societies Act 1986; or
 - [(f) the Charities Act 2011.
- B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- C.** Information which—
 - falls within any of numbers 1 to 7 above; and
 - is not prevented from being exempt by virtue of number A or B above,

is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Agenda Item 5



Report To: Civic Affairs Committee
Lead Officer: Executive Director (Corporate Services)

28 July 2016

Review of Standing Orders – questions at Council meetings

Purpose

1. The Council's Standing Orders were reviewed at the meeting of the Civic Affairs Committee held on 12 January 2016, where a number of amendments to Standing Orders were recommended to Council and subsequently approved at its meeting on 28 January 2016.
2. As part of these amendments the Council agreed to the introduction of a new format for questions by Members at meetings of Council. This consisted of the usual process for submitting written questions by notice followed by the ability to ask questions without notice, including questions in relation to the Greater Cambridge City Deal, within a total timeframe of 30 minutes. It was agreed that this would be reviewed by the Civic Affairs Committee in six months. The purpose of this report is to facilitate that review.

Recommendations

3. That the Civic Affairs Committee agrees whether or not to recommend to Council that it amends Standing Orders to permanently include provision for Members to ask questions at meetings of Council without notice.

Considerations

4. There have been two ordinary meetings of Council since this issue was considered on 28 January 2016 where Members have had the opportunity to ask questions at Council meetings without notice.
5. One question without notice was asked at the meeting of Council on 23 March 2016, with no such questions being asked at the Annual General Meeting on 19 May 2016.
6. The Civic Affairs Committee is invited to consider whether the provision of asking questions without notice by Members should be made permanent, with the Council's Standing Orders amended accordingly.

Options

7. The Civic Affairs Committee could:
 - recommend that the provision for Members to ask questions without notice be made permanent;
 - recommend not to continue with the provision for Members to ask questions without notice;
 - recommend a further trial period.

Implications

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

Consultation responses (including from the Youth Council)

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

Background Papers

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

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Agenda Item 6



South
Cambridgeshire
District Council

Report To: Civic Affairs Committee

28 July 2016

Lead Officer: Sustainable Communities and Partnerships Manager

Community Governance Review of the Parish of Haslingfield: response to the first phase of consultation

Purpose

1. To consider the submissions received during the first phase of public consultation for the Community Governance Review of Haslingfield Parish.
2. Taking account of the submissions received, to consider options and agree a draft recommendation for further consultation to fulfil Stage Three of the Community Governance Review of the parish of Haslingfield.
3. This is not a key decision.

Recommendations

4. It is recommended that the Civic Affairs Committee considers the options set out at paragraph 14 and, in line with legislation, makes a draft recommendation for further consultation, which may, if relevant, include a proposed parish name (see paragraph 14).

Reasons for Recommendation

5. The Community Governance Review for the Parish of Haslingfield commenced on 15 February 2016 and must be completed within twelve-months. The published terms of reference stated that submissions to the Stage One consultation would be considered by 15 August 2016 (Stage Two). Stage Three of the process will be a consultation on the draft recommendation as agreed by the Committee.

Background

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. Section 93 also states that in reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such

matters during the course of a community governance review and seek sound and demonstrable evidence of such identities and linkage.

8. The guidance states that when considering parish ward boundaries principal council should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries. A review offers an opportunity to put in place strong-clearly defined boundaries, tied to firm ground features, and remove anomalous parish boundaries.
9. The Principal Council is required to determine the terms of reference under which a community governance review is to be undertaken. The terms of reference must clearly specify the area under review and must be published. The guidance states that “Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services”.
10. When making its decision to progress a Community Governance Review, the Committee considered the forecast housing trajectory for the South Cambridgeshire part of the Trumpington Meadows development, as well as the electorate forecast, and the scheduled ordinary elections.
11. Informal consultation with Haslingfield Parish Council, Granchester Parish Council and Trumpington Residents’ Association took place prior to commencement.

Considerations

12. Following a discussion at Civic Affairs Committee on 9 July 2015 draft terms of reference for a Community Governance Review of the parish of Haslingfield were prepared and agreed on 8 November 2015. The terms of reference set out the matters on which a Community Governance Review will focus.
13. The formal publication of these terms of reference, 15 February 2016, marked the start of the Community Governance Review (given in Appendix A). It is a legal requirement that the review must be completed within twelve months. The Terms of Reference include a timeline for the review, which is shown below.

Timetable for the Community Governance Review for Haslingfield Parish	
Publication of the Terms of Reference	15 Feb 2016
Local briefings and meetings	Feb / March 2016
Stage One: Submissions invited	From 15 March to 13 June 2016
Stage Two: Submissions considered and recommendations prepared	Draft recommendations published 15 August 2016
Stage Three: Consultation on draft recommendations	Consultation closes 14 November 2016

Final recommendation to Civic Affairs committee	December 2016
Council resolves to make a Reorganisation Order (if required)	January 2017

14. The submissions made in response to the formal consultation, which was conducted between 15 March 2016 and 13 June 2016 and followed a round of briefings to the Southern Fringe Community Forum, Trumpington Meadows Residents Association, the Trumpington Meadows Management Committee and to the parish councils of Haslingfield, Hauxton and Grantchester the resultant submissions can be summarised as follows, options A, B and C propose a new civil parish- the only name advanced for this body was Trumpington South. Option D represents a “no change” option. These options are summarised below and maps can be found at Appendix C:

Option A:

Creation of a new civil parish.

The new parish (green area) to be comprised of that land currently within Haslingfield Parish which is bounded by the River Cam to the west, with Lingey Fen (pink area) transferred to Grantchester Parish, and extending south of the M11, bounded by the River Cam as far south as Hauxton Mill, with the new boundary formed along the current boundary between the parishes of Haslingfield and Harston.

The rescaled parish of Haslingfield would retain its current complement of parish councillors, which the parish council finds satisfactory at present.

The newly created parish to have a similar scale of representation as other parishes within the district, which would suggest a figure of nine councillors.

Haslingfield Parish holds no assets and offers no services in those areas considered either for (a) transfer to Grantchester Parish Council or (b) forming the new parish within this option.

Option B:

Creation of a new civil parish.

The new parish (green area) to be comprised of land currently within Haslingfield Parish, bounded to the west by the River Cam, such that Lingey Fen (pink area) is transferred to Grantchester Parish and to the south by the M11. Land south of the M11 and east of the Cam (yellow area) to be transferred to Hauxton Parish Council.

The rescaled parishes of Hauxton and Haslingfield would retain their current complements of parish councillors, which the parish councils find satisfactory at present.

The newly created parish to have a similar scale of representation as other parishes within the district, which would suggest a figure of nine councillors.

Haslingfield Parish holds no assets and offers no services in those areas considered either for (a) transfer to Grantchester Parish Council or (b) forming the new parish within this option.

Option C:

Creation of a new civil parish.

The new parish (green area) to be comprised of that land currently within Haslingfield Parish to include Lingey Fen to the north of the M11 and extending south of the M11, bounded by the River Cam as far south as Hauxton Mill, with the new boundary formed along the current boundary between the parishes of Haslingfield and Harston. The rescaled parish of Haslingfield would retain its current complement of parish councillors, which the parish council finds satisfactory at present.

The newly created parish to have a similar scale of representation as other parishes within the district, which would suggest a figure of nine councillors.

Haslingfield Parish holds no assets and offers no services in those areas considered either for (a) transfer to Grantchester Parish Council or (b) forming the new parish within this option.

Option D:

No change to Haslingfield Parish boundary or its electoral arrangements.

Consequential Amendments and District Electoral Review

15. The full electoral review of the district's warding arrangements is currently underway, with implementation of new district ward boundaries at all out elections in May 2018 to result. Community Governance Reviews started alongside the review will be separate, and will not be completed in time to be included within the review.
16. The Committee will be aware that the Council only has the power to amend parish boundaries. District ward boundaries will not automatically be affected by changes made by Community Governance Reviews. Should district ward boundaries need to be changed after a Community Governance Review the Council would have to apply to the Local Government Boundary Commission for England to make consequential amendments.

Options

17. The Committee could:
 - (a) agree a preferred option (see paragraph 14) to consult upon during Stage Three of the Community Governance Review.
 - (b) agree a variation to the options, documenting reasons, set out in paragraph 14 to consult upon during Stage Three of the Community Governance Review.

Should the Committee agree to consult on the "no change" option it should be noted that the Community Governance Review must continue to proceed to conclusion (see paragraph 13).

18. If appropriate (depending on the preferred Option in relation to paragraph 17), the Committee could:
- (a) consult upon the proposed name of 'Trumpington South' for a new parish,
 - (b) suggest an alternative name for consultation, or
 - (c) request suggestions for a name as part of Stage Three.

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. 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. This review has been scheduled such that it completes in time for elections to coincide with other polls (the County Council's 2017 election).

Legal

21. The draft terms of reference for a Community Governance Review of the parish of Haslingfield has considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in April 2008, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/626). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)

Staffing

22. The Community Governance Review of the parish of Haslingfield is being carried out within existing resources.

Consultation responses

23. All parties that made submissions to the consultation have been made aware of this report. The consultation responses received are included in Appendix B.

Effect on Strategic Aims

ENGAGEMENT and WELLBEING

24. 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.

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South
Cambridgeshire
District Council

Community Governance Review of Haslingfield Parish



Terms of Reference

www.scambs.gov.uk

Page 33

1. Introduction

- 1.1 South Cambridgeshire District Council has resolved to undertake a Community Governance Review of the parish of Haslingfield.
- 1.2 This review is to address the population growth in respect of the new housing development at Trumpington Meadows: 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 issued by the Secretary of State for Communities and Local Government, published in April 2008, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/626). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)
- 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. Hardcopies will be made available at the District Council offices, the village halls of Haslingfield and Grantchester and at the Trumpington Meadows Primary School community reception.

Purpose of the Review

- 1.5 The Council is undertaking a Community Governance Review at this time because the housing development at Trumpington Meadows will alter the geographical spread of housing across the parish. The resulting spatial separation between the two 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 Although not at the instigation of a petition, the Council has been approached by Haslingfield Parish Council who have stated a request for a formal review process to take place and a willingness to work with the Council in taking this forward. Trumpington Residents' Association and Grantchester Parish Council have also stated their support for a review.
- 1.7 The council must have regard to the need to secure community governance within the area under review such that it
 - reflects the identities and interests of the community in that area, and
 - is effective and convenient, and
 - takes into account any other arrangements for the purposes of community representation or community engagement in the area.

Community Governance Reviews

- 1.8 A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:
 - creating, merging, altering or abolishing parishes;
 - the naming of parishes in the style of new parishes;
 - the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and
 - grouping parishes under a common parish council or de-grouping parishes.

Parish governance in our area

- 1.9 The Corporate Plan underlines the key role of parish councils in sustaining successful, vibrant communities.
- 1.10 The Council's constitution states the function of the Civic Affairs Committee with regard to Electoral Arrangements.

Determination as follows:

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

They may also recommend to Council:

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

2. Consultation

- 2.1 The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.
- 2.2 In coming to its recommendations in 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 halls in Haslingfield, Grantchester and Hauxton and also at the Community Reception of Trumpington Meadows Primary School. 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.

The timetable for the review

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

Timetable for Community Governance Review	
Terms of Reference are published	15 Feb
Local briefings and meetings	Feb/March 2016
Initial submissions are invited	From 15 March to 13 June 2016
Consideration of submissions received and draft recommendations prepared	Draft recommendations published 15 August 2016
Consultations on the draft recommendations	Consultation closes 14 November 2016
Consideration of submissions received and final recommendations prepared	December 2016
Final recommendations are published, concluding the review	January 2017
Council can make a Reorganisation Order	February 2017

3. Electorate Forecasts

- 3.1 The existing parish electorate is 1,273 (Register of Electors of July 2015). The electorate is forecast to increase to 2,351 by 2021.
- 3.2 The key issue prompting this Review is the forthcoming change in settlement pattern within the parish of Haslingfield as a result of new housing development within the north of Haslingfield parish; part of the Trumpington Meadows development straddles the Cambridge City Council and South Cambridgeshire District Council boundary eventually bringing forward 660 dwellings in South Cambridgeshire by 2020/21.
- 3.3 The population forecasts have been provided to Haslingfield Parish Council for their consideration.
- 3.4 The present parish structure and ward structure for the area is presented in the map in Annex A.

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 parish 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. community council or village council. If a new parish is proposed, the Council will consider whether it should have one of the alternative styles.

6. Electoral Arrangements

- 6.1 The Council has recently voted to move to all out elections and bring all parish council elections in line. The first all out elections will take place in 2018.
- 6.2 If the review finds that it will be appropriate to hold an election for parish councillors, for example to a newly formed 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 so reduced as to enable the electoral cycle to revert to the normal cycle in the 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 – a parish council is not created.
- 6.4 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.
- 6.5 The Council must 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

- 6.6 The Council must 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 council
- 6.7 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.
- 6.8 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, website, libraries and in the village halls of Haslingfield, Grantchester and in the community reception of Trumpington Meadows Community Primary School.
- 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 Department of Communities and Local Government and at the Council's office at South Cambridgeshire Hall, Cambourne, Cambridge, CB23 6EA. Prints will also be supplied, in accordance with regulations, to Ordnance Survey, the Registrar General, the Land Registry, the valuation Office Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.
- 7.3 The provisions of the Order will take effect for financial and administrative purposes on 1 April 2017.
- 7.4 The electoral arrangements for a new or existing parish council will come into effect at the next elections to the parish council. Should this not coincide with the next ordinary local elections, the Council might have need to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972 to provide for the first election to be held in an earlier year, with councillors serving a shortened first term to allow the parish electoral cycle to return to that of the district.

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.

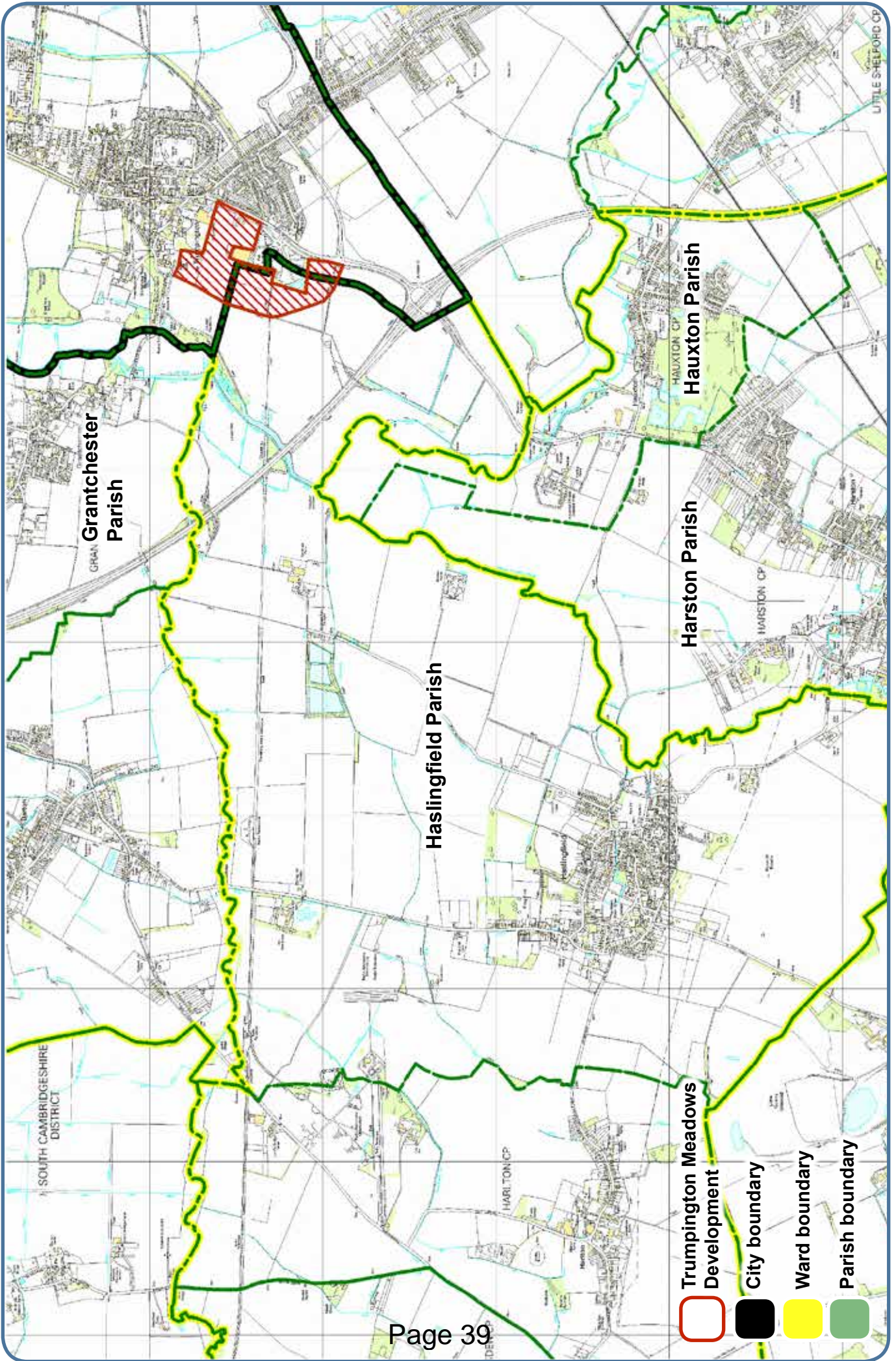
- 8.3 In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate portion.
- 8.4 Furthermore, the Council notes 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 15 February 2016





How to contact us

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

Clare Gibbons, Development Officer (South West Locality)

clare.gibbons@scambs.gov.uk or 01954 713290

Officers charged with conducting the review are as follows:

Gemma Barron, Partnerships and Sustainable Communities Manager

gemma.barron@scambs.gov.uk or 01954 713340

Clare Gibbons, Development Officer (South West Locality)

clare.gibbons@scambs.gov.uk or 01954 713290

Chief Environmental
Health Office
23 MAY 2016
South Cambridgeshire
District Council

HASLINGFIELD PARISH COUNCIL

Chairman: Bob Branch, 10 The Meadows, Haslingfield, Cambridge CB23 1JD
Clerk: Frances Laville, 32 High Street, Great Eversden, Cambridge CB23 1HW

16th May 2016

South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
CAMBRIDGE
CB23 6EA

Attention Clare Gibbons – Development Officer (South West Locality)

Dear Clare

Community Governance Review

Haslingfield Parish Council (HPC) now submit our formal Stage 1 submission, including comments which have been changed from our earlier informal submission to suit recent developments in the warding of the SCDC, etc.

1. New Haslingfield Parish Council Boundaries

We propose the following changes to boundaries for a reduced size Haslingfield Parish Council area and creation of a new Trumpington Meadows Governance unit within the remaining present HPC Area.

- 1.1 The area of HPC presently to the South East of the River Cam and North East of the M11 shall become part of a new Trumpington Meadows Community Governance Unit.
- 1.2 The present eastern area of HPC generally East of the River Cam downstream of Hauxton Junction and South West of the M11 shall become part of a new Trumpington Meadows Community Governance Unit, or alternatively as noted in Point 4 below, become part of the Hauxton Parish Council area.
- 1.3 Thus after the Community Governance Review Haslingfield Parish Council shall be bounded in the North East by the M11 Motorway and bounded in the East by the River Cam between the M11 Motorway and Hauxton Junction, with its present Eastern boundary remaining South of Hauxton Junction.
- 1.4 The Lingey Fen area North East of the M11 Motorway was originally proposed to be taken into Grantchester Parish, but if there are procedural difficulties in doing this created by proposed new warding for HPC, we would propose that the Lingey Fen area remain within the new HPC area.
- 1.5 Please note the marked up photocopied map for avoidance of doubt.

2. Number of Councillors

We propose no change in the number of Parish Councillors in the reduced area new Haslingfield Parish Council. The increased workload in prospect for Parish Councils from reductions in the activities of County and District Councils and the fact that there will be no reduction in basic village population justifies there being no change.

Since the number of houses in the Trumpington Meadows new entity will be about 600 we suggest that ultimately there should be provision for at least nine members of the council for the entity, the reduction being justified by the more compact area.

3. Assets and Staff

3.1 We have been advised that there should be no re-allocation of assets because all assets are based in Haslingfield village and the main assets were gifted in trust to the village by past residents. There are no Haslingfield Parish Council assets in the area of the new entity of a Trumpington Meadows Community Governance Unit and it will have an immediate income towards it precept from the Council Tax payments of its residents to SCDC. We have been informed that Orchard Park stands as an example.

3.2 Likewise, with staff, there can be no transfer because there is only one Parish Clerk and RFO employed by HPC at present, plus some local occasional labour within the village for maintenance.

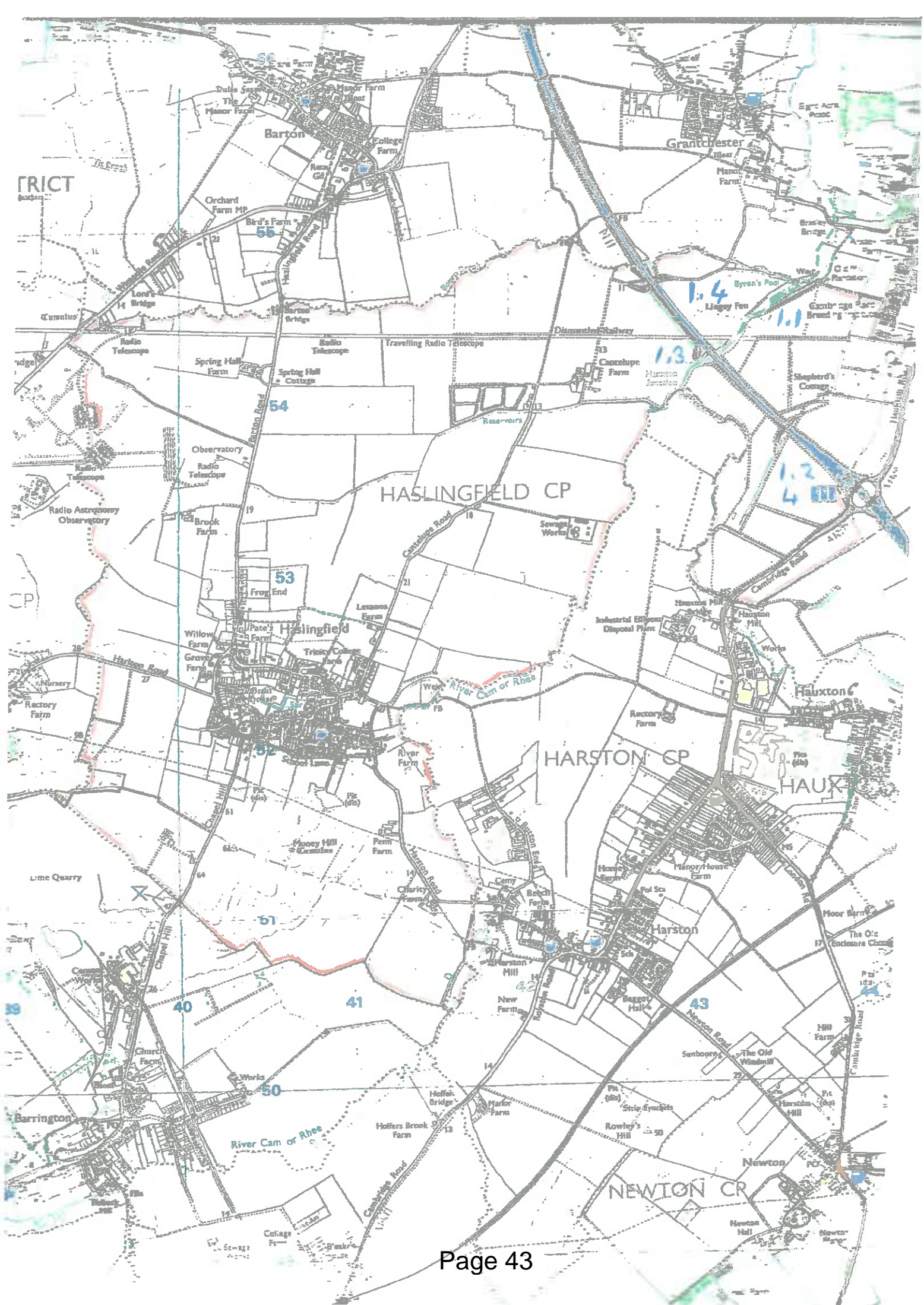
4. Hauxton Parish Council

We understand from informal discussions that Hauxton Parish Council wish to take over the land north east of the River and south west of the M11 Motorway presently in Haslingfield Parish. We would have no objection to this, subject to SCDC considering that the area north of the Motorway was sufficient for the new Trumpington Meadows entity and there being no other legal issues affecting Hauxtons' wishes.

Yours sincerely,



R E Branch
Chairman
Haslingfield Parish Council



TRICT

Barton

Grantchester

HASLINGFIELD CP

HARSTON CP

HAUXTON

NEWTON CR

Hauxton Parish Council

Chair
Mrs Jane Ward
01223 870930

Clerk
Mr John Hammond
01223 872680

Hauxton Parish Council
The Village Hall
Church Road
Hauxton
Cambridge
CB22 5HS

www.hauxton.net
e-mail: clerktohauxtonpc@gmail.com
e-mail accounts: rfo.hauxton@btinternet.com

31 May 2016

South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

For the attention of Clare Gibbons – Development Officer

Dear Clare

Community Governance Review of Haslingfield Parish

Further to your briefing to Hauxton Parish Council on 2 March the Council have considered this subject at our meetings on 6 April and 11 May. As a consequence of these discussions the Council have asked me to inform you of the following decisions:

1. Hauxton Parish Council wish to support Haslingfield PC in their proposal to reduce the size of their parish by transferring the part of their parish south east of the river Cam and north east of the M11 to a new Trumpington Meadows Community Governance unit.
2. Hauxton PC propose that the area of Haslingfield PC to the south east of the river Cam and south west of the M11, beside the A10 highway – shown in pink on the attached diagram – should become part of Hauxton Parish.

This would permit continuity of the parish beside the A10 up to the motorway, thereby allowing Hauxton PC to assess and advise on issues relating to the associated cycleway and traffic matters between Hauxton and junction 11.

This proposal has been discussed with the Chair of Haslingfield Parish Council and has his support.

3. There are no assets/residents in this area of transfer between the two parishes, so it is not anticipated that there would be any other implications on councillor representation or precept.

We trust that South Cambridgeshire DC recognises that this revised parish boundary between Hauxton and Haslingfield makes sense both from a geographical

viewpoint, using the M11 motorway as the north-eastern boundary for Hauxton, and from an administration viewpoint on issues relating to the A10 through road.

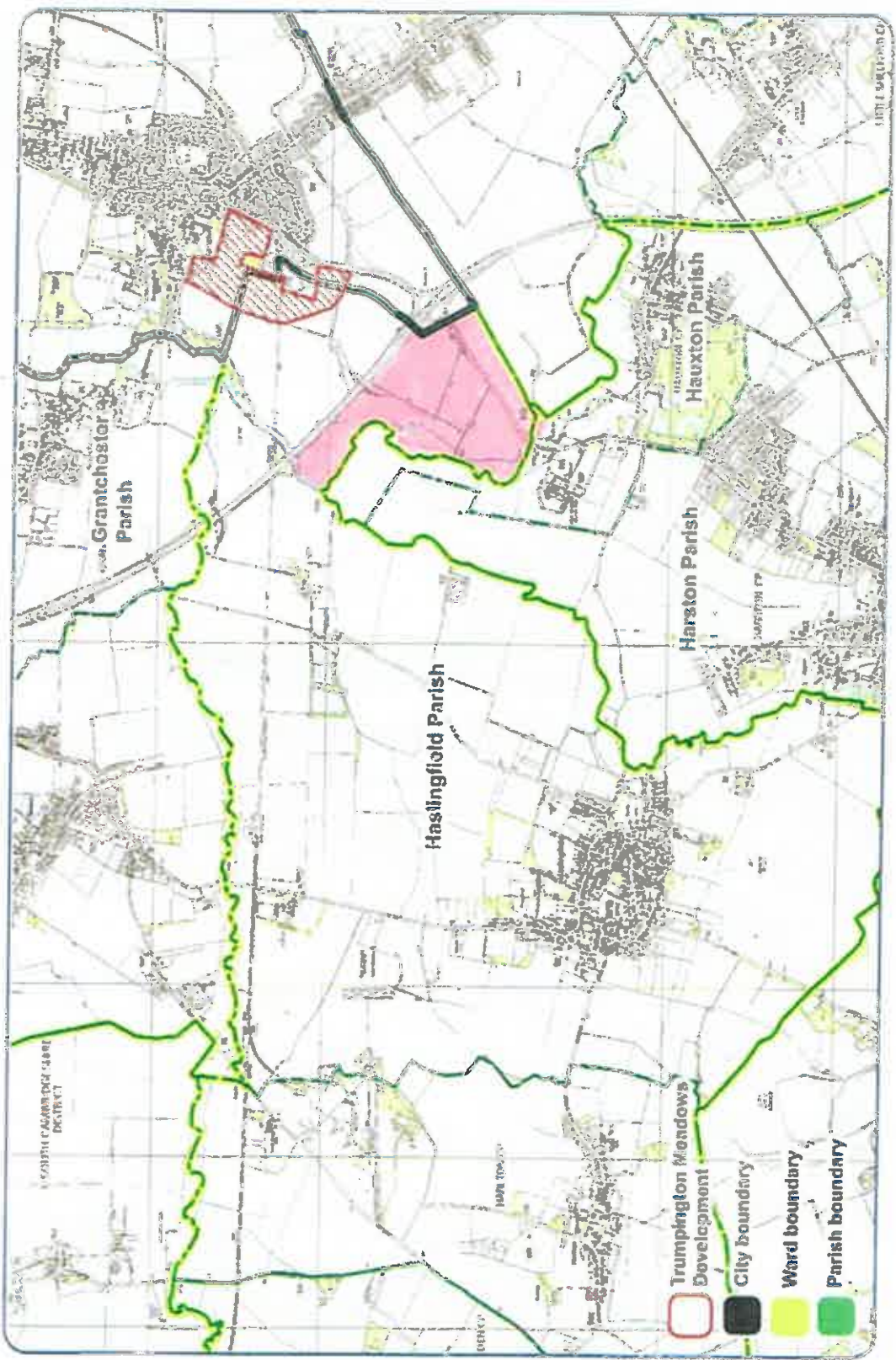
If you have any questions regarding this proposal please do not hesitate to contact myself or the Jane Ward, Chair of Hauxton PC.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Hammond', written over a horizontal line.

John Hammond
Clerk to Hauxton Parish Council

Annex A



2/C



South
Cambridgeshire
District Council

Community Governance Review of Haslingfield Parish



Submission Form

The community governance review for Haslingfield Parish aims to secure an arrangement which:-

- Reflects the identifies and interests of the community in that area
- Is effective and convenient
- Takes into account any other arrangements for the purpose of community representation or community engagement

It ought to result in arrangements which will bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services. Please refer to the Terms of Reference for the review, which were published 15 February 2016, copies of which can be found at Haslingfield Village Hall, Trumpington Meadows Primary School community reception and the district council's offices at South Cambridgeshire Hall, Cambourne or online:

www.scambs.gov.uk/content/community-governance-reviews

You may use the following as a guide to structure your submission or use the comments box.

- Should the existing parish boundaries be altered and/or a new parished area be created?

Yes, if Haslingfield Parish Council wish it

- If no new parish is to be formed, should the existing parish be warded? (A parish can be warded when the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient, or if it is desirable that any areas of the parish should be separately represented on the council) Yes No

- If the existing parish boundaries should be altered or a new parish created, where should the parish boundaries be and would these remain easily identifiable in the future?

(You can write a description here or else provide this information by drawing on the map on the back of this form)

We (Grantham Parish Council) are aware that it is suggested that the area known as Hengey Fen, currently in Haslingfield Parish, bounded by the M11 to the South and the river to the East, be moved into Grantham Parish (where it once was). We think this is geographically sensible and identifiable, and welcome it.

- If a new parish was created, then is a parish council the right choice for community governance? Yes No

- If not, should an alternative or intermediate arrangement be made, for example a parish meeting? (a parish council can only be created where there are 151 voters or more on the electoral role)

- If a new parish or equivalent was created would it be viable? (For example in financial terms or for practical considerations, such as would a sufficient number of people come forward as potential councillors?)

- If a new parish is created, should an alternative style be adopted, i.e. community council, neighbourhood council or village council? (the alternative styles have equivalent powers to that of a parish council)



Trumpington Residents' Association

Trumpington Pavilion, Paget Road, Trumpington, Cambridge CB2 9JF
13 June 2016

Community Governance review of Haslingfield Parish
TRA response to South Cambridgeshire District Council

1. Introduction

The Trumpington Residents' Association has discussed the Community Governance review of Haslingfield Parish at its members' and committee meetings and has the following response. We are grateful to Clare Gibbons for briefing us at our February members' meeting. We previously responded to the informal consultation on 28 February 2014.

2. Our perspective

The Trumpington Residents' Association is very supportive of the development of Trumpington within the approved areas of Clay Farm, Glebe Farm and Trumpington Meadows, most of which were released from the Green Belt in 2006. We are concerned that over 50% of the homes in the Trumpington Meadows development will be outside the City boundary and that residents in that part of the development will come under a different governance regime from other Trumpington residents.

We strongly believe that all the residents of Trumpington Meadows will feel that they are part of Trumpington and Cambridge. The Trumpington Meadows Primary School, local centre and most of the Country Park are in the District, yet are an integral part of Trumpington, while the residents who live in the District will be fully involved with all aspects of Trumpington life, such as attending Trumpington Community College and using its sports facilities, using Trumpington's community centres including The Clay Farm Centre and its library and health centre, belonging to youth groups, local churches, community groups, etc.

We hope that the District Council and the City Council will work together to ask the Boundary Commission to review the District/City boundary, with the aim of incorporating all of Trumpington Meadows within the City, which we strongly believe will be in the interest of its residents. Our response to the current review is underwritten by that vision.

3. Creating a new civil parish

As an outcome of the current review, we believe that a new civil parish should be created and that the boundary of the parish should be the existing area of Haslingfield parish to the east of the River Cam, from Hauxton Mill to the City boundary. This area was part of Trumpington parish until 1934. The parish had existed for 1000 years at that point, as described in the Victoria County History:

The ancient parish of Trumpington lay immediately south of Cambridge. Almost triangular in shape, before 1900 it covered 2,312 a. ... In 1912 the north-east corner of the parish, 497 a. including all the land north of the Long or Mill road, which runs due east from the Cambridge-Trumpington road to the Hills road, was transferred to the city of Cambridge. In 1934 most of the rest of Trumpington parish, including the whole of the village, was incorporated in the city; 382 a. in the south-west, virtually uninhabited, were transferred to the adjoining parish of Haslingfield. From: 'Parishes: Trumpington', A History of the County of Cambridge and the Isle of Ely: Volume 8 (1982), pp. 248-267. <http://www.british-history.ac.uk/report.aspx?compid=66760>.

We believe that establishing this area as a separate parish has a number of strengths: the historic context; it is a natural geographic unit; and it includes the residential area and also the Country Park. Furthermore, if the District and City do agree to pursue a revised boundary, the whole parish could be incorporated within the City, returning the boundary to its 1934 limit, and avoiding the need for a further restructuring of part of the parish.

4. Parish name

Our suggestion for the parish name is 'South Trumpington'.

We do not think 'Trumpington Meadows' is an appropriate choice for the name. The term has no historic context and was applied by the current developers when they took on the land. Given that nearly 50% of the homes in the Trumpington Meadows development will be within the City and not in the new parish, this name would be confusing.

5. Electoral arrangements

No comments.

6. District/City boundary

We reiterate that we appeal to the District Council and the City Council to work together to ask the Boundary Commission to undertake a review of the District/City boundary, with the aim of incorporating all of the Trumpington Meadows development and the new parish within the City. We do not believe that a separate parish incorporating over 50% of the homes on Trumpington Meadows is a viable long-term solution in the interest of residents and community development.

Trumpington Residents' Association

TO S. CAMBS DISTRICT COUNCIL FROM RESIDENTS OF TRUMPINGTON MEADOWS

DATE APRIL 2016

RE: REVIEW FOR HASLINGFIELD PARISH – COMMUNITY GOVERNANCE

The local briefings and meetings given by Clare Gibbons (s.cambs development officer) has reached only a few of the Trumpington Meadows (TM) residents .This is because only a few TM residents attended the relevant Trumpington Residents Association (TRA) Meeting and the Southern Fringe Forum .The majority of the current Trumpington Meadows residents are unaware of the proposed new Parish of Trumpington Meadows . More than half of the residents of this development have yet to move here and many will not even have made the decision to move to Trumpington Meadows . Therefore , the proposed change to create a new Parish is most undemocratic given the timescale for decisions this year .The TRA may well favour this proposal but none of the committee , who will submit their response , actually live in Trumpington Meadows. However , we residents of Trumpington Meadows are strongly against the proposal .

We can understand that Haslingfield , which is a long standing village community , does not want to be linked with part of a brand new development on the other side of the M11 . However , Trumpington Meadows does not want to be divided into 3 parts by the city/ county boundary so that it goes from city to county and then back to city again as one moves from north to south through the development .This is a nonsense .This will not bring about 'improved community engagement' in Trumpington Meadows or 'better local democracy ' and will result in the ineffective and inconvenient delivery of local services .The Trumpington Meadows community will be ill served by the proposed new parish which only covers part of this development .

In the local briefings and meetings , we have been told that the city / county boundary cannot be changed . This boundary has not been fixed in stone . The Trumpington boundary used to be at Hauxton Mill on the south side of the M11 , until it was moved to its current position in the 1930s .This boundary was discussed as recently as 4 years ago but no changes were made .Apparently , there are other anomalies eg at Orchard park , north of the city near the A14 . In view of all the development going on around the fringes of Cambridge city , a review of the city / county boundary is overdue .

Trumpington Meadows development should either be wholly in s. Cambs or Cambridge city .Then this development can exist as a 'natural settlement pattern' .This cannot happen unless the city /county boundary is changed .Therefore , we strongly urge that the decision about the new Trumpington Meadows Parish be postponed until such time as the city /county boundary can be discussed and moved to a more logical place . Such a postponement would also enable more residents of Trumpington Meadows to engage in a democratic decision as more people would be living here .The current proposal is similar to the devolution of East Anglia which is being forced onto Cambridge city and Cambridgeshire and is not popular with councillors .

The most obvious city /s.cambs boundary in Trumpington would be the M11 , as it is for the new enlarged Grantchester parish .Alternatively , the boundary could be moved to its original Hauxton Mill boundary (pre 1930s) so that all of the Trumpington Meadows country park (north and south of the M11) would be kept with the TM housing development . Either way, all of Trumpington Meadows development could be included in the Trumpington ward in the city and a new parish would not be required . This would save s.cambs the extra expense of setting up and maintaining a new parish . Once the new parish is established , it would be impossible to undo .This money saving is a good point when s.cambs is having to make cuts of £48million in their expenditure and are cutting basic services like street lighting at night .The recent night street lighting cuts have highlighted how absurd the boundaries are around Cambridge according to Cllr Tim Bick (Lim Dem leader in Cambridge City) .

Having all of Trumpington Meadows in the city ward would also mean extra electors in the Trumpington ward so that it would not have to merge with Queen Edith ward which has been another undesirable recent change .

We sincerely hope that our suggestion for a postponement of the decision for a new Trumpington Meadows parish , until the boundaries can be made more logical ,will be heeded .Such a delay will also mean more residents on Trumpington Meadows will be able to exercise their democratic right in this matter .

The following Trumpington Meadows residents support the contents of this letter:

Linda Frost.

Liz Reid.

Wendy Jones

Jane Minton

Phil Evans

CA Evans

J Bennett

Kiera Harris

RW Howard

Christy Rowland

Rosemary Kemme

Catherine Rowland

Christie Dyson

Anketa Churho

Phil Rushmore

Kate Meadows

Paul Smith

Nicola Smith

Sheila Davidson

Heidi Allen MP.

Neal Carter

VICTORIA HANDLEY

James Riley

TO S. CAMBS DISTRICT COUNCIL FROM RESIDENTS OF TRUMPINGTON MEADOWS

DATE APRIL 2016

RE: REVIEW FOR HASLINGFIELD PARISH - COMMUNITY GOVERNANCE

The local briefings and meetings given by Clare Gibbons (S. Cambs development officer) have reached only a few of the Trumpington Meadows (TM) residents. This is because only a few TM residents attended the relevant Trumpington Residents Association (TRA) Meeting and the Southern Fringe Forum. The majority of the current Trumpington Meadows residents are unaware of the proposed new Parish of Trumpington Meadows. More than half of the residents of this development have yet to move here and many will not even have made the decision to move to Trumpington Meadows. Therefore, the proposed change to create a new Parish is most undemocratic given the timescale for decisions this year. The TRA may well favour this proposal but none of the committee, who will submit their response, actually lives in Trumpington Meadows. However, we residents of Trumpington Meadows are strongly against the proposal.

We can understand that Haslingfield, which is a long standing village community, does not want to be linked with part of a brand new development on the other side of the M11. However, Trumpington Meadows does not want to be divided into 3 parts by the city/county boundary so that it goes from city to county and then back to city again as one moves from north to south through the development. This is a nonsense. This will not bring about 'improved community engagement' in Trumpington Meadows or 'better local democracy' and will result in the ineffective and inconvenient delivery of local services. The Trumpington Meadows community will be ill served by the proposed new parish which only covers part of this development.

In the local briefings and meetings, we have been told that the city / county boundary cannot be changed. This boundary has not been fixed in stone. The Trumpington boundary used to be at Hauxton Mill on the south side of the M11, until it was moved to its current position in the 1930s. This boundary was discussed as recently as four years ago but no changes were made. Apparently, there are other anomalies e.g. at Orchard park, north of the city near the A14. In view of all the development going on around the fringes of Cambridge city, a review of the city / county boundary is overdue.




Trumpington Meadows development should either be wholly in S. Cambs or Cambridge city. Then this development can exist as a 'natural settlement pattern'. This cannot happen unless the city / county boundary is changed. Therefore, we strongly urge that the decision about the new Trumpington Meadows Parish be postponed until such time as the city / county boundary can be discussed and moved to a more logical place. Such a postponement would also enable more residents of Trumpington Meadows to engage in a democratic decision as more people would be living here. The current proposal is similar to the devolution of East Anglia which is being forced onto Cambridge city and Cambridgeshire and is not popular with councillors.

The most obvious city /S. Cambs boundary in Trumpington would be the M11, as it is for the new enlarged Grantchester parish. Alternatively, the boundary could be moved to its original Hauxton Mill boundary (pre 1930s), so that all of the Trumpington Meadows country park (north and south of the M11) would be kept with the TM housing development. Either way, all of Trumpington Meadows development could be included in the Trumpington ward in the city and a new parish would not be required. This would save S.Cambs the extra expense of setting up and maintaining a new parish. Once the new parish is established, it would be impossible to undo. This money saving is a good point when S. Cambs is having to make cuts of £48million in their expenditure and are cutting basic services like street lighting at night .The recent night street lighting cuts have highlighted how absurd the boundaries are around Cambridge according to Cllr Tim Bick (Lib Dem leader in Cambridge City).

Having all of Trumpington Meadows in the city ward would also mean extra electors in the Trumpington ward so that it would not have to merge with Queen Edith ward which has been another undesirable recent change.

We sincerely hope that our suggestion for a postponement of the decision for a new Trumpington Meadows parish, until the boundaries can be made more logical, will be heeded. Such a delay will also mean more residents on Trumpington Meadows will be able to exercise their democratic right in this matter.

The following Trumpington Meadows residents support the contents of this letter:

 MP
 (Tim Bick)
 M. RALPH

Agenda Item 7



South
Cambridgeshire
District Council

Report To: Civic Affairs Committee

28 July 2016

Lead Officer: Sustainable Communities and Partnerships Manager

Parish Boundary between Willingham and Over

Purpose

1. On 12 January 2016, the Committee deferred this item which relates to a request from a resident to formally review the parish boundary between Over and Willingham.
2. The Committee asked for more information from each of the parish councils involved as to their views on the matter.
3. This is not a key decision.

Recommendations

4. No officer recommendation is made.
5. The Committee could decide to:
 - (a) **Accept the proposal** and ask officers to schedule a Community Governance Review for the area, timings subject to officer capacity
 - (b) **Refuse the proposal**

Background

6. A letter from a resident has been received by the Council asking for the parish boundary between Willingham and Over to be changed. The resident runs a business which is in Over parish, but is geographically much closer to the village centre of Willingham. The letter can be viewed at Appendix 1. The resident has also supplied a map of the existing boundary between the villages and two separate proposals for where a new boundary could run.
7. The resident lays out several arguments for reconsidering the boundary, including:
 - (a) Distance to village centre – the resident's business property is significantly closer to the Willingham village centre than the Over village centre
 - (b) Support and attitude from the relevant Parish Councils
 - (c) Support for proposals from neighbour properties
8. In addition, the resident has also supplied a list of people and businesses that support his proposal – for clarity these have not been verified. He has also supplied a copy of a letter from Willingham Parish Council sent to this Council in 2011 requesting consideration of the boundary at that time.
9. Since the letter was received by the Council, several letters of support have also been received. These are also appended to the report.
10. When this item was deferred from the January 2016 meeting of Civic Affairs Committee, the Chair requested further information be sought from the parishes

involved. The responses of the two parishes are attached. Willingham Parish Council support a review and Over Parish Council do not.

11. Since the January meeting, the resident has also been gaining support by way of a Community Governance Petition. Legislation requires that a petitioner gets signatures from 7.5% of the electorate of the "area" (in this case, the parishes of Willingham and Over). As at the July register, this is 414 names. Should the resident achieve the necessary number of signatures, then the Council will be obliged to carry out the review. Currently the resident has procured 380 valid signatures. He believes that he may meet the threshold to require a review by the time of the meeting.
12. In the interest of transparency, the resident has also provided copies of letters of support and of opposition to a review.

Considerations

13. In response to the letter from Willingham Parish Council in 2011, this matter was considered by the Council's Electoral Arrangements Committee on 21 November, 2011. Minutes from that meeting can be viewed here:

<http://moderngov/ieListMeetings.aspx?CId=412&Year=2011>

At that time, the Electoral Arrangements Committee declined the request of the Parish Council to initiate a Community Governance Review (CGR) to look at the Boundary.

14. If the Committee were to look favourably upon this request, it would require a full Community Governance Review to be undertaken. This would have to be scheduled into the workload of relevant officers as this piece of work has been unplanned. A decision to move forward with a CGR will see terms of reference bought to a future meeting of this Committee.
15. The Committee is not obliged to grant this request, but it must consider the interests of the area and local community identities.
16. Current proposals from the Local Government Boundary Commission for England (LGBCE) are likely to see the parishes of Willingham and Over placed into different electoral divisions. SCDC may change the parish boundary after a CGR, but does not have the power to change county or district boundaries. Any anomalies caused by a change to parish boundaries would require SCDC to pursue re-alignment of those boundaries by application to the LGBCE.
17. The LGBCE's initial proposals for new district boundaries retain the two villages in the same ward, but if this changes in the final proposals, similar re-alignment may be necessary at ward level as well.

Options

18. The options are listed in paragraphs 4 and 5.

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. The Council will have to bear the cost of running a CGR.

- Legal**
21. When started, CGRs must be completed within a year.

- Staffing**
22. Should a CGR be initiated there will be considerable cost in staffing time. Any CGR will need to be programmed in to fit with future work commitments.

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.

Guidance on CGRs:

<https://www.gov.uk/government/publications/community-governance-reviews-guidance>

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

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Andrew

KP 2198 5939 7GB SIGNED FOR
[Barcode]

MR B A Papworth
Highgate Country Store
Highgate Farm
Over Road
Willingham
CB24 5EU

[Redacted] (work)
[Redacted] (home)

Mrs J Hunter, Chief Executive
South Cambridgeshire District Council
South Cambridge Hall
Cambourne Business Park
Cambourne
Cambs
CB236EA

CC Chairman Willingham Parish Council

30th October 2015

RECEIVED SCDC
2 - NOV 2015
POST ROOM

Dear Mrs Hunter

RE: Boundary between Willingham and Over

I am the Owner of Highgate Country Business Park and I understand that South Cambridgeshire District Council will soon be reviewing and condensing their County Boundaries.

Thus may be the ideal opportunity for SCDC to also review the Boundary between Willingham and Over.

Highgate Country Business Park is, as you will be aware, only 2 yards from Willingham and 2 miles from Over however I and most of my neighbours feel that we receive very little support at all from Over Parish Council. In fact, in the past, I have had somewhat negative attitude from the Parish Council for example being told that Over Village did not need any more Commercial Development as Norman Way Industrial Park was adequate.

We have just under 100 local people working at Highgate Farm within the 20 small Business and they in turn support the other businesses in Willingham Village such as various shops, the post office etc, something which Over cannot and does not compare with, thus creating a better Village community which I definitely believe is what should be done to maintain Village life rather than it becoming dormant.

I understand that I do have full support for this request from my neighbours with regard to the adjustment of the Boundary lines as it appears, from various conversations, that they also have experienced issues with Over Parish Council's negativity and therefore attached their contact information should you wish to approach them for clarification.

I have also enclosed a copy of the letter which was sent to you on the 11th October 2011 from Willingham Parish Council.

I am fully aware that Boundary lines have to follow a Natural Course and believe the most natural one is the water course West of Highgate Farm which runs from Longstanton to Dockerel Brook or another option could be between the west of Coldharbour Farm and Bungalow Farm.

I and of course my neighbours, hope that you and your Committee will look into this as a matter of importance and hope for an outcome in our favour.

Please do not hesitate to contact me should you wish to discuss this matter further.

With Kind regards

Yours sincerely

A large, irregular black redaction mark covering the signature area.

B A Papworth

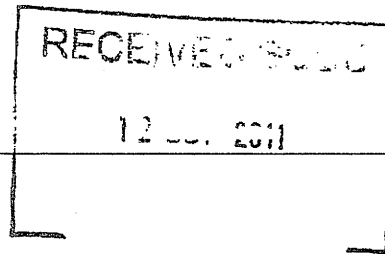


WILLINGHAM PARISH COUNCIL



11 October 2011

Mrs J Hunter
Chief Executive
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
CAMBOURNE
Cambs CB23 6EA



Dear Mrs Hunter

Re: Boundary between Willingham and Over

I write to you as the Chairman of Willingham Parish Council to ask that SCDC undertake a local governance review with respect to the boundary between Willingham and Over Parishes.

The Parish boundary between Over and Willingham is offset towards the built up area of the Willingham Parish. The boundary is but a few hundred metres from the main development of Willingham but several km from Over. This means that the residents of Over can have a disproportionate impact on the governance of the Willingham Parish and conversely some Over residents lack representation in areas that can significantly impact on their wellbeing. This has been illustrated in recent times by discussions on the development of the Alwyn Caravan Site and the Highgate business park. Both developments adjoin the developed area of Willingham and even have Willingham postal addresses and yet decisions as to their future lie with Over some 2 km away. This has frustrated the residents of Willingham who see the development of these two areas as significant to their village and yet they have no voice in regard to the two areas.

We recognise that this matter has been considered before but because the Parish of Over did not want a review the matter was taken no further. Since then there has been significant development in the Over parish adjacent to Willingham. We think democracy and natural justice would be best served by a review.

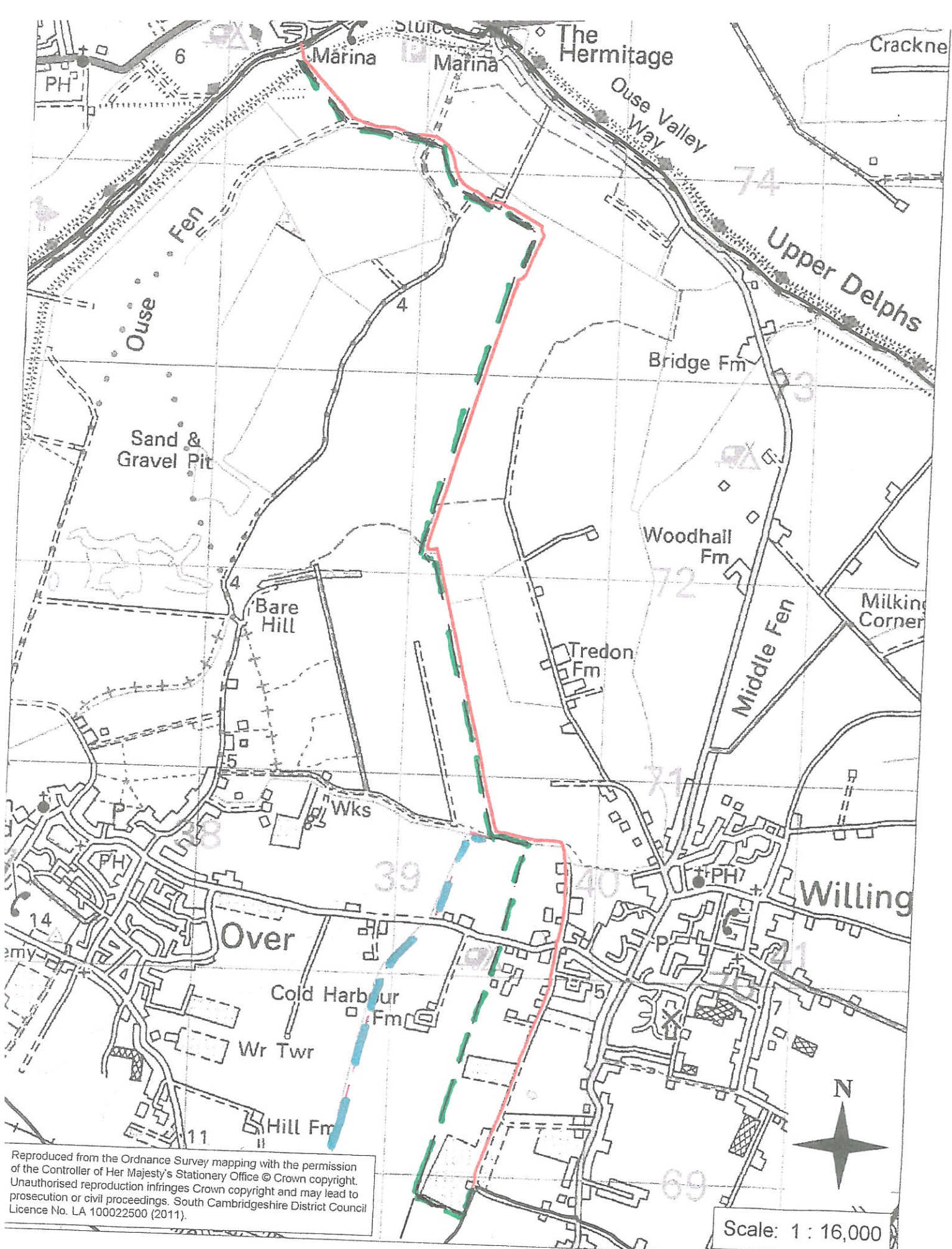
Yours sincerely

Councillor Andrew Cook
Copies to Councillors Manning, Corney and Burling

Parish Council Office, Ploughman Hall, West Fen Road, Willingham, Cambridge CB24 5UX
Telephone: 01954 261027
E mail: email@willinghampc.org.uk
www.willingham-pc.org.uk

List of land / Property Owners and Tenants affected by this requested boundary change and stating their full support for being part of the Willingham Parish.



Mr & Mrs R Manning	[REDACTED]
Mr James Manning	[REDACTED]
Mr Colin Dodd	[REDACTED]
Mr David Holland	[REDACTED]
Mr D Kerly	Kerly & Co Nurseries [REDACTED]
Mr S Jarvis	[REDACTED]
Mrs B Moat	[REDACTED]
Mr & Mrs J Easy	[REDACTED]
Mr David Flack	Flack & Co [REDACTED]
Mr G Pryke	[REDACTED]
Mr & Mrs P Pickering	[REDACTED]
Mr P Papworth	[REDACTED]
Miss S Papworth, The Lodge, Mere way	[REDACTED]
Mr J Wright, The Lodge, Mere way	[REDACTED]
Mr A Granger, Mere way	[REDACTED]
Bridget Scott	The Works Hair & Beauty, Unit 1a Highgate [REDACTED]
G Stubbings,	Wil Fast Unit 1B Highgate [REDACTED]
Julie Saunders	Sew & Sew Unit 1c Highgate [REDACTED]
Mr D Tipple	Unit 2c Highgate 01 [REDACTED]
Mr N Marsh	Unit 2 D,E,F Highgate [REDACTED]
Mr R Bliss	Pristine Foods, Unit 3 Highgate 0 [REDACTED]
Mr J Hardingham	Cambridge Joinery unit 4,5,6,7,8,9,10 [REDACTED]
Mrs M Chadwick	Chadwick Export, unit 8 Highgate, [REDACTED]
Mrs C Few	[REDACTED]
Mrs L Warner	Cambs Property Bureau Unit 9, 0 [REDACTED]
Mr C Vallentine	V.W Technics, Unit 10 Highgate [REDACTED]
Mr T Clarke	High Precision Highgate [REDACTED]
Mr & Mrs J Chadwick	Bungalow, Mereway [REDACTED]
Mr & Mrs R Webb	Far View Farm





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Scale: 1 : 16,000

Over - Willingham Parish Boundary

-  Parish Boundaries
-  Over-Willingham Boundary



Page 69  1ST SUGGESTED BOUNDARY
 2ND

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122 Rampton Road
Willingham
Cambridge
CB24 5JF

30.10.15

Mrs J Hunter, Chief Executive
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

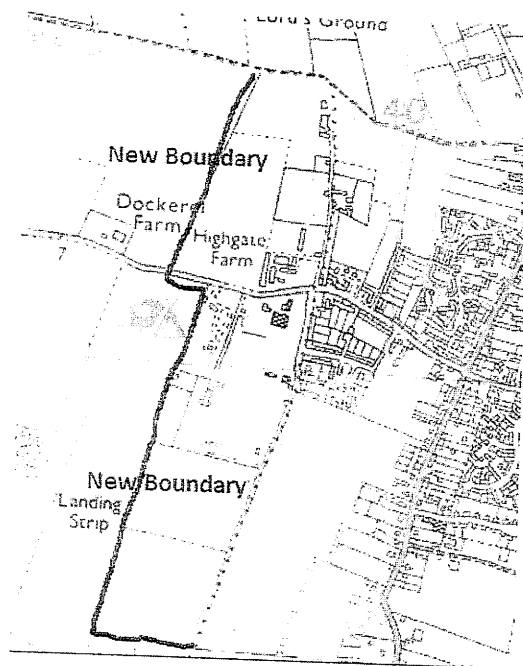
Dear Mrs Hunter

RE: Parish Boundary between Willingham and Over

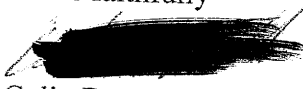
I am the joint owner of land and buildings on the Over side of Hayden Way, Willingham. This parcel of land although it has access from and is very close to Willingham, is actually in Over Parish. The village of Willingham has gradually "overflowed" on its western edge into Over Parish.


The existing Cambridgeshire Local Government Divisions place Over and Willingham together. I understand from the published draft Divisions that Willingham may be more closely linked with Rampton and Cottenham in the future.

I would make sense to move the Willingham Parish Boundary, to include all those parcels of land and buildings that are accessed from Hayden Way and those on Over Road Willingham. The Parish Boundary would need to be re-defined as detailed in the map below.



Yours faithfully


Colin Dodd



Alan and Carole Jakes
4 Over Mereway
Willingham
Cambridge
CB24 5AE

27 November 2015

Mrs J Hunter
South Cambs. District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Dear Mrs Hunter

Boundary between Willingham and Over

We are writing in support of Mr Barry Papworth's request to consider the adjustment of the boundary lines between Over and Willingham, as laid out in his letter to you of 30 October 2015.

Although we live on the Willingham side of the existing border, we agree that a realignment of the borders seems a sensible and appropriate proposition which would complement the unity of Willingham village.

Yours sincerely

Alan and Carole Jakes

Cc Chairman, Willingham Parish Council (email)
and Mr B Papworth

Francis Andrew


From: Clerk <email@willinghampc.org.uk>
Sent: 03 December 2015 11:57
To: Francis Andrew
Cc: overparishclerk@hotmail.co.uk
Subject: Boundary between Willingham and Over

Dear Andrew

Further to your recent letter to Mr B Papworth of Highgate Country Store regarding the above. This matter was discussed at the Parish Council meeting held on the 2nd December 2015 and the Council have asked that I write to you to confirm that Willingham Parish Council are in complete support of the proposal by Mr Papworth to move the boundary as suggested.

Kind regards

Mandy Powell
Clerk
Willingham Parish Council



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Francis Andrew

From: Linda Poulter <overparishclerk@hotmail.co.uk>
Sent: 13 December 2015 12:49
To: Francis Andrew
Subject: Boundary between Over and Willingham

Dear Andrew

We have recently received representations from Mr Papworth at Highgate Farm, Over. He has written to us asking us to consider, as part of the proposed boundary review, supporting his campaign to re-site the boundary between Over and Willingham in order to incorporate Highgate into Willingham Parish.

This matter was discussed at our recent meeting and our understanding is that the electoral review is merely to look at the re-structuring of the District Council wards not the physical boundaries. However we did discuss the issue of the physical boundary and agreed that we would not support any change to our existing boundaries.

Kind regards

Linda Poulter
Clerk-Over Parish Council

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Subject: Boundary between Over and Willingham

From: Linda Poulter [mailto:overparishclerk@hotmail.co.uk]
Sent: 26 February 2016 09:12
To: Francis Andrew <Andrew.Francis@scambs.gov.uk>
Subject: RE: Boundary between Over and Willingham

Andrew

Our main thoughts on this issue are:

1. It's a historic boundary.

In the Victoria History of the County of Cambridge and the Isle of Ely Vol IX:

The "**Over**" entry states on p339:

"In the eastern side only the northern part of the Willingham boundary was defined by 1575, more than 1000 a. of fens being intercommoned by the two parishes until partition in c.1618. The south east boundary partly follows tracks called c.1600 the mere way and the baulk or procession way".

"In 1575 the north part of the parish comprised meres and fens, which were mostly flooded in winter. One cause was the fluctuating extent of the meres, until the early 17th century indifferently named Over mere and Willingham mere. After the parish boundary was fixed the area permanently under water was in Willingham."

The "**Willingham**" entry states on p398:

"The greater part of the western boundary was determined c.1618 when fen pastures intercommoned by Willingham and Over were partitioned by a ditch 12ft wide."

Over Parish Council has recognised the significance of the date of 1618, which is 398 years ago. It has already commissioned work to assess the appetite within the village for a celebration of the impending 400th Anniversary of the boundary's determination and to suggest what form such a celebration might take. It would appear that the c.1600 mereway is reflected in the name "Over Mereway" which lies on the current parish boundary, presumably following the line of the old mereway. This is the precise part of the boundary that Willingham is seeking to move.

2. Villages within their parishes

Villages don't have to be situated in the geometric centre of the parish - indeed both Willingham and Over villages lie to the western side of their parish boundaries.

The Victoria History says that in the Middle Ages Over was significantly larger than Willingham - in 1377 the poll tax was paid by 378 people in Over and 287 in Willingham. By the 1560s Over was the largest village in Cambridgeshire outside the Isle of Ely. Willingham overtook Over in the 1700s and has continued to grow at a faster rate.

In the 1500s Willingham's houses only reached as far south as what is now the Over Road, and there was little development beyond the western edge of the High Street. In recent times Willingham has extended its western development right up to the Over boundary, but that doesn't give any weight to its desire to enclose some of Over's green space within its western borders. The village could have expanded towards the east and remained more central within its own parish boundary, but that is not what happened.

Residents sometimes don't like their existing street names, but they usually get short shrift from the District Council if they want them changed. Although street names have sometimes changed over the years, most have historic significance and such capricious change is rightly resisted. Apparently some businesses on the Highgate estate don't like the fact that it lies within Over's historic boundary and would prefer it to lie within Willingham, but the reason

offered - that Over Parish Council has not paid them sufficient attention over the years - is hardly likely to enlist our support!

It's hard to escape the fact that this is just the hand that history has dealt them, and they should come to terms with that and make the best of it. It would be justifiable for Over Parish Council to point out that Highgate businesses have made little attempt to develop their links with Over, preferring to brood upon the fact that they are located closer to Willingham village than to Over village. Sadly or gladly, that's just the way it is!

During our investigations into the history of this issue we did note that the boundary was created in 1618 and we are looking at ways of marking the 400th anniversary of this within the village. At this point in time we are not looking to instigate a petition but this is something we may re-visit at a later stage.

Kind regards

Linda



WILLINGHAM PARISH COUNCIL

Parish Council Office
Ploughman Hall
West Fen Road
Willingham
Cambridge CB24 5LP

Tel: 01954 261027

Email: email@willinghampc.org.uk

23 February 2016

Mr A Francis
Electoral Services Manager
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridge CB23 6EA

Dear Andrew


RE: Willingham/Over Boundary

Further to your recent email regarding the above, please find below the reasons for Willingham Parish Council's support of the boundary review.

1. The historic boundary dates back several hundred years and bears no relationship to the development that has taken place since then or the current reality.
2. There are a significant number of homes and businesses to the west of the existing boundary that appear to be clearly part of Willingham. *This area* joins onto Willingham and is separated from the centre of Over by approximately one mile of open countryside.
3. The current boundary is not conducive to good governance. Residential and business properties just to the west of the boundary are technically in Over, so while they serve and are served by Willingham they have no involvement in decisions affecting them.
4. The residents and businesses in *this area* regard themselves as belonging to Willingham. They use Willingham as their address and Willingham as their first port of call for goods and services.
5. Recent consultations indicate a strong preference from the majority of residents and businesses in *this area* to be formally recognised as belonging to Willingham.
6. Whilst there seems to be a strong logical case to formally review the existing boundary the counter arguments appear rather subjective.
7. Willingham Parish Council does not wish to seem difficult on this issue but does strongly believe that it should be resolved by an objective and independent review.

Map showing the current boundary and close proximity of area mentioned above to the centre of the village is attached.

Yours sincerely


Mandy Powell
Parish Clerk

Enc:

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Agenda Item 9



South
Cambridgeshire
District Council

Report To: Civic Affairs Committee
Lead Officer: Executive Director (Corporate Services)

28 July 2016

Update on Code of Conduct complaints

Purpose

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

Recommendations

2. That the update be noted.

Considerations

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

Ref. No.	District/Parish Council	Allegation/complaint	outcome
49226/51	SCDC	Bullying and intimidation towards another District Councillor	The investigation into this complaint is ongoing
9893	Longstanton	That a member of the parish council wrote to all electors in the Parish to persuade them to vote in a particular way in the forthcoming election. There was also reference to Parish Council finances and to audit reports	No further action in terms of the Code of Conduct. However the complainant has been advised to go to relevant authorities if it is still believed a wrongdoing under election law or any other jurisdiction has occurred
9637	Linton	An allegation that a Parish Councillor was involved in an attempt to skew the workings of a grievance committee convened to hear grievances by Council employees against their employer Parish Council	No further action Grievances are employer/employee processes and cannot be used as a kind of unofficial standards committee to hear allegations against individual councillors

9892	Melbourn	Member of the public complained that a “secret approach” had been made by the Chairman of the Community Hub to find out what had happened in staff meetings	No further action The duties of openness and transparency to be drawn to the Councillor in question, which is being dealt with. Public interest is not served by any formal investigation
10032	Melbourn	An allegation that a parish councillor remained at a meeting of the Parish Council when he should, according to the complainant, have left however insubstantial information was provided	No further action Insufficient information given to substantiate any potential breach of the Code of Conduct
9092	SCDC	Two allegations; 1. Verbal attack on another Councillor 2. Failure to declare an interest re: family connection	1. No details were provided and therefore no further action 2. The Deputy Monitoring Officer to clarify further
	SCDC	Allegation of disrespect by a member of staff	Decision is about to be issued
10105	SCDC	An allegation of a breach of the Code of Conduct and allegation of slander	No further action

Implications

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

Background Papers

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

Report Author: Graham Watts – Deputy Monitoring Officer
Telephone: (01954) 713030