

Item no.	NMDC phase	Detailed item	Item description from NMDC (or items additional to NMDC)	By who? (completed?)	Community input/decision required?	When delivered? (staged priorities)
2	Throughout	Community engagement strategy and delivery of workshops	See 'Consultation' boxes throughout the NMDC, and the 'Community Engagement' section of the NMDC guidance notes	Consultants (UDEc tender) employed by UDC and by developers for the new communities	Yes - the NMDC recommends that the engagement strategy itself, is subject to engagement and agreement with local people	Prioritised for inclusion within main code
3	1A Scoping	Introduction	<ul style="list-style-type: none"> <li>- Set out policy context etc</li> <li>- Description of process and summary list of baseline, masterplanning, and coding work required (referencing NMDC).</li> </ul> <p>The council will have completed the process requirements for sites in the code, but developers will need to complete the list for windfall sites as part of the development management process.</p>	UDC	No	<p>Prioritised for inclusion within main code</p> <p>For items to follow main code, coding can be substituted with process e.g. 'at this stage proposals must demonstrate how house types are flexible - more council guidance to follow'</p>
4		Decide geographical coverage	The code will cover the whole local authority area including all existing settlements and development sites.	UDC	No	
5		Decide topics to cover	<p>27. All design codes should include as a minimum:</p> <ul style="list-style-type: none"> <li>- Movement strategy where appropriate</li> <li>- Access and street hierarchy where appropriate</li> <li>- Landscape and open space strategy</li> <li>- Land use and mix</li> <li>- Density</li> <li>- Heights</li> <li>- Number of homes</li> <li>- Identity and character of buildings and public spaces</li> </ul>	<p>UDC with consultant input (UDEc tender)</p> <p>This scope document itself is the first draft of what to include</p>	Yes	
6		Plan overall engagement strategy	<ul style="list-style-type: none"> <li>- Provide briefing and training to community groups involved with the built environment about what a code is and how it is developed.</li> <li>- Consult with groups about whether they wish their area to be included within a code.</li> <li>- Discuss with the groups who wish to be involved, what the code should cover.</li> </ul>	UDC with consultant input (UDEc tender)	Yes	
7	1B Baseline Analysis (see separate document for more detailed scope)	Topographical (inc. oil and gas pipelines)	Will OS mapping suffice? Particularly if district wide	UDC	No	
8		Ecological / environmental / landscape (inc. air pollution and green belt)	As per UDC constraints mapping	UDC	See UDC commonplace biodiversity map	
9		Rivers and watercourses	As per UDC constraints mapping	UDC	No	
10		Flood risk	As per UDC constraints mapping	UDC	No	
11		(Protected) Open space / green infrastructure	As per Natural England mapping and UDC constraints	UDC	Ground-truth Natural England map?	
12		Local character	<ul style="list-style-type: none"> <li>- Landscape character / topography</li> <li>- Views / landmarks / skylines</li> <li>- Typologies</li> <li>- Density</li> <li>- Massing</li> <li>- Materials / boundaries</li> <li>- Public spaces</li> <li>- Heights</li> <li>- Formal / informal?</li> <li>- Architectural styles / age</li> <li>- Plot ratios</li> <li>- Grain / building line / street width</li> <li>- Set backs / gardens</li> <li>- Social / uses</li> </ul>	UDC with consultant to complete (UDEc tender)	<p>Walking tours and area type analysis</p> <p>'Wider surveys may also be necessary to ensure widespread local input beyond workshop attendees. This can include 'walking workshops', photographic surveys and visual preference surveys to understand the aspects of local character that people value and those that they would like to change.'</p>	
13		Heritage assets (listed, local, protected lanes, and historic parks and gardens)	As per UDC constraints mapping	UDC	No	
14		Conservation areas	As per UDC constraints mapping	UDC	No	
15		Land use / economic uses	Can this be points on a map, rather than mapped boundaries, taken from Google and then 'ground truthed' at consultation?	UDC	No	
16		Public transport accessibility	As per TRACC mapping	UDC	No	
17		Road hierarchy inc PROWS	As per Essex Highways mapping	UDC	No	

18	2A Vision and Area Types	<p>Vision should set out:</p> <ul style="list-style-type: none"> <li>- An appreciation of the existing area, its natural, topographical, historical and heritage features.</li> <li>- Its character and appearance.</li> <li>- The mix of uses and facilities.</li> <li>- The amount and character of green space.</li> <li>- The way in which it deals with traffic, parking, walking and cycling.</li> <li>- Sustainability including energy efficiency.</li> </ul>	The vision will be based upon the Local Plan vision and refined to reflect the scope and aims of the Design Code.	UDC with consultant to complete (UDEc tender)	<p>Yes</p> <p>'The design visioning process will be an important focus for consultation. This could be undertaken through a series of workshops across the local area that involve communities and stakeholders in the analysis of existing character and visioning of how this character may change.'</p>	
19		<p>See RTPI mock code. Area Types</p> <p>See notes in Project Plan</p>	<p>35. Area types can be identified through characterisation studies, GIS analysis or a combination of these and the experience of planning officials and local communities.</p> <p>36. Area types are based both on the existing character of the place and how the local authority and community expect the area to develop in the future.</p>	UDC with consultant to complete (UDEc tender)	<p>Yes</p> <p>'The area types should be analysed using a standard worksheet (See NMDC guidance notes). This is something that can be done as part of consultation events with local communities. This analysis will feed into a vision for what that area type should become in the future.'</p>	
20	2B Coding Plan	38. The area type analysis will feed into a plan ... that shows the areas of the authority to which the code will apply along with the distribution of the area types. The plan also shows major development sites based on local plan allocations that will be subject to the masterplanning exercise in Step 2c.	Map in web GIS.	UDC with consultant to complete (UDEc tender)	<p>Yes</p> <p>See 2A above.</p> <p>Need to make clear that the site allocations are decided through the local plan, and not the design code process.</p> <p>Likely to be lots of negotiation around boundaries etc and local people can only meaningfully comment when they understand what the area types will be like.</p>	
21	2C Masterplanning	The aim of the masterplan is to provide a framework for the application of the design code to the site.	<p>Areas to be masterplanned are:</p> <ul style="list-style-type: none"> <li>- New community 1 (by developer)</li> <li>- New community 2 (by developer)</li> <li>- Saffron Walden (by We Made That)</li> <li>- Takeley</li> <li>- Stansted Mountfitchet</li> <li>- Great Dunmow</li> <li>- Newport</li> </ul> <p>(For clarity: tenderers should allow for masterplanning Takeley, Stansted Mountfitchet, Great Dunmow, and Newport)</p>	Consultants employed by UDC (UDEc tender) and by developers for the new communities	<p>Yes - co-design.</p> <p>'The masterplanning exercise for development sites needs to be subject to a separate community engagement exercise. This will need to be coordinated with the consultation on the local plan allocation as well as consultation being undertaken by the landowner/developer.'</p>	
22		Identify if any additional baseline work needs to be undertaken	For example, topographical survey, utilities scan?			
23		ADDITIONAL to NMDC - Site specific visions, design concepts, and design principles	Vital part of design process missing from NMDC. Will be informed by local plan vision, and then overall design code vision			
24		Opportunities and constraints plans	<p>Considering key constraints and opportunities for open spaces, higher densities, active travel routes, views, etc, and agreeing these with the community as a starting point for more detailed design.</p> <p>A first draft of these will have been included in the Regulation 18 local plan, and revised following consultation</p>			
25		The landscape strategy, taking account of existing natural features and new structural elements.	Informed by baseline information			
26		The amount and position of open space provision.	Informed by baseline information			
27		The number of homes and other uses (from the local plan allocation).	Informed by baseline information and IDP			
28		The points of access and connection to the wider street network.	Informed by baseline information and transport			
29		The broad position of the primary and secondary streets but not local streets.	Is this necessary? One approach is to only show access points to enable flexibility in the masterplan, or just show key active/public travel routes			

30		The position of the local centre if relevant.	Informed by baseline information and IDP			
31		The area types that will apply to different parts of the site (which will in turn reference rules on density, height, street building line etc.)	If no streets shown, this will have to be loose bubbles			
32		ADDITIONAL to NMDC from LP - climate change strategy including travel, energy, biodiversity, water, and waste.	Considering site layout, heat/energy networks, renewables, orientation, active travel, habitat corridors, SUDS, refuse, etc			
33		ADDITIONAL from LP - Phasing and delivery strategy	High level at this stage			
34		ADDITIONAL from LP - Place keeping, management and stewardship strategy	Or will this be covered in the guidance and coding?			
35		Context				
36		Character Types	Covered in baseline/area types?			
37		Site context	Covered in baseline/area types?			
38		Site assessment	Are any other elements needed that are additional to the baseline evidence?			
39		Historic assessment	Code process or refer to LP policy?			
40		Heritage assets	Covered in baseline/area types?			
41		Movement				
42		Street network				
43		Public transport				
44		Street hierarchy				
45		Walking and cycling	Further details refer to NMDC guidance notes			
46		Junction and crossings				
47		Inclusive streets				
48		Car parking				
49		Cycle parking				
50		Services and utilities				
51		Nature				
52		Network of spaces				
53		OS provision				
54		Design				
55		Working with water	Further details refer to NMDC guidance notes			
56		SUDS				
57		Flood risk				
58		Net Gain				
59		Biodiversity				
60		Street Trees				
61		Built form				
62		Density				
63	Design Guidance and Coding	Party wall	Further details refer to NMDC guidance notes			
64	Informed by NMDC fig. 2 design code coverage	Types and forms				
65		Blocks				
66		Building line				
67		Height				
68		Identity		Consultants employed by UDC (UDeC tender)	Yes - setting early vision most important	
69	Need to make decision on whether district wide or area specific following definition of area types and when all coding/guidance elements are known.	Local character				
70		Legibility	Further details refer to NMDC guidance notes			
71		Masterplanning				
72		Design of buildings				
73		Public space				
74		Primary streets				
75		Local and secondary streets				
76		Tertiary streets	Further details refer to NMDC guidance notes			
77		Meeting places				
78		Multi-functional				
79		Home zones				
80		Secured by design				
81		Counter terrorism				
82		Uses				
83		Efficient land use				
84		Mix				
85		Active frontage				
86		Housing for all	Further details refer to NMDC guidance notes			May need to be appended to main code - budget and time depending
87		Types				
88		Schools				
89		Community facilities				
90		Local services				
91		Homes and buildings				
92		Space standards				
93		Accessibility	Further details refer to NMDC guidance notes			
94		Light, aspect, privacy				
95		Security				
96		Gardens and balconies				
97		Resources				
98		Energy hierarchy				
99		Energy efficiency				
100		N'hood energy	Further details refer to NMDC guidance notes			
101		Embodied energy				
102		Construction				
103		MMC				
104		Water				

105		Lifespan	Further details refer to NMDC guidance notes			
106		Management plan				
107		Participation				
108		Community				
109	Additional to NMDC	Viability and development economics	Assess viability of masterplans and design coding. Included within this is the requirement to assess development specifications and deliverability e.g. mixed uses, number of homes, infrastructure provision etc	Dixon Searle consultants - not part of UDeC tender	No	
110		Web design	Aim that code is eventually hosted on the Essex Design Guide website as a web based version	Consultants employed by UDC not part of UDeC tender	Testing with potential users required	May need to be appended to main code - budget and time depending
111		Design code review	Use 3rd party for objectivity	Consultants employed by UDC not part of UDeC tender	Testing with potential users required	
112		Policy review	Review local plan design policy against national model design code and check appropriate hooks are provided)	Figura planning	No (covered by Regulation 18 consultation)	