



2 June 2021

To: Chair – Councillor Anna Bradnam
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 **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Thursday, 10 June 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

Procedural Items	Pages
1. Apologies for Absence To receive Apologies for Absence from Committee members.	1
2. Declarations of Interest	1

3.	Minutes of Previous Meeting	1 - 4
	To authorise the Chairman to sign the Minutes of the meeting held on 25 March 2021 as a correct record.	
	Recommendations to Council	
4.	Babraham and Sawston Community Governance Review	5 - 36
	Information Items	
5.	Update on Code of Conduct Complaints	37 - 40
	Standing Items	
6.	Date of Next Meeting Thursday 9 September at 10am.	

Guidance Notes for Visitors to South Cambridgeshire Hall

Notes to help those people visiting the South Cambridgeshire District Council offices – please also refer to the [Covid-security measures relating to meetings in the Council Chamber](#)

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

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

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

First Aid

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

Access for People with Disabilities

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

Toilets

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

Recording of Business and Use of Mobile Phones

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

Banners, Placards and similar items

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

Disturbance by Public

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

Smoking

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

Food and Drink

Until the lifting of Covid restrictions, no vending machines are available. Bottled water is available for attendees at meetings.

Guidance Notes for Members of the Public at Online Meetings

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

Members of the public wishing to participate in a meeting, for example, by registering in advance to ask a question, are strongly urged to participate remotely, rather than in person. **You do not need to attend South Cambridgeshire Hall to speak at a meeting but can do so online.** [Please refer to the protocol applicable to attendance at physical meetings held before 21 June 2021.](#)

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

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Civic Affairs Committee held on
Thursday, 25 March 2021 at 10.00 a.m.

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

Councillors: Henry Batchelor Dr. Martin Cahn
Nigel Cathcart Mark Howell
Bridget Smith Dr. Aidan Van de Weyer
Heather Williams

Officers: Patrick Adams Senior Democratic Services Officer
Andrew Francis Electoral Services Manager
Ellen Bridges Development Officer
Louise Lord Development Officer
Rory McKenna Monitoring Officer

Councillor Brian Milnes was in attendance, by invitation.

1. Apologies for Absence

There were no Apologies for Absence.

2. Declarations of Interest

Councillor Mark Howell declared a non-pecuniary interest in item 5 on the agenda, Sawston and Babraham Parish Boundary: Community Governance Review, as his son had a business in Dale Business Park.

Councillor Nigel Cathcart declared a non-pecuniary interest in item 6 on the agenda, Update on Code of Conduct Complaints, as he knew the people affected in relation to complaints made involving Bassingbourn Parish Council. Councillor Heather Williams also declared a non-pecuniary interest in this item, as she also knew some of the persons affected by a recent complaint.

3. Minutes of Previous Meeting

The Committee agreed the minutes of the meeting held on 1 December 2020, as a correct record.

4. Community Governance Review - Foxton Parish Council

The Development Officer introduced this report, which invited the Committee to consider a request from Foxton Parish Council to increase its membership from 9 members to 10.

Foxton Parish Councillor, Caroline Ilott explained that Foxton Parish Council

needed to increase its size due to:

- An increase in the workload of the Parish Council.
- An increase in the population of the parish.
- An increase in planning matters, including a call for sites.
- To allow a more even division of the workload.
- To encourage a more equal representation, both in terms of age and geographical location.
- To provide a better service to parishioners.

In response to questioning, Parish Councillor Ilott explained that due to a recent resignation, the parish council currently had 8 members. She was confident that the parish would be able to recruit ten parish councillors to its parish council.

It was noted that the local member, Councillor Deborah Roberts had supported the proposed increase.

Members of the Committee made the following points:

- A compelling case had been given for the increase.
- The quality of parish councillors was more important than quantity.
- Whilst there was local support for the increase, the number of responses received was low.

The Chair proposed and Councillor Mark Howell seconded that the number of parish councillors on Foxton Parish Council be increased from 9 to 10.

A vote was taken and by affirmation the Committee

Agreed to the request from Foxton Parish Council to increase the number of parish councillors from 9 to 10.

5. **Sawston and Babraham Parish Boundary: Community Governance Review**

The Development Officer presented this report, which invited the Committee to consider which submissions the Council should consulting on for Stage Two of the Sawston and Babraham Parish Boundary Community Governance Review.

Councillor Brian Milnes, local member for Sawston, reported that both he and the local member for Babraham, Councillor Peter McDonald, supported the change of the boundary proposed by Sawston Parish Council. It was noted that Babraham Parish Council also supported this proposed change.

It was noted that an alternative proposal for a boundary along the Babraham/Sawston Road would result in neighbouring properties in separate parishes, which was contrary to Local Government Boundary Commission for England (LGBCE) guidance. The other alternative proposal was that the proposed route of Cambridge South East Transport Project (CSET2) be used, but the Committee rejected this as the route had not yet been confirmed, as according to the LGBCE guidance recommended that boundaries be easily identifiable and were likely to remain so. It was noted that the proposed route for CSET2 was also

very similar to the boundary proposed by Sawston Parish Council.

Councillor Aidan Van de Weyer recommended that the Council only consult on the boundary proposed by Sawston Parish Council. Councillor Martin Cahn seconded this proposal.

By affirmation, the Committee

Agreed to invite submissions for Stage Two according to the timeline set out in the Terms of Reference, on the boundary proposed by Sawston Parish Council presented at Stage One.

6. Update on Code of Conduct Complaints

The Monitoring Officer updated the Committee on the latest Code of Conduct complaints received by the Council.

The complaint regarding members of Heydon Parish Council was not being progressed, as the compliant mostly related to matters that occurred when the councillors were not acting in their official capacity as a councillor. The investigation regarding a District Councillor had found that there had been no breach of the Code. The consideration of three complaints regarding members of Bassingbourn Parish Council was ongoing.

The Committee **Noted** the report.

7. Date of Next Meeting

The date of the next meeting was confirmed as Thursday 10 June at 10am.

Members of the Committee thanked the Chair for his sterling work on behalf of the Committee and wished him well in retirement.

The Meeting ended at 10.45 a.m.

This page is left blank intentionally.

Agenda Item 4



South
Cambridgeshire
District Council

Report to:	Civic Affairs Committee	10 June 2021
Lead Officer:	Jeff Membery	

Sawston and Babraham Parish Boundary: Community Governance Review: Stage Two

Executive Summary

1. Sawston Parish Council made an application for a Community Governance Review (CGR) to consider a boundary change between the civil parishes of Sawston and Babraham. Their application included a proposed change to the boundary concerned.
2. Following agreement at Civic Affairs Committee (December 2020) Stage One of the Sawston and Babraham CGR regarding the boundary between the parishes of Babraham and Sawston was conducted between 6 January and 3 March 2021.
3. The Terms of Reference are set out at Appendix A and the map of the proposed boundary at Appendix B.
4. Stage One of this review invited views on the proposed boundary change as well as inviting alternative boundary suggestions. The majority supported a boundary change generally and the proposed change. No reasonable alternatives to the proposed boundary change were proposed.
5. Therefore, Stage Two considered the boundary change proposed by Sawston Parish Council only. The majority 41 (85.42 %) respondents agreed with the proposed boundary change and a minority of 7 (14.58 %) did not.
6. Results by parish and qualitative responses are summarised below in the Consultation Section.
7. The Stage Two Submission Form is provided at Annex C and a detailed analysis of responses to Stage Two is provided at Annex D.

Key Decision

8. No

Recommendations

9. It is recommended that:

- a. Civic Affairs Committee recommend to Council that a new parish boundary between Sawston and Babraham (as proposed by Sawston Parish Council) be adopted (as presented at Appendix B).
- b. Civic Affairs Committee recommend to Council that a formal request be made to the Local Government Boundary Commission for England (LGBCE to realign the district council ward boundary between Duxford and Sawston wards so that they remain aligned with the new parish boundary.

Reasons for Recommendations

10. Most respondents for both Stage One and Two supported the proposed boundary change.
11. No reasonable alternative boundary changes were identified by the review.
12. The proposed boundary change is consistent with LGBCE Guidance (*page 25: 83-85*):
 - a. 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.
 - b. They need to be, and be likely to remain, easily identifiable.
 - c. 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.)
 - d. 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.
 - e. Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable.
 - f. A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries,

Details

13. Sawston Parish Council made an application to the Council for a CGR 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.
14. 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. A pre-application enquiry has been received and a formal application is expected in July 2021.

15. 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.
16. The existing Sawston parish electorate is 5,536. The electorate is forecast to increase by 418 in the next five years due to planned developmentsⁱ.
17. The existing Babraham parish electorate is 234. The electorate is not forecast to increase in the next five years as there are no planned developments.ⁱⁱ
18. *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.
19. Stage One of this review invited views on the proposed boundary change as well as inviting alternative boundary suggestions. 75 residents responded to the consultation; 64 (85.3%) agreed that the existing boundary should be changed and 11 (14.7%) did not. Three alternative boundary changes were proposed; 2 were broadly similar to the proposed boundary change and one was not supported by LGBCE guidance.
20. Therefore, Stage Two considered the boundary change proposed by Sawston Parish Council only. A summary of consultation findings is provided below.

Consultation

21. 48 people in total made valid submissions to Stage Two of 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. There were 4 responses from residents in neighbouring parishes.
22. The majority 41 (85.42 %) respondents agreed with the proposed boundary change and a minority of 7 (14.58 %) did not.
23. When analysed by parish, in Sawston, most respondents supported the boundary change, 36 (88 %) and 5 (12%) of respondents did not. Of respondents living in Babraham, half of respondents supported the change (2) and half did not (2).
24. Responses from those who explained why they supported a boundary change can be grouped into four main themes: Geographical definition; Use of Sawston facilities; Allocation of funding/ resources and Community Cohesion
25. Responses from those who explained why they did or did *not* support a boundary change are provided in Annex D.

26. Rob Lewis, 0-19 Area Education Officer, Cambridge City and South Cambridgeshire responded on behalf of Cambridgeshire County Council (CCC). He advised that CCC support the proposed changes to the civil parish boundary and that the council's response is driven by its statutory education place planning duties. Further details are also provided at Appendix D.

Options

27. The Committee could resolve to:

Option one:

recommend to Council that a new parish boundary between Sawston and Babraham (as proposed by Sawston Parish Council) be adopted (as presented at Appendix B).

Option two:

recommend to Council that they retain the existing parish boundary.

Option three:

recommend to Council an alternative parish boundary between Babraham and Sawston, providing reasons for the alternative.

In addition -if the Committee chooses Option One or Three, that is to recommend any alterations to the parish boundary, it should also recommend to Council that a formal request be made to the LGBCE to realign the district council ward boundary between Duxford and Sawston wards so that they remain aligned with the new parish boundary.

Implications

28. 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

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

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

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

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

(3) The principal council must consult the following—

- (a) the local government electors for the area under review;
- (b) any other person or body (including a local authority) which appears to the principal council to have an interest in the review.

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

- (a) reflects the identities and interests of the community in that area, and
- (b) is effective and convenient.

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

- (a) that have already been made, or
- (b) that could be made,

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

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

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

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

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

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

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

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

Staffing

30. Staff time will be needed to implement any decisions resulting from the review and has been allocated within the Sustainable Communities and Wellbeing Team. The time will be spent on developing reports for Council and carrying out the implementations stage of the review.

Risks/Opportunities

31. 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.

Equality and Diversity

32. The Council has worked with Sawston Parish Council, Babraham Parish Council and Pampisford Parish Council to identify and consult with interested parties. There was provision for collection of paper submissions with the opportunity to respond via post as well as online. The Sustainable Communities Team worked with a resident with visual disabilities to take part in the review and provided specific documents to enable her response – however no response was received from her.

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

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

Sawston and Babraham Parish Boundary: Community Governance Review: Civic Affairs Committee: March 2021

Appendices

- Appendix A: Terms of reference
- Appendix B: Proposed Boundary (Map)
- Appendix C: Stage Two Submission Form
- Appendix D: Analysis of Stage Two submissions

Report Author:

Louise Lord – Development Officer, Sustainable Communities and Wellbeing
Telephone: 01954 713297 m: 07546312054
Email: louise.lord@scambs.gov.uk

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

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

This page is left blank intentionally.

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
- #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

6 January 2021	Stage one publication of Terms of Reference
6 January to 3 March 2021	Stage one submissions invited: Have your say
March 2021	Stage one submissions reviewed; draft recommendations presented to Civic Affairs Committee
6 April to 1 June 2021	Stage two submissions invited: Have your say
July 2021	Stage two submissions reviewed; recommendations presented to Civic Affairs Committee
July 2021	Civic Affairs Committee recommendations presented to Council
July 2021	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 Brapham 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:

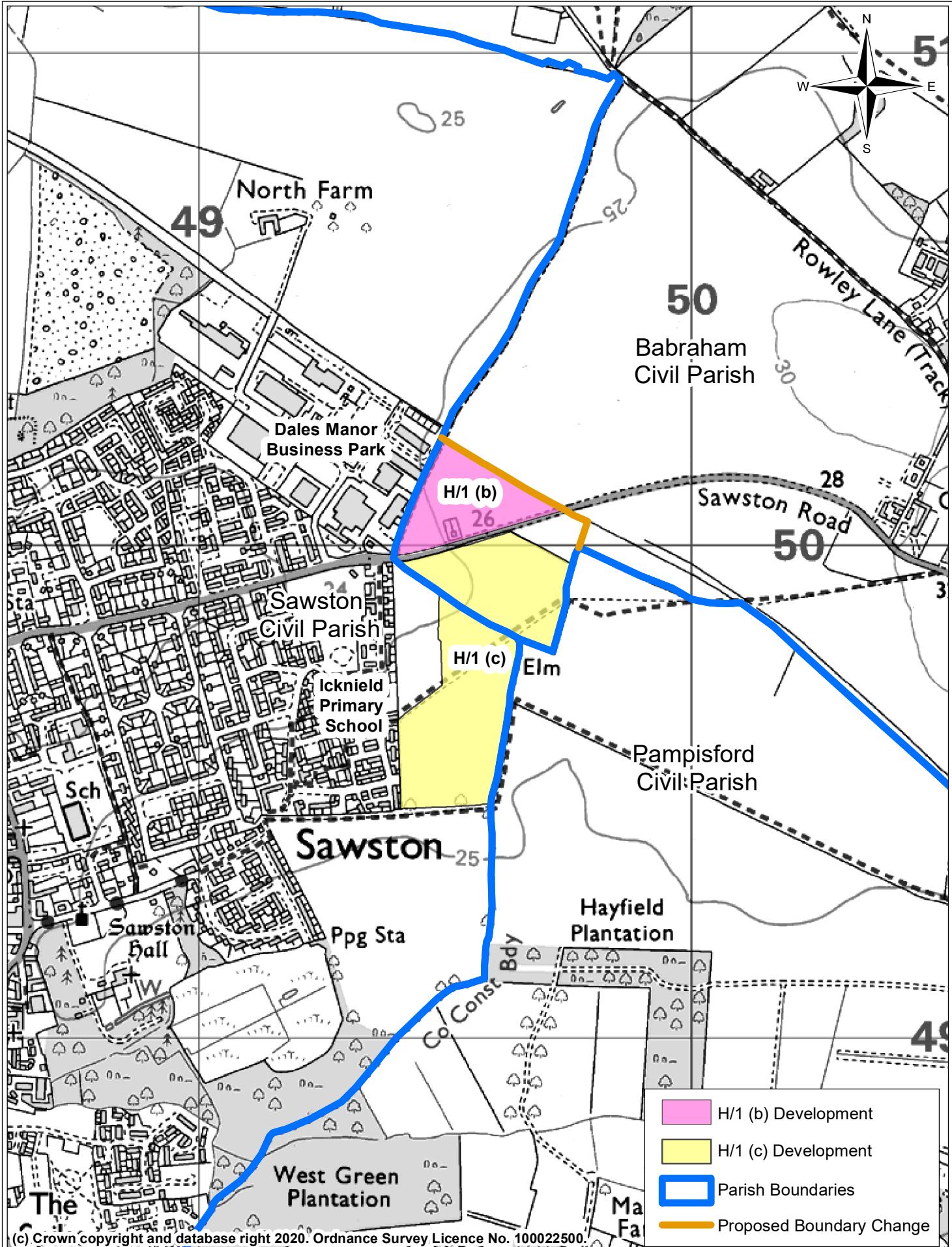
-  Louise Lord, Development Officer
(Contact details above)
-  Gareth Bell, Service Manager, Communications and Sustainable Communities and Wellbeing
-  Gareth.Bell@scambs.gov.uk
-  01954 713 070

**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
-   #CGRBabrahamSawston

This page is left blank intentionally.



H/1 (b) and H/1 (c) Developments
Babraham, Pampisford and Sawston Boundaries
and Proposed New Boundary
Page 21

This page is left blank intentionally.

Should the Parish boundary
between Babraham and
Sawston be changed?



Community Governance Review: Babraham and Sawston Parish Boundary



Submission form: Stage Two

Contact information

-  Louise Lord
-  south.east@scambs.gov.uk
-  01954 713 070
-  www.scambs.gov.uk/community-governance-reviews
-   #CGRBabrahamSawston



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 of Babraham and Sawston. The Review is considering whether the parish boundary should change following two new developments:

1. The development H/1:b – North of Babraham Road (planning ref S/3729/18/FL) consists of 3.64 hectares and is entirely within the parish of Babraham whilst abutting the built environment of Sawston. Planning permission was granted in August 2019 for 158 homes.
2. The development H/1:c – South of Babraham Road consists of 11.64 hectares 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.

Sawston Parish Council has proposed an alteration to the Babraham/Sawston parish boundary which incorporates both of the above new developments within the parish of Sawston. Please see a map of the proposed boundary on the back of this booklet 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.

Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable.

Stage One of this Review was conducted between January and March 2021 and invited views on the proposed boundary change as well as inviting alternative boundary suggestions. Submissions indicated strong support for a boundary change and for the boundary change proposed by Sawston Parish Council. Three alternative boundary changes were proposed; two were broadly similar to the proposed boundary change and one was not supported by Local Government Boundary Commission England (LGBCE) guidance. Therefore, Stage Two considers the boundary change proposed by Sawston Parish Council only.

Further information on Stage One can be found at
www.scambs.gov.uk/community-governance-reviews





Community Governance Reviews are open to electors: residents who are over 18 and eligible to vote. If you are over 18 please have your say by completing this submission form. Alternatively you can complete the submission form online at www.scambs.gov.uk/community-governance-reviews. If you are under 18 and would like to have a say please email your views to South.East@scambs.gov.uk.

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 overleaf
- Yes I am over 18 and eligible to vote

1. Should the existing parish boundary be changed to incorporate developments H/1:b and H/1:c as shown on the map overleaf?

- Yes
- No

2. Please provide any comments regarding your decision below.

Your information

We need your personal data to allow us to consider your views against this Community Governance Review. We only keep your information as long as necessary, or in line with the law. More information about how we handle your data can be found on our website. This includes contact details for the Data Protection Officer and the regulator, the Information Commissioner's Office.

www.scambs.gov.uk/privacynote

Name (required):

Postal or email address:

Are you a resident of:

- Babraham Parish Sawston Parish

Other Parish – please state which Parish here:

Returning your form

Completed submission forms can be returned by post to:

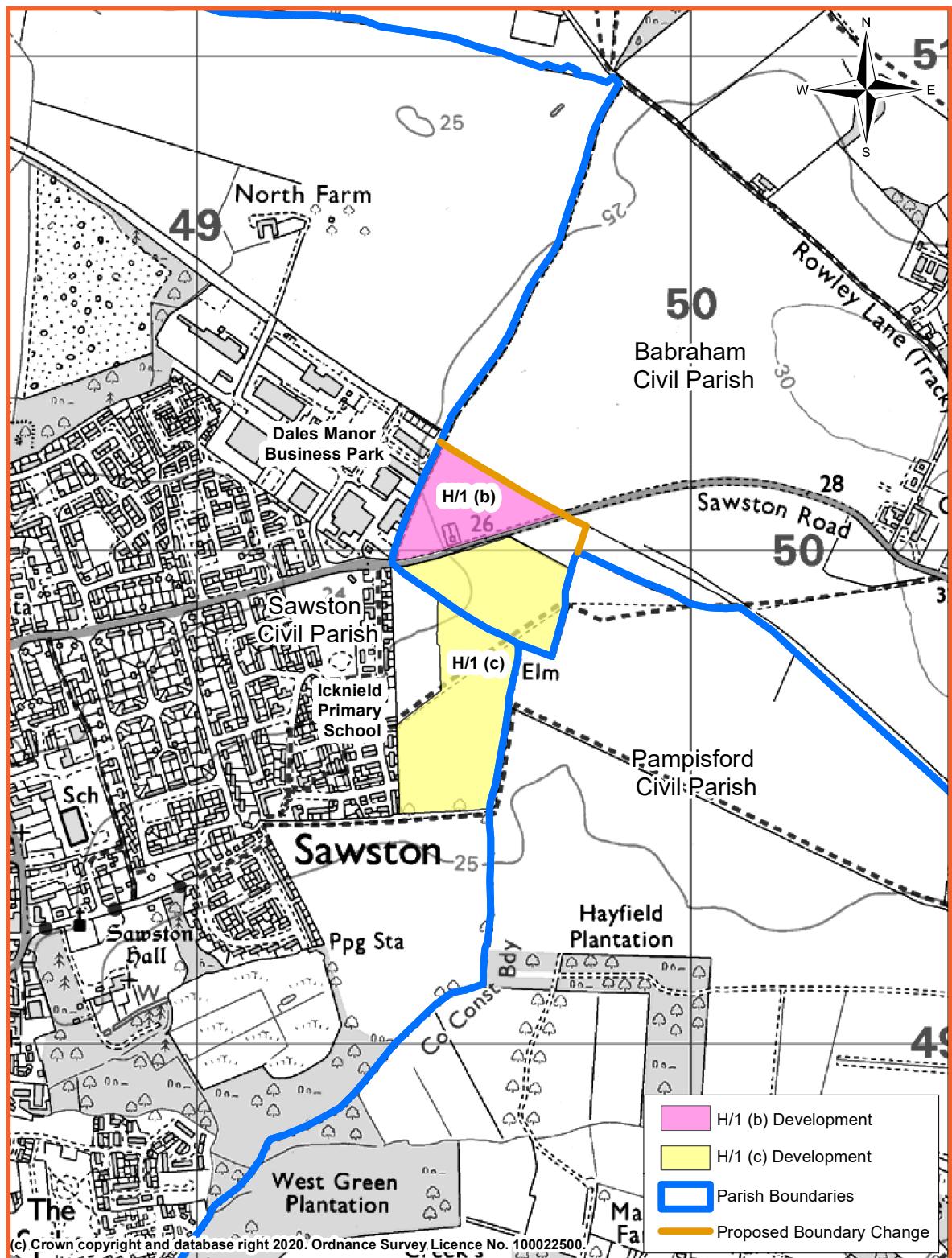
Babraham Sawston CGR, Sustainable Communities and Wellbeing team, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA.

You can also complete this form online at www.scambs.gov.uk/community-governance-reviews

Submissions can be made between 6 April and 25 June 2021 and cannot be accepted thereafter.



This map represents the existing boundary and 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 blue and orange lines meet.

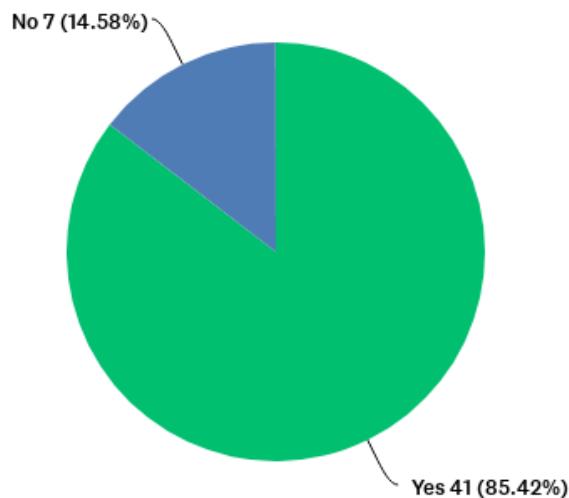


Appendix C: Analysis of Consultation: Submissions to Sawston and Babraham: Stage Two: Community Governance Review: April to June 2021

Summary

1. Stage One of the Sawston and Babraham Community Governance Review (CGR) was conducted from January to March 2021. It found majority support for the boundary change proposed by Sawston Parish Council (as presented at Appendix B) and did not identify any reasonable alternative boundary changes.
2. Stage Two of the Sawston and Babraham CGR was conducted from April to June 2021. It considered only whether the existing boundary should be changed according to the aforementioned proposal by Sawston Parish Council. Respondents were invited to respond yes/ no and to provide reasons for their response.
3. 48 people in total made valid submissions to Stage Two of the CGR. More responses were received to the consultation from Sawston residents than Babraham, but these were proportionate to the size of each community.
4. As shown at Diagram 1, the majority 41 (85.42 %) respondents agreed with the proposed boundary change and a minority of 7 (14.58 %) did not.
5. Responses from those who explained why they supported a boundary change can be grouped into four main themes: Geographical definition; Use of Sawston facilities; Allocation of funding/ resources and Community Cohesion
6. Responses from those who explained why they did *not* support a boundary change can be grouped into three main themes: Concerns regarding capacity of facilities or fair allocation of funding; Concerns regarding requirement to change boundary following future development or personal concerns such as having to change address.

Diagram 1: Question 1a: Should the existing parish boundary be changed to incorporate developments H/1:b and H/1:c as shown on the map provided? (Yes or No response)



Background

7. Following an application from Sawston Parish Council, Civic Affairs Committee agreed a Community Governance Review to consider a consider a boundary change between the civil parishes of Sawston and Babraham following two new developments on the Sawston/Babraham Parish Boundary. The application included a proposed boundary change as show at Appendix B.
8. The agreed Terms of reference (Appendix A) for the review set out two stages. Stage One was to consider whether a boundary change should take place, to ascertain support for the proposed boundary change and invite alternatives.
9. Stage One of this review invited views on the proposed boundary change as well as inviting alternative boundary suggestions. 75 residents responded to the consultation; 64 (85.3%) agreed that the existing boundary should be changed and 11 (14.7%) did not. Three alternative boundary changes were proposed; 2 were broadly similar to the proposed boundary change and one was not supported by Local Government Boundary Commission England (LGBCE) guidance.
10. Therefore, Stage Two considered the boundary change proposed by Sawston Parish Council only. The Stage Two submission form is presented as Appendix C. The submission form was also made available online via *Survey Monkey* which is how the all responses were submitted.
11. 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

12. 49 people in total made submissions to the Community Governance Review. However, examination of IP addresses revealed that one person had submitted two responses, one of which had incomplete data and has been discounted.
13. As shown in Table 1, of the 48 valid responses, 4 (8.3%) were from the parish of Babraham village ward, 40 (83.3%) from the parish of Sawston and 4 (8.3%) from other parishes (Great Abington and Great Shelford).
14. 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.
15. 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 2% of the Babraham electorate responded.

Table 1: Respondents by Parish and Electorate

	Number of respondents	Electorate	Percentage of respondents	Percentage of electorate
Babraham	4	223	8.3%	2%
Sawston	40	5546	83.3%	1%
Other	4	n/a	8.3%	n/a
Total	48		100%	

16. Responses were analysed by question as set out below. Where respondents provided written comments, and included comments not relevant to the CGR, only relevant excerpts are provided as noted. Excerpts are provided verbatim at [Annexe One](#).

Question 1a: Should the existing parish boundary be changed to incorporate developments H/1:b and H/1:c as shown on the map provided? (Yes or No response)

1. Of the 48 responses to this question, 41 (85.4%) of respondents supported a boundary change and 7 (14.6%) did not support a boundary change. When examined by parish of residency, as per Table 2 below, of Babraham respondents, 2 (50%) agreed that the boundary should be changed 2 (50%) did not agree. Of Sawston respondents, 36 (88%) agreed that the boundary should be changed, and 5

(12%) did not. Of respondents from other parishes (Great Abington and Great Shelford), 3 (100%) agreed that the boundary should be changed.

Table 2: Response to Boundary Change by Parish

-	Total		Babraham		Sawston		Other	
	Number of respondents	Percentage						
Yes	41	85.4%	2	50%	36	88%	3	100%
No	7	14.6%	2	50%	5	12%	0	0%
Total	48	100%	4	100%	41	100%	3	100%

Question 1b: Please explain your answer or provide any relevant comments. (Written response only)

2. 43 respondents provided a written comment explaining their agreement or disagreement with changing the existing parish boundary. Verbatim comments are set out in [Annexe One](#) at the end of this report.
3. As per Table 3, the reasons given for supporting the boundary change can be grouped into four main themes.

Table 3: Reasons for Supporting Proposed Boundary Change by Theme:

Geographical definition	As the two new developments are close to the village of Sawston, they read as part of it.
Use of Sawston facilities	As residents living in the new developments are geographically closer to the village of Sawston, they are likely to use facilities within Sawston.
Community Cohesion	Both of the new developments should be part of Sawston, so that neighbours are within the same parish.
Allocation of funding/resources	As residents of the new developments are likely to use facilities in Sawston, they should be included within the parish of Sawston so that their precept is allocated to Sawston Parish Council

4. As per Table 4, the reasons given for *not* supporting the boundary change can be grouped into three main themes.

Table 3: Reasons for *not* Supporting Proposed Boundary Change by Theme:

Concerns re capacity of facilities or fair allocation of funding	Concerns that the boundary change would put pressure on local facilities and/or result in unfair distribution of funding.
Concerns re requirement to change boundary following future development	Concerns that any future development would result in further boundary change

Personal	Concerns about the personal impact of the boundary change such as change of address,
----------	--

Cambridgeshire County Council Response

Rob Lewis, 0-19 Area Education Officer, Cambridge City and South Cambridgeshire responded on behalf of Cambridgeshire County Council (CCC). He advised that CCC support the proposed changes to the civil parish boundary and that the council's response is driven by its statutory education place planning duties:

- The two development sites are contiguous with Sawston. It would be logical to plan school places on the basis that pupils attend a school in their own community rather than one (in) a nearby village.
- The development proposals are currently split between the two parishes, and thus two catchment areas. Changing the parish boundaries would avoid this and ensure that the pupils living in the same housing development are served by the same catchment school.
- Not making this change could lead to some pupils travelling to a school outside the built-up area of Sawston. This could increase the number of car journeys for drop off and pick up from school compared to potentially more sustainable modes of travel.

Louise Lord – Development Officer, Sustainable Communities and Wellbeing

Telephone: 01954 713297 m: 07546312054

Email: louise.lord@scambs.gov.uk

Annexe One: Relevant verbatim comments relevant to the Community Governance Review Sawston and Babraham: Stage Two

Table A: Reasons for Supporting Proposed Boundary Change by Theme (Relevant verbatim comments):		
Theme	Comment	Parish
geographical definition	It is logical to make the new residents part of Sawston administratively, as they will be geographically and for all other relevant purposes.	Sawston Parish
geographical definition	The development relates to Sawston and should come under the SPC's (Sawston Parish Council's) jurisdiction.	Sawston Parish
geographical definition	They are clearly part of Sawston. Any funds allocated to these developments should go to Sawston rather than Babraham.	Sawston Parish
geographical definition	I think it makes a lot of sense to include the two developments in Sawston - they are at the edge of the current village and are not connected at all with Babraham, so if the change didn't happen the residents would be in an anomalous situation - especially on H1:c where the boundary would split the development.	Sawston Parish
geographical definition	It just makes sense! People living in those houses will be most likely to access services in Sawston (e.g., playgrounds, which parish council pay for) and the houses feel a part of Sawston already.	Sawston Parish
geographical definition	Both developments are clearly an extension to Sawston and having them in a different Parish would be unhelpful.	Sawston Parish
geographical definition	The new development is continuous with existing Sawston houses and to all appearances is making Sawston larger. The new residents will be using facilities in Sawston.	Sawston Parish
geographical definition	Believe they should be a part of sawston	Sawston Parish
geographical definition	Yes, I have proposed this as a Parish and District Councillor for the area. It will allow proper, rational administration under Sawston's Parish Council's auspices, and the new boundary remedies the anomalous boundary that would otherwise exist.	Sawston Parish
geographical definition	It would be illogical if any part of these new developments, which are a direct extension of Sawston, were in a different Parish, especially given the substantial open land between the development sites and Babraham. The sites will inevitably look almost exclusively to Sawston for their services, especially schools.	Sawston Parish
geographical definition	These new houses will be connected to Sawston rather than Babraham.	Sawston Parish
geographical definition	Makes sense on the ground as the homes look like Sawston	Sawston Parish
geographical definition	Seems sensible to not split the developments in half across two parishes and they are geographically closer to Sawston	Sawston Parish
geographical definition	It makes sense as the new properties are closer to Sawston	Sawston Parish
geographical definition	As the building are closer to Sawston than Babraham and I feel they will be enclosed in Sawston rather than Babraham village	Sawston Parish

geographical definition	The houses developed will be part of Sawston it doesn't make sense to split the responsibility over three parish councils	Babraham Parish
geographical definition	The current boundary leaves the new estates isolated from their parish council. A change in the boundary would better reflect the identity of the houses as part of sawston community.	Great Abington Parish
geographical definition	The housing development is attached to Sawston so it makes sense that the boundary of Babraham parish is adjusted to reflect that	Babraham Parish
geographical definition/ use of sawston facilities	Houses built adjacent to current Sawston parish boundary, residents will be using Sawston amenities, schools and other resources so it makes sense to incorporate them into the Sawston parish.	Sawston Parish
geographical definition	The proposed boundary change would make the boundaries between the relevant parishes reflect the actual arrangement of developments, as the proposed 2 new housing developments (H/1(b) and H/1(c) are immediately adjacent to the built-up area of Sawston and reflect the types of existing residential units in the vicinity.	Sawston Parish
use of Sawston facilities	The new homes being built are a continuation of the Sawston village centre, and are very far from the Babraham village centre. As a result, the people living there will mostly be using facilities in Sawston (including schools), and the costs will be supported by the Sawston rather than the Babraham community. Changing the boundary will mean that the people living in those new homes will also be contributing through council taxes, etc. in Sawston.	Sawston Parish
use of Sawston facilities	The developments are closer to existing Sawston housing and amenities. They will use Sawston facilities. So residence tax and views will be more relevant to Sawston	Sawston Parish
use of Sawston facilities	The extra housing is a significant increase in the population of Babraham and Sawston has more facilities.	Gt Abington
use of Sawston facilities	The development is going to use sawston amenities, schools, shops etc..	Sawston Parish
use of Sawston facilities	To allow catchment of Icknield school to include these developments.	Sawston Parish
use of Sawston facilities	I believe residents of the 2 development areas will associate themselves with Sawston rather than Babraham and will use the facilities provided within Sawston rather than Babraham. The green space between the developments and the village of Babraham is large enough to give the feeling of separation. It makes sense therefore for the parish boundary to reflect those feelings.	Sawston Parish
use of Sawston facilities	The new developments are adjacent to existing housing in Sawston and far from any housing in Babraham. Sawston should benefit from any infrastructure funding as a result.	Sawston Parish
use of Sawston facilities	The new and proposed developments abut the existing extent of development within Sawston. The proposed new boundaries are clearly defined and follow the edges of the new developments. The people that occupy these new dwellings will put an extra burden on the fabric and infrastructure of Sawston and their precept should be received by Sawston PC and not Babraham.	Sawston Parish

community cohesion/ allocation of resources	It makes sense for all the new development to be in a single parish. It is closest to Sawston and closest to a Sawston primary school so entirely logical to make the proposed changed as shown on the map	Sawston Parish
community cohesion	Makes sense not to split up a development into 2 different parishes	Sawston Parish
community cohesion	Makes no difference to me but makes sense for those who are neighbours to pay the same council tax etc	Sawston Parish
community cohesion	As Sawston expands to the East, it makes sense to move parish boundaries to be consistent and make sure homes and other buildings are located in the same parish as adjacent buildings.	Sawston Parish
allocation funding/ resources	The residents of the two developments will look to Sawston for most of their requirements. Sawston will need the community charge from the new properties in order to provide the necessary infrastructure. Sawston will also need a greater proportion of the S106 agreement to help with the above improvement to the Village infrastructure. The change in the boundary will still keep a distinct open space between the two communities.	Sawston Parish
allocation funding/ resources	The proposed boundary changes will allow the new developments of H1(b)/(c) to be managed and controlled by Sawston Parish Council, and will allow SPC to raise revenue in support of local services.	Sawston Parish
Other	This is a sensible move. The map is out of date as it does not show the development of Stanley Webb Close and therefore does not illustrate the density of H1c.	Sawston Parish
Other	I fully agree with the proposal, this will be a massive improvement to the village.	Sawston Parish

**Table B: Reasons for *not* Supporting Proposed Boundary Change by Theme
(Relevant verbatim comments):**

Theme	Comment	Parish
Concerns re capacity of facilities or fair allocation of funding	There is not enough capacity in the local schools so they could become overwhelmed and the same for the medical centre as well.	Sawston Parish
Concerns re capacity of facilities or fair allocation of funding	Sawston always new these house were Babraham and Babraham got the grants for the resources.	Sawston Parish
Concerns re capacity of facilities or fair allocation of funding	The boundary should be along the road (Sawston road). A clear line that won't change. The development to the north H1:b should be Babraham (monies going that way) and the larger development to the south H1:c should be Sawston (monies going that way). This seems like a fair way forward and allows for the road to be the clear divide.	

Concerns re requirement to change boundary following future development	The village boundary shouldn't be moved . These houses were built outside on land that should never of been built on	Sawston Parish
Personal		Sawston Parish
Personal	I think that the decision would be for future residents. I am buying a house in the new development and I do not want to undergo again a painful change of address.	Babraham Parish

This page is left blank intentionally.

Agenda Item 5



South
Cambridgeshire
District Council

REPORT TO:

Civic Affairs Committee

10 June 2021

LEAD OFFICER:

Monitoring Officer

Update on Code of Conduct Complaints

Executive Summary

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

Recommendations

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

Details

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

Matter Number	District/Parish Council	Allegation/complaint	Outcome
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</p>	Matter Ongoing

		<p>partnership, pregnancy and maternity; and</p> <p>You must promote and support high standards of conduct.</p>	
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> <p>They operated without authority; and</p> <p>Non adherence to published Complaints Procedures</p>	Matter Ongoing
019324 & 019605	Bassingbourn-cum-Kneesworth Parish Council	<p>Allegations from the complainant against two members 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
019425	SCDC	Allegations from the complainant that the member failed to declare a conflict of interest.	Matter Ongoing
019606	Longstanton Parish Council	Allegations from the complainant against two members of the Parish Council that their actions breached the Code of Conduct by causing	Matter Ongoing

		intimidation and not observing the Nolan principles of objectivity or leadership.	
019607	Stow-Cum-Quy Parish Council	<p>Allegations from the complainant against a member of the Parish Council that their actions breached the following parts of their code;</p> <p>2 He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.</p> <p>3 He/she shall not seek to improperly confer an advantage or disadvantage on any person.</p> <p>8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.</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:

Rory McKenna – Monitoring Officer
Telephone: (01223) 457194

