

Malton and Norton Neighbourhood Plan (MNNP)

Proposed Stages

Stage 1	Notes:
Preliminary steps and decisions.	To include:
	<ul style="list-style-type: none"> - Publicise that we are drafting a Neighbourhood Plan for the towns and invite interested community members to come forward to provide assistance. - Finalise the structure and membership of the Steering Group and Focus Groups. - Funding – is sufficient funding in place? - Formally decide whether the MNNP will deal with Site Allocations or whether to leave this to RDC. - Confirm the area to be covered by the MNNP. - Confirm the “life period” of the MNNP. - Agree the basic structure of the MNNP.
Stage 2	Notes:
The Focus Groups draft a report on each Policy Area. These reports propose initial policies.	<ul style="list-style-type: none"> - The Focus Groups will determine the Topics within each of their allocated Policy Areas. - Consideration will be given to the Draft Plan of October 2011.
	<ul style="list-style-type: none"> - Consideration will be given to what evidence is currently available for each Policy Area and to the evidence obtained in the consultation of Summer 2011.
Stage 3	Notes:
Consultants bring together the reports (and the suggested policies) to create the Draft MNNP.	<ul style="list-style-type: none"> - Consultants will also advise what further evidence needs to be obtained.
	
Stage 4	Notes:
Preliminary Consultation on the Draft MNNP.	<ul style="list-style-type: none"> - The Draft MNNP is publicised and the public and interested parties are invited to make comments and to suggest amendments.
	<ul style="list-style-type: none"> - It is at this stage that we will gather most of the evidence to justify the plan’s proposals and policies. - This exercise will be similar to the use of the bus in the Market Place in the Summer of 2011.
Stage 5	Notes:
Amend Draft MNNP in light of the results of the Preliminary Consultation.	
	

Stage 6	Notes:
Draft MNNP goes to RDC for a technical assessment.	<ul style="list-style-type: none"> - Where a Neighbourhood Plan is likely to have significant effects on the environment, an environmental assessment must take place which will formally consider the impact each proposed policy may have on the environment.
	<ul style="list-style-type: none"> - In order to determine whether such an assessment of the MNNP is required, the Draft MNNP is provided to RDC with the request to give a "Screening Opinion". - If an environmental assessment and report is needed, this may add to the delay and will increase costs.
Stage 7	Notes:
Pre-submission Publicity and Consultation.	<ul style="list-style-type: none"> - This is a legal requirement. - The plan is publicised in the community and people are given the opportunity to make comments (the public must be given a period of at least 6 weeks to make comments).
	<ul style="list-style-type: none"> - There is a requirement to also consult certain bodies which may be affected by the plan, such as NYCC, Environment Agency etc.
Stage 8	Notes:
Amend MNNP in light of the comments received in the Pre-submission Consultation.	<ul style="list-style-type: none"> - It is advised to produce a brief report summarising the comments received and confirming if, and how, the plan has been amended in response.
	
Stage 9	Notes:
Submission of the MNNP to RDC.	<ul style="list-style-type: none"> - With the proposed plan, it is also necessary to submit a map of the area to which the plan relates, a Consultation Statement (which basically states who was consulted and how, a summary of main issues/concerns raised during consultation, and how these were dealt with in the plan) and a statement on how the plan fulfils the Basic Conditions (such as complying with EU law, conforms with local plan etc.) and other legal requirements.
	<ul style="list-style-type: none"> - RDC check that the plan complies with the relevant legislation and we have complied with all of the legal requirements in the process leading up to the submission of the plan. - RDC will publicise the plan again. Anyone interested in the plan is invited to make comments (a period of at least 6 weeks has to be provided for comments to be made).

Stage 10	Notes:
Independent Examination of the MNNP.	<ul style="list-style-type: none"> - Independent Examiner is selected and appointed. - Examiner will check that the plan meets “the basic conditions”. - Examinations are usually conducted by written representations. - Following the examination, the examiner will issue a report recommending the next steps – for example, “proceed to the referendum” or there may be a suggestion of further modifications to be made. - RDC covers the cost of the examination.
	
Stage 11	Notes:
Referendum.	<ul style="list-style-type: none"> - Each person on the Electoral Register gets a vote. - No requirement for a minimum turnout. - For a successful “Yes” vote – just need a simple majority of the votes cast. - RDC covers the cost of the referendum.
	
Stage 12	Notes:
Delivery.	