North Herts Council New Local Plan - Call for Sites - Step-by-Step guide for Parishioners

This document sets out how people in Ashwell can provide their views on the North Herts District Council Call for Sites for development in its new local plan.

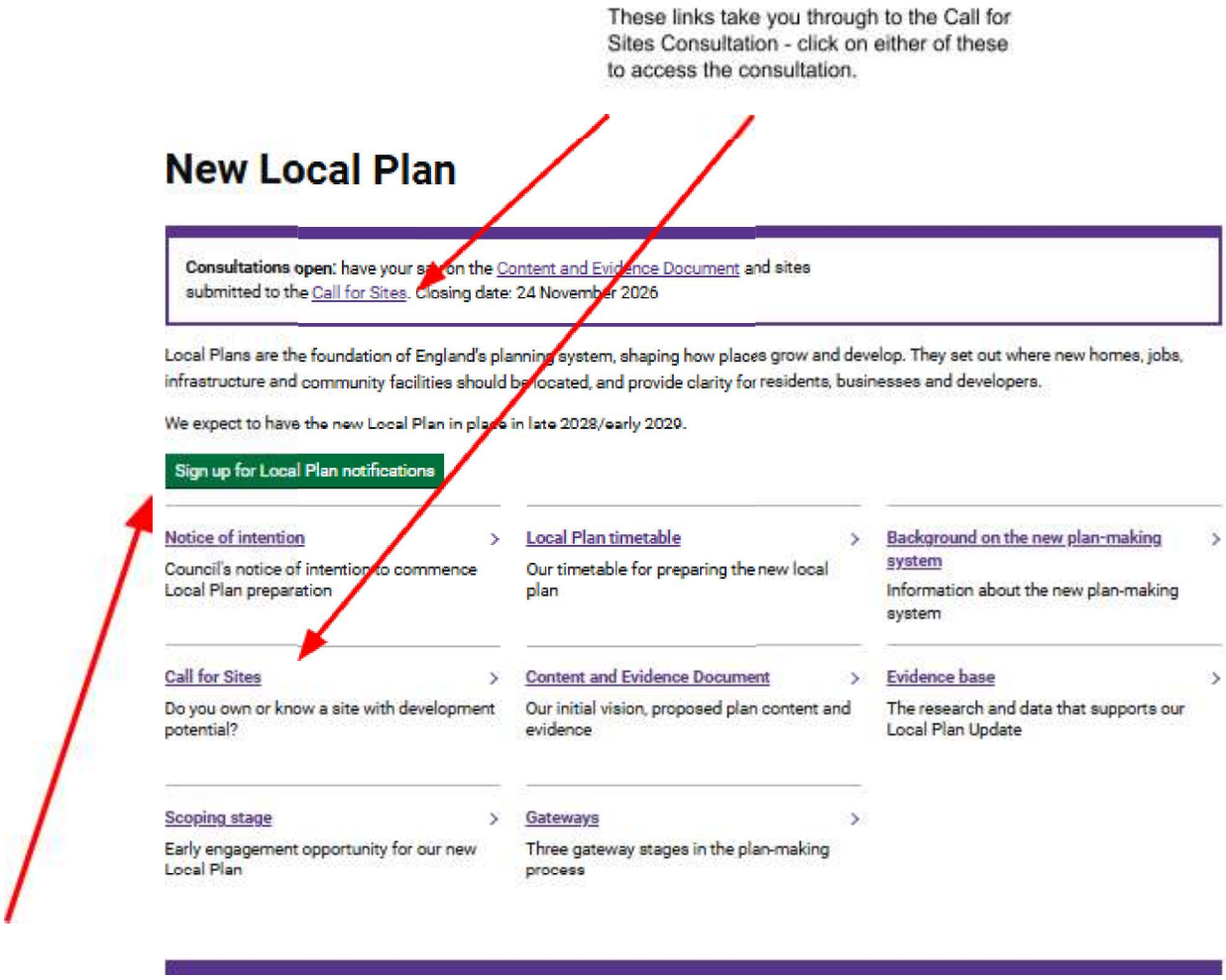
Please follow the steps to sign up to the consultation, navigate the New Local Plan Consultation pages, and make sure your views are registered!

Stage 1: Getting to the New Local Plan Webpage

1. To access the North Herts webpage for the new local plan, follow this link - https://www.north-herts.gov.uk/new-local-plan

Stage 2: Webpage Navigation & Getting to the Call for Sites

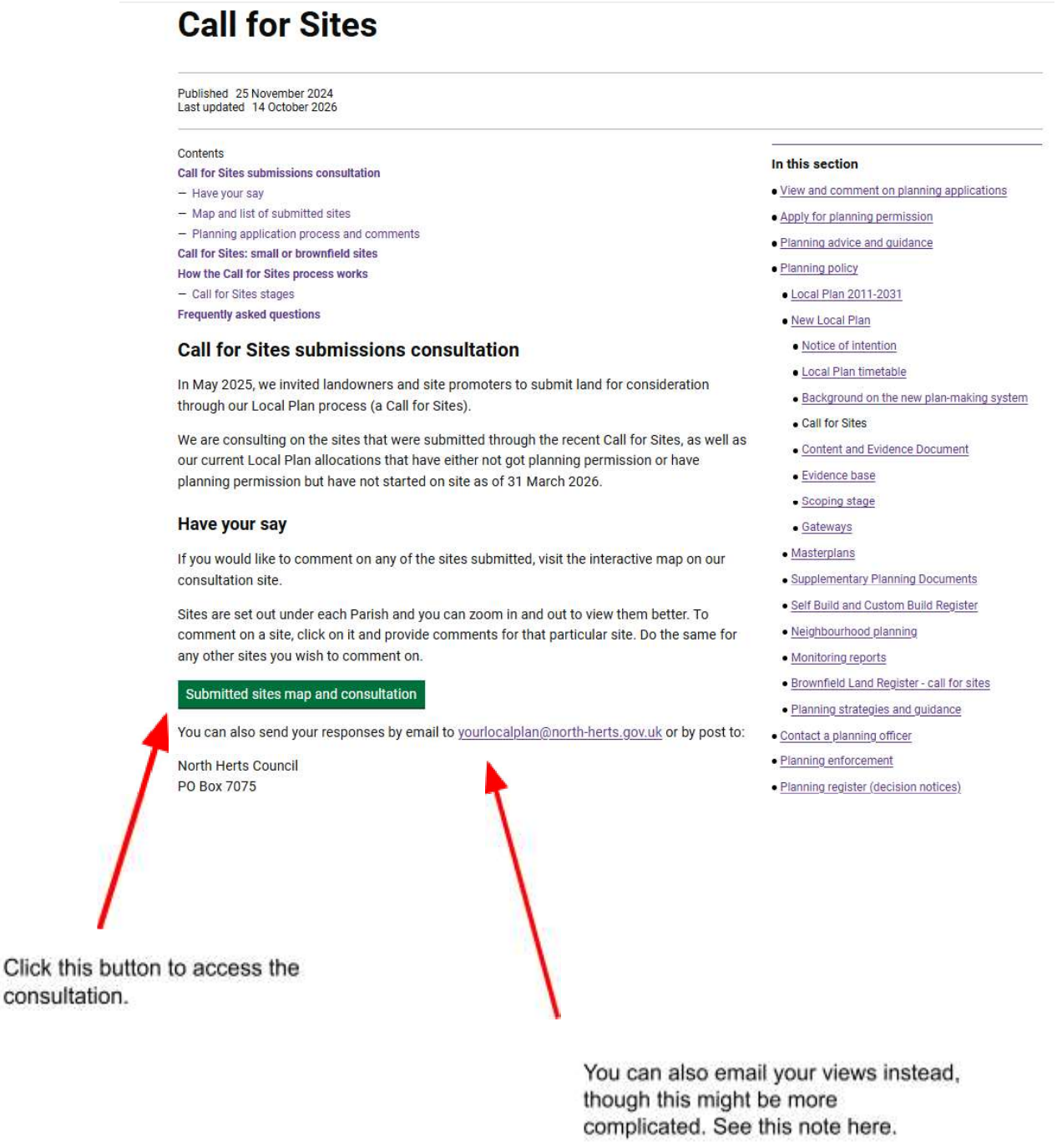
2. To access the call for sites, and sign up for local plan notifications, see the red arrows.



A link to sign up to news and updates on the local plan - we'd highly recommend signing up to this!

Stage 3: The Call for Sites Webpage and Accessing the Consultation

3. When you click on the call for sites page, you will see the page below. This page has a lot of information, which you may wish to read, but the most important section is the Call for sites submissions consultation. You can see this in the annotation below.
4. To access the consultation where you can provide your views on the sites that have been proposed for development in Ashwell, click on the "Submitted Sites Map and Consultation" Button, annotated with the red arrow.



Stage 4: Submitted Sites Consultation Navigation

5. When you click that button, it will take you to the following page. There is a range of info and images you can see, but the key thing to click on is the log in button (See red arrow) where you can sign up/log in to complete the consultation.



Stage 5: Setting up account / logging in to consultation

6. Follow the stages for logging in or signing up, you will be asked to provide an email, password, and answer a few quick questions about you. Once completed you can complete the consultation.

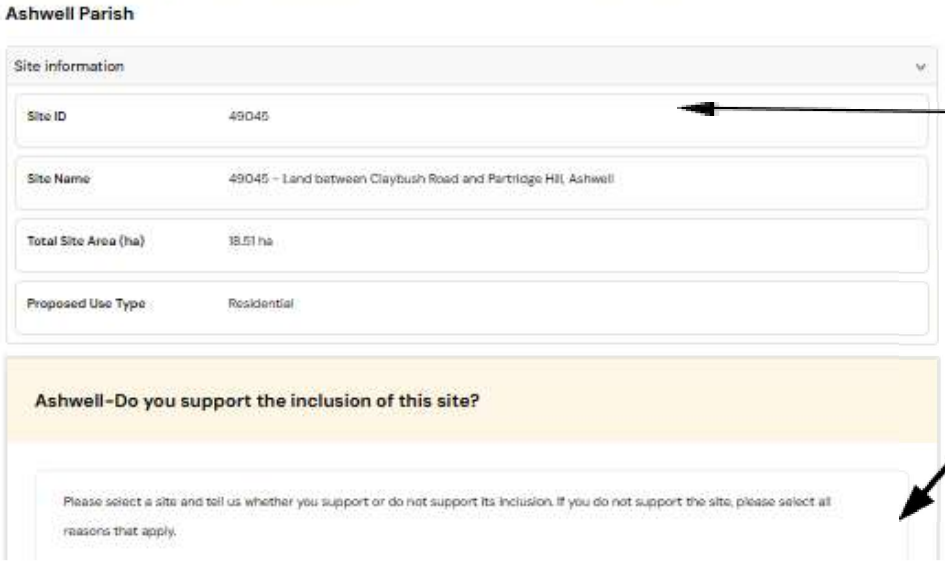
Stage 6: The Ashwell sites consultation.

7. Once you've logged in, it will take you to the consultation page again. To see the Ashwell sites you must scroll down to the map below.
8. You will see the below map, with the sites proposed for development in red outline. You can zoom in by pressing the + OR - buttons on the top right of this map, and to look at specific sites, click on them, where they will go fully red (see arrows).



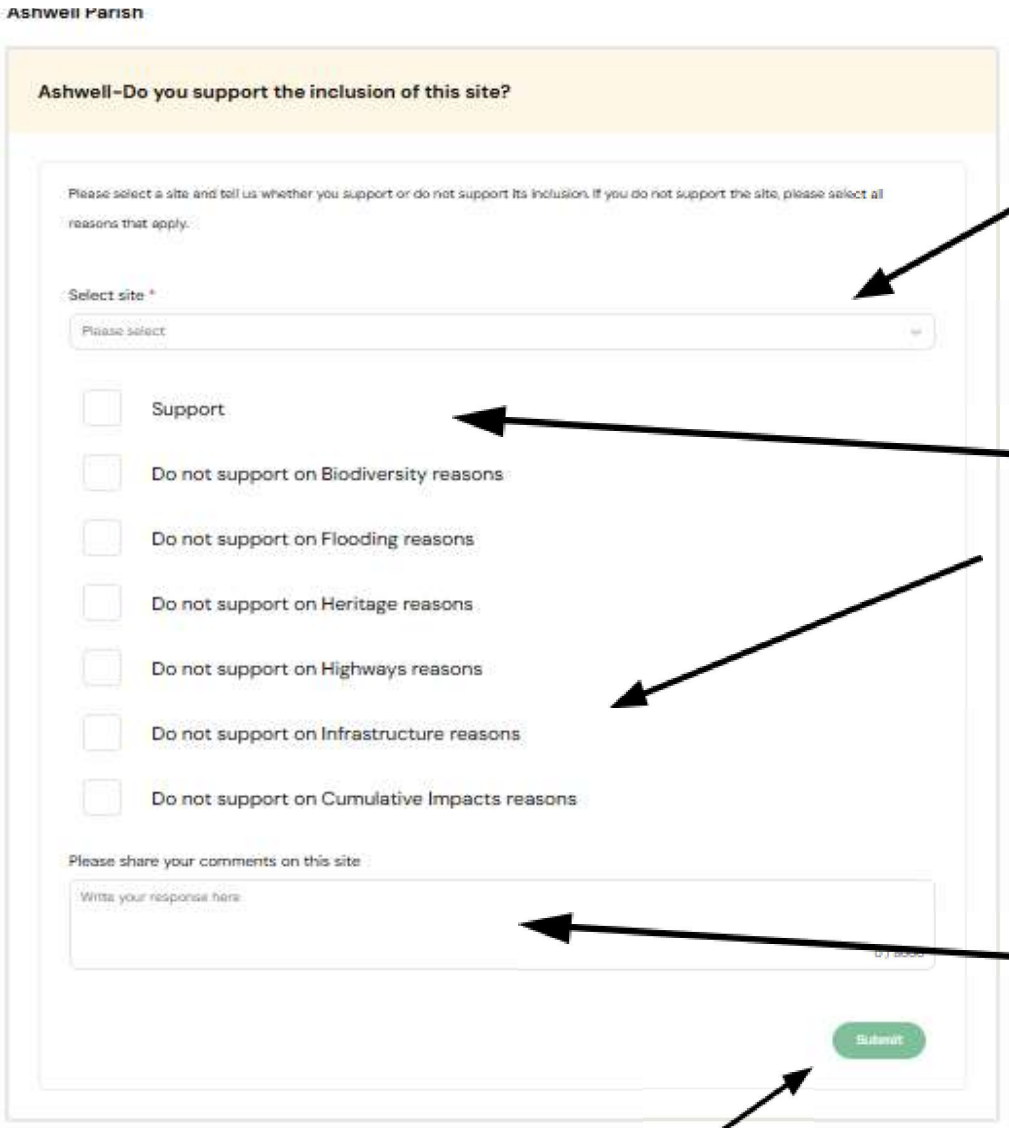
+ AND - buttons allow you to zoom in or out of the map.

Click on the sites to see site info and a box of questions **which is where you provide your views on each site.**



Stage 7: Providing your views

9. You can provide your views on whether you think a site is appropriate for development, for every single site (8 in total).
10. When you click on a site, it will come up with the below list of questions. You can also navigate by clicking the drop down of sites (See arrow below).
11. You can either select support, or do not support. If you do not support, you can choose more than one reason, selecting from the list below.
12. You can also add more detailed comments, in the text box at the bottom. Please make as much use of this as you can, explaining why you support or do not support this site.
13. Once you've done this for a site, click submit. If you'd like to provide views on each site, you must repeat this process for each site.



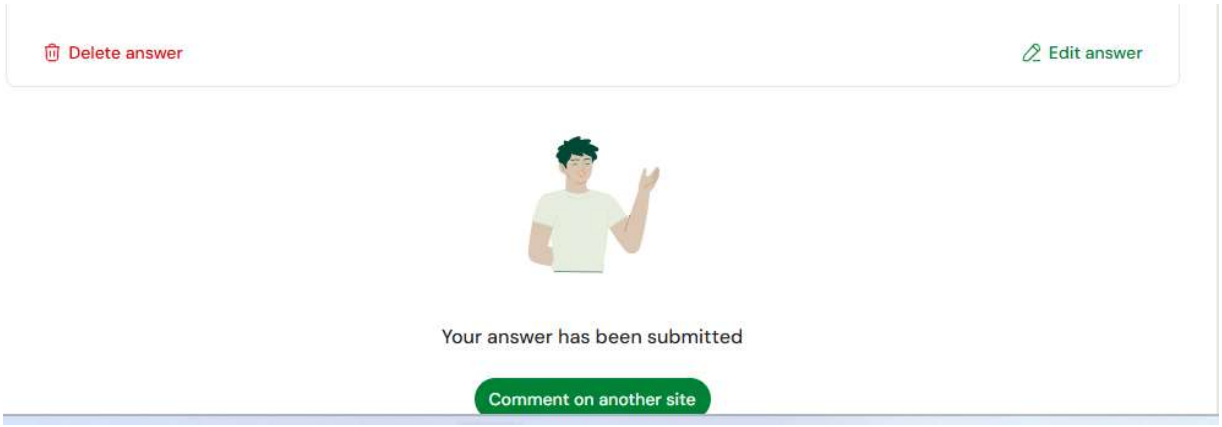
As well as clicking on the sites in the map, which will drop down these questions, you can also select between different sites with this drop down list here.

You can either click support, if you support the site. Or if you do not support, you can do so by specific topic. Select as many of these options as you consider are relevant.

If you'd like to provide any further written information, which is highly likely and recommended, you can provide it in this box.

Once you've added your responses for the site, click submit.

14. Once you click submit, you will see the following appear, indicating you have successfully submitted your answer for that site.
15. You can edit or delete your answer should you wish, and comment on another site by



clicking the green button “comment on another site”.

16. Follow this process for each of the sites you’d like to provide views on, and then you can leave the consultation. At this stage, you have completed the consultation.
17. To log out, click the circular button at the bottom left of the screen.