

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

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| <p>Getting Started</p> | <ul style="list-style-type: none"> • Get the community on board • Define the ‘neighbourhood area’ • Establish a ‘neighbourhood forum’ • Produce a programme for developing the plan • Develop a communications strategy | |
| <p>Developing a Vision and establishing the key issues and potential options</p> | <ul style="list-style-type: none"> • Gather together relevant information (area profile /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 strategic policies in the development plan • Consult/check draft vision, issues, options and objectives with the community | <p style="text-align: center;">Sustainability Appraisal (Consideration should be given as to whether the Neighbourhood Plan will require a Sustainability Appraisal [SA] – eg may need an update of the City Plan SA or a stand alone SA)</p> |
| <p>Developing the Plan</p> | <ul style="list-style-type: none"> • Develop policies • Develop an 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 | |
| <p>Statutory</p> | <ul style="list-style-type: none"> • Submit to Brighton | |

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| Stages | Independent Examination | & Hove City Council <ul style="list-style-type: none"> • 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

