

Appendix A

Consultation Strategy for the Greater Nottingham Strategic Plan

The Councils are required to consult in accordance with the measures set out in their individual Statement of Community Involvement (SCI). The current public health crisis and social distancing measures impose some restrictions on the way Councils can operate during the pandemic. An assessment of the impact of social distancing measures on the SCIs of the partner Councils has been prepared and is attached as **Appendix 1**.

This assessment demonstrates that the Councils can comply with the SCIs with minimal impacts on the consultation methods, which can be adjusted to mitigate the inconvenience of Corona 19 restrictions. The first public consultation (Growth Options/ Issues and Options stage) on the Strategic Plan will commence in July 2020 at a time that public social distancing measures are required. Consequently, traditional forms of planning consultation such as physical consultation events, public availability of paper copies of documents and public meetings may not be possible until the public health situation is rectified.

This consultation strategy sets out the stages (**Appendix 2**) and methods (**Appendix 3**) of consultation to be undertaken through the preparation of the Greater Nottingham Strategic Plan and includes some mitigation measures to address the impact of social distancing measures on the consultation. At the time of writing, there has been some easing of lockdown restrictions in England and Councils are reviewing if they can restore certain services in a way that is safe. Restored or new services that assist with the traditional forms of consultation set out above that are currently restricted will be advertised on the website:

www.gnplan.org.uk

It may be that later consultations on the Strategic Plan will allow for physical consultation methods to take place, pending Government advice at that time, and the consultation strategy will be updated at that point should this be necessary.

Appendix 1

Compatibility Matrix: SCIs and COVID 19 Restrictions

Broxtowe Borough Council (BBC)

	Consultation strategy	Alerting people	Publicity	Deposit points	Website	Social media	Site specific actions	Events	Comments
BBC SCI 2009 and 2017	<i>2017 SCI Supplement refers to publishing the CS on the website.</i> ✓	Alert consultees by e-mail and letter. ✓	2009 SCI refers to launching the consultation by holding a public meeting with questionnaires available to fill in. ✗ Adverts in Local Papers. ✓	Yes at the main office and libraries. ✗ If the Council Offices and local libraries re-open then it may be possible to place the documents there.	Yes documents available. ✓	Yes, a series of Facebook and Twitter feeds were sent during each main consultation stage. ✓	Site based workshops. ✗ Site notices for site-specific issues and allocations. ✓	Public meetings, exhibitions. ✗ Topic based workshops. ✗ Potential for Virtual events ✓	Printed documents will be available to purchase but all consultees will be encouraged to view or download electronic copies of documents from the Council's website. In addition to on line, responses by letter are accepted.

Gedling Borough Council (GBC)

	Consultation strategy	Alerting people	Publicity	Deposit points	Website	Social media	Site specific actions	Events	Comments
GBC 2019	Yes, before starting a consultation and must publish it on the website ✓	Alert statutory consultees and those on database by e-mail and letter ✓	Methods such as leaflets, posters, displays, existing community groups, community events ✘ Commercial, community and social media, social network sites, and joining with other consultations (on line). ✓	Yes at certain locations open to the public like Council offices and libraries. (Civic centre open by appointment only at the time of writing. Where specified libraries are open and allowing the deposit of documents ¹) ✓	Yes consultation documents available ✓	Yes social media ✓	Site notices around sites and letters to properties likely to be directly affected by an allocated site. ✓	Consider organising events such as stakeholder meetings or workshops. ✘ Potential for virtual events ✓	At the discretion of the Service Manager Planning Policy, we will give consultation documents to community groups, councils and statutory organisations. In addition to on-line, responses by letter accepted.

¹ As specified on the website: www.qnplan.org.uk

Nottingham City Council (NCC)

	Consultation strategy	Alerting people	Publicity	Deposit points	Website	Social media	Site specific actions	Events	Comments
NCC SCI 2020	Yes, Nottingham City to publish Development Plan on website ✓	Yes e-mail /letter ✓	Publicise using Council publications, where timescales permit ✓	<p>Make consultation documents, supporting documentation and information available as appropriate on the Council's website. ✓</p> <p>No hard copy format at Council offices and the central Library ✗ The practicalities of placing hard copy documents in Council offices and libraries will be kept under review as they reopen.</p>	Publicise using Council publications, where timescales permit ✓	Publicise on social media outlets such as the Council's Twitter and Facebook pages ✓	Where a local plan identifies a development proposal relating to a specific area of land, post notices in prominent locations in the area ✓	<p>Potential for virtual public consultation event(s) ✓</p> <p>actual events cannot take place ✗</p>	Nottingham City Council commits to notify and work with groups, organisations and residents at the Pre-production informal Consultation stage. Given limited number of letters required to be sent on database, it is anticipated that these can be sent. Submissions by post should be exceptional and may need a forwarding address if offices shut.

Rushcliffe Borough Council (RBC)

	Consultation strategy	Alerting people	Publicity	Deposit points	Website	Social media	Site specific actions	Events	Comments
RBC SCI 2019		Alert consultees by e-mail and letter ✓	Leaflets, posters, displays, working with existing community groups, attending community events ✗ Joint consultations (on-line) ✓ Websites, press releases, social media platforms, ✓	Yes where the Contact Centre and libraries are open and allowing the deposit of documents. ✓	Yes documents available ✓	Yes social media platforms ✓		Consider holding stakeholder meetings or workshops depending on the stage and content of the consultation ✗ Potential for virtual events ✓	If requested, and applying any reasonable charges, will give consultation documents to community groups Accept comments by post.

Appendix 2

Stages of Consultation

Formal timescales for the preparation and adoption of the Greater Nottingham Strategic Plan are set out in each authority's Local Development Scheme. The table below sets out anticipated consultations to be undertaken throughout the preparation of the Strategic Plan.

Consultation Stage	Participants	Outcome
Issues and Options Statutory Consultation (10 weeks):- <ul style="list-style-type: none"> • Greater Nottingham Strategic Plan Growth Options/ Issues and Options Document • Sustainability Appraisal Scoping Report 	General public and organisations.	Report summarising and responding to representations to be published online. Consultation documents amended accordingly.
Plan Preparation Ongoing Consultation:- <ul style="list-style-type: none"> • Policy area technical matters (design, heritage, transport, housing, infrastructure, climate change, employment, ecology, legal, etc). • Briefing sessions for Parish and Town councils • Duty to Cooperate meetings 	Organisations with relevant technical expertise/ statutory responsibilities; Parish/Town councils; neighbouring authorities.	Consultation documents amended accordingly. Maintain proactive engagement with duty to cooperate partners.
Preferred Options Non-Statutory Consultation (6 weeks) <ul style="list-style-type: none"> • Greater Nottingham Strategic Plan Preferred Options Document • Any other relevant supporting documents 	General public and organisations.	Report summarising and responding to representations to be published online. Consultation documents amended accordingly.
Publication Draft Statutory Consultation (6 weeks):- <ul style="list-style-type: none"> • Greater Nottingham Strategic Plan Publication Draft Document • Sustainability Appraisal Report • Any other relevant supporting documents 	General public and organisations.	Report summarising and responding to representations to be published online. Documents amended accordingly. Plan formally submitted for Examination.
Examination of Greater Nottingham Strategic Plan by Secretary of State/ Planning Inspectorate.	General public and organisations by Inspector's invite.	Inspector to consider representations and recommend any modifications.

Appendix 3

Methods of Consultation

The consultation strategy below relate to the public consultations to be undertaken throughout the preparation of the Greater Nottingham Strategic Plan. These methods balance the current requirement for social distancing with the objective of achieving effective public consultation engagement. This consultation strategy will be revisited for future stages of plan preparation in order to respond to the latest requirement for social distancing.

Method	Timescales	What we are doing
Prepare a consultation Strategy	June 2020	A consultation strategy has been prepared, this document.
Issues and Options consultation timescales to be extended.	6 th July to 14 th September 2020 (10 weeks)	For the 'Issues and Options' consultation the option to extended the consultation to 10 weeks has been chosen to mitigate delays caused by the public health crisis.
Publish consultation documents, supporting documents and information on joint webpage and consultation portal.	Documents made publicly available throughout consultation. Webpage to detail past phases of consultation, evidence base and other relevant information.	Documents to be published on joint website: www.gnplan.org.uk All Councils' websites will include links to the joint website above. Display documents at physical locations will not be possible during social distancing. Note Councils may have some flexibility as "lockdown" restrictions are relaxed.
Printed media (where possible) – local newspapers press notice; Council operated newsletters; Parish/ community operated newsletters.	To be placed in printed media towards the start of consultations period where possible.	Press release to be issued to local newspapers, parish/community operated newsletters within the plan area.
Consultees within the joint consultation database (including statutory consultees) to be notified of commencement of consultation by e-mail (or	To be notified of the consultation at the start of the consultation period. The outcome of the consultation to be published on the website as soon as practicable.	The partner Councils have set up a joint consultation database for individuals or organisations to register with at any time via the joint consultation portal: https://gnsp.inconsult.uk/

Method	Timescales	What we are doing
by post where specifically requested). Outcome of consultation to be published on the website.		All organisations and people who have been asked to be notified on the joint database will be informed by e-mail or letter at the start of the consultation.
Local politicians to be notified of the consultation and asked to publicise (Councillors, MPs, Youth/ Elderly/ Other Councils).	To be notified at the start of the consultation period.	All members to be briefed on the consultation proposals.
Duty to cooperate partners to be notified through regular meetings/ contact.	Ongoing	Partners will be able to respond to consultations, a proactive and transparent relationship will be sought throughout plan preparation through regular liaison.
Social media engagement, including a dedicated Twitter account (@GNSPlan) and use of each Council's individual social media presence. Ongoing discussion/ news to be posted on Twitter throughout plan preparation.	Consultation publicity to be posted throughout consultation period on all possible social media platforms. News, discussion and publicity to be posted via dedicated Twitter account on an ongoing basis.	A dedicated twitter page has been set up to publicise the consultation in order to improve communication particularly as social distancing has limited traditional communication. Publicity will also be put out using the Council's own social media platforms.
Publicity material such as online presentations to be published summarising the consultation and further enable social media engagement.	To be posted at the start of the consultation period.	A video presentation has been prepared of the contents of the consultation documents and is to be put on social media and sent to developers and parish councils.
Video conference platforms will be utilised where it is considered appropriate to do so (for example where a meeting is requested by an organisation or group).	To be utilised on an ongoing basis where necessary.	As workshops and face-to-face meetings will not be possible as social distancing limit such events, video presentations have been prepared as an alternative. In addition, the Council will facilitate video conference calls where public interest is such that this is considered an

Method	Timescales	What we are doing
		appropriate and efficient method of engagement
A single point of contact (e-mail, telephone, post, Twitter) to be established in order to simplify public engagement and ensure interested parties can effectively engage with Councils.	Ongoing	A single point of contact by e-mail, telephone, post and Twitter has been established with details set out in documentation and correspondence.
Reasonable adjustments to be made where required for equalities purposes (for example producing specifically accessible documents and communication methods, posting documents, etc).	Ongoing	It is recognised that social distancing may present further difficulties to some people and the Councils welcome and will facilitate their engagement.
Consultation responses to be submitted online (via consultation portal or e-mail) or by post.	During the consultation period	The preference will be for responses to be submitted electronically which is more efficient for the Councils and is in the spirit of social distancing. However, a single postal address will be publicised for those who cannot access the internet in the interest of widening participation. Report summarising and responding to representations to be published online.
Site specific site notices to be placed at publicly accessible and visible locations, where a specific housing or employment allocation is proposed.	To be placed at the start of the consultation period.	The issues and options document is not a draft plan but seeks views on potential options for growth. As such it is not allocating specific sites at this stage so site notices are not necessary.
Poster to be created for online distribution (and physical distribution at public locations should this be possible)	To be made available at the start of the consultation period and distributed online throughout consultation.	For the issues and options document a poster is available and will be sent to organisations such as parish councils to place on notice boards.