

# Neighbourhood Planning

## Application to designate a Neighbourhood Area



Town and Country Planning Act 1990  
 Neighbourhood Planning (General) Regulations 2012, (Amendments)  
 Regulations 2015 and 2016

**Before completing this form, please read our Frequently Asked Questions document and the guidance notes below**

Within South Cambridgeshire District only Parish Councils can apply for Neighbourhood Area designation. These will be the 'qualifying body' in this District – a term used in the regulations for Neighbourhood Planning. As the Local Planning Authority, South Cambridgeshire District Council (the Council) may need to undertake various periods of statutory consultation on your proposals.

### Data Protection and Freedom of Information

Information in this form will be used solely for statutory Neighbourhood Planning consultations. Information, including names and contact information, will be available to view on the Council's website.

By submitting this response form you are agreeing to these conditions.

If you need help to complete this form please call 01954 713182 or email [Neighbourhood.Planning@scambs.gov.uk](mailto:Neighbourhood.Planning@scambs.gov.uk).

**Please complete this form using information and contact details we can publish on our website**

1	Name of parish (or lead parish where there is more than one). Where there is no parish council in place to make this application, please contact the Council for assistance in applying to designate a Neighbourhood Forum	THRIFLOW PARISH
2	Address	Cochranes 6 Lower Street Thriplow Royston Herts. SG8 7RJ
3	Contact name & position	David Easthope , Parish Councillor
4	Telephone number	01763 208401
5	E-mail	<a href="mailto:davideasthope@lineone.net">davideasthope@lineone.net</a>
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.	Thriplow Parish Council:- Chairman: Jane Gough, 55 Church St. Thriplow, SG8 7RE 01763 208992  Vice Chairman: Christopher Jackson, 2 Church St. Thriplow, SG8 7RE. 01763 208780  Parish Clerk: Martyn Corbet, 100 Kingsway, Heathfield, Duxford, CB22 4QN <a href="mailto:martyncorbet@aol.com">martyncorbet@aol.com</a>
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers	Thriplow Parish

8 Proposed Neighbourhood Area  
The parish boundary might provide a good basis for a Neighbourhood Area but this is not obligatory. You must state why you consider the boundary you have proposed appropriate for designation. Without this information, your application cannot be processed.

Also, you must provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area. Your application cannot be processed without a map. If you need help to prepare a map please contact [Neighbourhood.Planning@scambs.gov.uk](mailto:Neighbourhood.Planning@scambs.gov.uk) or call 01954 713182

The parish council are requesting designation for the whole of the parish of Thriplow incorporating both the village of Thriplow and the settlement at Heathfield. The Neighbourhood Area will therefore be determined by the parish boundary.

The settlement at Heathfield is a relatively new one and has no facilities of its own. The church, school, village hall, pub and a very successful community run shop are all in Thriplow village, where there are also several listed buildings.

Having canvassed opinion throughout the parish, Thriplow Parish Council believe the decision to include the whole parish is the right decision.

An outline plan has been discussed by the Parish Council on a number of occasions following the passing of the Localism Act. No action was taken on this because the parish council felt that the proposals in the adopted act LDF were broadly in line with the parish councils' vision for the parish. However, with the pressure upon the District Council for more housing and the failure of the Draft Local Plan to achieve approval, concerns started to be expressed about the future of the parish and the need for a Neighbourhood Plan.

9 Local publicity about your proposal to prepare a Neighbourhood Plan  
Please tell us what you have done so far to let your local community (e.g. residents, landowners, businesses) know you are considering preparing a Neighbourhood Plan for the proposed neighbourhood area. For example have you run public events, placed articles in the local press, made efforts to reach isolated residents?

In May of this year the parish council invited Jenny Nuttycombe from the District Council to explain the purposes of a Neighbourhood Plan. This meeting was publicised and a number of parishioners attended. Following that meeting the parish council determined that it would pursue the Neighbourhood Plan and subsequently further determined that the plan should encompass the whole of the Parish of Thriplow.

Earlier this month the parish council produced a letter explaining that they wished to start the production of a Neighbourhood Plan and sought to explain in outline the purposes of the plan and what it hoped to achieve. The letter went on to suggest that anyone interested in participating in the production of the Neighbourhood Plan should arrange to come to a meeting on 19<sup>th</sup> July at the village hall or, if they were unable to attend, to contact the parish council to express their interest. Every household and business within the parish received this letter, either via e-mail or delivered by hand.

To date 30 residents from both Thriplow village and Heathfield have expressed a firm interest in becoming involved with the production of the Neighbourhood Plan. The next stage will be to hold a meeting of all those interested in participating and forming a steering group.

The Parish Council has issued a press statement to both the Cambridge News and the Royston Crow informing them of its intention to produce a Neighbourhood Plan.

The Parish Council has also contacted the neighbouring parishes of Duxford, Fowlmere, Foxton, Newton & Whittlesford, none have any objections to our proposal. Foxton and Whittlesford are in the process of producing their own Neighbourhood Plans, Duxford & Fowlmere will not be doing so and Newton have not made any decision.

The Thriplow Society, a local History group formed some 26 years ago, fully supports the production of a Neighbourhood Plan.

The parish council has decided that the Neighbourhood Plan should be an agenda item at every parish council meeting.

10 Declaration

I/we hereby declare that this parish council is a constituted parish council and is the qualifying body to act in this context. Local contact information is enclosed and/or being sent electronically

Where relevant, please ensure all other parishes involved have signed this application form.  
Continue on another sheet if necessary

Name: David Easthope
Signature: <i>David Easthope</i>
Parish (lead parish where there is more than one): Thriplow
Date 27.07.2017
Name:
Signature:
Parish:
Date

**Guidance Note – please read the ‘Frequently Asked Questions’ before completing this form**

**Application for Neighbourhood Area designation**

This is the first formal step in the development of a Neighbourhood Plan – a Neighbourhood Area must be designated before a Neighbourhood Plan can be developed. We recommend discussing your objectives with Council officers prior to completing this form, to ascertain whether this is the most appropriate vehicle for you and what support is available to develop your Plan. Working with neighbouring parishes with similar issues could reduce the workload and increase the pool of expertise and knowledge needed for the production of a Neighbourhood Plan.

Community engagement and consultation may need to take place before making an application to designate a Neighbourhood Area. Does the local community support the production of a Neighbourhood Plan? What are the issues as they see them? What Neighbourhood Area boundary options have they been given? Have they expressed a preference? Details of this community engagement should be detailed in Question 9.

**Qualifying Body (sometimes referred to as the ‘relevant body’)**

Applications must include a statement confirming that the parish council is the qualifying body.  
**Your application is not complete without this information.**

**Areas with no parish council**

Parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or apply to the Council to be designated as a Neighbourhood Forum, which can prepare its own Plan. If you think this applies to you, please contact the Council for assistance.

**Filling out the form**

South Cambridgeshire District Council has prepared this form to make it simple to apply for Area Designation. The contact address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

**Map of the Area**

If you need help to prepare a map showing the Neighbourhood Area please contact [Neighbourhood.Planning@scambs.gov.uk](mailto:Neighbourhood.Planning@scambs.gov.uk) or call 01954 713182.

**Your application is not complete without this information.**

**What happens next?**

Please read the **Frequently Asked Questions** document which is on our website for the process that is followed by our Council when designating a neighbourhood area.

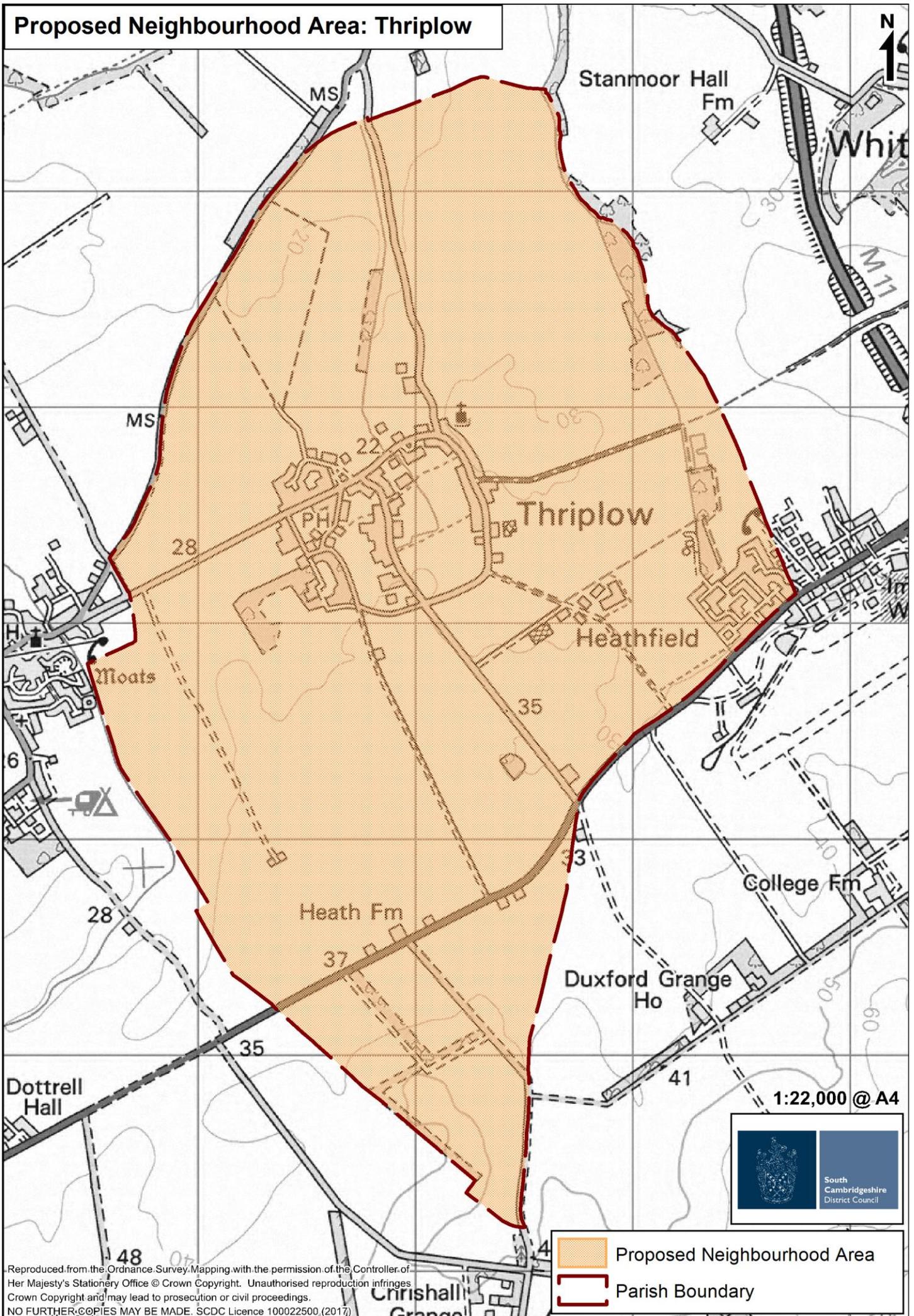
**Checklist - have you...?**

- Signed the declaration
- Included a map of the nominated Neighbourhood Area

**Completed forms should be returned to:**

Neighbourhood Planning  
Planning Policy Team  
Planning and New Communities  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridgeshire  
CB23 6EA

# Proposed Neighbourhood Area: Thriplow



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-  Proposed Neighbourhood Area
-  Parish Boundary

