

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Civic Affairs Committee held on  
Tuesday, 4 September 2018 at 10.00 a.m.

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

**Councillors:** Dr. Martin Cahn  
Bill Handley  
Bridget Smith  
Aidan Van de Weyer

Nigel Cathcart  
Mark Howell  
Peter Topping

**Officers:** Patrick Adams  
Gemma Barron  
Elizabeth Davy  
Andrew Francis  
Rory McKenna  
Siobhan Mellon

Senior Democratic Services Officer  
Head of Sustainable Communities and Wellbeing  
Project Officer  
Electoral Services Manager  
Deputy Head of Legal Practice  
Development Officer

Councillor Heather Williams was in attendance, by invitation.

Apologies for absence were received from Councillor Henry Batchelor.

### **1. APOLOGIES FOR ABSENCE**

Apologies for Absence were received from Councillor Henry Batchelor. Councillor Bill Handley acted as substitute.

### **2. DECLARATIONS OF INTEREST**

None.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 26 June 2018 were agreed as a correct record.

### **4. MILTON COMMUNITY GOVERNANCE REVIEW - DRAFT TERMS OF REFERENCE**

The Development Officer presented this report, which invited the Committee to agree the proposed timetable and terms of reference for the reduction of Milton Parish Council from 15 councillors to 12.

It was noted that the consultation period would last eight weeks. A report will be taken to the next meeting of this Committee in December, following the closure of the consultation period.

The Committee unanimously

**AGREED** the terms of reference and timetable for this Community Governance Review, as laid out in Appendix A.

## 5. NORTHSTOWE COMMUNITY GOVERNANCE REVIEW

The Head of Sustainable Communities and Wellbeing introduced this report on the proposed timetable for a Community Governance Review of Longstanton and Oakington and Westwick, in relation to the new development of Northstowe.

It was noted that Longstanton Parish Council had requested that the Community Governance Review be delayed until the summer of 2019. It was understood that this would allow residents of Northstowe to gain more experience as parish councillors on Longstanton Parish Council and would also mean that there will be more residents in Northstowe to consult on the Review. The Head of Sustainable Communities and Wellbeing estimated that there could be 350 occupations in Northstowe by winter next year.

In response to questioning, the Head of Sustainable Communities and Wellbeing explained that a management company would be taking on the maintenance of open space at Northstowe for at least the next 10 years. In the meantime Longstanton Parish Council would be responsible for the day to day decisions, before the Community Governance Review concluded.

The Committee **NOTED** the report.

## 6. STAPLEFORD COMMUNITY GOVERNANCE REVIEW REQUEST

The Development Officer explained that a request had been received from Stapleford Parish Council to increase the Council size from 9 to 11 parish councillors. It was noted that a reference to 12 councillors in an e-mail from the Parish Council Chairman in Appendix A was a mistake, and the official request from the Parish Council was for an increase to 11 members.

### **Terms of reference**

The Committee supported the terms of reference as laid out in Appendix B. It was agreed that including the terms of reference with the Review request was beneficial and should be repeated when possible in relation to requests concerning parish numbers.

### **Views of local members**

It was understood that one of the local members was supportive of the proposed increase, the views of the other local member was unknown. It was agreed that in the future, the Committee should be informed of the views of all the local members.

### **Encouraging residents to stand as parish councillors**

Concerns were expressed regarding the difficulties that Stapleford Parish Council could have in recruiting 11 parish councillors. It was suggested that the District Council could do more to promote the work of parish councils to encourage residents to stand as parish councillors. The Head of Sustainable Communities and Wellbeing assured the Committee that recently Stapleford Parish Council had been successful in encouraging residents to stand for co-option.

The Committee unanimously

### **AGREED**

- A)** To the request from Stapleford Parish Council for a Community Governance Review to increase the number of parish councillors from 9 to 11; and
- B)** To the draft terms of reference, as laid out in Appendix B;

**C)** For staff to agree the timetable in consultation with Stapleford Parish Council.

**7. UPDATE ON CODE OF CONDUCT COMPLAINTS**

The Committee **NOTED** this report.

**8. DATE OF NEXT MEETING**

It was noted that the next meeting would be held on Tuesday 4 December at 10am.

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

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