

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500

f: 01954 713149

www.scambs.gov.uk



Monday 23 November 2020

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

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 a **Virtual meeting - Online on Tuesday, 1 December 2020 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** **1 - 6**
To authorise the Chairman to sign the Minutes of the meeting held on 3 November 2020, as a correct record.

Decision Items

- 4. Sawston and Babraham Community Governance Review** **7 - 24**

Standing Items

- 5. Date of Next Meeting**
Tuesday 2 March 2021 at 10am.

Guidance for Members of the Public for Remote Meetings

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's procedure rules, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe on the rights of that individual and breach the Data Protection Act.

For more information about this meeting please contact democratic.services@scams.gov.uk

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Civic Affairs Committee held on
Tuesday, 3 November 2020 at 10.00 a.m.

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

Councillors: Henry Batchelor
Mark Howell
Dr. Aidan Van de Weyer

Dr. Martin Cahn
Bridget Smith
Heather Williams

Officers: Patrick Adams
Ellen Bridges
Andrew Francis
Clare Gibbons
Rory McKenna

Senior Democratic Services Officer
Development Officer
Electoral Services Manager
Northstowe Healthy New Town Programme
Lead
Deputy Head of Legal Practice/Monitoring
Officer

Councillors Sarah Cheung Johnson and Alex Malyon were in attendance, by invitation.

1. **Apologies for Absence**

Apologies for Absence were received from Councillor Nigel Cathcart.

2. **Declarations of Interest**

None.

3. **Minutes of Previous Meeting**

The Minutes of the meeting held on 1 July 2020 were agreed as a correct record.

4. **Community Governance Review of Longstanton and Oakington & Westwick Civil Parishes, Prompted by the Development at Northstowe**

The Programme Lead, Northstowe Healthy New Town presented this report on the Community Governance Review for the creation of a new community at Northstowe, with green space used to separate it from the neighbouring villages. She updated the Committee on the consultation process and the three Options the Committee were being asked to consider A, B and C.

Stephen Moore, Chairman of Oakington and Westwick Parish Council, spoke to the Committee and made the following points:

- Oakington and Westwick Parish Council favoured Option A, as laid out in the report.
- He suggested that Homes England proposed amendments to the

boundaries were unnecessary.

- He asserted that the green separation was important to the character of the village, had symbolic importance and should not be eroded.
- The Parish Council wanted to maintain control over an area that was important for flood control.

Libby White, Clerk to Longstanton Parish Council, made the following points:

- Longstanton Parish Council supported Option A in the report, with the amendment of using the field as a boundary, instead of the Over Road.
- She opposed the amendments proposed by Homes England, which would mean transferring more green space from the parish of Longstanton to the new parish of Northstowe.
- She supported the formation of a town council for Northstowe in 2021.
- She reported that Longstanton Parish Council had been collecting precept on behalf of Northstowe and were ready to transfer this in 2021.

Emily Jones of Homes England made the following points:

- Homes England were committed to providing high quality community buildings and maintaining green space at Northstowe.
- She proposed some minor amendments to Option A to ensure that areas important to Northstowe would come under its administrative control.
- This would be more efficient than the areas being maintained by different authorities and would ensure that future residents would be able to determine its future use.

Councillor Sarah Cheung Johnson, local member for Longstanton, expressed her thanks to officers, who had given up evenings and weekends to facilitate the Community Governance Review. She requested that the Committee support Option A and reject the proposed amendments from Homes England as unnecessary. She assured the Committee that the Parish Council could maintain the areas affected by the amendments. She also requested that the new administrative body be named Northstowe Town Council, have 15 members and there be elections in both 2021 and 2022

Transferring land from Longstanton to Willingham

It was noted that Willingham Parish Council were willing to receive land that was north of the Guided Busway and they had suggested that the residents on the land considered themselves to be part of Willingham.

Recommending Option A to Council

The Chair proposed that, leaving aside the minor amendments suggested by Homes England and Longstanton Parish Council, the Committee should approve Option A. Councillor Heather Williams seconded this proposal and the Committee unanimously agreed by affirmation to recommend Option A to Council.

Amending the boundaries in Option A

With regards to the proposed amendments by Homes England and Longstanton Parish Council, members of the Committee made the following points:

- There was every confidence that the parish councils could manage the land

in the interests of the affected residents.

- Homes England's proposal had been received too late.
- The Committee needed to listen to the existing residents, who preferred a hedge boundary than a road.
- A hedgerow and field boundary was sufficiently clear.
- A facility in Kings Meadow in the District was administered by the City Council and so it was possible for Longstanton Parish Council to administer an area on behalf of Northstowe residents.
- Decisions should be based on the views of existing residents, whose views were clear.

The Chair proposed and Councillor Claire Daunton seconded that the variations requested by Homes England be rejected and the boundary at Long Lane and Oakington Edge remain as depicted in Option A. The Committee agreed this proposal by affirmation.

The Chair proposed and Councillor Heather Williams seconded using the field as a boundary instead of Over Road, with one vote against (Councillor Martin Cahn) the Committee agreed this proposal by affirmation.

Naming Northstowe Town Council

The Chair proposed and Councillor Bridget Smith seconded that the new administrative body be named Northstowe Town Council. The Committee unanimously agreed this by affirmation.

Size of Northstowe Town Council

The Programme Lead, Northstowe Healthy New Town explained that Longstanton Parish Council had recommended that Northstowe Town Council have 11 members, but it was noted that the local members had suggested 15 members. The Electoral Services Manager explained that with 11 members the quorum was 4, whilst with 15 members the quorum was 5. Councillor Sarah Cheung Johnson explained that if a size of 15 was agreed at the outset, it would prevent the need for a future Community Governance Review to increase the size of the Council. She added that there would be a large number of planning applications and the current residents were highly engaged.

The Chair proposed and Councillor Claire Daunton seconded 15 members on Northstowe Town Council, which was unanimously agreed by the Committee by affirmation.

Elections for Willingham and Longstanton Parish Council

The Electoral Services Manager explained that the proposed boundary changes would affect electors in the parishes of Willingham and Longstanton and so he requested that elections be held in these two parishes in 2021, but the councillors should be elected for a five year term, to respect the wishes of the two parish councils. The Chair proposed and Councillor Heather Williams seconded that Longstanton and Willingham parish councillors should be elected in May 2021 for a five year term. This was unanimously agreed by the Committee by affirmation.

Contacting the Boundary Commission

The Chair proposed and Councillor Claire Daunton seconded that the Committee write to the Local Government Boundary Commission for England to request that the District and County electoral boundaries be amended to be conterminous with the parish boundaries. The Committee unanimously agreed this by affirmation.

Arrangements for Polling Districts

The Chair proposed and Councillor Mark Howell seconded the creation of a new polling district with boundaries to match the new parish boundary for Northstowe with the amendment of existing polling district boundaries to match the new reduced size boundaries for Longstanton Civil Parish and Oakington & Westwick Civil Parish and the creation of a new polling district for the area north of the guided busway, which is to be moved to Willingham Civil Parish. The Committee unanimously agreed this proposal by affirmation.

The Civic Affairs Committee

Recommended to Council

- A)** The creation of a new civil parish for Northstowe, as detailed in Option A of the report, with a variation to proposed boundaries:
 - i. The adjacent field boundary, marking the perimeter of the Northstowe Extension Land should be the parish boundary between Northstowe and Longstanton, not the Over Road.
- B)** That the new administrative body be called “Northstowe Town Council”.
- C)** Elections to “Northstowe Town Council” be held in 2021 with councillors serving for a single year. All councillors to stand for a full four year term in 2022.
- D)** “Northstowe Town Council” should have 15 councillors.
- E)** Elections to Longstanton Parish Council and Willingham Parish Council take place in 2021 with councillors serving for a five year term.
- F)** Officers write to the Local Government Boundary Commission for England (LGBCE) to seek re-alignment of district and county boundaries where these are affected by any changes made by this review.
- G)** The creation of a new polling district with boundaries to match the new parish boundary for Northstowe; amendment of existing polling district boundaries to match the new reduced size boundaries for Longstanton Civil Parish and Oakington & Westwick Civil Parish; the creation of a new polling district for the area north of the guided busway, which is to be moved to Willingham Civil Parish.

5. Community Governance Review for Foxton

The Development Officer presented this report on a request from Foxton Parish Council to increase the council size from 9 to 10 Parish Councillors.

The Civic Affairs Committee unanimously **Agreed**

- A)** The request from Foxton Parish Council for a Community Governance Review to increase the number of Parish Councillors from 9 to 10; and

- B)** The draft terms of reference (Appendix B);
- C)** For staff to agree a timetable in consultation with Foxton Parish Council.

6. **Anti-bullying Motion from Council**

The Deputy Head of Legal reminded the Committee that the last Council meeting had referred a motion on anti-bullying to the Committee. Councillor Heather Williams proposed and Councillor Aidan Van de Weyer seconded the setting up of a Task and Finish Group to examine how the LGA Model Code of Conduct could be adopted, consider how the current whistle-blowing and anti-bullying policies could be reviewed and request the Communications team to disseminate the anti-bullying message as part of anti-bullying week. The Committee unanimously agreed this proposal by affirmation.

The Deputy Head of Legal told members that the Council had recently received an announcement that the final Code will be submitted to the LGA board for approval on 3 December 2020 and was therefore expecting to receive the Model Code shortly thereafter and it would come to this Committee for discussion.

With regards to the membership of the Task and Finish Group, the Committee unanimously agreed to appoint Councillor Heather Williams as Chair and Councillor Claire Daunton as a member of the Group. The final member of the Group to be agreed by the Liberal Democrat group.

The Civic Affairs Committee **Agreed**

- A)** To designate a three-member Task and Finish Group to
 - i. Consider options for adopting the LGA Model Code of Conduct when the final version is published
 - ii. Review the whistle-blowing and anti-bullying policies, and work with HR and Democratic Services to consider how best to raise awareness of the provisions of these policies.
- B)** To request that the communications team include anti-bullying messages in their communications plan for anti-bullying week.
- C)** To appoint Councillor Heather Williams (Chair), Councillor Claire Daunton and one other Liberal Democrat Councillor to the Task and Finish Group.

7. **Update on Code of Conduct Complaints**

The Committee **Noted** the report from the Monitoring Officer which detailed the one complaint received since the last meeting, where there had been no breach of the Code of Conduct. The Monitoring Officer explained that there were currently no outstanding complaints.

8. **Date of Next Meeting**

The Committee noted that its next meeting will be held on Tuesday 1 December at 10am.

The Meeting ended at 12.05 p.m.



REPORT TO: Civic Affairs Committee

2 December 2020

LEAD OFFICER: Jeff Membery

Sawston and Babraham Parish Boundary: Community Governance Review

Executive Summary

1. To consider a request from Sawston Parish Council for a Community Governance Review to change the boundary of the Parish of Sawston to incorporate new developments on the boundary of the Parish of Sawston and the Parish of Babraham.

Key Decision

2. No

Recommendations

3. It is recommended that Civic Affairs Committee:
 - 3.1 agrees the request from Sawston Parish Council for a Community Governance Review to consider a boundary change (either Option One or Option Two at point 26 of the report).
 - 3.2 agrees, with or without amendments, the draft terms of reference (Appendix A); and
 - 3.3 agrees for Head of Transformation to agree a timetable in consultation with Sawston Parish Council, Babraham Parish Council and other stakeholders.

Reasons for Recommendations

4. A Community Governance Review provides the opportunity for principal authorities to review and make changes to community governance within their areas as changes to local communities arise, including change as a result of new developments.
5. Principal authorities should be aiming to put in place strong, clearly defined boundaries, tied to firm ground features and removing any potential anomalous boundaries.
6. Principal authorities should ensure that community governance arrangements continue to reflect local identities and facilitate effective and convenient local government.

7. 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.
8. A Community Governance Review to gain views of residents gives South Cambridgeshire District Council (SCDC) an opportunity to put in place strong boundaries, tied to firm ground features, remove anomalous parish boundaries ensuring effective community representation and local administration.

Details

9. Sawston Parish Council have made an application to the Council for a Community Governance Review to consider a boundary change between Sawston and Babraham Parish to address potential anomalies resulting from two new developments on the Sawston/Babraham Parish Boundary. The application (Appendix B) includes a proposed boundary change.
10. The development H/1: b – North of Babraham Road (planning ref S/3729/18/FL) consists of 3.64 hectare and is entirely within the parish of Babraham whilst abutting the built environment of Sawston. Planning permission was granted on 28/8/2019 for 158 homes. The development H/1:c – South of Babraham Road consists of 11.64 hectare and spans the parish boundary of Sawston and Babraham; this development is at pre-application stage. The Council is anticipating an application of around 260 homes. In February 2020, Bidwell's, acting on behalf of the three landowners of this site, advised that outline planning will be submitted in 2020 with first completions expected 2021/2022.
11. Sawston Parish Council and Babraham Parish Council have agreed Memorandum of Understanding (December 2019) setting out an agreed approach to allocation of S106 funds arising from H/1: b and H/1: c.
12. Babraham Parish Council are supportive of the proposed Community Governance Review provided that the aforementioned Memorandum of Understanding is adhered to.
13. The existing Sawston parish electorate is 5536. The electorate is forecast to increase by 418 in the next five years due to planned developmentsⁱ.
14. The existing Babraham parish electorate is 234. The electorate is not forecast to increase in the next five years as there are no planned developments. ⁱⁱ
15. *The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020* allocated planned homes against the address on the planning application and does not take into account Parish Boundaries. In this case, planned developments have been allocated to the Parish of Sawston because of the address on the planning application.

- 16.** The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) provided 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 arrangement for new and/or exiting parishes. Section 93 of the 2007 Act allows principal councils to decide how to undertake such a review, provided 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. Section 93 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 Principal Council must have regard to the need to secure that community governance is effective and convenient.
- 17.** Local Government Boundary Commission (LGBCE) guidance states as far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable. For instance, factors to consider include parks and recreation grounds which sometimes provide natural breaks between communities, but they can equally act as focal points. A single community would be unlikely to straddle a river where there are no crossing points, or a large area of moor land or marshland. Another example might be where a community appeared to be divided by a motorway (unless connected by walkways at each end). Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable. *(LGBCE: Guidance on Community Governance Reviews: 83: 25)*
- 18.** In many cases a boundary change between existing parishes, or parishes and unparished areas, rather than the creation of an entirely new parish, will be sufficient to ensure that parish arrangements reflect local identities and facilitate effective and convenient local government. For example, over time, communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across them resulting in people being in different parishes from their neighbours. *(LGBCE: Guidance on Community Governance Reviews: 84: 25)*
- 19.** A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries. *(LGBCE: Guidance on Community Governance Reviews: 85: 25)*
- 20.** In deciding what recommendations to make the principal council must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient. The 2007 Act provides that it must also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement *(LGBCE: Guidance on Community Governance Reviews: 94: 27)*
- 21.** Changes to parish boundaries usually take place at the next scheduled elections of the parish. Elections are due in each of these parishes in May 2022.
- 22.** Should Civic Affairs Committee, and then Council, agree to the proposed changes to the parish boundary, the district council ward boundary will not be automatically

updated. This will mean that the area affected will be in the Sawston parish but will remain with Babraham parish in the ward of Duxford.

23. Subsequent to the approval of any changes made by a CGR, the Council can write to the LGBCE to seek realignment of the ward boundary. The later this decision is made by the Council, the less likely it is that LGBCE will amend in time for May 2022.
24. There can be no guarantee that any changes requested of the LGBCE will be made in time for district elections. If the district ward boundary is not realigned in time for the 2022 elections, electors within the affected area will remain in a different ward to the rest of Sawston parish.

Options

25. The Committee could agree or disagree to commence a Community Governance Review of the boundary between the parishes of Sawston and Babraham.
26. Should the Committee agree to commence a Community Governance Review of the boundary of the parishes of Sawston and Babraham, they could agree one of two options (Stage 2 is essentially the same in each option):
 - 26.1 Option one:
 - Stage one – invite submissions presenting the boundary Sawston Parish Council have proposed and requesting any other alternative boundaries for consideration.
 - Stage two - invite submissions on one or more options for boundary change as informed by Stage one.
 - 26.2 Option two:
 - Stage one – invite submissions on possible alternative boundaries.
 - Stage two - invite submissions on one or more options for boundary change as informed by Stage one.
27. Agree with or without amendments, the draft terms of reference (Appendix A); and
28. Agree for the Head of Transformation to agree a timetable in consultation with Sawston Parish Council, Babraham Parish Council, Pampisford Parish Council and other stakeholders or determine a timetable.

Implications

29. 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

30. By section 82 the 2007 Act Councils have a discretionary power to undertake a Community Governance Review.

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 Community Governance Review's. 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

31. Staff time will be required to carry out the review and has been allocated within the Sustainable Communities and Wellbeing Team. The time will be spent consulting interested parties, taking account of any representations received and reporting back to the Committee.

Risks/Opportunities

32. Undertaking a Community Governance review will give residents the opportunity to engage with local democracy and determine parish boundaries following new developments. There is a risk to SCDC of not providing effective governance. The Community Governance review is supported by the process of developing the aforementioned Memorandum of Understanding (MOU) on S106 allocations and the MOU itself.
33. As mentioned in the body of the report, there is a risk that this review will result in unaligned district and parish boundaries as we head towards all out district and parish elections in 2022. The earlier that a decision is made by Council on this review, the more chance there is of seeking the necessary realignment in time for the 2022 elections, but as this realignment is made external to the Council, no guarantee can be made on timings
34. The current Coronavirus pandemic may have an impact on the timetable for the review. It may also mean face-to-face engagement activity is not possible and other methods of gathering local views will be needed.

Equality and Diversity

35. The Council will work with Sawston Parish Council, Babraham Parish Council and Pampisford Parish Council to identify and consult with interested parties. There will be provision for collection of paper submissions, and they will also be accepted online and by post.

Consultation responses

36. Sawston Parish Council and Babraham Parish Council have entered into a MOU (10 December 2019) to approve a shared view on S106 allocation to be requested through the planning process irrespective of any changes to the current administrative parish boundaries and b) any changes to the mechanism by which developer contributions are secured by SCDC. The MOU apportions S106 from H/1: b and agrees scenarios for allocation of S106 for H/1:c depending on the number of homes and S106 contributions
37. SCDC members representing Babraham, Sawston and Pampisford have been advised of this request. Cllr Brian Milnes is a Sawston Parish Councillor and is supporting Sawston Parish Council with their request.

38. As per above Babraham Parish Council are supportive of the proposed Community Governance Review provided that the aforementioned MOU is adhered to.
39. Further discussion is needed with Pampisford Parish Council; however, their initial response is that they would 'slightly reluctantly support' the proposed boundary change although they have concerns it could result in further development. They would like it noted that currently Pampisford Parish Council is against any future incursion into Green Belt Land.

Alignment with Council Priority Areas

A modern and caring Council

40. 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](#)

Appendix B: [Sawston Parish Council Application for CGR](#)

Report Author:

Louise Lord – Development Officer, Sustainable Communities and Wellbeing
Telephone: (01223) 752 450
Email: louise.lord@scams.gov.uk

ⁱ The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020

ⁱⁱ The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020

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Appendix A

DRAFT TERMS OF REFERENCE: SAWSTON COMMUNITY GOVERNANCE REVIEW: CIVIC AFFAIRS COMMITTEE: 2 DECEMBER 2020

1. INTRODUCTION

- 1.1. South Cambridgeshire District Council (SCDC) has resolved to undertake a Community Governance Review of the boundary between the parishes of Babraham and Sawston.
- 1.2. This review is to consider a boundary change to the Parishes of Babraham and Sawston following two new developments.
- 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 hard copies will be made available on request from the District Council and on request by contacting either the Babraham or Sawston Parish Clerk by email or telephone (contact details to be confirmed).
- 1.5. Although not at the instigation of a petition, Sawston Parish Council has made an application to the Council for a Community Governance Review and has expressed willingness to work with the Council in taking this forward.
- 1.6. The request received from Sawston Parish Council on 12 November 2020 was that a Community Governance Review should review the existing parish boundary as two new developments straddle the boundary of Babraham and Sawston.
- 1.7. The development H/1:b – North of Babraham Road (planning ref S/3729/18/FL) consists of 3.64 ha and is entirely within the parish of Babraham whilst abutting the built environment of Sawston. Planning permission was granted on 28/8/2019 for 158 homes. The development H/1:c – South of Babraham Road consists of 11.64 ha and spans the parish boundary of Sawston and Babraham; this development is at pre-application stage. The Council is anticipating an application of around 260 homes.

Appendix A

- 1.8. A Community Governance Review to gain views of residents gives SCDC an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries. (LGBCE: Guidance on Community Governance Reviews: 85: 25)
- 1.9. 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.
- 1.10. 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 parishes¹;
 - 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.
- 1.11. Local Government Boundary Commission (LGBCE) guidance states as far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable. For instance, factors to consider include parks and recreation grounds which sometimes provide natural breaks between communities, but they can equally act as focal points. A single community would be unlikely to straddle a river where there are no crossing points, or a large area of moor land or marshland. Another example might be where a community appeared to be divided by a motorway (unless connected by walkways at each end). Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable. (LGBCE: Guidance on Community Governance Reviews: 83: 25)
- 1.12. In many cases a boundary change between existing parishes, or parishes and unparished areas, rather than the creation of an entirely new parish, will be sufficient to ensure that parish arrangements reflect local identities and facilitate effective and convenient local government. For example, over time, communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across them resulting in people being in different parishes from their neighbours. (LGBCE: Guidance on Community Governance Reviews: 84: 25)
- 1.13. In deciding what recommendations to make the principal council must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient. The 2007 Act provides that it must also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement (LGBCE: Guidance on Community Governance Reviews: 94: 27)
- 1.14. The Council’s constitution states the function of the Civic Affairs Committee with regard to Electoral Arrangements

Appendix A

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 using targeted social media.
- provide key documents on request
- Work with Sawston Parish Council, Babraham Parish Council, Pampisford Parish Council and other stakeholders to determine the terms of reference and conduct the Community Governance Review; making sure that residents are aware of the review; informed about options and can access Terms of Reference documents and submission forms (hard copy and online).
- Whilst there would usually be provision for collection of paper submissions at Parish Council offices and at District Council Office (South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA) and also postal submissions accepted at District Council Office at the aforementioned address this may have to be adapted in light of COVID-19.

The timetable for the review

2.4. Publication of the Terms of Reference formally begins the review, and the review should be completed within twelve months.

2.5. Section 93(8) of the 2007 Act requires the CGR to be concluded within a 12-month period; however, the Guidance, at paragraph 37, indicates that this time period “*should be feasible*”, but by necessary implication contemplates occasions when it may not be.

2.6. Officers will work with Parish Councils to develop a timetable for the review. The timetable may also be impacted by COVID-19 restrictions. The consultation is likely to have a heavy bias online and the timetable may need to be adjusted due to the lifting or restricting of guidelines.

Appendix A

DRAFT Timetable for Community Governance Review	
Community Governance Application Received	November 2020
Initial Report and Draft Terms of Reference to Civic Affairs Committee	December 2020
Publication of Terms of Reference	December 2020
Initial submissions invited	TBC
Consideration of submissions received	TBC
Draft recommendations prepared	TBC
Second report and recommendations presented to Civic Affairs	TBC
Draft recommendations are published	TBC
Second submissions invited	TBC
Consideration of submissions received	TBC
Final recommendations prepared	TBC
Recommendations presented to Civic Affairs Committee	TBC
Civic Affairs Committee recommendations presented to Council	TBC
Council can make a Reorganisation of Community Governance Order	TBC

3. ELECTORATE FORECASTS (THIS SECTION MAY BE REMOVED PENDING ADVICE)

- 3.1. The existing Sawston parish electorate is 5536. The electorate forecast to increase by 418 in the next five years due to planned developmentsⁱⁱ.
- 3.2. The existing Babraham parish electorate is 234. The electorate is not forecast to increase in the next five years as there are no planned developments. ⁱⁱⁱ
- 3.3. The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020 allocated planned homes against the address on the planning application and does not take into account Parish Boundaries. In this case, planned developments have been allocated to the Parish of Sawston because of the address on the planning application.

4. ELECTORAL ARRANGEMENTS

- 4.1. Changes to parish boundaries usually take place at the next scheduled elections of the parish. Elections are due in each of these parishes in May 2022.
- 4.2. Should Civic Affairs Committee, and then Council, agree to the proposed changes to the parish boundary, the district council ward boundary will not be automatically

Appendix A

updated. This will mean that the area affected will be in the Sawston parish but will remain with Babraham parish in the ward of Duxford.

- 4.3. Subsequent to the approval of any changes made by a CGR, the Council can write to the LGBCE to seek realignment of the ward boundary. The later this decision is made by the Council, the less likely it is that LGBCE will amend in time for May 2022.
- 4.4. Every effort will be made to resolve this issue quickly, but due to the timing of the review, it may be that the ward and parish boundaries are not aligned for the elections in May 2022.

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 on 1 April 2022.
- 5.3. Any changes to boundaries of a parish council would normally take effect at the next scheduled election of the parish. The next scheduled parish elections in South Cambridgeshire will be held in May 2022.

DATE OF PUBLICATIONS OF THESE TERMS OF REFERENCE

Date of publication of these terms of reference **TBC**

How to contact us

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

Louise Lord, Development Officer
south.east@scambs.gov.uk or 01954 713 070

Officers charged with conducting the review are as follows:

Gareth Bell, Communications and Sustainable Communities Manager
Gareth.bell@scambs.gov.uk or 01954 713070

Louise Lord, Development Officer
Louise.lord@scambs.gov.uk or 01954 713 070

Appendix A

ii The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020

iii The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020

DRAFT ONLY

Kerrigan Robyn

From: [REDACTED]
Sent: 12 November 2020 09:33
To: Lord Louise
Cc: Brian Milnes; [REDACTED]
Subject: CGR
Attachments: We sent you safe versions of your files; bps_boundaries.pdf; bps_whole_boundaries.pdf

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Dear Louise

Sawston Parish Council are requesting a boundary review between Sawston and Babraham parishes.

We make this request because, as a result of these developments:

- a. An anomalous boundary has arisen, with developments being astride two parishes, and neighbours being in different parishes
- b. Parish boundaries should be “tied to firm ground features”, and reviews should “remove the many anomalous parish boundaries”.
- c. It is the duty of the principal authority “to ensure that community governance arrangements continue to reflect local identities and facilitate effective and convenient local government”.
- d. We should consider that the Green Belt provides separation between villages and maintains their identity. Having Babraham abutting Sawston properties potentially confuses that separate identity by removing the Green Belt between them.

I attach two maps which show the current and proposed change in boundary lines which we have discussed.

We look forward to hearing your response.

Kind regards

Jo

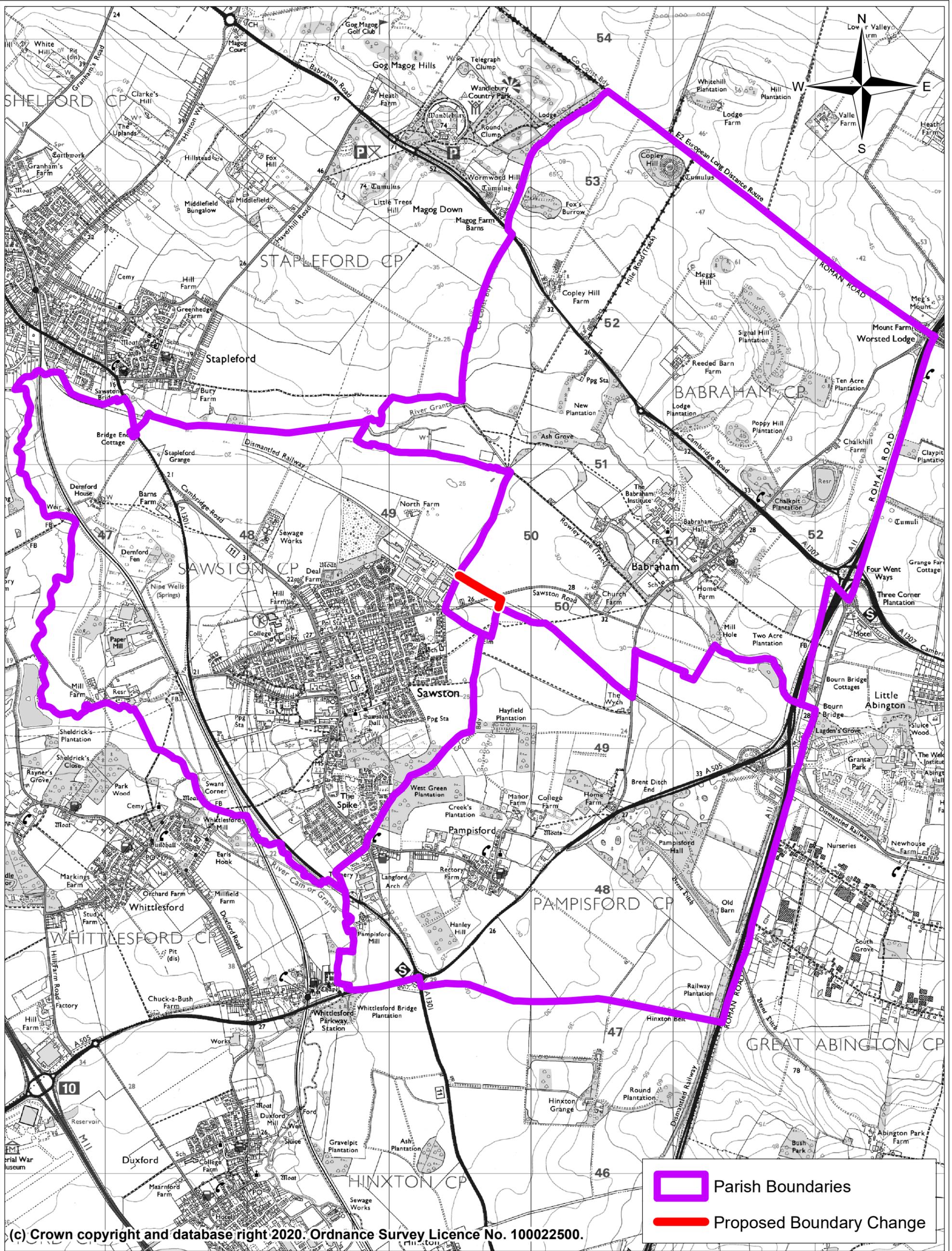
[REDACTED]
Mrs Jo Keeler
Sawston Parish Clerk

My work hour are 8.30am – 2pm Monday – Friday
www.sawston.org.uk

Please click [here](#) to see our Privacy Policy

The information in this message should be regarded as confidential and is intended for the addressee only unless explicitly stated. If you have received this message in error it must be deleted and the sender

notified. The views expressed in this message are personal and not necessarily those of Sawston Parish Council unless explicitly stated.



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South
Cambridgeshire
District Council

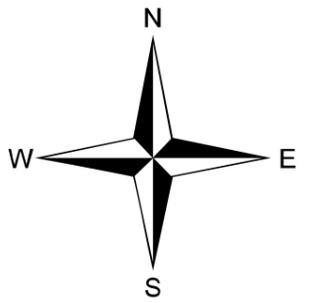
Babraham, Pampisford and Sawston Boundaries and Proposed New Boundary

Date: 09 November 2020

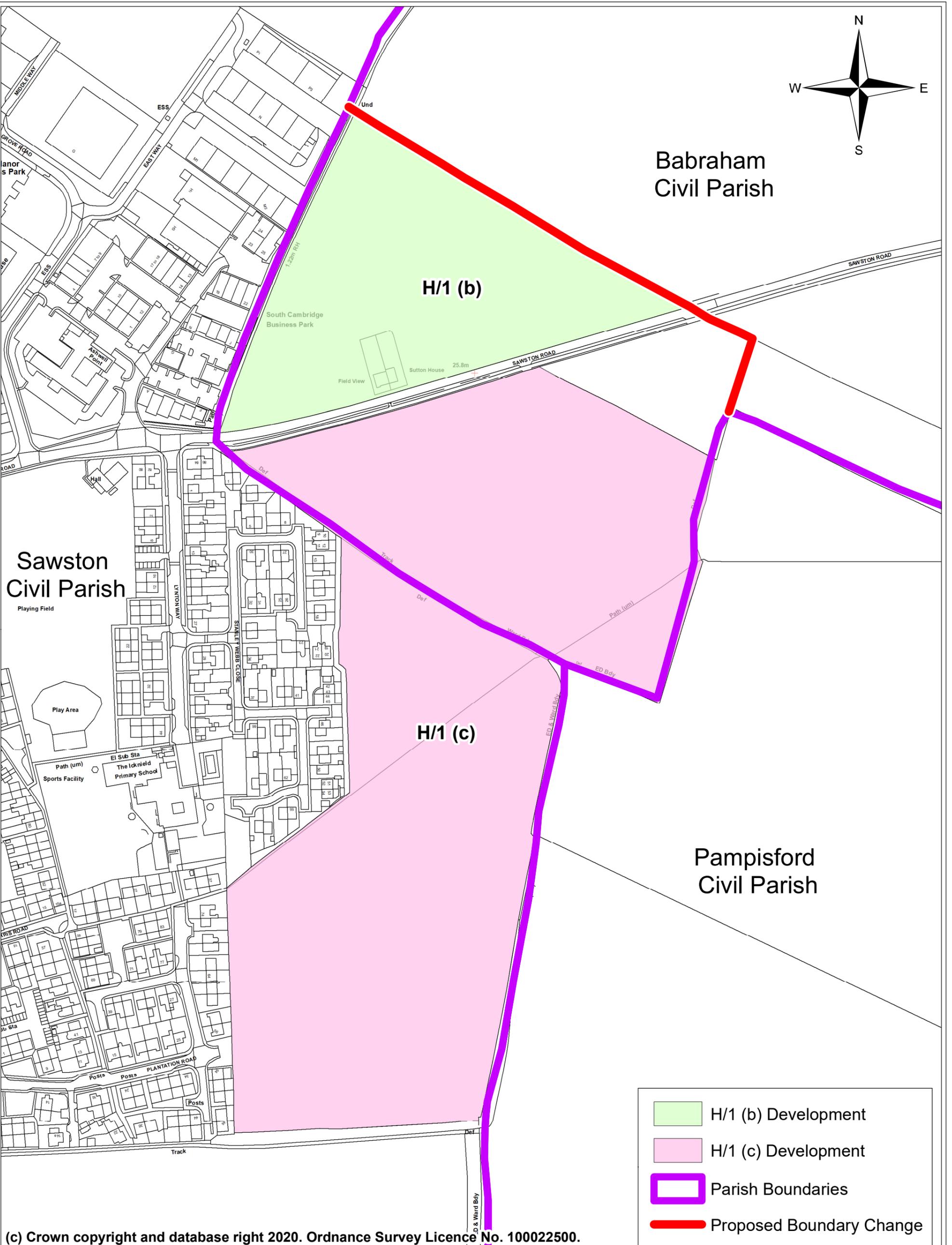
Produced by: 3C Shared Services

Section/Department: Spatial Team

Scale: 1:24,000 @ A3



Babraham
Civil Parish



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	H/1 (b) Development
	H/1 (c) Development
	Parish Boundaries
	Proposed Boundary Change



H/1 (b) and H/1 (c) Developments Babraham, Pampisford and Sawston Boundaries and Proposed New Boundary

Date:	09 November 2020
Produced by:	
Section/Department:	Spatial Team
Scale:	1:2,500 @ A3