

## Guidance Note - Making Responses on the Greater Nottingham Strategic Plan

The Greater Nottingham Strategic Plan is being prepared by Broxtowe Borough Council, Gedling Borough Council, Nottingham City Council and Rushcliffe Borough Council. The Publication Version of the Greater Nottingham Strategic Plan is the version of the Plan that the Councils want to adopt. An independent planning inspector will examine the Plan to make sure that it is **sound**.

Responses made at this stage will be treated as a formal 'representation' and considered by the Inspector. This means we have to ask questions that are focussed on these issues rather than more general questions. The terms 'responses' and 'representations' are both used in this Guidance Note.

This Guidance Note is designed to be read alongside the response form so that your responses are made in a way which means they are considered correctly.

If you need any further advice or have any questions please contact us. Our contact details are at the back of this document.

## Deadline

Your responses need to be received by **5pm on Monday 16<sup>th</sup> December 2024**.

Comments received after that may not be recorded and may not be considered. The reason for this is to give everybody who wants to respond the same opportunity to make comments. The address to return completed response forms to is at the back of this document.

## How to Respond

There are two ways to respond:

### Online

<https://www.gnplan.org.uk/consultations>

If you have access to the Internet then it is easier to submit responses electronically. This is our preferred method. You can view the Greater Nottingham Strategic Plan and all supporting documents online. You can then complete our online response form or alternatively download and complete the response form. Response forms can then be returned to us by email or post.

### Paper

The key consultation documents can be viewed at some libraries and other locations across Broxtowe, Gedling, Nottingham City and Rushcliffe Councils (as set out at the end of this Guidance Note). Paper response forms are available at these locations and can also be printed from the Greater Nottingham Planning Partnership website. Paper response forms should be returned to us prior to the end of the consultation period.

Please contact us if you have any technical problems or difficulties getting hold of a response form and we will try to make alternative arrangements.

The wording of the response form is the same whether you respond using the online response form, the downloadable response forms or on the paper response form.

## **Completing the response form**

There are two parts to the response forms

- Contact details
- Your responses

### **Part A – Your contact details**

This section needs to be completed so that we are able to contact you regarding your responses in the future. This could include clarifying something with you, checking if you are happy with a change we have made or inviting you to attend the Hearing Sessions. If you do not complete this section, your comments will not be registered or considered as part of the process.

The Agent's details only need to be completed if someone is responding on your behalf. This could be someone you have paid to make responses (such as a Planning Consultant) or a family member or friend. While we will deal with your agent on a day to day basis, the responses are classed as your own.

If you are sending us response forms on a number of different parts of the Strategic Plan at the same time you only need to fill in your contact details once. If you return response forms to us by post, please make sure that all the responses are firmly attached to the one with your contact details on.

### **Part B - Your representation(s)**

A separate form is needed for every part of the Strategic Plan you respond to. Where responses that relate to a number of different parts of the Strategic Plan are on a single response form we may need to contact you to clarify your responses.



If your response is not recorded under the correct point, it may not be considered in the way you expected.

## Questions

**Question 1** - To which part of the plan does this representation relate?

You should set out which policy, paragraph or other part of the plan your comments relate to. If you are unsure, please contact us for advice.

**Question 2 (a)** - Do you consider the Strategic Plan is **LEGALLY COMPLIANT**?

A plan is considered **legally compliant** when it complies with the various regulations that govern how it should be prepared. If you don't think we have complied with a legal requirement for part of the Strategic Plan, please use the response form for the relevant part and tell us what we have not done or done incorrectly.

**Question 2 (b)** - Do you consider the Strategic Plan to be **SOUND**?

When testing the soundness of the Strategic Plan, the Inspector is required to consider a number of different factors:

- a) **Positively prepared** – This means that the plan provides a strategy which, as a minimum, seeks to meet the area's objectively assessed housing needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development. If you think that our assessments of the need are not objective or do not take sufficient account of unmet needs in neighbouring authorities, then your comments relate to whether the Strategic Plan has been positively prepared or not.
- b) **Justified** – This means that the Strategic Plan provides an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence. If you think that the evidence doesn't support the choice made in the Strategic Plan or there are realistic alternatives, then your comments relate to whether it is justified.
- c) **Effective** – This means that the Strategic Plan will deliver what it sets out to. If you think that what the Strategic Plan proposes to do won't actually happen as the required infrastructure can't be provided, the groups who will deliver elements of it haven't signed up to it or the Strategic Plan doesn't join up with the strategies of neighbouring authorities, then your comments relate to whether the Strategic Plan is effective or not.
- d) **Consistent with national policy** – This means that the Strategic Plan will enable the delivery of sustainable development in accordance with national planning policy.



**Question 2 (c) – Do you consider the Strategic Plan complies with the **DUTY TO CO-OPERATE**?**

The Councils are under a statutory duty to cooperate with various bodies with planning responsibilities including local authorities and the County Council. In particular, the duty is to facilitate joint working across local authority boundaries to ensure strategic priorities across local boundaries are coordinated and reflected in individual plans.

**Question 3** - Please give details of why you consider the document is not legally compliant or is unsound or fails to comply with the duty to co-operate. Please be as precise as possible.

If you wish to support the legal compliance or soundness of the document or its compliance with the duty to co-operate, please also use this box to set out your comments.

This question allows you to expand on your responses to Questions 2 (a), (b) and (c) and explain why you think the Strategic Plan is or is not **legally compliant** and/or **sound** or the **Duty to Cooperate** has not been met.

If you need more space, you can attach extra sheets. Please make sure these are firmly attached and that we are able to clearly see which part of the Strategic Plan and question you are responding to.

**Question 4** - Please set out what change(s) you consider necessary to make the document legally compliant or sound or meet the duty to co-operate, having regard to your comments at Question 3.

This question allows you to set out what changes you think need to happen to the Plan to make it **legally compliant** and/or **sound** or meet the **Duty to Cooperate**. This could include changes to wording, further evidence work or a different strategy. You will need to say why this modification will make the document legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text.

Please note your response(s) should be as brief and as precise as possible. They should cover everything necessary to support/justify the response. There will not normally be an opportunity to make additional responses to those you make now.

If you need more space, you can attach extra sheets. Please make sure these are firmly attached and that we are able to clearly see which point of the Strategic Plan and question you are responding to.



**Question 5**

Do you consider it necessary to participate in the examination hearing sessions?

**See Question 6**

**Question 6**

Why do you feel it is necessary to participate at the hearing sessions?

As part of the examination, the Inspector holds hearing sessions into various matters they have identified. There is no right to be heard at a hearing session and the Inspector decides who should be heard. However, the written representations have equal weight with the comments made in the hearing sessions and you will be able to attend the hearing sessions as an observer.

**General points**

- The deadline for responses is **5pm on Monday 16<sup>th</sup> December 2024**.
- Focus your responses on whether the Greater Nottingham Strategic Plan is **sound**.
- Be clear about which part of the Strategic Plan you are responding to.
- Try to support your responses with evidence.
- Be clear about any changes you want to see.
- Leave enough time to make sure your responses are received before the deadline.
- Try to make your responses as brief and succinct as possible
- Form a group with other people who wish to make the same points – the same point made many times does not become a better point.

**If you have any questions or wish to return response forms, our contact details are:**

**Post**

Planning Policy and  
Research Team  
Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

**Email**

[contact@gnplan.org.uk](mailto:contact@gnplan.org.uk)

**Website**

<https://www.gnplan.org.uk/consultations/>

**Telephone**

Broxtowe Borough Council: 0115 917 3452  
Gedling Borough Council: 0115 901 3733/3734  
Nottingham City Council: 0115 876 4594  
Rushcliffe Borough Council: 0115 981 9911



Broxtowe  
Borough  
COUNCIL

**Gedling**  
Borough Council



Nottingham  
City Council

  
Rushcliffe  
Borough Council

## **How to view the documents**

The Greater Nottingham Strategic Plan (Publication Version), evidence base, and all other proposed submission documents, (including documents which have supported preparation of the Local Plan) and guidance on how to make representations are available to view on the Nottingham Partnership website:

<https://www.gnplan.org.uk/consultations/>

In addition, hard copies of the draft Greater Nottingham Strategic Plan, a number of the proposed submission documents and guidance on how to make representations are available to view at the following locations:

### **Broxtowe Borough Council**

- **Council Offices**, Foster Avenue, Beeston, NG9 1AB – the documents that will be available to view at this location include:
  - Greater Nottingham Strategic Plan (Publication Draft)
  - Policies Map Changes;
  - Statement of Consultation;
  - Sustainability Appraisal Non Technical Summary;
  - Sustainability Appraisal Main Report; and
  - Sustainability Appraisal Broxtowe Appendix.

The Greater Nottingham Strategic Plan (Publication Draft) and Policies Map Changes can also be viewed **at all Broxtowe Libraries**. Opening times for the libraries can be found at: <https://www.inspireculture.org.uk/reading-information/find-a-library/>

It can also be viewed at Ilkeston Library, Market Place, Ilkeston, DE7 5RN  
<https://www.derbyshire.gov.uk/leisure/libraries/find-your-local-library/ilkeston-library.aspx>

### **Gedling Borough Council**

- **Civic Centre, Arnold**, Arnot Hill Park, Arnold, Nottingham NG5 6LU  
<https://www.gedling.gov.uk/resident/contactus/>
- **John Godber Centre**, Ogle St, Hucknall, Nottingham NG15 7FQ  
<http://www.johngodbercentre.co.uk/contact-or-find-us/>
- **Hucknall Library**, South Street, Hucknall, Nottinghamshire, NG15 7BS  
<https://www.inspireculture.org.uk/reading-information/find-a-library/hucknall-library/visiting-us/>





The documents which are available to view at these locations include:

- Greater Nottingham Strategic Plan (Publication Draft);
- Policies Map Changes;
- Statement of Consultation;
- Sustainability Appraisal Non Technical Summary;
- Sustainability Appraisal Main Report; and
- Sustainability Appraisal Gedling Appendix.

### Nottingham City Council

- **Loxley House**, Station Street, Nottingham, NG2 3NG  
9am to 5pm Monday to Friday (excluding holidays)
- **Nottingham Central Library**, 1 Carrington Street, Nottingham, NG1 7FH  
See Website for Opening Hours  
<https://www.nottinghamcitylibraries.co.uk/library/nottingham-central-library/>

The documents which are available to view at these locations include:

- Greater Nottingham Strategic Plan (Publication Draft);
- Policies Map Changes;
- Statement of Consultation;
- Sustainability Appraisal Non Technical Summary;
- Sustainability Appraisal Main Report; and
- Sustainability Appraisal Nottingham City Appendix

The Greater Nottingham Strategic Plan (Publication Draft) and Policies Map changes can also be viewed at **all City Libraries**. Opening times for the libraries can be found at: <http://www.nottinghamcity.gov.uk/findalibrary>

### Rushcliffe Borough Council

- Rushcliffe Customer Contact Point, West Bridgford Library, Bridgford Road, West Bridgford, Nottingham, NG2 6AT  
(Monday 9am to 5pm, Thursday 9am to 5pm and Friday 9am to 4.30pm)

The documents which are available to view at this location includes:

- Greater Nottingham Strategic Plan (Publication Draft);
- Policies Map Changes;



- Statement of Consultation;
- Sustainability Appraisal Non Technical Summary;
- Sustainability Appraisal Main Report: and
- Sustainability Appraisal Rushcliffe Appendix

The Greater Nottingham Strategic Plan (Publication Draft) and Policies Map changes can also be viewed at **all Rushcliffe Libraries**. Opening times for the libraries can be found at: <https://www.inspireculture.org.uk/reading-information/find-a-library/>

