

Wednesday 13 May 2026 at 7.15pm or upon the rising of the 7pm meeting, whichever is the later

**Council Chamber, Civic Centre
Chelmsford**

Membership

The Mayor – As elected
The Deputy Mayor – As elected

and Councillors

C Adutwim, J Armstrong, H Ayres, G Bonnett, V Canning
N Chambers, D Clark, H Clark, P Clark, P Davey
A Davidson, C Davidson, S Davis, J Deakin, S. Dobson, N Dudley,
D Eley, K Franks, L Foster,
J Frascona, I Fuller, S Goldman, S Hall, J Hawkins, R Hyland, J
Jeapes, A John, B Knight, J Lardge, R Lee, S Manley, L Mascot, B.
Massey, R Moore, M O'Brien, V Pappa, J Potter, S Rajesh, J
Raven, S Robinson, E Sampson, S Scott, T Sherlock, M Sismey, A
Sosin, J Sosin, M Steel, S Sullivan, M Taylor, A Thompson, A
Thorpe-Apps, C Tron, N Walsh, R Whitehead, P Wilson, S Young
and one vacancy.

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EXTRAORDINARY MEETING OF CHELMSFORD CITY COUNCIL

13 May 2026

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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.

3. Minutes

Minutes of meeting on 25 February 2026.

4. Public Questions

To receive questions from members of the public in accordance with Council Rules 10.1 to 10.6 on Items 5 and 6 on the agenda.

Any member of the public who wishes to submit a question or statement to this meeting should email it to 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.

5. Community Governance Review

To consider the attached report from the Chief Executive.

6. Reallocation of delegations from Full Council to Director of Public Places to another appropriate officer

To consider the attached report from the Chief Executive.

CHELMSFORD CITY COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
held on 25 February 2026 at 7pm

PRESENT:

The Mayor, J Sosin
The Deputy Mayor, S Rajesh

Councillors C Aduwim, H Ayres, G Bonnett, V Canning, D Clark, H Clark, P Davey, A Davidson, C Davidson, S Davis, N Dudley, D Eley, K Franks, L Foster, J Frasca, I Fuller, S Goldman, S Hall, J Hawkins, R Hyland, J Jeapes, B Knight, J Lardge, R Lee, S Manley, L Mascot, R Moore, V Pappa, J Potter, J Raven, S Robinson, E Sampson, S Scott, T Sherlock, M Sismey, A Sosin, M Steel, S Sullivan, M Taylor, A Thompson, A Thorpe-Apps, C Tron, N Walsh, R Whitehead, P Wilson and S Young.

1. Apologies for Absence

Apologies for absence had been received from Councillors Armstong, Bugbee, Chambers, Paul Clark, Deakin, Dobson, Massey and O'Brien.

2. Mayor's Announcements

The Mayor reflected on the sad passing of former Mayor Royston Von Tromp in December, it was noted that Royston had served as a Conservative Councillor between 1970-76 and 79-87. The Council also heard they had been the Mayor in 1981, it was noted that they would be missed and that thoughts were with their family and friends. Councillors Hyland and Potter paid tribute to them and reflected on their career as a teacher, being the Council's youngest Mayor in 1981, their patience and informed knowledge on many topics and their dedication to Galleywood and its Parish Council. They also reflected on their other roles including being the Chairman and Treasurer of the local Cricket Club. A minutes silence was held in their memory.

The Mayor informed the Council that by the end of February, the Mayoralty would have attended over 250 engagements. They also detailed upcoming events, including a fashion show at John Lewis, a Bollywood event at Boreham House and other fundraising events.

3. Declarations of Interest

Members were reminded to declare at the appropriate time, any interests in the business on the meeting's agenda. None were made.

4. Minutes

The minutes of the meeting held on 3 December 2025 were confirmed as a correct record.

5. Public Questions

[Three public questions had been submitted in advance of the meeting, which can be viewed via this link.](#)

The first and second questions raised concerns about infrastructure delivery, binding timelines for infrastructure delivery, increased demands for housing in Chelmsford and how those demands were incorporated into the Council's Local Plan. In response the Cabinet Member for a Greener Chelmsford stated that the housing crisis in Chelmsford and across Southern England had resulted in 585 Chelmsford families recently being made homeless, with 2000 further families on the housing register. As a result, it was crucial for large numbers of new homes to be built, to ensure all young people have the chance of a home they can afford in the area where they grew up. The Cabinet Member also stated that infrastructure was vital and Beaulieu was an example of a neighbourhood which had been designed on the basis of ensuring developers provide necessary and timely infrastructure. The Cabinet Member highlighted infrastructure in Beaulieu such as the Neighbourhood Centre, all through school and new rail station. The Cabinet Member also highlighted that future phases of the Chelmsford Garden Community, which had a substantial Infrastructure Delivery Plan which set out what was required and when through various legal obligations. The Cabinet Member stated that there were requirements on developers to fund additional highway and transport mitigation schemes were needed and matters such as the future of the Army and Navy Roundabout were for the County Council to work with Central Government on.

The third question asked about private companies running bus services using the Council owned Riverside Leisure Centre Car Park and whether this had been authorised through a financial agreement with the Council, or if not what enforcement action was taking place. In response the Cabinet Member for Economic Development and Property stated that no permission had been given to allow the use of the car park for the dropping off and picking up of asylum seekers and that no concessionary parking or financial arrangements were in place for this. The Cabinet Member also stated that the South Essex Parking Partnership were responsible for the enforcement of the Council's Car Parks and any contraventions may result in an issued Penalty Charge Notice.

A point of order was raised by Cllr Steel, regarding a question that had not been asked under public question time, this had been due to the email ending up in a junk/spam folder, but that a written response would be sent instead.

6. Cabinet Question Time

The following questions from Councillors were put to members of the Cabinet:

Question from Councillor S Davis to the Leader of the Council

In light of Central Government's most recent decision to no longer postpone local elections and to have already delayed proposed Mayoral elections until 2028, concerns remain about the deliverability and governance risks associated with Local Government Reorganisation.

Given the seemingly never-ending shifts in timetable and policy at national level:

1. Does the Leader of the Council have full confidence that the proposed new unitary authorities will be established within the Government's stated timeline, or does he agree with me that LGR will be the next policy to be drawn out over a longer period before being scrapped altogether?
2. What specific assurances has the Council received from Ministers regarding legislative time, financial support, and implementation capacity to ensure these deadlines are met?
3. In the event of likely delays — whether due to parliamentary pressures, boundary reviews, financial constraints, or transitional complexities — what contingency plans are in place to:
 - * Maintain democratic accountability;
 - * Avoid further postponement of elections; and
 - * Protect frontline service delivery during any extended shadow period?

Given the scale of structural change being proposed, residents deserve clarity on whether this reorganisation is genuinely deliverable within the proposed timeframe, or whether further disruption and uncertainty should be anticipated.

In response to the question, the Leader of the Council stated that it was difficult to have confidence in plans due to u-turns from Central Government, but that due to the scale of the task the Council must continue to plan as though LGR would happen. The Leader stated that no assurances had been received from Ministers regarding the timetable, just that their aim was to make a minded decision by Mid-March. The Leader also stated that officers continued to work hard to ensure that if LGR happens, that Chelmsford would be in a good position to respond and ensure that front line services continued to provide good quality services to residents. The Leader confirmed that they felt LGR was deliverable within the proposed timetable, but an end to uncertainty was crucial.

Question from Councillor G Bonnett to the Cabinet Member for Economic Development and Property

It is of concern that the Labour Government's policies are forcing many businesses throughout the country to close down. I am delighted that the policies of the previous Conservative Administration which rejuvenated Chelmsford have meant that the City is thriving, but the night-time economy seems to have a large number of outlets closing, albeit that they are often replaced by new ones. Will the Council consider

introducing a trial period of free evening parking in one or two city-centre car parks to assist the further growth of this important sector of the economy?

In response the Cabinet Member for Economic Development and Property stated that, short stay car park charges in the City Centre had been frozen to support shoppers and all businesses within the City Centre. They also highlighted the small charge of £1.70 at some City Centre Car Parks for evening and overnight and noted that this was much cheaper than private car parks and was unlikely to be the limiting factor in preventing residents or visitors enjoying the City Centre. The Cabinet Member also highlighted close work with the Business Improvement District over the last seven years to ensure that the City Centre continues to thrive, despite increasing burdens on local businesses from Central Government. In response to a follow up point, the Cabinet Member emphasised that £1.70 was a low fee and that free parking was also available in the evenings on some streets near the City Centre and that other views would be taken into consideration.

Question from Councillor S Sullivan to the Cabinet Member for a Greener Chelmsford

The planning application for the installation of 8 single Solohaus Modular Temporary Homes with waste/refuse and amenity spaces has caused a lot of concern to, and approaches from, residents of my ward of Chelmer Village and Beaulieu Park. As is customary in recent times, this was notified to residents by yellow notices affixed to lampposts in the area. Many people did not see these, maybe because the area is adjacent to a major industrial park with low footfall from residents.

Neighbours have stated to me that when, and I quote "Something like this being considered for approval by the Council, then the people living in the neighbourhood, both residents and businesses, have a right to be made directly aware first by the Council. The notice there should be printed and put through letterboxes by Councillors or posted to us, as this has a big impact on us and the existing green environment."

I have yet to make a decision regarding the application, which closes for consultation this week, but feel that I have to question the notification process. Residents have asked, and I quote again, "I have tried already to add my Comments on the Council Planning Website but it times out or crashes or comes up with an error message, remote exception occurred. Are Planning trying to limit the number of objections they receive?"

My questions are, therefore, has the cabinet member reviewed the planning notification process recently, are they confident that residents of locally controversial proposals are made sufficiently aware, and have process improvements been considered? Have they satisfied themselves that there are no adverse consequences to local residents from the current practice?

In response to the question, the Cabinet member for a Greener Chelmsford stated that they understood residents concerns and that it was absolutely reasonable for residents to be properly informed on planning applications. They stated that planning officers had to remain neutral and that it would not be appropriate for them to treat applications differently based on perceived levels of public interest. They highlighted that national

legislation set out publicity requirements for planning applications and that the Council had reviewed its own policy in 2021. They stated that for the specific application in question, six bright yellow site notices were displayed in key locations and that officers also put postcards through doors of neighbouring properties to notify residents and arrange site visits with those households. The Cabinet Member highlighted the personalised alerts that could be set up on the planning system, which were already used by several Councillors. They apologised that some residents had experienced technical problems when commenting online and that they and officers were aware of the issues with the 30 minute session limit, but that this was highlighted on the website to those making comments. They stated that due to the technical issues, the deadline for comments on the application had been extended to 13th March. In response to follow up points, the Cabinet Member stated that conversations would take place with Digital Services to work on resolving issues, but that the software was provided by a third party and with the prospect of LGR, officers would have to ensure that any software was compatible with that used by any authorities the Council merged with.

7. Reports from the Cabinet on 27 January 2026

7.1 Budget Report 2026/27

The Council had before it a report and recommendations from the Cabinet on the revenue budget for 2026/27 and its capital investments for that year. The proposed Council Tax resolution for the 2026/27 budget was included as part of the report.

The Cabinet Member for Finance introduced the 2026/27 budget and stated that it was a very positive budget, due to a change of heart from Government, with a higher grant, up by £3.4m which had relieved most budget pressures. The Cabinet Member stated that effective lobbying from the Council's Chief Executive and Leader had led to higher funding to assist with the Council's housing crisis. They also stated that money had been allocated to respond to resident's concerns and to improve service areas, such as more dog bins, saving for new vehicles required in the future rather than borrowing when they were needed, the reinstatement of the Rangers Service, grant funding to charities and funds to the business community and urban areas. They stated that this had been the easiest budget to balance of their administration, but that a relentless upward pressure on costs remained, especially on the cost of homelessness, which was now over £9m, up from under £1.4m at the start of their administration. They stated that other costs continued to rise, but that the Council had retained strong control of their finances, leading to many fees and charges staying below the rate of inflation, with sound finances in place for the future. They also highlighted the City Council's strong reserves ready for LGR and concerns that the County Council's future budget gap would be passed onto the new Unitary Authorities.

Concerns were raised against the budget by opposition members including, the under resourcing of the planning department, Council Tax increases of the maximum permitted amount despite a strong financial position, increased garden waste charges despite it achieving more than budgeted for, and increased car parking charges. Opposition Members also praised the budget, especially the reinstatement of the Highway Rangers Service, more dog bins, the lack of borrowing required and the strong financial management of the Council in general.

The Leader of the Council stated that since their administrations first budget, there had been Covid , a lack of ability to increase Council Tax in line with inflation, but that the decision they had taken continued to improve services and continued to generate higher levels of income across services. They stated that this was due to the hard work of officers across the Council, including the finance team.. They also highlighted the very small amount of Council Tax that was retained by the City Council, which was dwarfed by the other precepting authorities. They also stated that 80% of the Council's income was now from grants, fees and charges. They also highlighted that Council Tax increases were expected by the Government and that grants to all local authorities were set on that basis.

In response to the concerns raised, the Cabinet Member for Finance stated that, some charges had gone up, but car park charges for shoppers had been frozen and that there were no other car park increases apart from those already advertised. They stated that they welcomed conversations with opposition members on ideas, but that the positive news from Government had come very late into the budget setting process. They stated that they may be able to invest further into certain services due to the strong position, but long term investment such as new IT systems was difficult to plan for currently, as the prospect of Local Government Reorganisation in a few years time and due to not currently knowing who the Council would merge with. They also highlighted that the Government expected Council Tax rises and that Council's that didn't do this, could end up in financial difficulties, but emphasised that the City Council rise of 3% was below the rate of inflation. They also thanked officers across the Council for their hard work in creating a strong financial position.

On being put to the vote, the budget proposed in the report to the meeting was approved, with the voting being as follows:

For the motion: Cllrs Aduwim, Ayres, Bonnett, Canning, D Clark, H Clark, Davey, A Davidson, C Davidson, Dudley, Eley, Franks, Foster, Frascaona, Fuller, S Goldman, Hall, Hawkins, Jeapes, John, Knight, Lardge, Lee, Manley, Mascot, Moore, Pappa, Potter, Raven, Robinson, Sampson, Scott, Sherlock, Sismey, Steel, Sullivan, A Sosin, Taylor, Thompson, Thorpe-Apps, Tron, Walsh, Whitehead, Wilson and Young

Against the motion: Cllrs Davis and Hyland

Abstained: Cllrs Rajesh and J Sosin

RESOLVED that

1. That the Council notes the report of the Section 151 Officer on the risks and robustness of the budget in Section 8 (Appendix 1).
2. That the Council approves:
 - A. The budget report in Appendix 1, including:
 - i. the new revenue and capital investments in services identified in Section 5;
 - ii. the Capital Programme in Section 11;
 - iii. the Revenue Budgets in Section 10.

- iv. An increase in the average Band D level of Council Tax for the City Council to £234.85 (+2.97%), which is within the referendum threshold, in Section 9.
- v. The movement in reserves and the Medium-Term forecast shown in Section 7 and note the s151 officer's assessment.
- vi. The inclusion of special expenses, parish-tier council precepts, and other precepting authority charges, once confirmed, as detailed in Section 9.
- vii. A delegation to the Chief Executive to agree, after consultation with the Leader of the Council, the pay award for 2026/27 within the normal financial delegations.
- viii. A delegation to manage the use of the LGR reserve. The proposal is set out in Section 7.

B. The Council Tax Resolution in Appendix 2 which fulfils the legal requirements to set a Council Tax for 2026/27.

(7.40pm to 8.14pm)

7.2 Capital, Treasury and Investment Strategies for 2026/27

The Council received a report setting out a proposed approach to the management of its cash, capital investments (the capital expenditure programme) and other types of investment, including property, which the Cabinet had recommended be adopted.

In response to questions the Cabinet Member for Finance stated that, the mention of a Housing Company had always been included to allow for that option if required and that Councillors would receive information on business cases if required.

RESOLVED that the Capital, Treasury and Investment Strategies 2026/27 as submitted to the meeting be approved.

(8.15pm to 8.19pm)

7.3 Discretionary Exception to Council Tax Premiums in respect of second homes

The Council received a report asking whether an additional local discretionary exception to Council Tax premiums, imposed in respect of second homes should be applied and to consider a delegation to officers for such decisions in the future.

RESOLVED that;

1. The implementation of an additional local discretionary exception to Council Tax premiums imposed on second homes as defined in paragraph 2.4 and;
2. Future decisions on such matters be delegated to the Director of Connected Chelmsford in consultation with the relevant Cabinet Member

(8.20pm to 8.21pm)

8. Pay Policy Statement 2026/27

The Council was requested formally to approve the annual Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The Council were also asked to approve the pay packages for two new posts in accordance with Paragraph 13 of the pay policy, for two Assistant Director roles to replace a Director role which would be deleted following a retirement.

In response to a question the Leader of the Council highlighted the importance of the new posts, to ensure continuity and that the roles created more flexibility for the future than a short term director appointment would with LGR on the horizon.

RESOLVED that;

1. the Pay Policy Statement for 2026-27 be approved and
2. the Pay for the two assistant Director posts be approved

(8.22pm to 8.25pm)

9. Community Governance Review

The Council were asked to further review the timetable and Terms of reference for the Community Governance Review (CGR) in light of transitional provisions for LGR, which included the consideration of the Council retaining the legal power to make a reorganisation of community governance order, so that it could complete the process to create a new Parish. The Leader of the Council stated that the change would mean the creation of a new Parish tier Council, would remain in the power of the City Council, rather than the new Unitary and meant that a decision would be made at the July 2026 Council meeting rather than December 2026.

In response to questions and comments regarding, the legality of a shorter consultation period and an alternative proposal to act even quicker, the Leader of the Council stated that they had to work around the election timetable, had chosen a middle path, rather than speeding up even further or delaying and that the Council's Legal Services had been involved in the decision, along with external legal advice. The Leader also noted that working group meetings on the topic would take place soon, the informal response target of the first consultation had been exceeded and that the changes would allow the Council to retain control of the situation.

RESOLVED that the revised Terms of Reference, with the revision to the timing of decisions and second stage consultation be approved.

(8.26pm to 8.39pm)

The meeting closed at 8.42pm

Mayor



Chelmsford City Council

13 May 2026

Community Governance Review

Report by:

Leader of the Council

Officer Contact:

Lorraine Browne, Legal & Democratic Services Manager & Monitoring Officer,
email: lorraine.browne@chelmsford.gov.uk, tel: 01245 606560

Purpose

To further review the timetable and Terms of Reference for the Community Governance Review (CGR) in light of the by election for Springfield Division.

Recommendations

1. That Council approves the revised Terms of Reference, with the revision to the timing of decisions and second stage consultation.

1. Background

- 1.1. At an Extraordinary Council meeting of Full Council on 3rd September 2025, the Council approved the commencement of a CGR of its own volition, alongside the relevant Terms of Reference. Amendments were also made to the timetable for the first consultation stage at Full Council in December 2025.
- 1.2. As a result of transitional provisions relating to local government reorganisation, the Council further updated the Terms of Reference in February 2026. A further review and amendments are proposed to the Terms of Reference. This includes changes to the timetable as a result of pre-election rules for the by election in the Springfield Division which will now take place on 18th June. The pre-election period commences on 13th May and will run through to 18th June.

2. Transitional provisions for local government reorganisation

- 2.1. The Terms of Reference for the CGR includes an indicative timetable for the process. Proposed amendments now provide for a further report to Full Council in July in relation to the outcome of the first stage of consultation and to approve draft recommendations for the final consultation, prior to Full Council taking the final decision in relation to the CGR in the autumn 2026. After the final decision is taken by members ordinarily the Council (as principal council) would then make a reorganisation of community governance order to complete the CGR process.
- 2.2. During local government reorganisation the power to make a reorganisation of community governance order remains with the principal council until a transitional period commences due to a Structural Change Order (SCO) being made.
- 2.3. The transitional period will start on “the first date on which any action is required to be taken in accordance with the Structural Change Order”.
- 2.4. Once the SCO transition period commences, only a successor council (which includes a shadow council) can make the reorganisation of community governance order. In practice, this is done by the principal council making a recommendation to the successor council that the result of the CGR is implemented in a certain way.
- 2.5. It is anticipated that the transitional period in Essex will commence in the Autumn (likely late November) with the SCO being laid before Parliament shortly after summer recess. The changes to the timetable would enable the Council to complete the CGR process before the “transitional period” referred to in the regulations for LGR commences.
- 2.6. This timetable remains challenging and it will be necessary to call an Extraordinary Council meeting in early Autumn. It should be noted that the matter will be considered by the working group prior to Full Council.

3. Conclusion

- 3.1. The Terms of Reference (Appendix 1) have been reviewed and revised as necessary. This includes updates to the timetable as a result of pre-election rules as well as corrections to paragraph 3.4 in relation to ceremonial matters. The proposals enable the Council to complete the CGR whilst the Council retains the legal power to make a reorganisation of community governance order following the completion of the CGR as opposed to transferring this to the new successor council for decision.

List of appendices:

Appendix 1 – Draft Revised Terms of Reference

Background papers:

Joint Statutory Guidance on Community Governance Reviews (2010)

Corporate Implications

Legal/Constitutional: A community governance review is a non-executive function which falls within the terms of reference for Full Council.

In undertaking a CGR the council must comply with the statutory process laid down in the 2007 Act, the published guidance and its own Terms of Reference. This sets out the criteria that must be considered in taking decisions and consulting.

Regulation 2 of the Local Government (structural Changes) (Transitional Arrangements) Regulations 2008 set out the transitional arrangements referred to in this report.

Financial: There are no financial implications of the adjustments made to the Terms of Reference for the CGR.

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: A risk register has been drafted for the completion of this review, and the adjustment of the timetable was considered and monitored as part of this.

Equality and Diversity: No amendments to the Equality and Diversity Impact Assessment for the CGR are necessary in adjusting the timetable.

Health and Safety: None

Digital: None

Other: None

Consultees:

Leader of the Council

Relevant Policies and Strategies:

Our Chelmsford Our Plan – Bringing people together, empowering local people and working in partnership to build community capacity, stronger communities through encouraging participation in local democracy, increasing representation of community interests to help people feel better represented at a local level and more involved in deciding how best the interests of their community can be met.



Appendix 1



Chelmsford City Council

Community Governance Review 2025/6

Terms of Reference

1. Introduction

- 1.1. Chelmsford City Council has resolved to undertake a Community Governance Review (CGR) under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”). A CGR provides the principal authority (Chelmsford City Council) the opportunity to review community governance arrangements in the area included in the review.
- 1.2. Chelmsford currently has 29 parished areas (25 parish councils, one town council, one village council, one community council and one parish meeting). There is also currently an ‘unparished’ city centre area. The last full review of the arrangements across the whole of the authority area was conducted in 2021/22.
- 1.3. This review primarily seeks to consider whether the currently ‘unparished’ area would benefit from the introduction of a form of recognised community governance in light of Local Government Reorganisation (LGR) in Essex. However, other matters, such as electoral arrangements, and the boundaries between the unparished area and adjacent civil parishes will also be included in the review.
- 1.4. The review will comply with the legislative and procedural requirements set out in Part 4 of the 2007 Act as well as any statutory guidance (this currently includes Joint Guidance produced in 2010 by the Department for Communities and Local Government and the Local Government Boundary Commission for England). It will follow the approach set out in the Terms of Reference, including the indicative timetable.
- 1.5. The Connectivity and Local Democracy Working Group will support the review and draft recommendations for consideration by Full Council for approval.

3. Scope of Community Governance Reviews

3.1. A CGR evaluates any existing, as well as the introduction of new community governance arrangements within the area under review. A CGR can take place for the whole of the council area, or specific parishes and areas. It may consider:

- The creation, merging, altering or abolition of a parish tier council.
- The creation of area committees, community forums, neighbourhood associations and other forms of community governance.
- The boundaries of a parish tier council.
- Naming of parish tier councils, and the style of any newly created parish tier council
- The number of Councillors that may represent a parish tier council.
- The warding of a parished area.
- Amending the ordinary year of election.
- Grouping or ungrouping parish tier councils.
- The ordinary year in which elections are held

3.2. Section 93 of the 2007 Act requires principal councils to ensure that community governance within the area under review will be:

- a) reflective of the identities and interests of the community in that area; and
- b) effective and convenient to the community in that area.

In doing so the review is required to take into account:

- a) the impact of community governance arrangements on community cohesion; and
- b) the size, population and boundaries of the local community or parish.

They therefore must consider the geographical and population size of the area, as well as social cohesion.

3.3. A CGR cannot consider Local Government or Parliamentary boundaries.

3. Reasons for undertaking a review

3.1. A CGR should be completed at least every 10 to 15 years. They can be considered more frequently than this in response to local issues e.g. significant community growth through housing developments, a request from the public and other social changes.

3.2. In December 2024, the Government produced a White Paper on devolution on England. This set out plans to devolve greater power and funding to local areas and to deliver LGR in areas currently operating in a two-tier system of local government, including Essex. This means that Chelmsford City Council, Essex County Council and the other thirteen Councils in Essex are to be abolished and will be replaced by between three and five unitary authorities, delivering all services for the residents in their area. This programme is due to be delivered by April 2028.

- 3.3. This is a significant change for residents in Chelmsford and will mean that residents in the city centre may no longer have local community representation as there will be no lower tier of local government, below that of the new unitary authority. With this in mind, Chelmsford City Council want to ensure that residents have the opportunity to consider the options available to them and to have a say in how they are represented.
- 3.4. In order to preserve the historic property, privileges, rights and traditions presently enjoyed by the residents of the area, the new arrangements can establish Charter Trustee areas in the unparished parts of the town with effect from 1 April 2028. The trustees have the power to carry out ceremonial functions but they are not intended to act as administrative units and will have no power in respect of general functions or services.

4. Areas under consideration

- 4.1. As a full review was conducted in 2021/22, the Council intends to limit this review to the city centre, or the 'unparished' area, and any parish tier council area that currently adjoins this. This includes: Broomfield, Chelmer, Chignal, Galleywood, Great Baddow, Margaretting, Springfield, Stock and Writtle. A map representing this can be found under section six, and a list of the areas included in the review is shown below.
- 4.2. Table one below outlines the electorate in within the area that the review is considering. Any of the other 20 parish areas within Chelmsford that are not listed in this table are not part of the review and will not be considered. The electorate of the area included in this review is 90,692, included in this figure are 51,536 electors in the currently unparished area.

	<i>Parish Area</i>	<i>Households (1 July 2025)</i>	<i>Electorate (1 July 2025)</i>
1	Broomfield	2514	4017

2	Chelmer	3940	6757
3	Chignal	293	515
4	Galleywood	2469	4271
5	Great Baddow	6762	11,032
6	Margaretting	384	660
7	Springfield	3692	6269
8	Stock	1047	1731
9	Writtle	2816	3904
10	Chelmsford City Centre (currently unparished)	32,807	51,536
	TOTAL	56,724	90,692

Table one

The unparished part of Chelmsford city centre currently comprises the following wards of Chelmsford City Council:

	<i>Ward</i>	<i>Households (1 July 2025)</i>	<i>Electorate (1 July 2025)</i>
1	Goat Hall	2590	4580
2	Marconi	4179	5906
3	Moulsham and Central	7745	10,000
4	Moulsham Lodge	2259	4307
5	Patching Hall	3969	6721
6	St. Andrews	3957	6583
7	The Lawns	2592	4174
8	Trinity	2668	4581
9	Waterhouse Farm	2848	4684
	TOTAL	32,807	51,536

Table two

- 4.3. In conducting the review Chelmsford City Council will use the current electoral statistics whilst taking into consideration any likely changes to the electorate in the next five years, through community development and growth.
- 4.4. Whilst the CGR is undertaken primarily to consider options for the unparished part of the Council area, it is emphasised that all of the parishes listed above are included in the CGR, and any of the options listed at 4.2 above are included in the scope of this review.

5. Consultation

- 5.1. Consultation and community engagement is a vital part of this review, the Council hopes to engage local residents and special interest groups to ensure that we effectively capture the priorities of the community. We shall ensure that we comply with the statutory consultative requirements by:
- Consulting local government electors and other persons or bodies who appear to the Council to have an interest in the review
 - Informing the County Council of the review, and sending them a copy of this Terms of Reference document
 - Taking into account any representations received in connection with the review
 - Notifying consultees of the outcome of the review
 - Publishing all decisions taken and the reasons for such decisions.

The Council will also be pleased to receive comments from any other person or body that wishes to make representations

- 5.2. The review will include two stages of formal consultation. The first stage will gather initial views to help the Council formulate their recommendations, which will then be taken to a second round of consultation with the public before being considered for approval. The Council will take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.
- 5.3. The Council will develop a webpage for the review, outlining the purpose of the review and the key milestones. This area will be updated as the review progresses to include maps and statistical information in relation to any recommendations. Documents related to the review can also be viewed in person at: Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE during opening hours.
- 5.4. Notice of the review will be sent to all affected existing parish councils as well as any local community groups in the relevant area. Residents will receive notice of the review through the post during the initial consultation and through targeted social media campaigns throughout. The main response mechanism shall be online, with paper versions available on request.
- 5.5. All relevant consultation responses, available evidence and legal considerations (including those referred to above) will be used to help inform the decisions made during this review.

6. Other forms of community governance

- 6.1 The Council is required by law to consider other forms of community governance. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community

associations, which may be more appropriate to some areas than parish-tier councils.

- 6.2 The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate. However, the Council also notes that what sets parish-tier councils apart from other kinds of governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

7 Legal Framework

7.1 In undertaking this review the Council will be guided by:

- Part 4 of the Local Government and Public Involvement in Health Act 2007
- the relevant parts of the Local Government Act 1972
- Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010
- Local Government (Parishes and Parish Councils) (England) Regulations 2008
- Local Government Finance (New Parishes) Regulations 2008

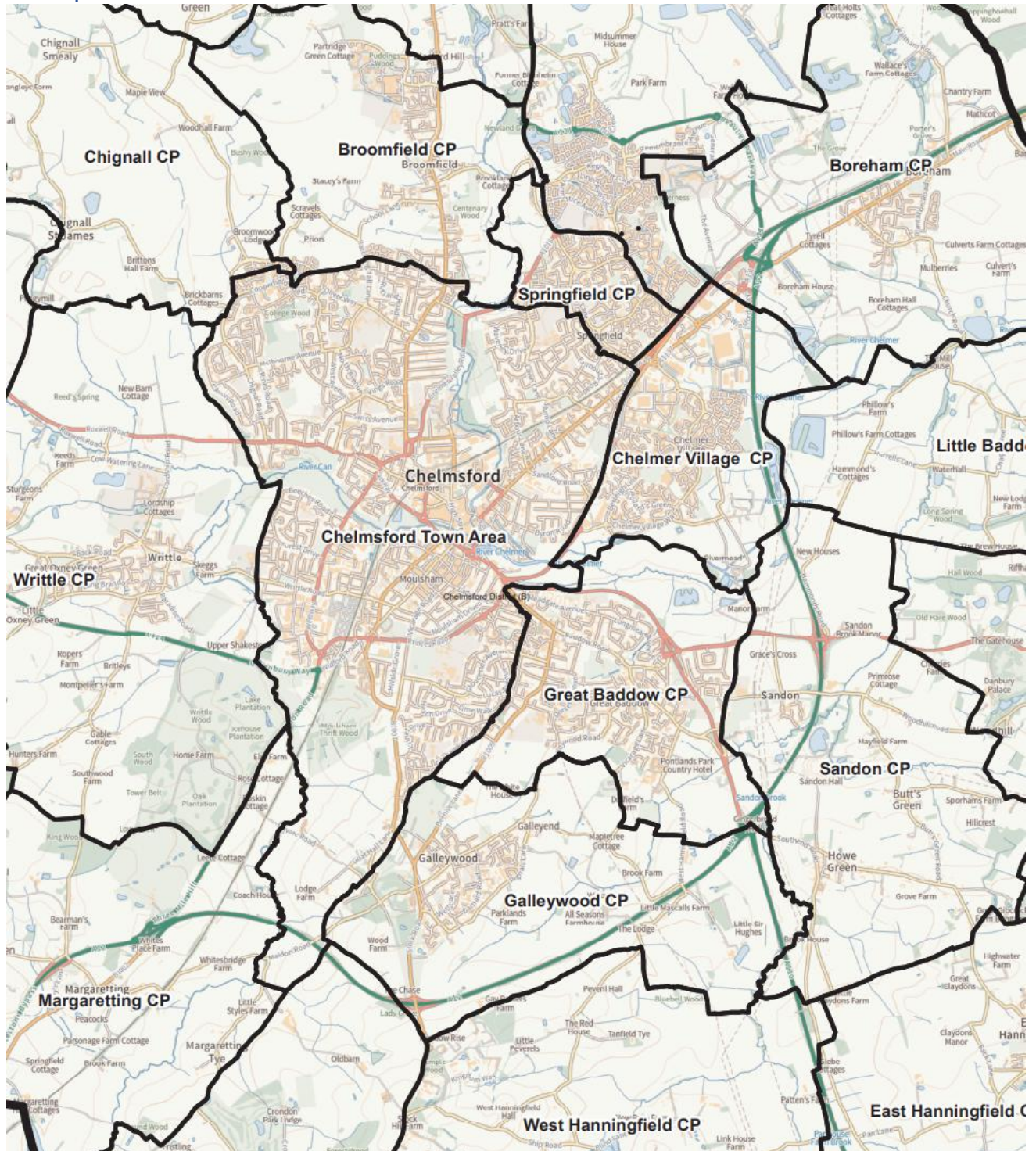
8. Consequential Matters

8.1 The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
- In these matters the Council will be guided by the 2007 Act and the Regulations that have been issued under it, including the Local Government (Parishes and Parish Councils) (England) Regulations 2008 and the Local Government Finance (New Parishes) Regulations 2008

8.2 In particular the Council notes that Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the Proper Officer of the Council as an appropriate proportion. Furthermore, the Council notes that the Regulations regarding the establishment of a precept for a new parish require the Council to calculate the first anticipated precept for a newly constituted parish-tier council and for the amount of that precept to be included in the Reorganisation Order.

9. Map



10. Indicative timetable

Commencement of Community Governance Review and Terms of Reference Agreed	3 rd September 2025
Initial Consultation	13th October 2025 – 4 th January 2026
Consideration of initial consultation and draft recommendations prepared	January 2026 – May 2026
Draft recommendations considered by Ful Council	July 2026
Second consultation (on draft recommendations)	July – August 2026
Consideration of second consultation and drafting of final recommendations	Autumn 2026
Final Recommendations considered by Full Council	Autumn 2026
Preparation of Community Governance Order	Autumn 2026
Community Governance Order takes effect (eg where a new council is created)	April 2027

Publication

This document is being published on our website. A copy of this document will be sent to the Chief Executive of Essex County Council upon publication.

How to contact us

If you would like to say how you view potential future arrangements under these Terms of Reference please respond to the online consultations on the Chelmsford City Council website: www.chelmsford.gov.uk/CGR2025



Chelmsford City Council

13th May 2026

Reallocation of delegations from Full Council to Director of Public Places to another appropriate officer

Report by:

Leader of the Council

Officer Contact:

Lorraine Browne Legal and Democratic Services Manager, 01245 606560,
lorraine.browne@chelmsford.gov.uk

Purpose

To approve a delegation to the Chief Executive (or in their absence a Director) to reallocate any decisions which have previously been delegated by Full Council to the Director of Public Places.

Recommendations

1. That Full Council agrees the Chief Executive (or in their absence a Director) may reallocate any delegation previously granted to the Director of Public Places to the Chief Executive, a Director or an Assistant Director.
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1. Background

- 1.1. The Director of Public Places retired on 31 March 2026, and two new Assistant Directors have been appointed with effect from 1st April 2026. The constitution has been updated to reflect these staffing changes under delegated powers to the Monitoring Officer.
- 1.2. Outside of these delegations provided for within the constitution, Full Council sometimes puts in place additional delegations specific to a particular decision. These delegations are not time limited. To ensure that such an existing delegation in relation to any non-executive matters can be reallocated to an appropriate officer approval is sought from Full Council to put in place a mechanism to further delegate any past delegations that have been given to the Director of Public Places. This will enable the Chief Executive (or in their absence a Director) to determine which member of Management Team should exercise the delegation once the Director of Public Places post has been deleted.
- 1.3. It is recommended that Full Council approves the above mechanism to enable re allocation of any such delegations.

List of appendices:

None

Background papers:

None

Corporate Implications

Legal/Constitutional: The mechanism to reallocate any existing delegations is sought only in relation to non-executive matters and as such this decision falls to Full Council to decide. Similar arrangements for executive matters were approved at April Cabinet.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

None

Relevant Policies and Strategies:

The Constitution