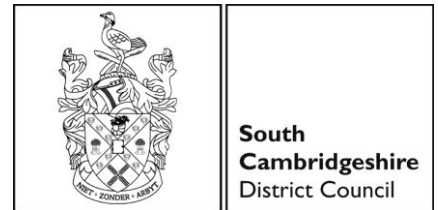


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14 June 2017

To: Chairman – Councillor David McCraith  
Vice-Chairman – Councillor Charles Nightingale  
Members of the Civic Affairs Committee – Councillors Brian Burling,  
Nigel Cathcart, Jose Hales, Janet Lockwood, Ray Manning, Deborah Roberts,  
Bridget Smith, Peter Topping, Bunty Waters and Nick Wright

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 22 JUNE 2017 at 10.00 a.m.**

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

Yours faithfully

**Alex Colyer**

Interim Chief Executive

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

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## AGENDA

## PAGES

### PROCEDURAL ITEMS

- 1. Apologies for Absence**  
To receive Apologies for Absence from Committee members.
- 4. Declarations of Interest**
- 3. Minutes of Previous Meeting**  
To authorise the Chairman to sign the Minutes of the meeting held on 23 March 2017 as a correct record.

1 - 4

### RECOMMENDATION TO COUNCIL

- 4. Proposed Planning Committee Adjourned Decision Protocol (report to follow)**

To consider introducing an Adjourned Decision Protocol that would be followed if the Planning Committee is minded to approve or refuse a major or significant planning application contrary to the advice of officers.

#### **DECISION ITEMS**

- |           |  |                |
|-----------|--|----------------|
| <b>5.</b> | <b>Willingham and Over Parish Boundary Review</b>    | <b>5 - 42</b>  |
| <b>6.</b> | <b>Community Governance Review: Cambourne Parish</b> | <b>43 - 62</b> |

#### **INFORMATION ITEMS**

- |           |                                      |                |
|-----------|--------------------------------------|----------------|
| <b>7.</b> | <b>Code of Conduct Update Report</b> | <b>63 - 66</b> |
|-----------|--------------------------------------|----------------|

#### **STANDING ITEMS**

- 8. Date of Next Meeting**  
The next meeting is scheduled for 28 September at 10am in the Swansley Room.

#### **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](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

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

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

#### **First Aid**

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

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

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

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

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

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

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

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

#### **Disturbance by Public**

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

#### **Smoking**

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

#### **Food and Drink**

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

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on  
Thursday, 23 March 2017 at 10.00 a.m.

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

Councillors: Nigel Cathcart  
Janet Lockwood  
Bridget Smith

Simon Crocker  
David McCraith  
Bunty Waters

Officers: Patrick Adams  
Gemma Barron  
Jason Clarke  
Andrew Francis  
Rory McKenna

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

Councillors Ray Manning were in attendance, by invitation.

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors David Bard and Deborah Roberts who were attending an Emergency Planning Committee meeting.

### 2. DECLARATIONS OF INTEREST

Councillor Simon Crocker declared a non-pecuniary interest in agenda item 4 “Community Governance Review of Caxton, Elsworth and Cambourne Parishes”, as the Chairman of Cambourne Parish Council and author of the document “Cambourne West Governance”, included as an appendix to the report. He spoke on behalf of Cambourne Parish Council and answered questions from Committee members, but he did not participate in the debate and he did not vote.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 9 December 2016 were agreed as a correct record.

### 4. COMMUNITY GOVERNANCE REVIEW OF CAXTON, ELSWORTH AND CAMBOURNE PARISHES

The Development Officer presented this report which invited the Committee to agree terms of reference for undertaking a formal Community Governance Review of the parish boundaries between Caxton, Elsworth and Cambourne.

#### **Anomaly with ward boundaries**

The Electoral Services Manager explained that whilst the Council could alter the parish council boundaries the agreement of the Boundary Commission was required to amend the ward boundaries. This meant that if, at the end of the consultation period, it was agreed to move the parish boundary to include Cambourne West in Cambourne, its residents would vote for and be represented by those District Councillors in the Caxton and Papworth ward whilst being Cambourne parishioners. This anomaly would exist until the Boundary Commission agreed to alter the ward boundary to include Cambourne West in the Cambourne ward.

**A future review of ward boundaries**

Concern was expressed that the development at Cambourne could trigger another review of ward boundaries. However, it was noted that new developments elsewhere in the District could also trigger a review and the electorate figures for Cambourne in May 2018 were well below the average District figure, indicating that there was room for growth.

**Cambourne parish**

It was noted that the Community Governance Review could consider creating a separate parish for Cambourne West, although it was unclear if there was any support for this option.

The Civic Affairs Committee unanimously

**AGREED**

- A) The draft terms of reference as detailed in Appendix A of the report; and
- B) The indicative timetable for the review as detailed in paragraph 2.5 of Appendix A of the report.

**5. REVIEW OF STANDING ORDERS - QUESTIONS AT COUNCIL MEETINGS**

The Senior Democratic Services Officer introduced this report, which invited the Committee to make a recommendation to Council on whether members should be able to continue to ask questions at Council without notice within a maximum period of 30 minutes.

The Committee supported the current arrangements because:

- it allowed councillors to ask questions on events that had occurred after the agenda had been published
- it was working well as councillors tended to get responses to their questions at the meeting instead of being told to wait for a written response
- the 30 minute time limit ensured that councillors were succinct when asking and answering questions

The Civic Affairs Committee unanimously

**RECOMMENDED TO COUNCIL**

That Standing Order 11.4 in the Constitution be amended to allow members to ask questions at Council without giving notice within a maximum period of 30 minutes.

**6. CODE OF CONDUCT UPDATE**

The Principal Lawyer introduced this item, which updated the Committee on cases regarding alleged breaches of the Code of Conduct. He explained that Legal Services had to consider the following issues when processing complaints regarding parish councillors:

- it was imperative that the Council remained impartial regarding complaints about parish councillors
- parish councils were separate legal entities
- there were over 100 parishes in the District and equal support had to be offered to all parish councils
- the Cambridgeshire and Peterborough Association of Local Councils existed to

provide advice and support to parish councils.

The Head of Sustainable Communities and Wellbeing explained that officers in her section offered support to parish council, attended their meetings and liaised regularly with parish clerks. It was agreed that parish councils who needed advice on Code of Conduct issues should contact the Cambridgeshire and Peterborough Association of Local Councils.

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

**7. DATE OF NEXT MEETING**

It was noted that the next meeting will be held on Thursday 22 June 2017.

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**The Meeting ended at 10.30 a.m.**

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# Agenda Item 5



**REPORT TO:** Civic Affairs Committee

22 June 2017

**LEAD OFFICER:** Head of Sustainable Communities and Wellbeing

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## **Community Governance Review for Willingham and Over**

### **Purpose**

1. To consider the responses received through public consultation to the Community Governance Review (CGR) of Willingham and Over parish boundary.
2. To decide upon the next steps of the review.

### **Recommendation**

3. It is recommended that the committee assess the outcomes of the consultation, and make a decision as to the future course of the CGR.
4. The Committee could,
  - (a) Recommend to Council no change to the parish boundary, or
  - (b) recommend A, B or an alternative boundary and carry out further consultation before making a recommendation to Council, or
  - (c) recommend A, B or an alternative to Council without further consultation.

### **Background**

5. South Cambridgeshire District Council received a valid petition to carry out a Community Governance Review of the Willingham and Over boundary dated July 2016. The petition was signed by local residents and businesses.
6. The Civic Affairs Committee agreed the Terms of Reference for the Review on 9 December 2016.
7. The Terms of Reference for the Review were published on 31 January 2017.
8. Terms of Reference were made available in hard copy at South Cambridgeshire Hall, Ploughman's Hall Willingham, and Over Community Centre. They are also published on the SCDC website.
9. A local briefing was given at Willingham Parish Council meeting on 1 February 2017.
10. A further local briefing was given at Over Parish Council meeting on 14 February 2017.
11. Public consultation was opened on 21 February 2017.
12. A letter notifying the public of the open consultation and details of how to respond, was sent to every household and business in both Willingham and Over parishes on 21 February 2017.

13. The consultation was closed at midnight on 16 May 2017.

### **Considerations**

14. The Council received a total of 244 responses to the public consultation.
15. Responses were received both online, and by post.
16. Responses can be found in full (with sensitive information redacted) at Appendix A.
17. Two further responses were received from Willingham and Over parish councils. These can be found at Appendices B and C, respectively.
18. On account of Over being a smaller parish than Willingham, and by request of Over Parish Council, all figures are given both as raw numbers and percentages. The number of registered electors in Over is 2,357 (June 2017) and the number of registered electors in Willingham is 3,206 (June 2017).
- (i) The overall percentage of Over residents that responded to the consultation was 5%
  - (ii) The overall percentage of Willingham residents that responded to the consultation was 4%
19. For the purpose of this report, residents of Highgate and Over Mereway ('affected residents') have been singled-out owing to the impact of the review upon them in particular. However, it should be noted that their numbers are also counted as residents of Over parish.
20. The consultation asked residents
- (a) Whether they believed the boundary should be changed, and
  - (b) Which of the proposed alternatives (supplied on an attached map) they would find preferable.

### **Consultation Responses**

21. Of the 244 responses received from members of the public,
- (a) 118 (48%) were from residents of Over
  - (b) 124 (51%) were from residents of Willingham
  - (c) 2 (1%) were from residents living elsewhere with a connection to Willingham/Over
  - (d) Of those responses, 18 (7%) were from people who would be directly affected by a change to the parish boundary. Namely, those living/working at Highgate Farm and Over Mereway.
22. Of the 18 responses from affected residents (Highgate and Over Mereway),
- (a) 14 (78%) supported moving the parish boundary
  - (b) 4 (22%) did not support moving the parish boundary
23. Of the 118 responses from Over residents,
- (a) 68 (58%) supported moving the parish boundary
  - (b) 50 (52%) did not support moving the parish boundary
24. Of the 124 responses from Willingham residents,
- (a) 113 (91%) supported moving the parish boundary
  - (b) 11 (9%) did not support moving the parish boundary

25. Overall, the responses were as follows,
- (a) 164 (67%) of respondents supported moving the parish boundary
  - (b) 80 (33%) of respondents did not support moving the parish boundary

#### **Preferred Alternatives**

26. The consultation asked residents, "If the boundary were to change, which of the preferred alternatives would be most appropriate." The map showing proposed alternatives (as per the petition) can be found at Appendix D. The optional answers to this question were as follows:
- (a) A – First proposed new boundary (green line)
  - (b) B – Second proposed new boundary (blue line)
  - (c) C – Neither proposed/ no change
27. Of the 18 responses from affected residents (Highgate and Over Mereway),
- (a) 11 (61%) preferred option A
  - (b) 4 (22%) preferred option B
  - (c) 2 (11%) preferred neither option/ no change
  - (d) 1 (6%) declined to answer
28. Of the 118 responses from Over residents,
- (a) 32 (27%) preferred option A
  - (b) 23 (19%) preferred option B
  - (c) 53 (45%) preferred neither option/ no change
  - (d) 10 (8%) declined to answer
29. Of the 124 responses from Willingham residents,
- (a) 47 (38%) preferred option A
  - (b) 67 (54%) preferred option B
  - (c) 8 (6%) preferred neither option/no change
  - (d) 2 (2%) declined to answer
30. Overall, the preferred alternatives were as follows:
- (a) 81 (33%) respondents preferred option A
  - (b) 90 (37%) respondents preferred option B
  - (c) 61 (25%) respondents preferred neither option/ no change
  - (d) 12 (5%) respondents declined to answer
31. During the consultation process, it came to officers' attention that the Royal Mail has the delivery addresses of affected properties listed as, for example, 'Over Road, Willingham'. This address is used for Royal Mail's operational purposes, and may not have been assigned by the District Council, who are the official naming and numbering authority. The Council's Local Land and Property Gazetteer (LLPG) lists these properties as, for example, "Willingham Road, Over". Unlike the Royal Mail, the LLPG is a spatial data system which operates according to parish boundaries. This discrepancy is not uncommon. Provided that a correct building number and postcode is provided, there should be no effect to service delivery.
32. The consultation also brought to our attention the fact that some Council services held the incorrect postcode for two addresses at Highgate Farm. This error has now been rectified.

#### **Consequential Amendments and District Electoral Review**

33. The full electoral review of the district's warding arrangements is scheduled to commence shortly, with implementation of new district ward boundaries at all out elections in May 2018. Any Community Governance Reviews started alongside the review will be separate, and will not be completed in time to be included within the review.
34. The Committee will also 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 LGBCE to make any consequential amendments.

### **Options**

35. The Committee could,
- (a) Recommend to Council no change to the parish boundary, or
  - (b) Recommend A, B or an alternative boundary and carry out further consultation before making a recommendation to Council, or
  - (c) Recommend A, B or an alternative boundary to Council without further consultation.

### **Implications**

36. 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***

37. The cost of any further consultation requested by the committee.

#### ***Legal***

38. The draft terms of reference for a Community Governance Review of the boundary between Willingham and Over parishes 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***

39. Any further steps to bring the Community Governance Review to completion will be managed within existing resources.

#### **Effect on Strategic Aims**

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

**Background Papers**

Report to Civic Affairs Committee – 9 December 2016

<http://scams.moderngov.co.uk/documents/s98977/Community%20Governance%20Review%20Willingham%20Over.pdf>

CGR for Willingham and Over – Terms of Reference

[https://www.scams.gov.uk/sites/default/files/community\\_gov\\_review\\_willingham\\_overterms\\_of\\_ref.pdf](https://www.scams.gov.uk/sites/default/files/community_gov_review_willingham_overterms_of_ref.pdf)

**Report Author:** Kirstin Donaldson – Development Officer  
Telephone: (01954) 712908

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

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## Community Governance Review for Willingham and Over – Appendix A

Reference	Parish	Postcode	Response	Preferred Alternative	Comments
AEMBDPVX	Over	CB24 5PP	NO	C	
AGAXWNKY	Willingham	CB24 5JT	YES	B	
AGKNGDTG	Willingham	CB24 5HF	YES	A	The change would bring properties which are much closer to Willingham village than Over village into the Willingham community. This would simplify postal and other deliveries as some of the addresses are currently Over and carriers can't find them. Planning applications within the area concerned, are under Over and this gives Over Parish council more say in decisions than Willingham Council although Willingham is more effected. As most of the land within the area of the proposed change is owned by residents of Willingham these people should be given a greater say in the change.
AJFDFSAP	Over	CB24 5PG	YES	B	
AJNLVVTH	Over	CB24 5NS	NO	C	
AKRJIXVM	Willingham	CB24 5HY	YES	B	
ALJFWXJJ	Willingham	CB24 5JQ	YES	B	It is clear to me that the boundary should be moved. Can both councils also agree on adding a footpath or cycle path between the villages
ANYZMLCK	Over	CB24 5TZ	NO	C	
AOAELTIL	Over	CB24 5NE	NO	C	This is a historic boundary of long standing and should not be changed, simply for the convenience of one disgruntled trader.
ARVHEXQL	Over	CB24 5NQ	YES	B	
AWAEFLG	Willingham	CB24 5JB	YES	B	
AXNFURLB	Over	CB24 5QB	YES	A	

## Community Governance Review for Willingham and Over – Appendix A

AZDJCYP	Over	CB24 5PD	YES	A	
BADFIXQL	Willingham	CB24 5JQ	YES	B	The present boundary separates neighbours one being in Willingham and the other being in Over. I am sure most people presume that Highgate farm and the small units around are in Willingham when in fact they are in Over although there is no natural demarkation line. If the boundary were moved to the proposed blue line this would create a much more natural end to one village and start of another.
BAMWRARR	Over	CB24 5AA	YES	B	
BFCCYKBA	Willingham	CB24 5HT	YES	A	Either A or B would improve the governance hugely but A might be more acceptable to Over
BFVYJMIT	Over	CB24 5PL	NO	C	It's a waste of money, the whole exercise. Almost anything in the budgets these days is a much higher priority.
BIGJKJUG	Willingham	CB24 5JG	NO	C	
BJGMZCRW	Over	CB24 5QA	YES	A	
BKIEQOXP	Over	CB24 5PX	NO	C	
BMZJKLAL	Willingham	CB23 5GX	YES	B	This isn't a discussion I've taken part in thus far, but looking at the map the blue line seems to be roughly equal between the two. Willingham also looks to be a larger village than Over is, but oddly Over protrudes into Willingham itself. The map showing Over's boundary to be practically in Willingham's main street is a surprise to me.
BOFILZIG	Over	CB24 5EU	YES	A	Having the boundary moved would give Willingham residents a better say about what happens at the Willingham end of Over Road for which they are much more effected by than the residents in Over.



## Community Governance Review for Willingham and Over – Appendix A

BSHFLRMG	Over	CB24 5PZ	NO	C	I cannot see how changing the existing boundary will improve community engagement, give better local democracy or a more effective and convenient delivery of local services.
CDXCDKDQ	Over	CB24 5PL	NO	C	However it would have been good to see the full proposed justification for this change on the website - rather than just a map.
CIODNMXA	Willingham	CB24 5GD	YES	B	
CSQAZRUT	Willingham	CB24 5GX	YES	B	
CUJSVXCS	Willingham	CB24 5JF	YES	A	Willingham village has gradually expanded on its South West edge so that properties, homes and businesses are now in Over Parish. This leads to decisions made by Over Parish Council effecting Willingham. There are also problems of the delivery of goods and services going to the incorrect village and having to be redirected. If the boundary was changed these problems would be resolved. Most of the public probably do not realise when visiting home and businesses beyond the current boundary that they are not in Willingham. A change to the boundary would make for a much more defined demarcation between the two parishes.
CWXXNEXF	Over	CB24 5PZ	NO	C	
CVZYXLJV	Over	CB24 5TY	NO	-	
CWTUYILS	Over	CB24 5NE	NO	C	strongly object to the boundary established in 1618 being moved. The present boundary is clear and exact -those proposed are not
CYOCPOMF	Over	CB24 5ND	NO	C	There is no reason to change the boundary. It is a cynical attempt to to overcome planning and building guidelines. There are no obvious benefits to overcome these guidelines.
DDSSOBLH	Willingham	CB24 5HG	YES	B	

## Community Governance Review for Willingham and Over – Appendix A

DELDUCSK	Over	CB24 5PY	YES	B	
DJLEMYHX	Over	CB24 5PZ	NO	C	I cannot understand what the benefits would be to the parish of Over, in particular those residents directly affected, if there was a redefined boundary. The existing boundary is ancient and has sufficed well for several hundred years and continues to do so. Why make our parish smaller? I think this is a waste of council time, energy and money even thinking about it.
DLUTQAFY	Willingham	CB24 5LH	YES	B	This is the best option but should continue strait to the busway.
DMWKHNKR	Over	CB24 5NE	NO	C	I see no reason why the long standing boundary should be changed. I think the boundary should remain where it is.
DNMLGZLB	Willingham	CB24 5JD	YES	A	
DONSJICT	Over	CB24 5AA	YES	B	
DQFDQWRE	Over	CB24 5PU	NO	A	Born in the village of Over and having lived here for in excess of 64 years I am very proud of my village and it's history. The residents and traders of the affected areas knew the situation when they moved in and commenced trading. I feel that the boundaries stand. If it does have to change I would propose that it skirt Highgate using the green route until the Over-Willingham road and then along said road to join up with the existing boundary.
DTWXOORZ	Over	CB24 5PF	NO	-	
DUIHZQVI	Willingham	CB24 5LH	YES	B	
DWQDZKKL	Willingham	CB24 5UT	YES	A	
EFOSWVFI	Over	CB24 5PZ	NO	C	The boundary is historic and should not be changed to grab land from Over.
EJOBGZWC	Over	CB24 5NE	YES	A	
EQMOUKBD	Over	CB24 5PL	YES	B	

## Community Governance Review for Willingham and Over – Appendix A

FBFLRYIY	Over	CB24 5EU	YES	B	Our business is on the site of Highgate Farm and we consider ourselves as part of Willingham although because of the current boundary line officially we are in Over. The location gives the assumption we are in Willingham but because of the boundary we have problems with deliveries and postwhich is detrimental to our local business. The community of the village of Willingham considers us to be a small business in their village and moving the boundary would ensure this is the case.
FBYCBGDQ	Over	CB24 5UB	YES	A	
FGBMFDGN	Willingham	CB24 5HB	YES	A	1. Deliveries sometimes go to Normal Way 2. As we are much closer to Willingham than Over we should be in Willingham Parish 3. We have far more response from Willingham Parish Council
FHLIKZLQ	Willingham	CB24 5HY	YES	B	The pathway to the farm shop, café and gym is non existent. This area is much closer to Willingham and should be maintained by Willingham council and so boundary should change.
FJIYBFPM	Over	CB24 5PY	YES	A	I feel strongly this should be reviewed for a number of reasons. Most residents of over and Willingham think this area is in Willingham already as it sits right next door to Willingham but a few miles from over. Willingham does not have an industrial area and if the boundary were moved this would put a number of businesss in Willingham in a good location over is already well served by over industrial site. The businesss next door to Willingham have had a number of issues which telecommunications and delivery as people get confused and don't realise it's actually over not Willingham. Moving this boundary will not affect any residents other than those within this proposed change but will make life and running their business easier and we should be supporting small business and help them and by

## Community Governance Review for Willingham and Over – Appendix A

					moving this boundary I believe it will assist these small businesses.
FLQWKUHI	Over	CB24 5QD	NO	-	
FNTKFLCL	Willingham	CB24 5EZ	YES	B	
FPIJWDRW	Willingham	CB24 5HB	YES	A	
FREHXQDG	Over	CB24 5AA	YES	B	
FRFKQQR	Over	CB24 5UB	NO	C	I do not think a historic boundary should be moved for no good reason
FUAZLJLE	Over	CB24 5NB	NO	C	Historically the boundary has been this way for many years - I honestly don't understand why this is a priority requiring attention of any paid resource of personnel.
FVJTPJPG	Over	CB24 5NQ	NO	A	
GAUNWHQR	Willingham	CB24 5HG	YES	A	
GTXWGOMQ	Over	CB24 5EU	NO	A	I don't know enough about what the implications for the boundary changes would be. For example the possibility for [REDACTED] to get through planning applications for more housing on the edge of the village and potential changes of Council tax etc. People need to have more information to make an informed decision and you haven't given any as far as I can see.
GXGPOXTC	Willingham	CB24 5JJ	YES	B	Represents better the current status of property and land.
GZUPIDEI	Over	CB24 5ND	NO	C	If we move the boundary line, will we get some of Willingham land? Also, when will this end. What if Longstanton, Swavesey etc want to start moving the boundary. There won't be much left of Over. As for business at Willingham, it is known as Willingham. Any planning is gone through Over and Willingham Parish councils. I say leave things alone that don't need moving.

## Community Governance Review for Willingham and Over – Appendix A

HFDPXWEJ	Over	CB24 5PZ	NO	C	I feel that as the boundary has been set for so many years without a problem why change something that does not need changing for any real legitimate reason. I do not feel it should be done to suit the convenience of an individual.
HGBSATCS	Over	CB24 5PJ	NO	C	Can't see point in wasting valuable District Council time in making such an amendment which affects so few people and has minimal financial benefit to anyone.
HPXOJNPZ	Willingham	CB24 5JU	YES	B	
HQXQZDIR	Willingham	CB24 5JD	YES	B	
HRDVDMMA	Over	CB24 5PY	NO	A	
HRWPOCEY	Willingham	CB24 5JG	YES	A	The boundary should reflect the end of Willingham, and inside the green line is undoubtedly a part of Willingham
HRZHVBPB	Willingham	CB24 5LA	YES	B	The boundary should be changed sothat Willingham has a say in what happens to land that is adjacent to properties within the boundary rather than Over which has open fields separating it. Those properties are thought of as being in Willingham notOver.
HUKLGAUY	Over	CB24 5PZ	NO	C	
HWVUTLFJ	Over	CB24 5HA	NO	C	We have lived on the boundary for many years without any problems and we don't understand the rationale for this proposal, in fact there is not one that I can see published in this review. On the face of it it seems that this is being proposed to benefit two of the most wealthy business men in the two villages.
HZDPKWKG	Over	CB24 5PF	NO	C	The Council has a duty of care to the whole community and changing the boundary will make no difference to the general population only to those who are affected & will take away funding from other areas. To date I have not seen a justified reason for changing the boundary that would bring a benefit to the community. Surely as we see more cut backs in spending the Council must ask "what value" does this give to the community.? Thank you.

## Community Governance Review for Willingham and Over – Appendix A

IDVKUNHG	Willingham	CB24 5HZ	YES	B	
IHWCQTES	Over	CB24 5QB	YES	A	The change makes a lot of sense. If you try and describe the farm shop as being in over people are confused by it. Villages tend to grow with time boundaries need to grow with them.
INMJQDCM	Willingham	CB24 5ES	YES	B	The Blue line proposal is the boundary line for postal deliveries between the two villages.
INMZUJLH	Willingham	CB24 5JF	YES	A	
IPOBHPHG	Over	CB24 5PY	NO	C	The proposed change is unnecessary and has no benefits for the community as a whole.
IUSEELIQ	Over	CB24 5AA	YES	A	
JBQCTBRC	Willingham	CB24 5GD	YES	A	
JDARIVBH	Over	CB24 5EU	YES	A	My husband and I own [REDACTED] and also run other businesses from home . We have lived here for over twenty years and our postal address has always been Over Road Willingham not Willingham Road Over. We have always considered that we live in Willingham, even our telephone number is under Willingham.It would make life much easier if the boundary was reorganised as it is confusing for delivery drivers when they are trying to find us, most days we have to direct them to us.
JFCKRKGL	Over	CB24 5PH	NO	C	
JHSXXPIN	Willingham	CB24 5HG	YES	A	The householders concerned should be the ones making the decision; their lives would be made easier if they were included within Willingham parish and as they have stated this is what they want the boundary should be moved to accommodate their wishes.

## Community Governance Review for Willingham and Over – Appendix A

JIQMNXNW	Over	CB24 5PG	NO	C	
JMPSONCA	Willingham	CB24 5JG	YES	A	
JMVWHJTV	Willingham	CB24 5JB	YES	B	
JRSMDVFM	Willingham	CB24 5GX	YES	A	
JSHHAMOX	Over	CB24 5EU	YES	A	
KBLXFBWX	Willingham	CB24 5HF	YES	B	
KDFQAJNLR	Willingham	CB24 5JT	YES	A	This seems like a logical adjustment to the boundary, given that the buildings are effectively part of Willingham already and Over is a couple of miles away with only fields in between.
KDLLRICR	Willingham	CB24 5UX	YES	B	
KEYMFJFG	Over	CB24 5ND	NO	C	
KGVHEXIC	Willingham	CB24 5ES	YES	A	
KJDGHJZP	Over	CB24 5QA	NO	C	I was born in Willingham and worked on farms and I lived in Haydon way for nearly 18 years and there was never any talk of moving boundaries these boundaries have been around for years I cannot see any sense in moving them .Looking at the maps there only a few small farms outside the exiting boundaries. It seems there is another reason for getting these boundaries moved. It looks as if there may be reason of planning permission form Highgate farm if it was under Willingham council rather than Over there is no sense in moving just for these reasons.
KRZZWGOK	Willingham	CB24 5HF	YES	A	It makes sense for those properties/ businesses be within the boundary of Willingham, as they have always been regarded as 'being in Willingham'. Things have changed since the 1600's and it makes no sense that these are regarded as being in Over.
KUNVPEEL	Over	CB24 5PH	NO	C	

## Community Governance Review for Willingham and Over – Appendix A

KXAJPLNU	Over	CB24 5TX	NO	C	Unnecessary waste of council taxpayers' money that if allowed through would set a precedent for trivial changes and encourage further waste of the same nature.
KXRWMXQG	Willingham	CB24 5JT	YES	A	
KYEHBNZ	Willingham	CB24 5UX	YES	A	
KZCKYLEB	Over	CB24 5AE	YES	A	
LAMIECUY	Over	CB24 5NQ	YES	A	
LCQGGZHJ	Over	CB24 5PL	YES	B	
LCXCTVWV	Over	CB24 5EU	NO	C	There is no need to change the current boundary unless land owners near the boundary would rather fall under Willingham Parish Council which is more lenient regarding sale of land to housing developers.
LJQAXNTI	Willingham	CB24 5HG	YES	B	
LKCLBXWQ	Willingham	CB24 5HG	YES	A	We are strongly in FAVOUR of moving the boundary so that the land West of Haden Way and it's continuation should be brought INTO the Parish of Willingham. The ILLOGIC of the current boundary was highlighted back in February /May 2014, when there was an Application to create a Gypsy site in a field on the West, the 'Over side' of that Haden Way extension. That Application drew attention to the fact that the site was /is in the Parish of Over, BUT that it would be residents and others in the Parish of Willingham that would be affected. All of the objections / objectors were made by or on behalf of Willingham residents or owners. If you read between the lines of the Planning Inspector's reasons for rejecting this application, you will quickly see the Illogic of the applicant site being in Over, and the LOGIC of moving the boundary to bring it INTO that of Willingham.
LLXJEIBD	Over	CB24 5PD	NO	C	This boundary has remained in place for 100's of years and should not be changed



## Community Governance Review for Willingham and Over – Appendix A

LNIMKXEW	Willingham	CB24 5HB	YES	B	The business close to Willingham would be better served if they are in the Willingham Parish Boundary. If the boundary is change the Willingham Parish Council could be then able to move the 30mph speed limit close to the new boundary.
LOPSZGMZ	Willingham	CB24 5HT	YES	B	The current boundary was drawn 400 years ago. Then ordinary people had no vote and no voice. In 2017 we do. To maintain the current boundary puts the opinions of a historical group ahead of the people directly affected and continues to deny them their democratic rights. Those at the edge of the village should be allowed to take part in the full local democratic process in Willingham. Having the village unified under WPC will make representing them more effective when discussing whole village issues. The blue line separates the two villages and places a green boundary between them.
LRHDRFLQ	Willingham	CB24 5HG	YES	A	The present boundary is out of date and should be changed. Either suggestion is valid but the green line means a smaller area of land changes parish. The main focus should be on the effect of the existing on the lives of the people living there and the improvement that the change would bring.
LTZDYCYE	Willingham	CB24 5JU	YES	B	Alternative A would also make much more sense than the existing boundary, which no longer reflects the true extent of Willingham
LYOYOTBA	Willingham	CB24 5AH	YES	B	
LYWWJUSX	Willingham	CB24 5JT	YES	A	
MGFKGFZQ	Over	CB24 5PD	NO	C	The current boundary is historic and clear. The change is very small, complicates electoral arrangements and wouldn't improve local services. It would create an unwelcome precedent for minor boundary adjustments almost anywhere.
MIZIMPCC	Over	CB24 5PY	NO	C	
MMCLUASD	Over	CB24 5PT	YES	A	

## Community Governance Review for Willingham and Over – Appendix A

MNFNERBJ	Willingham	CB24 5JE	YES	B	I think the second proposal is best but either seem better than the current boundary.
MPWTBVRVY	Over	CB24 5PX	NO	C	There is no reason whatsoever to change the boundary which has existed, quite satisfactory, for over 400 years.
MROFIMKD	Willingham	CB24 5HB	YES	A	
MUNNLCFM	Willingham	CB24 5HS	YES	B	
MYALVHQI	Willingham	CB24 5HS	YES	B	
MYDBXAKX	Over	CB24 5NQ	YES	B	I live in Over but see that in the 21 <sup>st</sup> century this looks like the sensible boundary. I have been increasingly annoyed by the stance of Over Parish Council who think that because it was set in 1618 it should stay the same. That is not a good enough argument any more.
NBOHNFGJ	Willingham	CB24 5JT	YES	A	It makes sense to have all of Haden Way and the Highgate Farmshop classed as Willingham to avoid confusion for locals and delivery drivers.
NDWQAHZF	Over	CB24 5PD	NO	A	
NFWSQSTW	Over	CB24 5PZ	YES	B	Whatever boundary is chosen, homes in the area should be consulted and listened to.
NJPNMUND	Over	CB24 5NG	NO	C	
NMLDKNXG	Willingham	CB24 5HT	YES	A	
NRFRHSEU	Willingham	CB24 5HT	YES	B	
NSJPUTGZ	Over	CB24 5NF	YES	B	
NVEGDPYT	Over	CB24 5PE	NO	C	I can see no positive reason for the proposed change. There has already been a waste of public money getting this far. I suggest that there be no further waste and the proposers of this change devote their energies to more useful pastimes.

## Community Governance Review for Willingham and Over – Appendix A

OASTXXHO	Preston	PR2 8BQ	YES	A	As trustees of the Highgate Country Stores Limited Executive Pension Scheme we hold a significant investment in Industrial, Retail, Office buildings and land within the above Parish. It has been, for some time, a concern to us that our tenants have been having difficulty with the practical issues of running their businesses at this site. Deliveries have been sent to the wrong place, telephone and internet provision has been difficult to arrange because of confusion with the location. Being situated in Willingham and yet having an address within Over. This situation could quite easily be resolved for all these businesses with this boundary change.
OCFCEXP	Willingham	CB24 5JP	YES	A	
OFGEZPOY	Willingham	CB24 5HY	YES	B	
OFNKOZWB	Over	CB24 5NR	NO	C	The boundary has remained unaltered for 400 years and there is no good reason to alter it now. There is no evidence adduced that vehicles are unable to find the Highgate Farm premises. I believe that the Willingham boundary goes as far north as Earith Bridge. If the Willingham Parish Council are so serious about tidying the boundaries, why have they not suggested the transfer of the properties at Earith Bridge to Earith Parish Council? It is my belief that the plan attached to this survey is incorrect, so perhaps this whole survey is flawed. Anyone who wishes me to expand on this point, please contact me.
OIJGNCBR	Over	CB24 5NQ	NO	C	
OJMWVWCS	Willingham	CB23 5JT	YES	B	
OPMCXNRZ	Over	CB24 5EU	YES	A	The address above is the one we use on a daily basis. The letter you sent us uses a different address. This is confusing to start with. So this causes problems with delivery of mail & parcels.
OZAPXDAC	Over	CB24 5AA	YES	B	
PKAQVBLX	Willingham	CB24 5LD	YES	B	

## Community Governance Review for Willingham and Over – Appendix A

POS013	Over	CB24 5EU	YES	A	I would like to add that having a business on Highgate Farm, that some of my customers have commented that the address makes it difficult to find us as its not clear on the boundaries.
POST001	Over	CB24 5PF	NO	C	With small business users at this address we would not be happy with any change that might increase the business rates or add to the overheads with a change of address, business cards, and updating customers/suppliers, etc.
POST002	Willingham	CB24 5JE	NO	C	I feel moving the boundary which has been there for generations would I fear open the way for developing farming land into future building land. The existing boundary is the demarcation line for the extent of enlarging the village of Willingham and should therefore remain.
POST003	Willingham	CB24 5JE	NO	C	I believe if the boundary was moved this would lead to an excuse to increase the village by extra building land.
POST004	Over	CB24 5PZ	YES	A	The location of the businesses and dwellings that would be affected are clearly part of Willingham and use Willingham services. Historic boundaries should be updated to reflect the current interactions and village growth.
POST005	Willingham	CB24 5HF	YES	B	
POST006	Willingham	CB24 5HF	YES	B	
POST007	Over	CB24 5EU	YES	A	Deliveries confused with Over Industrial Estate. Post code wrong, post not delivered, (see attached summons).
POST008	Willingham	CB24 5LE	YES	A	
POST009	Willingham	CB24 5SX	YES	A	Over 450 electors from Over & Willingham parishes signed petition requeston boundary review. 25+ businesses employ 100 people at Highgate Farm. Often they experience difficulty receiving deliveries/postal probelms. Telecoms installs often take ten weeks as the business is in Over but the telephone service is in Willingham. Internet searches for some businesses shows them located in the middle of Over Fen and visitors drive into Over only to find they have to head back again. Some businesses assumed they were already in Willingham as the VOA state their addresses are such. Willingham Barns adds to the confusion as it is in Over.

## Community Governance Review for Willingham and Over – Appendix A

POST010	Over	CB24 5PF	NO	C	At a time of heavy cutbacks in all Government depts we see no reason to incur an unnecessary expense on a village boundary change for the sake of change - with no real benefit to either village.
POST011	Over	CB24 5EU	YES	A	As we are in Willingham it would be nice to be in its borders.
POST012	Willingham	CB24 5JX	YES	A	Apologise for the enclosed letters for exceeding 100 words, but I believe they show a true and correct reason why we are seeking a boundary change.
POST014	Over	CB24 5HA	YES	B	We would like to be part of a village properly as at the moment we count as Over but everything we do, friends, shops etc is all Willingham, We feel forgotten here by Over, just a small thing, Willingham drops a newsletter off, Over doesn't even bother.
POST015	Willingham	CB24 5LW	YES	A	I consider that boundaries should reflect present status of villages and not refer back to historic usage. The enterprises and community provision at Highgate Farm are clearly part of the village of Willingham.
POST016	Willingham	CB24 5HB	NO	C	The boundary has been where it is for 100yrs. It does not need to be moved. There is no reason for it to be moved.
POST017	Willingham	CB24 5HB	YES	B	
POST018	Willingham	CB24 5HD	YES	A	
POST019	Over	CB24 5PG	YES	A	
POST020	Over	CB24 5EU	YES	A	As a resident and manager of a business on Over Road it seems better for residents of Willingham to have their opinions heard about things happening at this end of Over Road which is essentially in Willingham. Just because a historical boundary is there it doesn't necessarily make it right or sensible.

## Community Governance Review for Willingham and Over – Appendix A

POST021	Over	CB24 5EU	YES	B	This would potentially mean that a more permanent boundary in the form of a bypass for Willingham would be well sited once decided upon. In addition, moving the boundary will allow for speed limits to be considered at this entry point to Willingham as traffic volume and speeding are a concern.
PRNEHGS	Over	CB24 5TY	YES	B	This appears logical as the properties affected appear to be part of Willingham.
PUBKPWUS	Willingham	CB24 5JU	YES	A	
QOCCHRVG	Over	CB24 5TY	NO	A	I feel that there is no need to waste public money on changing an existing boundary which will impact on very few people.
QQFVUMFG	Willingham	CB24 5LD	YES	B	
QQZCJZBK	Over	CB24 5NQ	NO	-	
QZLBSUIX	Willingham	CB24 5LW	YES	B	The blue boundary would seem to be the most logical though obviously dependent on the thoughts of the people who would now come under the Willingham Parish rather than Over Parish.
RAKJXFQW	Over	CB24 5NJ	YES	B	With the growth of Willingham in recent years, the current boundary seems out of place with the specification (4.4) that the parish boundary should represent "no-man's land between communities represented by areas of low population". The current boundary cuts through an area of high population visibly connected to the centre of Willingham.
RAYALGNI	Over	CB24 5PA	NO	C	The boundary has been established for hundreds of years.
RESQVEKJ	Willingham	CB24 5HB	YES	B	It does not make sense that Over PC can rule on planning on land which is to all intent a part of Willingham
RJGBVDBZ	Willingham	CB24 5LH	YES	B	I am hoping that any properties within either of the two proposed area have be consulted with on a more personal level. I do think that the properties within the proposed area changes do lie nearer to Willingham and a change does seem to be logical.
RLZSJOIA	Willingham	CB24 5JT	YES	B	Second proposal is the natural & logical parish boundary line.

## Community Governance Review for Willingham and Over – Appendix A

RQBCTCNV	Willingham	CB24 5LS	YES	B	
RWYAAJNX	Willingham	CB24 5JB	YES	B	I always thought the area in question was part of Willingham and was surprised to see that it's classed as Over. I would recommend the boundary change to an area that keeps the two villages separate and easier for all to understand
RYLLRVGY	Over	CB24 5QD	NO	C	
RZSRGFOB	Over	CB24 5NQ	NO	C	
SAHFEJPB	Over	CB24 5EU	YES	A	As a Company working on the Highgate Farm site, until recently we were not aware that we weren't in Willingham. The VOA has us as located in Willingham; Royal Mail have us located in Willingham and our telephone number comes from the Willingham exchange. We suffer repeated difficulties with deliveries and visitors who often end up in Norman Way Ind Estate. A boundary move would make a considerable difference both logistically and economically preventing wasted journeys, time and money. With minimal disruption the move will affect very few Residents but will give great gains commercially.
SBSBUJOX	Willingham	CB24 5HS	YES	B	
SBZHKTUZ	Willingham	CB24 5JX	YES	B	
SCBZAGBT	Willingham	CB24 5GX	NO	-	It is not clear why the boundary should be moved at this time. I am concerned about what this means for planning of new developments on the land which would become part of Willingham particularly following the removal in November of trees and hedgerows in the fields between Rook Grove and Bourneys Manor Close.
SFQJXDDV	Willingham	CB24 5JT	YES	A	This is obviously the edge of the village. It is ridiculous to pretend that those buildings are in Over
SHXHGGCP	Willingham	CB24 5JU	YES	A	
SOMVRUBQ	Willingham	CB24 5GX	NO	C	Simply cannot believe the reasons stated for this proposed change. I believe there is another motive, namely paving the way for future housing development, which I do not support.

## Community Governance Review for Willingham and Over – Appendix A

SQJJTPTB	Willingham	CB24 5HZ	YES	A	
SRICMZNW	Willingham	CB24 5JU	YES	B	
SXLWVOWZ	Willingham	CB24 5HG	YES	A	
TELSULGL	Cambridge	CB1 3TR	YES	A	I was born and brought up near to this boundary and it would seem time to revisit the old 400 yr old boundary to take into account the growth of the village in this direction, it has always seemed odd that this part of the village is in Over when it is about 2 miles away!
TEYVAUEP	Willingham	CB24 5JH	NO	C	
TFRHNFIY	Willingham	CB24 5HG	NO	-	I do not see that current Willingham boundary is any less logical than the Longstanton boundary which borders the south of Willingham and yet it over 1 mile from Longstanton. There are very few properties in the proposed change area and I am concerned that changing parish so close to Willingham could introduce change of policy to areas already adjacent to the village.
TNJNIQMCV	Willingham	CB24 5LQ	YES	B	I think the second proposed boundary is correct but certainly the first is a bare minimum. When you look at it on the map, you can really see how wrong the original boundary was and is disproportionately favourable to Over.
TODCEYLB	Over	CB24 5PZ	YES	B	The views of Cold Harbour Farm residents should be given decisive weight over the blue/green choice. In general terms a change is obvious and long overdue.
TTDNWSPR	Willingham	CB24 5JT	YES	B	Adjustment of the boundary is long overdue
TWDWKIJH	Willingham	CB24 5LQ	YES	B	
TZOKBYSJ	Over	CB24 5PG	NO	A	
UHPRJNWU	Willingham	CB24 5HB	NO	A	My objections are: Extending the boundary will enlarge Willingham and thereby encourage further building development. At present the area in question is not likely to become residential as it is the outer boundary for Over.



## Community Governance Review for Willingham and Over – Appendix A

UIATIUXY	Willingham	CB24 5LB	YES	A	The developments that are happening on the over/Willingham boundary affect Willingham far more than Over. Therefore it is right that Willingham should have a say in what is proposed
UIEALHRO	Willingham	CB24 5HB	YES	B	
UJZKOLGR	Over	CB24 5QA	YES	B	
ULNIICGH	Over	CB24 5NH	NO	C	
UMAKOLFL	Over	CB24 5NE	YES	A	Benefit of change to environment and Over residents: decrease in traffic passing through Over due to Highgate Farm traffic misrouting through Over village.
UUQQOFGX	Willingham	CB24 5JX	YES	A	We used to live off over road and delivery drivers found it very difficult to find us and got confused with road signs. This was very frustrating having to chase delivery companies constantly.
UVQSBWAF	Willingham	CB24 5LE	YES	B	It makes sense to me to change the boundary to include businesses and residents who are much nearer Willingham than Over and who mostly use Willingham facilities.
UVWYOPIW	Willingham	CB24 5UX	YES	B	
UZPVZZQL	Over	CB24 5EU	NO	-	
VBCRSXFM	Over	CB24 5NE	NO	C	
VCAVLQDV	Willingham	CB24 5HT	YES	A	Either boundary would be a vast improvement.
VDVBLVQO	Over	CB24 5NP	NO	C	I feel this is a waste of public money. All sorts of documentation/records would have to be changed for a few yards of ground. We need to be spending public money on people NOT lines on a map. Local people have a high standard of living compared with other parts of the U.K. I can see no reason to change the boundary that would improve the quality of life of local residents. We must be wise about spending local money on real areas of need. So this is why I do not support any changes to the boundary at this time. It is a luxury not a necessity. We should be concentrating local money on areas badly in need of resources eg: elderly care.

## Community Governance Review for Willingham and Over – Appendix A

VEIGWLNK	Willingham	CB24 5LD	YES	B	
VESMZVID	Willingham	CB24 5JE	YES	A	Hopefully the 30 mph speed limit on entry to Willingham will move in line with the new 'Green line' boundary
VGKJSYAH	Over	CB24 5NJ	YES	B	Either boundary line would be appropriate.
VILOPEYT	Over	CB24 5NB	NO	C	I think this is a cynical attempt to circumvent Over's current planning status as a group village and to access Willingham's status as a minor rural centre in order to increase development of Highgate 'Farm'! Over Parish Council has in the past, suggested that Willingham Parish Council be jointly consulted on development applications which may affect properties near the current boundary. We often receive mail here in Over for Willingham addresses and as mail for both villages is dealt with from Willingham sorting office, misdirected mail will not be a problem sorted by a boundary change.
VJCLZHDR	Over	CB24 5PN	YES	A	Moving the boundary would clarify responsibilities, make business deliveries & clients to our office at Highgate less likely to get lost; many head into Over first. The VOA even has our address as Over Road Willingham! If Willingham starts at Haden Way, why then does the sign for Over sit at the hill and not opposite the Willingham one? The boundary sign between Swavesey and Over is on the boundary line. Our work phone is a Willingham number, our post is delivered from Willingham, makes sense to therefore be IN Willingham! The loss of some residential voters will be more than compensated for by the current and proposed new builds in Over.
VKNEIHGJ	Over	CB24 5NX	NO	C	
VLENECCF	Willingham	CB24 5JA	YES	A	
VMWZGWIY	Willingham	CB24 5LF	YES	A	
VOZGXSNL	Willingham	CB24 5HB	YES	A	

## Community Governance Review for Willingham and Over – Appendix A

VTVDREDL	Willingham	CB24 5HB	YES	B	
VWCVWLIG	Willingham	CB24 5GX	NO	C	The reasons given for the proposed change are ludicrous. Can't believe this waste of time and money. The Parish Council is being duped.
VXDYQENV	Willingham	CB24 5ES	YES	B	
WCVOFJHD	Over	CB24 5PL	NO	C	No significant community benefit and costly to implement.
WFZASWWX	Over	CB24 5ND	NO	-	
WJAPEXRD	Over	CB24 5NH	NO	C	If it ain't broke, don't fix it. It's all about money grabbing
WJTRVHZP	Willingham	CB24 5HY	YES	B	It never occurred to me that Highgate Farm and Willingham Barns were not already part of Willingham
WLNQFKTT	Willingham	CB24 5HZ	YES	B	
WMQOFPSF	Over	CB24 5PD	NO	-	
WOGMMCVO	Over	CB24 5PQ	NO	-	
WRFOMHMR	Over	CB24 5NE	YES	A	
WTTSTFKK	Willingham	CB24 5HB	YES	B	It makes sense for the business close to Willingham to be in the Willingham Parish. The Willingham Parish Council could also be able to extend the 30MPH speed limit to the new boundary.
WXKEGOVY	Willingham	CB24 5EU	YES	B	Either of the new proposed boundaries lines appears ok. I would like this to go through as i understand this causes issues for companies on the 'Willingham' business park. Furthermore I hope this will look to also amend the current speed limit of Over Road in the village of Willingham, as the 60mph to 30mph change is too close to the edge of the village boundary, resulting in many speeding vehicles close to residential houses, which is a real concern.
XDJRUMLL	Willingham	CB24 5JB	YES	B	
XEDFSLVV	Willingham	CB24 5JT	YES	B	

## Community Governance Review for Willingham and Over – Appendix A

XIIAALMW	Willingham	CB24 5GX	NO	C	This boundary change has nothing to do with letters being delivered and every thing to do with selling the land for housing, currently the only access to this land is rook grove a private road, unless you change the boundary. Lets not lie that it's about Letters being delivered.
XLQRQGQT	Over	CB24 5ND	NO	C	
XYDCTAWP	Willingham	CB24 5LD	YES	B	
XYGJOWZU	Willingham	CB24 5HB	YES	B	I believe the second proposal to be most appropriate, makes common sense to have the boundary in the middle of the villages as each village will better maintain, care and make more appropriate decisions for what happens to best serve their village. Thank you for the opportunity to be involved.
XYNMWMEG	Willingham	CB24 5HD	YES	A	A logical change to the boundary bringing properties and businesses perceived as part of Willingham into Willingham.
XZRSPRRZ	Willingham	CB24 5GX	YES	A	
XZSFICAX	Over	CB24 5TY	NO	B	In these times of financial austerity this is an unnecessary exercise. If it goes through it will change and ancient boundary that has been in place for hundreds of years and all for what?
YBBCOZOT	Over	CB24 5QA	NO	C	The proposed move (either of them) seems entirely unnecessary.
YFOSCTNM	Over	CB24 5PS	YES	B	It is a natural break between dwellings and follows along the top of a low ridge between the villages.
YNONQUUP	Willingham	CB24 5UR	YES	B	I am not quite sure how the boundary lines affect the Cold harbour Farm but in view of Hayden Way residents it makes sense for the boundary to include all their houses. The P O agree I think.
YPYVEZBQ	Willingham	CB24 5JT	YES	B	Makes total sense - includes both the businesses at Highgate Farm and those at Coldharbour Farm in the village, and makes things a great deal easier for them.
ZAVWSUCG	Willingham	CB24 5LH	YES	A	
ZBUIGGYL	Over	CB24 5PS	YES	-	I have no preference for either of the options for the boundary change.

## Community Governance Review for Willingham and Over – Appendix A

ZFLYJZFB	Willingham	CB24 5HG	YES	B	
ZMKNCQPD	Over	CB24 5EU	YES	B	
ZNXPRCKD	Over	CB24 5UB	YES	C	
ZVYROYHZ	Over	CB24 5PY	NO	-	

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Community Governance Review for Willingham and Over – Appendix B



**WILLINGHAM PARISH COUNCIL**

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

Tel: 01954 261027

Email: [email@willinghampc.org.uk](mailto:email@willinghampc.org.uk)

Ms K Donaldson  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cams, CB23 6EA

11<sup>th</sup> May 2017

Dear Kirstin

**RE: Community Governance Review of Willingham and Over Parish Boundary**

I am writing on behalf of Willingham Parish Council regarding the ongoing boundary review.

The Council is entirely in favour of changing the border with Over to the first proposed new Boundary (coloured green in Appendix B of the Terms of Reference), for the following reasons:

- (1) There is strong support and preference from the residents and businesses in the area to be formally recognised as part of Willingham. They consider themselves to belong to Willingham, using it as their address and their first port of call for goods and services.
- (2) The homes and businesses west of the current boundary are clearly part of Willingham. The area joins Willingham yet is separated from Over by over a mile of open countryside.
- (3) Businesses and homes serve and are served by Willingham, yet have no involvement in local decisions which may affect them. This is not conducive to good governance.
- (4) The historic boundary bears no relation to the current development.
- (5) The proposed new boundary is easily identifiable as it follows a ditch from Dockerel Brook to Willingham Road, Willingham Road itself, and then established hedged field boundaries.

If you have any queries regarding the above or would like any further information then please don't hesitate to contact me.

Yours sincerely

Mandy Powell (Mrs)  
Clerk to Willingham Parish Council

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## Community Governance Review for Willingham and Over – Appendix C

## Over Parish Council

Parish Clerk: Linda Poulter

### Community Governance Review of Willingham and Over Parish Boundary Formal response from Over Parish Council

Over Parish Council rejects the proposal to alter the boundary between Willingham and Over. It believes that the current boundary, which has served its purpose for 400 years and is clearly defined, should remain unchanged. Our specific objections to the Community Governance Review are outlined below:

#### 1. The consultation launch was inadequate

A letter, dated 21 February 2017, was sent from SCDC to every household inviting **residents** to “participate in the consultation for this review” and directing them to an **online** questionnaire where they could have their say. This letter **could have** included a simple summary of the proposal, a map of the options and a response form – and might even have given a **closing date** for the responses – **but it didn’t**. It just gave a link to the full Terms of Reference, a document that is not easily digested and may well put off a casual reader. Furthermore, some of the links from SCDC’s website were unclear or just incorrect, although the errors were later corrected.

#### 2. The consultation was unfairly structured

SCDC’s introductory letter was addressed to the **dwelling** and began “Dear Resident”, and presumably empowered **anyone living there** (of whatever age) to respond. It is unclear whether the consultation was intended for **electors** (or any other residents) **individually**, or whether just a single response per household was being solicited. More worryingly, the response required access to, and familiarity with, a computer in order to view the key documents and complete the questionnaire. This requirement would have predominantly disenfranchised the older residents, the very people who might be expected to put a greater value on historic boundaries.

#### 3. The local sets of hardcopies were incomplete and inadequate

Even if an elderly person had walked to Over Community Centre and picked up a copy of the full Terms of Reference, they would still have been required to wade through pages of complex text with headings like “*Reorganisation of Community Governance Orders and Commencement*” and “*Consequential Matters*”. There is no guidance in the Terms of Reference as to the precise nature of the response that is required. In Para 1.2 it says that the review will consider an alteration to the boundary, in Para 1.3 it incorrectly describes the area involved (omitting Over Mereway) and in Para 1.8 it says that there are two alternative boundaries – **but it doesn’t set out the actual question being asked** (i.e. Should it remain as it is or follow Option A or Option B?).

#### 4. This Community Governance Review is unusual

This CGR is unusual in the sense that it affects such a very small number of electors. Community Governance Reviews are complex and expensive exercises and should surely be expected **either** to involve significant numbers of electors **or** to correct glaring electoral or social injustices. This one does neither - a mere handful of electors are dissatisfied with their electoral assignment and would prefer to be part of a different electoral community. To correct that perceived injustice, they have managed to collect sufficient signatures from friends, customers and business partners to trigger this review – but it sets a most unwelcome precedent, raising the prospect of similar petty boundary adjustments throughout the district.

## Community Governance Review for Willingham and Over – Appendix C

**5. A boundary adjustment would bring very few benefits**

Apart from the cosy glow of feeling a part of Willingham, rather than Over, there can be very few local services that would be delivered more effectively by moving the boundary a couple of hundred metres. The sun will shine just as brightly, the rain will fall just as often, the post will continue to arrive, and customers will just as readily cross the threshold of the shops involved.

**6. A boundary change would create electoral anomalies**

The electoral arrangements would become complex, with the electors involved in the boundary change ending up in different groupings for Parish, Ward and Division elections. No doubt this anomaly might be resolved in due course, but the Boundaries Commission has only recently completed a review of electoral boundaries within the county and may not be keen to see its work amended so quickly and for such a trivial reason.

**7. The proposed alternative boundaries are not as clearly defined**

The 'green' option, as defined on the official CGR map, tracks across open fields alongside the Highgate development. This becomes obvious when the route is superimposed on an aerial view of the area: the accompanying map is a GIS map with the most recent 2013 aerial overlay enabled. A boundary defined by Over Mereway and Haden Way is far clearer than a route crossing fields, or even following existing hedge-lines, since hedges are far less permanent physical features.

**8. The current boundary is historic and should be respected**

This boundary was established in its current position in 1618, 400 years ago, to put an end to the frequent boundary disputes on the fens between Over and Willingham. Over, which was larger than Willingham at that time, occupied the drier part of the 'intercommoned' land, but in adverse weather conditions there were many squabbles over the better pasture. Parish boundaries had great significance at that time, and a detailed record exists of the Great Perambulation of 1602, when both parishes used a particularly dry period to walk around their boundaries, meeting up close to this point for "*solemn drinkage with prayers and thanksgiving and singing of psalms*".

**Summary**

In conclusion, Over Parish Council wants to retain the **current** Parish boundary, which has served its purpose for hundreds of years. Willingham has chosen to develop right up to its western boundary and seeks to expand further – but why shouldn't it develop within its existing borders elsewhere? There is plenty of open land to the east and to the north that they could develop, so we don't see any reason to concede a part of **our** Parish to our acquisitive neighbours in Willingham.

This is not the first time that Willingham has asked to move this boundary, and it is unlikely to be the last, but we can see no compelling reason to concede to their demand on this issue.

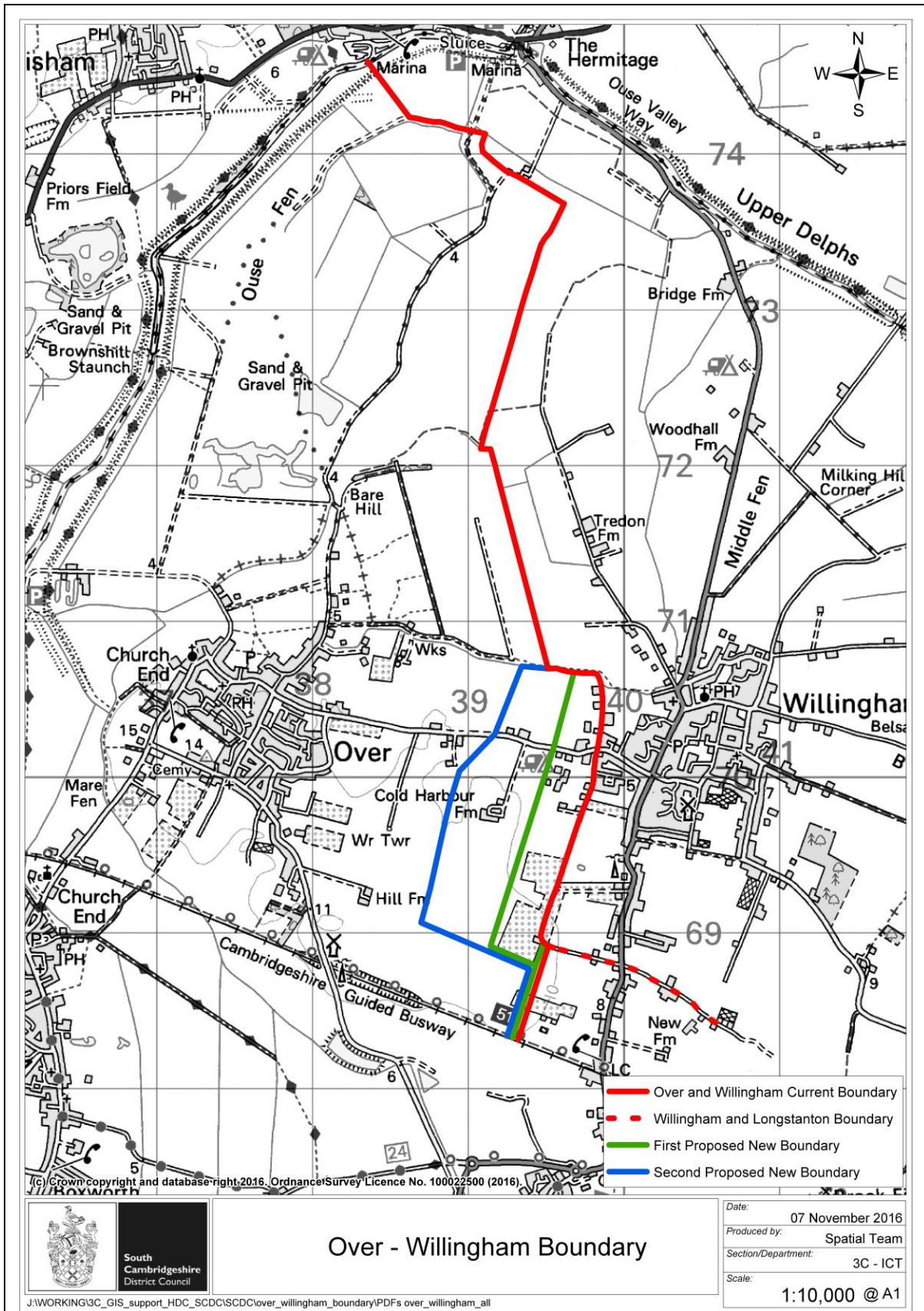
Community Governance Review for Willingham and Over – Appendix C



Community Governance Review for Willingham and Over – Appendix C



Community Governance Review for Willingham and Over – Appendix D



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# Agenda Item 6

**REPORT TO:** Civic Affairs Committee

22 June 2017

**LEAD OFFICER:** Head of Sustainable Communities and Wellbeing

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## **Community Governance Review – Cambourne Parish Council**

### **Purpose**

1. To consider submissions received in relation to the Community Governance Review (CGR) of Cambourne Parish and make a decision on whether to agree or disagree to an increase in Parish Councillors for Cambourne Parish Council.

### **Recommendations**

2. That Civic Affairs Committee makes a decision either agreeing or disagreeing to an increase in Parish Councillors from 13 to 19 for Cambourne Parish Council.

### **Background**

3. A request has been received from Cambourne Parish Council that the number of councillors on the Parish Council be increased from 13 to 19.
4. 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.
5. Section 95 of the 2007 Act provides, among other things, that when considering the number of councillors to be elected for the parish as a whole, the authority must have regard to the number of electors for the parish, and any change in that number likely to occur in the next five years.
6. Civic Affairs Committee has delegated authority to make a decision on the outcome of this review.
7. The Terms of Reference for this review were published on 6 February 2017
8. Submissions were invited between 6 February and 2 April 2017

### **Considerations**

9. The current electorate for Cambourne is 6,962 (September 2016) and the existing number of parish councillors is 13.
10. 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.

11. 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.
12. The table below shows the number of parish councillors seats compared to the size of electorate for parishes in the district with councillor numbers equal to or greater than that of Cambourne:

<b>Parish</b>	<b>Electorate (Sept 2016)</b>	<b>Council Size</b>
<i>Cambourne</i>	6962	13
Sawston	5633	19
Histon & Impington [grouped] <sup>1</sup>	6938	19 (11 + 8)
Cottenham	4792	15
Melbourn	3719	15
Girton	3582	15
Waterbeach	3572	15
Linton	3545	15
Great Shelford	3529	15
Milton	3420	15
Willingham	3206	15
Bar Hill	3204	13
Fulbourn	3944	15
Gamlingay	2996	15
Papworth	2744	13

13. A further Community Governance Review impacting Cambourne Parish Council is currently in progress. The proposed development to the West of Cambourne is situated in the parish of Caxton, with a small strip of land in the parish of Elsworth. All three parishes have agreed to proceed with a Community Governance Review. The Cambourne West development includes 2,350 dwellings.
14. In its request to the Council, Cambourne Parish Council states that
  - (a) the existing number of parish councillors for Cambourne was set in 2004 based upon 3,300 dwellings (original masterplan). Permission for a further 950 homes was approved in 2011.
  - (b) the number of parish councillors in Cambourne is already low for the size of electorate / population.
  - (c) being a new community, everything in Cambourne is happening at once and the volume of workload for Parish Councillors will grow with new and ongoing development. There are a number of specific projects planned that will require Parish Councillor involvement.
  - (d) Co-option has been used frequently within Cambourne Parish Council, however, this is not unusual.

<sup>1</sup> Histon & Impington are grouped together as one parish, but treated as separate for election purposes.



15. Any changes agreed would become effective at the scheduled elections in May 2018.

### **Consultation Responses**

16. The consultation was open for submissions for a period of two months (closed on 2 April 2017). Five responses were received in total. Two online, two on paper and one via email. Three out of the five responses supported the increase in Councillors, and two did not. The responses have been anonymised and attached to this report as Appendix A.

### **Options**

17. The Committee could:
- a) Agree to the increase the number of parish councillors from 13 to 19.
  - b) Disagree to the increase of parish councillors from 13 to 19.

### **Implications**

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

#### ***Legal***

19. The draft terms of reference for a Community Governance Review of the parish of Cambourne has considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in 2010, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)

### **Effect on Strategic Aims**

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

### **Background Papers**

Report to Civic Affairs Committee – 9 December 2016

<http://moderngov/documents/s98987/Appendix%20A%20Draft%20ToR%20for%20Cambourne%20-%20GB.pdf>

CGR Cambourne Parish Council size – Terms of Reference

[https://www.scams.gov.uk/sites/default/files/community\\_gov\\_review\\_cambourne\\_terms\\_of\\_ref\\_-\\_final.pdf](https://www.scams.gov.uk/sites/default/files/community_gov_review_cambourne_terms_of_ref_-_final.pdf)

**Report Author:** Jay Clarke – Development Officer

Telephone: (01954) 713209

**My Objection to the  
proposal of Cambourne  
Parish Council to increase  
the number of Parish  
Councillors from 13 to 19.**

## Preamble

Cambourne Parish Council is now over 12 years old being established in 2004. It started with 13 members and has continued with this number of councillors since. At each election not all positions have been filled and no poll has taken place. To fill these vacancies residents have been co-opted onto the Council to take those vacancies. Whilst election is vastly preferable, co-option is a necessity to keep up the numbers where vacancies occur and no elector comes forward to stand for election.

**As the NALC says in their Good Councillor Guide:**

***“It is better for democracy if councillors are elected rather than relying on co-option, so they can be confident that the council is the community’s choice of representatives.”***

## **Cambourne Parish Council (CPC) – Their proposal.**

CPC has asked South Cambridgeshire District Council (SCDC) for a Governance Review to increase the number of Councillors from 13 to 19.

### **My OBJECTION to their proposal**

I object to this proposal for many reasons a set out in the following pages. I conclude CPC has not set out good reasons for an increase in numbers and I feel there is a case for the opposite to happen. I have set out my reasons under the following headings:

**Direction of travel**

**A disorganised Council**

**Co-option and Elections**

**Workload**

**Big Boy Argument**

**West Cambourne**

**I further argue that with the addition of “West Cambourne” that Cambourne Parish as it currently stands must be warded.**

### **Direction of travel**

Parliament has decided the number of its elected members is to be decreased from 650 to 600. Cambridgeshire County Council has had the number of County Councillors reduced from 69 to 61 for the upcoming election. SCDC has also had the number of Councillors reduced from 57 to 45 in a recent review.

**I conclude the direction of travel is, with a larger population, that the number of elected representatives is being reduced.** The proposal from CPC is the opposite of this.

## **A disorganised Council**

As Cambourne has grown so has CPC grown. The Council, currently, has Full Council Meetings, 3 Committees (Finance, Leisure and, finally, Planning) and various working parties. CPC also has a passable Scheme of Delegation so Committees can take delegated decisions on behalf of the Council.

The trouble is that whilst CPC has grown it is still wedded to the notion of monthly Council meetings which it has outgrown. The whole point of a Scheme of Delegation is to take the pressure away from the Full Council and have decisions made in the delegated Committees.

Without proper delegation committee meetings have been cancelled because of lack of business. This is not because of lack of business for the committee but the overworked Council is doing all the work. Committees cancelled in this current year (2016/17) are Leisure 21/2/17 and Finance 19/07/16 + 18/10/16.

The introduction of a proper system of delegated committees over a 2 month committee cycle with a monthly Planning Committee would dramatically reduce number of Council Meeting to 6 a year with a small increase of 1 meeting for both Finance and Leisure. Planning would be reduced from 26 meetings to 12.

Instead of 52 meetings of the Council and Committees as set out in the reasons for the increase by making the Scheme of Delegation work CPC could reduce the number of meetings to 30.

**This would mean a reduction in workload for the Clerk, Councillors and Staff. It would also mean a reduction in the cost of holding all these meetings in staff time and production of paperwork.**

**If worked properly 13 is the right number of Councillors. Adding another 6 members to the current system will only add more voices to an already disorganised parish council.**

*Guidance on Community Government Review*

*154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between 5 and 8 councillors; those between 501 and 2,500 had 6 to 12 councillors; and those between 2,501 and 10,000 had 9 to 16 councillors. **Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.***

**I further conclude that taking the above Guidance into account then with a population of @11,000 then Cambourne Parish should be kept at 13 councillors.**

## Co-option and Elections

**At the 2016 elections only 9 people came forward to stand for election for the 13 vacancies on CPC. The number 9 is important. To take the General Power of Competence one of the conditions is at least 2/3rds of the members must be elected. With 13 Councillors then the minimum needed to obtain this power is 9. Increasing the number of councillors to 19 will increase the minimum to 13 councillors. Seeing that 13 people have never stood for CPC at any election increasing the number of councillors could mean the council could not achieve the 2/3rds minimum.**

Because few people take an interest in parish councils there is a democratic deficit. I do wonder whether this level of government continues to be appropriate with few parish councils having polls because the numbers standing are at or below the threshold for holding a poll.

Parish	No of Councillor	Stood at last election	+/-
Cambourne	13	9	- 4
Sawston	19	15	- 4
Histon and Impington	19	19	0
Cottenham	15	16	+ 1
Melbourn	15	15	0
Girton	15	13	- 2
Waterbeach	15	14	- 1
Linton	15	15	0
Great Shelford	15	13	- 2
Milton	15	7	- 8
Willingham	15	13	- 2
Bar Hill	13	13	0
Fulbourn	15	12	- 3
Gamlingay	15	12	- 3
Papworth	13	7	- 6

In the last electoral cycle for the 15 Parish Councils quoted there was 1 contested election and with 3 with the same number of candidates as seats. The remaining 11 Parish Councils were uncontested with the number of candidates falling below the number of seats. (See table above)

**I conclude that rather than being “under-represented” Cambourne Parish Council should be reduced to 9 Councillors.**



### **Co-option and Elections (continued)**

From the election of 2012 to 2016 a total of 8 councillors resigned and 1 was disqualified. This is a high turnover of Councillors and I feel reflects on the fact all do not stand at the Polls for their seats but are either elected unopposed or co-opted. Indeed at one point in the last 4 year period more councillors sitting on the council that were co-opted than elected unopposed.

The figures a worse when the 4 councillors who did not re-stand in 2016 are taken into account. In total 13 councillors resigned, disqualified or did not re-stand.

**I conclude it is much better to have elected councillors than co-opted councillors. CPC proposed increase is not looking to have elections and consequential polls but is looking to have co-option as a large element. This is wrong!**

## Workload

CPC makes much of the extraordinary work it and its councillors do.

Specific projects requiring Clir involvement and/or a working party include:

- The Annual Cambourne Fete.
- The Provision of a Post Office.
- Oversight and promotion of Sports & Leisure activities in Cambourne.
- Consolidation and provision of facilities made possible by multi-million pound S106 deals.
- Co-ordination and promotion of an ever-increasing pool of volunteers.
- Driving community led initiatives such as the Parish Plan.
- Leading on transport and infrastructure based initiatives.
- Liaising with over 300 community groups, clubs and societies.
- Liaising with developers and principal authorities.

The Annual Cambourne Fete, Parish Plan, Provision of a Post Office and Parish Plan (hasn't that finished?) are already described in the 20 working party meetings.

Oversight and promotion of sports and leisure activities in Cambourne needs fleshing out. Apart from Light Up Cambourne, this should be controlled by the Leisure Committee.

Promotion and co-ordination of the pool of volunteers should be done through the officers of the council rather than councillors. I read CPC has just appointed a Community Development Officer for this and other community tasks.

Leading on transport and infrastructure based initiatives is part of the Planning Committees delegated powers.

Liaising with over 300 community groups. I don't see this in the council minutes. The only real outside body the council contributes to is the Cambourne Youth Partnership with one appointed representative and a big grant.

Driving forward community led initiatives such as the Parish Plan has been completed with 13 members or less.

Liaising with developers with special council meetings and principal authorities is hardly much. The use of special council meetings is because the council has too much on its monthly agenda. The proper use of delegation of powers to committees would free up much time for this to happen on an ordinary council meeting.

**I conclude the Council is already doing the above with 13 councillors or less. There is no need for extra councillors. If there is a case for extra people it must be for extra employees rather than more councillors. The case has not been made for more Councillors.**

## **Big Boy Argument**

CPC contends that with only 13 councillors the people of Cambourne are under represented because other parish councils in SCDC area have smaller populations and have a larger number of councillors. The argument seems to go that because Cambourne is the largest population for a parish council within SCDC it must have more Councillors. This is the **Big Boy** argument. Cambourne is big therefore it must have a big number of councillors. **This is simply wrong.**

For instance:

Shrewsbury Town Council has a population of 72,000. The number of Town Councillors? 17.

St Neots Town Council has a population of 40,000 +. The number of Town Councillors? 21.

March Town Council has a population of 22,298. The number of Town Councillors? 12.

Cambourne Parish Council has a population of @11,000. The proposed number of Councillors? 19.

The only difference in powers and duties between a Town Council and a Parish Council is that a Town Council can have a Town Mayor rather than a Chairman.

**I conclude there are much larger Parish/Town Councils than Cambourne Parish Council in terms of population and services provided with less Councillors/Population ratio.**

The alternative argument can be made that the number of Parish Councillors is too high in most of the 15 Parish Councils named earlier.

## West Cambourne

Whilst this is not part of the review it is mentioned in the reasons given by CPC.

West Cambourne is currently within the boundary of Caxton Parish Council. The development will change Caxton as if it stays the same the vast majority of future electors will come from the new development.

Caxton Parish Council is therefore very likely to want to change this and allow the annexation of West Cambourne to Cambourne Parish. What needs to be remembered is the following:

West Cambourne is currently in the Papworth and Swaversey Division for County Council.

West Cambourne is proposed to be in the ward of Papworth and Caxton for the SCDC.

Current legislation doesn't allow the splitting of a Parish Council between two or more wards or divisions unless Parish wards are created to be co-terminus with the ward/division boundaries.

What does this mean?

If West Cambourne is annexed to Cambourne then a Parish Ward will have to be created for West Cambourne and another for Cambourne. Otherwise the electoral arrangement for the Papworth ward/division will not work as the numbers for West Cambourne are already included in the Papworth numbers.

There are other options. These are:

West Cambourne stays in Caxton Parish.

West Cambourne is parished with its own Parish Council.

West Cambourne is left unparished. For example: Cambridge City has no Parish Councils within its boundary.

**I conclude that if West Cambourne is annexed from Caxton Parish to Cambourne Parish then Cambourne Parish will have to be warded with a separate Parish Ward for West Cambourne and one for Cambourne. The logical follow on is the warding of Cambourne itself.**

### *Guidance on Community Government Review*

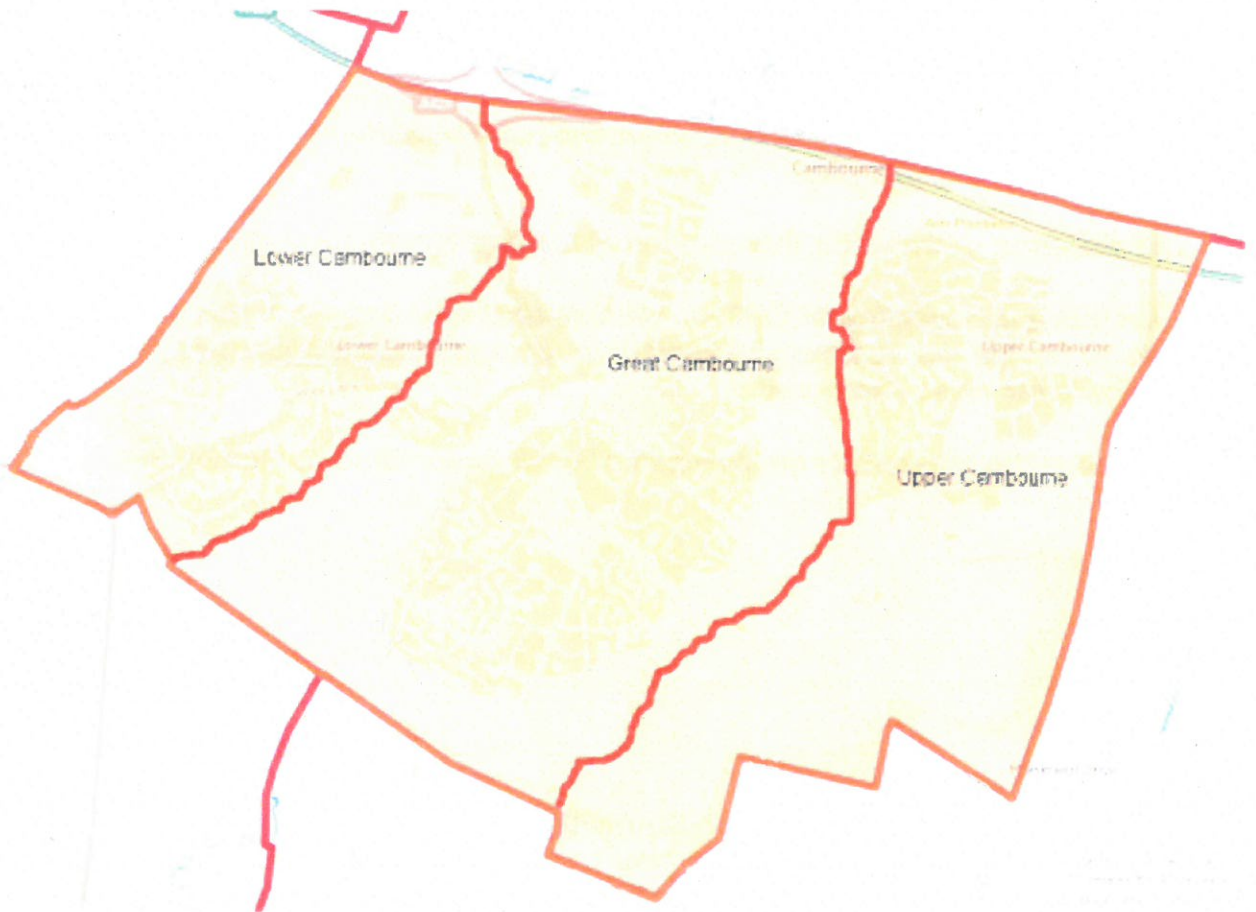
*163. .... For example, if a principal council chooses to establish a new parish in an area which is covered by two or more district or London borough wards or county division boundaries it may also wish to consider the merit of putting 46 Guidance on community governance reviews parish warding in place to reflect that ward and/or division.*

*179. ....The Commission will not normally look to move ward or division boundaries onto new parish ward boundaries. However, it will consider each proposal on its merits.*

## Parish Warding.

With all likelihood that West Cambourne will become part of Cambourne Parish, as discussed previously, then West Cambourne would have a parish ward of its own.

Cambourne is made up of 3 distinct villages. Great, Lower and Upper Cambourne have distinct boundaries. By warding this would allow the electors of say Lower Cambourne to elect their representatives to the Parish Council. The same goes for Great and Upper.



*In the map above I have drawn indicative boundaries of 3 parish wards.*

### **Proposal**

I therefore propose that Cambourne Parish is split into 3 Parish Wards. Lower, Great and Upper Cambourne. There are distinct boundaries between each village. The electorate of each village would then be able to choose their own representatives.

Another advantage is with warding that any by-election would be restricted to one ward rather than the whole of Cambourne as it is currently. Parish councillors representing a ward would be answerable to their electorate and allow for representation from each ward.

For example: Histon and Impington are two separate parish councils that have been grouped together. Whilst there is one council, one council tax rate for the group, the electorates of each council area elected their own representative to the grouped council.

With the likelihood that West Cambourne would have its own ward I feel it is only fair the rest of Cambourne should be warded with 3 distinct wards for 3 distinct villages.



## **Conclusions**

**I conclude the following:**

**The current number of Councillors is more than sufficient for Cambourne Parish Council.**

**If CPC were to follow its own delegation of committees this would lessen the workload on councillors and council staff.**

**The under representation argument is nonsense.**

**Parish warding must be introduced for the representation of each of the 3 villages that make up Cambourne.**

**The direction of travel for the number of councillors on councils is less not more.**

**I feel this a pre-emptive of CPC to call a more Councillors. A better time would be to have to review the number of Councillors when there is a Community Governance Review over West Cambourne.**

**Therefore the request for an increase of to 19 councillors must be denied.**

## **Notes:**

**is a former Town and Parish Councillor.**

**has made complaints against several Parish councillors because they couldn't bothered to update their Register of Interests.**

**has made a complaint because a notice of vacancy was not issued because a councillor was disqualified as the said councillor had not attended meetings for over 6 months.**



6 Feb, 2017

## Cambourne Community Governance Review

### Should Cambourne Parish Council increase the number of Councillors from 13 to 19?

The Council is undertaking a community governance review of the parish of Cambourne to consider if there should be an increase in the number of Parish Councillors from 13 to 19.

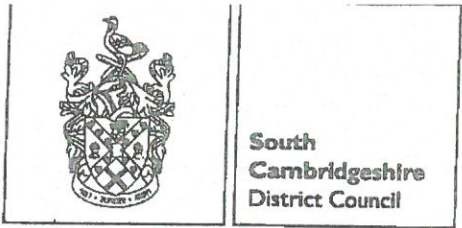
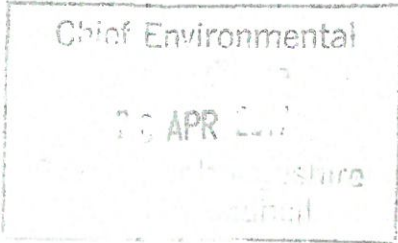
The Council has been approached by Cambourne Parish Council who has requested this review. The population in Cambourne has grown significantly since the number of parish Councillor seats was initially agreed and further growth in Cambourne is expected. The Parish Council already has a busy workload with over 72 (approx.) meetings per year and many time consuming projects underway. The Parish Council undertake many ever increasing duties including liaising with developers, authorities and over 300 community groups, clubs and societies.

**Do you think that the number of Cambourne Parish Councillors should increase from 13 to 19? (Please tick the below box)**

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please provide any further comments you may have:

Your Name
Your Address
Your Postcode
Email address (if you have one)
Phone number(s)



6 Feb 2017

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**Do you think that the number of Cambourne Parish Councillors should increase from 13 to 19? (Please tick the below box)**

YES	NO ✓

Please provide any further comments you may have:  
 CAMBOURNE PARISH COUNCIL ALREADY OVER WORK THEMSELVES WITH MEETINGS AND I BELIEVE THAT AN INCREASED NUMBER OF COUNCILLORS WILL RESULT IN AN UNWISELY ORGANISATION, THE EXTRA COUNCILLORS WOULD INvariably HAVE TO BE COOPTED.

Your Name
Your Address
Your Postcode
Email address (if you have one)
Phone number(s)



Your ref no: WVNHDIOD

First name **Response 4 of 5**

Last name

Email address

Address -  
Town/city -  
postcode -

Community Governance Review – Cambourne Parish Council Size

**Do you think that the number of Cambourne Parish Councillors should increase from 13 to 19?**

**YES** - population of Cambourne has grown significantly since the Council was first formed in 2004. The community is new which means that the workload is significant. There needs to be adequate numbers of cllrs to both cope with existing demand and allow for representation on the Council from the forthcoming development of West Cambourne

I declare that the information I have provided on this form is accurate By submitting this claim you are agreeing to the following declaration. I confirm by submitting this form, that the information I have provided is accurate

Your ref no: XJBBWYZE

First name **Response 5 of 5**

Last name

Email address

Address -  
Town/city -  
postcode -

Community Governance Review – Cambourne Parish Council Size

**Do you think that the number of Cambourne Parish Councillors should increase from 13 to 19?**

**YES** - Given the increasing size of Cambourne it makes sense to increase the number

I declare that the information I have provided on this form is accurate By submitting this claim you are agreeing to the following declaration. I confirm by submitting this form, that the information I have provided is accurate

# Agenda Item 7



South  
Cambridgeshire  
District Council

**Report To:** Civic Affairs Committee  
**Lead Officer:** Monitoring Officer

22<sup>nd</sup> June 2017

## Update on Code of Conduct complaints

### Purpose

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

### Recommendations

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

### Considerations

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

Matter Number	District/Parish Council	Allegation/complaint	outcome
9092	SCDC	One allegation re Verbal attack on another Councillor was dismissed previously.  The 2 <sup>nd</sup> allegation concerned a failure to correctly complete the ownership certificate on a planning application which was granted planning permission	Matter On-going
011304	Waterbeach Parish Council	Allegations that a Cllr breached the following parts of the code of conduct;  You must;  3.2 respect others and not bully or threaten or attempt to bully or	The complaint was reviewed in consultation with the Independent Person and it was determined that it was not in the public interest to investigate the matter further.

		threaten any person  3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute	
011947	Waterbeach Parish Council	Complaint by a Councillor against 2 other Councillors concerning their behaviour towards two employees of the parish council.	The complaint was reviewed in consultation with the Independent Person and it was determined that it was not in the public interest to investigate the matter further.
011966	Waterbeach Parish Council	New Complaint by employee of parish council against a councillor.	Meeting has been arranged between the complaint and the Councillor to see if the matter can be resolved informally.
011967	Waterbeach Parish Council	New Complaint by a parish councillor against another parish councillor	The complaint was reviewed in consultation with the Independent Person and it was determined that it did not merit formal investigation.
011968	Waterbeach Parish Council	New Complaint by a parish councillor by various parish councillors	The complaint had been previously dealt with in August 2016 in line with procedure and was a resubmission. No further action.
011953	Fowlmere Parish Council	Allegations that a Cllr breached the following parts of the code of conduct;  You must –  3.2 respect others and not bully.  &  3.3 respect the confidentiality of information which you receive as a Member by–  3.3.1 not disclosing confidential information to	The complaint was reviewed in consultation with the Independent Person and it was determined that it did not merit formal investigation as there was no evidence to show that the Cllr's actions or words breached the code.

		third parties unless required by law;	
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### **Implications**

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

### **Background Papers**

#### **CONSTITUTION – CODE OF CONDUCT/Code of Conduct Complaints Procedure**

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

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