

Chelmsford Local Plan  
Statement of Common  
Ground with West  
Chelmsford (SGS2) Site  
Promoter - Strategic  
Matters

November 2018

*Our Planning Strategy to 2036*





## **Chelmsford Local Plan**

### **Statement of Common Ground with West Chelmsford (SGS2) Site Promoter – Strategic Matters**

#### **1. Introduction**

This Statement of Common Ground (SOCG) has been jointly prepared by Crest Nicholson (Crest) and Chelmsford City Council (CCC) in relation to the proposed Local Plan site allocation Strategic Growth Site 2 – West Chelmsford (SGS2). It considers areas of agreement between the parties following the Crest's representations on the Chelmsford Pre-Submission Local Plan (Representation numbers PS1536, PS1539, PS1543, PS1544, PS1546, PS1548, PS1649, PS1550).

Location 2 – West Chelmsford is one of the strategic development site allocations within the Local Plan Pre-Submission Document and will deliver a significant amount of new housing (around 800 new homes) and appropriate community uses over the plan period.

The agreed matters in this SOCG do not preclude any further written or verbal representations that the City Council and Crest may wish to make as part of the Local Plan Examination, in relation to any other matters which may not have been agreed and/or which do not form part of this SOCG.

A separate SOCG has been prepared which covers sustainable transport matters for Location 2.

#### **2. The Site**

The site lies to the west of the Chelmsford Urban Area and north of Roxwell Road. Of the Strategic Growth Sites allocated in the Local Plan, it is the closest to the City Centre. A plan of site allocation SGS2 is shown on Map 1 of the Pre-Submission Local Plan Policies Map and a plan of the area controlled/owned by Crest are given in **Appendix 1 and Appendix 2**.

Crest is working collaboratively with CCC to bring the site forward for development.

#### **3. Legal Compliance and Duty to Co-operate**

All parties consider that the Chelmsford Pre-Submission Local Plan is legally compliant and consistent with national planning policy including the National Planning Policy Framework (2012). It is considered that Chelmsford City Council has fulfilled the Duty to Co-operate and that the Local Plan has been prepared in accordance with the timetable set out in the Local Development Scheme. Furthermore, it is considered that the consultation on the Local Plan has been in accordance with the Council's Statement of Community Involvement and appropriate bodies have been consulted. A comprehensive and robust Sustainability Appraisal has also been carried out to support the Local Plan.

#### **4. Spatial Strategy and Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)**

The Spatial Strategy contained within the Chelmsford Pre-Submission Local Plan is considered sound i.e. positively prepared, justified, effective and consistent with national policy and legislation. It is also supported by a comprehensive, proportionate and robust evidence base.

An appropriate and robust SA/SEA has been undertaken throughout the preparation of the Local Plan in an iterative and consultative manner which has led to the Local Plan containing the most appropriate and sustainable strategy for development and growth.

## 5. Strategic Priorities, Vision and Spatial Principles

The Strategic Priorities, Vision and Spatial Principles within the Chelmsford Pre-Submission Local Plan provide a robust and sound strategic framework.

## 6. Strategic Policies

The Chelmsford Pre-Submission Local Plan contains a suite of sound Strategic Policies. These are supported by a sound and robust evidence base that delivers the Strategic Priorities and Vision, and that are in accordance with the Spatial Principles.

### Location 2 – West Chelmsford

The site allocation policy for West Chelmsford sets out the amount and type of development expected to be provided together with specific supporting infrastructure and other requirements needed.

The parties for the site agree to the following main principles:

#### *Development and masterplanning principles*

- The extent of the site allocation boundary as shown as Site 2 on the Pre-Submission Local Plan Policies Map (Map 1 – Chelmsford Urban Area) and attached at **Appendix 1**. An area of land to the west of the site is allocated for recreational use/Sustainable Urban Drainage. It is within Crest's ownership but lies outside of the site allocation boundary to ensure the delivery of appropriate landscape buffering and amenity space
- That the site as shown at **Appendix 1** is suitable, available and achievable
- The amount and type of development i.e. around 800 new homes within the plan period of mixed size and type including affordable housing and specialist residential development
- Deliver affordable housing in accordance with the requirements of the adopted Local Plan and adopted Policy HO2 (see section 10)
- The site masterplanning principles and the need to prepare a masterplan to be approved by CCC. A PPA has been entered into with CCC which will guide the content, timing, preparation and consultation of the masterplan. A copy of the signed PPA is attached at **Appendix 3**. Crest has been advancing with masterplanning the site in accordance with the Council's masterplan procedure. The most recent Masterplan documents are attached at Appendix 4.
- 5 serviced Travelling Showpersons plots provided on 1 ha of land in a location to be agreed through the masterplan process
- The delivery period of between 2021/22 and 2027/28 and the completion rate contained within the Housing Trajectory as set out in the Council's Schedule of Additional Changes (see below)

#### *Infrastructure*

- The supporting on-site development and site infrastructure requirements including a new neighbourhood centre
- Land (circa 2.1 hectares) for a co-located primary school and early years and childcare nursery and the total cost of physical scheme provision with delivery through the Local Education Authority

- Land (circa 0.13) for a stand-alone early years and childcare nursery and contributions towards the cost of physical scheme provision or contributions towards an off-site facility, to be determined by the Local Education Authority The provision of two adult football pitches overlaid with a cricket pitch, and one junior football pitch on the land to the west of the site allocated for recreational use/Sustainable Urban Drainage.
- The main vehicular, cycle and walking routes and access points, and measures to maximise sustainable transport as set out in Stage 1 of the Masterplanning documents at **Appendix 4**
- Provision of a new dedicated bus, cycle and pedestrian link into the existing Chelmsford Urban Area

#### *Design and layout*

- The delivery of a high-quality comprehensively-planned sustainable neighbourhood
- The delivery of growth alongside a network of green infrastructure, habitat mitigation and creation and a coherent network of public open space, formal and informal sport and recreation and community space within the site

#### *Development requirements*

- Mitigate the visual impact of the development
- Enhance the historic environment
- Undertake an Archaeological Assessment
- Provision of suitable SUDS and flood risk management
- Provision of appropriate local and strategic road network improvements as required by the Local Highways Authority
- Appropriate Financial contributions to secondary education provision as required by the Local Education Authority
- Appropriate Financial contributions towards community facilities such as healthcare provision as required by the NHS/CCG

## **7. Delivery**

The Chelmsford Pre-Submission Local Plan is supported by robust modelling which tests traffic (EB 026, EB 027, EB 029, EB 031, EB 032, EB 033 and TP 003), flood and water cycle impacts (EB 106A-I and EB 107B). These demonstrate that there are no over-riding issues and constraints to the development site.

The Chelmsford Pre-Submission Local Plan is supported by robust infrastructure modelling contained within the Infrastructure Delivery Plan Update (EB 018B) and together with all other policy requirements have been the subject of appropriate viability testing (EB 082A and EB 082B).

Set out below are broad timescales for delivery. These are subject to masterplan and planning application requirements including public consultation and the relevant assessments being undertaken:

- Planning application submitted early 2019
- Infrastructure works, including main vehicular accesses from the A1060, commence early 2020 following permission granted in 2019
- House building commences Autumn 2020
- First completions 2021/22
- Assumed average delivery of 120 homes per year until 2027/28



- Serviced sites for the neighbourhood centre and primary schools are expected to be available early in the development period due to their location close to the main site access points

## **8. Council's Schedule of Additional and Minor Changes**

The parties agree to all the proposed changes related to the West Chelmsford site allocation as set out in the Schedule of Additional Changes (SD 002) and Schedule of Minor Changes (SD 003) to the Chelmsford Pre-Submission Local Plan including changes AC106 -108 and MC9-10 to the site allocation policy and reasoned justification.

All parties consider that these changes do not go to soundness of the Local Plan and instead provide an up-to-date position and improve clarity and consistency. The proposed changes overcome some of the concerns raised by Crest in their Regulation 19 representation.

## **9. Conclusion**

All parties agree that the West Chelmsford Strategic Growth Site 2 is deliverable within the plan period, in a suitable location for development and is viable. There are no over-riding issues and constraints to bringing forward this development site in accordance with the Chelmsford Local Plan.

## **10. Outstanding Matters**

The following main outstanding matter remains between the parties:

- The evidence base supporting the provision of 35% affordable housing as set out in Policy HO2 of the submitted Local Plan. Further details contained in Crest's Regulation 19 representation

## **11. Appendices**

1. Extract from Pre-Submission Local Plan (Map 1)
2. Map showing the extent of the land Crest has an option on
3. Signed PPA
4. Stage 1 Masterplan outputs

**Signatories:**

*Jeremy Potter*

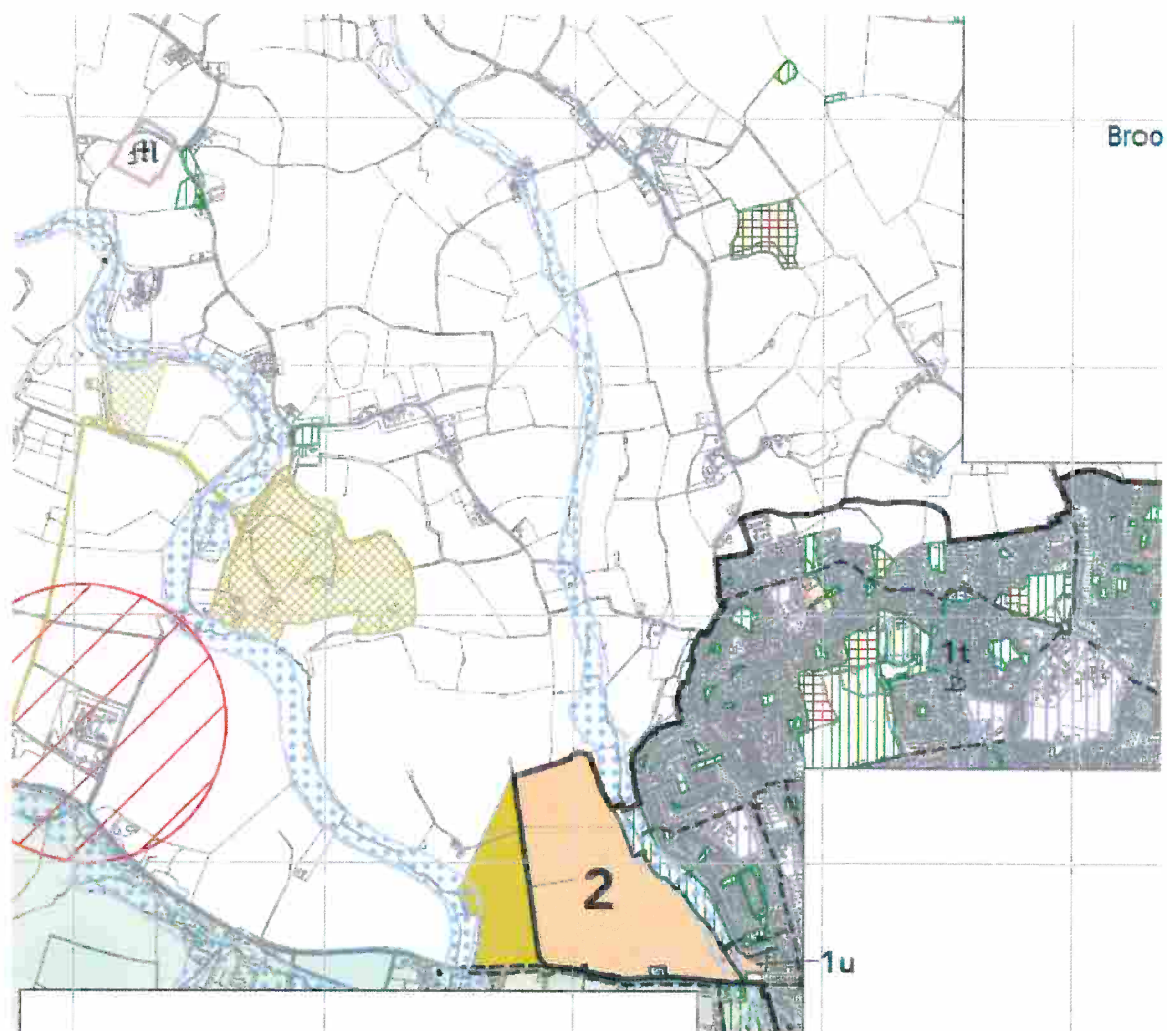
Planning and Strategic Housing Policy Manager  
Chelmsford City Council

*Hollie Stacey*

Senior Planning Manager  
Crest Nicholson

## Appendix 1 – Extract from Pre-Submission Local Plan (Map 1)

## Appendix 1 – Extract from Pre-Submission Local Plan (Map 1)





## Appendix 2 – Map showing the extent of the land Crest has an option on



Crest Option Area and the Warren Farm Allocation Area  
Warren Farm, Chelmsford

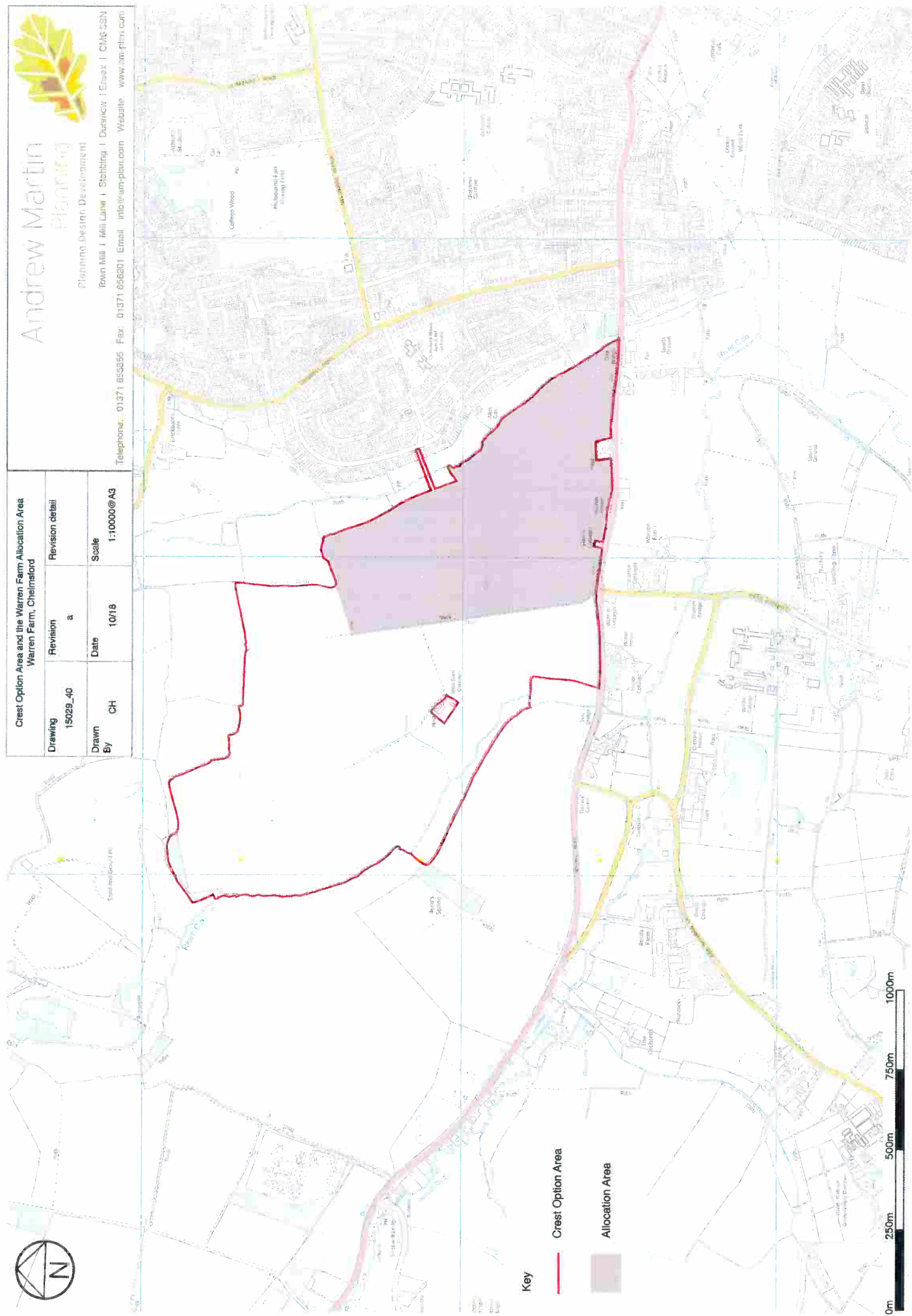
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OH	10/18	1:10000@A3



Andrew Martin  
Planning

Planning Design Development

Town Mill | Mill Lane | Stobbing | Dunstons | Essex | CM6 3SN  
Telephone: 01371 855355 Fax: 01371 856201 Email: info@am-plan.com Website: www.am-plan.com



Key

— Crest Option Area

Allocation Area

0m 250m 500m 750m 1000m

## Appendix 3 – Signed PPA

**WARREN FARM**

**MASTERPLAN PLANNING PERFORMANCE AGREEMENT**

The Planning Performance Agreement (PPA) is made on the **15 June 2018** and is between:

- (1) **Chelmsford City Council** – the local planning authority (CCC)
- (2) **CREST NICHOLSON OPERATIONS LIMITED** - the developer(s) of the site
- (3) The masterplan PPA concerns the site to be referred to as **WARREN FARM, CHELMSFORD**

**1. Introduction**

- 1.1. CCC is the local planning authority for the site known as **WARREN FARM**, allocated in the Chelmsford Local Plan under **STRATEGIC GROWTH SITE 2**
- 1.2. **CREST NICHOLSON OPERATIONS LIMITED** intends to submit a masterplan for the site in accordance with the Council's masterplan procedure (schedule 4) as approved by the Council's Development Policy Committee on 8<sup>th</sup> March 2018.
- 1.3. The PPA sets out that **CREST NICHOLSON OPERATIONS LIMITED** will pay the fee of **£33,000 (inc VAT)** as set out in schedule 8 for the commitment of the resources by CCC as set out in the PPA for the preparation and subsequent approval of the masterplan.

**2. Shared Vision and Objectives for the masterplan process**

**2.1. Shared objectives:**

- a. All parties of the PPA are committed to working together in good faith and working in a transparent and consistent manner in order that outcomes can be anticipated, defined and understood.
- b. All parties of the PPA shall work collaboratively at each stage of the masterplan process to agree as much common ground as reasonably possible to ensure the progression of the masterplan.
- c. All parties of the PPA shall deliver and meet their commitments required of the masterplan process as set out at schedules 4 and 7.
- d. The masterplan process should be progressed as quickly and efficiently as possible in accordance with the programme herein.
- e. The masterplan should reflect the Masterplan Framework as set out in Schedule 5, site specific content of Local Plan Policy **STRATEGIC GROWTH SITE 2** and general policy requirements and standards of the Local Plan.
- f. The masterplan extent should reflect the site allocation as shown in Local Plan Policies Map.

- g. The masterplan extent should respond to the local area and its requirements and constraints.
- h. The masterplan should respond to local community objectives wherever possible and viable.

### **3. Purpose of a Planning Performance Agreement**

- 3.1. The developer and CCC recognise that the development allocation will give rise to a wide range of planning issues and acknowledge that the timescales for implementation require collaborative working and the approval of the masterplan at Executive Cabinet in a timely fashion.
- 3.2. The Developer and CCC enter the PPA to:
  - a. Work collaboratively on achieving a successful development, through all the stages of the masterplan procedure and subsequent approval at Executive Cabinet.
  - b. Agree performance undertakings (see Schedules 1 and 2) in relation to progress on all stages of the masterplan process and subsequent approval at Executive Cabinet.
  - c. To identify key determining issues, and agree steps to resolve them wherever possible.
  - d. Establish and maintain a positive working relationship between the developer team and LPA with clear lines of communication, informal and formal decision making, and regular review of the project programme.
- 3.3. The agreement shall not restrict or inhibit CCC from properly exercising its role as the local planning authority.
- 3.4. The agreement shall not restrict the creative process of masterplanning and the Developer's right to put forward their masterplanning concepts for consideration.

**NOTE: This PPA does not guarantee the developer will secure approval for a masterplan from the Council. All masterplans are subject to Officers recommending the masterplan for consideration at a meeting of the Council's Executive Cabinet and having approval granted by the Cabinet.**

### **4. Operation of the PPA**

- 4.1. CCC and the Developer will keep to this agreement throughout the stages of the masterplan procedure (schedule 4) until approval of the masterplan at Executive Cabinet.
- 4.2. CCC and the Developer will use their reasonable endeavours to comply with their respective performance undertakings, and work together to progress through the stages of the masterplan process in a timely fashion.
- 4.3. The PPA may be reviewed between the Parties.



- 4.4. Both parties will act with complete fairness and good faith towards each other in respect of all matters in preparation of the masterplan and work together in complying with their obligations under this agreement.
- 4.5. Amendment to the PPA and revision of timescales may be agreed between the parties, so the agreement remains responsive to progress.
- 4.6. Should the case arise, prior to withdrawal from the PPA by either party, a meeting shall be arranged between the key contacts as set out in paragraph 5.2.

## 5. Steering Group

- 5.1. The PPA seeks to ensure effective communications between CCC and **Crest Nicholson Operations Limited** during Stages 0-3 of the masterplan process. The key contacts (see schedule 3) for the purposes of this agreement will be as follows:

For the Council:

- Matthew Perry – Senior Planning Officer, Strategic Development (CCC)
- Andy Bestwick – Implementation Lead, Economic Development & Implementation (CCC)

For the Developer:

- **Bob Sellwood – Planning Consultant, Sellwood Planning**
- **Hollie Stacey – Senior Planning Manager, Crest Nicholson**

- 5.2. Should the PPA not be working effectively and in accordance with the project plan, a review will take place at strategic level to resolve any problematic issues. The review will be undertaken by the following - **David Green for the City Council, and Rebecca Warren for Crest Nicholson Operations Limited**. The key contacts (see Schedule 3 for details) will be as follows:

For the Council: David Green, Director of Sustainable Communities

For the Developer: **Rebecca Warren, Planning Director**

## **SCHEDULE 1**

### **CCC's Performance Undertakings**

#### **Stage 0:**

- a. Designate specific officers from Planning Policy, Development Management and Urban Design who will be the primary contact points throughout the process and who will carry out the functions in accordance with this agreement. The Development Management Officer(s) will be the main co-ordinator to ensure effective communication between all parties.
- b. To produce an initial Masterplan Framework and supporting plans providing, amongst other matters, brief site analysis and design parameters.

#### **Stage 1:**

- c. To work collaboratively with the developer in providing informal and without prejudice guidance and feedback on all masterplanning matters.
- d. To seek to engage internal and external consultees appropriate to the site and this stage, including follow up with internal and external consultees to encourage a response within a reasonable timescale. External consultees may charge a separate fee for their advice during the masterplan process.
- e. To seek to engage in a focussed consultation with local ward members, Parish/Town Council and community interest groups/neighbourhood planning groups relevant to the site. The consultation period shall be three weeks where the relevant consultees may submit comments on the initial masterplan.
- f. To advise on the evidence required to support the masterplan. For example, Transport Modelling, Flood Risk Assessment, Ecology Assessment, Landscape Assessment, Sustainability Appraisal.
- g. To advise whether the site will be subject to a Design Review following the approval of a masterplan and prior to the submission of any planning applications.
- h. Respond substantively to all faxes, emails, letters and telephone calls within 7 working days of receipt; where circumstances beyond the reasonable control of CCC prevent meeting this undertaking, the identified designated Officer(s) shall notify the developer.

#### **Stage 2:**

- i. To agree with the developer the number, dates and locations of public exhibitions to be held by the developer. The level of information available at the exhibitions shall be agreed between CCC and the developer.
- j. To carry out formal consultation within a reasonable timescale of the developer confirming public exhibition sites have been secured *and* receipt of all information with local interests, national stakeholders including the Environment Agency, Historic England, Network Rail, Essex County Council (Highways, Education etc), and

Natural England etc in respect of the masterplan application and to ensure all issues raised are addressed and resolved. To proactively manage the timely response of consultees.

- k. To produce a summary of all representations and main issues within a reasonable timescale following the close of the consultation period to be used for the basis for amendments to the masterplan. This is subject to review between CCC and the developer should relevant stakeholder responses have not been received.
- l. To work collaboratively with the developer and relevant stakeholders on changes to the masterplan following public consultation and representations raised.
- m. To work collaboratively towards agreeing in principle a final masterplan to be presented to the Executive Cabinet.

Stage 3:

- n. To prepare a consultation feedback report following finalisation of the masterplan agreed in principle. This shall detail the level of responses received from the consultation, the main issues and the amendments made to the masterplan following the consultation.
- o. Where a final masterplan has been agreed in principle and no further information is required from the developer, CCC will notify the developer no later than 10 working days prior to any meeting of the Executive Cabinet at which the masterplan will be discussed and/or considered and to provide the developer with a copy of any report to the Executive Cabinet at that time.

## **SCHEDULE 2**

### **The Developer's Performance Undertakings**

#### **Stage 0:**

- a. To notify the Council of their intention to enter into the masterplan process.
- b. To use the Masterplan Framework produced by CCC as the basis for masterplan preparation.

#### **Stage 1:**

- c. To submit an initial masterplan to CCC for the site.
- d. To work collaboratively with CCC to negotiate and evolve masterplan content.
- e. To work proportionately with local ward members, Parish/Town Council and community interest groups/neighbourhood planning groups relevant to the site and where considered appropriate by CCC agree to direct communication with such groups through email, letter, telephone correspondence or meeting.
- f. To use reasonable endeavours to liaise with relevant agencies such as Environment Agency, Historic England, Network Rail, Essex County Council (Highways, Education etc), and Natural England etc. and to involve CCC where appropriate.
- g. To whenever possible address any concerns raised by representations to the Local Plan prior to the submission of a masterplan pre-application to the CCC.
- h. To provide CCC with such additional information as may be requested within 5 working days of such written request from CCC (or such other time period as may be agreed) in order to enable CCC to discharge its responsibilities.
- i. To provide to CCC prior to any meeting, where reasonable, all substantive and relevant documents which are relevant to that meeting and which relate to any relevant action points or agenda item identified.
- j. To provide to CCC within 10 working days of any meeting the minutes or action points arising from that meeting.
- k. Payment of **£33,000 (inc VAT)** to Chelmsford City Council following the signed agreement of the PPA for masterplanning process as set out in schedule 8.

#### **Stage 2:**

- p. To submit a masterplan application to CCC for the site.
- q. To agree with CCC the number, dates and locations of public exhibitions to be held by the developer. The level of information available at the public exhibitions shall be agreed between the developer and CCC.

- r. To confirm that public exhibition locations have been secured, nature of publicity and to carry out public exhibitions as agreed with CCC.
- s. To encourage written/electronic responses from the public engagement and provide a copy of those responses and an account of how the masterplan addresses the points raised within 10 working days of the public exhibition.
- t. To provide CCC with such additional information as may be requested within 5 working days of such written request from CCC (or such other time period as may be agreed) in order to enable CCC to discharge its responsibilities.
- u. To provide to CCC prior to any meeting and where reasonable, all substantive and relevant documents which are relevant to that meeting and which relate to any relevant action points or agenda item identified.
- v. To provide to CCC within 10 working days of any meeting the minutes or action points arising from that meeting.
- w. To work collaboratively with CCC and relevant stakeholders on changes to the masterplan following public consultation and representations raised.
- x. To work collaboratively towards agreeing in principle a final masterplan to be presented at Executive Cabinet.

Stage 3:

- y. To provide CCC with such additional information as may be requested within 5 working days of such written request from CCC (or such other time period as may be agreed) in order to enable CCC to discharge its responsibilities under stage 3.



**SCHEDULE 3****The Project Team**

Both parties have agreed to use their reasonable endeavours to ensure that the masterplan is progressed in accordance with the Planning Performance Agreement with the following Project Team.

<b>1. Project Team</b>		
<b>CCC Core Team</b>		
<b>Name</b>	<b>Position &amp; Role</b>	<b>Contact Details</b>
Matthew Perry*	Development Management Officer(s)	<a href="mailto:matthew.perry@chelmsford.gov.uk">matthew.perry@chelmsford.gov.uk</a>
Luke Worsfold		<a href="mailto:luke.worsfold@chelmsford.gov.uk">luke.worsfold@chelmsford.gov.uk</a>
Laura Percy	Planning Policy Officer(s)	<a href="mailto:laura.percy@chelmsford.gov.uk">laura.percy@chelmsford.gov.uk</a>
Gemma Nicholson		<a href="mailto:gemma.nicholson@chelmsford.gov.uk">gemma.nicholson@chelmsford.gov.uk</a>
Andy Bestwick	Urban Design Officer(s)	<a href="mailto:andy.bestwick@chelmsford.gov.uk">andy.bestwick@chelmsford.gov.uk</a>

<b>CCC Partners</b>		
<b>Name</b>	<b>Position &amp; Role</b>	<b>Contact Details</b>
Hilary Gore	ECC Highways Advice	<a href="mailto:hilary.gore@essex.gov.uk">hilary.gore@essex.gov.uk</a>
Tim Roper Anthony Sach	Ward Councillors	
	Neighbourhood planning group	
Writtle Parish Council	Parish/Town Council	<a href="mailto:clerkwrittlepc@btconnect.com">clerkwrittlepc@btconnect.com</a>
Writtle Neighbourhood Plan	Neighbourhood Planning Group	<a href="mailto:WrittleNP@gmail.com">WrittleNP@gmail.com</a>

\*Identified point of contact

<b>Developer Team Core Team</b>		
Name	Position & Role	Contact Details
Hollie Stacey	Crest Nicholson Senior Planning Manager	07748622711 <a href="mailto:Hollie.stacey@crestnicholson.com">Hollie.stacey@crestnicholson.com</a>
Elizabeth Orchard	Crest Nicholson Senior Technical Manager	07471 147 575 <a href="mailto:Elizabeth.orchard@crestnicholson.com">Elizabeth.orchard@crestnicholson.com</a>
Bob Sellwood	Planning Consultancy Contact Selwood Planning	07801 321162 <a href="mailto:bob@sellwoodplanning.com">bob@sellwoodplanning.com</a>

<b>Developer Design Team (The Council is to be notified of any additions or amendments to the design team as they arise)</b>		
Name	Position & Role	Contact Details
Ian Dix	Strategic Highways Contact Vectos Director	07811 166 257 <a href="mailto:ian.dix@vectos.co.uk">ian.dix@vectos.co.uk</a>
Patrick West	Principle Transport Planner	07816 966 701 <a href="mailto:Patrick.west@vectos.co.uk">Patrick.west@vectos.co.uk</a>
Michelle Pitt	Strategic Utilities and Infrastructure Implementation Contact Senior Engineer TDS	07508 652758 <a href="mailto:Michelle.Pitt@t-d-s.com">Michelle.Pitt@t-d-s.com</a>
Amy Hensler	Director of Flood Risk Peter Brett Associates	07884 653366 <a href="mailto:ahensler@peterbrett.com">ahensler@peterbrett.com</a>
Alistair Baxter	Ecology Consultant Contact Director	0787 6232615 <a href="mailto:alistair.baxter@aspect-ecology.com">alistair.baxter@aspect-ecology.com</a>
Poppy McVail	Principal Ecologist	01295 276066 <a href="mailto:poppy.mcvail@aspect-ecology.com">poppy.mcvail@aspect-ecology.com</a>
Andrew Martin	Masterplanner Contact Director AMP	07908 823605 <a href="mailto:Andrew@am-plan.com">Andrew@am-plan.com</a>

Paul Gibbs	Landscape Architects Contact  Director David Jarvis Associates	07795 180499 <a href="mailto:paulgibbs@davidjarvis.biz">paulgibbs@davidjarvis.biz</a>
Dr Richard Curtis	Arboricultural Consultancy Contact	<a href="mailto:richard.curtis@aspect-arboriculture.com">richard.curtis@aspect-arboriculture.com</a>

**SCHEDULE 4****Masterplan procedure****Masterplan Procedure for Local Plan Development Allocations to 2036****1. Background**

1.1 The Spatial Strategy of the Local Plan is set out in Strategic Policy S9. Strategic Policy S9 identifies development allocations up to 2036 in three Growth Areas. The sites allocated vary in scale and type and are categorised as shown below:

<b>Site Type</b>	<b>Threshold</b>
Strategic Growth Sites	Housing and/or mixed used sites for 100 or more new homes
Growth Sites	Residential sites of less than 100 new homes
Opportunity Sites	No threshold
Existing Commitments	10 new homes or above
Employment Sites	No threshold

1.2 Both Strategic Policy S9 and paragraph 7.5 of the Local Plan state that for larger Strategic Growth Sites the Council will expect a masterplan for each site to be submitted for approval. This is to ensure the site is developed in the manner in which it is intended to help deliver the Spatial Strategy.

1.3 Where there is a requirement for a site to be masterplanned, this is specified in the policy for the site allocation (a list of all the sites is set out below).

1.4 It is necessary to establish masterplanning procedures to guide masterplan preparation and approval. The procedure will set out the obligations on the part of both the developer/promoter and the Council, the extent of engagement with stakeholders and the public and, once finalised, the status of masterplans.

1.5 Masterplans are separate from the planning application process. An approved masterplan must be in place for the relevant site prior to the submission of any planning application.

1.6 Set out below is the process of approving masterplans.

Stage	Developer	Council
Stage 0	<ul style="list-style-type: none"> <li>Developer/promoter notifies the Council that they would like enter in to the masterplan process</li> </ul>	<ul style="list-style-type: none"> <li>The Council produces a Masterplan Framework. This sets out what information and analysis should be included in the masterplan for the site. This is required to be used as a basis for Stage 1, the submission of a masterplan pre-enquiry.</li> </ul>
	<ul style="list-style-type: none"> <li>This stage triggers the process of the developer/promoter and the Council entering into a Planning Performance Agreement. It will be tailored to the scale of the site, i.e. larger sites are likely to have a longer project programme, additional consultees etc. Where a site includes multiple parcels of land (Strategic Growth Site 1a as an example), it is required that the developer/promoter of each parcel is signed up to the agreement. However, the obligations of the individual developer/promoter will be subject to the availability of the individual sites. In line with the Strategic Growth Site 1a policy, this allows sites to come forward independently as they become available but masterplanning principles can still be established.</li> <li>The PPA will cover all the stages of the masterplanning, from the initial notification to the final stage of the document being adopted by the Council as approved guidance. It will not include any subsequent pre-application discussions/ planning application following approval of a masterplan.</li> <li>The extent of masterplanning and level of detail will vary from site to site with the Council giving due consideration to the scale of the site and development. This will be reflected in the PPA.</li> </ul>	
	<p><b>Sites requiring masterplans as identified in the Local Plan</b></p> <ul style="list-style-type: none"> <li>➤ Strategic Growth Site 1a –Chelmer Waterside Allocations (CW1a, CW1b, CW1c, CW1d, CW1e, and CW1f)</li> <li>➤ Strategic Growth Site 1c – North Gloucester Avenue (John Shennan, Chelmsford</li> <li>➤ Strategic Growth Site 2 – West Chelmsford (Warren Farm)</li> <li>➤ Strategic Growth Site 3a – East Chelmsford (Manor Farm)</li> <li>➤ Strategic Growth Site 3b – East Chelmsford – Land North of Maldon Road (Employment) (Joint 3a-3d)</li> <li>➤ Strategic Growth Site 3c – East Chelmsford – Land North of Maldon Road (Joint 3a-3d)</li> <li>➤ Growth Site 3d – East Chelmsford – Land North of Maldon Road (Residential) (Joint 3a-3d)</li> <li>➤ Strategic Growth Site 4 – North East Chelmsford</li> <li>➤ Strategy Growth Site 5a – Great Leighs – land at Moulsham Hall (Joint 5a-5c)</li> <li>➤ Strategy Growth Site 5b – Land East of London Road (Joint 5a-5c)</li> <li>➤ Strategy Growth Site 5c – Land North and South of Banter's Land (Joint 5a-5c)</li> <li>➤ Strategy Growth Site 6 – North of Broomfield</li> <li>➤ Strategy Growth Site 7 – North of South Woodham Ferrers</li> </ul>	



	<p>Some of the above sites have existing masterplans/design briefs. The Council will review and consider whether they are relevant and/or still up-to-date to determine whether further masterplanning is required and whether the masterplan process can be adapted to take account of them.</p>
Stage 1	<ul style="list-style-type: none"> <li>Developer/promoter submits masterplan pre-application enquiry to the Council</li> <li>Enquiry is registered by the Council (suffix reference MAS/PE). At this stage the documents are subject to a focused consultation (see below)</li> </ul>
	<p>The developer/promoter and Council engage in pre-application negotiations. These should include but are not limited to;</p> <ul style="list-style-type: none"> <li>- Requiring the masterplan area to reflect the Policies Map</li> <li>- Requiring the masterplan to reflect the development principles set out in the Strategy Growth Site Policy for the area</li> <li>- Engagement with relevant stakeholders. This is likely to include statutory bodies, service providers, local transport authority and local organisations such as Parish/Town Councils, neighbourhood plan groups etc. Initial consultation will be more focused than a general public consultation. However, local representatives should be involved at this stage.</li> <li>- Supporting evidence required. This may include transport modelling, Flood Risk Assessment, Habitats Regulations Assessment, Landscape Assessment, Sustainability Appraisal</li> <li>- Design Review process which is likely to occur prior to the submission of a planning application. The following sites will be subject to a Design Review: <ul style="list-style-type: none"> <li>➤ GS1a – Chelmer Waterside</li> <li>➤ SGS2 – West Chelmsford</li> <li>➤ SGS3a – East Chelmsford (Manor Farm), 3b – East Chelmsford – Land North of Maldon Road (Employment), 3c – East Chelmsford – Land South of Maldon Road &amp; 3d – East Chelmsford – Land North of Maldon Road (Residential)</li> <li>➤ SGS4 – North East Chelmsford</li> <li>➤ SGS5a – Great Leighs – Land at Moulsham Hall, 5b – Great Leighs – Land East of London Road, 5c – Great Leighs – Land North and South of Banters Lane</li> <li>➤ SGS6 – Land North of Broomfield</li> <li>➤ SGS7 – North of South Woodham Ferrers</li> </ul> </li> </ul>
	<p><b>Why is the masterplan not available to the wider public at stage 1?</b></p> <p>The purpose of pre-application negotiations is to ensure the masterplan responds to the vision and principles for the site to ensure the delivery of the Spatial Strategy. Site promoters may submit an initial masterplan that is not consistent with the Spatial Strategy and needs substantial reworking.</p>

	<p style="text-align: center;"><b>Purpose of masterplans</b></p> <p>Master plans are high level documents setting out the Council's strategic approach to development. They will be used to create excellent places to live, work and enjoy that respond to the unique site circumstances. The masterplan should deliver a framework in enough detail to define predictable outcomes but with sufficient flexibility to allow creative responses from developers/promoters.</p> <p>As a minimum masterplans should include:</p> <ul style="list-style-type: none"><li>- A vision for the new place</li><li>- Site and context analysis</li><li>- Movement structure</li><li>- Infrastructure strategy – energy, water, waste water, SUDS, broadband</li><li>- A framework for landscape, spaces and public realm</li><li>- Land use and developable areas</li><li>- Building heights</li><li>- Design code</li><li>- Delivery and phasing</li><li>- Site specific issues – eg heritage, contamination, flood risk, important views, etc</li></ul> <p>The level of detail will reflect the scale of the site and development.</p>
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Stage 2	<ul style="list-style-type: none"> <li>Developer/promoter submits a masterplan application</li> <li>Masterplan is registered by the Council (suffix reference MAS). Documents are publicly available in accordance with consultation procedures (see below)</li> </ul>	
	<p style="text-align: center;"><b>Consultation procedure</b></p> <ul style="list-style-type: none"> <li>Prior to the masterplan being publicly available, the developer/promoter and the Council will agree the number, dates and location of public exhibitions.</li> <li>For development allocations of less than <u>250 homes</u> an exhibition will not be required unless otherwise advised by the Council.</li> <li>The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council's website.</li> <li>The Council to produce site notices and neighbour notifications (the extent of notification area to be agreed) advising of public exhibition dates and locations and how to submit comments on the masterplan.</li> <li>The Council will consult local neighbourhood groups, Parish/Town Councils etc.</li> </ul>	
		<ul style="list-style-type: none"> <li>Representations are summarised and main issues identified</li> </ul>
	<ul style="list-style-type: none"> <li>Amendments made to masterplan following consultation and discussions with the Council and relevant stakeholders</li> </ul>	
Stage 3*		<ul style="list-style-type: none"> <li>Consultation report published detailing; <ul style="list-style-type: none"> <li>Level of responses</li> <li>Type of comments received</li> <li>Amendments made to the masterplan to reflect community involvement</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>Masterplan to be approved at Executive Cabinet as Council approved guidance</li> </ul>
	<p>*In most circumstances only one public consultation will be necessary. However, if significant changes are required following the first consultation, it is likely that a second consultation is needed to ensure the public have the opportunity to comment. The Council will make an assessment on a site by site basis.</p>	

## **2. Status of Masterplans**

2.1 Masterplans will be significant material considerations to the Local Plan to ensure Strategic Growth Sites deliver the Spatial Strategy.

2.2 Approved masterplans will sit alongside the Local Plan once adopted and will form part of the planning framework for Strategic Growth Sites but will not form part of the statutory development plan. They will not be subject to Independent Examination.

2.3 Approved masterplans will form part of planning applications and be a key reference document. However, masterplans and the masterplan process do not override statutory requirements of the planning application process, specifically consultation to statutory consultees and members of the public.

### **SCHEDULE 5**

#### **Masterplan Framework (and supporting plans)**

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**SCHEDULE 6**

**Site Plan**

**INSERT DOCUMENT**



**SCHEDULE 7****Masterplan timetable****Chelmsford Local Plan 2021-2036****Strategic Growth Sites****Master plan indicative timeline template**

	<b>Weeks 1-6</b>	<b>Weeks 7-22</b>	<b>Weeks 23-32</b>	<b>Weeks 33-36</b>	<b>Weeks in Total</b>
<b>Stage 0</b> <ul style="list-style-type: none"> <li>Formal approach from developer to commence negotiation</li> <li>CCC, ECC &amp; developer enter into PPA</li> <li>CCC &amp; ECC undertake desk top survey and analysis work</li> <li>CCC produces Masterplan Framework document</li> </ul>	<b>6</b>				<b>36</b>
<b>Stage 1</b> <ul style="list-style-type: none"> <li>Developer submits Master Plan, including background technical evidence</li> <li>CCC &amp; ECC assess Masterplan in light of Local Plan requirements and Masterplan Framework</li> <li>Focussed engagement with statutory bodies, parish councils, neighbourhood plan groups</li> <li>Parties undertake negotiations, including meetings and workshops</li> <li>Masterplan amended in light of negotiations</li> <li>Masterplan agreed at officer level</li> </ul>		<b>16</b>			
<b>Stage 2</b> <ul style="list-style-type: none"> <li>Developer submits Masterplan for approval</li> <li>Public consultation exercise undertaken</li> <li>Engagement with stakeholders</li> <li>Masterplan amended in light of consultation and stakeholder responses</li> </ul>			<b>10</b>		
<b>Stage 3</b> <ul style="list-style-type: none"> <li>CCC to prepare consultation report</li> <li>Masterplan to be approved by Executive Cabinet as approved guidance</li> </ul>				<b>4</b>	

**Notes**

CCC – Chelmsford City Council Local Planning Authority

ECC – Essex County Council Local Highway Authority



**Schedule 8****Planning Performance Fee Schedule****MASTERPLAN PLANNING PERFORMANCE AGREEMENT FEE SCHEDULE**

<b>Fee</b>	<b>Stage</b>	<b>Schedule of work</b>
£10,000	Setting up of masterplan procedure (Stage 0)	<ul style="list-style-type: none"> <li>• Preparing of masterplan PPA and related discussions</li> <li>• Analysis of main issues raised as part of Local Plan consultation process</li> <li>• Site analysis, research, internal consultation and collaboration, consultation with statutory undertakers, preparation of draft parameter plans and preparation of Masterplan Framework as part of Stage 0 of masterplan process</li> </ul>
£10,000	Stage 1	<ul style="list-style-type: none"> <li>• Includes 5 key meetings broadly comprising;               <p><b>Meeting 1. Inception/concepts and objectives</b></p> <ul style="list-style-type: none"> <li>- This is an introductory meeting to set out parameters of the masterplan procedure, key contacts, agenda and timing of subsequent meetings, objectives, visions etc.</li> </ul> <p><b>Meeting 2. Scoping</b></p> <ul style="list-style-type: none"> <li>- This meeting includes overall site analysis, key masterplan concepts, information requirements, further evidence etc.</li> </ul> <p><b>Meeting 3. Community workshop</b></p> <ul style="list-style-type: none"> <li>- Collaborative workshop with developers/promoters, CCC masterplan team, stakeholders, neighbourhood planning groups, local ward members etc.</li> </ul> <p><b>Meeting 4. Iteration/masterplan reworking</b></p> <ul style="list-style-type: none"> <li>- Follows outcomes from the workshops, additional modelling/assessments, responses from consultees, further discussions with key stakeholders</li> </ul> <p><b>Meeting 5. Finalisation</b></p> <ul style="list-style-type: none"> <li>- Finalise masterplan and resolve any outstanding issues prior to progressing on to Stage 2.</li> </ul> </li> </ul>

£5,500	Stage 2	<ul style="list-style-type: none"> <li>• Masterplan consultation (public exhibitions responsibility of developer/promoter) and post consultation assessment of representations and main issues</li> <li>• Includes 2 meetings broadly comprising;                <b>Meeting 1. Post consultation</b> <ul style="list-style-type: none"> <li>- Discuss outcome of masterplan consultation and proposed amendments</li> </ul>   <b>Meeting 2. Final masterplan</b> <ul style="list-style-type: none"> <li>- Finalise masterplan and resolve any outstanding issues prior to progressing on to Stage 3</li> </ul> </li> </ul>
£2,000	Stage 3	<ul style="list-style-type: none"> <li>• Preparation of consultation feedback report</li> <li>• Preparation of Development Policy Committee report and accompanying appendices</li> <li>• Finalisation and publication post Committee</li> </ul>

**Charge for additional meetings - £2,000**

**External consultee fees**

Essex County Council Education

Per officer = £55 + VAT per hour.

If meetings are away from Chelmsford travel time will be charged for at the same rate.

Signed by Robin Hoyles for and on behalf of Crest Nicholson Operations Limited

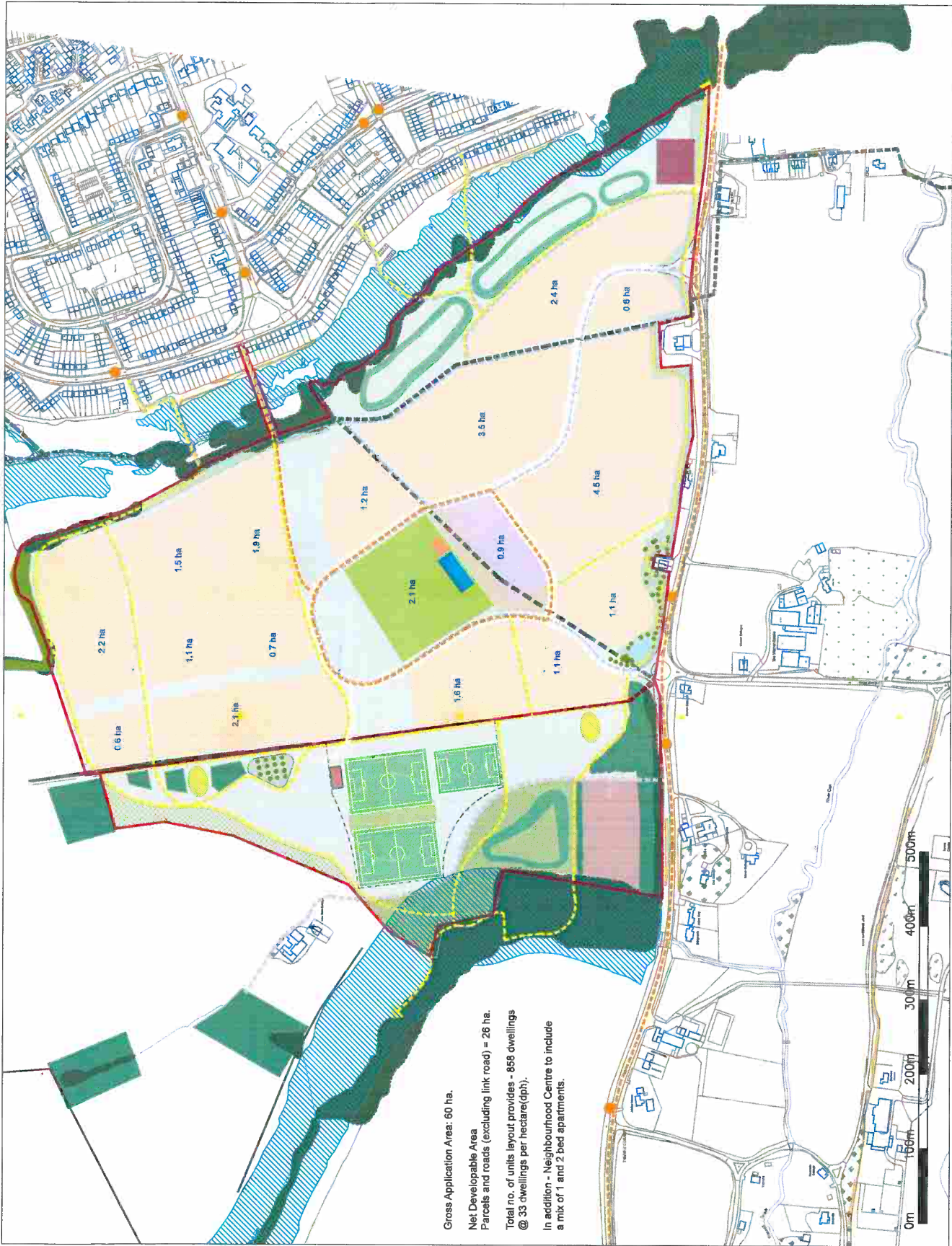
Group Land & planning Director

Signed by Keith Holmes AND Jeremy Potter for and on behalf of Chelmsford City Council as  
local planning authority

Head of Development Management, CCC

Planning and Strategic Housing Policy Manager, CCC

Appendix 4 – Stage 1 Masterplan outputs



Gross Application Area: 60 ha.  
Net Developable Area  
Parcels and roads (excluding link road) = 26 ha.  
Total no. of units layout provides - 858 dwellings  
@ 33 dwellings per hectare(dph).  
In addition - Neighbourhood Centre to include  
a mix of 1 and 2 bed apartments.

- Allocation boundary - 45.9 ha
- Application boundary - 60 ha
- Indicative residential parcels 26 ha
- Existing vegetation
- Proposed boundary reinforcement
- Proposed woodland blocks
- Proposed new junction
- Proposed four water pumping station
- Primary School and Nursery - 2.1 ha
- Neighbourhood centre and car parking - 0.8 ha
- Equipped play/ informal ball games
- Natural and semi-natural green space
- Ecology park and recreation with natural and semi-natural green space
- Open parkland edge
- Indicative sports pitches - Cricket and Football
- Cricket Pavilion/Changing facilities
- Landscape buffer and amenity green space
- Orchard
- Travelling Showpeople Site - 1 ha
- Flood Zone
- Attenuation basin
- Ecological feature pond and tree planting
- Existing bus stops
- Existing PROW
- Proposed footpath network/foot trail
- Proposed bus link
- Proposed cycleway links to open space/ River Cam/Writtle.
- Combined access track for travelling show people and existing farm buildings.
- Pedestrian and cycle only
- Park and recreation ground - 3.8 ha

Title			
Indicative Master Plan Land at Warren Farm, Chelmsford			
Drawing Number	Revision	Revision	Scale
15029_2/9	mm	Detail	1:5000@A3
Drawn by	Date		
CH	09/18		





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Planning and Housing Policy  
Directorate for Sustainable Communities  
Chelmsford City Council  
Civic Centre  
Duke Street  
Chelmsford  
Essex  
CM1 1JE

Telephone 01245 606330  
[planning.policy@chelmsford.gov.uk](mailto:planning.policy@chelmsford.gov.uk)  
[www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

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