Neighbourhood Planning Informal Advice – Summary note: Neighbourhood Plans and Getting Started (May 2012)

Getting Started	Get the community on board	
3	Define the 'neighbourhood area'	
	Establish a 'neighbourhood forum'	
	Produce a programme for developing the	
	plan	
	Develop a communications strategy	
Developing a Vision and	Gather together	
establishing the key	Gather together relevant information	
issues and potential	(area profile	
options	/population data,	
_	relevant sections	
	from City Plan	
	background studies	
	etc)	
	Identify the area's	
	strengths and	
	weaknesses	
	Draft the vision and	
	issues and options	
	Check for	
	conformity with the Sustainability	
	strategic policies in Appraisal	
	the development (Consideration should	
	plan be given as to whether Consult/check draft the Neighbourhood	
	Consult/check draft the Neighbourhood vision, issues, Plan will require a	
	options and Sustainability Appraisal	
	objectives with the SA] – eg may need an	
	community update of the City Plan	
Developing the Plan	Develop policies SA or a stand alone	
	Develop an SA)	
	implementation plan	
	Finalise draft of the	
	Neighbourhood	
	Plan	
	Check for	
	conformity with the	
	strategic policies in	
	the development	
	plan	
	Consult/check draft	
	Neighbourhood	
	Plan with	
	community and	
	other stakeholders	
Statutory	Submit to Brighton	

Stages	Independent Examination	 & Hove City Council Appointment of independent examiner Examiner's report published 	
	Referendum	Brighton & Hove City Council co-ordinates a local referendum	
	Adoption	If simple majority support plan at referendum, City Council is to adopt the	
		neighbourhood plan (forming part of the development plan)	

Quick reference diagram on preparation of a neighbourhood plan

Process instigated by a parish council or Neighbourhood Forum (relevant body)

Relevant body with community to establish the key issues for the area and consider the options

Plan prepared by relevant body with support from experienced organisations and city council

Relevant body to undertake extensive community engagement before finalising plan and submission to city council for checking

Examined by independent examiner considering fit with local development plan, national policy and alignment with other neighbouring plans – leading to non-binding report

Proceed to referendum

Referendum seeking adoption. Simple majority in favour to progress to adoption

Neighbourhood Plan adopted by city council

Local Planning Authority Support

City council has a duty to provide support and advice to parishes or forums preparing a plan.

Legal Compliance

Neighbourhood plans must comply with a number of EU Directives (e.g. Environmental Impact Assessment, Habitats Directive) and ECHR.

Referendum

Referendum area can be wider than neighbourhood – if proposals impact on others

