

Greater Nottingham Joint Planning Advisory Board - Draft Terms of Reference – September 2018

1. Role

- 1.1 To facilitate the sustainable development and growth of Greater Nottingham¹ by discharging the Duty to Cooperate (S110 of the Localism Act), preparing a Statement of Common Ground on key Strategic Planning issues, and advising the constituent Councils on the alignment of planning work across the Greater Nottingham area and other spatial planning and transport matters of mutual concern.

The Board Secretariat function will be provided by Broxtowe Borough Council.

2. Key Tasks

- 2.1 To advise on the preparation of coordinated and aligned Local Plans to provide a coherent and consistent planning framework across Greater Nottingham, including:
- Taking the current round of aligned Core Strategies and Local Plans through examination and adoption;
 - To prepare and agree a Statement of Common Ground which identifies the key strategic planning issues in Greater Nottingham and to advise on the review of strategic policies which address those issues in aligned Local Plans, including:
 - Agreeing the appropriate geography over which the Joint Board operates, and reviewing the geography if appropriate;
 - Agreeing the objectively assessed housing needs of Greater Nottingham;
 - In the light of this housing need, agreeing future housing provision levels for each Council on which to base Local Plan reviews;
 - Commissioning further evidence on matters such as the future of the Greater Nottingham economy, environmental matters and infrastructure requirements;
 - Liaising with other Duty to Cooperate bodies;
 - Working with the D2N2 Local Enterprise Partnership (LEP) to ensure that new Local Plans and LEP objectives are aligned.
- 2.2 To ensure effective implementation and monitoring of prepared plans, particularly through:
- the preparation of site specific part 2 Local Plans where appropriate;
 - sharing best practice and experience in Development Management of significant proposals contained in the aligned plans, including joint working between Councils where those proposals have cross boundary implications;
 - identifying and addressing barriers to delivery of sites on which Local Plans rely;
 - ensuring approaches to the Community Infrastructure Levy and planning obligations across the area are complimentary;
 - monitor the effectiveness of the aligned Plans in a consistent way, to ensure the aims and objectives are met;
 - ensuring the provision of infrastructure to support future growth, especially where this has impacts on more than one council area, particularly social and green infrastructure.

¹ Greater Nottingham is defined as the Nottingham Core Housing Market Area and Hucknall. It comprises of the local authority areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe, plus the Hucknall part of Ashfield and the relevant parts of Derbyshire and Nottinghamshire County Councils.

- 2.3 To identify and make links to other local funding sources and public / private investment programmes to further the work of the Joint Planning Advisory Board.
- 2.4 To ensure coordination and delivery of individual, joint or cross boundary projects funded from partnership or other sources.
- 2.5 To maximise and where appropriate advise on the best use of planning contributions arising from development.
- 2.6 To disseminate progress updates, information on latest Government guidance and related initiatives, and national and local best practice, to all partners.
- 2.7 To receive reports from the Executive Steering Group, and to advise on and review the activities of the Greater Nottingham Planning Manager.
- 2.8 To provide strategic advice and direction to underpin transport modelling for growth proposals in Local Plans.
- 2.9 To advise the strategic planning of the HS2 East Midlands Hub station at Toton, in order to maximise economic growth arising from the station, and to maximise connectivity opportunities with other parts of Greater Nottingham, and the wider area including Derbyshire, Leicestershire and Nottinghamshire and constituent District Councils.

3. Membership

- 3.1 One Council member covering each of the following remits:-

Ashfield District Council - Planning
Broxtowe Borough Council - Planning
Derbyshire County Council - Planning
Derbyshire County Council - Transport
Erewash Borough Council - Planning
Gedling Borough Council - Planning
Nottingham City Council - Planning
Nottingham City Council - Transport
Nottinghamshire County Council - Planning
Nottinghamshire County Council - Transport
Rushcliffe Borough Council - Planning

Member substitutes will be allowed.

- 3.2 Additional observer members as required (who may participate in discussion but will not be eligible to vote), to include bodies such as: LEP, Homes and Communities Agency, Natural England, Heritage England, Highways England, Environment Agency, Nottingham Regeneration Ltd, and other representatives by invitation as required.

4. Context

- 4.1 The views of the Board will be communicated to the appropriate executive or other bodies of the constituent Councils as soon as possible following resolution by the Board. Where the Board has expressed a view on particular matters that is the subject of a report to any parent executive bodies, the recommendation of the Board will be included in the report.

- 4.2 Membership of the Board does not take over any responsibilities for any functions of the Councils which are properly dealt with elsewhere nor does it fetter any decisions constituent authorities make wish to make.
- 4.3 Nottingham City Council is the Responsible Body for the Board's funds and hosts the Joint Planning Advisory Board secretariat.
- 4.4 Nottingham City and Nottinghamshire County Councils also operate a Joint Committee on Strategic Planning and Transport. The terms of reference of the Joint Committee will be reviewed to ensure minimisation of overlap between the two bodies.
- 4.5 The Joint Planning Advisory Board may advise on matters relating to strategic planning and transport delivery for consideration and determination by the Joint Committee.

5. Frequency of Meetings

- 5.1 The Board will normally meet on a quarterly basis, based on a timetable of key milestones. Board meetings will not be held if there is no business to conclude, equally additional Board meetings will be organised to meet specific programme deadlines/requirements if needed.

6. Chair and Vice Chair

- 6.1 The Chair will be provided by Broxtowe Borough Council here for the next 3 years of the programme, the Vice Chair will be Erewash Borough Council.

7. Organisation and Conduct of Meetings

- 7.1 Secretariat, notice of meetings, circulation of papers, conduct of business at meetings and voting arrangements will follow the Standing Orders of the authority which holds the Chair, or such Standing Orders which may be approved by the constituent authorities. Meetings will be open to members of the public.

8. Officer Support

- 8.1 The work of the Board will be advised by an Executive Steering Group which will assist the Chair and Vice Chair in setting agendas and brief them prior to meetings. The Executive Steering Group will be chaired by Nottinghamshire County Council and serviced by the Greater Nottingham Planning Manager.

9 Disagreement Between Constituent Councils

- 9.1 Where the members of the Board cannot arrive at a view on a particular issue which enjoys the support of the majority of Members, that issue should be referred back to the relevant executive bodies of the constituent Councils.
- 9.2 Participation in the Board will not deter any Council from expressing a dissenting opinion on any specific issue. The right to make representations at any formal preparation stage of the development plan making process will not in any way be curtailed by membership of the Board.

10 Review

- 10.1 The operation and Terms of Reference of the Board will be formally reviewed no later than July 2021 (3 years following the meeting of the Board reviewing the Terms of Reference).