West Northamptonshire Joint Core Strategy Local Plan
Proposed Changes to the Pre-Submission

Representation Form and Guidance Notes

Representation Period:
Tuesday 14 August – Wednesday 26 September 2012
**West Northamptonshire Joint Core Strategy Local Plan**  
**Proposed Changes to the Pre-Submission (July 2012) Representation Form**

Please read the ‘Guidance Notes’ (at the end of this form) before completing this form.

Please return to West Northamptonshire Joint Planning Unit **by 5 pm on Wednesday 26 September 2012**. This form can be completed online at: [http://ldfconsultation.westnorthamptonshirejpu.org](http://ldfconsultation.westnorthamptonshirejpu.org), where you can also print or save a copy for your own records.

Alternatively, you can send completed forms by:
- **Email:** westnorthantsjpu@northampton.gov.uk
- **Fax:** 01604 838543
- **Post:** West Northamptonshire Joint Planning Unit, The Guildhall, St Giles Square, Northampton, NN1 1DE

Please do not send duplicates. Note that all comments will be made available for the public to read and therefore cannot be treated as confidential. Type or print clearly in blue or black ink. Use a separate form for each representation. If you use additional sheets, please mark them clearly with your name and organisation.

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Agent’s Details (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td></td>
</tr>
<tr>
<td>(Mr,Mrs,Miss,etc)</td>
<td></td>
</tr>
<tr>
<td><strong>First name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job title</strong></td>
<td></td>
</tr>
<tr>
<td>(where relevant)</td>
<td></td>
</tr>
<tr>
<td><strong>Organisation</strong></td>
<td></td>
</tr>
<tr>
<td>(where relevant)</td>
<td></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Post code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td></td>
</tr>
</tbody>
</table>
Representation Details

1. **To which Proposed Change to the Joint Core Strategy does this representation relate?** For example Proposed Change PC001/S. Please use a separate form for each of the Proposed Changes you wish to comment on.

   **Proposed Change**

2. **Do you consider the Proposed Change to the Joint Core Strategy is:** (Please mark one answer only for each question)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Legally compliant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Sound</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   If you have entered 'No' to Q2(b), please continue to **Q3**. In all other circumstances, go to **Q4**.

3. **Do you consider the Proposed Change to the Joint Core Strategy is unsound because it is NOT** (please mark all you think apply)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Positively Prepared</td>
<td>(b) Justified</td>
<td>(c) Effective</td>
<td>(d) Consistent with national policy</td>
</tr>
</tbody>
</table>

4. **Please give details of why you consider the Proposed Change to the Joint Core Strategy is not legally compliant or are unsound.** Please be as precise as possible. If you wish to support the legal compliance or soundness of the Proposed Changes to the Joint Core Strategy, please also use this box to set out your comments.

Please continue on a separate sheet / expand box if necessary and mark any additional pages with your name and address.
5. Please set out what change(s) you consider necessary to make the Proposed Change to the Joint Core Strategy legally compliant or sound, having regard to the test you have identified in Q3 where your comment relates to soundness. You will need to say why this change will make the Proposed Change to the Joint Core Strategy 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 be as precise as possible.

6. If your representation is seeking a change, do you consider it necessary to participate at the oral part of the examination? (Tick one)

(a) No, I do not wish to participate at the oral examination
(b) Yes, I wish to participate at the oral examination

7. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary. Please note the Inspector will determine the most appropriate procedure to hear those who have indicated that they wish to participate at the oral part of the examination.

8. Do you wish to be notified of any of the following? Please mark all that apply.

(a) when the Joint Core Strategy has been submitted
(b) when the Inspector's Report is published
(c) when the Joint Core Strategy is adopted

Signature: Date:
1. Introduction

The purpose of these Guidance Notes is to assist those wanting to make representations on the West Northamptonshire Joint Core Strategy Local Plan (WNJCS) (which can be viewed online at http://ldfconsultation.westnorthamptonshirejpu.org). The Proposed Changes to the Pre-Submission version of the Joint Core Strategy Local Plan are available to allow the public and other stakeholders to make comments prior to submission to the Secretary of State.

Representations on this stage of the plan making process must be made on the grounds of soundness or legal compliance as explained below in order to be considered. The representations will be considered alongside the Joint Core Strategy Local Plan, which will be examined by a Planning Inspector.

The Planning and Compulsory Purchase Act 2004 (the 2004 Planning Act) states that the purpose of the examination is to consider whether the Local Plan complies with the legal requirements and is ‘sound’. (View at: http://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf)

You should remember when responding at this stage that any representations you make should be in respect of the Proposed Changes and must relate to legal compliance or soundness. Question 2 on this Form asks whether your representation relates to legal compliance or soundness.

- If you are seeking to make representations on the way in which the Joint Core Strategy has been prepared it is likely that your comments or objections will relate to a matter of legal compliance.
- If it is the actual content on which you wish to comment or object it is likely it will relate to soundness i.e. whether the Local Plan is positively prepared, justified, effective or consistent with national policy.

2. Legal compliance

At the Public Examination, the Inspector will first check that the Joint Core Strategy Local Plan meets the legal requirements under Section 20 (Independent Examination) (5)(a) of the 2004 Act before moving on to test for soundness.

You should consider the following before making a representation on legal compliance:

The Local Plan in question, in this case the Joint Core Strategy, should be within the current West Northamptonshire Local Development Scheme (LDS) and the key stages should have been followed. The LDS is effectively a programme of work prepared by the West Northamptonshire Partner LPAs, setting out the Local Plans they propose to produce over a given period. Our most recent LDS was published in June 2012. It sets out the key stages in the production of any Local Plans which are to be brought forward for independent examination. If the Local Plan is not in the current LDS it should not have been published for representations. The LDS is available on the Joint Planning Unit’s website (www.westnorthamptonshirejpu.org) and available at the Guildhall, St Giles Square, Northampton, NN11DE.

The process of community involvement for the Joint Core Strategy should be in general accordance with the Statements of Community Involvement (SCIs) which have been adopted by each of the Partner Councils; Daventry District, Northampton Borough and South Northamptonshire. The adopted SCIs set out the Partner Councils’ strategy for involving the community in the preparation
and revision of Local Development Documents (including Local Plans) and the consideration of planning applications. The Statement of Consultation accompanying the Joint Core Strategy sets out how consultation has been undertaken throughout the document’s preparation in accordance with the adopted SCIs. The adopted SCIs can be viewed on the Joint Planning Unit’s website.


At this publication stage, the Partner Councils must publish the documents prescribed in the regulations, and make them available at their principal offices and their website. The Partner Councils must also notify the consultation bodies (as set out in the regulations) and any persons who have requested to be notified.

The Partner Councils are required to provide a Sustainability Appraisal (SA) Report when they publish a Local Plan. This should identify the process by which the SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. SA is a tool for appraising policies to ensure they reflect social, environmental, and economic factors.

The Joint Core Strategy should have regard to national policy and conform generally to the East Midlands Regional Plan - March 2009 (The Regional Spatial Strategy), which forms part of the development plan for the West Northamptonshire area.

The DPD must have regard to the Sustainable Community Strategies (SCSs) for Daventry, Northampton and South Northamptonshire. The SCSs were prepared by the Local Strategic Partnerships which represent a range of interests in the West Northamptonshire area.

3. Soundness

To be sound a DPD should be:

- **Positively prepared**
  This means that the Joint Core Strategy should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

- **Justified**
  This means that the Joint Core Strategy should be founded on a robust and credible evidence base involving:

  - Evidence of participation of the local community and others having a stake in the area; and
  - Research/ fact finding: the choices made in the plan are backed up by facts.

The Joint Core Strategy should also provide the most appropriate strategy when considered against reasonable alternatives. These alternatives should be realistic and subject to sustainability appraisal. The Joint Core Strategy should show how the policies and proposals help to ensure that the social, environmental, economic and resource use objectives of sustainability will be achieved.

- **Effective**
  This means the Joint Core Strategy should be deliverable, embracing the following:
Sound infrastructure delivery planning;
Having no regulatory or national planning barriers to delivery;
Delivery partners who are signed up to it; and
Coherence with the strategies of neighbouring authorities.

The Joint Core Strategy should also be **flexible** and **able to be monitored**. The Joint Core Strategy should indicate who is to be responsible for making sure that the policies and proposals happen and when they will happen.

The plan should be flexible to deal with changing circumstances, which may involve minor changes to respond to the outcome of the monitoring process or more significant changes to respond to problems such as lack of funding for major infrastructure proposals. Although it is important that policies are flexible, the Joint Core Strategy should make clear that major changes may require a formal review including further public consultation.

Any measures, which the Council has included to make sure that targets are met, should be clearly linked to an Annual Monitoring Report. This report must be produced each year by all local authorities and will show whether the Joint Core Strategy needs amendment.

**Consistent with national policy**

The Joint Core Strategy should be consistent with national policy. Where there is a departure, there must be clear and convincing reasons to justify this approach. Conversely, you may feel the Joint Core Strategy should include a policy or policies which would depart from national policy to some degree in order to meet a clearly identified and fully justified local need. In this instance it will be important for you to say in your representations what the local circumstances are that justify a different policy approach to that in national policy and support your assertion with evidence.

The Partner Councils consider that the Joint Core Strategy Local Plan Pre-Submission version, as amended by the Proposed Changes, satisfies all these tests of soundness and is the most appropriate strategy for the future development of West Northamptonshire. However, if you consider that the Proposed Changes are unsound against one or more of the four tests of soundness (positively prepared, justified, effective, or consistent with national policy), you should identify which test(s) under Question 3.

### 4. General Advice

At this stage representations should only relate to the Proposed Changes. You should make clear in what way the Proposed Changes are not sound having regard to the legal compliance check and the four tests set out above. If you consider that the Proposed Changes should be amended then you should try to support your representation by evidence showing why they should be changed. It will be helpful if you also say precisely how you think Proposed Changes should be amended in Question 5.

Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further submissions based on the original representation made. After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.
Careful consideration should be given by those making a representation in deciding how the representation should be dealt with, i.e. by written representation or by exercising the right to be heard. Only where a change is sought to the Joint Core Strategy is there a right for the representation to be heard at the hearing session. It is important to note that written and oral representations carry exactly the same weight and will be given equal consideration in the examination process. You can tell us if and why you consider it necessary to participate at the hearing session under Questions 6 and 7.

Where there are groups who share a common view on how they wish to see the Joint Core Strategy changed, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised. All representations will be given equal weight. The published Joint Core Strategy, as amended by the Proposed Changes, is intended to be the final version for submission to the Secretary of State. Therefore, raising new issues in representations at this stage which have not been raised during the plan preparation and consultation process will not be helpful. Furthermore, the Inspector will not be able to make a change unless it relates to an issue which has been subject to the proper procedures of community involvement and SA. In the absence of clear evidence that such procedures have been carried out, the Inspector will only be able to give limited consideration to such representations.

Representations may be accompanied (see Question 8) by a request to be notified at a specific address of any of the following:
   a) that the West Northamptonshire Joint Core Strategy Local Plan has been submitted for independent examination;
   b) the publication of the Inspector’s Report; and
   c) the adoption of the Joint Core Strategy Local Plan.

5. Submitting Representations

To avoid duplication of work, the Joint Planning Unit requests that respondents do not send additional or duplicate copies of representations in more than one format (for example, an electronic version and a hard copy). Please note that copies of all comments (including your name, but not your contact details) will be made available for the public to view, and therefore cannot be treated as confidential. All representations should be made using the ‘Representation Form’ to ensure the Joint Planning Unit has all the information needed to process your comments. Please use a separate form for each individual representation you wish to make, to aid processing. We encourage representations to be made through our consultation portal at http://ldfconsultation.westnorthamptonshirejpu.org

All forms must be received by 5 pm on Wednesday 26 September 2012.

All representations received will be acknowledged by post or email.
You can submit your representations online:
− By completing the representation form at http://ldfconsultation.westnorthamptonshirejpu.org, where you will be able to print or save a copy for your own records.

Or, you can send completed forms to us:
− By email: westnorthantsjpu@northampton.gov.uk
− By post: West Northamptonshire Joint Planning Unit, The Guildhall, St Giles Square, Northampton, NN1 1DE
− By fax: 01604 838543

If you have any questions, please contact us by email at westnorthantsjpu@northampton.gov.uk or by telephone: 01604 837838