



Chelmsford City Council Cabinet

13 October 2026

Revised Masterplan and Planning Brief Procedure (October 2026)

Report by:

Cabinet Member for Planning and Place Shaping

Officer Contact:

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Purpose

To present the revised Masterplan and Planning Brief Procedure (October 2026) and seek Cabinet's approval to publish and adopt the document as presented in Appendix 1 and Appendix 2.

Options

1. Approve the revised Masterplan and Planning Brief procedure for publication.
2. Approve the revised Masterplan and Planning Brief with any amendments for publication.
3. Not approve the revised Masterplan and Planning Brief procedure for publication.

Preferred option and reasons

To approve the revised Masterplan and Planning Brief Procedure as the amendments are intended to improve transparency, increase certainty for developers and stakeholders, and support the timely delivery of high-quality development across Chelmsford while maintaining the Council's commitment to sustainable growth and effective placemaking.

Recommendations

1. That Cabinet approve the revised Masterplan and Planning Brief Procedure as the amendments are intended to improve transparency, increase certainty for developers and stakeholders, and support the timely delivery of high-quality development across Chelmsford while maintaining the Council's commitment to sustainable growth and effective placemaking.

2. That Cabinet agree that any future minor changes or amendments may be made by the Assistant Director for Planning and Place Shaping, or Director of Sustainable Communities, in consultation with the Cabinet Member for Planning and Place Shaping.

Summary of Key Points

The Council, following approval by Policy Board and Cabinet, adopted the 'Updated Masterplan Procedure' in 2025.

This report presents a revised version of that updated procedure to reflect experience gained from implementing the revised procedure introduced in 2025 and aims to ensure that the process remains effective, proportionate and aligned with current working practices.

The fundamental three-route approach comprising Strategic Masterplans, Masterplans and Planning Briefs remains unchanged. The proposed updates focus on clarifying roles and responsibilities, refining consultation and engagement requirements, updating governance and approval arrangements, and providing greater guidance on the content expected at each stage of the process.

The revised procedure is supported by a set of process diagrams which provide a clear visual representation of each route, indicative timescales, key stages, consultation requirements and decision-making processes.

The proposed amendments are intended to improve transparency, increase certainty for developers and stakeholders, and support the timely delivery of high-quality development across Chelmsford while maintaining the Council's commitment to sustainable growth and effective placemaking.

1. Introduction

- 1.1. This report outlines the changes and rationale for updating the previously agreed 'Updated Masterplan Procedure (November 2025)'. The revised Masterplan and Planning Brief Procedure (October 2026) is appended as Appendix 1.

2. Background

- 2.1. Masterplans are a development management tool to ensure well-designed, high quality, sustainable developments. Masterplans are currently required by Chelmsford City Council (CCC) for certain sites to provide more detail on the priorities and principles for development prior to relevant outline and full planning applications. The term is considered generic within planning, in the context of this report it covers a range of processes from strategic masterplans to planning briefs.
- 2.2. There is not a legal requirement for masterplans or a masterplan procedure within national policy or guidance. However, masterplans are referenced within the National Planning Policy Framework 2026 (NPPF) in DP1: A strategy for design; DP2: Local design guides, design codes and masterplans; DP3: Key principles for well-designed places; HE1: Planning for the historic environment; and HE2: Conservation Areas and World Heritage Sites. The NPPF defines 'masterplan' as a flexible, placemaking tool, providing a three-dimensional spatial framework and long-term vision for the development or regeneration of area-specific or site-specific locations.
- 2.3. It is at the discretion of the Local Planning Authority (LPA) to request masterplans and to curate a procedure for developers and site promoters. Chelmsford City Council chooses to require masterplans to ensure high-quality development that is in line with site specific policies or the wider spatial strategy. Section 1 of the revised Masterplan and Planning Brief Procedure (October 2026) provides further context to the rationale for masterplanning.

3. Main Changes and Rationale

- 3.1. CCC has used a masterplan procedure from 2018. It was previously updated in March 2019, and more recently in November 2025. The November 2025 update was a more substantial review of the procedure to bring it in line with national guidance and recent service standards and introduced a proportionate three-route approach consisting of Strategic Masterplans, Masterplans and Planning Briefs.
- 3.2. Following practical experience of operating the revised procedure and the preparation of several masterplans, a further review has been undertaken to ensure that the document accurately reflects current working practices, provides greater clarity for developers and stakeholders, and supports the efficient delivery of Local Plan allocations.
- 3.3. The proposed amendments do not alter the underlying purpose of the procedure or the three-route approach approved by the Council. Instead, they seek to refine the

process, clarify expectations and responsibilities, and improve transparency regarding consultation, governance and decision-making arrangements.

3.4. The main changes include:

- a) Renaming the document as the Masterplan and Planning Brief Procedure to better reflect the three available routes and ensure consistency throughout the document.
- b) Updating the introduction and objectives to reflect experience gained from implementing the procedure and to reinforce the aim of providing a proportionate process based on the scale and complexity of development proposals.
- c) Clarifying the circumstances in which masterplans and planning briefs are required, including the relationship between Local Plan site allocations and future planning applications.
- d) Updating references to the Council's current organisational structure and decision-making responsibilities, including delegated approval arrangements.
- e) Providing additional clarification regarding the content and purpose of Strategic Masterplans and Masterplans, including the minimum information expected at each stage of the process.
- f) Refining consultation and engagement requirements to better distinguish between stakeholder engagement undertaken during the preparation of documents and the Council's formal consultation processes.
- g) Clarifying the role of Planning Performance Agreements (PPAs) and the scope of work covered at each stage of the process.
- h) Updating references to strategic growth sites and other allocation-specific requirements to reflect the emerging Local Plan position.
- i) Improving the readability of the procedure through revised formatting, updated terminology and clearer stage descriptions.

3.5. To support the revised procedure, a series of process diagrams have been prepared and are attached as Appendix 2. These diagrams provide a visual representation of each route, including the Strategic Masterplan Route, Masterplan Route and Planning Brief Route. The diagrams summarise the responsibilities of the developer/promoter and the Council at each stage, together with indicative timescales and decision-making points. They are intended to assist applicants, stakeholders and officers in understanding the procedural requirements and expected outputs associated with each route.

3.6. The amendments are intended to provide greater certainty and consistency for all parties while maintaining the Council's commitment to securing high quality placemaking and sustainable development across allocated and non-allocated sites.

4. Conclusion

4.1. The revised Masterplan and Planning Brief Procedure (October 2026) follows the 'Updated Masterplan Procedure 2025' and introduces further clarity following experience of using the Procedure, as well as introducing more consistent and easy to understand terminology. It continues to address the need to accelerate housing delivery while maintaining a focus on quality and key masterplanning principles.

4.2. The revised Masterplan and Planning Brief Procedure (October 2026) attached at Appendix 1, as well as the accompanying process diagrams attached at Appendix 2, are recommended to be published for use within the Planning Service. It is also recommended that the Assistant Director for Planning and Place Shaping be

authorised to make minor, inconsequential amendments to the Procedure in consultation with the Cabinet Member for Planning and Place Shaping.

List of appendices:

Appendix 1 – Revised Masterplan and Planning Brief Procedure (October 2026)

Appendix 2 - Revised Masterplan and Planning Brief Procedure (October 2026) Process
Diagrams

Background papers:

[Microsoft Word - Masterplan Procedure 2025 - accessible.docx](#)

[National Planning Policy Framework - GOV.UK](#)

Corporate Implications

Corporate Implication	Response
Legal/Constitutional	The Masterplan Procedure would be applicable to allocated sites and planning applications.
Financial	Each masterplan route requires a fee to be paid to the Council. This is agreed upon at the Planning Performance Agreement stage for options 1 & 2 and is set by the Council for option 3.
Potential impact on climate change and the environment	None.
Contribution toward achieving a net zero carbon position by 2030	None.
Personnel	There are no personnel issues arising from this report.
Risk Management	None.
Equality and Diversity	An Equality and Diversity Impact Assessment has been undertaken for the Council's emerging Local Plan.
Health and Safety	There are no Health and Safety concerns arising from this report.
Digital	There are no digital issues arising from this report.
Other	None.

Equality Impact Assessment

Assessment of impact

Using the information above, assess if the policy / function could potentially disproportionately impact on different protected groups.

Specify if the potential impact is positive, could adversely impact or if there is no impact. If an adverse impact, indicate how the impact will be mitigated.

Please note any data used in the impact assessment should be anonymised and with due regard given to data privacy in line with GDPR.

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Age What will the impact be on different age groups such as younger or older people?	✓			Improved consultation and placemaking may help ensure developments consider the needs of both younger and older people.	Ensure consultation material is accessible and available in a range of formats. Continue considering age-friendly design principles through masterplanning.
Disability Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate	✓			The procedure supports early consideration of movement, infrastructure and public realm, which can help improve accessibility within future developments	Ensure consultation information is accessible, including digital accessibility standards and alternative formats on request. Encourage inclusive design principles within masterplans.
Pregnancy and maternity			✓	The procedure does not directly affect people on	No specific action required.

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Pregnant women and new and breastfeeding Mums				the basis of pregnancy or maternity.	
Marriage or Civil Partnership Could this policy discriminate on the grounds of marriage or civil partnership			✓	The procedure does not differentiate between individuals based on marital or civil partnership status.	No specific action required.
Sex Is the service used by people of both male and female biological characteristics or intersex and are the sexes given equal opportunity?			✓	The procedure applies equally to all sexes and does not create differences in access or participation.	No action required.
Gender reassignment Is there an impact on people who are going through or who have completed Gender Reassignment?			✓	The procedure relates to development processes rather than personal characteristics.	No action required.

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Additionally, is there an impact on people with different gender identity?					
Religion or belief Includes not having religion or belief			✓	The procedure applies equally to all religions and beliefs.	No action required.
Sexual Orientation What is the impact on people of different sexual orientation such heterosexual, lesbian, gay or bisexual people?			✓	The procedure relates to development processes rather than personal characteristics. It applies equally to all people.	No action required.
Race Includes ethnic or national origins			✓	The procedure relates to development processes. It applies equally to all people.	Ensure consultation information is written in plain English and consider translation or interpretation support where justified.

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Are there any other groups who could find it difficult to access or make use of the policy / function? For example: low income / people living in rural areas / single parents / carers and the cared for / past offenders / long-term unemployed / housebound / history of domestic abuse / people who don't speak English as a first language / people without computer access etc.			✓	The procedure includes online publication and site notices, which provides multiple opportunities to engage. However, some groups may face barriers to digital participation.	Continue use of site notices alongside online consultation. Provide alternative methods of engagement where requested and ensure consultation periods are proportionate and publicised appropriately.

Consultation on Equality Impact Assessment

None.

Equality Impact Assessment Conclusion

Decision	Explanation
✓ Continue the policy with no changes	No impact on many characteristics. Some positive impacts from improved consultation and placemaking.

<i>[For example: evidence suggests no potential for discrimination / all opportunities have been taken to advance equality.]</i>	
☐ Continue the policy with adjustments <i>[For example: Low risk of negative impact / actions or adjustments would further improve positives or remove a potential negative impact.]</i>	
☐ Adverse impact but continue <i>[For example: Negative impact has been objectively justified.]</i>	
☐ Suspend or withdraw the policy for further review / consideration of alternative proposals <i>[For example: High risk of negative impact for any group / insufficient evidence / need to involve or consult with protected groups / negative impact which cannot be mitigated or justified / unlawful discrimination etc.]</i>	

Consultees:

CCC – Development Management

CCC – Spatial Planning

CCC – Economic Development and Implementation

Chelmsford City Council Policy Board

Relevant Policies and Strategies:

Our Chelmsford, Our Plan:

The above report relates to the following priorities in the Corporate Plan:

Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types.

Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, ensuring that people and communities are safe.

Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area.

Adopted Local Plan 2013-2036, Pre-Submission Local Plan 2022-2036, Statement of Community Involvement (2020) and Statement of Community Involvement – Consultation Draft (September 2025 update).

Revised Masterplan and Planning Brief Procedure for Local Plan Development Allocations to 2041

October 2026

1. Introduction

- 1.1 To help ensure well-designed, high quality, sustainable developments, the Council will require certain growth sites allocated in the Local Plan to go through a masterplan/development framework process. The principles in this procedure can also be applied to planning applications for non-allocated sites.
- 1.2 Since the first introduction of masterplan process in the 2020 Local Plan, the process has been updated periodically to shorten the process where it is legitimate to do so and without compromising on the quality of the development. Following several masterplans coming forward, it is necessary to amend small aspects of the procedure to more accurately reflect current working practices and capabilities. This update, in line with the emerging Local Plan which confirms where sites must be brought forward in accordance with a masterplan or planning brief, has identified three possible processes; each proportionate to the complexity and scale of proposed developments to provide a more efficient route to delivery of allocations. The updated procedure supersedes previous masterplanning and development framework processes, however previously approved masterplans and development frameworks are still valid.

Objectives

- Speed up process and avoid duplication
 - Consultation level to be more proportionate to masterplan type
 - Accelerate delivery to improve future five-year housing land supply
 - To focus on uses, strategic movement/access, delivery and phasing rather than detail
 - Masterplan type to be more bespoke to development site
- 1.3 This procedure sets out three routes for sites that require a masterplan/planning brief. The Council will select the required route for the developer/promoter on a case-by-case basis and the Council's Assistant Director for Planning and Place Shaping or Director of Sustainable Communities have discretion to change the process type, if necessary.

Routes

Route 1 - Strategic Masterplan Process - Sites that for example, are large and strategic in nature, require major infrastructure and on-site constraint mitigation, where the masterplan or a development framework must reflect sufficient detail.

Route 2 - Masterplan Process - Sites which are for example, less strategic in nature, do not require major infrastructure and are not heavily constrained as identified in the Local Plan allocation process.

Route 3 - Planning Brief - Prepared by the Council for sites which are small, less constrained and more easily delivered.

- 1.4 A masterplan/planning brief will not be necessary for solely employment sites unless major infrastructure, constraints or phasing require more up-front detail. A masterplan/planning brief may be required for other strategic sites or long-term projects proposing a number of linked developments for different time scales and the Council is able to request a masterplan/planning brief prior to the submission of future planning applications.
- 1.5 This procedure is necessary to guide document preparation and approval. The procedure sets 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 each document. All masterplans and planning briefs should address the principles set out within the relevant site policy in the Local Plan.
- 1.6 Following approval of a masterplan/planning brief, further detailed design work to cover aspects such as technical planning considerations and mitigation, detailed site planning, architecture and materials is expected to be undertaken through the normal pre-application planning process. Planning applications are expected to reflect content of the masterplan/planning brief so should be submitted sequentially and not before the masterplan/planning brief is substantially agreed.
- 1.7 The three largest Strategic Growth Sites in the adopted and new Local Plan will follow a more bespoke strategic development framework process. These sites are described below:
- 1.8 Strategic Growth Site 1a (Chelmer Waterside Allocations) – This site is a large brownfield Strategic Growth Site with complex land assembly and operational and utility issues which other sites do not have. However, the initial stages have been started by the City Council as the landowner to assist in the marketing of the site. In October of 2021 the Council approved a [development framework for Chelmer Waterside](#).
- 1.9 Strategic Growth Site 6 (Northeast Chelmsford) – This site is a government endorsed Garden Community which will be delivered within and beyond the plan period. The site has a significantly different delivery structure than other sites, with a Delivery Board, Steering Group and various working groups in place, including a dedicated community engagement group. In January of 2023 a [development framework for Chelmsford Garden Community](#) was approved by the Council.
- 1.10 Strategic Growth Site 16a (Hammonds Farm – East Chelmsford Garden Community) – This site is being brought forward within the 2025 Local Plan Review as a new Garden Community. The site is expected to deliver roughly 4500 homes as well as key infrastructure and place making, with the full delivery of this site expected to continue beyond the plan period. This site is currently undergoing the development framework process.
- 1.11 Each process is detailed below. First, Strategic Masterplan Process. Second, the Masterplan process. Third, the Planning Brief process.

Routes and Stages

1) Strategic Masterplan Route: Estimated duration 9 – 12 Months	
Stage 0	
Developer	Council
Developer/promoter notifies the Council of intention to commence the strategic masterplan process.	The Council produces a framework of their own setting out what information and analysis should be included in the strategic masterplan for the site and provides a copy to the developer/promoter. This is required to be used as a basis for Stage 1, the production and submission of a draft strategic masterplan pre-application enquiry.
- This stage triggers the requirement for a Planning Performance Agreement (PPA). This will be tailored to the scale and complexity of the site. Where a site includes multiple parcels of land, 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. This allows sites to come forward independently as they become available, but strategic masterplan principles can still be established. - The PPA will cover all the stages of the strategic masterplan, from the initial notification through to approval of the strategic masterplan by the Council. It will not include any subsequent pre-application discussions/planning applications following approval of a Strategic Masterplan as this will be covered by separate PPA. - The PPA will agree the scope, timescale, consultation and engagement approach and fee relating to the strategic masterplan process.	
Sites requiring Strategic Masterplans	
➤ Strategic Growth Site 1b – Former St Peters College Approved June 2022 ➤ Strategic Growth Site 2 – West Chelmsford (Warren Farm) Approved January 2021 ➤ Strategic Growth Site 3a – East Chelmsford (Manor Farm) Approved November 2021 ➤ Strategic Growth Site 3b – East Chelmsford – Land North of Maldon Road (Employment) (Joint 3a-3d) Approved June 2021 ➤ Strategic Growth Site 3c – East Chelmsford – Land North of Maldon Road (Joint 3a-3d) Approved June 2021 ➤ Growth Site 3d – East Chelmsford – Land North of Maldon Road (Residential) (Joint 3a-3d) Approved June 2021 ➤ Strategy Growth Site 7a – Great Leighs – land at Moulsham Hall (Joint 7a-7c) ➤ Strategy Growth Site 7b – Land East of London Road (Joint 7a-7c) ➤ Strategy Growth Site 7c – Land North and South of Banters Lane (Joint 7a-7c) ➤ Strategy Growth Site 8 – North of Broomfield Approved September 2020 ➤ Strategy Growth Site 10 – North of South Woodham Ferrers Approved March 2021 Some of the above sites have existing masterplans/planning briefs.	

Stage 1	
Developer	Council
- Developer/promoter submits draft strategic masterplan pre-application enquiry to the Council - Evidence base should be provided	Enquiry is registered by the Council. At this stage the documents are subject to a focused consultation and officer review (see below).
The developer/promoter and Council engage in pre-application negotiations. These should include but are not limited to: - Requiring the development area to reflect the adopted Policies Map - Requiring the strategic masterplan to reflect the development principles set out in the Strategy Growth Site Policy for the area - Supporting evidence (typically baseline evidence given the formative planning stage) required to be supplied by the site promotor/developer. This may include transport modelling, Flood Risk Assessment, Arboricultural Assessment, Preliminary Ecology Assessment and Habitats Regulations Assessment and Landscape Assessment. - Where appropriate, review existing relevant evidence or guidance relating to the site and its context (for example Supplementary Planning Documents (SPDs), 'made' Neighbourhood Plans and existing Village Design Statements (VDS's).	
Why is the strategic masterplan only being subject to consultation with the LPA and stakeholders at Stage 1? Early engagement will normally focus on statutory consultees, infrastructure providers and technical stakeholders where specialist input is required to inform the preparation of the draft masterplan. Any costs associated with such engagement shall be met by the developer, either through a PPA or separate reimbursement arrangements.	
Purpose of Strategic Masterplans Strategic masterplans are high level documents setting out how the developer/promotor will align their development with the Council's strategic approach to development. They will be used to support the creation of excellent places to live, work and enjoy that respond to the unique site circumstances. The strategic masterplan must ensure certainty over key outcomes yet remain adaptable to allow innovation in design and delivery. As a minimum, strategic masterplans should include: - A vision for the new place - Site and context analysis e.g. site features of importance, surrounding landscape, heritage, contamination, flood risk, important views, etc - Density and character - Movement structure e.g. walking, cycling, public transport, vehicle circulation - Infrastructure strategy - Sustainable Urban Drainage (SUDS) Strategy - A framework for landscape, spaces and public realm - Land use and developable areas	

- Building heights
- Layout principles
- Delivery and phasing

In addition, developers/applicants are strongly encouraged to demonstrate how they will incorporate other place making and sustainable living objectives in the new Local Plan by incorporating:

- LiveWell initiatives across the development
- Opportunities for community involvement in the long-term management and stewardship of the new development
- Achieving a significant modal shift to active and sustainable modes of travel

The level of detail sought will reflect the scale of the site and development.

Stage 2

Developer	Council
• Developer/promoter submits a strategic masterplan for approval by the Council	• Documents are publicly available in accordance with consultation procedures (see below)*
Consultation procedure - Prior to the strategic masterplan being made publicly available as part of this process, the developer/promoter is encouraged to undertake their own public exhibitions to increase awareness. - The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council's website (by prior arrangement). - The Council will make documents publicly available through Public Access and display site notice(s) close to the development site. The Council will invite representations to be made through Public Access (the Council's website). Parish Council(s) and Town Council(s) (where relevant) will be consulted by the Council. - Engagement with relevant stakeholders to be led by the Council. This will include statutory bodies, service providers and Essex Highways. - The Council will consult with Local Ward Members and the Cabinet Member for Planning and Place Shaping.	
- A Design Review process may be requested by the local planning authority.	
Developer	Council
• Amendments made to strategic masterplan following actions listed in the consultation procedure above and officer assessment in general	• Representations are summarised and main issues identified and sent to the developer/promoter
	• Report produced detailing: - Level of responses - Type of comments received - Commentary on main issues - Amendments made to reflect community involvement
	• Strategic masterplan and report to be considered by Chelmsford Policy Board before Cabinet for approval

	• Strategic Masterplan to be approved at Cabinet as Council approved guidance.
*In most circumstances only one public consultation will be necessary. However, if significant changes are required following the first consultation a second consultation may be undertaken. The Council will make an assessment on a site by site basis.	

2) Masterplan (not Strategic) Route: Estimated duration 17 weeks	
Stage 0	
Developer	Council
Developer/promoter notifies the Council of intention to submit a masterplan	Council produces a framework of its own in the form of a planning brief outlining key development structuring principles, information requirements and evidence expectations. The planning brief is proportionate to the scale and nature of the development.
- At this stage the developer/promoter will be encouraged to enter into a Planning Performance Agreement (PPA) with the Council. - The PPA will agree the scope, timescale, consultation and engagement approach and fee of the masterplan process. - The PPA will cover all the stages of the masterplan. It will not include any subsequent pre-application discussions/planning applications following approval of a masterplan.	
Stage 1	
Developer	Council
- Developer/promoter submits draft masterplan pre-application enquiry to the Council. - This document should be reasonably concise and focused. - Evidence base should be provided.	- Enquiry is registered by the Council. - At this stage the documents are subject to officer review and feedback. - The Council will advise on any statutory consultees infrastructure providers or technical stakeholders that must be involved at this stage.
The developer/promoter and Council engage in pre-application negotiations. These should include but are not limited to: - Requiring the development area to reflect the adopted Policies Map. - Requiring the development to reflect the development principles set out in the Growth Site Policy for the area. - Supporting evidence (typically baseline evidence given the formative planning stage) required to be supplied by the site promotor/developer. This may include transport modelling, Flood Risk Assessment, Arboricultural Assessment, Preliminary Ecology Assessment and Habitats Regulations Assessment and Landscape Assessment. - Where appropriate, review existing relevant evidence or guidance relating to the site and its context (for example Supplementary Planning Documents (SPDs), 'made' Neighbourhood Plans and existing Village Design Statements (VDS's).	

Purpose of a faster process:

This process ensures that key placemaking principles are established in advance of planning applications for non-strategic sites, expected to be delivered in the early years of the plan period, without unnecessary delay. It provides proportionate guidance aligned with the scale and complexity of the site while maintaining design quality and policy compliance.

As a minimum, a masterplan should include:

- A short statement of vision for the development and any key placemaking principles
- An annotated plan showing boundaries, constraints, and opportunities
- A high-level plan showing movement and access for the site
- A high-level block plan showing intended layout of uses and land mix
- Confirmation of retained site features
- Location and type of drainage features
- A plan to show required infrastructure and delivery phases if required
- Proposed density, character and scale.

Additionally

- Briefly outline where relevant the incorporation of sustainable construction methods, energy efficiency and accordance with the Council's Making Places Supplementary Planning Document.

Stage 2**Developer**

- Developer/promoter submits a masterplan for approval by the Council

Council

- Documents are publicly available in accordance with consultation procedures (see below)*

Consultation procedure

- Prior to the masterplan being made publicly available as part of this process, the developer/promoter is encouraged to undertake their own public exhibitions to increase awareness.
- The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council's website (by prior arrangement).
- The Council will make documents publicly available through Public Access and display site notice(s) close to the development site. The Council will invite representations to be made through Public Access (the Council's website). Parish Council(s) and Town Council(s) (where relevant) will be consulted by the Council.
- Engagement with relevant stakeholders to be led by the Council. This will include statutory bodies, service providers and Essex Highways.
- The Council will consult with Local Ward Members and the Cabinet Member for Planning and Place Shaping.
- The level of consultation required will be proportionate to the scale and complexity of development.

*In most circumstances only one public consultation will be necessary. However, if significant changes are required following the first consultation a second consultation may be undertaken. The Council will make an assessment on a site by site basis.

Developer	Council
Amendments made to masterplan following actions listed in the consultation procedure above and officer assessment in general (as required)	- Representations are summarised and main issues identified and sent to the developer/promoter - Report produced detailing: - Level of responses - Type of comments received - Commentary on main issues - Amendments made to reflect community involvement - Masterplan and report to be considered by the Council's Assistant Director for Planning and Place Shaping or Director of Sustainable Communities in consultation with the Cabinet Member for Planning and Place Shaping and approved as Council guidance.

3) Planning Brief: Estimated duration 8 weeks

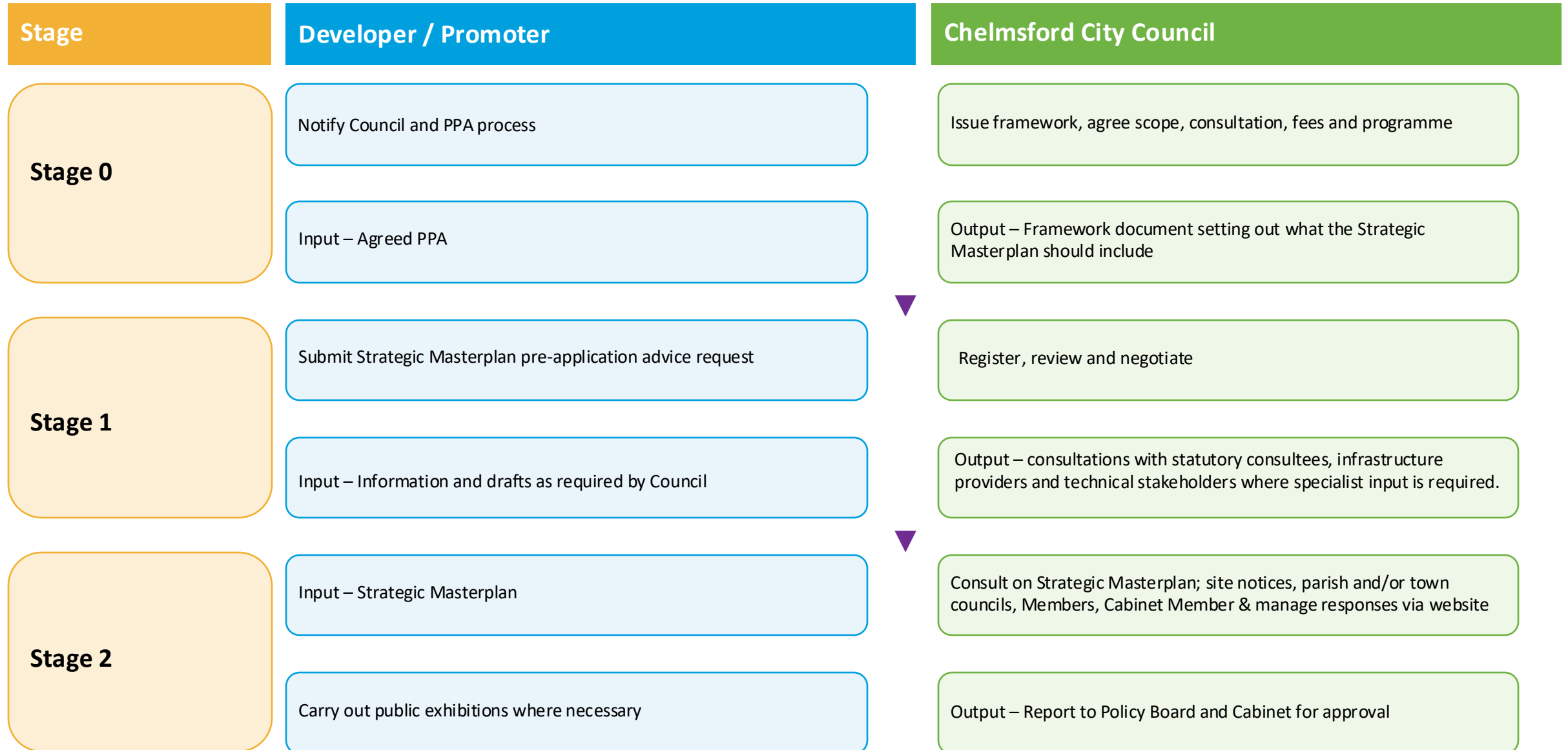
Stage 0	
Developer	Council

The developer/promoter notifies the Council of intent to develop a site.	- The developer/promoter is encouraged to enter into a Planning Performance Agreement (PPA). - The PPA (if entered into) will set out the scope, timescale and cost of the planning brief.
Stage 1	
Council	
The council produces a planning brief setting out the constraints and opportunities of the site and key development structuring principles.	
Stage 2	
Developer	Council
The developer incorporates the planning brief into the production of future planning application(s).	The Council's Assistant Director for Planning and Place Shaping or Director of Sustainable Communities, in consultation with the Cabinet Member for Planning and Place Shaping approves the planning brief as Council guidance.

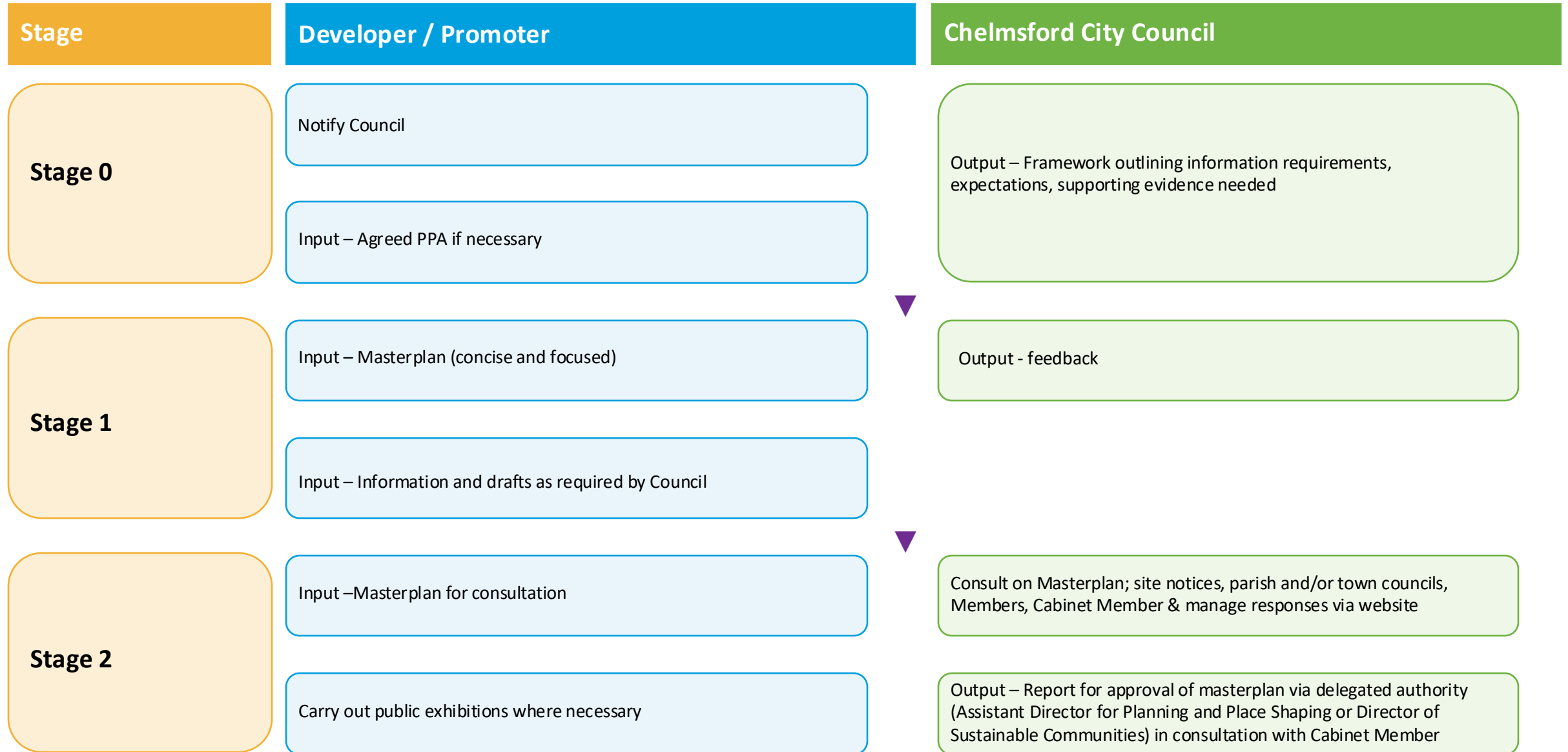
2. Status of masterplans/planning briefs

- 2.1 The requirement to undertake the masterplans are set out within relevant site allocation policies within the Local Plan which also contain the masterplanning principles to be addressed. Therefore, approved masterplans and planning briefs will be a material consideration alongside the Local Plan to ensure Strategic Growth Sites and Growth Sites deliver the Spatial Strategy.
- 2.2 Approved masterplans and planning briefs will be approved as Council guidance and be material considerations in decision-making but will not form part of the statutory development plan. They will not be subject to Independent Examination.
- 2.3 Approved masterplans and planning briefs should form part of planning application submissions and be a key reference document. However, these documents and the processes do not override statutory requirements of the planning application process, specifically consultation to statutory consultees and members of the public.

1 - Strategic Masterplan Route (estimated duration 9-12 Months)



2 - Masterplan Route (estimated duration 17 weeks)



3 - Planning Brief Route (estimated duration 8 weeks)

