

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:

Site Type	Threshold
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"> Developer/promoter notifies the Council that they would like enter in to the masterplan process 	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> 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. The PPA will cover all the stages of the masterplaning, 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. 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. 	
	<p>Sites requiring masterplans as identified in the Local Plan</p> <ul style="list-style-type: none"> ➤ Strategic Growth Site 1a –Chelmer Waterside Allocations (CW1a, CW1b, CW1c, CW1d, CW1e, and CW1f) ➤ Strategic Growth Site 1c – North Gloucester Avenue (John Shennan, Chelmsford) ➤ Strategic Growth Site 2 – West Chelmsford (Warren Farm) ➤ Strategic Growth Site 3a – East Chelmsford (Manor Farm) ➤ Strategic Growth Site 3b – East Chelmsford – Land North of Maldon Road (Employment) (Joint 3a-3d) ➤ Strategic Growth Site 3c – East Chelmsford – Land North of Maldon Road (Joint 3a-3d) ➤ Growth Site 3d – East Chelmsford – Land North of Maldon Road (Residential) (Joint 3a-3d) 	

	<ul style="list-style-type: none"> ➤ Strategic Growth Site 4 – North East Chelmsford ➤ Strategy Growth Site 5a – Great Leighs – land at Moulsham Hall (Joint 5a-5c) ➤ Strategy Growth Site 5b – Land East of London Road (Joint 5a-5c) ➤ Strategy Growth Site 5c – Land North and South of Banter's Land (Joint 5a-5c) ➤ Strategy Growth Site 6 – North of Broomfield ➤ Strategy Growth Site 7 – North of South Woodham Ferrers <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"> • Developer/promoter submits masterplan pre-application enquiry to the Council • Enquiry is registered by the Council (suffix reference MAS/PE). At this stage the documents are subject to a focused consultation (see below) <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"> - Requiring the masterplan area to reflect the Policies Map - Requiring the masterplan to reflect the development principles set out in the Strategy Growth Site Policy for the area - 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. - Supporting evidence required. This may include transport modelling, Flood Risk Assessment, Habitats Regulations Assessment, Landscape Assessment, Sustainability Appraisal - 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"> ➤ GS1a – Chelmer Waterside ➤ SGS2 – West Chelmsford ➤ SGS3a – East Chelmsford (Manor Farm), 3b – East Chelmsford – Land North of Maldon Road (Employment), 3c – East Chelmsford – Land South of Maldon Road & 3d – East Chelmsford – Land North of Maldon Road (Residential)

	<ul style="list-style-type: none"> ➤ SGS4 – North East Chelmsford ➤ 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 ➤ SGS6 – Land North of Broomfield ➤ SGS7 – North of South Woodham Ferrers
	<p>Why is the masterplan not available to the wider public at stage 1?</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;">Purpose of masterplans</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"> - A vision for the new place - Site and context analysis - Movement structure - Infrastructure strategy – energy, water, waste water, SUDS, broadband - A framework for landscape, spaces and public realm - Land use and developable areas - Building heights - Design code - Delivery and phasing - Site specific issues – eg heritage, contamination, flood risk, important views, etc <p>The level of detail will reflect the scale of the site and development.</p>

Stage 2	<ul style="list-style-type: none"> Developer/promoter submits a masterplan application Masterplan is registered by the Council (suffix reference MAS). Documents are publicly available in accordance with consultation procedures (see below) 	
	<p style="text-align: center;">Consultation procedure</p> <ul style="list-style-type: none"> Prior to the masterplan being publicly available, the developer/promoter and the Council will agree the number, dates and location of public exhibitions. For development allocations of less than <u>250 homes</u> an exhibition will not be required unless otherwise advised by the Council. The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council's website. 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. The Council will consult local neighbourhood groups, Parish/Town Councils etc. 	
		<ul style="list-style-type: none"> Representations are summarised and main issues identified
	<ul style="list-style-type: none"> Amendments made to masterplan following consultation and discussions with the Council and relevant stakeholders 	
Stage 3*		<ul style="list-style-type: none"> Consultation report published detailing; <ul style="list-style-type: none"> Level of responses Type of comments received Amendments made to the masterplan to reflect community involvement
		<ul style="list-style-type: none"> Masterplan to be approved at Executive 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, 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.
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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.