

North Yorkshire Council

Executive Member for Open to Business

5 March 2026

Neighbourhood Area Designation for Tockwith with Wilstrop Parish Council

Report of the Corporate Director for Community Development

1.0 PURPOSE OF REPORT

- 1.1 Following the submission of an Area Application by Tockwith with Wilstrop Parish Council to designate the entirety of their parish as a neighbourhood area, we are seeking approval for the proposed neighbourhood area.

2.0 BACKGROUND

- 2.1 On 20 October 2025 an application was submitted to the council for designation of a neighbourhood area for Tockwith, Cowthorpe and Wilstrop, to enable the parish council as the Qualifying Body to proceed with formal neighbourhood plan preparations.
- 2.2 Neighbourhood planning was introduced through the Localism Act in 2011 and provides communities with direct power to develop a shared vision for their area, shaping development and growth. Neighbourhood planning provides a set of tools for local people to plan for the types of development to meet their community's needs.

3.0 DESIGNATION OF A NEIGHBOURHOOD AREA

- 3.1 For a neighbourhood area to be designated there must be a 'relevant body.' In this case Tockwith with Wilstrop Parish Council is the relevant body.
- 3.2 Part 2(5) of the Neighbourhood Planning (General) Regulations 2012 (as amended) requires the relevant body to submit an area application that must include:
- a. a statement explaining why this area is considered appropriate to be designated as a neighbourhood area (see Appendix A to this report);
 - b. a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act (see Appendix A to this report); and
 - c. a map which identifies the area to which the area application relates (see Appendix B to this report).
- 3.3 The application received for the designation of the neighbourhood area is attached as Appendix A: Area application. The application fulfils all these requirements and so is valid.

4.0 CONSULTATION UNDERTAKEN AND RESPONSES

- 4.1 The Neighbourhood Planning Regulations set out the circumstances where consultation is required for the designation of neighbourhood areas. Where the area application is for the whole of a single parish council area no public consultation is required. As such no public consultation has taken place.

5.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 5.1 Once 'made' (adopted), a neighbourhood plan forms part of the Development Plan for the area and becomes a key mechanism to help support the delivery of key themes in the Council's Plan.

6.0 ALTERNATIVE OPTIONS CONSIDERED

- 6.1 Through the Localism Act, the Council has a duty to support those wishing to prepare a neighbourhood plan. The designation of a neighbourhood area is a critical initial step in the preparation of a neighbourhood plan. As this is an application for the whole of a single parish council area the council is required to designate the area as proposed. There are no alternative options available.

7.0 FINANCIAL IMPLICATIONS

- 7.1 There is no cost associated with neighbourhood area designation, only the amount of officer time involved. However, the Council will incur further costs with the subsequent preparation of the neighbourhood plan. This will mainly be through officer time supporting preparation of the neighbourhood plan. It should be noted that grant funding to support Qualifying Bodies prepare neighbourhood plans was withdrawn in 2025 (for any new neighbourhood plans), this may place increased demands on officer time going forward. Later in the process there will be the cost of examination and referendum. However, the Council can continue to claim costs for both the examination and referendum from the Ministry for Housing Communities and Local Government.
- 7.2 Once a neighbourhood plan is made (adopted) there will be a change to the proportion of the Community Infrastructure Levy (CIL) that is transferred to the relevant parish or town council. Before a neighbourhood plan is made the amount transferred is 15%. Once a plan is in place the amount increases to 25%.

8.0 LEGAL IMPLICATIONS

- 8.1 The designation of a neighbourhood area is undertaken in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended). Local planning authorities should only refuse to designate a neighbourhood area when there are clear reasons to do so. As detailed above, it is the officer view that here are no such reasons.

9.0 EQUALITIES IMPLICATIONS

- 9.1 At this stage there are no detailed policies to review. Neighbourhood plans are required to be in general conformity and plan positively to support the strategies set out in the wider development plan, which has been subject to Equalities Impact Assessments. All neighbourhood plans will be considered in relation to the Human Rights Act 1998 and can only be adopted where they are compatible with the legislation. See Appendix C.

10.0 CLIMATE CHANGE IMPLICATIONS

10.1 There are no climate change considerations associated with the report. A screening report will need to be undertaken once a draft of the neighbourhood plan is available to determine whether a Strategic Environmental Assessment (SEA) is required in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004. That screening report will also identify any requirement for a Habitat Regulations Assessment in accordance with Article 6(3) of the EU Habitats Directive and with Regulation 61 of the Conservation of Habitats and Species Regulations 2010 (as amended). See Appendix D.

11.0 REASONS FOR RECOMMENDATIONS

11.1 As the neighbourhood area application was for the whole of a single parish there was no requirement for public consultation. There are no reasons that indicate that the area should not be designated. Therefore, the recommendation is the neighbourhood area is designated.

12.0 RECOMMENDATION

12.1 That the Executive Member for Open to Business approves the designation of the proposed area as a neighbourhood area under Part 2(7) of the Neighbourhood Planning (General) Regulations 2012 (as amended), to enable the next stages of the development of a neighbourhood plan to commence.

APPENDICES:

- Appendix A - Neighbourhood area application
- Appendix B - Proposed neighbourhood area map
- Appendix C - Equalities Impact Assessment
- Appendix D - Climate Change Impact Assessment

Nic Harne Corporate
Director
Community Development
County Hall
Northallerton
DL7 8AD
11 February 2026

Report Author – James Campbell, Principal Planning Policy and Place Officer
Presenter of Report – Rachael Balmer, Planning Policy and Place Manager

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk
parish.clerk@tockwith.gov.uk

20th October 2025

Dear Kate,

Tockwith with Wilstrop Parish Council would like to designate Tockwith, Cowthorpe and Wilstrop as a Neighbourhood Area.

Attached is a map which shows the parish boundary. Although a number of villages are included on the map, this represents the boundary of Tockwith with Wilstrop Parish Council and is therefore appropriate to be designated as a single Neighbourhood Area.

As a Parish Council, Tockwith with Wilstrop Parish Council is capable of being a qualifying body for the purposes of Section 61G of the Town and Country Planning Act 1990.

At the Tockwith with Wilstrop Parish Council meeting held on 23 June 2025 (minutes attached) item 31, the Parish Council resolved to:

- ii) To consider writing a Neighbourhood Development Plan
RESOLVED: TWWPC wants to write a Neighbourhood Development Plan, but this is subject to funding. To be confirmed after funding streams have been identified.
- iii) To consider the designation of Tockwith, Wilstrop and Cowthorpe as a Neighbourhood Area
RESOLVED: To designate Tockwith, Wilstrop and Cowthorpe as a Neighbourhood Area

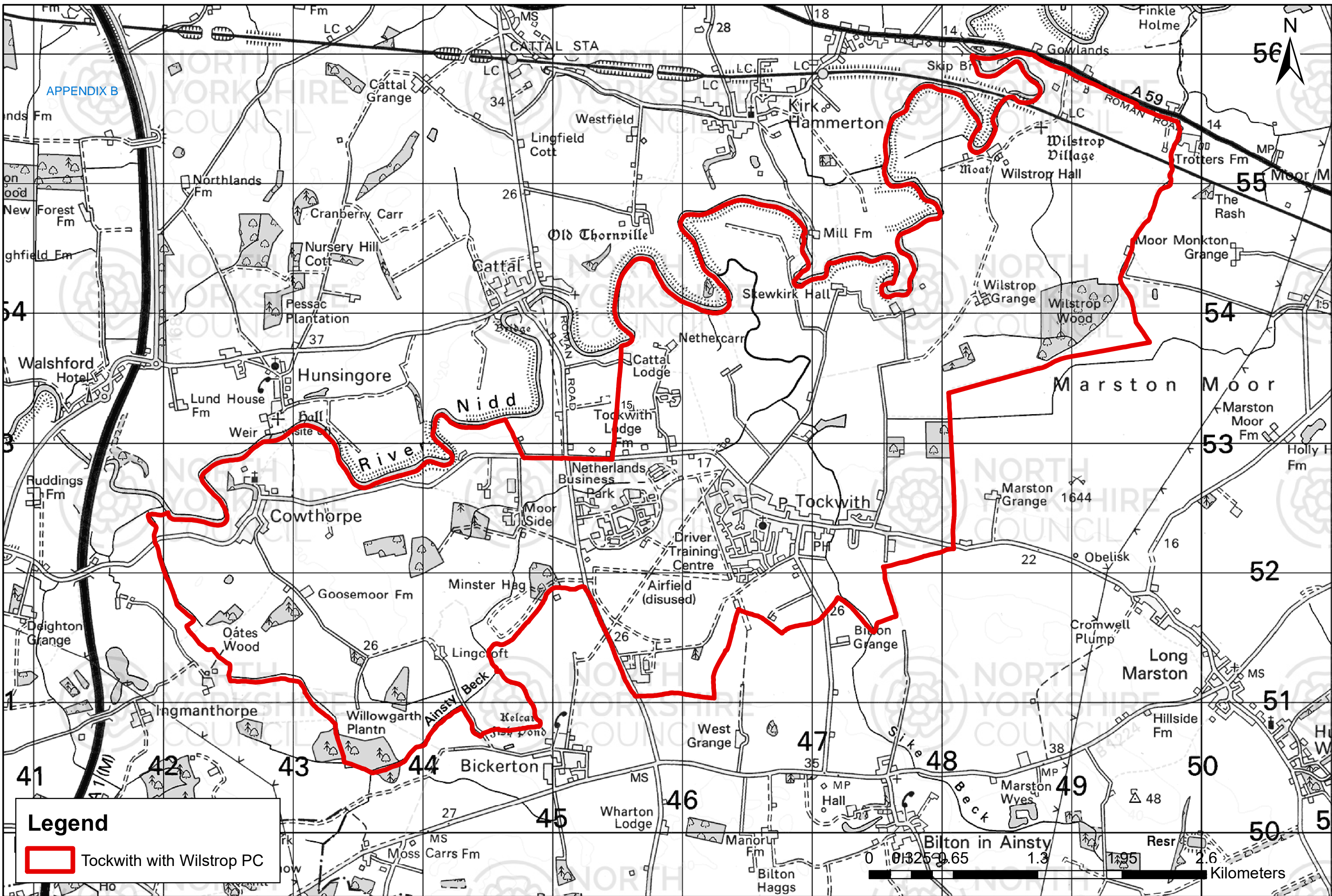
In addition to the Parish Council's commitment to write a Neighbourhood Development Plan, there is a local group called Tockwith Together who are very interested in helping to write the Plan. Tockwith Together have previously organised and analysed a community survey and based on those responses, wrote the Tockwith with Wilstrop Community Plan 2024-2035.

If you need anything else, please let me know.

Yours sincerely,

Fiona Vicary

Clerk to Tockwith with Wilstrop Parish Council





Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics

(Form updated October 2025)

Tockwith with Wilstrop Neighbourhood Area Application

An Equality Impact Assessment (EIA) form is a document that proves paying due regard by considering protected characteristics. EIAs that accompany reports presented to Councillors for decision-making are published with the committee papers on our website and are also available in hard copy at the relevant meetings.

Section 1: Initial Equality Impact Assessment Screening

This section documents the equality screening process of actual or potential impacts of the proposed activity on a specific protected characteristic, along with NYC's additional agreed-upon characteristics, to determine whether a full Equality Impact Assessment (EIA) is necessary or appropriate.

Basic Details	
Directorate	Community Development
Service area	Planning Policy and Place
Proposal being screened	The application by Tockwith with Wilstrop Parish Council for the designation of the whole of their parish as a neighbourhood area
Officer(s) carrying out screening	James Campbell
Lead Officer and contact details	James Campbell, james.campbell@northyorks.gov.uk
Date of the assessment	10/02/2026
Please describe briefly what this EIA is about. (e.g. are you starting a new service, changing how you do something, or stopping doing something?)	The application by Tockwith with Wilstrop Parish Council for the designation of the whole of their parish as a neighbourhood area.
What does the authority hope to achieve by it? (E.g. to save money, meet increased demand, do things in a better way.)	The designation will allow Tockwith with Wilstrop Parish Council to start to prepare a neighbourhood plan.
Further Details	

1.1 How have stakeholders been involved in this policy/ decision/ proposal? (e.g. a consultation exercise)	Neighbourhood Planning regulations require applications for the whole of a single parish to be designated with no public consultation. As such no consultation has taken place.				
1.2 Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Please explain briefly	No impact				
1.3 Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics					
As part of this assessment, please consider the following questions:					
<ul style="list-style-type: none"> • To what extent is this service used by particular groups of people with protected characteristics? • Does the proposal relate to functions that previous consultation has identified as important? • Do different groups have different needs or experiences in the area the proposal relates to? 					
If for any characteristic, it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.					
Tick and indicate which protected characteristics are identified as relevant to the proposal (positive, negative, neutral or don't know).					
Protected characteristic	Impact				Comments
	Positive	Negative	Neutral	Don't know	
Age			X		No impact identified for designation of the area
Disability			X		No impact identified for designation of the area
Sex			X		No impact identified for designation of the area
Race (including GRTS)			X		No impact identified for designation of the area
Gender reassignment			X		No impact identified for designation of the area
Sexual orientation			X		No impact identified for designation of the area
Religion or belief			X		No impact identified for designation of the area
Pregnancy or maternity			X		No impact identified for designation of the area
Marriage or civil partnership			X		No impact identified for designation of the area
NYC's additional characteristics					
People in rural areas			X		No impact identified for designation of the area
People on a low income			X		No impact identified for designation of the area
Carer (unpaid family or friend)			X		No impact identified for designation of the area
Are from the Armed Forces Community (including veterans)			X		No impact identified for designation of the area
1.4 To which Part(s) of the Public Sector Equality Duties is the Policy/decision/proposal relevant? Tick and briefly describe.					
General Duties	Yes	No	Details		
Eliminate unlawful discrimination, harassment and victimisation	<input type="checkbox"/>	X			

Advance equality of opportunity	<input type="checkbox"/>	X	
Foster good relations between different groups	<input type="checkbox"/>	X	
1.5 Decision (Please tick one option)			
Decision to recommend this policy/ decision for an Equality Impact Assessment?	Yes	<input type="checkbox"/>	No X
<p>If the answer is “Yes”, or you indicate a negative impact on any of the characteristics mentioned in the table above, please continue to Section 2 and complete the full Equality Impact Assessment. If the answer is “No”, please give a brief reason here.</p>			
Signed (Assistant Director or equivalent)			
Date			

Section 2: Equality Impact Assessment

This section aims to provide a full assessment of the actual or potential impacts on specific protected characteristics, along with NYC’s additional characteristics. It will also identify the proper actions to mitigate these impacts, if needed.

2.1 Evidence, Consultation and Data: What data or evidence source(s) has/ have been used to inform this assessment? Select the relevant source (s):

- Demographic data
- Service usage data
- Consultation feedback
- National/local research and report
- Expert opinion
- Others

2.2 Stakeholder Engagement: What engagement has been done regarding the proposal and what are the results?

- Who has been consulted?
- How were they consulted?
- What feedback was received?

2.3 What positive impact will this proposal have on the council budget, people, community, economic growth and environment, etc? Please explain briefly

2.4 Please briefly describe how will this proposal affect people with protected characteristics? Only those who are identified as relevant to the proposal in section 1.

protected characteristics	Negative	Don't know	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information, etc.
Age			
Disability			
Sex			
Race (including GRTS)			
Gender reassignment			
Sexual orientation			
Religion or belief			
Pregnancy or maternity			
Marriage or civil partnership			
NYC's additional characteristics			
People in rural areas			
People on a low income			
Carer (unpaid family or friend)			
Are from the Armed Forces Community (including veterans)			

2.5 Geographic impact: Please detail where the impact will be (please tick all that apply)

North Yorkshire wide	
Craven	
Hambleton	
Harrogate	
Richmondshire	
Ryedale	
Scarborough	
Selby	

If you have ticked one or more areas, will specific town(s)/ village(s) be particularly impacted? If so, please specify below.

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2.6 Will the proposal affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men) State what you think the effect may be and why, citing evidence from Q2.1 & Q2.2, e.g. engagement, consultation and/or service user data or demographic information, etc.

2.7 Mitigation and Actions: List the actions that will be taken to reduce or eliminate any negative impact identified above and how positive impacts will be enhanced. Briefly describe the action you defined.

Actions	Lead	By when

2.8 Monitoring and Review: If the proposal is to be implemented, how will the impact be monitored? Briefly describe the monitoring arrangements/systems that will be put in place to find out how the expected outcomes have been achieved in practice.

2.9 Conclusion: Please summarise the findings of your EIA, including impacts, recommendations in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

2.10 Sign off section

This full EIA was completed by:

Name: J Campbell

Job title:

Directorate: Community Development

Signature:

Completion date:

Authorised by relevant Assistant Director (signature): K Daly

Date: 17 February 2026

Once this has been signed off, please send it to webteam@northyorks.gov.uk for publication on the appropriate webpage.

Publication:

To help people find completed EIAs, we publish them in the Equality and Diversity section of the NY Council [website](#).

Contact details

If you need further support and guidance about carrying out EIA, please contact your directorate equality representative as listed in Stage 4 on our Intranet: [Paying due regard to equality using equality impact assessments](#)

Or contact North Yorkshire Council's equality team on email Equality@northyorks.gov.uk

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Tockwith with Wilstrop Neighbourhood Area Designation
Brief description of proposal	Neighbourhood area designation is the first step necessary for the preparation of a neighbourhood plan. This step is essentially administrative and there is no obligation for a neighbourhood plan to be prepared or completed.
Directorate	Community Development
Service area	Planning Policy and Place
Lead officer	James Campbell
Names and roles of other people involved in carrying out the impact assessment	

APPENDIX D

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

APPENDIX D

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	x	Continue to full CCIA:	
Reason for decision	<p>As stated above the designation of a neighbourhood area is a necessary first step to enable a neighbourhood plan to be prepared. This is essentially an administrative step and there is no plan or programme that would have any impact on the any of the environmental factors at this stage.</p> <p>A neighbourhood plan would have potential to positively impact environmental factors. This will be promoted through the support provided to the group preparing the neighbourhood plan.</p>			
Signed (Assistant Director or equivalent)	K Daly			
Date	17 February 2026			