

# **Gedling Borough Council Statement of Community Involvement**

October 2025

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## Introduction

- 1.1 This Statement of Community Involvement sets out our policies on community consultation and involvement in planning policy documents and planning applications. This Statement replaces the adopted version of the Statement of Community Involvement adopted in 2019. It exceeds the minimum legal requirements for consultation set out in the Planning Acts and regulations. A glossary of terms used in the document is attached at **Appendix 2** to help the reader. At the time of writing the Government is in the process of implementing a new planning system which will result in changes to how local plans and supplementary planning documents will be prepared. Notwithstanding, the Council is proceeding with local plan making under transitional arrangements in accordance with the current local plans system and this Statement of Community Involvement conforms with the current planning system and forms part of the statutory planning process.
- 1.2 The Statement of Community Involvement does need updating in light of recent changes to the NPPF (2024) and the Council's decision dated 13<sup>th</sup> February 2025 to prepare a new local plan and a revised Local Development Scheme for its preparation. Gedling Borough Council had been preparing the Greater Nottingham Strategic Plan in conjunction with Broxtowe Borough, Nottingham City and Rushcliffe Borough Councils. However, a decision was made for Gedling Borough Council to cease preparation of the Greater Nottingham Strategic Plan and to prepare a single local plan for Gedling. However, the work undertaken on the strategic plan to date will continue to inform the local plan preparation and Gedling Borough Council is continuing to work in close cooperation with the other Greater Nottingham Planning Authorities and remains a member of the Greater Nottingham Planning Partnership.
- 1.3 The update also takes into account Gedling Borough Council's recently adopted Consultation and Engagement Strategy (July 2025) which sets out an overall vision for consultation and engagement across the Council in the following terms:  
  

“To ensure Gedling operates lawfully in relation to required consultation and creates meaningful, accessible and inclusive additional opportunities for consultation and engagement where outcomes can be improved by doing so, and where resources allow.”
- 1.4 The Consultation and Engagement Strategy outlines a number of steps towards meaningful consultation and sets out key principles providing a framework for consultation across the Council as a whole. The strategy does not replace existing statutory duties but seeks to complement them and in this context the updated Statement of Community Involvement is considered to be fully aligned with the Council's Consultation and Engagement Strategy and forms part of the statutory planning process. In accordance with the Council's Consultation and Engagement Strategy the Statement of Community Involvement goes beyond the statutory minimum requirements.

## Planning Policy

### The Local Plan

- 2.1 The Local Plan sets out how the Borough will develop in the future. Local Plans are subject to a statutory process including community involvement. They must be supported by a sustainability appraisal, equalities impact assessment and subject to an independent examination.

Local Plans containing strategic policies

- 2.2 The National Planning Policy Framework (NPPF 2024) states that: the development plan must include strategic policies to address each local planning authority's priorities for the development and use of land in its area.
- 2.3 The NPPF (2024) requires that strategic policies should look ahead over a minimum of a 15 year period from the local plan's adoption and set out the overall strategy for the pattern, scale and design quality of places and make sufficient provision for :
- Homes (including affordable housing) , employment, retail, leisure and other commercial development;
  - Infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management and the provision of minerals and energy (including heat)
  - Community facilities (such as health, education and cultural infrastructure); and
  - Conservation and enhancement of the natural, built and historic environment including landscapes and blue and green infrastructure and planning measures to address climate change mitigation and adaption.
- 2.4 The NPPF (2024) goes on to state that: policies to address non-strategic matters should be included in local plans that contain both strategic policies and non-strategic policies; and/or in local or neighbourhood plans that contain just non-strategic policies. Non-strategic policies set out more detailed policies for specific areas, neighbourhoods or types of development. The NPPF (2024) clarifies that the development plan for an area comprises the combination of strategic and non-strategic policies which are in force at a particular time.
- 2.5 The new single Local Plan for Gedling will include both strategic and non-strategic planning policies. When adopted, the Gedling Local Development Plan will replace the Aligned Core Strategy and the Local Planning Document which currently form the statutory local plan for Gedling Borough against which planning applications are assessed. The Aligned Core Strategy, adopted in 2014, was prepared following close co-operation between Broxtowe Borough Council, Gedling Borough Council and Nottingham City Council. The Local Planning Document was prepared within the framework set by both national planning policy (set out in the National Planning Policy Framework) and the Aligned Core Strategy. It provides more detailed policies and deals with those issues not considered to be 'strategic'.

- 2.6 A number of Neighbourhood Plans have been made in Gedling Borough which contain non-strategic policies. These are prepared by Parish Councils or Neighbourhood Planning Forums who are largely responsible for their production. However, Gedling Borough Council provides a supporting role including carrying out the formal consultation and in doing so Gedling Borough Council will follow the principles set out for consulting on Local Plans in paragraph 2.9 below. For more detail on which Parishes are covered by Neighbourhood Plans and Gedling Borough Council's approach to supporting their preparation see paragraphs 2.13 – 2.15.

### **Supplementary Planning Documents**

- 2.7 Supplementary Planning Documents give further explanation and detail to the Local Plan. They are subject to statutory procedures including community involvement but are not subject to independent examination.
- 2.8 Other documents that support a Local Plan include:
- Local Development Scheme - sets out the programme for the preparation of the Local Plan and also lists supplementary planning documents to be prepared
  - Statement of Community Involvement (this document)
  - Authority Monitoring Report

### **Principles**

- 2.9 We will abide by the following principles when consulting on the Local Plan:
- Ensuring compliance with all relevant legislation;
  - Plans should be shaped by early proportionate and effective engagement with communities, organisations, businesses and other consultees;
  - Consultation will be transparent, understandable, open and accessible to all sections of the community, enabling the community to engage with the planning system, not just those who are familiar with it;
  - Using appropriate engagement mechanisms to meet peoples' needs; providing sufficient time for consultation/engagement and responses subject to statutory requirements;
  - The consultation process will allow local communities and consultees to see how responses have been considered at various stages with effective feedback
  - Wherever possible, consultation will be carried out in tandem with other community engagement initiatives; and seek to avoid consultation overload and
  - To continuously learn from our consultation activities to make improvements on how we consult based on ongoing feedback.

### **Consultation on the Local Plan and Supplementary Planning Documents (SPDs)**

- 2.10 Gedling Borough Council is preparing a new Local Plan which will cover the period up to March 2043 to ensure a 15 year plan period on adoption. The Local Plan will cover:

- Climate change and design;
- Spatial strategy;
- Housing strategy and target;
- Green belt;
- Employment strategy and target;
- Town and local centres;
- Historic environment;
- Local services and culture;
- Transport strategy;
- Blue and green infrastructure;
- Infrastructure and developer contributions; and
- Strategic and non-strategic site allocations.

2.11 The Local Plan is subject to statutory procedures which involve consultation with local residents and stakeholders. The timetable and stages are set out in the Gedling Borough Council Local Development Scheme available here:

[Emerging local plan - Gedling Borough Council](#)

2.12 The Government does not set out precise detail of how a council should prepare a plan but rather considers councils are best placed to decide the exact process and how to engage with their communities. However, the Regulations (as set out in the Town and Country Planning (Local Planning) (England) regulations 2012) do prescribe certain stages where the public are to be consulted and this is shown in **Appendix 1**. Essentially the consultation policy will be the same for both the Local Plan and for Supplementary Planning Documents. However, there are slight differences between the two as Supplementary Planning Documents are not subject to the formal examination process.

#### *Who we will consult*

##### For the Local Plan

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or those likely to have an interest;
- Organisations representing local geographical, economic, social and other communities or those likely to have an interest;
- Local businesses, voluntary and other organisations;
- Others who have expressed an interest in the subject matter; and
- The general public.

##### For Supplementary Planning Documents

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or those likely to have an interest;
- Other consultees likely to have an interest;
- The general public.

*How we will consult*

## For the Local Plan

- Before starting a consultation, we will prepare a consultation strategy;
- We will contact statutory consultees and organisations and individuals registered on the Planning Policy database direct; the GBC Youth Council and GBC Senior Council;
- We will publicise consultations by methods such as press releases, Council publications, GBC targeted e-mail alerts, leaflets, websites, posters, displays, commercial, community and social media, social network sites, existing community groups, community events and joining with other consultations;
- We will write to properties likely to be directly affected by an allocated site and put up site notices around the site;
- We will leave consultation documents on display at certain locations open to the public like Council offices and libraries, targeting those areas likely to be directly affected by an allocated site;
- Consultation documents will be made available on Gedling Borough Council's web site;
- We will consider organising events such as stakeholder meetings or workshops; and
- We will publish comments received and/or provide a summary as soon as possible and explain how these comments have been considered when decisions are taken; and
- At the discretion of the Planning Policy Manager, we will give consultation documents to community groups, councils and statutory organisations;

## For Supplementary Planning Documents

- Before starting a consultation, we will prepare a consultation strategy;
- We will write to properties likely to be directly affected by an allocated site and put up site notices around the site;
- We will contact appropriate organisations and individuals direct;
- We will publicise consultations by methods such as press releases, Council publications, GBC targeted e-mail alerts, leaflets, websites, posters, displays, commercial, community and social media, social network sites, existing community groups, community events and joining with other consultations;
- We will leave consultation documents on display at certain locations open to the public like Council offices and libraries, targeting those areas likely to be directly affected by an allocated site or policy;
- Consultation documents will be made available on Gedling Borough Council's website, adapted for online accessibility;
- We will consider organising events such as stakeholder meetings or workshops;
- We will publish comments received and/or provide a summary as soon as possible and will explain how these comments have been considered when decisions are taken; and



- At the discretion of the Planning Policy Manager, we will give consultation documents to community groups, councils and statutory organisations;

### *When we will consult*

For the Local Plan at various stages of its preparation

- We will ask for views on issues, ideas and information from appropriate organisations, individuals or communities;
- After considering the initial comments we will consult on documents which explain issues to be considered and which may also include potential options (see Appendix 1 pre-submission stage regulation 18);
- We will consider the need to prepare documents for additional consultation stages setting out further options, information or a preferred option or other useful content (see Appendix 1 pre-submission stage regulation 18); and
- We will formally publish the proposed submission document for at least six weeks inviting representations prior to independent examination (see Appendix 1 Pre-submission Consultation or publication stage regulation 19)

For Supplementary Planning Documents at various stages of its preparation

- We will ask for views on issues, ideas and information from appropriate organisations, individuals on communities;
- After considering the initial comments we will carry out informal consultation;
- We will consult on a draft version of the Supplementary Planning Document for at least four weeks; and
- We will adopt the Supplementary Planning Document and inform those who have commented that this is the case.

## **Neighbourhood Planning Support**

2.13 Gedling Borough Council is also obliged to provide assistance to Parish Councils or Neighbourhood Forums to help them produce Neighbourhood Plans. The Council's role is set out in legislation which also prescribes certain statutory deadlines.

2.14 A number of Neighbourhood Plans have now been produced and form part of the development plan including:

- Burton Joyce Neighbourhood Plan;
- Calverton Neighbourhood Plan;
- Linby Neighbourhood Plan; and
- Papplewick Neighbourhood Plan.

2.15 We will continue to support neighbourhood planning by:

- Being proactive in providing information, mapping expertise and advice on strategic environmental assessments;



- Providing informal comments on draft documents in advance of statutory consultations;
- Fulfilling our duties and taking decisions as soon as possible and within the statutory time periods, unless otherwise agreed;
- Providing a clear and transparent decision making timetable on request;
- Publishing the Submission Regulation 16 Neighbourhood Plan for a minimum of six weeks and inviting representations; and
- Constructively engaging with the Parish Council throughout the process including when considering the recommendations of the independent examiner of a Neighbourhood Development Plan or Order proposal.

### **Seldom Heard Groups**

- 2.16 We are committed to providing fair and equal access to planning services. Resources will be directed towards those 'seldom heard groups' identified in Equality assessments to ensure those affected by the plan have a chance to be involved and to ensure we meet our statutory obligations under equalities legislation.
- 2.17 We will ensure information is made available in a variety of formats, including Braille, large print, and other languages on request.

### **Planning Applications**

- 3.1 Planning decisions can often be controversial. There will often be good reasons for and against any development and the Borough Council must apply planning criteria in a reasonable manner. The important issue is to make the decision making process as clear, transparent and inclusive as possible. It is important to realise that the number of objections to a proposal is not a determining factor and applications can only be refused for clear planning-related reasons. The Council can only take into account "material planning considerations" when deciding planning applications. Guidance on these considerations is set out in **Appendix 3**.
- 3.2 Gedling Borough Council is not responsible for determining all planning applications within the Borough. Nottinghamshire County Council control certain categories of applications, such as minerals and waste developments – and in these cases, they will be responsible for any consultation.

### **Pre-application stage**

- 3.3 The aim of pre-application consultation is to encourage discussion before a formal application is made. The process can help to identify improvements and overcome objections at a later stage. At the pre-application stage, we will:-
- Actively encourage and hold pre-application discussions with prospective applicants whatever the scale proposed. Planning proposals such as those which may give rise to local controversy, on sensitive sites or of a significant scale may require wider communication and this will commence at the pre-application stage. Consultation will be normally limited to technical consultees such as County

- Highways, Environment Agency, and Conservation advice;
- For the more significant applications, encourage applicants to engage with the community including exhibitions and other events to publicise their proposals.

3.4 Details of charges made for providing pre-application advice are set out on the Council's website.

## Planning Application Stage

### How we will publicise planning applications

3.5 We are required by law<sup>1</sup> to give publicity to all planning applications. The Borough Council's publicity policy for various categories of applications is set out in the following table:-

Type of Development	Publicity Required
Major development submitted with an environmental statement; Development affecting a public right of way	Posting of a site notice and notice in a local newspaper.
Applications involving a departure from the development plan;	Notice in local newspaper and either a site notice or neighbour notification letter.
Major Development (a) 10 or more dwellings or where the site is 1.0. ha or more; and (b) for all other uses, floor space of 1000 sq. m or more or site area of 1 ha or more.	Notice in local newspaper and either a site notice or neighbour notification letter.
Minor Development (all other development)	Site notice or neighbour <sup>2</sup> notification letter.
Amendments to Planning Applications under an application made under Section 73 <sup>3</sup> .	As set out above.
Listed Buildings and development in Conservation Areas	Notice in local newspaper and site notice.
Appeals	People who have previously made comments will be notified by letter or e-mail as well as all original consultees.
Applications for works to trees covered by a Tree Preservation Order	Site notice or neighbour notification letter.

<sup>1</sup> Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

<sup>2</sup> Neighbouring properties include those directly adjoining the development site.

<sup>3</sup> Under Section 73 of the Town and Country Planning Act 1990 an application can be made to vary or remove conditions associated with a planning permission. One of the uses of a section 73 application is to seek a minor material amendment. Note non material amendments to planning applications will not be subject to further consultation.

## How we will consult

- Anyone can comment not just those who have received a letter. All planning applications are available for inspection at the Civic Centre in Arnold during office hours or can be seen on the Public Access System on the Council's website<sup>4</sup>. The availability of information on major planning applications will be considered on a case by case basis and if it is judged necessary information will be made available at places additional to the Civic Centre.
- We will consult various specialists and relevant organisations including statutory consultees<sup>5</sup> such as parish councils<sup>6</sup>, the Environment Agency and Natural England and other organisations as appropriate such as district and parish councils which adjoin Gedling Borough.
- There is a statutory consultation period of 21 days and all comments must be received within the specified consultation period. Comments can be sent by letter, email or through the Planning Public Access System on the Council's website. Only those received through the Public Access System will be acknowledged as having been received. Comments should consider 'material planning considerations' (see **Appendix 3** for further information).

## Amendments to Applications

- 3.6 Where amendments to applications are negotiated and result in amended proposals, additional consultation of between 7 and 14 days will be undertaken, unless the amendments are very minor in nature and are not materially different to the original plans.

## The Decision

- 3.7 The Council decides many planning applications under delegated powers. Applications which raise material planning objections will be referred to a panel of elected members who recommend whether an application should be determined under delegated powers or by Planning Committee. Applications that are for more than 9 dwellings or for commercial developments over 5,000 square metres are dealt with by Planning Committee. Any comments received on planning applications will be considered within the Recommendation report. All reports are available for viewing on the Council's website, adapted for online accessibility.
- 3.8 The Borough Council provides an opportunity for residents and applicants to speak on those applications determined by the Planning Committee. Only one speaker is allowed in support and one in opposition of any proposal. Each speaker is allowed a

<sup>4</sup> <http://www.gedling.gov.uk/>

<sup>5</sup> As set out in Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) Order 2015.

<sup>6</sup> Under the Neighbourhood Planning Act, Local Planning Authorities must also consult Neighbourhood Forums on planning applications if they have been set up to produce a Neighbourhood Plan. Currently there are no Neighbourhood Forums within Gedling Borough.

maximum of three minutes and this is carefully controlled by an Officer of the Council.

- 3.9 The applicant/agent will receive a decision notice detailing conditions and reasons for approval or reasons for refusal. A copy of the decision notice is kept on file and is available on the Council's website, adapted for online accessibility.
- 3.10 To check on the progress of a planning application:
- Contact the case officer using the details provided or call in at the Civic Centre

## Further Information

- 4.1 If you wish to know more about the Statement of Community Involvement or any aspect of planning policy or planning applications, please contact us at the address shown below. Information on the Aligned Core Strategy and the Local Planning Document and the local plan process is also available on the Borough Council's website.

By post: Gedling Borough Council  
Department of Place, Civic Centre  
Arnot Hill Park  
Arnold  
Nottingham  
NG5 6LU

By telephone (0115) 901 3733 for planning policy  
Contact the case officer directly for planning applications

By e-mail: [planningpolicy@gedling.gov.uk](mailto:planningpolicy@gedling.gov.uk) for planning policy.  
[P&EServiceSupport@gedling.gov.uk](mailto:P&EServiceSupport@gedling.gov.uk) for planning applications.

Website: [www.gedling.gov.uk](http://www.gedling.gov.uk)

**Please contact the Planning Policy section should you require** information made available in a variety of formats, including Braille, large print, and other languages.

## Appendix 1: Stages of preparation of a development plan document

Development Plan Document Stage	Consultation
Early tasks	This stage involves the Council gathering evidence including concerns and proposals the community may wish to make regarding planning issues. This stage also involves consultation on the Sustainability Appraisal Scoping Report and Equalities Impact Assessment.
Pre-submission (regulation 18)	This is a key stage of plan development and community engagement is crucial. The Council will normally consult on issues and options in the early stages of this process and will continue to engage with stakeholders and the community throughout the pre-submission stage using a variety of methods.
Pre-submission Consultation or publication stage (regulation 19)	This stage involves a formal consultation on the final proposed submission document, when the Council will invite all interested parties to submit representations. The consultation will last six weeks. The Council will consider any representations received.
Submission (regulation 22)	The Council will formally submit the development plan document to the Planning Inspectorate for independent examination.
Examination	Interested parties can seek to make representations to the independent Planning Inspector.
Adoption	This is a formal process for Gedling Borough Council to adopt the document as part of the Local Plan.

## Appendix 2: Glossary of Terms and Abbreviations

**Adoption:** The formal approval by a Council of the final version of a Development Plan Document once the Inspector has found it sound.

**Authority Monitoring Report (AMR):** A report produced by local planning authorities assessing progress with and the effectiveness of the Local Plan.

**Development Plan:** This includes adopted Local Plans and Neighbourhood Plans.

**Development Management:** Development management describes the range of activities and interactions in dealing with planning applications so that the control of development becomes a more positive and proactive process.

**Equality Impact Assessment (EqIA):** A management tool that makes sure that policies and working practices do not discriminate against certain groups and that opportunities are taken to promote equality.

**Housing Market Area (HMA):** Geographical area defined by household demand and preferences for housing. They reflect the key functional linkages between places where people live and work. The Nottingham Core Housing Market Area consists of the council areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe, together with the Hucknall part of Ashfield.

**Local Development Scheme (LDS):** A project plan setting out the timetable for the preparation of planning documents.

**Local Plan:** The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community.

**National Planning Policy Framework (NPPF):** The NPPF sets out the Government's planning policies for England and how these are expected to be applied. It provides the framework within which Local Plans and Neighbourhood Plans can be produced.

**Neighbourhood Plans:** A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area.

**Nottingham Core Housing Market Area:** See Housing Market Area above.

**Planning Condition:** A condition imposed on a grant of planning permission.

**Planning Inspectorate (PINS):** Independent agency which examines Local Plans to ensure they are sound. Also decides planning appeals for individual planning applications.

**Spatial Objectives:** principles by which the Spatial Vision will be delivered.

**Spatial Planning:** Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and



programmes which influence the nature of places and how they function for example, investment decisions which are not being delivered solely or mainly through the granting of planning permission such as investment in university research programmes or health care.

**Spatial Vision:** A brief description of how an area will be changed by the end of a plan period.

**Statement of Common Ground:** this is a document that local authorities use to identify cross boundary planning issues and how they are to be addressed by the partner Councils working together.

**Supplementary Planning Document (SPD):** A document which adds further detail to the policies in the Local Plan. It can be used to provide further guidance for development on specific sites, or on particular issues, such as design.

**Sustainability Appraisal (SA):** Examines the social, environmental and economic effects of strategies and policies in a Local Plan from the beginning of its preparation

## **Appendix 3: Guidance on “Material Planning Considerations”**

The Council can only take into account “material planning considerations” when deciding planning applications. Examples of “material planning considerations” include:

- Residential amenity
- Highway safety and traffic;
- Design and appearance;
- Impact on Listed Buildings, Conservation Areas, trees; and
- The planning policies of the Council.

Examples of non-planning issues include:

- Private property rights;
- Access for maintenance;
- Covenants;
- Loss of view;
- Property values,
- Competition; and
- Applicant’s morals or motives.