

East Herts Master Planning Approach

Process

The steps set out below are the minimum the Council expects to be undertaken in the production of Master Plans. The steps are not exhaustive and it may be that additional or repeat exercises are required in some cases, due to the issues that proposals raise.

The Council will normally expect a Planning Performance Agreement (PPA) to be prepared and signed before work of any significant extent can be undertaken. The PPA will be based on the process/ steps set out below and will establish the resources required for the Council to be able to support engagement in the process.

The result of the process should be a document that sets out proposals for buildings, spaces, movement and land uses in three dimensions – and matches these to a delivery and implementation strategy. A Master Plan will provide a framework within which designers and developers can bring forward more detailed proposals

Step	What happens?	Who should be involved?	Action/ Involvement	Timeline/ Notes for:
Establish vision and aspirations	Identification of the aspirations for the site in question, what do all those involved want development of the site to achieve?	Landowner Council Other stakeholders?	<p>For the Council many of the aspirations for the development of site are set out in the emerging District Plan policies – and Statements of Common Ground (SoCG) being formulated in advance of the Examination of the Plan. Aspirations will also be set out in Neighbourhood Plans, where relevant</p> <p>The Council will organise engagement with all relevant members at this stage, to further test aspirations.</p>	

			Other stakeholders should be engaged at this stage. Including the relevant parish/ town Council, residents associations and others who have an interest in the development of the site.	
Determine the client	Identify who is responsible for commissioning and managing the master planning work.	Usually the landowner/ developer	The Council takes the view that, on most occasions, the landowner/ developer will act as the client and commission the work?	
Commission the consultant	Engaging an organisation to undertake the master planning work – this may be an ‘in house’ commission	Landowner/ Client	The clear preference of the Council is that it has a role in commissioning the consultant. The scope and extent of this role should be discussed with Council officers in each case.	
Identification of baseline information and issues to be addressed	The consultant should consider aims and aspirations and identify the issues that the work will address – before the further work takes place	Consultant	<p>The landowner/ developers consultant will be expected to undertake the first survey work of the site, to identify relevant issues and start to gather baseline data and evidence.</p> <p>The Council would expect a review at this stage – the scope of this to depend on the nature of the proposals. There would most likely be Council Member involvement – but this may be from a sub group of Members drawn from those who engaged in relation to the initial aspiration setting for the site.</p>	

Deriving and testing scenarios	Consultant sets out a first/ draft response to relevant issues and starts to test with relevant parties	Consultant Council Stakeholders	<p>Council Officers will be involved as appropriate to the case. This will be organised by the lead planning officer. Involvement may be through meetings/ workshops/ present and follow up sessions etc. Engagement to be designed in collaboration with officers.</p> <p>It will be necessary to engage with external technical stakeholders at this stage: Highway Authority, Lead Local Flood Authority, Environment Agency, etc, as appropriate. The planning officer will seek to assist with facilitation in respect of this.</p>	
Consultation	Seeking feedback on the scenarios advanced	Consultant Council Stakeholders	<p>Council Members will be involved in this through a presentation by either the landowners/ developers representatives or the planning officer. A separate presentation may be requested for Executive Members.</p> <p>Full public consultation should be undertaken, the extent and method of this to be agreed in discussion with the lead planning officer.</p>	
Refining the work	Taking account of the feedback received during consultation	Consultant	Consultant led – the consultant may wish to engage with particular parties, depending on the issues raised in consultation.	
Implementation and future	Setting out how the master plan will be	Consultant/ landowner/	Council officers would expect a dialogue in relation to the identification	

management issues	implemented – phased/ by landowner or responsibility passed on. Identifying responsibility for management and resources required.	developer	of implementation/ construction phase issues and future maintenance. The Council may wish to be directly involved in future maintenance and the potential for this will be identified at this stage.	
Output	Presentation of the results of the process	Consultant	Output should include full detail of how the feedback received during the consultation stage has been addressed. A presentation will be made by either the landowners/ developers representatives or the planning officer available to all Council Members. A separate presentation may be requested for Executive Members. The planning officer will consider with the landowner/ developer any wider presentation of outputs.	

Formal Endorsement

In most cases the Council will ‘endorse’ an agreed Master Plan as Council policy. It will not comprise a Supplementary Planning Document (SPD) but will be a material consideration in future decision making. The route to this formal endorsement will usually be through the Council’s District Planning Executive Panel, then Executive, then Council.

The timescale of this formal endorsement process may be extended due to meeting timescales; however, the Council will indicate informal agreement to a completed Master Plan following the completion of the above process where it is able to do so. This will enable further work on planning applications or other more detailed matters to commence with reduced risk.