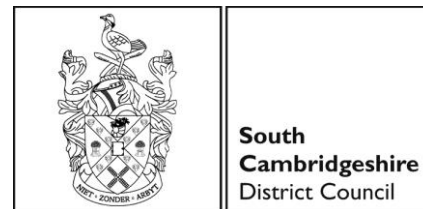


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
www.scambs.gov.uk



21 October 2019

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

Quorum: 3

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

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **TUESDAY, 29 OCTOBER 2019 at 10.00 a.m.**

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

Yours faithfully
Liz Watts
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Apologies for Absence To receive Apologies for Absence from Committee members.	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 3 September 2019 as a correct record.	1 - 2

DECISION ITEMS

- | | | |
|-----------|--|----------------|
| 4. | Review of Polling Districts and Polling Places | 3 - 12 |
| 5. | Consideration of a Community Governance Review of the Parishes of Longstanton and Oakington & Westwick, Prompted by the Development at Northstowe | 13 - 38 |
| 6. | Community Governance Review of Thriplow Parish Council | 39 - 48 |

INFORMATION ITEMS

- | | | |
|-----------|---|----------------|
| 7. | Update on Code of Conduct Complaints | 49 - 50 |
|-----------|---|----------------|

STANDING ITEMS

- | | |
|-----------|---|
| 8. | Date of the Next Meeting
To note that the next meeting will be held on Tuesday 3 December at 10am in the Swansley Room. |
|-----------|---|

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.

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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.

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Food and Drink

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on
Tuesday, 4 June 2019 at 10.00 a.m.

PRESENT: Councillor Dr. Douglas de Lacey – Chairman
Councillor Dr. Claire Daunton – Vice-Chairman

Councillors: Dr. Martin Cahn Mark Howell
Peter McDonald

Officers: Patrick Adams Senior Democratic Services Officer
Jason Clarke Development Officer
Andrew Francis Electoral Services Manager
Rory McKenna Deputy Head of Legal Practice

Councillor Brian Milnes was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Henry Batchelor, Councillor Nigel Cathcart, Councillor Bridget Smith, Councillor Peter Topping and Councillor Aidan Van de Weyer.

Councillor Peter McDonald acted as substitute for Councillor Henry Batchelor.

2. DECLARATIONS OF INTEREST

Councillor Peter McDonald declared a non-pecuniary interest as the Local Member for the village of Babraham. He participated in the discussion.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5 March 2019 were confirmed as a correct record.

4. THRIPLow/HEATHFIELD BOUNDARY REVIEW

The Development Officer presented this report, which updated the Committee on a potential Community Governance Review concerning the warding of Thriplow and Heathfield regarding representation on Thriplow Parish Council.

The Development Officer explained that the current warding arrangement was for 7 representatives from Thriplow and 2 from Heathfield. Thriplow Parish Council were proposing 5 representatives from Thriplow and 4 from Heathfield. Any proposed change to the current arrangements would have to go out to public consultation. The Committee would consider the Terms of Reference for this Review at its next meeting on 3 September. It was hoped that a representative from Thriplow Parish Council would be in attendance at this meeting. It was noted that the Local Member, Councillor Peter Topping, was a member of the Committee.

Members of the Committee stated that as the population of Heathfield was larger than that of Thriplow, it was not unreasonable to assume that Heathfield should have more representatives. The Electoral Services Manager confirmed that the number of representatives in wards within a parish did not have to be proportionate. The Development Officer explained that alternative proposals could be made during the

consultation process.

The Electoral Services Manager explained that Heathfield and Thriplow were separate settlements with different histories and the warding arrangements ensured that both were represented on the Parish Council. In response to questioning he confirmed that the last election to Thriplow Parish Council occurred in 2016, where 8 candidates stood for the 7 vacancies in the Thriplow ward, but only 1 for the Heathfield ward.

The Committee **NOTED** the report.

5. SAWSTON/BABRAHAM BOUNDARY REVIEW

The Development Officer presented this report, which updated the Committee on the status of a proposed Community Governance Review regarding the parish boundary between Sawston and Babraham.

It was noted that the proposed new development was closer to the village of Sawston but was in the parish of Babraham. Councillor Brian Milnes, Local Member for Sawston, explained that Sawston had a larger existing population than Babraham and Sawston Parish Council had comparably more resources to accommodate the new residents, than Babraham Parish Council.

Meetings had been taken place between representatives of both parish councils. Both Councillor Milnes and Councillor Peter McDonald, local member for Babraham, were optimistic that an agreement could be reached that was acceptable to all groups.

The Committee **NOTED** the report.

6. UPDATE ON CODE OF CONDUCT COMPLAINTS

The Deputy Monitoring Officer updated the Committee on the Code of Conduct complaints cases received by the Council. He explained that the Council had decided not to investigate a complaint received about Bourn Parish Council, as only complaints about individuals could be considered. It was noted that in line with standard practice, the complainant and the parish clerk had been informed of the Council's decision.

7. DATE OF NEXT MEETING

The Committee noted that its next meeting would be held on Tuesday 3 September at 10am in the Swansley Room.

The Meeting ended at 10.20 a.m.



REPORT TO: Civic Affairs Committee

29 October 2019

LEAD OFFICER: Liz Watts – Chief Executive, Returning Officer and
Electoral Registration Officer

Review of Polling Districts and Polling Places

Executive Summary

1. This report presents the results of a statutory review of the Council's Polling Districts and Polling Places and asks Civic Affairs Committee to recommend to council that the existing polling arrangements are retained.

Recommendations

2. It is recommended that Civic Affairs Committee recommends to council that the current schedule of polling districts and polling places is retained with no changes.

Reasons for Recommendations

3. A public consultation exercise resulted in only two responses, details of which are in the body of the report.

Details

4. Polling districts are the “building blocks” of electoral areas (such as parishes, wards, divisions and constituencies). It is the Councils job to keep these building blocks under review, primarily to ensure convenient and effective local democracy for its residents.
5. South Cambridgeshire is wholly divided into polling districts. The Council must define a polling place for each of those districts, within which the Returning Officer will site their polling station.
6. The Council last undertook a full review in 2013, with an interim review taking place in 2016 to address a handful of issues raised by the re-warding of the Council by the Local Government Boundary Commission for England (LGBCE).
7. Every council is required to complete a new full review of their arrangements now.

8. In South Cambridgeshire, each parish is made up of either one or two polling districts. There are no parishes made up of three polling districts. Nearly all polling districts already contain their own polling station.
9. The Returning Officer keeps polling arrangements across the district under constant review and is always happy to consider alternative polling arrangements where such are proposed.
10. The Returning Officer has not received any complaints from residents about polling arrangements as they currently exist.
11. Because of these factors, the Returning Officer did not propose in the public consultation to make any changes to the current arrangements.
12. The consultation ran for around 6 weeks. It was sent to all councillors and to all parish councils via the parish council e-bulletin. It was also hosted on the council's consultation portal and was sent to various disability groups and the Acting Returning Officer of the South East Cambridgeshire parliamentary constituency.
13. Two consultation responses were received. The first was from Camsight, a Cambridgeshire based charity that supports people with low vision and blindness to enhance independence and improve well-being and inclusion. Camsight raised some valid points around the process of voting for people with low vision, and we are happy to consider how we can light our polling stations more effectively. Their other points were related to the voting process and cannot be changed as they are driven by statute.

The other response came from Waterbeach Parish Council and related to the availability of car parking at the polling station. When this was discussed further, it became clear that there is a slight lack of parking, but that this is counter balanced by the centrality of the station in the village when compared with alternatives. The preference was to retain the current arrangements.

There were no other responses, which would imply a general level of satisfaction with our current polling arrangements.

14. Arrangements will need to be made to establish a new polling district for Northstowe. Currently residents there vote in the Longstanton polling station. The process for establishing this polling district will be tied to the forthcoming Community Governance Review so that we can ensure polling district and town/parish boundaries align.

Options

1. Civic Affairs Committee could choose to recommend to Council re-adoption of the existing arrangements with respect to polling districts and polling places.
2. Alternatively, the Committee could choose to recommend to Council alternative arrangements to those existing, but the Committee must be alive to the impact of their recommendations and ensure that effective local government can continue.

Implications

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

Legal

16. The Council has a legal responsibility to undertake a review of its polling districts and polling places now.

Equality and Diversity

17. The Returning Officer keeps polling arrangements under constant review and is always open to considering adopting alternative arrangements when these are preferable – especially with regards to the accessibility of polling stations.
18. As part of this review, the Returning Officer consulted with a variety of organisations with expertise of disabled and older people, and a response from Camsight was received.

Consultation responses

19. The responses received are appended to the report.

Effect on Council Priority Areas

20. This review is a statutory requirement.

Appendices

Appendix A: Existing polling district arrangements, proposed for retention

Appendix B: Consultation responses

Report Author:

Andrew Francis – Electoral Services Manager, Deputy Electoral Registration Officer
Telephone: (01954) 713014

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Appendix A – Existing Polling Districts, Places and Stations – Proposed for retention

List of Existing Polling Districts, Places and Stations – Amended by Council Jan 2017, Reordered to new wards July 2019

WARD NAME	PD LETTERS	POLLING DISTRICT	POLLING PLACE	PREFERRED POLLING STATION
BALSHAM	ZA1	Balsham	The Parish of Balsham	Church Institute
	ZC1	Carlton	The Parish of Carlton	Caravan, Pinehawk Kennels
	ZF1	Horseheath	The Parish of Horseheath	Village Hall
	ZI1	West Wickham	The Parish of West Wickham	Village Hall
	ZJ1	West Wratting	The Parish of West Wratting	Village Hall
	ZK1	Weston Colville	The Parish of Weston Colville	Reading Room
BAR HILL	QA1	Bar Hill	The Parish of Bar Hill	Bar Hill Church (Double Station)
BARRINGTON	XB1	Barrington	The Parish of Barrington	Village Hall
	XD1	Great Eversden	The Parish of Great Eversden	Village Hall
	XE1	Little Eversden	The Parish of Little Eversden	The Pavilion
	XL1	Orwell	The Parish of Orwell	Village Hall
	XO1	Wimpole	The Parish of Wimpole	Village Hall
BASSINGBOURN	VB1	Bassingbourn	The Parish of Bassingbourn-cum-Kneesworth	The Limes Communal Room
	VE1	Litlington	The Parish of Litlington	Village Hall
CALDECOTE	NA1	Bourn	The Parish of Bourn	Village Hall
	NC1	Caldecote	The Parish of Caldecote	Village Hall
	NL2	Childerley	The Parishes of Childerley, Caldecote and Knapwell	Caldecote and Knapwell Village Halls
	XG1	Little Gransden	The Parish of Little Gransden	Village Hall
	XH1	Kingston	The Parish of Kingston	Village Hall
	XI1	Longstowe	The Parish of Longstowe	Village Hall
CAMBOURNE	NP1	Cambourne	The Parish of Cambourne	The Hub (Triple Station)
CAXTON AND PAPWORTH	NB1	Boxworth	The Parish of Boxworth	Village Hall
	ND1	Caxton	The Parish of Caxton	Village Hall
	NE1	Conington	The Parish of Conington	The Leas
	NF1	Croxton	The Parish of Croxton	Village Hall

	NG1	Elsworth	The Parish of Elsworth	The Pavilion
	NH1	Eltisley	The Parish of Eltisley	Cade Memorial Hall
	NJ1	Graveley	The Parish of Graveley	Village Hall
	NK1	Knapwell	The Parish of Knapwell	Grange Farm
	NM1	Papworth Everard	The Parish of Papworth Everard	The Studio
	NN1	Papworth St. Agnes	The Parish of Papworth St Agnes	The Church
	NP2	Cambourne West	The Parishes of Cambourne and Caxton	The Hub and Caxton Village Hall
COTTENHAM	SA1	Cottenham	The Parish of Cottenham	Cottenham Village Hall (Double Station)
	SC1	Rampton	The Parish of Rampton	Village Hall
DUXFORD	YC1	Babraham	The Parish of Babraham	The George Inn Public House
	YD1	Pampisford	The Parish of Pampisford	Village Hall
	WB1	Duxford	The Parish of Duxford	Communal Centre
	WE1	Hinxton	The Parish of Hinxton	Village Hall
	WF1	Ickleton	The Parish of Ickleton	Village Hall
FEN DITTON AND FULBOURN	RA1	Fen Ditton West	The Parish of Fen Ditton	The Pavilion (recreation ground)
	RA2	Fen Ditton East	The Parishes of Fen Ditton and Teversham	The Pavilion and Hope Community Church, Teversham
	RB1	Fulbourn Village	The Parish of Fulbourn	The Fulbourn Centre (Double Station)
	RB2	Fulbourn Beechwood	Fulbourn Beechwood Polling District	Caravan, Tesco Car Park
	RC1	Horningsea	The Parish of Horningsea	Village Hall
	RD1	Stow cum Quy	The Parish of Stow cum Quy	Village Hall
	RE1	Teversham (Village)	The Parish of Teversham	Hope Community Church
	RE2	Teversham (Foxgloves)	Teversham Foxgloves Polling District	Bewick Bridge School
	RF1	Great Wilbraham	The Parish of Great Wilbraham	Memorial Hall
	RG1	Little Wilbraham	The Parish of Little Wilbraham	The Church
	RG2	Six Mile Bottom (pt)	Six Mile Bottom Polling District	Sports and Social Club
FOXTON	WA1	Great Chishill	The Parish of Great & Little Chishill	Sport Pavilion
	WA2	Little Chishill	The Parish of Great & Little Chishill	Sport Pavilion
	WC1	Fowlmere	The Parish of Fowlmere	United Reformed Church
	WD1	Heydon	The Parish of Heydon	Holy Trinity Church
	XF1	Foxton	The Parish of Foxton	Village Hall
GAMLINGAY	VC1	Gamlingay	The Parish of Gamlingay	Eco Hub (Double Station)

GIRTON	QC1	Dry Drayton	The Parish of Dry Drayton	Village Hall
	QD1	Girton	The Parish of Girton	The Pavilion (Double Station)
	QF1	Madingley	The Parish of Madingley	Village Hall
HARDWICK	PE1	Hardwick	The Parish of Hardwick	Hardwick Pavilion
	PH1	Toft	The Parish of Toft	Meeting Room, Methodist Church
HARSTON AND COMBERTON	PA1	Barton	The Parish of Barton	Village Hall
	PB1	Comberton	The Parish of Comberton	Village Hall/ Baptist Church Centre
	PC1	Coton	The Parish of Coton	Village Hall
	PD1	Grantchester	The Parish of Grantchester	Reading Room
	PF1	Harlton	The Parish of Harlton	Village Hall
	PG1	Haslingfield	The Parish of Haslingfield	Village Hall
	PG2	South Trumpington	The Parish of South Trumpington	Trumpington Meadows Primary School
	TA1	Harston	The Parish of Harston	Village Hall
	TB1	Hauxton	The Parish of Hauxton	Village Hall
HARSTON AND IMPINGTON	OA1	Histon	The Parish of Histon	Baptist Church Hall (Double Station)
	OA2	Impington (North)	The Parishes of Histon & Impington	Baptist Church Hall
	OA3	Impington (South)	Impington South Polling District	Meadows Community Centre
	OA4	Orchard Park	The Community of Orchard Park	Orchard Park Community Centre
LINTON	YA1	Great Abington	The Parish of Gt and Lt Abington	Village Institute
	YB1	Little Abington	The Parish of Gt and Lt Abington	Village Institute
	ZB1	Bartlow	The Parish of Bartlow	St Mary's Church
	ZD1	Castle Camps	The Parish of Castle Camps	Village Hall
	ZE1	Hildersham	The Parish of Hildersham	Village Hall
	ZG1	Linton	The Parish of Linton	Village Hall (Double Station)
	ZH1	Shudy Camps	The Parish of Shudy Camps	St Mary's Church
LONGSTANTON	QE1	Longstanton	The Parish of Longstanton	Village Institute
	QG1	Oakington & Westwick	The Parish of Oakington and Westwick	Oakington Pavilion
MELBOURN	XJ1	Melbourn	The Parish of Melbourn	United Reformed Church Hall (Double Station)
	XK1	Meldreth	The Parish of Meldreth	Village Hall
	XM1	Shepreth	The Parish of Shepreth	Village Hall
	XN1	Whaddon	The Parish of Whaddon	Village Hall
MILTON AND	OB1	Landbeach	The Parish of Landbeach	Village Hall

WATERBEACH	OC1	Milton	The Parish of Milton	Bowls Pavilion (Double Station)
	OC2	Milton Detached	The Parish of Milton	Bowls Pavilion
	OD1	Waterbeach	The Parish of Waterbeach	Salvation Army Hall (Double Station)
	OD2	Chittering	The Parish of Chittering	Caravan, Chittering Park Campsite
OVER AND WILLINGHAM	SB1	Over	The Parish of Over	Community Centre
	SD1	Willingham	The Parish of Willingham	Ploughman Hall (Double Station)
SAWSTON	YE1	Sawston	The Parish of Sawston	Free Church Hall (Double Station)
SHELFORD	TD1	Great Shelford	The Parish of Great Shelford	Memorial Hall (Double Station)
	TE1	Little Shelford	The Parish of Little Shelford	Memorial Hall
	TF1	Stapleford	The Parish of Stapleford	Sheltered Housing
SWAVESEY	NI1	Fen Drayton	The Parish of Fen Drayton	Village Hall
	NL1	Lolworth	The Parish of Lolworth	Robinson Hall
	NO1	Swavesey	The Parish of Swavesey	Memorial Hall
THE MORDENS	VA1	Abington Pigotts	The Parish of Abington Pigotts	Village Hall
	VD1	Hatley	The Parish of Hatley	Village Hall
	VF1	Guilden Morden	The Parish of Guilden Morden	Village Hall
	VG1	Steeple Morden	The Parish of Steeple Morden	Village Hall
	VH1	Shingay-cum-Wendy	The Parish of Shingay cum Wendy	Village Hall
	VI1	Tadlow	The Parish of Tadlow	49 High Street
	XA1	Arrington	The Parish of Arrington	Arrington Assembly Rooms and Institute
	XC1	Croydon	The Parish of Croydon	Croydon Reading Rooms
WHITTLESFORD	TC1	Newton	The Parish of Newton	Village Rooms
	WG1	Thriplow Village	The Parish of Thriplow	Village Hall
	WG2	Thriplow Heathfield	The Parish of Thriplow	Caravan, Whitehall Gardens
	WH1	Whittlesford	The Parish of Whittlesford	Memorial Hall

Appendix B: Consultation responses

Camsight

This is a general comment/observation on behalf of visually impaired clients of Cam Sight. We are aware, having had a number of very informative talks from the Electoral Department, that you are aware of a shortfall in making voting accessible for those with a visual impairment and are working towards rectifying this. It would be helpful to have voting slips in a variety of formats - large print, braille, even a screen reader would be helpful. In addition if each venue could ensure that there is adequate lighting around at least one of the voting booths that too would be helpful. There needs to be some sort of system whereby a visually impaired person who cannot read braille or read large print has the means to cast a vote in a confidential way. Candidates details could be recorded and an I pad used for the vote to be cast. Cam Sight would be pleased to give further advice and guidance if this would be helpful

Waterbeach Parish

Not aware of any (issues) – although there isn't much parking at ours. OK for disabled access though...

Follow up: I don't think there are any other more convenient alternatives in Waterbeach but I'll check with the Clerk. The beauty of the Salvation Army Hall is it is pretty central so most people walk.

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Agenda Item 5



**South
Cambridgeshire**
District Council

REPORT TO: Civic Affairs Committee

29 October 2019

LEAD OFFICER: Sustainable Communities and Partnerships Manager

Consideration of a Community Governance Review of the parishes of Longstanton and Oakington and Westwick, prompted by the development at Northstowe,

Executive Summary

1. The new community at Northstowe, in the north west of the district, has been planned as a distinctive new town of 10,000 homes, with green space used to separate it from the neighbouring villages of Longstanton and Oakington.
2. The new development straddles the parishes of Longstanton and Oakington and Westwick.
3. The Civic Affairs Committee has been regularly updated as to the need to conduct a Community Governance Review in response to the creation of this new community.
4. The Committee is now invited to consider the timing and draft terms of reference for a review of community governance arrangements in Northstowe and the surrounding settlements.

Key Decision

5. No.

Recommendations

6. It is recommended that Civic Affairs Committee
Decides whether to commence with a Community Governance Review of the parishes of Longstanton and Oakington and Westwick based on the draft terms of reference (Appendix A), taking into consideration the timing of such a review.
7. Should the Committee agree to commence a Community Governance Review of the parishes of Longstanton and Oakington and Westwick they will need to:
 - (a) agree, with or without amendments, the draft terms of reference (Appendix A), and
 - (b) agree an indicative timetable for the review.

Reasons for Recommendations

8. The District Council is obliged to keep under review the community governance arrangements for its area, to ensure that the arrangements in place continue to allow good community engagement, good local democracy and permit the effective and convenient delivery of local services.
9. The emergent new community at Northstowe is developing its own, distinctive identity, with interests that are separate to and different from those of the established community of Longstanton, where Northstowe residents are currently represented via Longstanton Parish Council.
10. The consultation will cover;
 - Parish boundaries.
 - Electoral arrangements.
 - Whether to create a new parish and if so, style, name and number of Councillors.
 - Possible interim arrangements.

Details

11. The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) provides for a Principal Council to conduct a review of the community governance arrangements for the whole or part of its area for the purpose of considering whether or not to make any changes to Parish boundaries or size, and/or the creation of new parishes; and the review of the electoral arrangements for new and/or existing parishes. Section 93 of the 2007 Act allows principal councils to decide how to undertake such a review, provided that they comply with the duties in the Act which apply to councils undertaking reviews. If, following a review, the Council decides that changes should be made to the electoral arrangements; they may make an Order giving effect to the changes.

The Guidance also states that in reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such matters during the course of a Community Governance Review and seek sound and demonstrable evidence of such identities and linkage.

12. Civic Affairs Committee has previously considered this matter and agreed action plans and a direction of travel for the Community Governance Review to respond to the new development at Northstowe:
 - a. 20 March 2014 – The Committee passed the following resolution “The Civic Affairs Committee AGREED with the establishment of an independent Northstowe Parish Council with the aim of a review commencing in April 2017, to be reviewed in June 2016.”

- b. Due to a delay in the build out of Northstowe, (first occupation May 2017) a Community Governance Review at the time originally anticipated would not have been feasible. On 4 September 2018 a new proposed timetable for a Community Governance Review was presented to the Civic Affairs Committee. The Committee NOTED that Longstanton Parish Council had requested that the Community Governance Review be delayed until the summer of 2019. It was understood that this would allow residents of Northstowe to gain more experience as parish councillors on Longstanton Parish Council and also allow for an increase in residents in Northstowe to consult on the review, hence the delay in bringing forward the draft terms of reference for consideration by the committee.
13. The guidance states that when considering parish boundaries, the principal council should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries. A review offers an opportunity to put in place strong-clearly defined boundaries, tied to firm ground features, and remove anomalous parish boundaries.
14. The Principal Council is required to determine the terms of reference under which a Community Governance Review is to be undertaken. The terms of reference must clearly specify the area under review and must be published. The guidance states that “Ultimately, the recommendations made in a Community Governance Review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services”.

Considerations

15. Following informal briefings with parishes affected by the proposed Community Governance Review, Civic Affairs Committee is invited to consider the draft terms of reference for a Community Governance Review of the parishes of Longstanton and Oakington, which can be found at Appendix A. The terms of reference set out the matters on which a Community Governance Review could focus.
16. The formal publication of terms of reference will begin a review and the review must be completed within twelve months and concludes when the council publishes the recommendations made in the review. Should the Committee decide to commence the Community Governance Review a timeline would need to be agreed.
17. At the time of writing the number of occupations at Northstowe stands at 440, with 488 electors registered with Northstowe post codes.
18. The Committee may wish to consider the forecast housing trajectory for the development at Northstowe, as well as the electorate forecast:
 - 2019/20 – 813 electors (accumulative total 495 dwellings)
 - 2020/21 – 1,164 electors (accumulative total 709 dwellings)
 - 2021/22 – 1,522 electors (accumulative total 927 dwellings)
 - 2022/23 – 1,919 electors (accumulative total 1,169 dwellings)
 - 2023/24 – 2,330 electors (accumulative total 1,419 dwellings)
 - 2024/25 – 2,740 electors (accumulative total 1,669 dwellings)

19. The current electorate for Longstanton is 2,567, this excludes the 488 electors with Northstowe postcodes. The electorate for Oakington is 1,174. The five year housing trajectory forecasts an additional 12 dwellings in Longstanton and 6 dwellings in Oakington which could increase the number of electors by 20 and 11 respectively.
20. The Committee may also wish to consider the schedule of ordinary elections in South Cambridgeshire. Elections to Longstanton and Oakington & Westwick Parish Councils are next due in 2022, alongside all out elections for the district council. If a review finds that it will be appropriate to hold an election for parish councillors, for example to form a newly created or warded parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected parish councillors will be so reduced or extended as to enable the electoral cycle to revert to the normal cycle at the next ordinary elections. Depending on the timing of a review, elections for any newly formed council could take place in May 2021, to coincide with the County Council and Combined Authority elections, or in 2022 combined with district council elections and the elections for all parishes in South Cambridgeshire.
21. Informal briefings with the following parish councils have already taken place: Longstanton, Oakington & Westwick, Willingham, Over, Swavesey and Cottenham, with Rampton to follow in the first week of November. A written response is anticipated from Longstanton Parish Council following publication of this report.

Consequential Amendments and District Electoral Review

22. The Local Government Boundary Commission for England (LGBCE) undertook a full electoral review of the district's warding arrangements in 2017, with the new district ward boundaries being implemented at all out elections in May 2018.
23. The Committee will also be aware that the Council only has the power to amend parish boundaries. District ward and county division boundaries will not be automatically updated by any changes to parish arrangements made by Community Governance Reviews. Should any district ward or county division boundaries need to be updated after a Community Governance Review the Council would have to apply to the LGBCE to make consequential amendments to those boundaries.
24. Any consultation on governance arrangements will include consultation on future polling arrangements for the area.

Options

25. The Committee could resolve to commence a Community Governance Review of the parishes of Longstanton and Oakington & Westwick. Alternatively, the Committee could decide that a Community Governance Review of the Parishes at this time is not necessary.
26. Should the Committee agree to commence a Community Governance Review of the parishes of Longstanton, Oakington & Westwick, they will need to:

- a. agree, with or without amendments, the draft terms of reference (Appendix A), and
- b. agree an indicative timetable for the review (included as Section 2.6 in the ToR).

Implications

27. 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

28. The cost for parish council elections falls to the parish. There would be a cost to elections in a new parish were this to be agreed and therefore it would be prudent to schedule any review so that it completes in time for elections to coincide with other polls.

Legal

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

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

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

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

(3) The principal council must consult the following—

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

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

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

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

(b) is effective and convenient.

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

(a) that have already been made, or

(b) that could be made,
for the purposes of community representation or community engagement in respect of the area under review.

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

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

(a) publish the recommendations; and

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

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

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

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

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

Staffing

30. It will be possible to carry out a Community Governance Review prompted by the new development at Northstowe within existing resources.

Risks/Opportunities

31. Undertaking a Community Governance Review will allow the residents at Northstowe to engage with local democracy and determine how they wish to be represented in future and will assist in the formation of an emergent community identity.

Equality and Diversity

32. The Council will work with relevant Parish Council's to identify and consult with interested parties. Key documents will be available on the SCDC website and on deposit at the District Council offices in Cambourne. They will also be available at The Community Wing, Pathfinder School, Northstowe, The Village Hall, Longstanton, and by request from the Parish Clerk in Oakington. There will be provision for collection of paper submissions at these locations and they will also be accepted online and by post.

Consultation responses

33. No formal consultation has taken place to date, this will be part of the review process. Briefings have taken place with Longstanton, Oakington & Westwick, Willingham, Over, Cottenham and Swavesey parish councils. Rampton parish council will be briefed at their next meeting on the 4 November 2019. The views of the local members for Longstanton & Oakington have been taken into account.

A modern and caring Council

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

Background Papers

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

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

Appendices

- Appendix A: Terms of Reference
- Appendix B: Map of Northstowe Development area and surrounding parishes.
- Appendix C: Map of Oakington boundary
- Appendix D: Map of Over boundary
- Appendix E: Map of Swavesey boundary
- Appendix F: Map of Willingham boundary
- Appendix G: Map of Rampton boundary

Report Author:

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

Elizabeth Davy – Development Officer

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Appendix A

DRAFT TERMS OF REFERENCE

COMMUNITY GOVERNANCE REVIEW OF LONGSTANTON & OAKINGTON, PROMPTED BY THE DEVELOPMENT AT NORTHSTOWE.

1. INTRODUCTION

- 1.1 South Cambridgeshire District Council has resolved to undertake a Community Governance Review of the parishes of Longstanton and Oakington & Westwick.
- 1.2 This review is to address the population growth in respect of the new housing development at Northstowe to consider whether the creation or alteration (and thus naming) of existing parish boundaries and any consequent changes to the electoral arrangements for the parish(es) should be recommended.
- 1.3 In undertaking this review the Council has considered the Guidance on Community Governance Reviews published by the DCLG in March 2010, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972 and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils)(England) Regulations 2008 (SI2008/626). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)
- 1.4 These Terms of Reference will set out clearly the matters on which the Community Governance Review is to focus. We will publish this document on our website and also in hard copy. Hardcopies will be made available at the District Council offices in Cambourne, The Community Wing, Pathfinder School, Northstowe, Longstanton Village Hall and on request by contacting the Parish Clerk by email or telephone.

Purpose of the Review

- 1.5 The development at Northstowe will see 10,000 homes constructed across parts of the parishes of Longstanton and Oakington and Westwick. The Council is undertaking a Community Governance Review at this time because the housing development at Northstowe will alter the geographical spread of housing across the parishes. The resulting spatial separation between the three population centres will no longer correspond to a parish boundary that reflects a coherent "natural settlement" pattern. The resulting recommendations of the review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.
- 1.6 The council will have regard to the need to secure community governance within the area under review such that it
 - reflects the identities and interests of the community in that area, and
 - is effective and convenient, and
 - takes into account any other arrangements for the purposes of community representation or community engagement in the area.

Community Governance Reviews

- 1.7 A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes in the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election; council size; the number of Councillors to be elected to the council, and parish warding), and
- grouping parishes under a common parish council or de-grouping parishes.

Parish governance in our area

- 1.8 The Councils Business Plan underlines the key role of third tier councils in sustaining successful, vibrant communities.
- 1.9 The Council's constitution states the function of the Civic Affairs Committee with regard to Electoral Arrangements.

Determination as follows:

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

They may also recommend to Council:

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

2. CONSULTATION

- 2.1 The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.
- 2.2 In coming to its recommendations in the Review, the Council will take account of the views of local people and stakeholders.
- 2.3 The Council will:
- publish these Terms of Reference and take submissions via its website;
 - promote the process by means of general press releases and social media;
 - provide key documents on deposit at the District Council offices in Cambourne, at the Village Hall in Longstanton, by request from the Parish Clerk in Oakington & Westwick and at The Community Wing, next to Pathfinder School, Northstowe. There will be provision for collection of paper submissions at these locations, with postal submissions accepted at the District Council office (South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA).
- 2.4 This Council will notify Cambridgeshire County Council that a review is to be undertaken; they are a formal consultee of this process.

2.5 The consultation will cover;

- Parish boundaries
- Electoral arrangements
- Whether to create a new parish and if so, style and number of Councillors
- Possible interim arrangements

The timetable for the review

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

Timetable for Community Governance Review	
Terms of Reference are published	11 November 2019
Local briefings and meetings	November/December 2019
Initial submissions are invited	From 11 November 2019 to 15 January 2020
Consideration of submissions received and draft recommendations prepared for Civic Affairs Committee	Draft recommendations published 3 March 2020
Consultation on the draft recommendations	From 17 March to 15 June 2020
Consideration of submissions received and final recommendations prepared for Civic Affairs Committee (date TBC)	July/August 2020
Final recommendations are published, concluding the review	September 2020
Council can make a Reorganisation Order	October 2020

3. ELECTORATE FORECASTS

- 3.1 The existing electorate for Northstowe is 488. The electorate in Northstowe is forecast to increase to 2,190 by 2024. The current electorate for Longstanton is 2,567, which excludes the 488 electors with Northstowe postcodes. The electorate for Oakington is 1,174. The five year housing trajectory forecasts an additional 12 dwellings in Longstanton and 6 dwellings in Oakington which could increase the number of electors by 20 and 11 respectively.
- 3.2 The key issue prompting this Review is the forthcoming change in settlement pattern within the parishes of Longstanton and Oakington and Westwick as a result of new housing development at Northstowe
- 3.2 The population forecasts have been provided to Longstanton and Oakington & Westwick Parish Council's for their consideration.
- 3.3 The present parish structure and ward structure for the area is presented in the map in Annex B, with the development area at Northstowe shown. Parish boundaries are shown in larger scale in Appendices C to G.

4. PARISHES

- 4.1 The Council is required by law to consider other forms of community governance as alternatives or stages towards establishing parish councils, which vary both in the degrees of powers and influence they may exert and their commensurate levels of transparency and accountability.
- 4.2 The Council will consider boundaries as part of the review, endeavoring to ensure that they are and are likely to remain easily identifiable.
- 4.3 The Council will be mindful of the need to ensure that parishes are viable.

5. NAMES AND STYLES

- 5.1 Should a new body require naming as part of the review, the Council will consider names proposed by local interested parties.
- 5.2 Alternative styles are now available for parishes e.g. town council, community council or village council. If a new body is proposed, the Council will consider whether it should have one of the alternative styles.

6. ELECTORAL ARRANGEMENTS

- 6.1 The Council voted to move to all out elections and bring all parish council elections in line. The next scheduled out elections will take place in 2022.
- 6.2 If the review finds that it will be appropriate to hold an election for example to a newly formed body, parish or warded parish, at an earlier date than the next scheduled ordinary elections, the terms of office of any newly elected parish councillors will be reduced or extended as to enable the electoral cycle to revert to the normal cycle at the next ordinary elections.
.
- 6.3 The legislation lays down the different duties that the Council has with regard to the creation of a parish: Where the number of electors is 1,000 or more – a parish council must be created; Where the number of electors is 151-999 – a parish council may be created, with a parish meeting being the alternative form of parish governance; Where the number of electors is 150 or fewer – principal councils are unable to recommend that a parish council should be created and therefore only a parish meeting can be created. The Council notes that the number of parish councillors for each parish council shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors. The National Association of Local Councils has suggested that the minimum number of councillors should be seven and the maximum 25.
- 6.4 The Council will have regard to the following factors when considering the number of councillors to be elected for a parish:
 - the number of local government electors for the parish;
 - any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.
- 6.5 The Council will take into account the following when considering whether a parish should be divided into wards for the purposes of elections of the parish council.
 - whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient;
 - whether it is desirable that any area or areas of the parish should be separately represented on the council

- 6.6 The government's guidance is that "the warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish". The Council will be mindful of this guidance, considering the case on its merits and on the basis of the information and evidence provided during the course of the review.
- 6.7 In reaching conclusions on the boundaries between parish wards, should this be required, the Council will take into account community identity and interest in an area and will consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Equally, the Council, during its consultations in this Review is mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

7. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

- 7.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's offices, website, The Community Wing, next to Pathfinder School, Northstowe, Longstanton Village Hall and by request from the Parish Clerk for Oakington, email: Oakingtonpc@btinternet.com or tel: 01223 232398
- 7.2 In accordance with the Guidance issued by the government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council's office at South Cambridgeshire Hall, Cambourne, Cambridge, CB23 6EA. Prints will also be supplied, in accordance with regulations, to Ordnance Survey, the Registrar General, the Land Registry, the valuation Office Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.
- 7.3 The provisions of the Order will take effect for financial and administrative purposes on 1 April 2021.
- 7.4 The electoral arrangements for a new or existing body will come into effect at the next elections to the third tier council. Should this not coincide with the next ordinary local elections, the Council might have need to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972 to provide for the first election to be held in an earlier year, with councillors serving a shortened or extended first term to allow the parish electoral cycle to return to that of the district.

8. CONSEQUENTIAL MATTERS

General principles

- 8.1 The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:
- the transfer and management or custody of property;
 - the setting of precepts for new parishes;
 - provision with respect to the transfer of any functions, property, rights and liabilities;
 - provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

- 8.2 In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.
- 8.3 In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate portion.
- 8.4 Furthermore, the Council notes the Regulations regarding the establishment of a precept for a new parish and their requirements.

District ward boundaries

- 8.5 The Council is mindful that it may be necessary for it to recommend the Local Government Boundary Commission to make alterations to the boundaries of district wards or county electoral divisions to reflect the changes made at parish level. The Council notes that it will be for the Local Government Boundary Commission to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to conduct an electoral review of affected areas.
- 8.6 The Council notes that the Local Government Boundary Commission will require evidence that the Council has consulted on any such recommendations for alterations to the boundaries of the district wards of county electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavor to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.
- 8.7 Where such consequential matters affect Cambridgeshire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance.

Date of publication of these terms of reference 11 November 2019

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

Liz Davy, Development Officer

elizabeth.davy@scambs.gov.uk or 01954 713111

Officers charged with conducting the review are as follows:

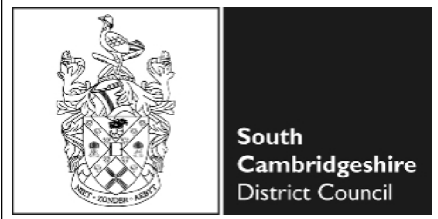
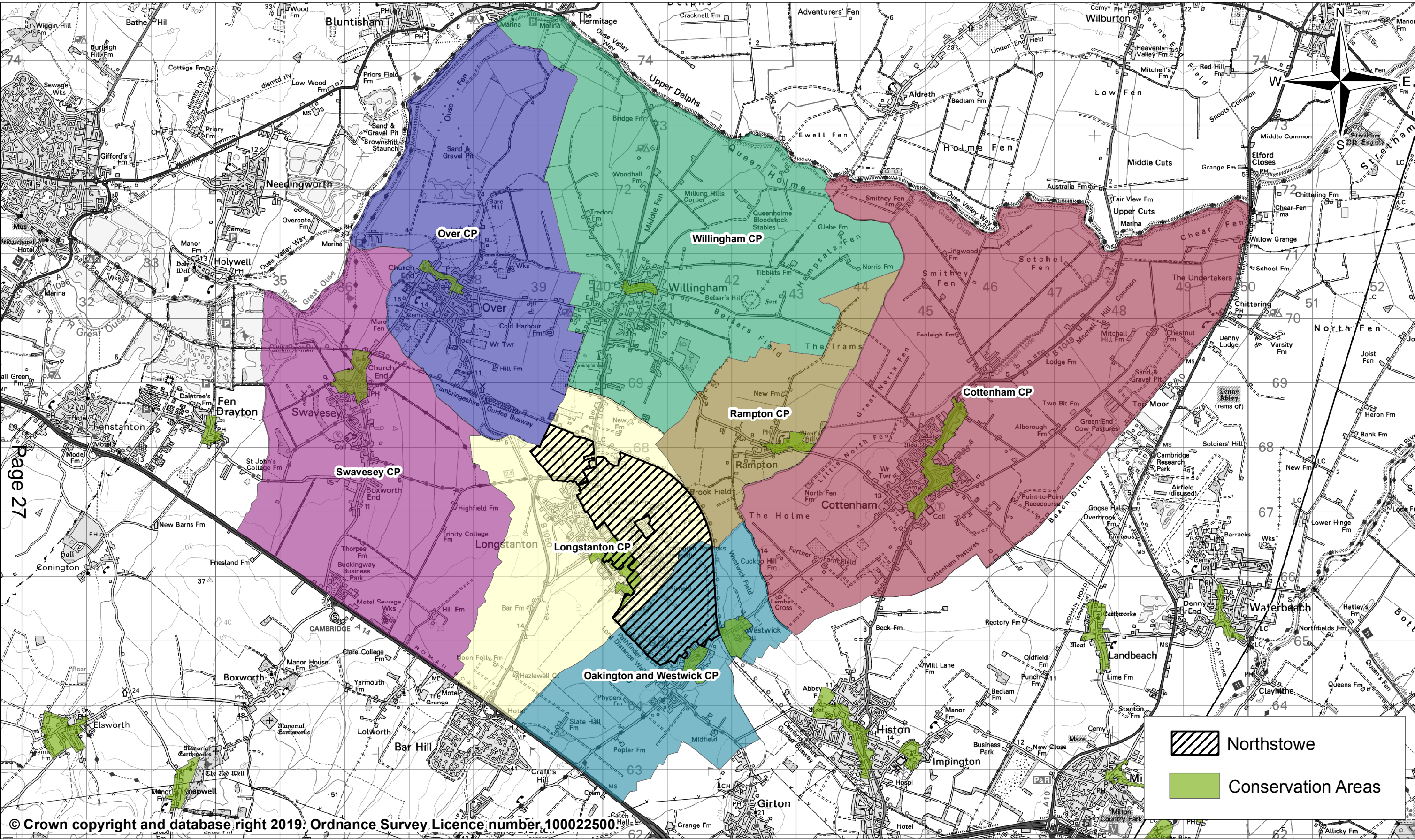
Gemma Barron, Partnerships and Sustainable Communities Manager

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

Clare Gibbons, Programme Lead, Northstowe Healthy New Town

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

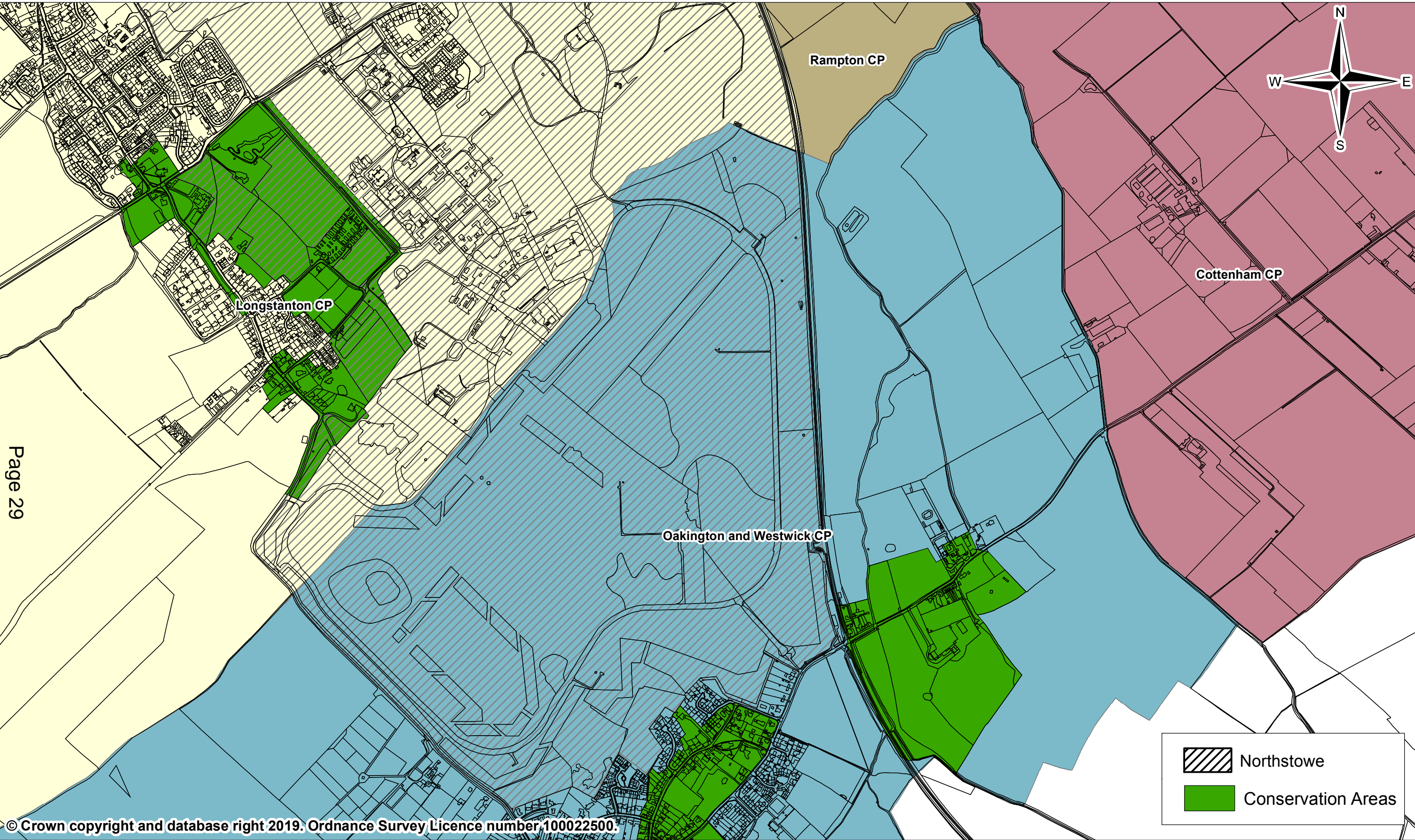
Appendix B Map of Northstowe Development Area



Community Governance Review
prompted by the development at Northstowe

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Section/Department:	Spatial Team
Scale:	1:55,000 @ A3

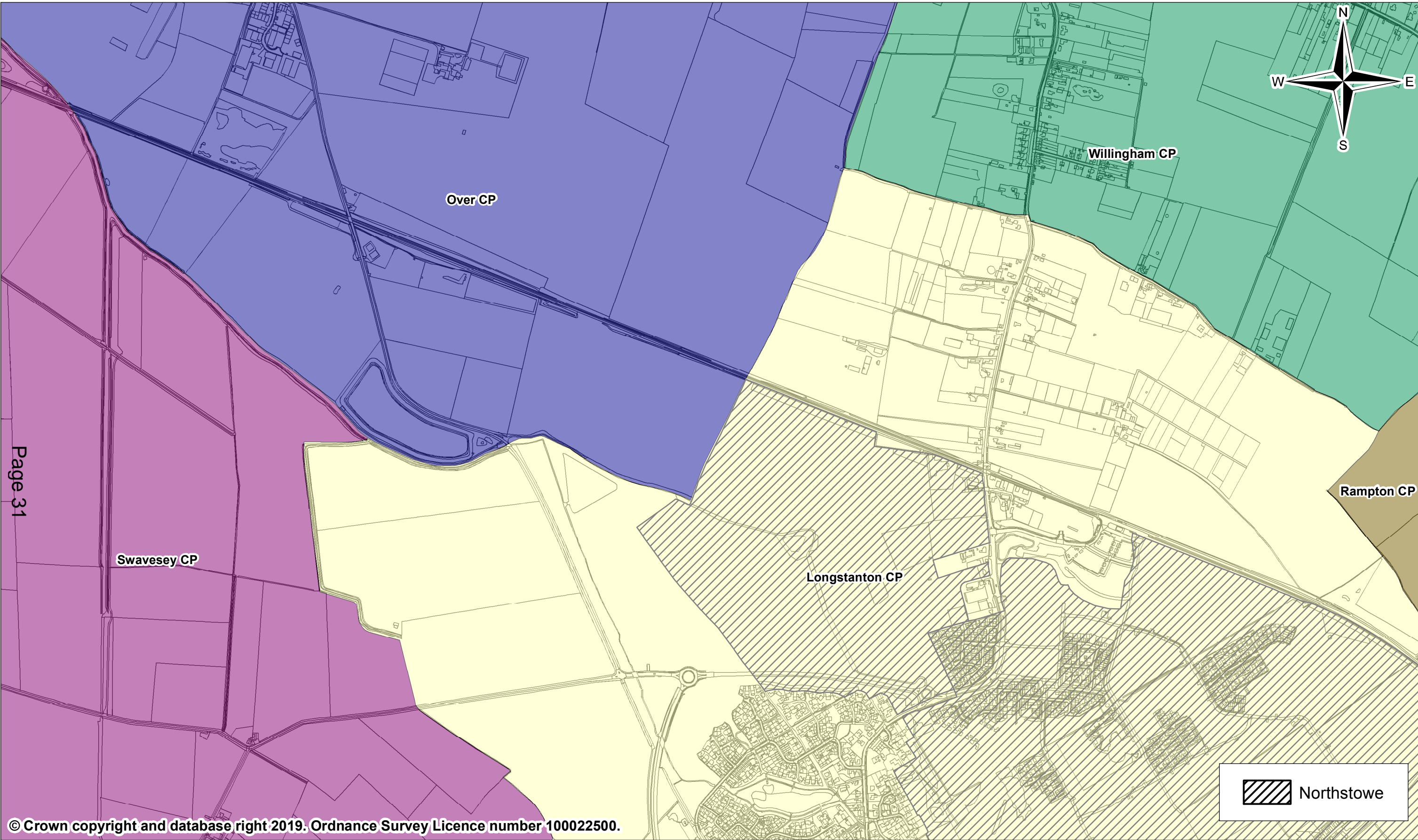
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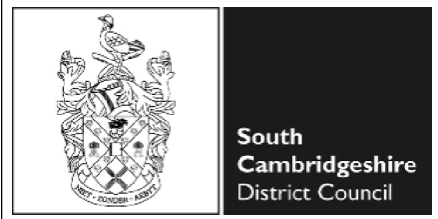
Community Governance Review
prompted by the development at Northstowe

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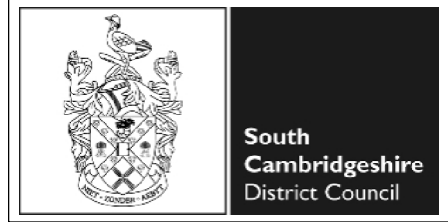
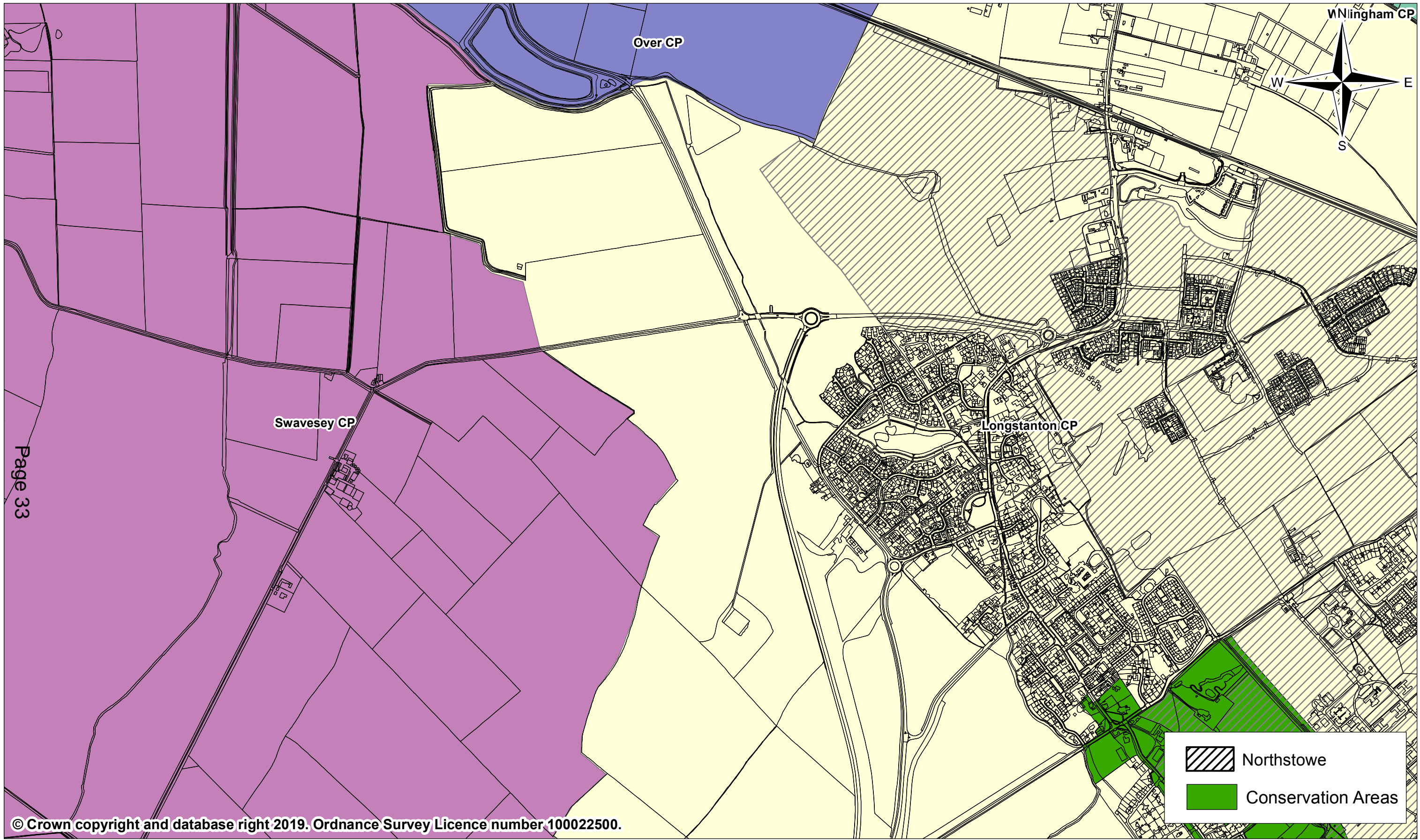
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Community Governance Review
prompted by the development at Northstowe

Date:	15 October 2019
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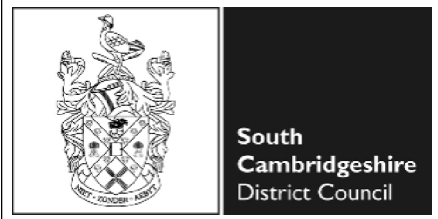
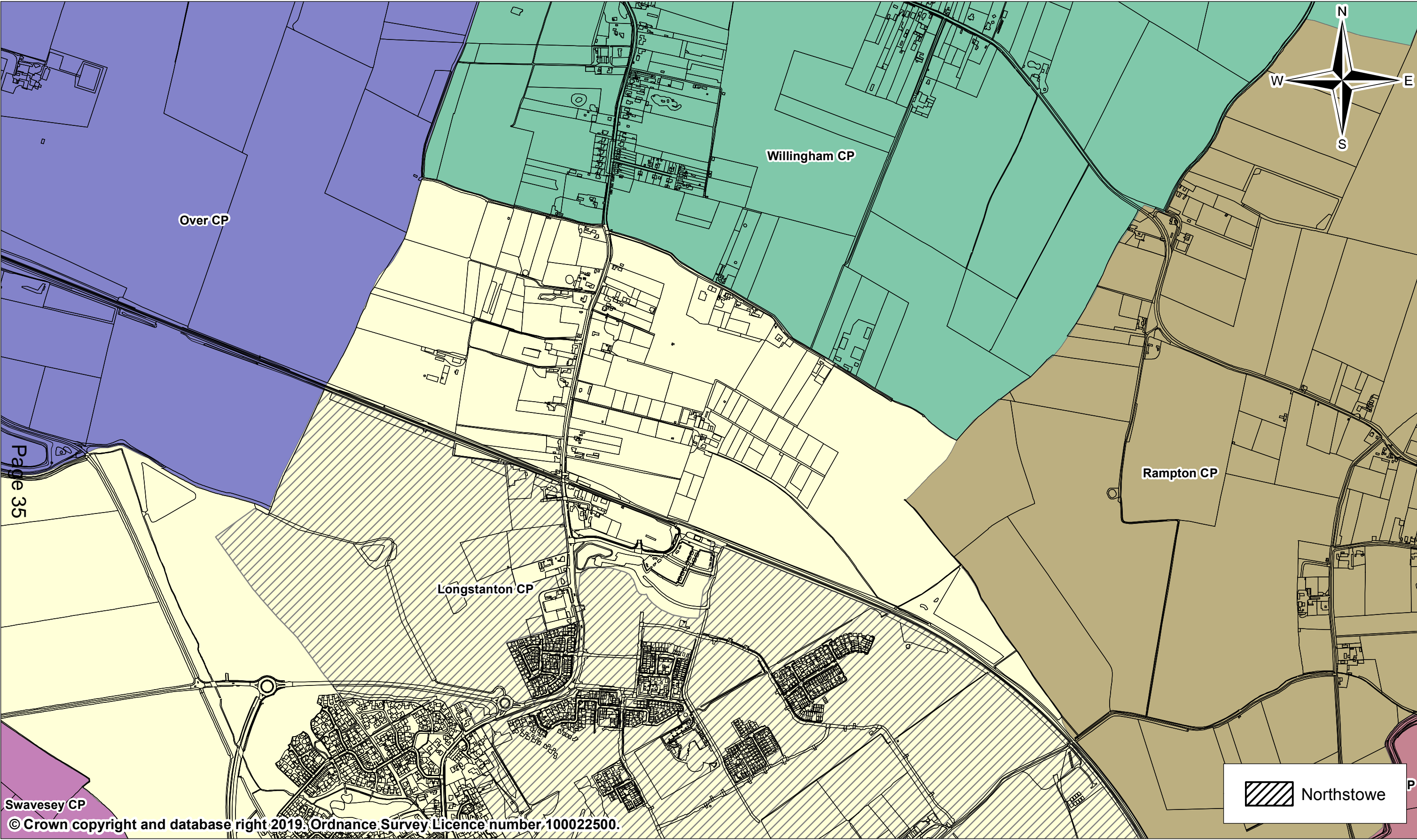
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Community Governance Review
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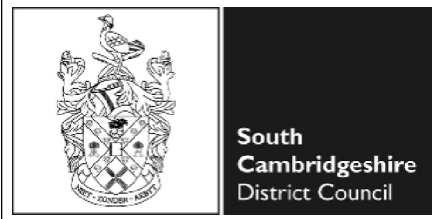
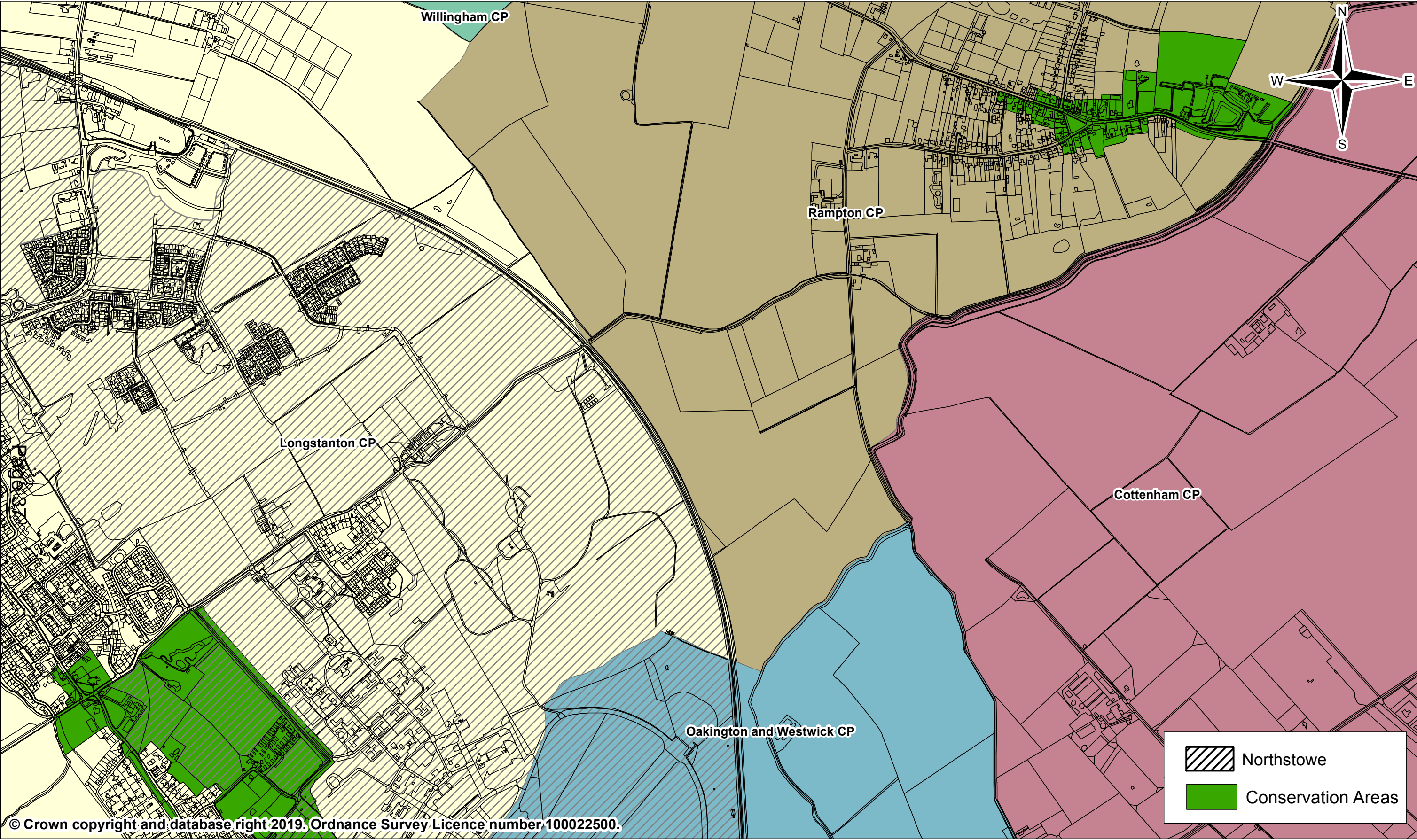


Community Governance Review
prompted by the development at Northstowe

Date:	15 October 2019
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Section/Department:	Spatial Team
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Appendix G Rampton Boundary



Community Governance Review
prompted by the development at Northstowe

Date:	15 October 2019
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Section/Department:	Spatial Team
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REPORT TO: Civic Affairs Committee

29 October 2019

LEAD OFFICER: Head of Sustainable Communities and Wellbeing

Community Governance Review Thriplow Parish Council

Executive Summary

1. To consider a request from Thriplow Parish Council for a Community Governance Review to change the number of parish councillors representing each parish ward, with the overall number of parish councillors remaining the same.
2. The review is to consider whether the existing balance of representation should change from Thriplow Village parish ward currently being represented by 7 councillors and the Heathfield parish ward currently being represented by 2 councillors. The Parish Council has proposed that the Thriplow Village ward should be represented by 5 councillors and that the Heathfield ward should be represented by 4 councillors.

Key Decision

No

Recommendations

3. It is recommended that the Committee:
 - (a) agrees the request from Thriplow Parish Council for a Community Governance Review to consider changing the number of parish councillors representing each of the parish wards.
 - (b) agrees, with or without amendments, the draft terms of reference (Appendix A); and
 - (c) agrees, with or without amendments, the proposed timetable set out in the draft terms of reference.

Reasons for Recommendations

4. Thriplow Parish Council have requested a Community Governance review to consider the number of parish councillors representing each parish ward to more accurately reflect the numbers in the electorate of each parish ward.

Details

5. A request has been received from Thriplow Parish Council that representation should change from Thriplow Village ward being represented by 7 councillors and Heathfield ward being represented by 2 councillors, to Thriplow Village ward being represented by 5 councillors and Heathfield ward being represented by 4 councillors. The request was received on 2 May 2019.
6. The Local Government and Public Involvement in Health Act 2007 ("the 2007 Act") provides for a Principal Council to conduct a review of the community governance arrangements for the whole or part of its area for the purpose of considering whether or not to make any changes to Parish boundaries or size, and/or the creation of new parishes; and the review of the electoral arrangements for new and/or existing parishes. Section 93 of the 2007 Act allows principal councils to decide how to undertake such a review, provided that they comply with the duties in the Act which apply to councils undertaking reviews. If, following a review, the Council decides that changes should be made to the electoral arrangements they may make an Order giving effect to the changes.

Considerations

7. The current electorate for Thriplow Parish is 897ⁱ and the existing number of parish councillors is 9. Thriplow Village ward currently has an electorate of 385 and is represented by 7 parish councillors. The Heathfield ward currently has an electorate of 512 and is represented by 2 parish councillors as represented in Table 1.
8. There is no expectation that electorate numbers will change significantly in the next 5 yearsⁱⁱ.
9. The Parish Council has requested that the balance of parish councillors be updated to give the Village Ward 5 Councillors and the Heathfield Ward 4 Councillors in order to better reflect the electorate numbers in each parish ward.

Table 1: Thriplow: Current Electorate Numbers and Representation by Ward

Thriplow - Current	WARDS				
	Thriplow		Heathfield		Total
	<i>Number</i>	<i>Proportion</i>	<i>Number</i>	<i>Proportion</i>	
Electors	385	43%	512	57%	897
Parish Councillors	7	78%	2	22%	9

Table 2: Thriplow: Current Electorate Numbers and Proposed Representation for Consideration by Ward.

PARISH: Thriplow - Proposed	WARDS				
	Thriplow		Heathfield		Total
	<i>Number</i>	<i>Proportion</i>	<i>Number</i>	<i>Proportion</i>	
Electors	385	43%	512	57%	897
Parish Councillors	5	56%	4	44%	9

10. If a principal council decides that a parish should be warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent. (*LGBCE: Guidance on Community Governance Reviews: 165*)
11. The LGBCE offers no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its merits. Principal councils should be mindful that, for the most part, parish wards are likely to be significantly smaller than district or London borough wards. As a consequence, imbalances expressed in percentage terms may be misleading, disguising the fact that high variations between the number of electors per councillor could be caused by only a few dozen electors. (*LGBCE: Guidance on Community Governance Reviews: 167*).
12. Tables 3a, 3b and 3c below shows the numbers and proportions of parish councillors by ward and size of electorate for all warded parishes in SCDC. There has not been a recent review of any of the warded parishes in the district. The parish of Fen Ditton was warded by LGBCE in order to balance representation in County Council Elections and in view of planned developments in Fen Ditton West.

Table 3a: Electorate Size and Parish Councillor Representation by Ward in Fen Ditton Parish.

FEN DITTON PARISH	PARISH WARDS				
	FD East		FD West		
	Number	Proportion	Number	Proportion	Total
Electors	588	95%	28	5%	616
Parish Councillors	6	67%	3	33%	9

Table 3b: Electorate Size and Parish Councillor Representation by Ward in Little Wilbraham Parish.

LITTLE WILBRAHAM PARISH	PARISH WARDS				Total
	Little Wilbraham		Six Mile Bottom		
	Number	Proportion	Number	Proportion	
Electors	238	69%	105	31%	343
Parish Councillors	5	71%	2	29%	7

Table 3c: Electorate Size and Parish Councillor Representation by Ward in Great and Little Chishill Parish.

GREAT CHISELL PARISH	PARISH WARDS				
	Great Chishill		Little Chishill		
	Number	Proportion	Number	Proportion	
Electors	457	90%	50	10%	507
Parish Councillors	6	86%	1	14%	7

Options

13. The Committee could resolve to commence a Community Governance Review to consider changing the number of parish councillors representing the Thriplow Village and Heathfield wards of Thriplow parish. Alternatively, the Committee could decide that a Community Governance Review at this time is not necessary.
14. Should the Committee agree to commence a Community Governance Review of the parish of Thriplow, they will need to:
 - (a) agree, with or without amendments, the draft terms of reference (Appendix A); and
 - (b) agree the timetable set out in the draft terms of reference or set an alternative timetable.

Implications

Legal

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

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

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

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

(3) The principal council must consult the following—

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

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

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

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

(b) is effective and convenient.

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

(a) that have already been made, or

(b) that could be made,

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

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

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

(a) publish the recommendations; and

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

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

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

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

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

Staffing

16. Staff time will be required to carry out the review and has been allocated within the Sustainable Communities and Wellbeing Service Plan for 2019/20. The time will be spent consulting interested parties, taking account of any representations received and reporting back to the Committee.

Risks/Opportunities

17. Undertaking a Community Governance review will give Thriplow and Heathfield residents the opportunity to engage with local democracy and determine how they wish to be represented in future. There is a risk to SCDC of not providing effective governance.

Equality and Diversity

18. The Council will work with Thriplow Parish Council to identify and consult with interested parties. The Community Governance Review will involve formal consultation with the Local Member for Thriplow.

Consultation responses

19. The Chair and Clerk of Thriplow Parish Council and the local member have been made aware of this report.

Effect on Council Priority Areas

A modern and caring Council

20. Appropriate community governance arrangements will help the Council to sustain existing successful, vibrant villages and establish successful and sustainable new communities. The Local Government and Public Involvement in Health Act 2007 (Section 100(4)) requires principle councils to undertake Community Governance Reviews in accordance with the guidance below.

Background Papers

The Local Boundary Commission for England: Guidance on Community Governance Review: March 2010.

Appendices

Appendix A: Draft Terms of Reference: Thriplow Community Governance Review 2019

Report Author:

Louise Lord – Development Officer
Telephone: (01954) 713297

ⁱ Data from the 2018 Electoral Review as the 2019 Electoral Review is currently in progress and data is not yet available.

ⁱⁱ Greater Cambridge Housing Trajectory and Five-year Housing Land Supply: September: 2019

COMMUNITY GOVERNANCE REVIEW OF THRIPLow PARISH

1. INTRODUCTION

- 1.1 South Cambridgeshire District Council has resolved to undertake a Community Governance Review of the parish of Thriplow.
- 1.2 This review is to consider the electoral arrangements of Thriplow Parish Council to determine if there should be a change in the number of parish councillors representing each parish ward. The overall number of parish councillors will remain the same.
- 1.3 In undertaking this review the Council has considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in 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.)
- 1.4 These Terms of Reference set out clearly the matters on which the Community Governance Review is to focus. We will publish this document on our website and in hard copy. Hard copies will be made available at South Cambridgeshire Hall, Cambourne, and Parish noticeboards within Thriplow and via Thriplow Parish Clerk and in other suitable locations in Thriplow as advised by Thriplow Parish Council.
- 1.5 Although not at the instigation of a petition, the Council has been approached by Thriplow Parish Council who has stated a request for a formal review process to take place and a willingness to work with the Council in taking this forward.
- 1.6 The request received from Thriplow Parish Council on 2 May 2019 was that a Community Governance Review should review the number of parish councillors representing each parish ward to more accurately reflect the numbers in each parish ward electorate.
- 1.7 Thriplow Parish Council propose that the Community Governance review should consider changing the representation of Thriplow Village ward from 7 councillors to 5 councillors and the representation of Heathfield ward from 2 councillors to 4 councillors.
- 1.8 The Council must have regard to the need to secure community governance within the area under review such that it
 - reflects the identities and interests of the community in that area, and
 - is effective and convenient, and
 - takes into account any other arrangements for the purposes of community representation or community engagement in the area.
- 1.9 A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

Appendix A

- creating, merging, altering or abolishing parishes;
- the naming of parishes in the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and
- grouping parishes under a common parish council or de-grouping parishes.

1.10 The Council's constitution states the function of the Civic Affairs Committee with regard to Electoral Arrangements

Determination as follows:

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

They may also recommend to Council:

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

2. CONSULTATION

2.1 The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

2.2 In coming to its Recommendations in a Review, the Council will take account of the views of local people and stakeholders.

2.3 The Council will:

- publish these Terms of Reference and take submissions via its website;
- promote the process via the website and social media; and within the parish.
- provide key documents on deposit at South Cambridgeshire Hall, Cambourne. There will be provision for collection of paper submissions at these locations, Thriplow's Clerk will also be issued with paper submissions for requesters within the parish. Postal submissions will be accepted at the District Council office (South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA).

The timetable for the review

2.4 Publication of the Terms of Reference formally begins the review, and the review must be completed within twelve months. To this end we will adhere to the following timetable for review.

Timetable for Community Governance Review - TBC	
Terms of Reference are published	Wednesday 20 November 2019
Submissions invited	Wednesday 20 November 2019
Consultation closes	Monday 20 January 2020
Consideration of submissions received and recommendation prepared	January to March 2020
Recommendations are published, concluding the review	March to April 2020
Council can make a Reorganisation of Community Governance Order	May 2020

3. ELECTORATE FORECASTS

- 3.1 The existing parish electorate is 897ⁱ The electorate is not forecast to increase in the next five years as there are no planned developments.ⁱⁱ
- 3.2 Thriplow ward currently has an electorate of 385 and Heathfield ward currently has an electorate of 512.

4. ELECTORAL ARRANGEMENTS

- 4.1 The Council voted to move to all out elections and to bring all parish council elections in line with that new schedule. The first all out elections took place in May 2018, with all out elections then taking place every four years thereafter.
- 4.2 The Council notes that if a parish is warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent.
- 4.3 The Council notes that there are no no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its merits.

5. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

- 5.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's offices and website
- 5.2 The provisions of the Order will take effect for financial and administrative purposes by May 2020.
- 5.3 Revised electoral arrangements for a new or existing parish council will usually come into effect at the next scheduled elections to the parish council. This will be in May 2022.

DATE OF PUBLICATIONS OF THESE TERMS OF REFERENCE
Date of publication of these terms of reference 20 November 2019

How to contact us

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

Louise Lord, Development Officer
Louise.lord@scambs.gov.uk or 01954 713297

Officers charged with conducting the review are as follows:

Kathryn Hawkes, Programme Manager
kathryn.hawkes@scambs.gov.uk or 01954 712932

Jason Clarke, Programme Manager
jason.clarke@scambs.gov.uk or 01954 713396

Louise Lord, Development Officer
Louise.lord@scambs.gov.uk or 01954 713297

ⁱ The 2019 Electoral Review is currently in progress and data is not yet available.

ⁱⁱ Greater Cambridge Housing Trajectory and Five-year Housing Land Supply: September: 2019

Agenda Item 7



REPORT TO: Civic Affairs Committee

29 October 2019

LEAD CABINET MEMBER: Leader

LEAD OFFICER: Monitoring Officer

Update on Code of Conduct Complaints

Executive Summary

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

Recommendations

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

Details

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

Matter Number	District/Parish Council	Allegation/complaint	Outcome
15873	Bourn Parish Council	<p>Allegations from the complainant against all members of the Parish Council that their actions breached the following parts of the code;</p> <p>“You must</p> <p>3.2 respect others and not bully or threaten or attempt to bully or threaten any person</p> <p>3.3 respect the confidentiality of information which you receive as a Member by–</p>	<p>There has not been a breach of the code, therefore the complaint does not merit formal investigation.</p>

		<p>3.3.2 not obstructing third parties' legal rights of access to information</p> <p>3.7 exercise your own independent judgement, taking decisions for good and substantial reasons by –</p> <p>3.7.3 stating the reasons for your decisions where those reasons are not otherwise apparent</p>	
16668	Great Shelford Parish Council	A Parish Councillor submitted a complaint about himself that he may have breached the Parish Council's Code of Conduct for Members	The complaint does not merit formal investigation. The Code of Conduct Complaints Procedure should not be used by Councillors to self-refer conduct complaints.

Implications

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

Background Papers

CONSTITUTION – CODE OF CONDUCT/Code of Conduct Complaints Procedure

Report Author:

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