

Chelmsford Local Plan
Statement of Common
Ground with East
Chelmsford Site Promoters
- Strategic Matters

November 2018

Our Planning Strategy to 2036



Chelmsford Local Plan

Statement of Common Ground with East Chelmsford Site Promoters – Strategic Matters

1. Introduction

This Statement of Common Ground (SOCG) has been jointly prepared by the promoters (the ‘Promoters’) of Strategic Growth Sites 3a, 3b, 3c and 3d (SGS3a-d) and Chelmsford City Council (CCC) in relation to the proposed Local Plan Location 3 – East Chelmsford, which incorporates the site allocations and Promoters as set out in Table 1 below. It considers areas of agreement between the parties following the Promoters representations on the Chelmsford Pre-Submission Local Plan and Sustainability Appraisal (SA).

Table 1

Site Name	Promotor/PID Ref Number	Representation Ref numbers
3a – East Chelmsford (Manor Farm)	Hopkins Homes (927684)	PS1856-1858
3b – East Chelmsford – Land North of Maldon Road 3c – East Chelmsford – Land South of Maldon Road 3d – East Chelmsford – Land North of Maldon Road	Redrow Homes (927695)	PS1901-02, 1904, 1907, 1913, 1916-1920, 1922-25, 1927, 1933, 1938, 1940, 1942, 1944-1966

Location 3 comprises of four site allocations (Strategic Growth Sites 3a, 3b, 3c and 3d) which, as set out in the Local Plan Pre-Submission Document, are proposed by the City Council to collectively deliver around 400 new homes and 5,000 sqm of new Use Class B1 floorspace over the plan period. This SOCG relates to matters which are common across all sites. Separate site specific SOCGs cover issues which relate to the individual site allocations.

The agreed matters in this SOCG do not preclude any further written or verbal representations that the City Council, County Council and Site Promoters 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.

2. The Site Promoters

The Site Promoters are working collaboratively to bring the sites forward for development. The signatories to this SOCG and their interest in the sites is set out in table 2 below:

Table 2

Signatory	Interest in Site
Hopkins Homes	Site Promoter SGS3a
Redrow Homes	Site Promoter SGS3b-d
Chelmsford City Council	Local Planning Authority

The Sites

The four sites are located to the east of the Chelmsford City area, adjacent to the existing Urban Area of Chelmsford. A plan of site allocations SGS3a-d is shown on Map 1 of the Pre-Submission Local Plan Policies Map and a plan of the area controlled/owned by the parties listed above are given in **Appendix 1 and Appendix 2**.

3. Legal Compliance and Duty to Co-operate

All parties consider that the Local Plan has been prepared in accordance with the timetable set out in the Local Development Scheme and having regard to the National Planning Policy Framework (2012) in terms of the Duty to Co-operate. 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 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 contains suitable broad locations for growth including at Location 3 – East Chelmsford.

An SA/SEA has been undertaken as part of the Local Plan and this confirms Location 3 - East Chelmsford as forming 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 sound Strategic Policies that delivers the Strategic Priorities and Vision, and that are in accordance with the Spatial Principles.

Location 3 – East Chelmsford

Location 3, comprising of Strategic Growth Sites 3a, 3b, 3c and 3d set out the amount and type of development expected by Chelmsford City Council to be provided together in this location with specific supporting infrastructure and other requirements needed.

The parties for all the sites agree to the following main principles:

Development and masterplanning principles

- That the site allocations as shown on the Pre-Submission Local Plan Policies Map (Map 1 – Chelmsford Urban Area) and attached at **Appendix 1** are suitable, available and achievable

- That the site allocations will provide a mixed size and type of development include affordable housing and specialist housing
- The delivery of 35% affordable housing in accordance with the requirements of the Local Plan and Policy HO2
- The site masterplanning principles and the need to prepare a masterplan to be approved by CCC. A PPA has been entered into with CCC and Redrow Homes and is attached at **Appendix 3**. Hopkins Homes has indicated their intention to enter into a PPA with CCC. The PPAs will guide the content, timing, preparation and consultation of the masterplan.
- A delivery period of between 2020 and 2028 for Location 3 as a whole (site specific delivery periods set out in the individual site allocation SOCGs) 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 Country Park and a new stand-alone early years and childcare nursery at Site 3b
- The main vehicular access point to serve sites 3a, 3c and 3d and Sandford Mill will be a roundabout at the junction of Maldon Road and Sandford Mill Lane
- Provision of pedestrian and cycle connections, including, where applicable, access to Sandon Park and Ride and provision of bridleways where appropriate

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 framework of wide green spaces for formal and informal sport, recreation and community space that is well-connected to Public Rights of Way

Development requirements

- Preserving and enhancing the historic and natural environment
- Provision of appropriate local and strategic road network improvements as required by the Local Highways Authority
- Provision of appropriate measures to promote sustainable transport
- Undertaking the relevant assessments as set out in policies SGS3a-d
- Provision of suitable SuDs and flood risk management
- For sites 3a, 3c and 3d, where appropriate, contributions towards mitigation measures identified in the Essex Recreational Disturbance Avoidance and Mitigation Strategy (RMAS) (further details set out in the Council's Schedule of Additional Changes SD 002)

7. Delivery

The Chelmsford Pre-Submission Local Plan is supported by modelling which tests traffic (EB 026, EB 027, EB 029, EB 031, EB 032 and EB 033), 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 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).

8. Council's Schedule of Additional and Minor Changes

The parties agree to all the proposed changes related to the East 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 and Policies Map, including changes AC109-AC132 and MC11-MC12) to the site allocation policies and reasoned justification.

All parties consider that these changes do not go to soundness of the Local Plan, but that they provide an up-to-date position and improve clarity and consistency. The proposed changes overcome some of the concerns raised by the Site Promoters in their Regulation 19 representations. The outstanding matters that remain to be resolved between the parties are set out in the in the individual site allocation SOCGs.

9. Conclusion

All parties agree that the East Chelmsford Strategic Growth Site allocations 3a, 3b, 3c and 3d are deliverable within the plan period, in a suitable location for development and are viable. There are no over-riding issues and constraints to bringing forward these development sites in accordance with the Chelmsford Local Plan.

10. Appendices

1. Extract from Pre-Submission Local Plan (Map 1)
2. Area controlled/owned by the landowners/promoters
3. Redrow Masterplanning Planning Performance Agreement

Signatories:

Jeremy Potter

Planning and Strategic Housing Policy Manager
Chelmsford City Council

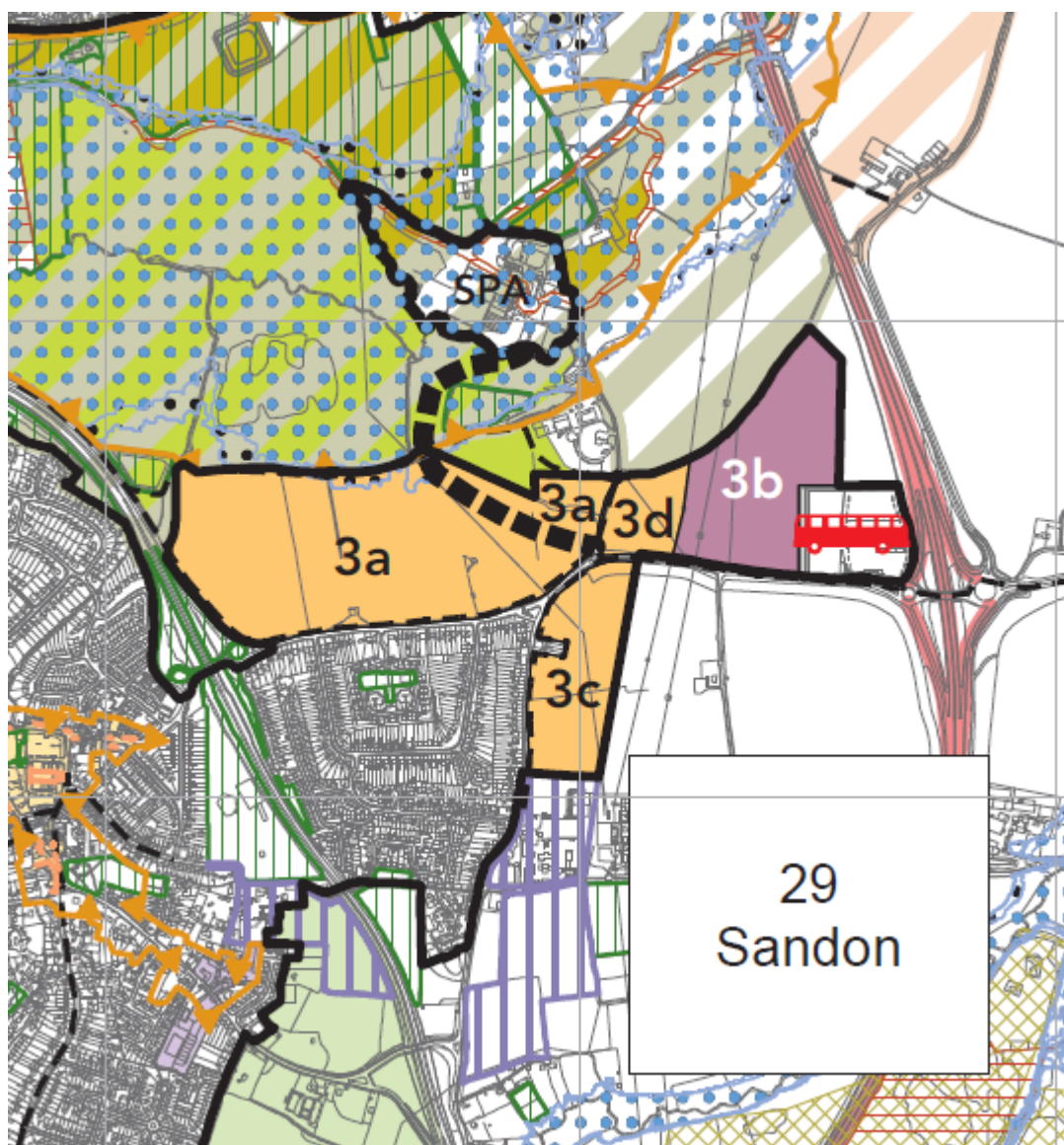
Robert Elurne

Hopkins Homes

Sarah Kirk

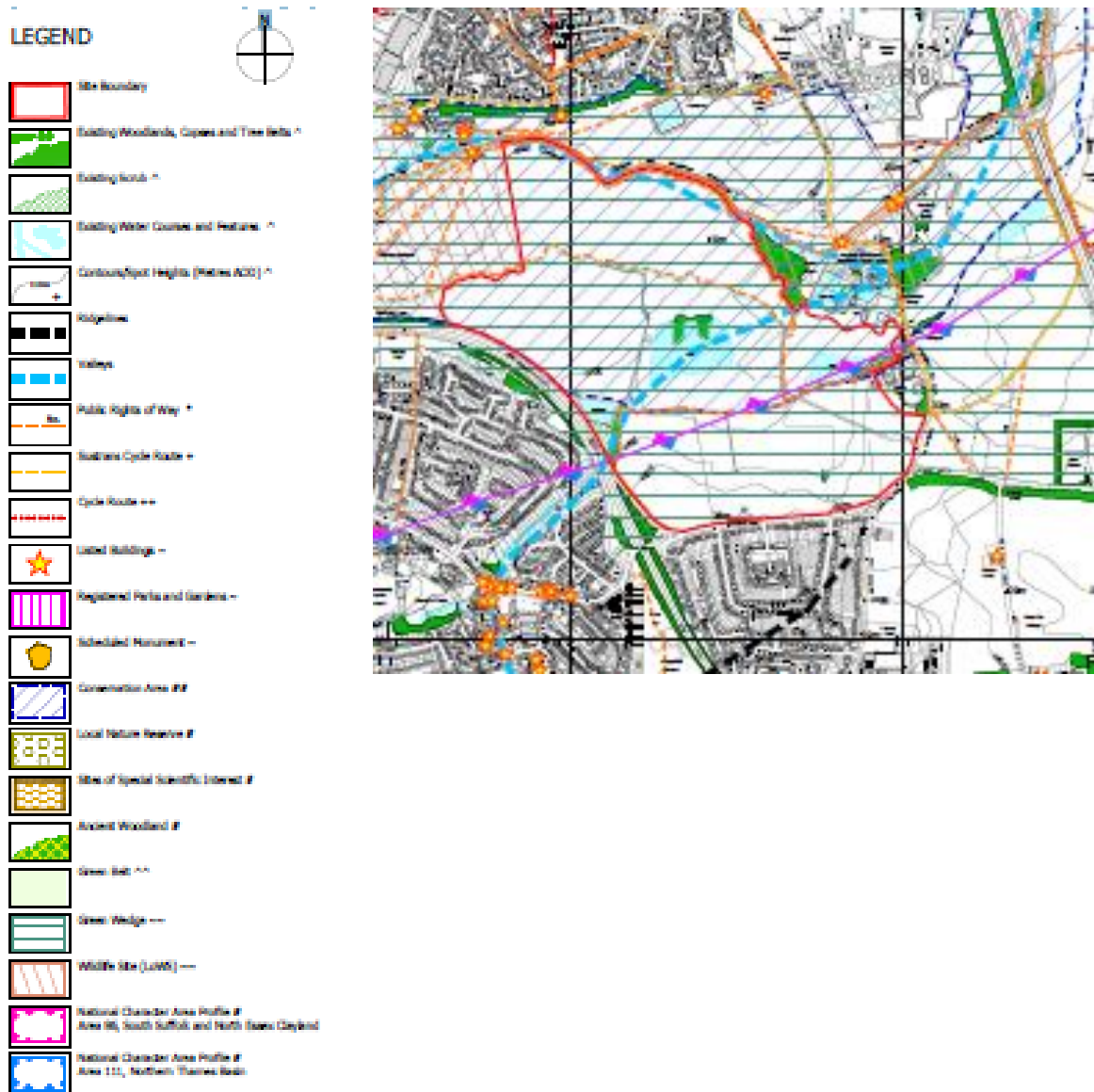
Redrow Homes

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



Appendix 2 – Area controlled/owned by the landowners/promoters

SGS3a (Hopkins Homes)



SGS3b-d* (Redrow Homes)



*3e is the additional land being promoted by Redrow Homes as set out in their Regulations 19 representation and Sites 3b-3d SOCG

Appendix 3

Location 3 – East Chelmsford Strategic Growth Sites 3b, 3c and 3d, **MASTERPLAN PLANNING PERFORMANCE AGREEMENT**

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

- (1) **Chelmsford City Council** – the local planning authority (CCC)
- (2) **Redrow Homes** - the owner and developer(s) of the site (**RH**)
- (3) The masterplan PPA concerns the site to be referred to as **Location 3 –East Chelmsford Strategic Growth Sites 3b, 3c and 3d**

(1) Introduction

- 1.1. CCC is the local planning authority for the site known as Location 3 – East Chelmsford Strategic Growth Sites 3b, 3c and 3d, allocated in the Chelmsford Local Plan.
- 1.2. RH 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 8th March 2018.
- 1.3. The PPA sets out that RH will pay the fee of £27,500.00 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.
- 1.4. It is be noted that RH has submitted further representations to the Local Plan Examination. It is agreed that if the Local Plan Inspector makes any recommendations to the Local Plan in light of those representations, then this may necessitate alterations to this PPA.

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 Policies **Strategic Growth Site 3b, Strategic Growth Site 3c and Strategic Growth Site 3d.** 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 RH 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:

- Julie Broere/Sally Rogers - (Senior Planning Officer – Development Management) – Project Leads
- Asa Pamphilon (Planning Policy)
- Andy Bestwick (Urban Designer)

For the Developer:

- Sarah Kirk – RH Senior Planning Manager
- Huw Edwards – Barton Willmore

- 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 **INSERT DETAILS**. The key contacts (see Schedule 3 for details) will be as follows:

For the Council:

David Green, Head of Planning

For the Developer:

Sarah Kirk – RH Senior Planning Manager

- Huw Edwards – Barton Willmore

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 produce 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 **£10,000.00** to Chelmsford City Council following the signed agreement of the PPA for masterplanning process as set out in schedule 8.

Stage 2:

- l. To submit a masterplan application to CCC for the site.
- m. 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.
- n. To confirm that public exhibition locations have been secured, nature of publicity and to carry out public exhibitions as agreed with CCC.

- o. 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.
- p. 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.
- q. 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.
- r. To provide to CCC within 10 working days of any meeting the minutes or action points arising from that meeting.
- s. To work collaboratively with CCC and relevant stakeholders on changes to the masterplan following public consultation and representations raised.
- t. To work collaboratively towards agreeing in principle a final masterplan to be presented at Executive Cabinet.

Stage 3:

- u. 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.

1. Project Team		
CCC Core Team		
Name	Position & Role	Contact Details
Julie Broere – Senior Planning Officer	*Development Management Officer	01245 606 290 Julie.broere@chelmsford.gov.uk
Sally Rogers – Senior Planning Officer		01245 606 809 Sally.rogers@chelmsford.gov.uk
Asa Pamphilon – Planning Officer	Policy Officer	01245 606 295 Asa.pamphilon@chelmsford.gov.uk
Andy Bestwick – Implementation Lead	Urban Design Officer	01245 606 819 andy.bestwick@chelmsford.gov.uk

CCC Internal Consultees		
Name	Position & Role	Contact Details
Paul Van Damme – Parks and Green Spaces Manager	Parks & Recreation	Paul.vandamme@chelmsford.gov.uk
Liz Harris-Best – Principal Housing Implementation and Strategy Officer	Affordable Housing Advice	Liz.harrisbest@chelmsford.gov.uk
Stuart Graham - Economic Development and Implementation Manager	Economic Development and Implementation Team	stuart.graham@chelmsford.gov.uk

CCC Partners		
Name	Position & Role	Contact Details
Hilary Gore – Strategic Development Manager	ECC Highways Advice	hilary.gore@essex.gov.uk
	ECC Highways Advice Alternative Contact	
Joy Thomas – Infrastructure	ECC Community Infrastructure	joy.thomas@essex.gov.uk

Planning Manager		
Stephanie Scott Liz Ahmed Gillian Smith	Ward Councillors	Stephanie.scott@chelmsford.gov.uk Liz.ahmed@chelmsford.gov.uk Gillian.smith@chelmsford.gov.uk
Parish Clerk	Parish/Town Council	info@greatbaddowparishcouncil.co.uk

*Identified point of contact

Developer Team Core Team		
Name	Position & Role	Contact Details
Sarah Kirk Redrow Homes	Developer Senior Planning Manager	Redrow Homes Limited Redrow House, 2 Aurum Court Southfields Business Park, Sylvan Way, Laindon, Basildon Essex, SS15 6TU Telephone: 01268 886400 Email: sarah.kirk@redrow.co.uk
	Developer Name Technical Contact	
	Developer Name Housing Development Contact	
	Housing Association Contact	
Huw Edwards Barton Willmore	Planning Consultant Senior Planning Partner	Barton Willmore The Observatory Southfleet Road Ebbsfleet Dartford Kent DA10 0DF Telephone: 01322 374660 Email: huw.edwards@bartonwillmore.co.uk

Developer Design Team (The Council is to be notified of any additions or amendments to the design team as they arise)		
Name	Position & Role	Contact Details
Create Consulting	Strategic Highways	Jonathan Cage Email: Jonathan.Cage@createconsultingengineers.co.uk Tel: 01603 877010
Create Consulting	Flood risk and Drainage	Jonathan Cage Email: Jonathan.Cage@createconsultingengineers.co.uk Tel: 01603 877010
Southern Ecological Solutions	Ecology Consultant Contact	Andy Pankhurst / Darren Deadman Tel: 01268 711021 Email: Andy@ses-eco.co.uk/ Darren@ses-

		eco.co.uk
WYG Masterplanning	Architect Head of Planning and Urban Design	Colin James Tel: 02072507544 Email: colin.james@wyg.com
Lloyd Bore	Landscape Architects	Stuart Hubert Tel: 01227464340 Email: stuart.hubert@lloydbore.co.uk
Lloyd Bore	Arboricultural Consultancy Contact	Stuart Hubert Tel: 01227464340 Email: stuart.hubert@lloydbore.co.uk
WYG Heritage	Heritage Consultancy	Colin James Tel: 02072507544 Email: colin.james@wyg.com

SCHEDULE 4

Masterplan procedure



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 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. • 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) ➤ 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.</p>

	<p>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) ➤ 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> <hr/> <p>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>
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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.

SCHEDULE 5

Masterplan Framework (and supporting plans)

(To be prepared by the Council)

SCHEDULE 6

Site Plan

SCHEDULE 7

Masterplan timetable

Chelmsford Local Plan 2021-2036

Strategic Growth Sites
Master plan timeline template

	Weeks 1-6	Weeks 7-22	Weeks 23-32	Weeks 33-36	Weeks in Total
Stage 0 <ul style="list-style-type: none">Formal approach from developer to commence negotiationCCC, ECC & developer enter into PPACCC & ECC undertake desk top survey and analysis workCCC produces Masterplan Framework document	6				36
Stage 1 <ul style="list-style-type: none">Developer submits Master Plan, including background technical evidenceCCC & ECC assess Masterplan in light of Local Plan requirements and Masterplan FrameworkFocussed engagement with statutory bodies, parish councils, neighbourhood plan groupsParties undertake negotiations, including meetings and workshopsMasterplan amended in light of negotiationsMasterplan agreed at officer level		16			
Stage 2 <ul style="list-style-type: none">Developer submits Masterplan for approvalPublic consultation exercise undertakenEngagement with stakeholdersMasterplan amended in light of consultation and stakeholder responses			10		
Stage 3 <ul style="list-style-type: none">CCC to prepare consultation reportMasterplan to be approved by Executive Cabinet as approved guidance				4	

Notes

CCC – Chelmsford City Council Local Planning Authority
ECC – Essex County Council Local Highway Authority

Schedule 8

Planning Performance Fee Schedule

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

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

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 **INSERT DEVELOPER CONTACT** for and on behalf of **INSERT DEVELOPER NAME**

Director/Secretary

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

Keith Holmes

Head of Development Management, CCC

Jeremy Potter

Planning and Strategic Housing Policy Manager, CCC

Sarah Kirk

Redrow Homes



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