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South  
Cambridgeshire  
District Council

17 March 2021

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, Dr. Richard Williams,  
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 **Virtual meeting - Online** at South Cambridgeshire Hall on **Thursday, 25 March 2021 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
<b>Procedural Items</b>	
<b>1. Apologies for Absence</b>	
To receive Apologies for Absence from Committee members.	
<b>2. Declarations of Interest</b>	

3.	<b>Minutes of Previous Meeting</b>	1 - 2
	To authorise the Chairman to sign the Minutes of the meeting held on 1 December 2020 as a correct record.	
<b>Decision Items</b>		
4.	<b>Community Governance Review - Foxton Parish Council</b>	3 - 20
5.	<b>Sawston and Babraham Parish Boundary: Community Governance Review</b>	21 - 56
<b>Information Items</b>		
6.	<b>Update on Code of Conduct Complaints</b>	57 - 60
<b>Standing Items</b>		
7.	<b>Date of Next Meeting</b> Thursday 10 June at 10am.	

## **Guidance Notes for Members of the Public for Online 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.

If you would like to turn on live captions and subtitles, please select the Captions/Subtitles On button [CC], in your video controls. This can be found in the bottom right hand corner of the video.

For more information about this meeting please contact [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.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, 1 December 2020 at 10.00 a.m.

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

**Councillors:** Dr. Martin Cahn Nigel Cathcart  
Geoff Harvey Bridget Smith  
Dr. Aidan Van de Weyer Heather Williams  
Dr. Richard Williams

**Officers:** Patrick Adams Senior Democratic Services Officer  
Jason Clarke Development Officer  
Andrew Francis Electoral Services Manager  
Kathryn Hawkes Programme Manager  
Louise Lord Development Officer  
Rory McKenna Deputy Head of Legal Practice/Monitoring  
Officer

Councillor Brian Milnes was in attendance, by invitation.

### **1. Apologies for Absence**

Apologies for Absence were received from Councillors Henry Batchelor and Mark Howell. Councillor Geoff Harvey substituted for Councillor Henry Batchelor. Councillor Richard Williams Substituted for Councillor Mark Howell.

### **2. Declarations of Interest**

None.

### **3. Minutes of Previous Meeting**

The Committee agreed the minutes of the meeting held on 3 November 2020 as a correct record, subject to the removal of paragraph C from minute 6, as the Committee did not formally appoint members to the Task and Finish Group.

### **4. Sawston and Babraham Community Governance Review**

The Development Officer, Sustainable Communities and Wellbeing, introduced this report on a request from Sawston Parish Council for a Community Governance Review to alter the boundary of the parish of Sawston to incorporate new developments on the boundary of the parishes of Babraham and Sawston.

Councillor Brian Milnes, local member for Sawston, thanked officers for their work in preparing the Community Governance Review, in trying circumstances due to the Covid-19 pandemic. He requested that the Committee agree Option One in the report, “to invite submissions presenting the boundary Sawston Parish Council have proposed and

requesting any other alternative boundaries for consideration”, as this was supported by Sawston Parish Council, Babraham Parish Council and the other local members.

### **Ward boundary change**

It was noted that the boundary under consideration was also a ward boundary and the Council would need to request that the Boundary Commission alter the ward boundary if the change proposed by Sawston Parish Council was agreed. The Elections Manager reported that it was possible that, if agreed, the change would not be enacted before the District Council elections in 2022. He explained that the Council would manage this anomaly if necessary, but he requested that if the Committee was minded to agree to the Community Governance Review, it should do so without delay. It was noted that this issue was not directly relevant to the Committee’s deliberations.

It was understood that if no residents had moved into the area under consideration by May 2022, this was a moot point.

### **Options**

The Committee noted the local support for commencing the Community Governance Review, under the terms in Option One in the report.

Councillor Aidan Van de Weyer explained that he had not heard the whole debate and so he would abstain from the vote.

The Chair proposed and the Vice Chair seconded that the Committee agree Option one, to “invite submissions presenting the boundary Sawston Parish Council have proposed and requesting any other alternative boundaries for consideration.” This was agreed by affirmation.

A vote was taken and by affirmation, the Committee

### **Agreed**

- A)** The request from Sawston Parish Council for a Community Governance Review to consider a boundary change, as laid out in Option One in the report.
- B)** The draft terms of reference, as laid out in Appendix A of the report
- C)** For the Head of Transformation to agree a timetable in consultation with Sawston Parish Council, Babraham Parish Council and other stakeholders.

## **5. Date of Next Meeting**

The Committee noted that its next meeting will be held on Tuesday 2 March 2021 at 10am.

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**The Meeting ended at 10.25 a.m.**

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# Agenda Item 4



South  
Cambridgeshire  
District Council

<b>Report to:</b>	Civic Affairs Committee	25 March 2021
<b>Lead Officer:</b>	Jeff Membery	

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## Community Governance Review – Foxton Parish Council

### Executive Summary

1. A Community Governance Review was conducted for Foxton Parish Council following their request to increase the number of councillors from nine to 10.
2. The Civic Affairs Committee instructed officers to conduct a Community Governance Review in response to this request which commenced 7 December 2020 with the publication of the Terms of Reference for the review.
3. Civic Affairs Committee is invited to make its recommendation, providing an outcome to the Review.

### Key Decision

4. No

### Recommendations

5. It is recommended that Civic Affairs Committee could:
  - (a) Agree to the request from Foxton Parish Council to increase the number of parish councillors from nine to 10,
  - (b) Decide to make no change to the number of parish councillors from nine.
  - (c) Agree to amend the number of parish councillors to an alternative number.

### Reasons for Recommendations

6. Foxton Parish Council has requested a Community Governance Review to increase its numbers from nine to 10.

## Details

7. On 20 July 2020 a request was received from Foxton Parish Council to increase the number of councillors from nine to 10. On 3 November 2020 Civic Affairs Committee agreed for a Community Governance Review to be conducted following this request and agreed the terms of reference and timetable for undertaking the review.
8. 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. This can be 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.
9. Section 95 of the 2007 Act provides, among other things, that when considering the number of councillors to be elected for the parish as a whole, the authority must have regard to the number of electors for the parish, and any change in that number likely to occur in the next five years.
10. The Terms of Reference for this review were published on 7 December 2020 and submissions were invited by 7 December 2020 and 7 February 2021.
11. Local Government Act 1972, as amended, specifies that each parish council must have at least five councillors.
12. In 1988 the National Association of Local Councils (NALC) suggested that the minimum number of councillors for up to 900 electors should be seven and the maximum 25 for electors over 23,000. Within the minimum and maximum limits, the following allocations are recommended by NALC:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20

3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	over 23,000	25
9,000	16		

NALC goes on to say that this table may, however, not be appropriate in rural authorities with sparsity of population<sup>1</sup>.

13. The Aston Business School conducted research that was published in 1992 which showed the then levels of representation. According to the Association of Electoral Administrators, it is likely that these levels of representation have not greatly changed in the intervening years.

<b>Electors</b>	<b>Councillors</b>
Less than 500	5-8
501-2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
Over 20,000	13-31

14. Foxton has 1029 electors (February 2021). Although there has recently been some growth the electorate is not forecast to significantly increase or decrease over the next five years.
15. Any changes to the size 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.
16. The consultation was open for submissions for a period of two months (closed on 7 February 2021).
17. The consultation was promoted via South Cambridgeshire District Council social media and paid social media posts, via Foxton Parish Council and via posters around the village.

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<sup>1</sup> How to undertake a Community Governance Review (CGR), Association of Electoral Administrators, 2016, p.43, 2.72.

18. Residents were encouraged to respond online but could also access paper submission forms from the Parish Council clerk.
19. 15 responses were received in total, all online. 93% (14/15 responses) agreed with increasing the number of councillors to 10. 10/15 responses provided comments (Appendix B).

## **Options**

20. The Committee could

- (a) Agree to the request from Foxton Parish Council to increase the number of parish councillors from nine to 10.
- (b) Decide to make no change to the number of parish councillors from nine.
- (c) Agree to amend the number of parish councillors to an alternative number,

## **Implications**

21. 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:-

### **Financial**

22. There are no financial costs to the Council. The cost for Parish Council elections falls to the parish.

### **Legal**

23. 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”).

24. Section 153-157 of the guidance on community governance reviews, issued under section 100 of the Local Government Public Involvement and Health Act 2007 provides guidance on council size and states:

153. Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.

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

155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was Guidance on community governance reviews 44 conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.

## **Staffing**

25. The outcome of this Community Governance Review can be implemented within existing resources.

## **Risks/Opportunities**

26. Undertaking a Community Governance Review has given Foxton residents the opportunity to engage with local democracy and determine how they wish to be

represented in future. Failure to engage effectively with local communities may render the consultation results open to challenge.

## **Equality and Diversity**

27. The Council worked with Foxton Parish Council to identify and consult with interested parties and ensured consultation materials were accessible. There was provision made for collection of paper submissions via the parish council, online and by post.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

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

## **Background Papers**

[Civic Affairs Committee 3 November 2020 Report and Minutes](#)

## **Appendices**

Appendix A: Terms of Reference

Appendix B: Consultation Responses

## **Report Author:**

Ellen Bridges – Development Officer  
Telephone: (01954) 713294

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# Community Governance Review of Foxton Civil Parish



## Terms of Reference

### Contact information

- Ellen Bridges
- Ellen.Bridges@scambs.gov.uk
- 01954 713 070
- [www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews)
- #CGRFoxton

# **Community Governance Review of Foxton Civil Parish**

## **1. Introduction**

1.1 South Cambridgeshire District Council has resolved to undertake a Community Governance Review of the parish of Foxton.

1.2 This Review is to consider the electoral arrangements of Foxton Parish Council.

1.3 In undertaking this Review the District Council has considered the Guidance on Community Governance Reviews issued by the Department for Communities and Local Government (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 (SI2008/625). (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 the Foxton parish clerk by email or telephone (see 5.1 for contact details).



## Purpose of the Community Governance Review

1.5 The District Council is undertaking a Community Governance Review at this time because the Parish Council feels that additional councillors are required to improve effective governance against a background of increasing workload and challenges.

1.6 Although not at the instigation of a petition, the District Council has been approached by Foxton Parish Council which has stated a request for a formal review process to take place and a willingness to work with the Council in taking this forward.

1.7 The District 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;
- is effective and convenient; and
- takes into account any other arrangements for the purposes of community representation or community engagement in the area.

## Community Governance Reviews

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

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

## **Parish governance in our area**

1.9 The District Council's Business Plan underlines the key role of third tier councils (such as parish councils) in sustaining successful, vibrant communities.

1.10 The District 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 the District Council's meeting of Full 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 the District Council's meeting of Full 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 District 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 District Council considers important in the Review.

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

2.3 The District 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 and by request from the parish clerk in Foxton.

There will be provision for collection of paper submissions at Foxton Parish Council with postal submissions accepted at:

- ✉ The District Council Office (South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA)
- ✉ The Parish Council (Foxton Parish Council, Foxton Village Hall, Hardman Road, Foxton, CB22 6RN)

## The timetable for the Review

2.4 Publication of the Terms of Reference formally begins the Review, and the Review should be completed within 12 months.

2.5 Section 93(8) of the 2007 Act requires the Review 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.

### Timetable of the Community Governance Review

<b>7 December 2020</b>	Terms of Reference published
<b>7 December 2020</b>	Submissions invited – have your say
<b>11.59pm, 7 February 2021</b>	Consultation closes
<b>February 2021</b>	Consideration of submissions received and recommendation prepared for Civic Affairs Committee (2 March)
<b>March 2021</b>	Recommendations of Civic Affairs Committee published, concluding the review
<b>May 2021</b>	The District Council can make a Reorganisation Order (which sets out how the parish council will be set up)

## 3. Electorate forecasts

3.1 Foxton has 1,033 electors (October 2020). The electorate is not forecast to significantly increase or decrease over the next five years.

3.2 The population forecast is shown on **Page 16** provided to Foxton Parish Council.



## 4. Electoral arrangements

- 4.1 The District Council voted to move to all out elections and bring all parish council elections in line. The next scheduled all out elections will take place in 2022.
- 4.2 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.
- 4.3 The Council must have regard to the following factors when considering the number of councillors to be elected for a parish:
- the number of local government electors for the parish;
  - any change in that number which is likely to occur in the period of five years beginning with the day when the Review starts.

## 5. Reorganisation of Community Governance Orders and Commencement

- 5.1 The Review will be completed when the District 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 District Council's Office, on its website and by request from the parish clerk for Foxton.

 [clerk@foxtonparishcouncil.gov.uk](mailto:clerk@foxtonparishcouncil.gov.uk)  01763 838 430

- 5.2 The provisions of the Order will take effect for financial and administrative purposes on 1 April 2022.

- 5.3 Any changes to the size 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.



## How to contact us

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

**Ellen Bridges, Development Officer**

**Ellen.Bridges@scambs.gov.uk**

**01954 713 070**

Officers charged with conducting the review are as follows:

**Ellen Bridges, Development Officer**

(Contact details above)

**Gareth Bell, Communications & Sustainable Communities Manager**

**Gareth.Bell@scambs.gov.uk**

**01954 713 070**

**Submissions can be made between  
7 December 2020 and 7  
February 2021 and cannot  
be accepted  
thereafter.**

## Contact information

**Ellen Bridges**

**Ellen.Bridges@scambs.gov.uk**

**01954 713 070**

**[www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews)**

**#CGRFoxton**

## Community Governance Review Foxton – Appendix B

### Comments:

- “Foxton has grown and given the time commitments on parish councillors who all give their time for free, an added councillor would help to spread the ever-increasing workload of the hard working and dedicated parish council. The more councillors we have the more Foxton will benefit!”
- “This is necessary because of the increasing population due to new developments. Also increasing workload for current councillors due to rise in issues needing their attention such as planning applications for large developments nearby and in the village.”
- “This should only happen if the current councillors feel the need for it.”
- “Number of households in village is increasing leading to more emails and decisions. There are more planning applications to deal with, more village wide consultations and just more work which could be shared among more councillors.”
- “Our councillors have a lot of work to undertake now with increasing duties. Having an extra councillor will ensure a more even workload spread and better ability to serve the parish, taking into account increasing duties and availability due to work/life balance and thus encourage more residents to step forward to take on this role. It will also ensure a better balance of residents from all over the village in the future.”
- “Foxton Parish Council has a lot of things to do and simply cannot get through the work with only nine councillors. The councillors all give their time for free, but they all have other jobs and therefore time is limited for parish council business and a 10<sup>th</sup> councillor would help spread the load.”

- “Whilst I welcome an additional councillor, I am concerned that there won’t be a sufficient number of people standing to enable this. I would like to see the PC take a more creative and active approach to engaging their community – particularly working families.”
- “It would be useful for the make up of the council to reflect more of the make-up of the village.”
- “Will strengthen community engagement.”
- “There are increasing duties and responsibilities falling on Parish Councils. They have to have the resources to fulfil those duties.”

# Agenda Item 5



South  
Cambridgeshire  
District Council

**REPORT TO:**

Civic Affairs Committee

25 March 2021

**LEAD OFFICER:**

Jeff Memberry

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## Sawston and Babraham Parish Boundary: Community Governance Review

### Executive Summary

1. Following agreement at Civic Affairs Committee (December 2020) Stage One of the Sawston and Babraham Community Governance Review regarding the boundary between the parishes of Babraham and Sawston was conducted between 6 January and 3 March 2021.
2. The review was prompted by an application by Sawston Parish Council who also proposed a specific change to the boundary concerned. The Terms of Reference are set out at Appendix A and the proposed boundary and submission questions are set out in Appendix B: Submission Form: Stage One.
3. Of the 75 respondents to the Stage One consultation, the majority:
  - 3.1 agreed that the existing boundary should be changed: 64 (85.3%) supported the proposal that the existing boundary should be changed and a minority of 11 (14.7%) did not.
  - 3.2 agreed that the proposed boundary change was the best option: 61 (81%) supported the proposed boundary change compared to 14 (19%) who did not.
4. Five respondents suggested three alternative boundary changes to that proposed, one respondent suggested an alternative proposal that was actually the same as that proposed by Sawston Parish Council; another respondent suggested a boundary following the proposed route of Cambridge South East Transport Project: Phase 2 (CSET: Phase 2) which is broadly similar to the proposed boundary change and the other three respondents suggested a third alternative; of a boundary between H1b and H1c along the Babraham/ Sawston Road.
5. It should be noted that CSET: Phase 2 is at proposal stage only.
6. The third proposed boundary is not consistent with Local Government Boundary Commission for England (LGBCE) Guidance in that it results in neighbouring properties being in separate parishes and a boundary line which is difficult to identify (see further details at Items 12 and 13).

### Key Decision

7. No

## **Recommendations**

- 8.** It is recommended that Civic Affairs Committee agrees:
  - 8.1 To invite submissions for Stage Two according to the timeline set out in the Terms of Reference.
  - 8.2 To decide which options to put forward to consult upon for the second round of consultation, taking into consideration the likely implications for each of the options. These are detailed in the options section of the report.

## **Reasons for Recommendations**

- 9.** Most respondents agreed that the existing boundary should be changed.
- 10.** Most respondents also agreed that the proposed boundary change was the best option.
- 11.** Five respondents suggested three alternative boundary changes to the one proposed by Sawston Parish Council – these are detailed in the executive summary section of this report.
- 12.** The proposal for a boundary between H1b and H1c along the Babraham/ Sawston Road is not consistent with LGBCE Guidance. This option would result in neighbouring properties being in separate parishes; create a ‘no mans’ land’ between H1c and the settlement of Babraham and arguably result in a parish boundary that is not easily identifiable, particularly as there are similar distances between H1c and the settlements of both Pampisford and Babraham.
- 13.** LGBCE guidance suggests boundaries should ensure communities are easily identified; and that boundaries themselves are easily identifiable and likely to remain so (See *LCBCE Guidance: page 25: 83-85*). This also means it would be unusual for early unconfirmed proposals for CSET: Phase 2 to be used as a boundary option.

## **Details**

- 14.** 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 included a proposed boundary change.
- 15.** 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 village 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.
- 16.** Sawston Parish Council and Babraham Parish Council have agreed a Memorandum of Understanding (December 2019) setting out an agreed approach to allocation of S106

funds arising from H/1: b and H/1: c. Both parishes were supportive of the review and proposed boundary change.

17. The existing Sawston parish electorate is 5,536. The electorate is forecast to increase by 418 in the next five years due to planned developments<sup>i</sup>.
18. 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.<sup>ii</sup>
19. *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.

## Options

20. The Terms of Reference set out two stages for this review. Stage One invited views on the boundary change generally, the proposed boundary change specifically and invited alternative boundary changes. The following options concern Stage Two.
21. The Committee could resolve to:

### Option one:

Invite Stage Two submissions on three options for a boundary change including all suggestions arising from the Stage One:

- to create a boundary between H1b and H1c along the Babraham/ Sawston Road.
- to create a boundary based on the proposed route of the CSET: Phase 2
- the boundary proposed by Sawston Parish Council presented at Stage One

### Option two:

Invite Stage Two submissions on the boundary change proposed by Sawston Parish Council and one of the alternative proposals providing reasons as to why the other alternative was not included.

### Option three:

Invite Stage Two submissions on an alternative set of boundaries proposed by members, based on the consultation feedback and information presented.

## Implications

22. 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

23. 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 by DCLG in March 2010 ("the Guidance").

## **Staffing**

- 24.** 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**

- 25.** 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.
- 26.** 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.
- 27.** 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**

- 28.** 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**

- 29.** Submissions were invited between 6 January and 3 March 2021. The consultation was promoted via SCDC social media; via local newsletters in Babraham, Sawston and Pampisford; via door-to-door delivery of flyers in Babraham and Sawston; posters in each village and via Parish council websites. Residents were encouraged to respond online but could also access paper submission forms at Sawston Village Post Office.
- 30.** Most respondents to the Stage one consultation agreed that the existing boundary should be changed. Of 75 respondents, 64 (85.3%) agreed that the existing boundary should be changed and a minority of 11 (14.7%) disagreed.

- 31.** Most respondents also agreed that the proposed boundary change was the best option: 61 (81%) compared to 14 (19%) whom disagreed.
- 32.** Five respondents suggested three alternative boundary changes to that proposed:
- 32.1 One respondents' suggestion is actually the same as the proposed change.
  - 32.2 Another respondents' suggestion was to follow the proposed route of (CSET: Phase 2). This is similar to the proposed boundary change.
  - 32.3 Three respondents suggested a third alternate boundary between H1b and H1c along the Babraham/ Sawston Road.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

- 33.** 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.

Sawston and Babraham Parish Boundary: Community Governance Review: Civic Affairs Committee: December 2020

## **Appendices**

Appendix A: Terms of reference

Appendix B: Submission form: Stage One

Appendix C: Analysis of Stage One submissions: Sawston and Babraham Parish Boundary: Community Governance Review

## **Report Author:**

Louise Lord – Development Officer, Sustainable Communities and Wellbeing

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Email: louise.lord@scambs.gov.uk

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<sup>i</sup> The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020

<sup>ii</sup> The Greater Cambridge Housing Trajectory and 5 Year Housing Land Supply: April 2020

To consider a proposed boundary change

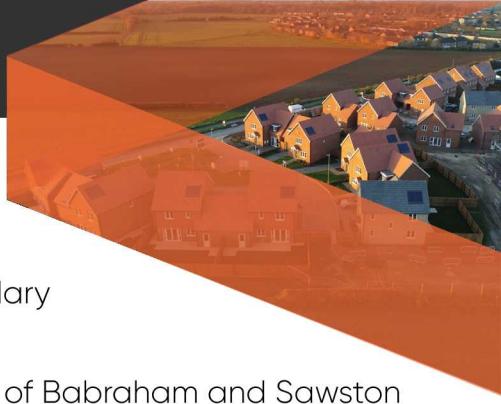
# Community Governance Review of Babraham and Sawston Civil Parishes



## Terms of reference

### Contact information

-  Louise Lord
-  south.east@scambs.gov.uk
-  01954 713 070
-  [www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews)
-   #CGRBabrahamSawston



## 1. Introduction

**1.1.** South Cambridgeshire District Council (SCDC/the Council) has resolved to undertake a Community Governance Review of the boundary between the civil parishes of Babraham and Sawston.

**1.2.** This Review is to consider a boundary change to the civil 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.

**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 and construction is currently underway. The development H/1:c – South of Babraham Road consists of 11.64 ha and spans the parish boundary of Sawston and Babraham. The Council is anticipating an application for around 260 homes. The site is allocated within the South Cambridgeshire District Council Local Plan, 2018.

**1.8.** A Community Governance Review to gain the views of residents gives the District Council 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 District 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.** 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.

**1.11.** Local Government Boundary Commission England (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. The role of the committee includes, with regard to determination, to:

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

The Committee may also recommend to Council:

- district and district ward boundary changes arising from the 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 Terms of Reference and submission forms by request to the Sustainable Communities and Wellbeing Team (see contact details on front page);
- accept postal submissions addressed to: Babraham / Sawston Community Governance Review, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA;
- work with Babraham Parish Council, Sawston Parish Council and Pampisford Parish Council to ensure that residents are aware of the Review, informed about options and can access Terms of Reference documents and submission forms (hard copy and online);
- make submission forms and Terms of Reference available by request from Parish Clerks as follows:

### Babraham Parish Clerk

**01223 832470**

### Sawston Parish Clerk

**clerk@babraham-village.net**

- Submission forms and Terms of reference are available from Sawston Post Office, 50 High St, Sawston, Cambridge CB22 3BG



## Timetable for the Review

- 2.4.** Publication of the Terms of Reference formally begins the Review, and the Review should be completed within 12 months.
- 2.5.** Section 93(8) of the 2007 Act requires the Community Governance Review 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.

## Timetable of the Community Governance Review

<b>6 January 2021</b>	Stage one publication of Terms of Reference
<b>6 January to 3 March 2021</b>	Stage one submissions invited: Have your say
<b>March 2021</b>	Stage one submissions reviewed; draft recommendations presented to Civic Affairs Committee
<b>6 April to 1 June 2021</b>	Stage two submissions invited: Have your say
<b>July 2021</b>	Stage two submissions reviewed; recommendations presented to Civic Affairs Committee
<b>July 2021</b>	Civic Affairs Committee recommendations presented to Council
<b>July 2021</b>	Council can make a Reorganisation of Community Governance Order

## 3. Electorate forecasts

**3.1.** The existing Sawston parish electorate is 5,536. The electorate is forecast to increase by 418 in the next five years due to planned developments.

**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.

**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 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 Community Governance Review, the Council can write to the LGBCE to seek realignment of the ward boundary.
- 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 made available on its 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 publication of these Terms of Reference: 6 January 2021**

**Submissions accepted until: 3 March 2021**



## 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
- 01954 713 070

Officers charged with conducting the review are as follows:

- Louise Lord, Development Officer

(Contact details above)

- Gareth Bell, Service Manager, Communications and Sustainable Communities and Wellbeing
- Gareth.Bell@scambs.gov.uk
- 01954 713 070

**Submissions  
accepted until:  
3 March 2021**

## Contact information

- Louise Lord
- south.east@scambs.gov.uk
- 01954 713 070
- [www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews)
- #CGRBabrahamSawston

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To consider a proposed boundary change



# Community Governance Review of Babraham and Sawston Civil Parishes



## Submission form

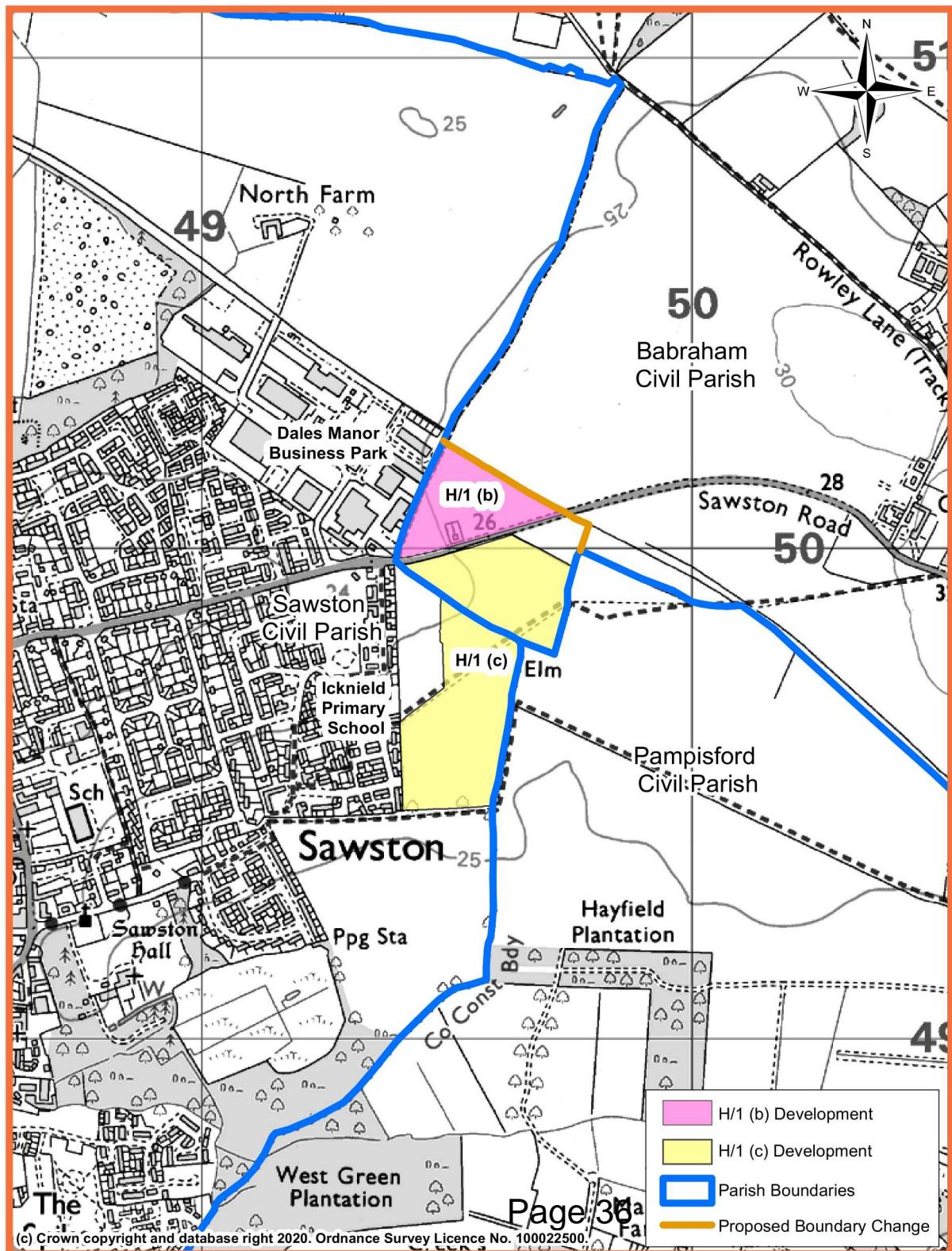
### Contact information

- Louise Lord
- south.east@scambs.gov.uk
- 01954 713 070
- [www.scambs.gov.uk/community-governance-reviews](http://www.scambs.gov.uk/community-governance-reviews)
- #CGRBabrahamSawston



## Boundary change proposed by Sawston Parish Council

This map represents the boundary change proposed by Sawston Parish Council. The blue line represents the existing boundary between the parishes of Babraham and Sawston. The orange line represents the proposed boundary change which would merge with the existing boundary, where the orange and blue lines meet. You can suggest an alternative boundary change by drawing it on the map and/or providing a description at question 3b. (Please also respond to the previous questions).





## Should the Parish boundary between Babraham and Sawston be changed?

At the request of Sawston Parish Council, South Cambridgeshire District Council is undertaking a Community Governance Review of the parish boundary between the parishes Babraham and Sawston. The Review will consider whether the parish boundary should change following two new developments:

1. The development north of Babraham Road (called H/1:b) consists of 3.64 hectares and is entirely within the parish of Babraham, abutting existing Sawston properties. Planning permission was granted on 28 August 2019 for 158 homes.
2. The development H/1:c – South of Babraham Road consists of 11.64 ha and spans the parish boundary of Sawston and Babraham. The Council is anticipating an application for around 260 homes. The site is allocated within the South Cambridgeshire District Council Local Plan, 2018.

Sawston Parish Council has proposed an alteration to the Babraham/Sawston parish boundary to incorporate both of these new developments into the parish of Sawston. Please take a look at the map showing the proposed new boundary on the opposite page before responding to the questions below.

## Community Governance Reviews

A Community Governance Review should result in improved community engagement, better local democracy and more effective and convenient delivery of local services.

Local Government Boundary Commission England (LGBCE) guidance states that parish boundaries:

- should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways;
- should consider parks and recreation grounds which sometimes provide natural breaks between communities but can equally act as focal points;
- would be unlikely to straddle a geographical feature or significant infrastructure such as a railway or motor way with no crossing points.

Whichever boundaries are chosen, they will need to be, and be likely to remain, easily identifiable.

# Have your say

If you are aged 18 years or over you can complete a submission form.

Please confirm the following before responding to the questions below:

Yes I have read the Terms of Reference

Yes I have looked at the map on page 2

**1a. Should the existing parish boundaries be altered?**

Yes

No

**1b. Please provide any comments related to your above answer.**

**2a. Is the proposed boundary presented on page 2 the best option?**

Yes

No

**2b. Please provide any comments related to your above answer.**

**3a. If you DO NOT believe the proposed boundary presented on page 2 is the best option – please provide an alternative boundary.** You can write a description below and/or provide this information by drawing an alternative boundary on the map on page 2.

**3b. If you have provided an alternative boundary, please provide a description of your suggested alternative or provide any comments you may have:**

## Your information

We request your contact details so that we can keep you informed of subsequent recommendations and ensure the consultation responses are unique to you. Your contact details will not be retained beyond the period of the review or used for any other purpose than to inform the recommendations of the review. Your personal data will be anonymised should your response be published.

**Name:** (required)

**Postal or email address:**

Are you a resident of:

**Babraham Parish**

**Sawston Parish**

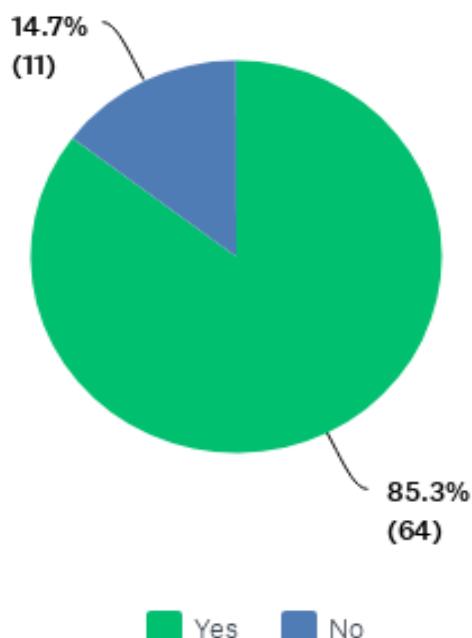
**Other Parish** please state which Parish here:

## **Appendix C: Analysis of Consultation: Submissions to Sawston and Babraham: Stage One: Community Governance Review: January to March 2021**

### **Summary**

1. 75 people in total made submissions to the Community Governance Review. More responses were received to the consultation from Sawston residents than Babraham, but these were proportionate to the size of each community. Most respondents advised that they had read the Terms of Reference and referred to the map of the proposed boundary. There is no indication that multiple responses were made by any one resident. All submissions were made online. No postal submissions were received.
2. The majority 64 (85.3%) respondents agreed that the existing boundary should be changed and a minority of 11 (14.7%) were against. When analysed by parish, in each case, most respondents agreed the existing boundary should be changed: 64 (85%) of respondents living in Sawston and 7 (78%) of residents living in Babraham. Responses from those who explained why they supported a boundary change can be grouped into 5 main themes: Access to Sawston amenities; Proximity to Sawston; Identity of new developments; Pressure on Babraham amenities/ finances and other. Responses from those who explained why they did not support a boundary change can be grouped into 2 main themes: concerns re impact on Sawston amenities and believing the new developments should remain within parish of Babraham.

**Diagram 1: Responses to Question 1a: Should the existing Parish Boundaries be altered? (Yes or No response)**



3. Overall, most respondents agreed that the proposed boundary change was the best option: 61 (81%) compared to 14 (19%) whom disagreed. However, when compared by parish, of respondents from Babraham, a minority agreed the proposed boundary change is the best option 4 (44%) whilst 5 (56%) disagreed. Of respondents from Sawston, a majority of 55 (86%) agreed that the proposed boundary change is the

best option and 9 (14%) disagreed. Responses from those who explained why they supported the proposed boundary change can be grouped into 3 main themes: Results in clearly defined geographical boundary; Impact on resources or future development and other. Responses from those who explained why they did not support the proposed boundary change can be grouped into 2 main themes: not wanting change (no other reasons cited); concerns regarding future development and preferring instead to place the boundary along Sawston/ Babraham Road.

4. 5 respondents suggested three alternative boundaries; 1 suggestion was the same as the proposed boundary change and the second is broadly aligned with the proposed boundary change. The third suggestion to create a boundary between H1b and H1c along the Babraham/ Sawston Road is not consistent with *Local Government and Boundary Commission* (LGBCE) Guidance.
5. Both quantitative and qualitative data has been analysed by question and is presented below. Quantitative data is presented in whole numbers and percentages. Qualitative data has been analysed by theme per question, only information relevant to the Community Governance Review has been included; that which is provided is verbatim with excerpts noted.

### **Respondents**

1. 75 people in total made submissions to the Community Governance Review, 8 (10.7 %) from the parish of Babraham village ward, 64 (85.3 %) from the parish of Sawston and 3 (4 %) who responded to other parishes. 1 of these respondents advised they were a resident of Great Shelford; another advised they were a resident of Stapleford and the third responded: 'Babraham at the moment but it is subject to this process'. The latter respondent is treated as a resident of Babraham for the purposes of analysis. Although there are more respondents from Sawston than from Babraham, it should be noted that Sawston has an electorate of 5,546 whereas Babraham has an electorate of 223. In comparison to electorate size; 1% of Sawston electorate responded and 4% of the Babraham electorate responded. . All submissions were made online. No postal submissions were received.

Table 1: Respondents by Parish and Electorate

	Number of respondents	Electorate	Percentage of respondents	Percentage of electorate
Babraham	9	223	12.0%	4%
Sawston	64	5546	85.3%	1%
Other	2	n/a	2.7%	n/a
Total	75	-	100.00%	-

2. Respondents were advised that only those over the age of 18 years could complete a submission form and asked to confirm that they had read the Terms of Reference and referred to the map of the proposed boundary change. Of 75 respondents, 73 (98.6%) indicated they had read the Terms of Reference and 71 (95.9%) indicated they had viewed the map. Where IP addresses indicate that multiple responses were completed on the same device; other data (name, postal address, email address) indicates that two individuals living at the same address responded rather than one resident completing multiple responses.

Responses were analysed by question as set out below. Where respondents provided written comments, and include responses not relevant to the CGR, only relevant excerpts are provided as noted. Excerpts are provided verbatim.

**Question 1a: Should the existing Parish Boundaries be altered? (Yes or No response)**

3. Of the 75 responses to this question, 64 (85.3%) of respondents supported a boundary change and 11 (14.7%) did not support a boundary change. When examined by parish of residency, as per Table 2 below, of Babraham respondents, 7 (78 %) agreed that the boundary should be changed 2 (22%) did not agree. Of Sawston respondents, a 55 (86%) agreed that the boundary should be changed, and 9 (14%) disagreed.

**Table 2: Response to Boundary Change by Parish**

-	Total		Babraham		Sawston	
-	Number of respondent s*	Percentage	Number of respondents	Percentage	Number of respondents	Percentage
<b>Yes</b>	64	85%	7	78%	55	86%
<b>No</b>	11	15%	2	22%	9	14%
<b>Total</b>	75	100%	9	100%	64	100%

\* Includes 2 respondents who are residents of 'other' parishes.

**Question 1b: Please provide any comments related to your above answer (Written response only)**

4. 73 respondents provided a written comment explaining their agreement or disagreement with changing the existing parish boundary. Relevant comments are set out in Tables A and B in [Annexe One](#) at the end of this report.
5. As per Table A, the reasons given for supporting the boundary change can be grouped into five main themes:

Access to Sawston amenities	Respondents indicated that new developments should be within the parish of Sawston because new residents are more likely to use the amenities of Sawston and/ or the boundary change will enable Sawston to gain financial recompense to support additional requirements of amenities resulting from additional homes.
Proximity to Sawston	Respondents indicated that the new developments should be within the parish of Sawston because they are physically/ geographically closer to the centre of Sawston.
Identity of new developments	Respondents indicated that the boundary should be changed to ensure that both new developments are within the same parish
Pressure on Babraham amenities/ finances	Respondents expressed concern about the impact of two new developments on Babraham resources and amenities.
Other	Other issues raised which are distinct from the previous themes are concerns of that the boundary change might have on future development, concerns of the impact that the new developments would have on Babraham should they be included within the

	parish and that a boundary change would result in more effective administration.
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6. As per Table B of those who *did not* support a boundary change, 11 gave reasons for their decision.
7. The reasons respondents for their lack of support for the boundary change can be grouped into two main themes:

Concerns re impact on Sawston resources	Respondents expressed concern about that the boundary change would have on access to services, suggested that new housing should be shared between villages and/ or that the development was not needed.
Within Babraham boundary	Respondents believed that as the development is currently within the parish of Babraham that it should remain so, one respondent did not give any other reason, the other indicated that new residents purchased homes in Babraham expecting this to remain the same and because they felt the proposed boundary change was financially motivated and did not otherwise suit residents.

**Question 2a: Is the proposed boundary presented on page 2 the best option? (Yes or no response)**

8. As set out in Table 3 below, of the 75 responses to this question, 61 (81%) agreed that the proposed parish boundary change is the best option and 14 (19%) disagreed. Of respondents from Babraham, 4 (44%) agreed that the proposed boundary change is the best option and 5 (56%) disagreed. Of respondents from Sawston, a 55 (86%) agreed that the proposed boundary change is the best option and 9 (14%) disagreed.

**Table 3: Response to the Proposed Boundary by Parish**

-	Total		Babraham		Sawston	
-	Number of respondents*	Percentage	Number of respondents	Percentage	Number of respondents	Percentage
<b>Yes</b>	61	81%	4	44%	55	86%
<b>No</b>	14	19%	5	56%	9	14%
<b>Total</b>	75	100%	9	100%	64	100%

\* Includes 2 respondents who are residents of 'other' parishes.

**Question 2b: Please provide any comments related to your above answer. (Qualitative)**

9. 41 respondents provided a written comment explaining their agreement or disagreement with the proposed change to the existing parish boundary. Relevant verbatim comments are set out in Tables C and D in [Annexe One](#) at the end of this report.
10. The reasons given for supporting the proposed boundary change can be grouped into 2 main themes:

Results in clearly defined geographical boundary	Respondents expressed views that the proposed boundary is effective because it geographically defines each village and/or retains green space between the two settlements and absorbs the new development into Sawston.
Impact on resources or future development	Respondents expressed views that the proposed boundary could limit future development; that they believe new residents should be part of the parish likely to be impacted by future transport development or that the boundary change could impact on infill planning applications.
Other	Other comments include the request to consider the planned bus route

11. The reasons given *not* supporting the proposed boundary change, can be grouped into three main themes:

No change	Respondents did not provide detail as to their reason but asserted that there should be no change to the current boundary	Babraham
Concerns re proposed development	Respondents expressed concerns that the boundary change would impact of future planning decisions regarding H1c and other developments as well as loss of agricultural land.	Sawston
Divide across Sawston/ Babraham Road	Respondents suggested running the boundary along Babraham/Sawston Road with H1b in Sawston and H1c in Babraham.	Babraham
Other	Other responses request to consider the route of the proposed new guided bus ways and a comment that both new developments should be in Sawston (the respondent who made the latter comment did respond no to question 2a indicating they <i>do not</i> support the proposed boundary, contrary to this comment).	Babraham

**Question 3a: If you do not believe the proposed boundary presented on the map is the best option – please provide an alternative boundary.** (*You can write a description below and/ or download and print the map from our website and mark up the map to show us what changes you think should be made. You can upload these below.*)

**Question 3b: If you have provided an alternative boundary, please provide a description below or provide any comments you may have.**

12. Any alternative to the proposed boundary has been included, regardless of whether it was provided in response to question 3b or in response to another question. A total of 5 people suggested alternative boundaries. Each of them provided a written description rather than a map. These are listed below and grouped according to similarity:

Summary version	Respondents suggestion
The Babraham/ Sawston Road should become the boundary with H1b within Sawston and H1c within Babraham.	Draw the boundary over Babraham road - with the north side in Babraham and the south side in Sawston As mentioned above, the road should provide the actual boundary. This is a much better option.
	I personally think that Sawston road should be the boundary. This allows those on the north side (H1b pink) to remain in Babraham parish and the larger developments to the south (H1c yellow) become Sawston

This option appears support the proposed boundary change.	Take the rectangle out, development H1/(b), pink and the yellow part. Use the orange line boundary instead. <i>Follow up with the respondent confirmed that this proposal is the same as the proposed boundary.</i>
Align new boundary with propose route for the guided bus way.	It may be that it would be best to align the boundary along the route of the proposed new busway, as this provides a natural boundary.

13. The summary version of each alternative boundary is assessed against Local Government Boundary Commission England (LGBCE) guidance regarding CGRs generally and boundary changes specifically as set out of in the Terms of Reference.

Summary version	Assessment against LGBCE Guidance
The Babraham/ Sawston Road should become the boundary with H1b within Sawston and H1c within Babraham.	This option would result in neighbouring properties being in separate parishes; create a 'no mans' land' between H1c and the settlement of Babraham and arguably result in a parish boundary that is not easily identifiable, particularly as there are similar distances between H1c and the settlements of Pampisford and Babraham.
Take the rectangle out, development H1/(b), pink and the yellow part. Use the orange line boundary instead	<i>Follow up with the respondent confirmed that this proposal is the same as the proposed boundary.</i>
Align new boundary with propose route for the guided bus way.	See <a href="#">Map 1a and 1b</a> which shows the proposed CSET: Phase 2 passing north of the settlement of Sawston and north of developments H1a and H1b. As the respondent suggest, the proposed route does form a 'natural boundary' and it would seem logical for all of Sawston Parish to remain south of the route as is consistent with the boundary proposed by Sawston Parish Council.

14. 5 respondents suggested three alternative boundaries; 2 suggestions appear to be aligned with the proposed boundary change so don't represent an alternative. The third suggestion to create a boundary between H1b and H1c along the Babraham/ Sawston Road is not consistent with LGBCE Guidance.

Louise Lord – Development Officer, Sustainable Communities and Wellbeing

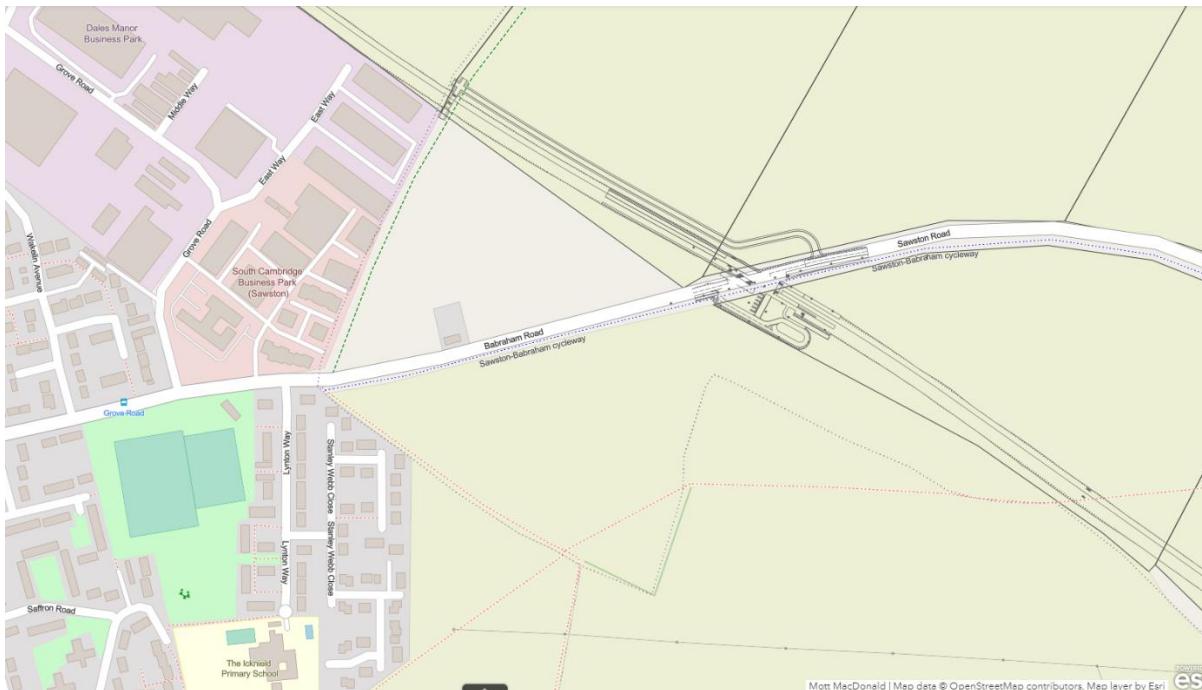
Telephone: 01954 713297 m: 07546312054

Email: louise.lord@scambs.gov.uk

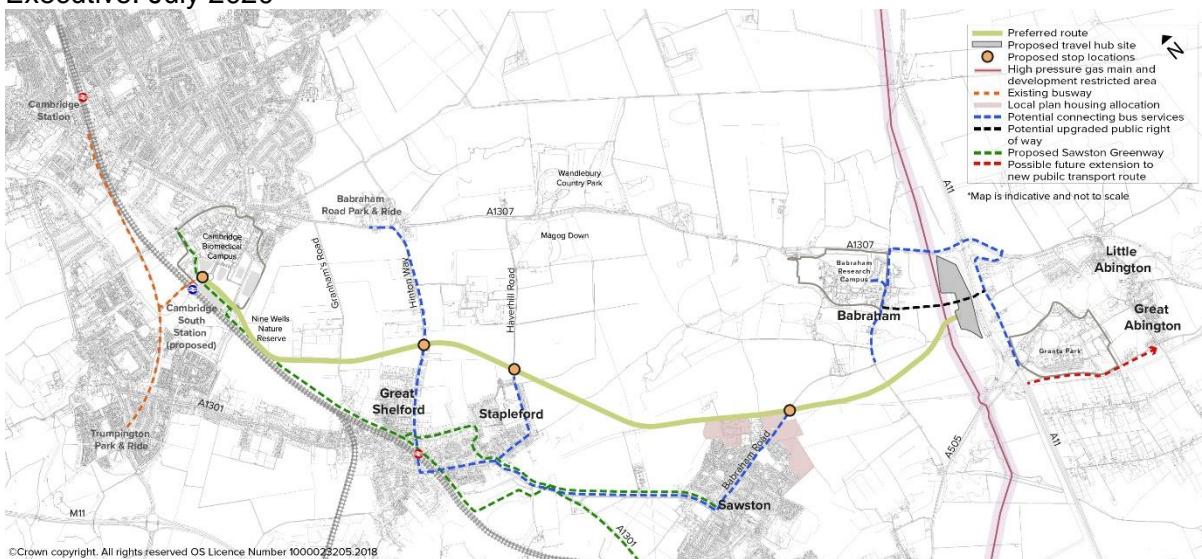
## Map 1a and 1b: Illustration of proposed boundary change and proposed Cambridge South East Transport Phase 2

*Please note that these maps are at a different orientation than the map used for the Sawston Babraham CGR*

1b: Map showing proposed bus route in relation to Sawston/ Babraham Road and existing parish boundary. Provided by GCP



Map 1b: Entire proposed route: Cambridge South East Transport: Phase 2: Agreed GCP Executive: July 2020



## Annexe One: Verbatim comments relevant to the Community Governance Review

Table A: Comments of Respondents who agreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
Access to Sawston amenities	The new and proposed properties will likely want access to the amenities (inc schools etc) closest to them, which are those in the parish of Sawston.	Sawston
Access to Sawston amenities	The residents will likely want to use services maintained by the Sawston council and so Sawston should benefit from this.	Sawston
Access to Sawston amenities	Undoubtedly the new houses will draw most services from Sawston village facilities .... moving the boundary helps the new residents contribute in many ways to improving them/adding to capacity.	Sawston
Access to Sawston amenities	It makes sense. These developments impinge on Sawston	Sawston
Access to Sawston amenities	The houses will likely use local schools and they need more funding	Sawston
Access to Sawston amenities	As the resources being built will be most utilised within the parish of Sawston	Sawston
Access to Sawston amenities	I believe that new housing will make use of sawston facilities, including schools, so should be included as part of sawston for that villages parish council to gain funding from their part of the council tax to support this usage of facilities	Sawston
Access to Sawston amenities	The new developments are much closer to Sawston than Babraham, and residents will likely become part of the Sawston community and use Sawston amenities, public spaces, local services etc.	Sawston
Access to Sawston amenities	The residents of these properties will use Sawston amenities. If the official population of the village is increased it will be easier to improve and expand the facilities	Sawston
Access to Sawston amenities	Because houses merge with Sawston and will use Sawston facilities and amenities.	Sawston
Access to Sawston amenities	The new residents will impact on facilities in sawston. Therefore the precept raised should go to sawston parish.	Sawston
Access to Sawston amenities	The developments provide family houses. These homes are cited within a very short distance of Icknield Primary School and those families buying these houses will require school places. It is therefore entirely logical for both developments to fall within the parish of Sawston and within the catchment area of Icknield Primary School.	Sawston

Table A: Comments of Respondents who agreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
Access to Sawston amenities	The people living in the houses provided are closer to facilities in Sawston than they are to the (much fewer and smaller) facilities in Babraham. For example, there are no public playgrounds in Babraham and children living in the new houses would be most likely to use the playground in Lynton Way, Sawston.	Sawston
Access to Sawston amenities	The housing development will be part of Sawston in all respects but particularly for local services, utility services, education, faith etc. Sawston should govern the development and administration of both sites and be allowed to raise revenue/tax.	Sawston
Access to Sawston amenities	Need to define Sawston boundary & provide basis for sustainable economic growth inc affordable housing for Sawston residents	Sawston
Access to Sawston amenities	It will be better for Sawston	Sawston
Access to Sawston amenities	Sawston would have the necessary infrastructure in Health care and education as well as supplying other services and shopping	Sawston
Access to Sawston amenities	The developments abut the built up area of Sawston village, close to the village centre. As such it must be assumed the residents of these properties will take advantage of all the facilities Sawston has to offer.	Sawston
Access to Sawston amenities	The new development is adjacent to sawston, but not connected to any developed area in babraham. New residents will primarily use resources from Sawston	Other
Access to Sawston amenities	We need more social housing in Sawston	Sawston
Access to Sawston amenities	To help Sawston secure a larger share of funding from the developments. However, Babraham should not lose out.	Babraham
Access to Sawston amenities	Residents will look to Sawston for most of their requirements. Sawston needs the community charge from the new properties in order to provide this infrastructure i.e. schools, medical, recreation shops, and burial provision.	Sawston
Proximity to Sawston	The new housing is clearly an extension of Sawston, following on from existing development there. It would seem strange to continue to consider this area part of Babraham - the development doesn't look or feel like part of the village in Babraham.	Babraham
Proximity to Sawston	Logically the new developments sit in Sawston	Babraham
Proximity to Sawston	Moves the new developments located at the edge of Sawston into Sawston Parish.	Babraham
Proximity to Sawston	Both developments are nearer to Sawston and are at the outskirts of Sawston rather then Babraham	Babraham

Table A: Comments of Respondents who agreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
Proximity to Sawston	The new developments directly join to existing Sawston homes and businesses so should fall within Sawston boundaries.	Sawston
Proximity to Sawston	New property developments are next to the village of Sawston and are a long distance from the village of Babraham.	Sawston
Proximity to Sawston	The development is located next to existing developments in Sawston and next to greenfield in Babraham. If made part of Babraham Parish, the built landscape within the parish would be scattered	Sawston
Proximity to Sawston	Would be part of Sawston rather than fields away from Babraham	Sawston
Proximity to Sawston	the new and proposed properties abut existing Sawston properties and are physically separate from Babraham village.	Sawston
Proximity to Sawston	More logical for the new developments to be part of Sawston as they are adjacent to others properties within the parish. This is especially true for H1 /(c) development which would otherwise be split by the parish boundary.	Sawston
Proximity to Sawston	It is extending Sawston. Nothing to do with babraham	Sawston
Proximity to Sawston	It would make sense to move Sawston to the end of barbarham Road then all living down there wi be in the same village	Sawston
Proximity to Sawston	The new housing is clearly more closely linked to Sawston than Babraham. The proposed boundary change looks like a straightforward way of incorporating the new housing into Sawston.	Sawston
Proximity to Sawston	The new houses are right next to existing Sawston residence. People can access them without having to go through Babraham village	Sawston
Proximity to Sawston	These houses are logically part of Sawston not Babraham	Sawston
Proximity to Sawston	It makes sense for the new developments to be in Sawston Parish	Sawston
Proximity to Sawston	The new houses are geographically next to Sawston whereas Babraham must be at least half a mile away.	Sawston
Proximity to Sawston	It just makes common sense to have those houses in Sawston and not Babraham... They adjoin already.	Sawston
Proximity to Sawston	It would make administrative and way of life sense, as new residents will build their lives around Sawston rather than Babraham.	Sawston
Proximity to Sawston	Residents of the houses with be using facilities in Sawston and are really nowhere near Babraham - this looks like an anomaly.	Sawston
Proximity to Sawston	This is an entirely logical change, given the proximity of the housing developments to Sawston village. New residents living in these new housing areas will use services and amenities in Sawston, not in Babraham. Any financial contributions from new residents, through their council taxes, should therefore contribute to Sawston P.C.	Sawston

Table A: Comments of Respondents who agreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
Proximity to Sawston	If the boundaries did not already exist, they clearly would not be aligned as they are currently. This proposal clearly redresses the anomalous nature of the boundaries, the abutting of the developments to existing Sawston development. Also this new boundary would be aligned within the village development framework.	Sawston
Proximity to Sawston	It would then become to part of the local identity of the village of Sawston. People would then join in with the Sawston community.	Sawston
Proximity to Sawston	1. The two new housing developments are typical of the newer suburban style developments in Sawston in terms of housing density, layout, character and appearance, than they are of Babraham which is very rural in character. 2. There are several fields between the new developments and the edge of the built up area of Babraham, acting as a barrier within the community of Babraham and leading to a far stronger feeling of community with Sawston rather than Babraham. 3. It is likely that residents of the new housing developments will utilise the existing facilities (schools, shops, sports centre, post office, etc.) in Sawston rather than the extremely limited facilities in Babraham, and will therefore consider themselves more as residents of Sawston rather than Babraham.	Sawston
Proximity to Sawston	Why should Babraham be responsible for something that is patently "Sawston"?	Sawston
Identity of new developments	The existing boundary is an anomaly which should be corrected for the benefit of the new residents in the proposed developments.	Sawston
Identity of new developments	because the boundary would run through the middle of a development	Babraham
Identity of new developments	I believe having the boundary marking the end of the housing areas would identify the logical boundary line	Sawston
Identity of new developments	logical to include the new developments within the Sawston parish boundary rather than being split across two administrations	Sawston
Identity of new developments	The two developments (Local Plan Policies H/1b & H/1c) are immediately adjacent to Sawston and form a logical extension of its built-up area. They are separated by ~1.7 km of green belt from the nearest point of the built up area of Babraham. Failure to modify the boundary would result in the bisection of H/1c by a parish boundary.	Sawston
Identity of new developments	To avoid overlap and clear boundaries	Sawston
Identity of new developments	It makes more sense and does not affect Babraham village or its residents. It would make Babraham village too spread out if changes to boundary did not happen and may seem unfair on the residents of the new development if their apparent neighbours were paying differing council tax for the same services or unable to tap into any 'residents only' local funds or services.	Other
Identity of new developments	All new development should be included in the parish of Sawston. The new residents will see themselves as part of the large village of Sawston not the small village of Babraham.	Sawston

Table A: Comments of Respondents who agreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
Pressure on Babraham amenities/ finances	My reason is that Babraham school would not be able to accommodate more children, as they are limited on being able to expand	Sawston
Pressure on Babraham amenities/ finances	Babraham is a small village and money issue will come into it so the rest of the village will get left behind with repair issues	Babraham
Pressure on Babraham amenities/ finances	Clearly the new developments are closer to Sawston, so its only logical they fall in Sawston parish. Furthermore, being in Babraham in theory means the primary school in Babraham would be first on the catchment list at present, and unless that school is in line for a huge windfall from the developers to allow its expansion, it cannot feasibly handle any extra capacity.	Sawston
More effective administration	For efficient and fair local administration	Sawston
Identity of Babraham	The parish of Babraham would be swamped by the 2 new developments.	Sawston
Concerns re future development	both development sites are on the edge of Sawston and will be extending the village envelope. They were described as being in Sawston in the local plan. The residents will be using Sawston services. If the Babraham boundary remains where it is, then there is potential for a developer to claim 'in fill' which puts more green belt at risk.	Sawston

Table B: Comments of Respondents who disagreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
Concern re impact on Sawston resources	Sawston facilities are already over stretched	Sawston
Concern re impact on Sawston resources	The change to the boundary is purely to facilitate the building of housing on green field sites. Where are the infrastructure capacity improvements proposals e.g. schools, health centres to cater for the thousands of extra residents?	Sawston
Concern re impact on Sawston resources	Leave the boundaries as they are. Sawston doesn't need to get any bigger & impose on other villages. Put more infrastructure in Sawston? Banks shops instead of moving them away. Are you putting in another college? Doctors can't cope with what there is now	Sawston
Concern re impact on Sawston resources	Sawston is already over populated and means that services such as health care, food services, schools become more stretched in the village. Additional housing in the parish responsibility will only add to the over populated village. It also becomes less attractive to	Sawston

Table B: Comments of Respondents who disagreed to a change to the existing boundary by theme and parish.

Theme	Comment	Parish
	live in the more parts of land in the parish and subsequently more housing. Additional services would be required in all community areas to cope with the increased parish responsibility.	
Concern re impact on Sawston resources	Few school spaces in Sawston. Where will all the children go to school?	Sawston
Concerns re future development	No need to change. Why add more houses to Sawston!	Sawston
Concerns re impact on Sawston resources	Sawston is big enough, leave it as it is, we don't want our council tax put up again (excerpt)	Sawston
Concerns re impact on Sawston resources	Sawston is unable to accommodate more housing without more facilities	Sawston
Concerns re impact on Sawston resources	All the villages should take a share of the new housing	Sawston
Within Babraham boundary	It's within Babraham boundary and therefore should continue to be within Babraham	Babraham
Within Babraham boundary	The new development is in Babraham parish & & residents have been sold these properties on this basis, at a premium. I understand from a number of new residents that they are happy to have a Babraham address & do not wish this to change. (Excerpt)	Babraham

Table C: Comments of Respondents who agreed to the proposed change to the existing boundary by theme and parish.

Theme	Comment	Parish
Results in clearly defined geographical boundary	it is a good alternative and will be clearly defined by the extent of the new and proposed developments	Sawston
Results in clearly defined geographical boundary	Simple pragmatic solution	Sawston
Results in clearly defined geographical boundary	Easier for people to identify between the two villages	Sawston
Results in clearly defined geographical boundary	It seems to be the simplest minimal change required.	Sawston

Results in clearly defined geographical boundary	Covers the area needed	Sawston
Results in clearly defined geographical boundary	Looks logical	Sawston
Results in clearly defined geographical boundary	Because it keeps all of Sawston together	Sawston
Results in clearly defined geographical boundary	Can't see any rational alternative	Sawston
Results in clearly defined geographical boundary	Best to keep it simple.	Sawston
Results in clearly defined geographical boundary	It's the simplest option and does exactly what is needed.	Sawston
Results in clearly defined geographical boundary	Although the proposed boundary includes a small area outside the new developments, this additional area forms the likely site for a Sawston stopping place for the proposed South East Cambridge rapid transport scheme and therefore would fall logically within Sawston.	Sawston
Results in clearly defined geographical boundary	Natural opportunities for the residents of the new build to join with the adjacent villages / residents of Sawston	Sawston
Results in clearly defined geographical boundary	Well consulted with both Parishes agreement	Sawston
Results in clearly defined geographical boundary	The proposed boundary is very simple and short, follows existing natural and physical boundaries, and is very easy to see and understand.	Sawston
Results in clearly defined geographical boundary	It is an obvious solution	Sawston

Results in clearly defined geographical boundary	The change in the boundary covers the new developments and still keeps a distinct open space between the two communities.	Sawston
Impact on resources or future development	Best fit to solution with minimum change to accommodate the new developments and clear boundaries	Sawston
Impact on resources or future development	Yes.. Had we do not have big enough school to cope with many houses	Babraham
Impact on resources or future development	Yes - provided there is no further developments!	Sawston
Impact on resources or future development	Due to the limited capacity of services in Sawston, there should be very limited development in and around Sawston until there is considerable improvement. ... the new residents need to be part of the PC most affected by all of that.	Sawston
Impact on resources or future development	It will help with limiting building sprawl under the guise of "infill"	Sawston
Impact on resources or future development	I dont think we want the village to get too big. If the boundary is taken further out then more houses may be built. Which would spoil a very pretty vista into the village.	Sawston
Impact on resources or future development	My answer assumes no other developments are planned in the local area.	Sawston
Impact on resources or future development	It might have been an opportunity to expand the boundaries further to encompass further development on the edge of sawston.	Sawston
Impact on resources or future development	as already stated above*	Sawston

Impact on resources or future development	At current state of play this would be the best option. The concern that there should be no further development in the area as is in green belt. Would want to seek assurance that there would be no development in future in this area, as this would potentially create a need for another review	Sawston
Impact on resources or future development	As above, the new houses should be a part of Sawston because the residents will be using amenities provided by the Sawston council.**	Sawston
Other	Sawston people should be prioritised for these houses.	Sawston
Other	Please consider the prospective rail line and keep housing one side of it. (Excerpt)	Sawston
Response referred to for previous answer		
* The developments provide family houses. These homes are cited within a very short distance of Icknield Primary School and those families buying these houses will require school places. It is therefore entirely logical for both developments to fall within the parish of Sawston and within the catchment area of Icknield Primary School.		
** The residents will likely want to use services maintained by the Sawston council and so Sawston should benefit from this.		

Table D: Comments of Respondents who disagreed to the proposed change to the existing boundary by theme and parish.

Theme	Comment	Parish
No change	Leave boundary as is	Babraham
No change	The boundary should remain as it currently is.	Babraham
No change	No change needed	Sawston
No change	Leave it alone	Sawston
No change	Should keep as currently is.	Sawston
No change	Should all be in Babraham parish	Sawston
Concerns re proposed development	Babraham PC rightly objects to the residential planning applications at this location. A cynical moving of the boundary into Sawston and the compliant views of Sawston PC solves those objections, doesn't it?	Sawston
Concerns re proposed development	No new houses should be being built on our fields. We need these to grow food. Brown field sites or unused office spaces should be considered first. Using fields is taking the easy (lazy) option	Sawston
Divide across Sawston/ Babraham Road	I would suggest to keep the north side of the development in Babraham and the south side in Sawston	Babraham

Divide across Sawston/ Babraham Road	I personally think that Sawston road should be the boundary. This allows those on the north side (H1b pink) to remain in Babraham parish and the larger developments to the south (H1c yellow) become Sawston. This seems like a more logical and fair solution for all. In conjunction, the road will always be there thus providing a physical boundary that helps to provide better clarity. I would also state that we and others now live on the development and our kids go to Babraham school and use their facilities.	Babraham
Other	My answer would actually be, maybe, it depends! Has the route of the proposed new guided busway been taken into consideration?	Sawston
Other	Change the boundaries of Babraham Civil Parish and exclude both new developments and add them to Sawston Civil Parish. <i>Whilst this comment appears to support the proposed boundary change, the respondent answered 'no' to question 2a.</i>	Babraham

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# Agenda Item 6



South  
Cambridgeshire  
District Council

**REPORT TO:**

Civic Affairs Committee

25 March 2021

**LEAD OFFICER:**

Monitoring Officer

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## 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
019180	Heydon Parish Council	<p>Allegations from the complainants against two members of the Parish Council that their actions breached the following parts of their code;</p> <p>3.1 provide leadership to the authority and the community within its area, by personal example and</p> <p>3.2 respect others and not bully or threaten or attempt to bully or threaten any person</p> <p>3.3.2 respect the confidentiality of information which you</p>	<p>After consultation with the Independent Person it was determined that the complaint largely related to matters that occurred when the Parish Councillors were not acting in their official capacity and therefore the Code was not engaged.</p> <p>When the code was engaged the matters did not merit a formal investigation as there had not been a breach of the Code.</p>

		<p>receive as a Member by not obstructing third parties' legal rights of access to information</p> <p>3.5 use your position as a Member in the public interest and not for personal advantage</p> <p>Failure to declare non-disclosable pecuniary interest or non-pecuniary interest</p>	
019181	Bassingbourn-cum-Kneesworth Parish Council	<p>Allegations from the complainants against a member of the Parish Council that their actions breached the Nolan principles and following parts of their code;</p> <p>You must treat others with respect and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity; and</p> <p>You must promote and support high standards of conduct.</p>	Matter ongoing
019182	Bassingbourn-cum-Kneesworth Parish Council	<p>Allegations from the complainant against 4 Councillors that;</p> <p>their actions breached the Nolan principles; and</p> <p>there was Maladministration; and</p>	Matter Ongoing

		<p>They operated without authority; and</p> <p>Non adherence to published Complaints Procedures</p>	
019252	SCDC	<p>Allegation from the complainant that the member failed to declare a non-disclosable pecuniary interest or non-pecuniary interest at a meeting.</p>	Matter Ongoing
019324	Bassingbourn-cum-Kneesworth Parish Council	<p>Allegations from the complainant against a member of the Parish Council that;</p> <p>their actions breached the Nolan principles and brought their office or Authority into disrepute; and</p> <p>there was Maladministration; and</p> <p>Their actions breach of the provisions of the Local Government act 1972.</p>	Matter Ongoing

## 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

Ethical Handbook - Code of Conduct Complaints Procedure

**Report Author:**

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