

# Chelmsford Garden Village Delivery Board

Terms of Reference – November 2019

## Purpose

**To provide strategic guidance and oversight and act as resolution forum to ensure the timely delivery of the Chelmsford Garden Village and its supporting infrastructure.**

## Membership

### Chelmsford City Council (CCC)

Leader  
Cabinet Member for Greener Chelmsford  
Chief Executive (Chair)  
Director of Sustainable Communities  
Spatial Planning Services Manager  
Notetaker

Homes England, Senior Planning Manager, Garden Towns and Villages Programme

### Essex County Council (ECC)

Deputy Cabinet Member for Infrastructure  
Director for Transport and Infrastructure  
Head of Planning and Development

### Chelmsford Garden Community Consortium (CGC)

Director Head of Planning – Countryside Properties  
Director of Planning – DLBP on behalf of Threadneedle Pension Ltd  
Managing Director – Ptarmigan Land  
Property Development Manager – Hanson Quarry Products Ltd

## Specific Terms

1. That the Board retains its function as an informal partnership with no separate legal status or powers in its own right. It will draw on the powers of its membership to co-ordinate and deliver an agreed masterplan for the Chelmsford Garden Village and supporting infrastructure delivery.
2. That the Board has three scheduled meetings annually – February, June and October. Any issues arising in between dates can be dealt with by a virtual meeting<sup>1</sup>. Agendas and action notes to be produced by CCC. In the event that a member is unable to attend, a substitute can be nominated.

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<sup>1</sup> Via electronic communication e.g. e-mail, tele/video conference

3. Chelmsford City Council is the Local Planning Authority for the Chelmsford Garden Village scheme and Essex County Council is the Mineral Local Planning, Highways and Transportation, Education and Social Services Authority. Chelmsford City Council will coordinate the development and approval of a masterplan, receive and determine relevant planning applications and conduct statutory consultation as part of the process.
4. That actions of the Delivery Board are monitored at each meeting.
5. That the Board monitor Planning Performance Agreements (PPAs) for the preparation of a comprehensive masterplan and future PPAs governing pre-application and planning applications at the appropriate time
6. That the Board is consulted on the submission of any additional delivery or other bids including those to the Local Enterprise Partnership or Homes England e.g. Garden Communities Prospectus.
7. That the Board endorse the use of regular promotor/developer and Council officer meetings to oversee the day-to-day development of the masterplan and subsequent pre-application and application process. The outcomes of these meetings will be reported regularly to the Board.