

## How to set out your NDP website

1. Home
  - a. Name of Designated Neighbourhood Area
  - b. Name of Local Authority
  - c. Latest NDP information, including latest stage of progress
  - d. Key dates
  - e. Referendum Results
  - f. Decision Statement
  - g. Examiner's Final Letter
  - h. Examiner's Final Report
  
2. Background
  - a. Why and when was the NDP developed?
  - b. Who was involved? Steering Group, Parish Council, external support etc
  
3. Meetings
  - a. Agendas of Steering Group Meetings
  - b. Minutes of Steering Group Meetings
  - c. Agendas of Parish Council Meetings (with reference to NDP or other relevant information)
  - d. Minutes of Parish Council Meetings (with reference to NDP or other relevant information)
  
4. Our Plan
  - a. NDP (at all key stages eg v1 for informal comment; pre submission draft' submission draft; referendum draft; Final made)
  - b. NDP Appendices/Annexes
  - c. Basic Conditions Statement
  - d. Consultation Statement
  - e. Strategic Environmental Assessment (if applicable)

5. Evidence Base - all relevant NDP files should go in this section, examples include (note, not a complete list)
  - a. Consultation Statement all evidence, for example
    - Statement of Community Involvement
    - Newsletters/magazines with notification or information regarding consultation
    - Any NDP flyers, leaflets or marketing for NDP events with photographs etc
    - Consultation letters to residents, businesses etc
    - All Surveys, community, resident, housing, business etc and results. Include dates the consultation ran from/to etc
    - Any NDP flyers or other events with photographs etc
    - Any minutes of events etc.
  - b. Terms of Reference
  - c. Site Assessments
  - d. Designated Neighbourhood Area (application letter, map and confirmation letter from Local Authority)
  - e. NDP comments from Local Authority
  - f. Regulation 14 assessment and information, e.g. decisions made etc
  - g. Examiner's letter(s)
  - h. Examiner's report(s)
  - i. Links to any relevant documents from Local Authorities, Local Plan. Strategic Housing Land Availability Assessment (SHLAA), Strategic Housing Market Assessment (SHMA), Site Allocations Document etc
  - j. Link to National Planning Policy Framework (NPPF)
  - k. Other relevant documents, e.g.
    - link to 'Historic England Advice Note 1 Conservation Area Designation, Appraisal and Management' - <https://content.historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/heag040-conservation-area-designation-appraisal-and-management.pdf/>



- link to 'A plain English guide to the Localism Act' - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/5959/1896534.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5959/1896534.pdf)

6. Supporting documents (other documents, examples include (note, not a complete list)

- Conservation Area Appraisal
- Conservation Area Map
- Village Design Statement
- Parish Plan
- Housing Market Assessment
- Housing Needs Survey

7. Contact us

- a. Include contact details
- b. Or web 'contact us' form

Examples of local NDP websites include:

Walton NDP (Leeds) <http://www.walton-pc.gov.uk/neighbourhood-plan/>

Church Fenton NDP (Selby) <http://c9755498.myzen.co.uk/cfnp/>