

# Overview and Scrutiny Committee Agenda



**9<sup>th</sup> February 2026 at 7pm**

**Council Chamber, Civic Centre, Duke Street,  
Chelmsford, CM1 1JE**

## **Membership**

Councillor J. Jeapes (Chair)  
Councillor A. Thompson (Vice Chair)

## **and Councillors**

C. Aduwim, N. Bugbee, D. Clark, H. Clark, P. Davey, S. Davis, S. Dobson, L. Mascot, M. Steel, S. Sullivan and P. Wilson

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance to [committees@chelmsford.gov.uk](mailto:committees@chelmsford.gov.uk). Further details are on the agenda page. If you would like to find out more, please email [committees@chelmsford.gov.uk](mailto:committees@chelmsford.gov.uk) or phone the Democracy Team on Chelmsford (01245) 606480.



# Overview and Scrutiny Committee

9 February 2026

## AGENDA

### 1. Apologies for Absence and Substitutions

### 2. Chairs Announcements

### 3. Minutes

To consider the minutes of the meeting held on 17 November 2025.

### 4. Decision and Action Sheet

To consider the decisions and actions from the previous minutes of the 17 November 2025 meeting.

### 5. Declaration of Interests

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

### 6. Public Question Time

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 20 minutes is allotted to public questions/statements, which must be about matters for which the Committee is responsible.

The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

Any member of the public who wishes to submit a question or statement to this meeting should email it to [committees@chelmsford.gov.uk](mailto:committees@chelmsford.gov.uk) 24 hours before the start time of the meeting. All valid questions and statements will be published with the agenda on the website at least six hours before the start time and will be responded to at the meeting. Those who have submitted a valid question or statement will be entitled to put it in person at the meeting.



## 7. Decisions Called-In

To report on any Cabinet decisions called in and to decide how they should be progressed.

## 8. Cabinet Portfolio Update for a Safer Chelmsford

## 9. Annual Presentation by Safer Chelmsford Partnership and Essex Police

## 10. Work Programme

## 11. Urgent Business

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency.



**MINUTES**  
**of the**  
**OVERVIEW AND SCRUTINY COMMITTEE**

held on 17 November 2025 at 8pm

Present:

Councillor J. Jeapes (Chair)  
Councillor A. Thompson (Vice-Chair)

Councillors, D. Clark, H. Clark, S. Manley, M. Steel, S. Sullivan and S. Young.

Also in attendance –

Councillor Lynne Foster

**1. Apologies for Absence and Substitutions**

Apologies were received from Councillors Adutwim, Bugbee, Davey, Davis, Dobson and Mascot.

Cllr Manley and Young were substitute for Cllrs Adutwim and Cllr Mascot respectively.

**2. Chairs Announcements**

No announcements were made for this meeting.

**3. Minutes**

The minutes of the meeting held on 15<sup>th</sup> September 2025 were agreed as a correct record.

**4. Decision and Action Sheet**

The Committee considered and noted the decision and action sheet since the last meeting on 15<sup>th</sup> September 2025. It was noted that a training session had now been provisionally completed with the Centre for Governance and Scrutiny.

**5. Declaration of Interests**

All Members were reminded to declare any Disclosable Pecuniary interests or other registerable interests where appropriate in any items of business on the meeting's agenda. None were made.

**6. Public Question Time**



No public questions had been submitted for the meeting.

## 7. Decisions Called-In

The Committee noted that no decisions taken by the Cabinet had been called-in.

## 8. Cabinet Portfolio Update from the Deputy Leader and Cabinet Member for a Fairer Chelmsford

The Committee received a presentation from the Deputy Leader and Cabinet Member for a Fairer Chelmsford on housing and homelessness, highlighting the significant rise in temporary accommodation since 2019/20 and the corresponding decline in new lets and affordable housing completions. It was noted that the number of households on the Housing Register had increased from 1,123 in March 2023 to over 2,000, with most applicants in high-need bands. The Council continued to pursue 35% affordable housing on qualifying developments and had secured funding for 23 family-sized homes through the Local Authority Housing Fund, 24 units under the Chess scheme, and 22 modular homes at Meteor Way. Construction was due to start on 15 affordable homes at George Street, and additional schemes such as Pym's Road were expected to provide further capacity. The Council had also stepped in to fund supported housing following the withdrawal of County Council funding, maintaining 100 units with plans for 33 more in 2025/26.

In response to questions, it was confirmed that the George Street homes would include family-sized units. Members expressed concern about the growing demand for temporary accommodation and discussed measures to encourage downsizing among under-occupiers, noting that financial incentives were limited and that the Council was exploring options. Officers explained that London boroughs were using accommodation in Chelmsford due to severe shortages locally, but it was shared that the accommodation that the London boroughs were using were not adequate for the statutory standards at Chelmsford. The Committee acknowledged the challenges posed by national housing trends and economic conditions but noted the proactive steps being taken to secure funding and accelerate delivery.

**RESOLVED** that the Cabinet Portfolio Update from the Deputy Leader and Cabinet Member for a Fairer Chelmsford be noted.

*(8.00pm to 8.11pm)*

## 9. Annual Report on Housing Delivery

The Committee received the Annual Housing Delivery Monitoring Report for 2024/25, which provided an update on completions, pipeline supply, and national and local initiatives affecting housing delivery. It was noted that overall housing completions had decreased by 19% locally compared to 5% nationally, reflecting a slowdown in major applications and pre-application enquiries. The report highlighted that 11,571 dwellings were included within major planning applications yet to be determined, including strategic sites at Chelmsford Garden Community and Broomfield. Members were advised that



recent delays were largely due to Section 106 negotiations and external factors such as the A12 scheme cancellation, which had impacted progress on key sites.

The Committee discussed the need to accelerate delivery and expressed concern about the lack of momentum on strategic sites. Officers explained that developers were cautious due to market conditions, mortgage availability, and the removal of Help to Buy, but confirmed that measures were being taken to streamline Section 106 agreements and improve monitoring of site progress. It was noted that the Council was profiling lead in and built out time by developers/different scales of development and reviewing masterplanning processes to shorten lead-in times, while continuing to pursue affordable housing targets and explore smaller, more agile sites in the Local Plan review.

Members requested that the lead in and build out rates monitoring information and progress on existing sites be reported back to the Committee in April 2026 showing progress on strategic sites, including planning permissions granted, Section 106 completions, and starts on site.

**RESOLVED** that the report be noted.

*(8:12pm to 8:57 pm)*

## 10. Report on Decisions Taken Under Delegation to the Chief Executive

The Committee received a report summarising the decisions taken under delegation to the Chief Executive. One decision had been taken during the period 30 September to 31 October 2025.

The committee was informed that during this period there had been one decision taken under delegation to the Chief Executive during this period relating to the purchase of properties.

**RESOLVED** that the report be noted.

## 11. Work Programme

The Committee considered the updated work programme and noted that future items would include Cabinet portfolio updates and a review of the project management toolkit. Members agreed that a review of customer services was to be added to the April 2026 meeting, with terms of reference agreed outside the meeting. It was also suggested that housing issues return for further scrutiny due to their impact on the Council's budget and service delivery.

It was requested that progress on accelerating housing delivery and strategic sites be monitored and reported back in a timely manner, ideally before decisions on the new Local Plan. Officers confirmed that the Housing Delivery Group report, including data on planning permissions, Section 106 agreements, and site starts, would be presented at the April 2026 meeting alongside the Cabinet Member update. This would provide transparency on actions taken to improve delivery and inform future planning decisions.



**RESOLVED** that;

1. the work programme be noted and
2. where possible for future meetings, that presentations would be circulated just prior to a meeting.

**12. Urgent Business**

There were no matters of urgent business.

The meeting closed at 9.17pm

Chair



## **OVERVIEW AND SCRUTINY COMMITTEE**

### **Work Programme**

<b><u>Subject</u></b>	<b><u>Author</u></b>
<b>12 March 2026 – Additional Meeting</b>	
Bow Bridge – Inform and Debate Session	
<b>1 June 2026</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Finance  Deputy Cabinet member for Support Services
Customer Service Centre – Inform and Debate	Ali Naqvi Marketing and Customer Services Manager
<b>Standing Items</b>	
Annual Report of the Committee (2025/26)	Freddey Banks-Ayres Democratic Services Officer
Report on Decisions Taken Under Delegation to the Chief Executive	Freddey Banks-Ayres Democratic Services Officer
<b>14 September 2026</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Leader of the Council  Cabinet Member for an Active Chelmsford  Deputy Cabinet Member for Active Chelmsford - Cultural Services  Cabinet Member for a Greener Chelmsford
<b>Standing Items</b>	
Updates from representatives on Outside Bodies	Freddey Banks-Ayres Democratic Services Officer



16 November 2026	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Economic Development  Deputy Cabinet Member for Sustainable Transport  Deputy Leader and Cabinet member for a Fairer Chelmsford
Annual Report on Housing Delivery	Jeremy Potter Spatial Planning Services Manager
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Freddey Banks-Ayres Democratic Services Officer
8 February 2027	
Performance Review Items	
Cabinet Portfolio Update	Cabinet member for a Safer Chelmsford  Deputy Cabinet member for Support Services
Annual Presentation by Safer Chelmsford Partnership and Essex Police	Spencer Clarke Public Protection Manager  Chief Inspector, Essex Police
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Freddey Banks-Ayres Democratic Services Officer
12 April 2027	
Performance Review Items	
Cabinet Portfolio Updates	Cabinet Member for a Greener Chelmsford  Cabinet Member for Finance
Standing Items	
Updates from representatives on Outside Bodies	Freddey Banks-Ayres Democratic Services Officer