

11 November 2025 at 7pm

Council Chamber, Civic Centre, Chelmsford

Membership

Councillor S J Robinson (Chair and Leader)
Councillor L Foster (Fairer Chelmsford
and Deputy Leader)

and Councillors

Councillor C Davidson (Finance)
Councillor N Dudley (Active Chelmsford)
Councillor D Eley (Safer Chelmsford)
Councillor S Goldman (Economic Development and Property)
Councillor R Moore (Greener Chelmsford)

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

THE CABINET

11 November 2025

AGENDA

PART 1 – Items to be considered when the public are likely to be present

1. Apologies for Absence

2. Declarations of Interest

All Members 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 and Decisions Called in

Minutes of meeting on 14 October 2025. No decisions were called in.

4. Public Questions

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 Cabinet 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 at least 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. Members' Questions

To receive any questions or statements from councillors not members of the Cabinet on matters for which the Cabinet is responsible.

6. Finance Items

6.1 Treasury Management Mid-Year Review

6.2 Options for Council Tax Support Scheme 2026/27

7. Greener Chelmsford Items

7.1 Review of Statement of Community Involvement (SCI)

7.2 Revisions to Masterplan Procedure

8. Safer Chelmsford Item

8.1 Statement of Licensing Policy

9. 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 and which does not constitute a key decision.

10. Reports to Council

The officers will advise on those decisions of the Cabinet which must be the subject of recommendation to the Council.

PART 2 (Exempt Items)

To consider whether to exclude the public from the meeting during the consideration of the following matters, which contain exempt information within the category of Part 1 of Schedule 12A to the Act indicated:

11. Economic Development and Property Item

11.1 Sale of the Councils Freehold Interest in Property Fronting Westway

Category: Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding the information)

Public interest statement: It is not in the public interest to release details of this report at present, on the grounds that the report contains information that is commercially sensitive and to place the information in the public realm will be detrimental to the negotiations to be undertaken by the Council

MINUTES OF CHELMSFORD CITY COUNCIL CABINET

on 14 October 2025 at 7pm

Present:

Cabinet Members

Councillor S Robinson, Leader of the Council (Chair)
Councillor L Foster, Deputy Leader of the Council
Councillor C Davidson, Cabinet Member for Finance
Councillor N Dudley, Cabinet Member for an Active Chelmsford
Councillor D Eley, Cabinet Member for a Safer Chelmsford
Councillor S Goldman, Cabinet Member for Economic Development and Property
Councillor R Moore, Cabinet Member for a Greener Chelmsford

Cabinet Deputies

Councillor J Lardge, Cabinet Deputy for Cultural Services

Opposition Spokespersons

Councillors G Bonnett, J Jeapes, J Potter, J. Raven, M. Steel, A. Thorpe-Apps and R. Whitehead

Also present: Councillors H. Clark and A. Sosin

1. Apologies for Absence

Apologies for absence were received from Councillors Armstrong, Hawkins, Hyland, Sherlock and Wilson.

2. Declarations of Interest

Members of the Cabinet were reminded to declare at the appropriate time any interests in any of the items of business on the meeting's agenda.

3. Minutes and Decisions Called-in

The minutes of the meeting on 10 September 2025 were confirmed as a correct record. No decisions had been called in.

4. Public Questions

No public questions had been submitted for the meeting.

5. Members' Questions

No questions were asked at this point of the meeting.

6.1 Mid-Year Financial Review 2025/26 (Finance)

Declarations of interest:

None.

Summary:

The Cabinet were provided with an update on the Council's overall financial outlook for current and future years and were requested to agree or vary the proposals contained within the report. The Cabinet were informed of the financial forecast and that it would be used as a basis to prepare the 2026/27 budget. The Cabinet were also asked to approve an additional £40k spend on the Local Plan and the amended capital programme.

Options:

To agree or vary the proposals contained within this report whilst paying regard to the financial sustainability of any amendments.

Preferred option and reasons:

The preferred option was to accept the report's projections and recommendations. The report outlined the likely financial outcomes based on current approved policy and budgets.

Discussion:

The Cabinet heard that the Council's financial position looked more positive, than in October last year, but that the Local Government financial settlement due in December would still be a key indicator for finances over the next few years and it was hoped this would provide positive news. In response to a question about limitations on spending and disposals ahead of LGR, it was noted that some restrictions were expected around October 2026, with further restrictions once the new shadow authorities were in place in May 2027. The Cabinet heard that the restrictions would prevent expenditure or sales over a set amount, but that the set amount could be changed by a future Joint Committee or the Shadow Authority if agreed.

RESOLVED that Cabinet;

1. Noted the financial forecast to be used as a basis to prepare the 2026/27 budget.
2. Approved an additional £40k on the Local Plan, above the £200k which had already been approved under delegation.
3. Approved the amendments to the Capital Programme as set out in Appendix 2.

(7.01pm to 7.11pm)

7.1 Publication of revisions to the Chelmsford Local Development Scheme (LDS) (Greener Chelmsford)

Declarations of interest:

None.

Summary:

The Cabinet were asked to consider the revised LDS for approval and publication, following it being recommended by the Chelmsford Policy Board on 25th September 2025. It was noted that the LDS set out the programme of work for the preparation of statutory and non-statutory development plan documents for the period of 2025-28.

Options:

To approve or not approve the revised Local Development Scheme for publication.

Preferred option and reasons:

To accept the recommendation from the Chelmsford Policy Board to approve and publish the revised LDS. The Council is required to publish an up-to-date LDS and this would also allow additional sites to be consulted on to assist with demonstrating a five-year housing land supply.

Discussion:

The Cabinet heard that the document set out how the Council would consult and connect with residents, to build stronger and more resilient communities and that the updated timeline responded to recent national policy changes, local housing need and changes to infrastructure delivery. It was noted that the updated scheme would ensure the Council would continue to meet obligations, enable new sites to be consulted upon and was a pragmatic step to keep the Council on track to deliver a sound, inclusive and environmentally responsible Local Plan. The Policy Board and officers were thanked for considering and recommending the report at their recent meeting.

RESOLVED that Cabinet approved the revised Local Development Scheme for publication.

(7.12pm to 7.16pm)

8. Urgent Business

There were no items of urgent business.

9. Reports to Council

No items were subject of recommendations to Council.

The meeting closed at 7.16pm

Chair



Chelmsford City Council Cabinet

11th November 2025

Treasury Management Mid-Year Review 2025/26

Report by:

Cabinet Member for Finance

Officer Contact:

Phil Reeves, Accountancy Services Manager (Section 151 Officer), 01245 606562,
phil.reeves@chelmsford.gov.uk

Purpose

To inform the Cabinet of the treasury activities undertaken in the first part of 2025/26 and to report on compliance with the approved TM Strategy.

Options

1. Accept the recommendations contained within the report.
2. Recommend changes to the way by which the Council's investments are to be managed.

Preferred option and reasons

Recommend the report to Council, without amendment for their consideration and thereby meet statutory obligations.

Recommendations

That Cabinet note the contents of this report and request that Full Council review the report and approve that no changes are required to the 2025/26 Treasury Strategy.

1. Background

- 1.1. The Council has cash to invest arising from its revenue activities, capital balances and the collection of Council Tax and Business Rates. The Council can use borrowing only to fund its capital programme and for temporary liquidity. The activities around the management of Council cash and external borrowing are known as Treasury Management.
- 1.2. Under statute and the CIPFA Code of Practice on Treasury Management (“the Code”), members are required to receive reports on the Council’s Treasury Management (TM) activities. The report in Appendix 1 complies with the CIPFA Code of Practice and relevant Government regulations.
- 1.3. Full Council has overall responsibility for Treasury Strategy but delegates to the Treasury Management and Investment Sub Committee (TMISC) responsibility to monitor and recommend changes to the strategy. The Section 151 Officer of the Council is delegated to manage operational TM activities within the approved strategy.
- 1.4. Members of TMISC were asked to review the contents of the report on 13th October 2025 and recommended that the Cabinet note its contents and seek Council approval for it.

2. Executive Summary

- No breaches of the 2025/26 Treasury Management Strategy have occurred.
- Higher than expected cash balances are estimated to result in investment income being £88K more than the budget for 2025/26.
- The Council remains internally borrowed to fund its capital investment; however, the council is expected to need to undertake external borrowing in October 2025.
- No changes have been made to the holdings of diversified investment funds. Any decisions to change holdings will be made under the operational delegation by the s151 officer.
- The performance of the asset funds as a whole has returned a higher rate of income returns than cash investments, however the CCLA fund has underperformed compared to the portfolio.
- No change to the TM Strategy is recommended for 2025/26.

3. Conclusion

3.1. Cabinet will be asked to accept the review of the Treasury Management Activity for the period to the end of August as endorsed by TMISC. No changes to the 2025/26 Treasury Management Strategy are recommended.

List of appendices:

Appendix 1 – Review of Treasury Management Activity (2025/26)

Background papers:

Nil

Corporate Implications

Legal/Constitutional: The report meets statutory obligations on reporting Treasury Management Activity. The Treasury Management strategy is part of the budget and policy framework set out 4.11 of the Council's constitution. As set out in the report this is being considered by Cabinet before referral to Full Council which will take the final decision.

Financial: As detailed in the report.

Potential impact on climate change and the environment:

Fund managers are required to consider ESG (Environmental, Social and Governance) factors in their investment process. All the fund managers would be expected to have signed up to the UN Principles for Responsible Investment (PRI). PRI argues that active participation in ESG and exercising shareholder rights on this basis can help to improve the performance of companies which may otherwise not address such concerns and so being an engaged corporate stakeholder is a more effective way to bring about change in corporate behaviour on ethical issues.

Further requirements from those identified above are not practical given the limited ability to directly influence any immediate change in the financial markets.

Contribution toward achieving a net zero carbon position by 2030: N/A

Personnel: N/A

Risk Management:

The report is part of the Council's approach to managing risks arising from Treasury Management.

Equality and Diversity: N/A

Health and Safety: N/A

Digital: N/A

Other: N/A

Other: N/A

Consultees:

Treasury Management and Investment Sub Committee

Relevant Policies and Strategies:

Treasury Management Strategy 2025/26

Treasury Management Activity during the period 1st April 2025 – 31st August 2025

This report complies with the CIPFA Code by identifying the Council's investments and external borrowings as at 31/08/2025 and compares treasury activity to the approved strategy.

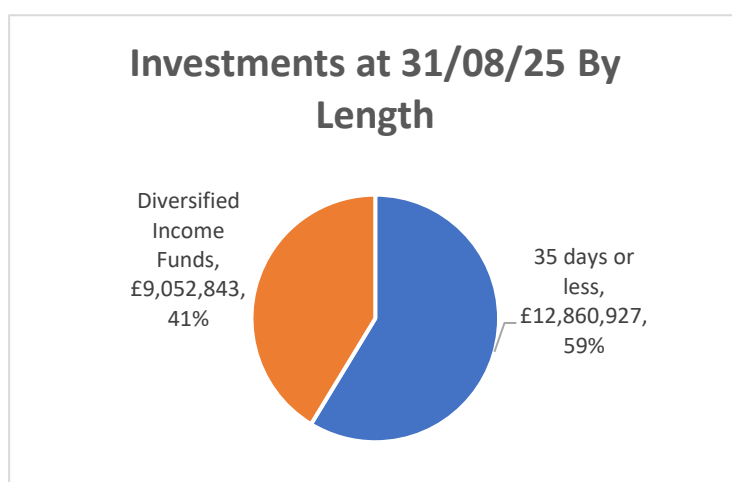
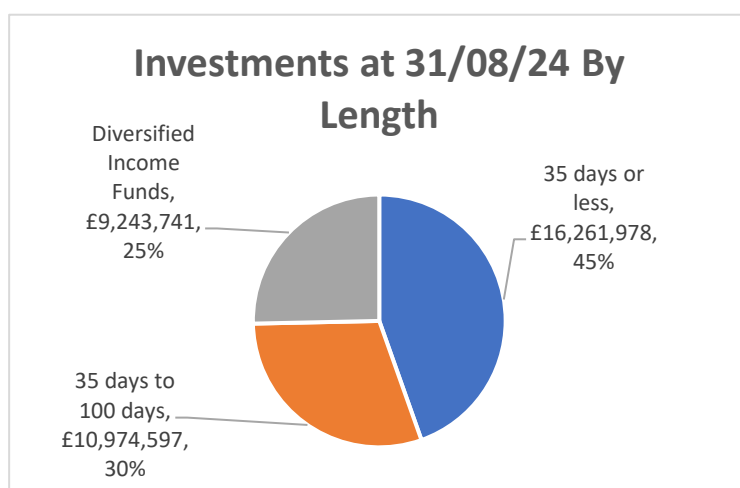
1 Liquidity Management and borrowing

- 1.1 The Council has to keep a sufficient amount of its cash and investments available for instant access to fund services and the capital programme

To assist in managing liquidity, the Council set the following target in its Treasury Management Strategy.

A minimum of £5m of all investments are targeted to be invested for periods of 35 days or less.

Outcome: The target was achieved, and officers will continue to keep the average durations of investments short.



Investment s at:	31/08/24	% of holdin gs
35 days or less	£16,261,978	45
35 to 100 days	£10,974,597	30
+100 days to 1 yr.	£0	0
Over 1 yr.	£0	0
Diversified Monthly Income Fund	£9,243,741	25
Total	£36,480,316	100

Investment s at:	31/08/25	% of holdin gs
35 days or less	£12,860,927	59
35 to 100 days	£0	0
+100 days to 1 yr.	£0	0
Over 1 yr.	£0	0
Diversified Monthly Income Fund	£9,052,843	41
Total	£21,913,770	100

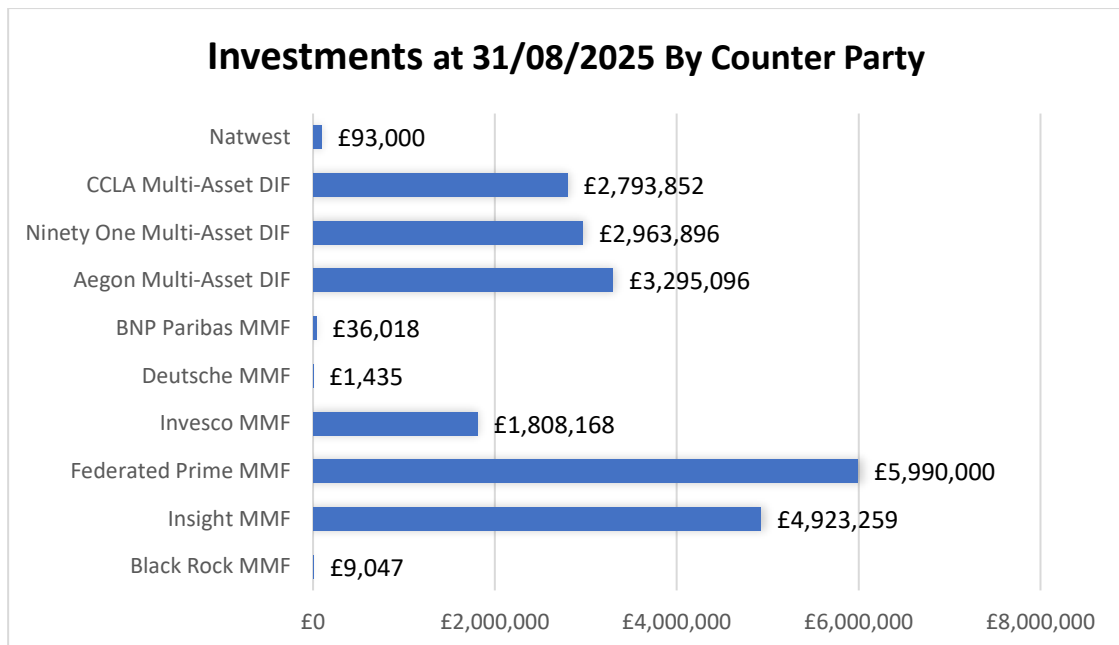
- 1.2 The Council's Treasury strategy identified the following.

No fixed duration investments over 365 days are proposed for 2025/26;

Current cashflow forecasts suggest there will be insufficient liquidity to make investments beyond 365 days. However, this should also be retained as contingent possibility, so it is recommended that any investments beyond 365 days are at the discretion of the Section 151 Officer. For investments 2 years and over, consultation will be made with TMISC chair.

Outcome: The target has not been exceeded. Currently, none are proposed as a result of declining investment balances and a need to externalise debt.

- 1.3 **No breaches of counter-party limits have occurred.** The investments held by the Council are noted below.



- 1.5 Investment Balances.** The Council cash balances will fall as the year progresses due to the normal outflow of Council Tax to other precepting bodies, and capital programme spend. A full review of the Council's forecast cashflow is taking place as part of the budget cycle which will update the long-term borrowing forecast. Cash and investments at end of August 2025 are £14.6m lower than August 2024, reflecting the ongoing trend of moving towards permanent external borrowing to manage Council cashflow and capital financing.

- 1.5 The Council has not undertaken any new external borrowing in the year to date.**
Over the financial year-end the Council had £11m of short-term borrowing which was repaid in May and June.

The funding of the approved Capital programme has required borrowing but to date that has been mostly internal borrowing which reduces the amount the Council has to invest plus temporary periods of external short-term borrowing.

The Council operates two external borrowing limits, the Authorised (maximum limit) which cannot be exceeded without Council agreement and an Operational boundary (which provides an expected level of external debt). The current limits are noted below.

	Limit
Authorised Limit of Borrowing	£70m
Operational Boundary of Borrowing	£66m

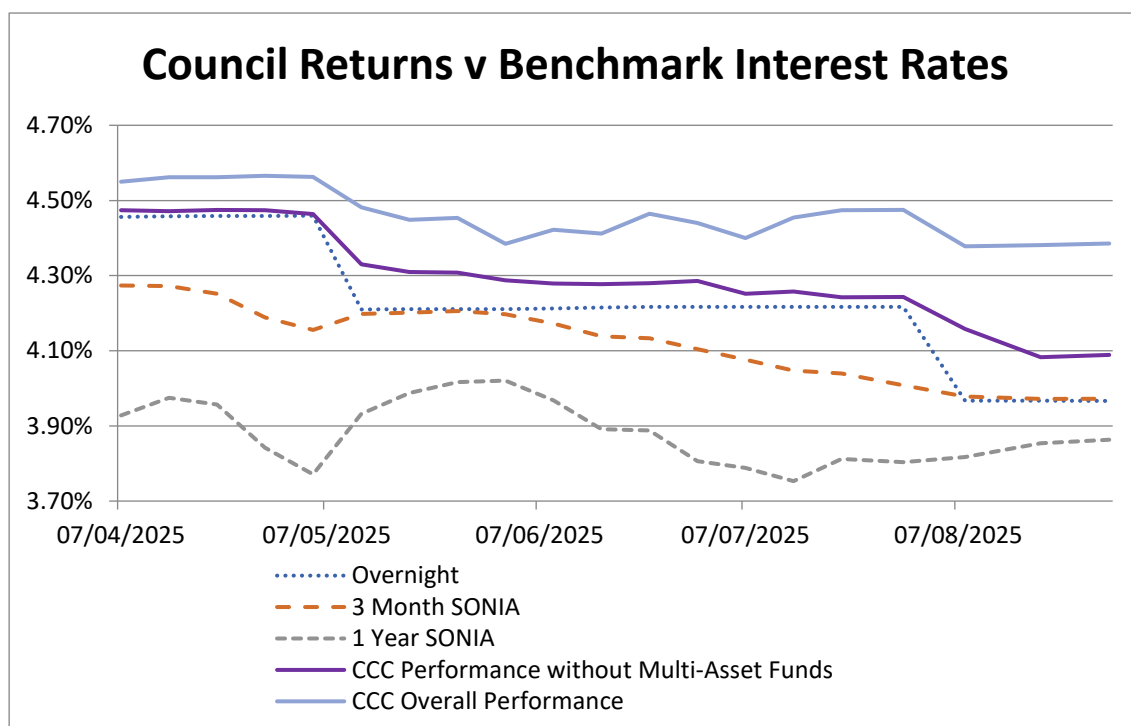
2. Rate of Return

- 2.1 The Bank of England Base rate stands at 4.0% after its cut in August. The Markets are forecasting that the Bank of England is unlikely to cut interest again this calendar year with inflation being stickier and stubbornly high inflation expectations.

On the 15th of September, the one-month local authority loans were around 4.1% and one-year loans around 4.4%. Money Market Funds are currently running between 4.01% to 4.1% with other cash investments such as building societies generally offering rates below the base rate.

The Council continues to invest in three multi-asset diversified income funds as part of its long-term strategy for returns and diversified portfolio. The returns are discussed in section 3.

- 2.2 Money market interest rates on average are around bank rate. The Council returns are shown below alongside some comparable benchmark rates.



- 2.3 The Council's income yield in 2025/26 is expected to be lower than last year with Bank of England base rate falling and the Council having less cash to invest resulting in shorter duration investments which pay less yield.

- 2.4 The Council had an average yield on all its investments of 4.39% as at 31st August 2025. The budgeted income for 2025/26 from investment returns is £925k; this is expected to be exceeded for the year by £88K at £1,013K, mainly due to higher than forecast cash balances and interest rates not being cut as quickly as expected. The performance of the asset funds as a whole has had a positive contribution to the income return although the CCLA fund has been underperforming.

3 Externally Managed Fund Performance

- 3.1 The Council is invested in three Multi Asset Diversified Income Funds. These are all intended to be longer-term investments made from core cash (reserves) to generate a return for the Council at a higher rate than standard cash deposits. Capital values will fluctuate throughout the period of investment. During recent times, markets have been volatile. Market value of the fund moved downwards during the first half of the year, but values have begun to recover. It should be noted that the CCLA fund remains below the April 2025 valuation.

Fund	Initial Investment Value	01/04/2025 Investment Value	31/08/2025 Investment Value	Unrealised Gain/(Loss) (since inception)	Annualised Income Return on 1 st April Valuations	Annualised Total Return (2025/26)
Aegon DIF	£3,600,000	£3,295,096	£3,434,403	£165,597	5.96%	10.18%
Ninety One DIF	£3,300,000	£2,963,896	£3,011,543	£288,457	4.81%	6.48%
CCLA Cautious Fund	£3,100,000	£2,793,852	£2,784,877	£315,123	3.38%	3.06%

- Aegon Multi-Asset Diversified Income Fund – A £3.6m investment was made into the Aegon DIF in June 2021.
 - Annualised income yield is 5.96% on the valuation at 1st April 2025.
 - Capital Value – 4.60% decrease on initial investment and 4.23% increase against April valuation.
 - Should the capital appreciation continue on this trend, the fund value would in April 2026 broadly match the original investment sum.
 - The fund is performing well based on the current capital growth and income yield
- Ninety-One Multi Asset Diversified Income Fund – A £3.3m investment was made into the Ninety-One DIF in June 2021.
 - Annualised income yield is 4.81% on the valuation at 1st April 2025.
 - Capital Value – 8.74% decrease on initial investment and 1.61% increase on April valuation.

- The fund valuation has been slowly recovering but based on the current trend would take some 3 years to recover to the initial value.
- The fund is performing sufficiently to justify continuing holding it
- CCLA Multi Asset Diversified Income Fund – A £3.1m investment was made into the CCLA DIF in July 2021.
 - Annualised income yield– 3.38% based on first quarter’s dividend on the valuation at 1st April 2025.
 - Capital Value – 10.17% decrease on initial investment and 0.32% decrease on April valuation.
 - The fund valuation has been fluctuating around the valuation it had at beginning of the financial year. It is unclear whether the fund managers expect the valuation to return to the initial investment value.
 - This fund is the weaker performing of the three and under greater scrutiny by officers. A full or partial disposal continues to be under consideration.

The annualised return on the funds is variable and is likely to change during the year.

- 3.2 The investment return on all external funds should be looked at as a portfolio, allowing for periods of over- and underperformance for individual funds. If the performance of the first few months of this year were to continue, then the annualised income yield would be 4.81% on April valuation. The unrealised capital loss to date is £769K improving by £178K from April valuation. It is important to note the unrealised capital gain will fluctuate; the main objectives of the investment in funds are spread of risks across asset types and improving annual income (yield).
- 3.3 The portfolio of funds has had a positive impact compared to cash on the overall income yield so far this year. A return on the three funds of 4.81% improves the total investment return from 4.09% to 4.39%.

4 Bail-in Risk

- 4.1 This is the risk that regulators will step in and enforce losses on depositors to recapitalise a failing bank or building society, rather than rely on taxpayer bailouts.

Exposure	As at 31st August 2024	As at 31st August 2025
Bail-in risk – Direct Investment	39%	59%
Bail in Risk – Diversified Income Funds	25%	41%
Exempt from bail-in	36%	0%
Total	100%	100%

5 External Borrowing

5.1 The Council has the freedom to borrow in the following circumstances:

- Short-term borrowing to manage liquidity
- Long-term borrowing is only used to fund capital expenditure if no other capital resources exist e.g. the Council has spent its capital receipts or expects to do so imminently.

5.2 The Council currently has no external borrowing. When the Council undertakes external borrowing, this will be done within the maturity borrowing rules specified in the strategy. External borrowing is forecast to become necessary from October 2025. External borrowing could be up to £34m by year-end. Loans taken out are expected to be kept short or around one-year duration. This is due to borrowing costs being more expensive in the medium to the long-term duration periods. However, keeping debt short leads to refinancing risk and, although not expected, interest rates could go up and as a result a portfolio of debt will need to be built up over time which will help de-risk the debt portfolio.

5.3 As of 15th September, the Public Works Loan Board (PWLB) one-year maturity loan after the certainty discount is 4.53% and the equivalent Local Authority (LA) loan is currently around 4.40%. The LA borrowing rate has not dropped despite the interest rate cut in August mainly due to the high demand and shortage of supply. These local authority rates will rise towards financial year-end and could well be above 5% for temporary periods in first quarter of 2026.

5.4 Liability Benchmark:

This indicator is a tool devised by CIPFA to help establish whether the Council is likely to be a long-term borrower or long-term investor. The liability benchmark is a calculation of the cumulative amount of external borrowing the Council must hold to fund its capital plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

The liability benchmark is shown below.

Row	Liability Benchmark	31/03/25 Actual (£m)	31/03/26 Foreca st (£m)	31/03/27 Foreca st (£m)	31/03/28 Foreca st (£m)	31/03/29 Foreca st (£m)
1	Capital Financing Requirement (CFR)	45	60	74	77	80
2	Less: Balance sheet resources	57	31	28	31	38
3	Net loans requirement Line 1 above less Line 2 above (Negative shows surplus cash/ Positive are external borrowing requirement)	-12	29	46	46	42
4	Plus: Liquidity allowance.	14	5	5	5	5
5	Liability benchmark (Total forecast external borrowing)	2	34	51	51	47
			<----- Forecast - Externally borrowed ----->			

The table above shows

Row 1: our capital financing requirement, being total external and internal borrowing needed to fund the capital programme. At 31/03/25 the capital programme needed £45m of borrowing with forecast external loans borrowing of £34m by the end of the current financial year (ref/row 5).

Row 2: the balance sheet resources (cash) available to use as internal borrowing instead of external debt. Where most of the resource is cash from revenue reserves and capital grants.

Row 3: A positive figure means external borrowing is being forecast. However, further allowance must be made to ensure the Council has a minimum level of liquidity cash available (row 4).

Row 5: the forecast year-end external borrowing required. For 2024/25 the external borrowing requirement was £2m. Actual external debt was £11m, £9m higher, as we borrowed based on forecast expenditure by the end of the financial year and a need to ensure sufficient liquidity. The higher borrowing than actually needed

meant the Council had more cash to invest resulting in increased liquid funds held in row 4, £14m compared to the £5m minimum liquidity target. The new projection shows external borrowing needed of £34m at end of 2025/26 and £51m at the end of 2026/27. After allowing for liquidity requirements of at least £5m.

The liability benchmark is shown graphically below where the external debt is expected to increase over time to fund previous capital expenditure and the current programme.

6 Conclusion

- No breaches of the 2025/26 Treasury Management Strategy have occurred.
- Higher than expected cash balances are estimated to result in investment income being £88K more than the budget for 2025/26.
- The Council remains internally borrowed to fund its capital investment; however, the council is expected to need to undertake external borrowing in October 2025.
- No changes have been made to the holdings of diversified investment funds. Any decisions to change holdings will be made under the operational delegation by the s151 officer.
- The performance of the asset funds as a whole has returned a higher rate of income returns than cash investments, however the CCLA fund has underperformed compared to the portfolio.
- No change to the TM Strategy is recommended for 2025/26.



Chelmsford City Council Cabinet

11 November 2025

LOCAL COUNCIL TAX SUPPORT (LCTS) SCHEME 2026/27

Report by:

Cabinet Member for Finance

Officer Contact:

Rob Hawes, Revenue and Benefit Services Manager, 01245 606695,
robert.hawes@chelmsford.gov.uk

Purpose

To present for consideration options for a Local Council Tax Support (LCTS) scheme for 2026/27 to put forward for Full Council approval before 11 March 2026.

Options

1. The 2025/26 LCTS scheme is adopted without amendment for 2026/2027
2. The 2025/26 LCTS scheme is amended for 2026/27 to make its provisions more generous
3. The 2025/26 LCTS scheme is amended for 2026/27 to make its provisions less generous

Recommendation

That Cabinet recommend Council re-adopt the current LCTS scheme without amendment for 2026-27.

1. Background

- 1.1. Since 2013/14, every billing authority has been required to approve a Local Council Tax Support (LCTS) Scheme, prior to 11 March, in respect of the following financial year. The LCTS scheme assists people on a low income with their Council Tax liability by reducing the amount they have to pay. Entitlement to Council Tax Support (CTS) is 'means-tested', whereby entitlement reduces as household income increases. The Council must incorporate Government rules in respect of pensioners, but it has significant freedom to decide the rules in respect of 'working age' households.
- 1.2. In 2013/14, the Council decided to reduce the maximum level of CTS which could be awarded to an amount equivalent to 80% of a household's Council Tax liability. This meant that all working age households paid a minimum of 20% of their Council Tax liability. In 2014/15, the maximum CTS was reduced to 77%, increasing minimum council tax liability to 23%, and has remained at that level ever since. Subsequent cuts in Government grants have meant that the cost of the scheme now exceeds grant received. The net cost cannot be calculated exactly as the direct link between Government grant and CTS was broken in 2014/15 when the specific LCTS grant was incorporated into overall funding.

2. Current 2025/26 LCTS scheme summary

Key principles

- 2.1. The key principles of the existing LCTS scheme are as follows:
 - Local councils have the power to decide how much help is given to working age households. In Chelmsford, all working age recipients pay a minimum of 23% of their Council Tax liability.
 - The rules for pensioner households are set by the Government. Chelmsford's pensioners can receive a maximum of 100% of their Council Tax liability, so they may not pay any Council Tax.
- 2.2. A more detailed summary of the key principles can be found in Appendix 1.
- 2.3. The Council is required to agree and approve a working age LCTS scheme for 2026/27.
- 2.4. Cabinet should consider the potential options below. Any proposed change to the 2026/27 LCTS scheme would require a six week public consultation period.

- 2.5. The Government is expected to make amendments to the statutory parts of the LCTS scheme. If it does so, amendments to Chelmsford's 2026/27 LCTS scheme will follow automatically, so there is no requirement for Cabinet or Council to approve these statutory changes.

3. Scheme Finances

- 3.1. The Government takes account of LCTS scheme expenditure in calculating the annual grants (known as the Local Government settlement) it awards to Chelmsford City Council, Essex County Council and the Police and Fire authorities. It is the billing authority, Chelmsford City Council, which is responsible for assessing the amount of LCTS it will provide and reconciling this through the Council Tax collection fund.
- 3.2. Since the amount of grant in respect of LCTS is not separately identified, it is not possible to compare the cost of the LCTS scheme in council tax forgone with the grant the Government provides. What is clear is that the overall annual amount of Government grant to the precepting bodies (Essex County Council, Chelmsford City Council and Essex Police, Fire and Crime Commissioner) is now far less than it was when CTS was introduced in 2013/14.
- 3.3. The Covid-19 pandemic and reduction in economic activity caused a large increase in caseload numbers in 2020/21. Caseload levels have fallen back since that time, and the annual cost of the scheme stands at £7.9m as at 30 September 2025.

4. Options

- 4.1 Making no changes to the current LCTS scheme has the benefit of continuing a scheme that is well-understood by the public and staff alike, requires no consultation and which is relatively predictable for preceptors in terms of the ongoing cost of the scheme.
- 4.2. With Local Government Reorganisation coming, officers have considered changes that will be needed in future. Any councils that merge to become a single unitary will be required to adopt a common LCTS scheme across the whole new council in the first year (expected to be 2028-29). With this in mind, one option is to change Chelmsford's current scheme to begin to prepare for this.
- 4.3 Whilst it is not yet certain which councils Chelmsford will be merging with, three of the four proposals link Chelmsford with Brentwood and Maldon. Maldon's LCTS scheme is almost identical to Chelmsford's, except that their minimum Council Tax liability is 20% for working age claimants and is therefore more generous than Chelmsford's minimum 23%.

4.5 Moving Chelmsford's LCTS scheme closer to, or matching, Maldon's would be straightforward. The City Council could opt make its scheme more generous: each 1% increase in the maximum (currently 77%) would reduce total council tax liabilities by approximately £60k, of which the City Council would bear around 12%. To match Maldon's 80% maximum would therefore cost £180k, with the City Council bearing c.£22k.

4.6 By contrast, Brentwood operates a 'banded' scheme whereby entitlement to LCTS is 100%, 75%, 50% or 25% of Council Tax liability, depending on income and type of household. It is therefore less generous for most people than both Chelmsford and Maldon's LCTS scheme as it requires a basic minimum Council Tax of 25% from working age households and there are large drops in entitlement as income increases. It does, however, offer reductions of 100% of Council Tax for some households in receipt of specified disability benefits regardless of income.

4.7 Moving Chelmsford to Brentwood's 'banded' scheme would require a significant amount of modelling and staff resource. Without any assurance that the new unitary authority will want a banded scheme from 2028/29 onwards, this change cannot be recommended.

4.8 The final option is to make the City Council's scheme less generous by reducing the maximum amount available (currently 77%), thereby increasing the minimum payment that working age households have to make. This would increase council tax liability (and reduce CTS scheme expenditure) by approximately £60k for each percentage point change; the benefit to the City Council being 12% of that figure. This would place additional pressure on low-income residents and it is likely that some of the additional Council Tax liability would be uncollectible leading to greater levels of Council Tax being written off.

5. Equality Issues

5.1 When deciding upon a scheme, the Council is required to have due regard to its Public Sector Equality Duties, which requires public authorities to give due regard to the need to:

- i. Eliminate unlawful discrimination and harassment in the respective fields of race, sex and disability;
- ii. Promote equality of opportunity between those with a protected characteristic and others; in addition, the Race and Disabilities Duties include the need to promote good race relations;
- iii. Take steps to take account of disabled people's disabilities even where that involves treating disabled people more favourably than others; and,
- iv. Promote positive attitudes towards disabled people and to encourage participation by them in public life.

5.2 An Equality Impact Assessment (EIA) for 2025/26's LCTS scheme is attached for reference at Appendix 2. This will need to be revisited if changes to the

scheme are proposed. The EIA identifies impacts upon relevant groups and any mitigations which are in place. It is important that decisions relating to our LCTS scheme are taken with these matters in mind. Although the PSED does not prevent councils from taking decisions which impact adversely on groups with 'protected characteristics', they must ensure that they are not impacted in a worse fashion than non-protected groups.

6. Conclusion

6.1 With a foreseeable need to design a new LCTS scheme for the new unitary in 2028-29, now is not the time to be making changes to Chelmsford City Council's current scheme. Cabinet should therefore recommend that Council re-adopt the current scheme, which has remained unchanged for over ten years, for 2026-27.

List of appendices:

Appendix 1 – Main principles of the LCTS scheme

Appendix 2 – Equality Impact Assessment

Background papers:

None

Corporate Implications

Legal/Constitutional: A local scheme must be agreed by Full Council before 11 March 2026. If Cabinet is minded to propose changes to the existing scheme, a public consultation lasting a minimum of six weeks must take place on any proposed change.

Financial: The exact relationship between reducing LCTS expenditure and Council Tax collection rates is unclear, although in-year collection rates of Council Tax have dropped by almost 2% since LCTS was introduced in April 2013. 2% equates to a shortfall of £3.2m on an estimated Council Tax debit of £160m in 2025/26, although strong performance on arrears collection in subsequent years has largely offset this reduction.

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: Equality impact Assessment attached as Appendix 2 will be reviewed if changes are proposed

(For new or revised policies or procedures has an equalities impact assessment been carried out? If not, explain why)

Health and Safety: None

Digital: The existing Benefits software is capable of maintaining the current scheme. Any radical proposed changes will need to be evaluated as to whether the software can deliver them.

Other:

Consultees:

Director of Connected Chelmsford, Legal and Democratic Services Manager,

Relevant Policies and Strategies:

The report takes into account the following policies and strategies of the Council:

Benefits Operational and Internal Security Policy

Benefits Customer Service Policy

Appendix 1 - LOCAL COUNCIL TAX SUPPORT (LCTS) SCHEME 2025/26

Main points of the LCTS scheme:

- Council Tax liability, for the purpose of calculating entitlement, is restricted to the appropriate Band D level. This means that a working age person in a Band H property, for example, will have their LCTS calculated using the Band D amount applicable to the parish area in which they live. A pensioner household receives LCTS based on their actual liability regardless of Band.
- LCTS is not available to working age households with more than £6,000 in savings. Pensioners can have up to £16,000 in savings before entitlement is removed.
- Households with other non-dependant adults in them receive reduced amounts of LCTS as the non-dependants are expected to contribute towards the running costs of the household. These contributions depend on the income of the non-dependant. Non-dependant deductions also apply to pensioner households, for whom the level is set by the Government.
- £10 per week of child maintenance received is disregarded. Any child maintenance paid to a pensioner household is disregarded in full.
- There are additional disregards to earned income to encourage work. This provision is more generous for the working age than for pensioners.
- For self-employed recipients, national minimum wage levels are assumed as income for the purposes of calculating LCTS entitlement if the declared income from self-employment is lower than the minimum wage. This applies after the first year of self-employment.

The amount of any reduction in council tax for people on low incomes is means-tested. This means that a household's income is compared against a set of allowances. These allowances vary depending on the personal circumstances of the household i.e. number of children, any disabilities etc. Working age households with an income equal to, or below, the relevant allowances receive maximum allowable LCTS i.e. 77% of Council Tax liability (capped at Band D rates, as described above). Households with an income above the relevant allowances have support withdrawn at the rate of 20p for every pound by which income exceeds allowances.

This form enables an assessment of the impact a policy, strategy or activity on customers and employees.

A: Assessor Details	
Name of policy / function(s):	Local Council Tax Support scheme with effect from April 2024
Officer(s) completing this assessment:	Robert Hawes
Date of assessment:	14 December 2023
B: Summary Details	
Description of policy, strategy or activity and what it is aiming to do	<input type="checkbox"/> new OR <input checked="" type="checkbox"/> existing (<i>If existing, when was the last assessment?</i> December 2022) <input type="checkbox"/> internal OR <input checked="" type="checkbox"/> external (i.e. public-facing) <input type="checkbox"/> statutory OR <input checked="" type="checkbox"/> non-statutory – parts of the policy will be governed by statute, those affecting pensioners and rules relating to entitlement to persons from abroad for both pensioners and working age
Policy Owner (service)	Revenues and Benefits
Scope: Internal - Service/Directorate/Council wide External – specify community groups	External – applies to any member of the community on a low income requiring assistance with their Council Tax liability

C: Assessment of impact

Using the information above, assess if the policy / function could potentially disproportionately impact on different protected groups. Specify if the potential impact is positive, could adversely impact or if there is no impact. If an adverse impact, indicate how the impact will be mitigated.

Please note any data used in the impact assessment should be anonymised and with due regard given to data privacy in line with GDPR.

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Age What will the impact be on different age groups such as younger or older people?		The amount of assistance available does vary dependent upon age, although no changes are proposed in this respect for 2024/25.		Pensioners receive additional allowances which ensure that they receive more support than a working age person with the same income. Individuals or households where both members are under 25 will receive less assistance than when one or both members are over 25. This disparity in assistance is a standard feature of all welfare benefit schemes. Pensioner households are entitled to a maximum of 100% of their Council Tax liability. Working age households are entitled to a maximum of 77% of their Council Tax liability	

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Disability Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate			No changes are proposed to affect people with this characteristic		Additional allowances are already in place for people receiving specified disability benefits.
Pregnancy and maternity Pregnant women and new and breastfeeding Mums			No changes are proposed to affect people with this characteristic		Households with children receive additional allowances which result in higher entitlements. Chelmsford City Council has not implemented the wider welfare benefit policy which restricts that assistance to the first two children in a household.
Marriage or Civil Partnership Could this policy discriminate on the grounds of marriage or civil partnership			There is no distinction between the treatment of married persons, persons in a civil partnership or unmarried couples.		
Sex Is the service used by people of			No distinction is made in the		

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
both male and female biological characteristics or intersex and are the sexes given equal opportunity?			assessment of entitlement as a result of biological gender.		
Gender reassignment Is there an impact on people who are going through or who have completed Gender Reassignment? Additionally, is there an impact on people with different gender identity?			No distinction is made in the assessment of entitlement as a result of gender identity.		
Religion or belief Includes not having religion or belief			No distinction is made in the assessment of entitlement as a result of religious belief.		
Sexual Orientation What is the impact on people of different sexual orientation such heterosexual, lesbian, gay or bisexual people?			No distinction is made in the assessment of entitlement as a result of sexual		

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
			orientation.		
Race Includes ethnic or national origins		Yes		Brexit removed entitlement from EU nationals without 'settled status'. This is in addition to the restrictions to benefit already in place on non-EU nationals.	This element of the policy is dictated by Government by way of statutory instrument and cannot be amended by the Council.
Are there any other groups who could find it difficult to access or make use of the policy / function? For example: low income / people living in rural areas / single parents / carers and the cared for / past offenders / long-term unemployed / housebound / history of domestic abuse / people who don't speak English as a first language / people without computer access etc.			No		

D: Consultation process, information used to analyse the effects on protected groups/equality and key findings Please describe the consultation process and evidence gathered. You may attach copies or links to the data / research you are using.		
1.	<u>Consultation/engagement</u> What consultation or engagement has been undertaken regarding this policy? <i>[Please summarise what, when and who was involved]</i>	The policy was subject to public consultation between 3/12/20 and 18/01/21. Following analysis of the consultation responses, this impact assessment was amended. No substantive changes have been made to the policy since that date.
2.	<u>Key findings</u> <i>(Summarise the key findings of your consultation in relation to protected groups as outlined above).</i>	The consultation attracted very few responses. However, each of the three respondents who identified themselves as being in one or more of the protected groups agreed that the proposed change in wording should be made, with one respondent suggesting that the change should be more wide-ranging to allow changes in scheme design to be made at any time.
3.	<u>Data/Information</u> What relevant data or information is currently available about the customers and employees who may use this service or could be affected by this policy? <i>(For example: equality monitoring, surveys, demographic data, research, evidence about demand/ take-up/satisfaction etc).</i> What additional information could be collected which would increase your understanding about the potential impact of the policy? <i>(What involvement or consultation with affected groups is still needed?)</i>	<p>Incomes, capital holdings, age, sex and household make-up of existing recipients of Council Tax Benefit recipients are known. Data regarding disability can be inferred from both income and qualification for additional premiums. Data regarding ethnicity, sexual orientation, religious beliefs and language is minimal as these characteristics are not relevant when assessing entitlement. Respondents to the consultation were given the option to provide ethnicity, age, sexual orientation, disability and religious beliefs in addition to their answers.</p> <p>Feedback from customers, voluntary or community groups, advice agencies and residents was sought as part of the consultation.</p>

4.	<p>For existing policies, strategy, activity only: What has changed since the last assessment? <i>(For example: evidence of public concern or complaints / new information has come to light / changes in service provision / changes in service users/ assessed impact on protected groups etc)</i></p>	<p>Reductions in grants from central Government over a prolonged period have not been offset by more recent small increases. Inflation, the cost of homelessness and the overall commercial environment are placing considerable pressure on Chelmsford's finances. Councillors are able to decide whether or not to increase expenditure on Local Council Tax Support.</p>
----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

E: Relevance to the Equality Duty Aims:

Consider how the policy relates to the aims below (directly or indirectly), and if it could be adjusted to further meet these equality aims.

1.	<p>To eliminate unlawful discrimination, harassment and victimisation</p>	<p>People with disabilities will continue to receive additional premiums as part of the calculation of local Council Tax Support. Chelmsford's Local Council Tax Support scheme has retained additional premiums for disabled people and continues to disregard the whole of any Disability Living Allowance or its replacement, Personal Independence Payment, from the assessment of entitlement.</p>
2.	<p>To advance equality of opportunity between people who share a protected characteristic and those who do not <i>(This means removing or minimising disadvantages, taking steps to meet needs of different people and encouraging participation. It can involve treating people better than others, e.g. disabled people).</i></p>	<p>As above, disabled people will continue to be treated more favourably than non-disabled people with a similar income, which recognises the extra costs attributable to disability. Parents with dependent children will continue to receive additional premiums in respect of children as part of the calculation of support, thereby recognising the extra costs associated with bringing up a family. In 2015, Councillors rejected the option to remove the Family Premium (worth a maximum of £3.48 per week in Council Tax Support) from the calculation of LCTS for new working age claimants with effect from April 2016. There is no intention to remove the additional premiums awarded to households with more than 2 children within the means test. Therefore, people with children will still be treated more favourably than people without insofar as the additional cost of raising children is reflected in the amount of income a household with children can have before CTS is affected.</p>

3.	To foster good relations between those who share a protected characteristic and those who do not. If so, how? <i>(This means promoting understanding between different groups and tackling prejudice)</i>	This policy is not intended to affect community relations and no such effects have been identified, nor are any anticipated.

F: Conclusion	
Decision:	Explanation:
<input checked="" type="checkbox"/> Continue the policy with no changes <i>[For example: evidence suggests no potential for discrimination / all opportunities have been taken to advance equality.]</i>	
<input type="checkbox"/> Continue the policy with adjustments <i>[For example: Low risk of negative impact / actions or adjustments would further improve positives or remove a potential negative impact.]</i>	
<input type="checkbox"/> Adverse impact but continue <i>[For example: Negative impact has been objectively justified.]</i>	
<input type="checkbox"/> Suspend or withdraw the policy for further review / consideration of alternative proposals <i>[For example: High risk of negative impact for any group / insufficient evidence / need to involve or consult with protected groups / negative impact which cannot be mitigated or justified / unlawful discrimination etc.]</i>	

Approved by:

Lead Officer / Responsible officer:Date:

Senior Manager: ...Robert Hawes.....Date: ...14 December 2023.....

[Please save a copy and send one to Human Resources for publication on the website as appropriate]



Cabinet

11 November 2025

Review of the Council's Statement of Community Involvement

Report by:

Cabinet Member for a Greener Chelmsford

Officer Contact:

Jenny Robinson, Senior Planning Officer

jenny.robinson@chelmsford.gov.uk, 01245 606265

Purpose

The purpose of this report is to consider feedback received to consultation on the revised draft Statement of Community Involvement (SCI) and approve the SCI for publication.

Please note that this report is due to be considered by the Chelmsford Policy Board on 6th November 2025 and any comments or suggested changes by the Board will be reported to the Cabinet meeting.

Options

Approve or not approve the revised Statement of Community Involvement for publication.

Preferred option and reasons

To approve the revised Statement of Community Involvement for publication, as it updates key information on how the Council will consult on planning matters, and meets Government guidance on the timing of revision of SCI documents.

Recommendations

That the Cabinet approves the Statement of Community Involvement for publication as revised in line with the proposed changes set out in Appendix 1.

1. Introduction

- 1.1. This report outlines feedback received during consultation on the review of the Council's Statement of Community Involvement (SCI). The Statement of Community Involvement Consultation Draft - Feedback Report (October 2025) is attached at **Appendix 1**.

2. Background

- 2.1. The Statement of Community Involvement (SCI) sets out our strategy for effectively involving the community, interested organisations and statutory stakeholders in planning and development matters which affect them. It covers both planning policy and development management functions, and complements Council-wide engagement commitments set out in the *Consultation and Engagement Strategy* and *Our Chelmsford, Our Plan*.
- 2.2. The requirement for Planning Authorities to publish an SCI is set out in Section 18 of the Planning and Compulsory Purchase Act 2004.
- 2.3. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) require Local Planning Authorities to review their SCI every five years. The current SCI was adopted in 2020 and, therefore, needs to be updated to accompany future Local Plan consultations.
- 2.4. The content of the SCI has not changed significantly from the current adopted version, as the legislation prescribes what should be included such as how we will consult on Local Plan and other planning policy documents including Neighbourhood Plans, and how we will involve people in consideration of planning applications.
- 2.5. However, the opportunity was taken before consultation on the draft revised version to update information including a description of the Integrated Impact Assessment (IIA) which accompanies the Local Plan, updated Masterplanning/Development Framework approaches, updated web links, and to remove specific reference to the coronavirus pandemic whilst retaining the commitment to follow Government advice in exceptional circumstances (such as public health or extreme weather events) where normal consultation activity cannot be carried out. Other changes relate to providing further clarity.

- 2.6. Chelmsford Policy Board was presented with a draft revised version of the SCI at its meeting on 25 September 2025 and approved its public consultation.

3. Consultation on the draft SCI

- 3.1. Unlike other local development documents, there is no formal requirement to consult on the review of an SCI. However, it has always been the Council's practice to consult on versions of the SCI (2005, 2010, 2013, 2016, 2020) and it is considered as best practice to do so.
- 3.2. Consultation took place for a four-week period from 11 September to 9 October 2025.
- 3.3. Consultation included the following:
- E-mails or letters were sent to around 7,400 contacts on the Council's planning policy consultation database including:
 - statutory bodies
 - Town/Parish Councils within and adjoining Chelmsford's administrative area
 - interested bodies including developers, planning agents and community groups; and
 - members of the public
 - A dedicated City Council web page containing the document and supporting documents
 - A dedicated page on the planning policy consultation portal
 - City Life and social media notifications
 - Copy of the documents available at the Customer Service Centre
 - Opportunities to respond via the policy consultation portal, a printable response form, by e-mail, or by post.
- 3.4. Copies of these documents are included within the Feedback Report presented at **Appendix 1** to this report.

4. Consultation feedback

- 4.1 At the close of consultation, 20 responses had been received from 13 respondents. The following summarises the comments.
- 4.2 Comments from statutory bodies:
- Natural England – supports the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.

- Historic England – supports the general aims and approach of the draft SCI; and welcomes the recognition of Historic England as both a Specific Consultation Body and a statutory consultee under the duty to co-operate, particularly in relation to Local Plans.
- Essex County Council (ECC) – suggests adding references to ECC’s own SCI and other guidance on minerals, waste, neighbourhood planning and other pre-application services offered.
- Essex & Suffolk Water – wishes to be involved in planning matters at the earliest opportunity to be able to respond in a timely manner.
- Little Baddow Parish Council – concerned about digital exclusion due to a lack of confidence, skills, or interest; query the ability to register for postal notifications; comments about specific aspects of using the Planning Policy Consultation Portal.
- Chelmsford Garden Community Council – would like to have earlier and more structured engagement; Parish Councils hold vital local knowledge of environmental, heritage and infrastructure constraints to assist in forming an evidence base for decisions.
- Galleywood Parish Council – concerns about the process to notify neighbouring properties of planning applications.
- Danbury Parish Council, and Black Notley Parish Council – noted the updated SCI.

4.3 Comments from other interested bodies:

- Little Baddow Society – reservations about a reliance on internet communication which discriminates against those without internet access; would prefer to be notified directly of planning matters.
- The Showmen's Guild of Great Britain – confirms that many of its members are Chelmsford residents and invites further discussion.
- The North East Chelmsford Garden Village Consortium – notes revisions to the Masterplans process, and asks for clarification of these changes.

4.4 Comments from members of the public:

- Question about how providing a greener and safer community will be achieved in practice, with comments on electric transport modes and their green credentials.
- Danbury Parish Council is not representative of the community due to members being co-opted and re-elected unopposed over a number of years, rather than through an election.

4.5 A full schedule of all comments received and CCC’s response to them is contained within the Feedback Report attached at **Appendix 1** to this report.

4.6 As a result of this feedback some minor changes are proposed to the SCI. These are listed within the Feedback Report attached at **Appendix 1** to this report. In summary, these are:

- Additional text relating to Essex County Council functions including minerals and waste, and Neighbourhood Planning guidance
- Reference to consultation on Nationally Significant Infrastructure Projects
- Links to new consultation bodies
- How to sign up for postal notifications for Planning Policy consultations.

5. Conclusion

- 5.1 The revised draft SCI updates key information on how we will consult on planning matters, and meets Government guidance on the timing of revision of SCI documents.
- 5.2 It is proposed that the feedback is noted, and that the Cabinet approves the publication of the revised SCI.

List of appendices:

Appendix 1 Statement of Community Involvement Consultation Draft - Feedback Report (October 2025)

Background papers:

[Statement of Community Involvement – Consultation Draft September 2025](#)

[Statement of Community Involvement, September 2020](#)

Corporate Implications

Legal/Constitutional: The SCI has been subject to consultation in accordance with the Planning and Compulsory Purchase Act 2004. The legal considerations and requirements are set out in the report. This is an executive decision for Cabinet to determine.

Financial: There are no cost implications arising directly from this report. The SCI has been prepared using the existing Local Plan budget.

Potential impact on climate change and the environment: None.

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

Personnel: There are no personnel issues arising directly from this report.

Risk Management: None.

Equality and Diversity: The SCI will provide a framework for effectively involving the whole community, interested organisations and statutory stakeholders in planning and development matters which affect them. An Equalities and Diversity Impact Assessment has been undertaken, and concludes that it will not have a disproportionate adverse impact on any people with a particular characteristic and in

general will have positive or neutral impacts across a wide range of people and will be compatible with the duties of the Equality Act 2010.

Health and Safety: There are no Health and Safety issues arising directly from this report.

Digital: There are no Digital Services/IT issues arising directly from this report.

Other: The document will contribute to priorities in the Council's Our Chelmsford, Our Plan 2024: A Fairer and More Inclusive Place, A Greener and Safer Place, and A More Connected Place.

Consultees:

CCC – Development Management

CCC – Legal and Democratic Services

CCC – Marketing and Communications Team

Relevant Policies and Strategies:

This report takes into account the following policies and strategies of the City Council:

Local Plan 2013-2036

Our Chelmsford, Our Plan, 2024

Consultation and Engagement Strategy, 2014

Our Chelmsford, Our Plan

The above report relates to the following priorities in the Corporate Plan:

Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types.

Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, ensuring that people and communities are safe.

Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area.



Chelmsford Local Plan

**Statement of Community
Involvement
Consultation Draft
Feedback Report**

October 2025

Contents

1. Introduction	2
2. Purpose of the SCI consultation	2
3. Summary of the consultation	2
4. Consultation feedback.....	3
5. Next steps	4

Appendices

Appendix 1	Schedule of representations received and CCC response
Appendix 2	Proposed changes to SCI
Appendix 3	Copies of consultation materials
Appendix 4	List of key stakeholders and organisations consulted

1. Introduction

1.1 Consultation on the draft revised Statement of Community Involvement (SCI) ran from 11 September to 9 October 2025. This document presents a summary of the consultation process and the comments received. It also sets out how the City Council has taken the comments into consideration and the changes made to the SCI as a result.

2. Purpose of the SCI consultation

2.1 The Statement of Community Involvement (SCI) sets out our strategy for effectively involving the community, interested organisations and statutory stakeholders in planning and development matters which affect them. It covers both planning policy and development management functions, and complements Council-wide engagement commitments set out in the *Consultation and Engagement Strategy* and *Our Chelmsford, Our Plan*.

2.2 Unlike other local development documents, there is no formal requirement to consult on the review of an SCI. However, it has always been the Council's practice to consult on versions of the SCI (2005, 2010, 2013, 2016, 2020) and is considered as best practice to do so.

2.3 The content of the SCI has not changed significantly from the current adopted version (2020), as the legislation prescribes what should be included such as how we will consult on Local Plan and other planning policy documents including Neighbourhood Plans, and how we will involve people in consideration of planning applications.

2.4 However, the opportunity has been taken to update information including a description of the Integrated Impact Assessment (IIA) which accompanies the Local Plan, updated Masterplanning/Development Framework approaches, updated web links, and to remove specific reference to the coronavirus pandemic whilst retaining the commitment to follow Government advice in exceptional circumstances (such as public health or extreme weather events) where normal consultation activity cannot be carried out. Other changes relate to providing further clarity.

3. Summary of the consultation

3.1 The SCI was reviewed and the draft published for consultation for four weeks from 11 September to 9 October 2025.

3.2 The consultation documents published were at www.chelmsford.gov.uk/sci. They comprised:

- Draft Statement of Community Involvement
- Statement of Representations (explaining how to make comments)
- Equality Impact Assessment for SCI

3.3 Consultation included the following:

- E-mails or letters were sent to around 7,400 contacts on the Council's planning policy consultation database including:
 - statutory bodies
 - Town/Parish Councils within and adjoining Chelmsford's administrative area
 - interested bodies including developers, planning agents and community groups; and
 - members of the public
- A dedicated City Council web page containing the document and supporting documents
- A dedicated page on the planning policy consultation portal
- City Life and social media notifications
- Copy of the documents available at the Customer Service Centre
- Opportunities to respond via the policy consultation portal, a printable response form, by e-mail, or by post.

3.4 The consultation materials listed at 3.3 are attached at Appendix 3.

4. Consultation feedback

4.1 At the close of consultation, 20 responses had been received from 13 respondents.

4.2 Comments from statutory bodies:

- Natural England – supports the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.
- Historic England – supports the general aims and approach of the draft SCI; and welcome the recognition of Historic England as both a Specific Consultation Body and a statutory consultee under the duty to co-operate, particularly in relation to Local Plans.
- Essex County Council (ECC) – suggests adding references to ECC's own SCI and other guidance on minerals, waste, neighbourhood planning and other pre-application services offered.
- Essex & Suffolk Water – wishes to be involved in planning matters at the earliest opportunity to be able to respond in a timely manner.
- Little Baddow Parish Council – concerned about digital exclusion due to a lack of confidence, skills, or interest; query the ability to register for postal notifications; comments about specific aspects of using the Planning Policy Consultation Portal.
- Chelmsford Garden Community Council – would like to have earlier and more structured engagement; Parish Councils hold vital local knowledge of environmental, heritage and infrastructure constraints to assist in forming an evidence base for decisions.

- Galleywood Parish Council – concerns about the process to notify neighbouring properties of planning applications.
- Danbury Parish Council, and Black Notley Parish Council – noted the updated SCI.

4.3 Comments from other interested bodies:

- Little Baddow Society – reservations about a reliance on internet communication which discriminates against those without internet access; would prefer to be notified directly of planning matters.
- The Showmen's Guild of Great Britain – confirms that many of its members are Chelmsford residents and invites further discussion.
- The North East Chelmsford Garden Village Consortium – notes revisions to the Masterplans process, and ask for clarification of these changes.

4.4 Comments from members of the public:

- Question about how providing a greener and safer community will be achieved in practice, with comments on electric transport modes and their green credentials.
- Danbury Parish Council is not representative of the community due to members being co-opted and re-elected unopposed over a number of years, rather than through an election.

4.5 A full schedule of all comments received and how they have been dealt with is attached at Appendix 1. All the responses can also be read in full on the planning policy consultation portal at <https://consult.chelmsford.gov.uk/portal/>. As a result of the feedback, some minor changes are proposed to the SCI, set out in Appendix 2.

4.6 A list of the key statutory bodies and organisations consulted is attached at Appendix 4.

5 Next steps

5.1 All the responses have been considered in detail and have been used to finalise the Statement of Community Involvement. This will then be published on the Council's website, and people who made a comment will be notified.

For more information please visit www.chelmsford.gov.uk/sci

Appendices:

Appendix 1

Schedule of representations received and CCC response

Appendix 2

Schedule of proposed changes

Appendix 3

Consultation Materials

- 3 a E-mail/letter text
- 3 b SCI Page on CCC website
- 3 c SCI Page on Planning Policy Consultation
- 3 d City Life and social media notifications
- 3 e Paper comments form

Appendix 4

List of key organisations consulted

Appendix 1 - Schedule of representations received and CCC response

Company / Organisation	Section	Comment	CCC Response / Action
Danbury Parish Council SCI/25-3	Section 1	Danbury Parish Council notes the content of the updated Statement of Community Involvement and highlights the importance of Neighbourhood Plans mentioned within.	CCC notes this comment.
Mr Arthur Allen SCI/25-12	Section 1	The section refers to providing a greener and safer community. There is nothing to indicate how this might be achieved. There is a mythology abounding that electric transport is green which it is patently not when one considers the battery manufacture and production, obtaining of the raw materials which leaves wildlife dead in countries far from Great Britain and then there is the continual need for electricity generation to recharge those batteries until they are eventually disposed of causing even more pollution. In use those e.g. cycles and scooters are a menace to pedestrians as they ride at high speed weaving in and out of vehicular traffic as well as pedestrians. Hence if there is a claim that these transports are green (which they are not) how on earth does the reckless behaviour with which they are used make our environments safer? These points have been raised with Essex Police who have said they are aware of the problems, but are unable to identify the riders unless they can actually manage to stop them.	Details of the priorities listed on Page 2 are contained within Our Chelmsford, Our Plan, available via the link in Appendix 2 of the draft SCI. Electric transport strategy is a matter for Essex County Council as Highway Authority.
The Showmen's Guild of Great Britain SCI/25-13	Section 1	As a consultee, the Guild (Showmen's Guild of Great Britain) has been involved and has made representation in this consultation as many of its members are residents in the immediate local area. Given this situation, the Guild would like to meet with representatives from the Council to discuss this in more detail.	CCC notes this comment and will review consultation arrangements with the Guild.
Black Notley Parish Council SCI/25-15	Section 1	Black Notley Parish Council acknowledge the Draft Update of the Chelmsford City Council Statement of Community Involvement.	CCC notes this comment.

Company / Organisation	Section	Comment	CCC Response / Action
Natural England SCI/25-16	Section 1	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/guidance/local-planning-authorities-get-environmental-advice We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk . This system enables us to deliver the most efficient and effective service to our customers.	CCC notes this comment. Planning consultations are sent to Natural England via the e-mail address included in the comment.
Historic England SCI/25-17	Section 1	As the Government's adviser on the historic environment, Historic England is keen to ensure that the protection of the historic environment is fully considered at all stages and levels of the local planning process. While we do not have any specific comments to make at this time, we support the general aims and approach of the draft SCI. We welcome the recognition of Historic England as both a Specific Consultation Body and a statutory consultee under the duty to co-operate, particularly in relation to Local Plans. We would also welcome informal consultation, in addition to statutory requirements, where early engagement may be beneficial. For ease of reference, please find our consultation email addresses below: <ul style="list-style-type: none"> • Planning Policy: eastplanningpolicy@HistoricEngland.org.uk • Planning Applications (Development Management): e-east@HistoricEngland.org.uk 	CCC notes this comment. Planning consultations are sent to Historic England via the e-mail addresses included in the comment.

Company / Organisation	Section	Comment	CCC Response / Action
Little Baddow Society SC/25-5	Section 2	<p>Writing on behalf of Little Baddow Society which incorporates Little Baddow Conservation Society and Little Baddow Historical Society, the plans for community involvement are not adequate in conveying information and enabling those whose communities are affected by the Local Plan to respond. Information should be disseminated more widely by means of presentations and paper information available in the individual communities. There is too much reliance on internet communication which discriminates against those without internet access. As a Society we communicate with our individual members but this has limited distribution. The Neighbourhood Plan for Little Baddow was adopted in August 2023, this included public meetings and referendum but despite this wide communication with every household within the community, no consideration has been given to local responses particularly those regarding Conservation Areas and protection given to green areas and woodland. We request classification as an interested party so that we can be informed of planning applications and comment accordingly.</p>	<p>In relation to Local Plan matters, this organisation is registered as a consultee on the Council's Planning Policy Portal. Paper copies of Planning Policy consultation documents are available on request. Consideration has been given to writing directly to every household in the City's administrative area, but the cost is prohibitive. For wider communities, posters and newsletters are available to Town/Parish Councils to disseminate more widely, and text is provided for inclusion in Parish newsletters. Local groups and individuals can find out about development proposals by creating and saving a bespoke search on the Public Access website. A User Guide is available.</p> <p>Add to Page 21: View documents and sign up to be notified about planning applications on the self-service system on Public Access (see our User Guide), where you can also:</p>

Company / Organisation	Section	Comment	CCC Response / Action
Essex County Council SC/25-6	Section 2	<p>ECC, as the Minerals and Waste Planning Authority (MWPA), requires reference is made to the Development Plan comprising the adopted Chelmsford Local Plan (May 2020) and the adopted Essex Minerals Local Plan (2014) (MLP) and the Essex and Southend-on-Sea Waste Local Plan (2017) (WLP). Early engagement with ECC in its capacity as the MWPA is encouraged to ensure that the policy implications of allocating and developing land within minerals and safeguarding areas is appropriately accommodated throughout the local plan, planning application and design processes. ECC seek further clarification with regards the function of Mineral Safeguarding Areas and Mineral and Waste Consultation Areas including the potential requirement for a Mineral or Waste Infrastructure Impact Assessment (MIIA or WIIA) as set out below: Essex County Council is the Minerals Planning Authority for Chelmsford City Council and is responsible for preparing planning policies and assessing applications for mineral development. The Essex Minerals Local Plan (MLP) (2014) forms part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. The role of the MLP is to ensure a steady and adequate supply of mineral resources to facilitate development over the Local Plan period and beyond and is currently being reviewed. Essex County Council must be consulted on all non-mineral related development proposed within a Minerals Safeguarding Area (MSA) that meet thresholds defined in the MLP. A Mineral Resource Assessment may need to be undertaken in advance of development. The MLP designates Mineral Consultation Areas (MCAs) at a distance of 250m around active quarries, other mineral infrastructure and mineral deposits permitted for or allocated for extraction. A Mineral Infrastructure Impact Assessment may need to be undertaken. Essex County Council is also the Waste Planning Authority for Chelmsford City Council and is responsible for preparing planning policies, and also for assessing applications for waste management development. The Essex and Southend-on-Sea Waste Local Plan (WLP) was adopted in July 2017 forming part of the statutory Development Plan and should be read alongside the Plan. The WLP covers the period from 2017 to 2032. It sets out where and how waste management developments can occur, and contains the policies against which waste management planning applications are assessed. The Waste Local Plan (WLP) designates Waste Consultation Areas (WCAs) at a distance of 250m</p>	<p>Add the following to the end of sub-section What is the planning system? (currently on Page 3):</p> <p><u>The Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017) form part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. Essex County Council should be consulted at an early stage regarding the potential requirement for a Mineral Resource Assessment, or Mineral or Waste Infrastructure Impact Assessment. ECC has its own SCI regarding the Minerals Local Plan, Waste Local Plan, and County Council planning applications. The South East (Inshore) Marine Plan must also be considered alongside the Local Plan to provide a consistent approach for planning on land, and within the inter-tidal and marine environment.</u></p> <p>Add to Appendix 2: <u>ECC Statement of Community Involvement</u></p>

Company / Organisation	Section	Comment	CCC Response / Action
		<p>around permitted and allocated waste management facilities or within 400m of a Water Recycling Centres. ECC must be consulted on all non-waste related development within these areas to ensure that the proposed development would not adversely impact on their existing or future operation. A Waste Infrastructure Impact Assessment may need to be undertaken.</p> <p>The Policies Map identifies Mineral Safeguarding Areas within the Plan area. The MWPA is required to prepare its own SCI regarding the MLP, WLP and county council planning applications and can be viewed here.</p> <p>www.essex.gov.uk/sites/default/files/2024-01/Statement%20of%20Community%20Involvement%20-%2010.01.2024.pdf</p>	<p>www.essex.gov.uk/sites/default/files/2024-01/Statement%20of%20Community%20Involvement%20-%2010.01.2024.pdf</p> <p><u>South East (Inshore) Marine Plan</u> assets.publishing.service.gov.uk/media/60f6f6dde90e0764ccfbd836/FINAL_South_East_Marine_Plan_1_.pdf</p>
Little Baddow Parish Council SCI/25-14	Section 2	<p>The first principle that you have listed in your Statement of Community Involvement (SCI) is that you will 'Ensure our consultation is accessible to all regardless of age, gender, faith, race, disability as well as knowledge and experience'. Across the UK as a whole some 5% to 7% of households lack internet access in 2023-2024. However, a much larger proportion of the population (almost a quarter in one study) experiences a form of digital exclusion due to a lack of confidence, skills, or interest. It is therefore still appropriate for you to have effective means of two-way communication in all your dealings with residents. Indeed, another of your principles accepts the need for 'traditional ways of consultation so that those without internet access or skills are fully included'. However, you then state that you will 'Publicise consultation information such as how to comment and when by on our website with links to important information'.</p> <p>Within the awareness section there are some indications on what you 'will' do, where bound by legislation, and what you 'may also' do such as advertise in local print media but there doesn't appear to be any real commitment to do so. It would be interesting to understand if you have tested this awareness policy with the demographic who do not have internet access or who lack confidence / skills etc.</p> <p>For those with internet access you offer a means to 'register on your planning policy consultation portal so that they are kept informed when you consult and</p>	<p>All consultation events include information about how to make comments and contact the Council via electronic means and post, along with contact telephone numbers.</p> <p>Section 3 sets out that although there are certain things we will do for each type of consultation to make sure we comply with legislation, there are other things we may do depending on the subject, timing and who we are consulting to raise awareness and give more people a chance to get involved. Awareness raising activity over and above that required by legislation is devised on an individual event</p>

Company / Organisation	Section	Comment	CCC Response / Action
		<p>take decisions'. You offer within the SCI no other form of such registration or means to be kept informed. We consider your SCI as having no value unless you offer more commitment within it to take proper account of the circumstances of those who are digitally excluded.</p> <p>Turning to the actual systems by which you seek responses in regard to consultations, the SCI offers no standards, or assurances, as to what it is reasonable to expect when respondents use such systems. Given that you have a principle that you will use such systems to 'make consultation easier' for respondents, we consider that in practice you fail to live up to your SCI, at least in regard to the mechanisms on offer in regard to consultations about proposed Local Plan revisions. Specifically your online system</p> <ul style="list-style-type: none"> • Limits the amount of text that will be captured in any response. When respondents are commenting on a document that may be of 200 pages or more, then long responses are only to be reasonably expected. • Operates a 'time-out' limit so that whole responses are lost if respondents should take too long to complete their submission. We acknowledge that this 30 minutes limit is highlighted on the introduction but it would be beneficial if a 5 minute 'save' alert was added. • Has a direction that submissions should identify the specific section of any document on which they are commenting. In many instances the comment which a resident may wish to make may address multiple sections of your document, making cross-referencing of this kind inappropriate, difficult or even impossible. In other words, your system gives the clear impression that you are putting barriers in the way to any effective consultation, and rightly or wrongly many residents accordingly form the opinion that this is intentional in order to restrict or minimise comment. We consider your system requires significant changes in order to meet the principles of your SCI. Your SCI is otherwise meaningless. • Finally, your SCI makes reference to the fact that you 'follow legislation which tells us what we should do'. We assume that there is nothing in the legislation that prohibits you from doing more to ensure your consultations are effective if that is what you believe to be right in order to obtain the best possible feedback in every consultation. 	<p>basis to ensure the activity is relevant to the event.</p> <p>Other forms of registration on the planning policy consultation portal are available. Add the following text to the SCI on Page 7 as follows: <u>You can also sign up to the consultation portal for postal notifications by calling 01245 606330.</u></p> <p>The planning policy consultation portal does not limit the amount of text that can be added into the main answer fields, and there is also an opportunity to upload supporting information such as letters, plans etc.</p> <p>A save alert is currently generated ten minutes before the timeout for completing online representations.</p> <p>There is a requirement to make a separate representation if a comment relates to more than one area of a consultation document, to ensure it is correctly recorded. Certain events, such as Local Plan consultation stages, require</p>

Company / Organisation	Section	Comment	CCC Response / Action
			reports to be provided which clearly set out the comments against a specific point in a document.
Essex County Council SC/25-7	Section 3	Reference is made to the Policies Map to show all the plan policies and the areas they cover. ECC require that once adopted the new Plan Policies Map should include the mapping layers for Minerals Safeguarding Areas (MSAs) only, as supplied by ECC. It should not include the specific MLP or WLP site allocations nor the Mineral Consultation Areas (MCAs) and Waste Consultation Areas (WCAs) as these are subject to change throughout the lifetime of the MLP review.	It is the intention to show this as required on the adopted Policies Map, as already shown at Map 43 of the Pre-Submission (Regulation 19) Local Plan (2025)
Essex County Council SC/25-8	Section 3	<p>As a key provider of services and infrastructure, ECC has produced a wide range of guidance documents that can help when preparing a Neighbourhood Plan. These are used by local authorities and have been adopted as policy by some. ECC recommend reference is made to the ECC Neighbourhood Planning Guide (July 2025), which covers our service areas. This contains:</p> <ul style="list-style-type: none"> • details of which of ECC services may need to be considered when carrying out neighbourhood planning • links to policy guidance • advice on how to engage with ECC 	<p>Add the following to the list of resources under C) Community-Led Planning Consultation: <u>Essex County Council's Neighbourhood Planning Guide covers guidance relating to ECC's service areas and how to engage with ECC.</u> www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</p> <p>Add to Appendix 2: <u>Essex County Council's Neighbourhood Planning Guide</u> www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</p>

Company / Organisation	Section	Comment	CCC Response / Action
			08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf
Essex & Suffolk Water SCI/25-19	Section 3	<ul style="list-style-type: none"> Master planning – is there a separate more detailed Infrastructure Plan from the local plan IDP? - how can we get more involved in this at the earliest stages? Can water supply be added to the sentence 'Commission supporting evidence where relevant on key topics such as transport modelling, flood risk, landscape and habitats, or sustainability' 	<p>Required infrastructure for allocated sites should be in compliance with Local Plan Policy S9 and S10, in addition to individual site policy requirements. These site requirements are included within the Local Plan IDP in addition to overall contributions to mitigate wider impacts such as water supply. Essex & Suffolk Water are a consultee for the development of the IDP.</p> <p>Add 'flood risk' to Page 19 under Process: They may also commission supporting evidence where relevant on key topics such as transport modelling, flood risk, <u>water supply</u>, landscape and habitats, or sustainability.</p>

Company / Organisation	Section	Comment	CCC Response / Action
The North East Chelmsford Garden Village Consortium SCI/25-21	Section 3	While we do not have any significant comments on the Consultation Draft SCI, we do note the changes to Section D Masterplans and in particular the removal of the 3 Stage Formal Approval process. This has been replaced with a paragraph on page 19 which refers to the Masterplan/Development Framework being given a unique reference number and published on the website. It would be useful if more information could be provided on the reason for this change and if there is any intention to amend the status of Masterplans within the local plan?	A revised Masterplan procedure is under preparation, with the level of detail to reflect the complexity and scale of the proposed site, whilst retaining the status of Masterplans as an important part of site planning.
Mr Arthur Allen SCI/25-12	Section 3	In Danbury there has not been a realistic election for the Parish Council in something like 30 years. Members are co-opted and sitting members simply get automatically re-elected unopposed every time there is an election. This Parish Council is not representative of the community and it is undemocratic in that friends and relatives of similar views can be invited to join the council and the members vote to accept the co-opted invitee. If this document is meant to stimulate community involvement then it is failing in its basic ambition because the undemocratic and unelected Parish Council are not representative of the community. It is become a talking shop for vested self interest and personal objectives rather than community involvement.	Parish Councils have a power to co-opt to fill a casual vacancy on their council when the requirements to hold an election have not been met. A democratic process is in place, as set out in the Danbury Parish Council Co-option Policy available here: https://www.danbury-essex.gov.uk/wp-content/uploads/sites/116/2023/12/Co_Option_Policy.pdf
Chelmsford Garden Community Council SCI/25-22	Section 3 and 4	It is noted on page 6 of the SCI that reference is made to consulting with Parish Councils who are of course statutory consultees. As Parish Councils are the most immediate and democratically accountable bodies at community level CGCC considers that Parish Councils should be given a stronger and earlier voice at key stages of planning both in policy formation and application determination to ensure that decisions reflect genuine local need and sustainability priorities. The SCI commits to 'consulting at appropriate stages' but Parish Councils are often informed rather than engaged early in the process. By engaging earlier, this would align with the SCI's stated aim to 'go beyond minimum legal requirements' (p3). In relation to protecting Local Character and Sustainability, Parish Councils hold vital local knowledge of environmental, heritage and infrastructure constraints thus earlier engagement would assist in forming an evidence base for decisions	A range of contact is maintained with Town/Parish Councils including through Local Plan consultations, the Masterplanning process, and pre-application consultation. All these offer engagement opportunities where detailed local insight can be offered. In addition, a programme of Forum meetings is held for Town/Parish Councils to provide updates on new planning initiatives, where

Company / Organisation	Section	Comment	CCC Response / Action
		<p>on biodiversity, climate resilience, flood risk, and landscape character aligning with the SCI's stated goals of 'promoting sustainable and environmentally responsible growth' and 'creating a distinctive sense of place' (p.2). Regarding Habitat, Biodiversity and Climate Change, the SCI references the Integrated Impact Assessment (IIA) process (p.10-12) covering habitats, sustainability, and health. Parish Councils can provide on-the-ground insight into protected species, local flood patterns, and carbon reduction opportunities. Thus integrating their observations early reduces the risk of conflict and strengthens compliance with the Environment Act 2021 and Biodiversity Net Gain obligations.</p> <p>Regarding Private Drainage and Privately Managed Open Spaces, increasingly, new developments rely on privately maintained open space and drainage systems (SuDS). Engagement with Parish Councils at an early stage ensures sustainable maintenance arrangements, accountability, and prevents long-term community costs or environmental failures.</p> <p>In relation to larger developments, Parish input particularly regarding masterplanning, is critical for cumulative infrastructure impacts (drainage, traffic, schooling, open space) where decisions effect parish boundaries. CGCC would therefore wish to see stronger Parish Council involvement in all planning consultations, particularly at master planning stages or in relation to pre-application discussions for substantial developments. Also CGCC considers that structured engagement with Parish Councils on biodiversity, drainage and open-space management, given their long-term community impact would be beneficial.</p>	<p>topics such as those listed can be raised by CCC or the attendees.</p> <p>Local groups and individuals can find out about development proposals by creating and saving a bespoke search on the Public Access website. A User Guide is available.</p> <p>Add to Page 21: View documents and sign up to be notified about planning applications on the self-service system on Public Access (see our User Guide), where you can also:</p>

Company / Organisation	Section	Comment	CCC Response / Action
Little Baddow Society SCI/25-4	Section 4	As a long term resident of Little Baddow and a former parish councillor, involved in both the VDS and Neighbourhood Plan, I am well aware of the impact of inappropriate development on the whole community. However, most people do not have this advantage. Objections to planning applications will only be considered if they are based on planning law, this excludes most of the population who do not have the necessary qualifications or access to full planning legislation. Of course, if you have any knowledge of the locality your comments will be disregarded because you have an interest. Rural communities have difficulty in accessing information online because of the inadequacy of the wi-fi signal and there is nothing in the SCI to address this problem. I have only been able to make these comments because I am on Facebook.	All comments to planning applications are considered, but decisions can only be made on planning matters, as set out in Section 4 of the draft SCI. Site notices are posted close to planning application sites, and include a postal address where comments can be sent to. Comments to this consultation were invited via a number of channels, as set out in the Statement of Representations accompanying the consultation.
Essex County Council SCI/25-9	Section 4	<p>ECC operates its own pre-application advice for the following, which could be referenced in this section.</p> <ul style="list-style-type: none"> • Minerals and Waste applications • Highways • Community Infrastructure • Sustainable Urban Drainage (SuDS) <p>ECC recommend reference is made in the pre-application section to the potential for Planning Performance Agreements (PPAs) to be undertaken with regards large planning applications. The ECC requirements are set out below: ECC uses the model Planning Performance Agreement which outline the offer and details fees for this service, which has a different charging structure to ECC pre-application advice services.</p> <p>Nationally Significant Infrastructure Projects (NSIPs) The SCI may wish to make reference to how proposals for NSIPs are dealt with by BDC through the development consent process (DCO). The DCO process starts when an application is formally accepted by the National Infrastructure Planning Unit and lasts approximately 12-15 months, however, consultation with stakeholders occurs before this process officially commences. ECC has adopted a policy</p>	<p>Pre-application consultation on site proposals is usually undertaken confidentially for commercial or personal reasons, so it is not addressed in the SCI.</p> <p>Developers are advised to engage in pre-application consultation with stakeholders including Essex County Council on subjects relevant to proposals for a site, which may involve a PPA. However, it is not considered that this a matter for the SCI to address.</p> <p>CCC is a consultee on DCO applications, but is not responsible for deciding them.</p>

Company / Organisation	Section	Comment	CCC Response / Action
		<p>setting out our position on NSIPs in order to create consistent engagement in the process to ensure that all possible benefits to Essex are explored and maximised. The policy can be viewed here. https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/knkzaf64jx5x/3FQHYYj69d7uqtKweN7qSt/5f121dc5551668ac4981a651e116d65b/NSIP_Policy.pdf</p> <p>ECC, as the highway and transportation authority, has also published a guidance document setting out what we consider is necessary to support any submitted NSIP scheme and can be viewed here. https://www.essex.gov.uk/sites/default/files/2024-08/NSIP%20Aims%20and%20Guidance%20Document.pdf</p>	<p>As such, CCC will respond to DCO consultations and not directly engage others, but it will signpost to important information via its website.</p> <p>Add the following under A) Pre-application consultation: <u>Nationally Significant Infrastructure Projects such as for major transport schemes and powerlines are dealt with through the Government's development consent process. Engagement on these is carried out by the scheme promoter, rather than the Council, in line with a Statement of Community Consultation.</u></p>
Essex County Council SCI/25-10	Section 4	ECC recommend reference is made to ECC being the determining authority for planning applications regarding minerals, waste or county council development planning applications given that the Minerals and Waste Plan forms part of the Development Plan for Chelmsford.	<p>Add the following to the last sentence of the introduction to Section 4: <u>It should be noted that ECC decides planning applications regarding minerals, waste and County Council development.</u> www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning</p> <p>Add to Appendix 2: <u>Essex County Council Planning and Development</u></p>

Company / Organisation	Section	Comment	CCC Response / Action
			www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning
Galleywood Parish Council SC/25-18	Section 4	Galleywood Parish Council are concerned of the lack of a process to notify neighbouring properties of planning applications.	Site notices are placed close to application sites giving further information of the proposal and closing date for comments. Local groups and individuals can find out about development proposals by creating and saving a bespoke search on the Public Access website. A User Guide is available.
Essex & Suffolk Water SC/25-20	Section 4	<p>In the clause 'Encourage developers to carry out pre-application consultation' - Please can this include pre planning enquiries to Essex & Suffolk Water companies are statutory consultees on local plans but not for planning applications. We aim to enable development in a timely manner and it would greatly benefit us to have early sight of any 'large developments'. In this section it states that organisations can choose which applications you want to be notified about. Please can Essex & Suffolk Water be notified of any major planning applications for major developments as defined as:</p> <ul style="list-style-type: none"> • 10 or more dwellings • a site area of 0.5 hectares or more for housing • 1,000 square metres of floor space for non-residential uses • sites of 1 hectare or more. <p>In summary, we welcome as much early consultation as possible and are happy to help with any queries you may have about water supply.</p>	CCC is happy to consider this and will liaise with Essex & Suffolk Water.

Company / Organisation	Section	Comment	CCC Response / Action
Essex County Council SC/25-11	Appendix 1	<p>Appendix 1 identifies the specific consultation bodies (statutory consultees) to be consulted. ECC recommend the following amendment:</p> <ul style="list-style-type: none"> • Include UK Health Security Agency and the Office for Health Improvement and Disparities who have replaced Public Health England 	<p>Add to Appendix 1 under general Consultation Bodies, as follows: <u>UK Health Security Agency; and the Office for Health Improvement and Disparities</u></p> <p>Add to Appendix 2: <u>UK Health Security Agency</u> www.gov.uk/government/organizations/uk-health-security-agency</p> <p><u>Office for Health Improvement and Disparities</u> www.gov.uk/government/organizations/office-for-health-improvement-and-disparities</p>

Appendix 2 - Schedule of proposed changes

Underlined text – is additional text

Page	Section	Proposed change
Page 3 at end of sub-section What is the planning system?	Section 2	<p>Add the following text: <u>The Essex Minerals Local Plan (2014) and the Essex and Southend-on-Sea Waste Local Plan (2017) form part of the statutory Development Plan and should be read alongside the Chelmsford Local Plan. Essex County Council should be consulted at an early stage regarding the potential requirement for a Mineral Resource Assessment, or Mineral or Waste Infrastructure Impact Assessment.</u> <u>ECC has its own SCI regarding the Minerals Local Plan, Waste Local Plan, and County Council planning applications.</u> <u>The South East (Inshore) Marine Plan must also be considered alongside the Local Plan to provide a consistent approach for planning on land, and within the inter-tidal and marine environment.</u></p> <p>Add to Appendix 2: <u>ECC Statement of Community Involvement</u> www.essex.gov.uk/sites/default/files/2024-01/Statement%20of%20Community%20Involvement%20-%2010.01.2024.pdf</p> <p><u>South East (Inshore) Marine Plan</u> assets.publishing.service.gov.uk/media/60f6f6dde90e0764ccfbd836/FINAL_South_East_Marine_Plan_1_.pdf</p>
Page 7 at the end of sub-section I'm a local resident – how do I get involved?	Section 2	<p>Add the following text: <u>You can also sign up to the consultation portal for postal notifications by calling 01245 606330.</u></p>
Page 14 C) Community-Led Planning Consultation	Section 3	<p>Add the following to the list of resources: <u>Essex County Council's Neighbourhood Planning Guide covers guidance relating to ECC's service areas and how to engage with ECC. www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</u></p> <p>Add to Appendix 2: <u>Essex County Council's Neighbourhood Planning Guide</u> www.essex.gov.uk/sites/default/files/2025-08/Essex%20County%20Council%27s%20Neighbourhood%20Planning%20Guide%20-%202025.pdf</p>

Page	Section	Proposed change
Page 19 under Process	Section 3	Amend the following text: They may also commission supporting evidence where relevant on key topics such as transport modelling, flood risk, <u>water supply</u> , landscape and habitats, or sustainability.
Page 20, under the introduction to Section 4	Section 4	Add the following text: <u>It should be noted that ECC decides planning applications regarding minerals, waste and County Council development.</u> www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning Add to Appendix 2: <u>Essex County Council Planning and Development</u> www.essex.gov.uk/planning-land-and-recycling/planning-and-development/our-role-planning
Page 20 under A) Pre-application consultation	Section 4	Add the following text: <u>Nationally Significant Infrastructure Projects such as for major transport schemes and powerlines are dealt with through the Government's development consent process. Engagement on these is carried out by the scheme promoter, rather than the Council, in line with a Statement of Community Consultation.</u>
Page 21, under heading You can	Section 2	Amend the following text: View documents and sign up to be notified about planning applications on the self-service system on Public Access (<u>see our User Guide</u>), where you can also:
Appendix 1	Appendix 1	Add to Appendix 1 under general Consultation Bodies, as follows: <u>UK Health Security Agency</u> <u>Office for Health Improvement and Disparities</u> Add to Appendix 2: <u>UK Health Security Agency</u> www.gov.uk/government/organisations/uk-health-security-agency <u>Office for Health Improvement and Disparities</u> www.gov.uk/government/organisations/office-for-health-improvement-and-disparities

Appendix 3 a Notification e-mail/letter text

Username:

Consultation PID number:

Dear Consultee,

Consultation on Updated Statement of Community Involvement

I am writing to you as a registered consultee on Chelmsford City Council's Local Plan database.

Chelmsford City Council has published its updated Statement of Community Involvement for consultation. The consultation runs for four weeks until **4.00pm on Thursday 9 October 2025**.

What is the Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out our strategy for involving people and organisations in planning matters. It covers different types of consultation and engagement, how we will involve you in making planning policy and when considering planning applications, who we will consult and the ways we will consult them.

The existing SCI was adopted in March 2020. This update:

- includes a description of the Integrated Impact Assessment (IIA) which accompanies the Local Plan
- includes updated Masterplanning/Development Framework approaches
- retains the commitment to follow Government advice in exceptional circumstances (such as public health or extreme weather events)
- provides additional clarity and updated website links.

Where can I read and comment on the document?

You can [read and comment on the draft SCI](#) on the Planning Policy Consultation Portal.

Alternatively, visit the [SCI page on our website](#).

If you are unfamiliar with the Planning Policy Consultation Portal or need assistance using it, please see our [User Guide](#).

You can also send your comments (please include your name and address) by:

E-mail: planning.policy@chelmsford.gov.uk

Post: Planning Policy Team, Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE

Hand: Monday to Friday 10.00am to 4.00pm - Customer Service Centre, Civic Centre, Duke Street, Chelmsford, CM1 1JE

Paper copies will be made available for viewing at the [Customer Service Centre](#), Civic Centre, Duke Street, Chelmsford, CM1 1JE.

If you have difficulties making representations by e-mail or post due to a disability, please call us on 01245 606330.

Please note:

- We are unable to accept anonymous representations
- Any late comments received after 4pm on Thursday 9 October 2025 cannot be accepted.

Next Steps

Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. For more information please visit the Council's Privacy Policy web page: www.chelmsford.gov.uk/your-council/about-our-website/privacy-policy-and-notice/privacy-policy/

A summary of the consultation feedback and how the feedback will be addressed in the document will be reported to Chelmsford Policy Board after the consultation has closed.

Updating your details

If you no longer wish to remain on our consultation database or if your contact details have changed please contact us on 01245 606330 or update your record at www.chelmsford.gov.uk/planningpolicyconsult

Your username is at the top of this email. If you have forgotten your login details or for other information about the Consultation Portal, please see our [User Guide](#) .

Yours faithfully

Jeremy Potter

Spatial Planning Services Manager

[Home](#) > [Planning and building control](#) > [Planning policy and Local Plan](#) > [Involving communities and organisations](#)

Involving communities and organisations

Statement of Community Involvement



We are updating our Statement of Community Involvement (SCI).
We adopted our ↓ [current Statement of Community Involvement](#) in 2020.

In the draft SCI, we are updating our strategy for involving you in planning matters. It covers:

Also in this section

- > [Adopted Local Plan](#)
- > [Local Plan Review](#)
- > [Request housing and planning policy advice](#)

- the different types of consultation and engagement
- who we will consult
- how we will involve you in making planning policy and when considering planning applications

We are consulting on the draft SCI for four weeks from 10am on Thursday 11 September until 4pm on Thursday 9 October 2025.

How to read and comment on the document

You can read and comment on the draft SCI on our [Planning Policy Consultation Portal](#).

This is a simple way of making your comments, and you can sign up to be notified about future planning policy consultations. You can also update your contact details. You can see our [user guide](#) to find out how to register, or for what to do if you have forgotten your registration details.

You can read the:

- [Brownfield register](#)
- [Self-build, custom build and community-led housing](#)
- [Call for sites, SHELAA and parish maps](#)
- [Consultations on planning policy](#)
- [Essex Coast RAMS](#)
- [Livewell Development Accreditation Scheme](#)
- [Monitoring development](#)
- [Neighbourhood Plans and Village Design Statements](#)

- ↓ [Draft Statement of Community Involvement](#)
- ↓ [Statement of Representations](#), which explains how to make your comments
- ↓ [Equality Impact Assessment for the SCI](#)

As well as responding via the portal, you can also respond by submitting your comments, along with your name and address, by:

- emailing planning.policy@chelmsford.gov.uk
- writing to Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- handing them in to us at our [Customer Service Centre](#) during our [opening hours](#)

Alternatively, you can print a ↓ [comments form](#) and return it as above.

If you do not have access to a computer, you can request paper copies of the draft SCI and the comments form. We can send you the comments form free of charge. However, for the draft SCI, we will charge to cover printing and postage costs. If you have

➤ [Supplementary Planning Documents and planning advice notes](#)

Contact Planning Policy

✉ [Contact the team online](#)

difficulties making comments by email or post due to a disability, you need to [contact us](#).

Next steps

We will publish comments with the respondent's name, organisation and agent (where applicable). We will not make any other personal details public. We will hold all data in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. You can find out about our [Privacy Policy](#).

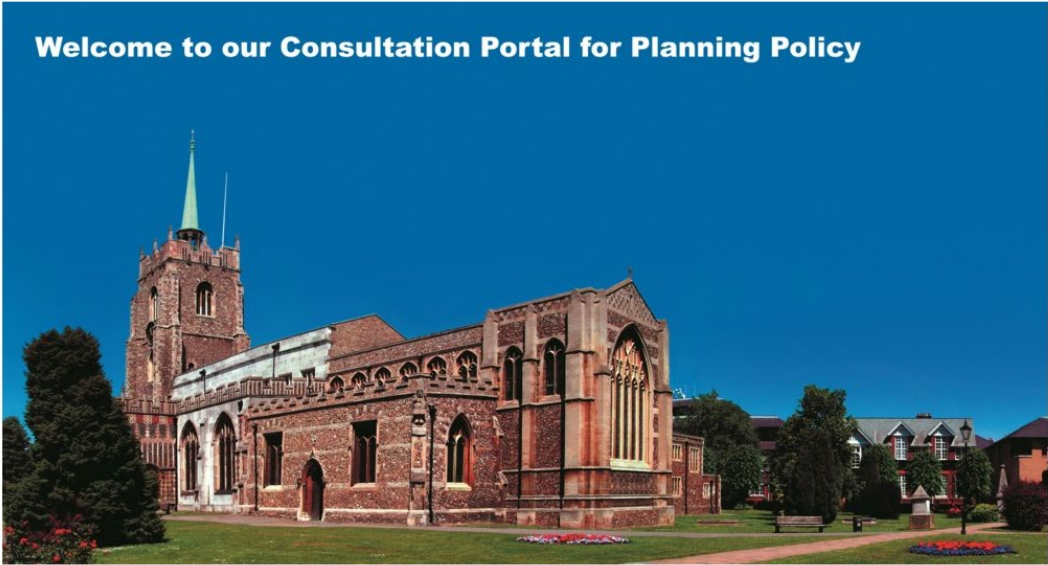
After the consultation has closed, we will submit a report to [Chelmsford Policy Board](#). This will include a summary of the consultation feedback, and how we will address that feedback.

Duty to Co-operate



Equality analysis for the Local Plan






Latest News

Statement of Community Involvement (SCI)

We are updating our SCI. This sets out the Council's strategy for involving the public, organisations and stakeholders in planning matters. It covers different types of consultation and engagement, how we will involve you in making planning policy and when considering planning applications, who we will consult and the ways we will consult them.

We are inviting comments on the updated SCI until **4pm on Thursday 9 October 2025**.

Please open and read the SCI from the events list lower down the page.



Chelmsford Council
Statement of Community
Involvement
Consultation Draft
September 2025

Chelmsford

SURVEY

7 days left

Statement of Community Involvement 2025

0 open 7 days left

11/09/2025 10:00AM 09/10/2025 04:00PM




LEARN MORE

MAKE YOUR COMMENTS

This event requires you to first [Login](#) or [Register](#) before providing a response.

Statement of Community Involvement 2025

FORMAL SUBMISSION - [OPEN](#)

SURVEY DETAILS	SURVEY	WHAT PEOPLE SAY
<p>More Information ▲</p> <p>Planning Policy</p> <p>Chelmsford City Council</p> <p>☎ 01245606330</p> <p>✉ planning.policy@chelmsford.gov.uk</p> <p>📍 Civic Centre Duke Street Chelmsford Essex CM1 1JE</p>	<p>PRIVACY POLICY</p> <p>If you take part: your name may be displayed, your answers may be displayed, your town/city will not be shown</p> <p>MAKE YOUR COMMENTS</p> <p>This event requires you to first Login or Register before providing a response.</p>	<p>We are updating our Statement of Community Involvement (SCI). We adopted the current SCI in 2020.</p> <p>In the draft SCI we are updating our strategy for involving you in planning matters. It covers:</p> <ul style="list-style-type: none"> the different types of consultation and engagement who we will consult how we will involve you in making planning policy and when considering planning applications. <p>We are consulting on the draft SCI for four weeks from 10.00 am on Thursday 11 September until 4.00pm on Thursday 9 October 2025.</p> <p>To read the document please open the PDF from the list to the left of this page.</p> <p>To comment, click on 'Make your comments' above to open the response form.</p> <p>Please save your comments as you go using the 'Save as Draft' button as the system may timeout after 30 minutes.</p> <p>Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. Find out about the Council's Privacy Policy.</p> <p>A summary of the consultation feedback and how the feedback will be addressed in the document will be reported to Chelmsford Policy Board after the consultation has closed.</p>
<p>Supporting Files ▲</p> <p>  Statement of Community Involvement 2025.pdf </p> <p>  Statement of Representations - SCI 2025.pdf </p> <p>  SCI Equality Impact Assessment 2025.pdf </p>		
<p>Recent Comments ▲</p> <p>Be the first to comment on this event</p>		

Top topics culture outdoors green spaces

News

Give your views on the public consultation process for planning matters in Chelmsford

By **Claire Snewin**

11 September 2025

planning development

A consultation opens today to review Chelmsford City Council's Statement of Community Involvement, a strategy that sets out how the community can have their voices heard in local planning matters



The consultation is a chance to comment on the council's engagement strategy.

What is a Statement of Community Involvement?

The [Statement of Community Involvement](#) (SCI) is an important document which details how members of the public, interested organisations and statutory stakeholders can participate in planning and development matters which affect them. The document explains:

- the different types of consultation and engagement,
- who the council will consult,
- how the council will involve members of the public in making planning policy and when considering planning applications.

The SCI should be reviewed every five years to ensure it meets government requirements as well as the needs of the local community. The last review took

Sign up for updates

Sign up to our mailing list



place in 2020, so it's time for the document to be looked at again.



The public can comment on planning and development matters that are important to them.

Why is it important?

Engaging with the public, and listening to their opinions, is a key step in the planning process.

Planning affects most people in some way – the homes we live in, the open spaces we enjoy, and how we travel around – so it's helpful to hear the views of as many people as possible when making planning and development decisions. As the SCI guides the council on how to do this, it is important that the public is involved in this latest review. While the planning process is highly regulated by Government policy, which often limits the council's ability to act, this is a chance to read more about our strategy and comment.

Encouraging people to take part, Councillor Rose Moore, Cabinet Member for a Greener Chelmsford, said:

“

“Residents’ voices are vital in shaping Chelmsford’s future. And a strong Local Plan ensures we can guide development sustainably and protect what matters most. Without it, we risk losing control to national policies that don’t reflect local needs. Your input helps us plan a greener, fairer future for all. We are committed to ensuring that we involve the community, interested organisations and statutory stakeholders in planning and development matters that affect them. The SCI explains how we will do that.”

Cllr Rose Moore, Cabinet Member for a Greener Chelmsford

How do I take part in the consultation?

The consultation is open for four weeks from 10am on Thursday 11 September until 4pm on Thursday 9 October 2025.

To read the draft SCI, go straight to the [consultation page](#).or [visit the planning section of the Chelmsford City Council website](#).

The easiest way to comment on the draft is through Chelmsford City Council’s [Planning Policy Consultation Portal](#). By registering, you will also be able to read and save consultation documents and receive alerts on future consultations.

Other options for submitting comments include emailing the planning team at

planning.policy@chelmsford.gov.uk or writing to Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE. Please include your name and address on any correspondence.

For full details of the consultation, please [visit the planning section of the council's website](#).



Claire Snewin

Claire writes about the environment, parks, recycling, business, planning, public realm and democratic services.



Consultation on: Draft Statement of Community Involvement

PAPER COMMENTS FORM

This form has three Parts:

- Part A - Consultation Details
- Part B - Contact Details
- Part C - Your Comments on the Draft Statement of Community Involvement

Part A - Consultation Details

Chelmsford City Council has published the draft Statement of Community Involvement for consultation. It has been prepared to meet the requirements of Section 18 of the Planning and Compulsory Purchase Act 2004.

How to comment

This form is for your comments on the draft Statement of Community Involvement.

The Council strongly encourages comments to be made via its online Consultation Portal www.chelmsford.gov.uk/planningpolicyconsult as this enables the quick and efficient handling of comments. This system allows you to edit comments before submitting them and to upload any supporting material.

For further information about how the Consultation Portal works, read our User Guide at:

www.chelmsford.gov.uk/lp-portal-guide

Alternatively, comments can be made using this representation form and returned

- By email - planning.policy@chelmsford.gov.uk
- By post - Spatial Planning Services, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- By hand - Chelmsford City Council Customer Service Centre, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Monday to Friday 10am-4pm.

Please provide your name and address with your comment. Anonymous comments will not be accepted.

Section 149 of the Equality Act 2010 requires the Council to avoid any form of discrimination and also foster good relations between different ethnic groups. We will not display, share or consider any comments that are inappropriate, including those that are racist, inflammatory or derogatory.

Comments which contain personal or sensitive information e.g. health information, details about a criminal record, or religious beliefs, will not be accepted.

Closing date for comments

Please return this form by 4.00pm on Thursday 9 October 2025.

How your comments will be used

A summary of the consultation feedback and how the feedback will be addressed in the document will be reported to Chelmsford Policy Board after the consultation has closed.

Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. This includes publication on the Council's Consultation Portal. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. For more information please visit the Council's Privacy Policy web page: www.chelmsford.gov.uk/your-council/about-our-website/privacy-policy-and-notices/privacy-policy/

Part B - Contact Details

Personal Details

Title:

First Name:

Last Name:

Organisation (if the comments you are making are
on behalf of an organisation)

.....

Address:

.....

.....

.....

Postcode:

Telephone Number:

Email Address:

.....

Consultation ID (if known):

Signature:

Date:

Agent Details (if applicable)

Title:

First Name:

Last Name:

Organisation (if the comments you are making are
on behalf of an organisation)

.....

Address:

.....

.....

.....

Postcode:

Telephone Number:

Email Address:

.....

Consultation ID (if known):

Signature:

Date:

Part C - Your Comments on the draft Statement of Community Involvement

ESSENTIAL INFORMATION

Which part of the draft Statement of Community Involvement does your comment relate to:

Section Number:	
Appendix:	

Question 1:
Do you agree with this Section/Appendix?

Yes ☐ No ☐

Question 2:
Please provide your comment below. Please provide precisely and succinctly all the evidence and supporting information necessary to support your representation:

If you need more room, please continue on a separate sheet and attach it to this form.

Question 3:

Have we missed anything? Please provide precisely and succinctly all the evidence and supporting information necessary to support your representation:

If you need more room, please continue on a separate sheet and attach it to this form.

Additional information:

If you wish to submit additional information in support of your comments, please attach it to this form. When attaching supporting documents, please ensure they contain no signatures, e-mail addresses or personal postal addresses.

This paper comments form can be made available in alternative formats including large print, audio and other languages.

If you require assistance please call 01245 606330 during normal office hours (08.45am to 4.45pm Monday to Thursday; 08.45am to 4.00pm Friday) or email planning.policy@chelmsford.gov.uk

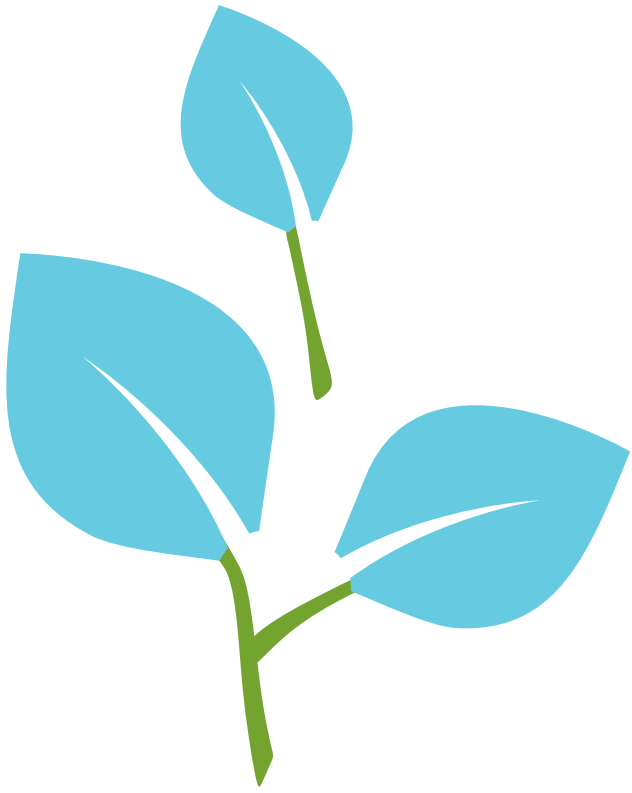
Thank you for being part of the consultation.

Comments must be received by 4.00pm on 9 October 2025

Appendix 4
List of Key Organisations
Consulted

Abbess, Beauchamp & Berners Roding Parish Council	Data Energy Management Services Ltd	Hertfordshire and West Essex ICB
Active Travel England	East Anglia GREEN	Hertfordshire County Council
Anglian Water Services Ltd	East Hanningfield Parish Council	High Easter Parish Council
Arriva The Shires and Essex	East Herts District Council	High Ongar Parish Council
Atkins Telecom	East of England Ambulance Service NHS Trust	Highways England
Barking & Dagenham CCG	Ecotricity	Highwood Parish Council
Barnston Parish Council	EE	Historic England
Basildon & Brentwood CCG	Environment Agency	Hullbridge Parish Council
Basildon Borough Council	Epping Forest District Council	Ingatestone & Fryerning Parish Council
Black Notley Parish Council	esperance energies	Jacobs UK Limited
Blackmore, Hook End & Wyatts Green Parish Council	Essex County Council	Langford & Ulting Parish Council
Boreham Parish Council	Essex County Fire and Rescue Service	Little Baddow Parish Council
Braintree District Council	Essex Local Nature Partnership	Little Waltham Parish Council
Brentwood Borough Council	Essex Police	Lonon Borough of Barking and Dagenham
Broomfield Parish Council	Essex Wildlife Trust	London Borough of Enfield
Broxbourne Borough Council	Exolum Pipeline System Ltd	London Borough of Redbridge
BT National Notice handling Centre	Felsted Parish Council	London Borough of Waltham Forest
BT Openreach	Flitch Green Parish Council	Longfield Solar Farm
Cadent Gas	Forestry Commission England	Lower Thames Crossing
Castle Point & Rochford CCG	Galleywood Parish Council	Maldon District Council
Castle Point Council	Good Easter Parish Council	Margaret Roding Parish Council
Chelmer Village Parish Council	Great & Little Leighs Parish Council	Margaretting Parish Council
Chelmsford Garden Community Council	Great Baddow Parish Council	Marine Management Organisation
Chignal Parish Council	Great Notley Parish Council	Mashbury Parish Council
Colchester Borough Council	Great Waltham Parish Council	Mid and South Essex Integrated Care Board (ICB)
Cold Norton Parish Council	Greater London Authority	Mid Essex Hospital Services NHS Trust
Colt Technology Services	Harlow District Council	Mid Essex Primary Care Trust
Confederation of Passenger Transport UK	Hatfield Peverel Parish Council	Mobile Broadband Network Limited
Corona Energy Retail 4 Ltd	Havering CCG	Mobile UK
Crown Energy Ltd	Havering London Borough	Mountnessing Parish Council
Danbury Parish Council	Health and Safety Executive	National Energy System Operator NESO

National Grid	Tendring District Council
National Highways	The Woodland Trust
National Trust	Three
Natural England	Thurrock Borough Council
Network Rail	Transport East
NHS Improvement Team	Transport for London
NHS North East London	Uttlesford District Council
NHS Property Services Ltd	Vitol Gas Ltd
NHS Suffolk and North East Essex ICB	Vodafone and O2
NIBS Buses	West Hanningfield Parish Council
North Central London CCG	Wickford Town Council
North Fambridge Parish Council	Willingale Parish Council
Office of Rail Regulation	Woodham Ferrers & Bicknacre Parish Council
Pleshey Parish Council	Woodham Mortimer with Hazeleigh Parish Council
Police, Fire & Crime Commissioner for Essex	Woodham Walter Parish Council
Purleigh Parish Council	Writtle Parish Council
Ramsden Bellhouse Parish Council	
Ramsden Crays Parish Council	
Rawreth Parish Council	
Redbridge CCG	
Rettendon Parish Council	
Rochford District Council	
Roxwell Parish Council	
Runwell Parish Council	
Sandon Parish Council	
Scottish & Southern Energy Pipelines	
Shotgate Parish Council	
SKY Telecommunications Services Ltd	
South East LEP	
South Hanningfield Parish Council	
South Woodham Ferrers Town Council	
Southend City Council	
SP Power Systems	
Stock Parish Council	
Stow Maries Parish Council	
Suffolk County Council	



This publication is available in alternative formats including large print, audio and other languages

Please call 01245 606330

Spatial Planning Services
Directorate for Sustainable Communities
Chelmsford City Council
Civic Centre
Duke Street
Chelmsford
Essex
CM1 1JE

Telephone 01245 606330
planning.policy@chelmsford.gov.uk
www.chelmsford.gov.uk

Document published by
Planning and Housing Policy
© Copyright Chelmsford City Council





Cabinet

11th November 2025

Masterplan Procedure Review

Report by:

Cabinet Member for a Greener Chelmsford

Officer Contact:

Kit Welch, Planning Officer

kit.welch@chelmsford.gov.uk – 01245606933

Purpose

To present the updated Masterplan Procedure and seek Cabinet's approval to approve and publish the document as presented in Appendix 1.

Please note that this report is due to be considered by the Chelmsford Policy Board on 6th November 2025 and any comments or suggested changes by the Board will be reported to the Cabinet meeting.

Options

1. Approve the updated Masterplan procedure for publication.
2. Approve the updated Masterplan procedure with any amendments for publication.
3. Not approve the updated Masterplan procedure for publication.

Preferred option and reasons

To approve the updated Masterplan Procedure as it addresses the need to accelerate housing delivery while maintaining a focus on quality and key masterplanning principles. The updated procedure would give flexibility proportionate to the scale and complexity of the proposed development.

Recommendations

That the Cabinet approve the updated Masterplan Procedure and publish the document as presented in Appendix 1.

1. Introduction

- 1.1. This report outlines the changes and rationale for updating the Masterplan Procedure. The Updated Masterplan Procedure (November 2025) is appended as Appendix 1.

2. Background

- 2.1. Masterplans are a development management tool to ensure well-designed, high quality, sustainable developments. Masterplans are currently required by Chelmsford City Council (CCC) for certain sites to provide more detail on the priorities and principles for development prior to relevant outline and full planning applications. The term is considered generic within planning, in the context of this report it covers a range of processes from strategic frameworks to planning key principles of development.
- 2.2. There is not a legal requirement for masterplans or a masterplan procedure within national policy or guidance. However, masterplans are referenced within the National Planning Policy Framework 2024 (NPPF) in Chapters: 5 – Delivering a sufficient supply of homes and 11 – Making effective use of land.
- 2.3. It is at the discretion of the Local Planning Authority (LPA) to request masterplans and to curate a procedure for developers and site promoters. Chelmsford City Council chooses to require masterplans to ensure high-quality development that is in line with site specific policies or the wider spatial strategy. Section 1 of the updated procedure provides further context to the rationale for masterplanning.

3. Main changes and rationale

- 3.1. CCC has used a masterplan procedure from 2018 and it has only been updated once, in March of 2019. Since, the procedure has remained unchanged despite increased government housing targets and greater emphasis on a five-year housing land supply. Updating the masterplan procedure assists in trying to avoid the consequences of failing to meet both housing targets and five-year supply demands.
- 3.2. The current procedure requires developers and promoters to agree significant detail for the scheme with the Council, consult with the public via targeted engagement and one or more formal public consultations, and present a final masterplan for consideration by Chelmsford Policy Board and Cabinet approval.

- 3.3. The Updated Masterplan Procedure seeks to use the same level of detail, consultation and sign-off from the previous procedure (2019) only for large and complex sites. Where the proposed development is smaller in scale and particularly deliverable two other routes will be utilised. In total there would be three routes. The aim of the two additional routes is to add proportionality and flexibility to the procedure which is currently restricted with one lengthy route.
- 3.4. The three masterplan routes are as follows and can be found in section 2 of the updated procedure in Appendix 1:
- 1) For large and technical schemes, a Strategic Development Framework which is like-for-like with the current procedure
 - 2) For less strategic sites with less scope for master planning a Masterplan/Development Framework with proportionate detail to the proposed development
 - 3) Lastly for small, unconstrained and deliverable sites a Site Brief is prepared by the Council for the developer, identifying constraints and opportunities.
- 3.5. Additionally, within sections 1.7-1.10 of the updated procedure, three sites are listed that require bespoke masterplanning techniques. These sites will follow the 'Strategic Development Framework' but may require, for example, governance boards within the masterplan process because of their complexity and scale.
- 3.6. Route 1 is unchanged from the existing Masterplan procedure apart from a name change to 'Strategic Development Framework'. It retains a high degree of public consultation and Policy Board consideration and Cabinet approval.
- 3.7. Route 2 retains one round of public consultation like route 1 but, would have Director sign off in consultation with the Cabinet Member for a Greener Chelmsford and requires focused not comprehensive detail. The required detail is listed after stage one of route 2 in the appended procedure.
- 3.8. Route 3 would not require public consultation and would utilise delegated decision making to be proportionate to the scale of development and save time.
- 3.9. Additionally, timeframes for each route have been added. This decision reflects both the need to accelerate delivery and in response to feedback from developers who prefer a degree of certainty. The timeframes can be found at the header for each masterplan route within the updated procedure.
- 3.10. The procedure is underpinned by the Council selecting the masterplan route for each site on a case-by-case basis within the emerging Local Plan and reserving the right to change the masterplan route for each site. Within the emerging Local Plan site specific masterplan requirements are set out within each respective site policy.

4. Conclusion

- 4.1. The updated Masterplan Procedure addresses the need to accelerate housing delivery while maintaining a focus on quality and key masterplanning principles. The updated procedure gives flexibility proportionate to the scale and complexity of the proposed development.
- 4.2. The draft Masterplan Procedure attached at Appendix 1 is recommended to be published for use within Development Management and in line with the Local Plan Review.

List of appendices:

Appendix 1 – 2025 Updated Masterplan Procedure

Background Documents:

[Masterplan procedure update 2019](#)

[National Planning Policy Framework - GOV.UK](#)

Corporate Implications

Legal/Constitutional:

The Masterplan Procedure would be applicable to allocated sites and planning applications. The legal and policy implications are set out in the report. This decision is an executive decision for Cabinet to determine.

Financial:

Each masterplan route requires a fee to be paid to the Council. This is agreed upon at the Planning Performance Agreement stage for options 1 & 2 and is set by the Council for option 3.

Potential impact on climate change and the environment:

The requirement for masterplans on specific sites is outlined within the adopted and emerging review of the Council's Local Plan. The revised Masterplan Procedure provides a framework for the implementation of other Local Plan policies which seek to minimise and mitigate climate change and environmental impacts.

Contribution toward achieving a net zero carbon position by 2030:

The requirement for masterplans on specific sites is outlined within the adopted and emerging review of the Council's Local Plan. The revised Masterplan Procedure provides a framework for the implementation of policies within the emerging review of the Local Plan which will require new homes to be net zero in operation.

Personnel:

There are no personnel issues arising from this report.

Risk Management:

None.

Equality and Diversity:

An Equality and Diversity Impact Assessment has been undertaken for the Council's emerging Local Plan.

Health and Safety:

There are no Health and Safety concerns arising from this report.

Digital:

There are no digital issues arising from this report.

Other:

None.

Consultees:

CCC – Development Management

CCC – Economic Development and Implementation Team

Our Chelmsford, Our Plan:

The above report relates to the following priorities in the Corporate Plan:

Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types.

Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, ensuring that people and communities are safe.

Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area.

Relevant Policies and Strategies:

Adopted Local Plan 2013-2036, Pre-Submission Local Plan 2022-2036, Statement of Community Involvement (2020) and Statement of Community Involvement – Consultation Draft (September 2025 update).

Revised Masterplan and Development Framework Procedure for Local Plan Development Allocations to 2041 – October 2025

1. Introduction

- 1.1 To help ensure well-designed, high quality, sustainable developments, the Council will require certain growth sites allocated in the Local Plan to go through a masterplan/development framework process. The principles in this procedure can also be applied to planning applications for non-allocated sites.
- 1.2 The 2025 update seeks to shorten the previous masterplan process where it is legitimate to do so and without compromising on the quality of the development. The previous procedure had one process for all developments requiring a masterplan. This update has identified three possible processes; each proportionate to the complexity and scale of proposed developments. The 2025 updated procedure supersedes previous masterplanning and development framework processes however, previously approved masterplans are still valid.

Objectives

- Speed up process and avoid duplication
 - Consultation level to be more proportionate to masterplan type
 - Accelerate delivery to improve future five-year housing land supply
 - To focus on uses, strategic movement/access, delivery and phasing rather than detail
 - Masterplan type to be more bespoke to development site
- 1.3 This procedure sets out three routes for sites that require a masterplan/development framework. The Council will select the required route for the developer/promoter on a case-by-case basis and the Council Director for Sustainable Communities has discretion to change the process type if necessary.

Routes

- 1) Strategic Development Framework Process - Sites that for example, are large and strategic in nature, require major infrastructure and on-site constraint mitigation, where the development framework must reflect sufficient detail.
 - 2) Masterplan/Development Framework Process - Sites which are for example, less strategic in nature, do not require major infrastructure and are not heavily constrained as identified in the Local Plan allocation process
 - 3) Planning/Site Brief - Prepared by the council for sites which are small, less constrained and more easily delivered.
- 1.4 A masterplan/development framework will not be necessary for solely employment sites unless major infrastructure, constraints or phasing require more up-front detail. They may also be required for other long-term projects proposing a number of linked developments for different time scales and the Council is able to request a masterplan/development framework prior to the submission of future planning applications.

- 1.5 This procedure is necessary to guide masterplan/development framework preparation and approval. The procedure sets out the obligations on the part of both the developer/promoter and the Council, the extent of engagement with stakeholders and the public and, once finalised, the status of each document. All masterplans/development frameworks should address the principles set out within the relevant site policy in the Local Plan.
- 1.6 Following approval of a masterplan/development framework, further detailed design work to cover aspects such as architecture and materials is expected to be undertaken through the normal pre-application planning process. Planning applications submitted alongside or subsequent to a masterplan/development framework are expected to reflect overlapping content and an outline or full planning application for sites that require a masterplan/development framework can only be approved once a masterplan/development framework has been approved.
- 1.7 The three largest Strategic Growth Sites in the adopted and new Local Plan will follow a strategic development framework with scope for bespoke practices. These sites are described below:
- 1.8 Strategic Growth Site 1a (Chelmer Waterside Allocations) – This site is a large brownfield Strategic Growth Site with complex land assembly and operational and utility issues which other sites do not have. However, the initial stages have been started by the City Council as the landowner to assist in the marketing of the site. In October of 2021 the Council approved a [development framework for Chelmer Waterside](#).
- 1.9 Strategic Growth Site 6 (Northeast Chelmsford) – This site is a government endorsed Garden Community which will be delivered within and beyond the plan period. The site has a significantly different delivery structure than other sites, with a Delivery Board, Steering Group and various working groups in place, including a dedicated community engagement group. In January of 2023 a development framework for Chelmsford Garden Community was approved by the Council.
- 1.10 Strategic Growth Site 16a (Hammonds Farm – East Chelmsford Garden Community) – This site is being brought forward within the 2025 Local Plan Review as a new Garden Community. The site is expected to deliver roughly 4500 homes as well as key infrastructure and place making, with the full delivery of this site is expected beyond the plan period. This site is currently undergoing the development framework process and is yet to have an approved development framework document.
- 1.11 Each process is detailed below. First, Strategic Development Framework Process. Second, the Masterplan/Development Framework process. Third, the Planning/Site Brief process.

2. Processes

1) Strategic Development Framework Process (Strategic Masterplan): Estimated duration 9 – 12 Months	
Stage 0	
Developer	Council
<ul style="list-style-type: none"> Developer/promoter notifies the Council that they would like to enter into the strategic development framework process. 	<ul style="list-style-type: none"> The Council produces a framework of their own setting out what information and analysis should be included in the strategic development framework for the site. This is required to be used as a basis for Stage 1, the submission of a development framework pre-enquiry.
<ul style="list-style-type: none"> This stage triggers the process of a Planning Performance Agreement (PPA). This will be tailored to the scale and complexity of the site. Where a site includes multiple parcels of land, it is required that the developer/promoter of each parcel is signed up to the agreement. However, the obligations of the individual developer/promoter will be subject to the availability of the individual sites. This allows sites to come forward independently as they become available, but development framework principles can still be established. The PPA will cover all the stages of the development framework, from the initial notification through to approval of the development framework by the Council. It will not include any subsequent pre-application discussions/planning applications following approval of a development framework as this will be covered by a separate pre-application PPA. The PPA will agree the scope, timescale, consultation and engagement approach and fee of the development framework process. 	
Sites requiring masterplans/development frameworks	
<ul style="list-style-type: none"> ➤ Strategic Growth Site 1b – Former St Peters College Approved June 2022 ➤ Strategic Growth Site 2 – West Chelmsford (Warren Farm) Approved January 2021 ➤ Strategic Growth Site 3a – East Chelmsford (Manor Farm) Approved November 2021 ➤ Strategic Growth Site 3b – East Chelmsford – Land North of Maldon Road (Employment) (Joint 3a-3d) Approved June 2021 ➤ Strategic Growth Site 3c – East Chelmsford – Land North of Maldon Road (Joint 3a-3d) Approved June 2021 ➤ Growth Site 3d – East Chelmsford – Land North of Maldon Road (Residential) (Joint 3a-3d) Approved June 2021 ➤ Strategy Growth Site 7a – Great Leighs – land at Moulsham Hall (Joint 7a-7c) ➤ Strategy Growth Site 7b – Land East of London Road (Joint 7a-7c) ➤ Strategy Growth Site 7c – Land North and South of Banters Land (Joint 7a-7c) ➤ Strategy Growth Site 8 – North of Broomfield Approved September 2020 ➤ Strategy Growth Site 10 – North of South Woodham Ferrers Approved March 2021 	

Some of the above sites have existing masterplans/design briefs. The Council will review and consider whether they are relevant and/or still up-to-date to determine whether a further development framework is required.

Stage 1

Developer	Council
<ul style="list-style-type: none"> Developer/promoter submits development framework pre-application enquiry to the Council 	<ul style="list-style-type: none"> Enquiry is registered by the Council. At this stage the documents are subject to a focused consultation (see below).

The developer/promoter and Council engage in pre-application negotiations. These should include but are not limited to:

- Requiring the development area to reflect the adopted Policies Map
- Requiring the framework to reflect the development principles set out in the Strategy Growth Site Policy for the area
- Supporting evidence required to be supplied by the site promotor/developer. This may include transport modelling, Flood Risk Assessment, Habitats Regulations Assessment and Landscape Assessment
- Where appropriate, review existing relevant evidence or guidance relating to the site and its context (for example Supplementary Planning Documents (SPDs), 'made' Neighbourhood Plans and existing Village Design Statements (VDSs).

Why is the development framework only being subject to consultation with stakeholders at stage 1?

The purpose of pre-application negotiations is to ensure the development framework responds to the vision and principles for the site to ensure the delivery of the Spatial Strategy. Site promoters may submit an initial development framework that is not consistent with the Spatial Strategy and needs substantial reworking.

Purpose of Development Frameworks

Development frameworks are high level documents setting out the Council's strategic approach to development. They will be used to create excellent places to live, work and enjoy that respond to the unique site circumstances. The framework must ensure certainty over key outcomes yet remain adaptable to allow innovation in design and delivery.

As a minimum full development frameworks should include:

- A vision for the new place
- Site and context analysis e.g. surrounding landscape, heritage, contamination, flood risk, important views, etc
- Density and character
- Movement structure e.g. walking, cycling, public transport, vehicle circulation
- Infrastructure strategy
- Sustainable Urban Drainage (SUDS) Strategy
- A framework for landscape, spaces and public realm
- Land use and developable areas

- Building heights
- Layout Principles
- Delivery and phasing

In addition, developers/applicants are strongly encouraged to demonstrate how they will incorporate other place making and sustainable living objectives in the new Local Plan by incorporating:

- LiveWell initiatives across the development
- Opportunities for community involvement in the long-term management and stewardship of the new development
- Achieving a significant modal shift to active and sustainable modes of travel

The level of detail will reflect the scale of the site and development.

Stage 2

Developer	Council
<ul style="list-style-type: none"> • Developer/promoter submits a development framework 	<ul style="list-style-type: none"> • Documents are publicly available in accordance with consultation procedures (see below)
<p style="text-align: center;">Consultation procedure</p> <ul style="list-style-type: none"> - Prior to the development framework being publicly available, the developer/promoter and the Council will agree the number, dates and location of public exhibitions. - The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council's website. - Engagement with relevant stakeholders to be led by the site developer/promotor. This should include statutory bodies, service providers and Essex Highways. - The Council to produce site notices and neighbour notifications (the extent of notification area to be agreed) advising of public exhibition dates and locations and how to submit comments on the development framework. - The Council will consult Local Ward Members, the Cabinet Member for Greener Chelmsford, local neighbourhood groups, Parish/Town Councils etc. 	
<ul style="list-style-type: none"> - Design Review process to occur prior to the submission of a planning application. The following sites will be subject to a Design Review to be reported to the Chelmsford Policy Board: <ul style="list-style-type: none"> ➤ SGS3a – East Chelmsford (Manor Farm), 3b – East Chelmsford – Land North of Maldon Road (Employment), 3c – East Chelmsford – Land South of Maldon Road & 3d – East Chelmsford – Land North of Maldon Road (Residential) ➤ SGS7 – 7a - Great Leighs – Land at Moulsham Hall, 7b – Great Leighs – Land East of London Road, 7c – Great Leighs – Land North and South of Banter's Lane ➤ SGS6 – Land North of Broomfield ➤ SGS10 – North of South Woodham Ferrers 	
Developer	Council
<ul style="list-style-type: none"> • Amendments made to development framework following consultation, design review, and 	<ul style="list-style-type: none"> • Representations are summarised and main issues identified
	<ul style="list-style-type: none"> • Consultation report published detailing: <ul style="list-style-type: none"> - Level of responses - Type of comments received

discussions with the Council and relevant stakeholders	- Amendments made to reflect community involvement
	• Development framework and consultation report to be considered by Chelmsford Policy Board before Cabinet approval
	• Development framework to be approved at Cabinet as Council approved guidance
<p>*In most circumstances only one public consultation will be necessary. However, if significant changes are required following the first consultation, it is likely that a second consultation is needed to ensure the public have the opportunity to comment. The Council will make an assessment on a site by site basis.</p>	
Stage 3	
Council	<ul style="list-style-type: none"> • Consultation report published detailing; <ul style="list-style-type: none"> - Level of responses - Type of comments received - Amendments made to the masterplan to reflect - community involvement • Masterplan and consultation report to be considered by Chelmsford Policy Board before Cabinet approval • Masterplan to be approved at Cabinet as Council approved guidance

2) Masterplan/Development Framework

Estimated duration: 13 weeks

Stage 0	
Developer	Council
<ul style="list-style-type: none"> Developer/promoter notifies the Council of intention to submit a masterplan/development framework 	<ul style="list-style-type: none"> Council produces a development framework of its own outlining information requirements and evidence expectations. The framework is proportionate to the scale and nature of the development. Council confirms supporting evidence required to be supplied by the site promotor/developer including if any existing Local Plan evidence/material can be used.
<ul style="list-style-type: none"> At this stage the developer/promoter and the Council enter into a Planning Performance Agreement (PPA). The PPA will agree the scope, timescale, consultation and engagement approach and fee of the masterplan/development framework process. The PPA will cover all the stages of the masterplan/development framework. It will not include any subsequent pre-application discussions/planning applications following approval of a masterplan/development framework. 	
Stage 1	
Developer	Council
<ul style="list-style-type: none"> Prepares masterplan/development framework containing the information listed below This document should be concise and focused 	<ul style="list-style-type: none"> Provides early feedback on draft content to ensure alignment with allocation policy and PPA. Council advises on any statutory consultees that must be involved at this stage.
<p>Purpose of a faster process:</p> <p>This process ensures that key placemaking principles are established in advance of planning applications for smaller sites, expected to be delivered in the early years of the plan period, without unnecessary delay. It provides proportionate guidance aligned with the scale and complexity of the site while maintaining design quality and policy compliance.</p>	

As a minimum a masterplan/development framework should include:

- A short statement of vision for the development and any key placemaking principles
- An annotated plan showing boundaries, constraints, and opportunities
- A high-level plan showing movement and access for the site
- A block plan showing intended layout of uses and land mix
- Location and type of drainage features
- A plan to show required infrastructure and delivery phases if required
- Proposed density and character

Additionally

- Briefly outline where relevant the incorporation of sustainable construction methods, energy efficiency and accordance with the Council's Making Places Supplementary Planning Document within the masterplan/development framework as a whole.

Stage 2

Developer

- Developer/promoter submits a development framework for public and targeted consultation

Council

- Documents are publicly available in accordance with consultation procedures (see below)

Consultation procedure

- Prior to the masterplan/development framework being publicly available, the developer/promoter and the Council will agree the number, dates and location of public exhibitions.
 - The developer/promoter is responsible for the exhibitions. They will direct attendees to submit any comments via the Council's website.
 - Engagement with relevant stakeholders to be led by the site developer/promotor. This should include statutory bodies, service providers and Essex Highways.
 - The Council to produce site notices and neighbour notifications (the extent of notification area to be agreed) advising of public exhibition dates and locations and how to submit comments on the development framework.
 - The Council will consult Local Ward Members, the Cabinet Member for Greener Chelmsford, local neighbourhood groups, Parish/Town Councils etc.
- The level of consultation required will be agreed within the PPA at stage 0 and will be proportionate to the scale and complexity of development.

*In most circumstances only one public consultation will be necessary. However, if significant changes are required following the first consultation, it is likely that a second consultation is needed to ensure the public have the opportunity to comment. The Council will make an assessment on a site by site basis.

Stage 3	
Developer	Council
<ul style="list-style-type: none"> Submits final masterplan/development framework. Submits outline or full application with the approved masterplan as supporting material. 	<ul style="list-style-type: none"> Approves masterplan/development framework via Cabinet Member and Director approval. Considers the approved masterplan as a material consideration in decision-making.

3) Planning/Site Brief Estimated duration: 8 weeks	
Stage 0	
Developer	Council
<ul style="list-style-type: none"> The developer/promoter notifies the Council of intent to develop a site. 	<ul style="list-style-type: none"> The council and developer/promoter enter into a Planning Performance Agreement (PPA). The PPA will agree the scope, timescale and cost of the planning/site brief.
Stage 1	
Council	
<ul style="list-style-type: none"> The council produces a planning/site brief according to the PPA and constraints and opportunities of the site. 	
Stage 2	
Developer	Council
<ul style="list-style-type: none"> The developer incorporates the planning/site brief into future planning applications. 	<ul style="list-style-type: none"> The council approves the planning/site brief as guidance via delegated decision.

3. Status of masterplans/development frameworks/planning briefs

- 3.1 The requirement to undertake the masterplans are set out relevant site allocation policies within the Local Plan which also contain the masterplanning principles to be addressed. Therefore, approved masterplans will be a significant material consideration alongside the Local Plan to ensure Strategic Growth Sites and Growth Sites deliver the Spatial Strategy.
- 3.2 Approved masterplans/development frameworks/planning briefs will be approved as Council guidance and be significant material considerations in decision-making but will not form part of the statutory development plan. They will not be subject to Independent Examination.
- 3.3 Approved masterplans/development frameworks/planning briefs will form part of planning application submissions and be a key reference document. However, these documents and the processes do not override statutory requirements of the planning application process, specifically consultation to statutory consultees and members of the public.



Chelmsford City Council Cabinet

11 November 2025

Review of Statement of Licensing Policy

Report by:
Licensing Committee

Officer Contact:

Dan Sharma-Bird, Democracy Team Manager, dan.sharma-bird@chelmsford.gov.uk, 01245 606523

Purpose

The Licensing Committee on 4 September 2025 considered the attached draft Statement of Licensing Policy (the Policy) as required under the Licensing Act 2003 following formal consultation.

Options

Recommend that Council Adopt the attached policy, not adopt it or amend the policy before recommending it.

Preferred option and reasons

The policy as presented reflects all legislative requirements and is appropriate to the types of premises in Chelmsford required to be licensed under the Licensing Act 2003.

Recommendations

That, the attached Statement of Licensing Policy be recommended to the Council for adoption.

1. Background or Introduction

- 1.1 The Licensing Authority must review its statement of licensing policy every five years under s.5 of the Licensing Act 2003. The current policy is due for formal revision and publication in January 2026 and a proposed draft Policy was approved by the Licensing Committee on 4 September 2025 to enable wider consultation.
- 1.2 The Policy was subsequently consulted on with the Responsible Authorities and other local stakeholders, including the wider community, via the Council's website, a local newspaper and was made available for inspection at the Council's offices.
- 1.3 The only comment received was from Planning Services. This requested the addition of 'if necessary' to one of the bullet points under paragraph 10.23 to make this statement more accurate. This change has been made to the draft Policy.

2. Conclusion

- 2.1 The Cabinet is asked to consider the Policy recommended to it by the Licensing Committee and to recommend that Council adopt it with effect from January 2026.

List of appendices:

Appendix A - Draft Statement of Licensing Policy as presented to Committee on 4th September 2025

Background papers:

None

Corporate Implications

Legal/Constitutional: This is a legal obligation under section 5 of the Licensing Act 2003 to review the licensing policy every 5 years in order to provide the legal basis from which to administer its licensing functions. This is a policy that sits within the Council's budget and policy framework in 4.11 of the Council's constitution. This is a non-executive matter which is being considered by Cabinet prior to final decision by Full Council.

Financial: None – costs met via application and annual renewal fees

Potential impact on climate change and the environment: N/A

Contribution toward achieving a net zero carbon position by 2030: N/A

Personnel: None

Risk Management: Chelmsford City Council would be unable to fulfil its licensing function without having this policy in place for January 2026

Equality and Diversity: N/A Health and Safety:

N/A

Digital:

N/A Other:

None

Consultees: Public Health & Protection Services Manager, Business Compliance Manager, Legal Services, Responsible authorities, Consultees as listed in the draft policy, Wider Community via CCC website, newspaper and Civic reception

Relevant Policies and Strategies:

As identified in the draft policy

Licensing Policy

Statement of licensing policy



Effective January 2026 – January 2031

APPENDIX A

Page intentionally left blank

DRAFT

APPENDIX A

Public Places	Date Produced: January 2016
Public Health and Protection Services	Reference No. Version No. 4
Sec. 5 Licensing Act 2003	Date last review Reviewed: May 2020 Date reviewed August 1 st 2025 Next Review Due by: July 2030 Originating Officer: Daniel Winter
Statement of Licensing Policy	Approved by:

STATEMENT OF LICENSING POLICY

This Statement of Licensing Policy of The Chelmsford City Council, the Licensing Authority for the City of Chelmsford, has been prepared under section 5 of The Licensing Act 2003 (The Act) having regard to the Revised Guidance issued pursuant to section 182 of The Act Revisions to the policy and its publication were approved by the Council on XX.XX.XX.

APPENDIX A

Intentionally left blank

DRAFT

APPENDIX A

Contents

	Page
1. Fundamental Principles	1
2. Introduction and Profile of Chelmsford City Area	3
3. Licensing Policy – Vision Statement	4
4. Statement of licensing Policy	5
5. Consultation	6
6. Approval	6
7. Exchange of Information	7
8. Public Register	7
9. Compliance and Enforcement	7
10. Licensing Applications and Licensing Objectives	8
Operating Schedules	8
Prevention of Crime and Disorder	9
Public Safety	10
Prevention of Public Nuisance	10
Protection of Children from Harm	12
Regulated Entertainment	13
Garages and Petrol Stations	13
Late Night Refreshments	14
Late Night Levy	14
11. Online Applications	14
Tacit Consent	15
Temporary Event Notices	16
Designated Premises Supervisor (DPS) in Community Premises	16
12. Representations	17
13. Licensing Committee	19
Hearings	19
Administration, Exercise Delegated Functions	20
14. Reviews	20
Summary reviews	21
15. Appeals	21
16. Suspensions for non-Payment of Annual Fee	21

APPENDIX A

APPENDICIES

	Page
Appendix A – Chelmsford Demographics	24
Appendix B – List of Consultees	26
Appendix C – Delegated Functions	28
Appendix D – Glossary of Terms	30
Appendix E – Guidance and Best Practice	34

1 Fundamental Principles

- 1.1 In exercising its functions under The Licensing Act 2003 (the Act), Chelmsford City Council (the Licensing Authority) must have regard to the Act, each of the regulations made in support of the Act, the guidance issued by the Secretary of State pursuant to s. 82 of the Act and this policy. There is an overarching aim in the promotion of the four 'licensing objectives' that are set out under Section 4(2) of the Act: -

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

Each objective will carry equal weight of attention and consideration i.e. no single objective is any more important than the other.

- 1.2 Our policy is clear that:

- Licensing is about regulating licensable activities on licensed premises, undertaken by qualifying clubs and temporary events within the terms of the Act; and;
- Any conditions attached to various authorisations will focus on matters which are within the control of individual licence holders and others with relevant authorisations i.e. the premises and its 'vicinity'.

- 1.3 Applicants are advised to evidence what detailed control measures are intended within the operating schedule of their application after considering the potential risks and taking account of relevant circumstances within the immediate area, and any impact on other neighbouring residents and businesses.

- 1.4 The Licensing Authority and responsible authorities (see Chelmsford City Website: Responsible authorities) will have certain expectations in relation to the considerations and proposals contained within the operating schedule and therefore applicants are strongly advised to have regard to this statement of licensing policy and where possible to consult with the authorities prior to submission and in doing so, minimise the risk of representation or additional costs involved with resubmission.

- 1.5 The responsibility to fully comply with the requirements of the Act sit with the applicant.

- 1.6 When completing an operating schedule, applicants should avoid duplication of any legal obligation outside of The Licensing Act 2003 e.g. smoking, health and safety, noise outside of opening hours etc.

- 1.7 Our policy covers a wide variety of different types of premises but is unable to cover every factor that might influence meeting the requirements of promoting the licensing objectives in every situation and therefore unable to cover every appropriate control measure.

- 1.8 Where no relevant representations are received, it is the duty of the Licensing Authority to grant the licence subject only to conditions consistent with the operating schedule and the mandatory conditions under the Act using the general principles contained within the revised guidance (s.182 para. 1.16).

- 1.9 Where a valid representation is made the Licensing Authority will make objective judgements and consider (at a hearing) whether any conditions need to be attached to a licence in order to secure the licensing objectives. Such conditions will focus directly upon the activity proposed and those attending the premises, those affected by living within the vicinity or carrying out a business, or other persons who might feel affected. The Licensing Authority may also reject the application.
- 1.10 Licensing law is not the primary legislation or mechanism for controlling individuals once they are away from the premises and therefore beyond the direct control of licence holders, but licence holders may influence behaviour through their failure to control alcohol consumption and other behaviours whilst at the venue. Reasonable steps should therefore be taken to promote the licensing objectives immediately outside the premises, particularly in relation to crime and disorder and public nuisance e.g. the generation of unassociated litter and anti-social behaviour.
- 1.11 Licensing policy will take a holistic approach to the management of the night-time economy; other mechanisms that might be utilised to tackle the behaviour of patrons when beyond the vicinity of the premises which might include:
- Measures to create a clean safe environment in partnership with local businesses, transport providers and departments of the local authority
 - The provision of CCTV, taxi ranks, public conveniences late at night, street cleaning and litter patrols
 - Use of powers to designate areas of the city where alcohol cannot be publicly consumed (*See Chelmsford City Website Public Spaces Protection Orders (PSPOs) (Chelmsford PSPO and Map)*)
 - Law enforcement in the area
 - Confiscation of alcohol from persons within a designated area
 - Use of police closure powers
 - Other local initiatives such as street pastors
- 1.12 The Licensing Authority is under legal obligation to have due regard (section 149 Equality Act 2010) for the need to eliminate unlawful discrimination, harassment or victimisation; to advance equality of opportunity and to foster good relations between persons of different protected characteristics;
- Those protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.13 The impact of this policy on the requirements of the Equality Act will be assessed in line with the Council's adopted procedure.
- 1.14 When considering applications, the Licensing Authority will have regard to the Act, the guidance issued under s. 182 of the Act, the licensing objectives, supporting regulations and this policy.
- 1.15 The Licensing Authority may deviate from its own policy where it is appropriate to do so in order to promote the licensing objectives, and in doing so will give its reasons. This statement of licensing policy is intended to strike a reasonable balance between different and sometimes competing aims of policy when promoting the licensing objectives. The introduction to the current revised Guidance at paragraph 1.5 states

that the legislation also supports a number of other key aims that are considered vitally important that should be principle aims for everyone involved in licensing work.

- 1.16 Where no relevant representations are received, it is the duty of the Licensing Authority to grant the licence subject only to conditions consistent with the operating schedule and the mandatory conditions under the Act using the general principles contained within the revised guidance (s.182 para. 1.16).
- 1.17 This Statement of Licensing Policy does not undermine the right of any individual to apply under the terms of the Act for a variety of permissions and have any such application considered on its individual merits (s. 182 para. 14.10). This Statement of Licensing Policy does not override the right of any person to make representations in respect of an application or seek review of a licence or certificate, where provision has been made for them to do so within the Act (s.182 14.11).
- 1.18 Our policy is intended to facilitate a broad range of entertainment provision by a wide cross section of the community and will take care to avoid any indirect or disproportionate costs or make any requirement that might be considered a 'blanket policy'.
- 1.19 A cumulative impact zone is an area where the number or density of licensed premises is shown to cause problems such as crime, nuisance, or anti-social behaviour. In such areas, new licence applications are more likely to be refused unless the applicant can show they will not add to the existing issues

Licensing Authority has not published a Cumulative Impact Assessment under section 5A of the Licensing Act 2003. This position is reviewed regularly in consultation with Essex Police and other responsible authorities and may be reconsidered if there is sufficient evidence that the number or density of licensed premises is undermining the licensing objectives.

- 1.20 This Policy Statement takes effect on 31st January 2021 and will remain in force for a period of not more than 5 years from that date. This policy may be reviewed at any time during this period.

2 Introduction and Profile of Chelmsford City Area

- 2.1 Chelmsford City Council is a non-unitary authority in the heart of Essex covering an administrative geographical area of 342.2km² (131square miles). As well as a thriving city, the district encompasses a number of established villages and the town of South Woodham Ferrers. It was granted city status in 2012.
- 2.2 Chelmsford's population has experienced rapid growth in recent years and will continue to grow. Chelmsford's population is 188,803 (estimated in 2024) and by 2026 it is estimated that it will have grown to some 200,000 people. For a demographic makeup of the Chelmsford City area see **Appendix A**.
- 2.3 There are 80,000 jobs and 6,000 local businesses located within Chelmsford, making it the largest employment centre in Essex and Suffolk and a major employment centre in the Southeast.
- 2.4 With an annual footfall of over 8.5 million passengers, Chelmsford railway station is the busiest in the East of England. At peak times, eight trains per hour connect Chelmsford with London Liverpool Street. Chelmsford's accessibility will further increase with the opening of Beaulieu Park Station, which is expected to enhance transport links into the city and support the evening and night-time economy

- 2.5 Chelmsford is home to Anglia Ruskin University, Writtle Agricultural College and The Chelmsford City Racecourse. It is the headquarters of Essex County Council, Essex Police, Chelmsford Prison and the Crown, Magistrates' and County Courts.
- 2.6 At the time of consultation, the Chelmsford City district has 412 licensed premises, 36 club premises certificates, and the Licensing Authority has issued 2,575 personal licences.

Between 2020 and 2025, an average of 480 Temporary Event Notices (TENs) were received each year. While figures in 2020 and 2021 were significantly lower due to the impact of the COVID-19 pandemic, numbers have since recovered and overall have increased by more than 33% compared to pre-pandemic levels.

Chelmsford's open spaces and strong transport connections continue to attract major licensable activities, including nationally recognised music events such as the former *V Festival* and *Rize Festival* at Hylands Park, alongside annual community celebrations such as *Chelmsford Pride* and the *Real Ale Festival* in the City Centre.

- 2.7 In recent years Chelmsford has seen considerable investment increased in development across the City Centre that have greatly added to a diverse range of leisure facilities making the City an attractive place to visit for work and to be entertained. Information on the local business and population profile and support for businesses in urban and rural environments can be obtained through the Council's Economic Development and Inward Investment Team.
- 2.8 Chelmsford's crime rate is lower than the UK average and the City partnerships oversee a well-managed night-time economy, encouraging participation in the national 'Best Bar None' accreditation scheme and has worked in partnership to successfully achieve purple flag status since 2013.
- 2.9 Since June 2014, the entire District, with limited exceptions, has been covered by a Consent Street Order under the Local Government (Miscellaneous Provisions) Act 1982 which regulates all and any on-street trading.
- 2.10 Public Space Protection Orders (PSPOs) are also in place to restrict the distribution of leaflets and advertising material, the display of A boards and on-street advertising. This legislation has also been successfully used in the restriction and confiscation of so-called 'legal highs' at licensed events. PSPOs currently in place can be viewed on the Council's website.

3 Licensing Policy - Vision Statement

- 3.1 Chelmsford City Council (The Licensing Authority) want the City of Chelmsford to offer a wide choice of high quality, well-managed entertainment and cultural venues, operating within a safe, orderly and attractive environment; valued by those who live here, work here and those who come to visit. The Council want businesses to operate responsibly and safely to ensure our residents live in decent neighbourhoods and have a good quality of life.
- 3.2 Our stated priorities (Chelmsford City Council – 'Our Chelmsford, Our Plan'):
 - a fairer and inclusive Chelmsford: promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and providing more housing of all types.
 - a safer and greener place: making Chelmsford more attractive, promoting

Chelmsford's green credentials, ensuring communities are safe and creating a distinctive sense of place.

- Healthy, active and enjoyable lives: encouraging people to live well, promoting health and activity and reducing social isolation, making Chelmsford a happier place to live, work and play.
- connected Chelmsford: bringing people together, empowering local people and working in partnership to build community capacity, stronger communities and to secure investment in the city.

- 3.3 Chelmsford City Council has wide experience in regulating licensed entertainment in Chelmsford City which has recently seen a considerable increase in leisure business. The Council is also responding to the change in the nature of the High Street, with the daytime trade flowing into the night-time economy offering a scale and diversity that is unique within the County of Essex, bringing both cultural and financial benefits.

The Council believes that good management of entertainment and the street environment in which it operates is essential to the continued success of the City, which attracts a wide range of people wishing to come here to work, visit and live.

- 3.4 The Licensing Authority recognises the value of cultural, and community events and seeks to ensure licensing requirements do not place disproportionate or unintended burdens on small or community-led initiatives. Licensing decisions will support diverse provision and inclusion, particularly for underrepresented or minority groups.

4 Statement of Licensing Policy

- 4.1 The 2003 Act requires that the Licensing Authority publish a 'Statement of Licensing Policy' that sets out the principles by which Chelmsford City Council intends to discharge its functions as the Licensing Authority under the Act in the promotion of the licensing objectives (S. 4(2) of the Act).

- 4.2 In preparing this statement of licensing policy, the Council has had regard to and consulted those involved in its local strategies on crime prevention, planning, transport, culture, tourism and economic development, to ensure the proper co-ordination and integration of the aims and actions of these policies. Review and amendment of these strategies will be considered for their impact on this statement of licensing policy.

- 4.3 Further, arrangements will be made for the Licensing Committee to receive reports - when appropriate - on the needs of the local tourist economy to ensure that these are reflected in their considerations. The Licensing Committee may also be apprised of the local employment situation and the need for new investment and employment, where appropriate.

- 4.4 To ensure proper integration with the Council's planning policies, the Licensing Committee may be required to provide reports to the Planning Committee, where appropriate, on the situation regarding licensed premises in the area, including the general impact of alcohol-related crime and disorder, to enable the planning committee to have regard to such matters when making its decisions.

- 4.5 As set out in Section 1.19 of this policy, the Council has reviewed the evidence available and determined that there is currently no justification for introducing a Cumulative Impact Assessment (CIA) in Chelmsford. The Licensing Authority will, however, keep this position under review and may consider adopting a CIA in future should sufficient evidence emerge.

- 4.6 This 'Statement of Licensing Policy' has been prepared in accordance with the provisions

of the Act, having regard to the specific guidance pursuant to s.182 of the Act at paragraph 14.

- 4.7 The Licensing Authority will ensure compliance with statutory immigration requirements. All applications for personal licences or changes to the Designated Premises Supervisor (DPS) must include acceptable evidence of the individual's right to live and work in the UK, in line with the Immigration Act 2016. [s182 para 4.8 – 4.11]
- 4.8 The Licensing Authority must also confirm the entitlement to work in the UK of any individual applying to be a Designated Premises Supervisor or Personal Licence Holder. [s182 para 4.29]
- 4.9 The Licensing Authority is responsible for considering applications for the grant of the following;
- Premises Licences,
 - Club Premises Certificates,
 - Personal Licences and
 - Temporary Event Notices in relation to the sale or supply of alcohol, the provision of public entertainment and
 - Late night refreshments.
- 4.10 The Licensing Authority is also concerned with any changes made or sought in respect of those licences that they have issued. Any reference to Premises Certificates will also include reference to Club Premises Certificates as appropriate.
- 4.11 The Licensing Authority is not bound by the decision of any other licensing regime unless any decision has direct relevance to any of the licensing objectives and there is no legal basis to refuse the issue of a licence where other permissions have not been granted e.g. planning permission.
- 4.12 The Act requires the Licensing Authority to monitor, review and, where appropriate, amend its Statement of Licensing Policy. The Licensing Authority will consult with Responsible Authorities and interested parties prior to amending any part of the policy and in preparing its Statement of Licensing Policy for each future 5-year period.
- 4.13 This Policy Statement takes effect on 31st January 2026 and will remain in force for a period of not more than 5 years from that date. This policy may be reviewed at any time during this period.
- 4.14 When assessing applications, the Licensing Authority must be satisfied that the control measures proposed within the applicant's operating schedule – in the promotion of the four licensing objectives – are likely to achieve their aims having considered all the risk factors and that they have taken a realistic approach as to whether they are likely to be achievable.

5 Consultation

- 5.1 Our Statement of Licensing Policy has been widely consulted for the purpose of this 5-yearly review and a list of consultees can be found at **Appendix B**.
- 5.2 The Act requires that the following parties are consulted on by the Licensing Authority:
- a) The Chief Officer of Police for the Licensing Authority area
 - b) The Fire Authority for the area

- c) The director of Public Health for the authority's area
- d) Such persons as the Licensing Authority considers to be representative of holders of premises licences and Club Premises Certificates issued by the authority
- e) Such persons as the Licensing Authority considers to be representative of personal licence holders issued by the authority, and
- f) Such persons as the Licensing Authority considers representative of businesses and residents in its area

5.3 In addition, the Licensing Authority chose to consult further local groups and organisations, namely:

- a) Remaining Responsible Authorities under the Act
- b) Other areas of the local authority
- c) Various faith groups, voluntary organisations and Citizens Advice Bureau, and;
- d) Groups having influence on the night-time economy.

5.4 A full list of Responsible Authorities as consultees in respect of applications made under the Act can be found at Chelmsford City Website [Responsible authorities](#)

6 Approval

6.1 This policy was approved by the full Council at a meeting held 17th November 2020 and published on its website and made available to consultees. Copies of the policy are available on request.

7 Exchange of Information

7.1 The Licensing Authority is under a duty to protect the public funds it administers and may therefore use information provided by applicants for the prevention and detection of crime. It may also share information provided with other responsible bodies responsible for the auditing and administering of public funds.

7.2 In accordance with the provisions of the Crime and Disorder Act 1998, The Licensing Act 2003, Data Protection Act 2018 and The General Data Protection guidelines, the Licensing Authority may exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime.

8 Public Register

8.1 The Licensing Authority is obliged to keep a public register which may be viewed online or in person by appointment during office hours. Requests for any additional information should be directed through the Council's information team at FOI.Mailbox@chelmsford.gov.uk where the request will be considered and information provided where lawful and appropriate.

9 Compliance and Enforcement

9.1 In exercising its functions in respect of compliance with the conditions of the licence and requirements under the Act, including the inspection of premises and to the institution of proceedings in respect of any relevant offences, or the calling of a licence to review the licensing authority will follow best practice. This requires that its actions should be: -

- Proportionate – intervention only where necessary. Remedies appropriate to the risk

posed with costs identified and kept to a minimum.

- Accountable – The Licensing Authority will ensure that it is able to justify its actions and decisions and be subject of public scrutiny.
- Consistent – Any rules and standards shall be joined up and implemented fairly.
- Transparent – enforcement will be carried out openly with regulations enforced simply and user friendly.
- Targeted – enforcement will be focused on the problems and thereby minimise any side effect.

9.2 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as is possible and will adopt a risk-based inspection programme.

9.3 The main enforcement and compliance role of the Licensing Authority is to ensure compliance with the processes in granting and the licences and permissions that it authorises. Where appropriate it may conduct joint inspections of licensed premises or premises seeking a licence, together with other enforcing agencies. It is expected that other responsible authorities will have primary engagement with licence holders relative to the area of expertise of that authority e.g. crime and disorder by Essex Police, underage sales by Trading Standards, fire Safety by Essex Fire and Rescue Service etc.

9.4 Where appropriate, complaints will be investigated using a proportionate, risk-based approach in line with the principles set out in the Regulators' Code. This Code was issued by the Minister for Business and Enterprise under section 23 of the Legislative and Regulatory Reform Act 2006. All regulators are required to have regard to the Code when developing policies and procedures that guide their enforcement activity.

The Regulators' Code can be accessed at:

<https://www.gov.uk/government/publications/regulators-code>

The Legislative and Regulatory Reform Act 2006 is available at:

<https://www.legislation.gov.uk/ukpga/2006/51/contents>

10 Licensing Applications & Licensing Objectives

Operating Schedules

10.1 It is the operating schedule within a new grant application, submitted by or on behalf of the applicant that will set out the control measures intended to reduce the perceived risk that the application - if granted - might present to the licensing objectives. This schedule will be referred to when setting out any attached conditions and in the absence of any representations only matters referred to in that schedule will be applied. The Licensing Authority have discretion to disregard any control measure that does not directly promote any licensing objective or where the applicant offers a control measure that is otherwise required under any other enactment (as previously covered)

10.2 A statement of licensing policy should not set out any 'blanket conditions or policy' intended to apply to every licence issued by the Licensing Authority. However, the guidance to the Act states that it is not acceptable for Licensing authorities to simply replicate the wording contained within the operating schedule and that any condition attached to a licence should be interpreted in accordance with the applicant's intentions (para. 10.5)

- 10.3 The guidance goes further to suggest that any condition will be consistent and 'substantially the same' as that intended by the operating schedule and that any condition should be expressed on a licence or certificate in ***unequivocal and unambiguous terms*** and that they should be clear to the licence holder, club, enforcement officers and the courts (para. 10.7).
- 10.4 The relevant licensing legislation has now been in effect since 2005, since that time the Licensing Authority and Responsible authorities have had considerable experience in ensuring that conditions have been appropriately applied in accordance with that guidance.
- 10.5 Where appropriate, control measures offered in an application for a Premises Licence or Club Premises Certificate may be reviewed by licensing officers using standard wording based on established model conditions adopted by the Licensing Authority. These conditions are designed to support the promotion of the licensing objectives and align with the principles set out in Section 10 of the statutory guidance issued under section 182 of the Licensing Act 2003. These are available here: [Model conditions](#). Applicants may propose alternative wording if it meets the same intent and clarity.
- 10.6 The model conditions are constantly evolving alongside experience and changing business styles and are correct at the time of consultation. The model conditions will be regularly updated and published on the Council's website without further need to amend this policy.
- 10.7 Neither the list of model conditions, nor the advice offered at the following sections, can cover every style of business and identify all risk factors. Whilst our set of model conditions is extensive, the list is clearly not exhaustive. It is therefore the responsibility of the applicant to consider these control measures and identify any additional measures that might be necessary.

Prevention of Crime and disorder

- 10.8 In addition to the requirements of the Act, Section 17 of the Crime and Disorder Act 1998 imposes a duty on the Local Authority when carrying out its various functions to do all it reasonably can to prevent crime and disorder.
- 10.9 When addressing the issue of crime and disorder the applicant is advised to demonstrate in the operating schedule that the more common causes behind the factors have been addressed and that appropriate control measures have been proposed. Applicants should also consider the style and size of the business and have due regard to existing and foreseeable crime within the area and further crime data can be found at www.police.uk

Factors that might normally be considered may include:

- Underage drinking
- Drunkenness on premises and in the vicinity
- Drug misuse
- Violent behaviour
- Anti-social behaviour
- Control of patrons whilst arriving, on or leaving the premises
- Local crime data
- The overall nature of the area

- 10.10 The following examples of control measures are provided in order assist applicants and are considered to be among the most important when considering risk:

- Effective and responsible management and supervision of the premises, including outside areas
- Appropriate instruction, training and supervision of those employed or engaged to prevent crime and disorder
- Keeping appropriate training records
- Adoption of any best practice guidance
- Having an effective proof of age policy
- Provision of CCTV (where appropriate)
- Use and deployment of door staff
- Materials of drinking vessels
- Engaging with local initiatives e.g. Pubwatch, Best Bar None etc
- Communication between other licensed premises

10.11 It is expected that the Designated Premises Supervisor (DPS) should be able to demonstrate that they have day to day control of the premises and that ideally, they should be contactable in an emergency and that in the absence of the DPS, staff are properly authorised. There is no expectation that a DPS should be on site at all times when the premises is open for the sale or supply of alcohol.

Public Safety

10.12 The Licensing Authority is committed to ensuring that the safety of any person visiting or working on licensed premises is not compromised. Applicants are advised to consider how they can demonstrate in the operating schedule that risks have been identified and that suitable and sufficient safeguards have been put in place in order to ensure public safety.

10.13 Factors that might identify the need for a control measure might include:

- The numbers of people frequenting the premises
- The condition, layout and design of the premises
- The nature of the activities being provided
- Adoption of any best practice guidance
- Customer profile
- The use of special effects e.g. lasers, pyrotechnics etc
- Access of emergency services
- The provision of toilet, potable and waste water (events)

Some of these measures (or additional measures) might be dynamic in that the requirements might change on a frequent basis. There is often therefore a need to carry out risk assessments on an ongoing basis dependent upon the style and nature of the activity.

10.14 The Licensing Authority supports safety initiatives such as *Ask for Angela*, which empower individuals who feel vulnerable or unsafe in licensed premises to discreetly seek assistance from venue staff. Licence holders are encouraged to participate in such schemes and ensure that staff are trained to recognise signs of vulnerability, respond appropriately, and promote a safe and inclusive environment.

These schemes support the licensing objectives by helping to prevent crime and disorder, reduce risk to vulnerable persons, and foster a positive night-time economy culture.

10.15 The Licensing Authority encourages premises to implement measures that deter spiking of drinks. This may include increased monitoring, staff awareness training, CCTV, and

participation in local safety schemes.

10.16 Control measures that an applicant might consider within an operating schedule might include:

- Suitable and sufficient risk assessments
- Effective and responsible management of premises or events
- Appropriate training, instruction and supervision of those employed or engaged in security and safety of those present.
- The keeping of appropriate training records
- Adoption of best practice
- Provision of effective CCTV (if applicable)
- Implementation of crowd management measures
- Provision or access to any first aid facility

10.17 The Licensing Authority supports national efforts to improve the safety and security of publicly accessible locations, including licensed premises. Although the proposed legislation Terrorism (Protection of Premises) Act 2025, known as Martyn's Law (Protect Duty) is not yet in force, applicants and licence holders, especially those operating large venues or outdoor events, are encouraged to familiarise themselves with its principles and prepare for it coming into force in or around 2027.

This includes conducting simple security assessments, staff training, and having procedures in place for responding to incidents. These measures support the public safety objective and may become mandatory in future.

Further information is available at: [Terrorism \(Protection of Premises\) Act 2025 - GOV.UK](#)

Prevention of Public Nuisance

10.18 Licensed premises have a significant potential to impact adversely on communities through public nuisance as a result of their business operation, particularly where the business is near to residential properties. The licensing Authority wishes to maintain and protect the amenity of residents and businesses from the potential consequence of the activities. However, the Licensing Authority will have due regard to any development of residential property that is established after the grant of a licence. In such circumstances the responsibility of the developer will be taken into account if they could and should have taken such reasonable steps to minimise the effect of such nuisance e.g. the provision of insulation or double or triple glazing.

10.19 'Public Nuisance' in this context will be construed to have its widest interpretation and takes account of noise and disturbance, light pollution, odours, litter and anti-social behaviour.

10.20 Applicants or their agents should consider in their operating schedule how the impact of nuisance will be identified and how sufficient reasonable measures can be implemented and maintained in order to prevent public nuisance over which their business might have a causal link, either on or within the vicinity of the premises.

10.21 Factors that might identify risk of public nuisance might include:

- Location of premises (including any associated open areas) and their proximity to residential premises or other sensitive venues.
- Customer profile

- Hours of operation
- Nature of activities proposed
- Design and layout of the premises
- The capacity of the premises
- Availability of public transport
- Any noise adjustment period at the end of an evening
- Times of last admission
- Last admission times and closing times of other nearby premises

10.22 The following examples of control measures are provided as guidance for applicants when considering the mitigation of any identified risks associated with public nuisance. The applicant will need to consider any additional unique factors that might require further consideration of those suggested here:

- Effective and responsible management of the operations within the business together with any outside areas such as seating facilities and smoking areas
- Appropriate training, instruction and supervision of staff
- The keeping of any staff records
- The control of deliveries and movement of goods during operating hours
- Installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and where appropriate, sound limiting devices
- Signage to customers when entering or leaving premises
- Management of the movement of people and traffic arriving and leaving the premises including the management of queues and taxi's.
- The siting of external lighting, including security lighting.

10.23 Premises Licence holders will be expected to manage external areas used in connection with their business, including beer gardens and smoking areas through:

- The development of a plan on how to manage smoking on the premises and ensure that all staff are aware of the contents of the plan. Noise created from smoking areas can often give cause for complaint. Along with general noise created among customers. Staff should be aware and be proactive in the implementation of that plan.
- Compliance with any planning restrictions or conditions that might otherwise impact on the licensing objectives.
- Ensuring structures comply with the design criteria contained within the Health Act 2006 and that any awnings and retractable canopies have the relevant planning permission, listed building consent and building control consent, if necessary.
- Ensuring that any tables and chairs are properly licensed under the Highways Act 1980 (where applicable), and that layout, lighting and obstruction do not cause a nuisance. Where furniture is placed on the highway, operators must also comply with the Council's Pavement Licence Policy, available on the Council's website. [Pavement licence](#)
- Ensure any outside lighting is correctly positioned and of such illumination as to not cause a light nuisance.
- Ensure that door supervisors are supportive and correctly involved with any town centre communications system e.g. DISC or Publink radio.

Protection of Children from Harm

- 10.24 Chelmsford City Council have a duty to safeguard the vulnerable within the community and will therefore be looking to ensure applicants have given due consideration through their operating schedules and have put in place appropriate control measures after carrying out a full risk assessment.
- 10.25 Family friendly premises are to be encouraged as part of the diversity of entertainment made available to everyone but not at the risk of potential harm that this might cause to children. It should be remembered that many licensed venues will be frequented by young people in addition to pubs, bars and clubs such as restaurants, cinemas, theatres and school events. Therefore, admission to children will always remain at the discretion of management, with no presumption of giving them access or equally, preventing them from doing so.
- 10.26 The protection of children from harm includes moral, psychological, emotional and physical harm and is generally construed as related to the activities and effect of children on the premises rather than the mere presence of a particular type of business, other than where unsuitable advertising might be considered as undermining this objective e.g. advertising on public display outside sexual entertainment venues.
- 10.27 No condition can be attached to a licence that insists children to be admitted to any licensed venue although an applicant may offer that condition within their operating schedule.
- 10.28 In respect of the exhibition of a film or the showing of a video, this may include the exposure of children to strong language, sexual references and violence. The Licensing Authority will expect licence holders to implement measures that restrict children from viewing age restricted films, classified according to the recommendations of the British Board of Film Classification.
- 10.29 Applicants are advised to consider how they can demonstrate within the operating schedule that suitable and sufficient measures have been identified and what safeguards will be put in place and maintained as applicable.
- 10.30 The Licensing Authority recognises Essex Safeguarding Children Board (or its successor body) as the competent authority to advise on matters relating to the protection of children from harm.
- 10.31 Factors that might need to be considered may include:
- Where entertainment of an adult nature is being regularly provided
 - Where there have been convictions of staff at the premises for serving alcohol to minors or allowing consumption
 - Premises or events that attract a young adult profile, or premises or events that appear to be linked to underage sales or drinking
 - Proxy sales of alcohol to minors (i.e. adults purchasing for children under 18 yrs. to consume)
 - The premises have a known association with drug taking or supply
- 10.32 The following examples of control measures are provided to assist applicants and considered to be among the most relevant to be taken into account when considering the completion of an operating schedule.
- Effective and responsible management of the operation of the business including any outside areas
 - Appropriate training, instruction and supervision of staff
 - The keeping of any staff records

- Adoption of best practice
- Imposition of requirements to limit the hours children are permitted on the premises, part of the premises or direction in respect of the supervision of children by an adult
- Measures to ensure that children do not purchase, acquire or consume alcohol
- Having properly qualified staff available to manage licensable activities where children are likely to be present
- Adoption of a 'Challenge 21/25 policy or similar

10.33 Where films are exhibited, the Licensing Authority expects that the BBFC classification will be followed. Where a film is not classified by the BBFC, the Licensing Authority may classify the film itself in line with BBFC standards and in consultation with appropriate bodies, including the Police and child protection authorities. [s182 paras 10.59 –10.60]

10.34 Where premises provide gaming facilities, licensed or permitted under the Gaming Act 2005 the Licensing Authority will expect measures put in place to prevent children from accessing machines. This should include the appropriate training of staff and the keeping of training records, as well as measures to ensure machines are appropriately monitored by staff e.g. supervision or placing in clear view. Such measures should be highlighted in the operating schedule.

Regulated Entertainment

10.35 A diverse provision of cultural activities for the benefit of communities is welcomed and supports Chelmsford City Council's wider priorities as set out in 'Our Plan' (see para 3.1 above). The Council will need to balance the natural concerns of residents to prevent disturbance against the wider cultural benefits, especially for children, of permitting regulated entertainment. This includes activities such as live music, dancing, theatre and the showing of films. The Licensing Authority maintains a neutral stance in respect of all licence applications with each application being assessed on its own merits and the only considerations being the promotion of the four licensing objectives. This approach ensures that no unreasonable restrictions will be imposed which would discourage cultural events.

Garages and Petrol Stations

10.36 Garages primarily used for the sale of vehicles, vehicle maintenance and the provision of fuel are specifically excluded as premises not suitable as licensed for the sale of alcohol.

10.37 In determining applications for garages, (i.e. forecourt shops) the Licensing Authority must decide whether or not the premises are **primarily** used as a garage and will expect applicants to submit data which establishes the **primary use**. Where that information is not available (due to premises not yet trading), the Licensing Authority may consider a condition requiring this information be provided on a regular basis in the following years to establish the **primary use**.

Late Night Refreshments

10.38 There are no exemptions for the requirement of premises to be licensed for the provision of late night refreshments under Paragraph 2A of Schedule 2 of the Licensing Act 2003

(as inserted by the deregulation Act 2015)

The Late Night Levy

- 10.39 Chelmsford City Council has determined to implement a late-night levy in the district of Chelmsford in accordance with powers conferred by the Police Reform and Social Responsibility Act 2011.
- 10.40 The levy is an additional fee where holders of relevant authorisations are required to pay annually, at the same time as their annual licence fee becomes due.
- 10.41 In Chelmsford, a relevant authorisation is a premises licence or club premises certificate which authorises the sale of alcohol between the hours of 01.00 and 06.00 on any day of the year (the late-night supply period).
- 10.42 Certain premises are exempt from paying the levy, and the permitted exemption categories to apply are:
- Premises providing overnight accommodation where alcohol can only be supplied to persons staying at the premises for consumption on the premises.
 - Theatres, cinemas and bingo halls.
 - Premises authorised to supply alcohol for consumption on the premises between midnight and 6.00 am on 1st January in every year (but are not so authorised at those times on any other day in any year).
- 10.43 The levy came into effect on 1st November 2014, and money generated will be used to combat alcohol related harm in the nighttime economy.
- 10.44 Further guidance, including the amount of levy payable by a premises licence holder, can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/98126/late-night-levy.pdf

11 Online Applications

- 11.1 The above paragraphs relate mainly to the submission of Premises Licence Applications and Club Premises Certificates regarding the considerations that should be made before submission and reflected within the operating schedule. All applications with the exception of applications to review a Premises Licence or Club Premises Certificate, or a Temporary Event Notice can be made online at the City Councils website: www.chelmsford.gov.uk/business/licensing/alcohol-licensing/
- 11.2 Further guidance necessary to make applications can also to be found via our website. Notifications such as loss or theft of a licence, removal of a Designated Premises Supervisor by the Premises Licence holder etc can be made via email to the Licensing Officers for the Council.
- 11.3 The Licensing Authority encourages early pre-application engagement between applicants and responsible authorities. This helps ensure that applications are properly considered and reduces the likelihood of representations or refusal.
- 11.4 Similar considerations are also applicable where an applicant makes an application for

a Minor or Major Variation of a licence already issued by the Licensing Authority. A copy of the Home Office Guidance in relation to Minor variations can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98157/guidance.pdf

Where there is any doubt in respect of interpretation, applicants are advised to seek clarification from the Licensing Officers of the Licensing Authority.

- 11.5 Minor Variations may be rejected where the Licensing Authority considers that such a variation might have an adverse impact upon the licensing objectives and where this view is supported by other relevant Responsible Authorities as well as any representations made by other persons and may refuse the application without the opportunity for a hearing or appeal. This may be avoided through prior consultation discussion with licensing officers where an alternative option might be suggested to make an application to fully vary the licence.
- 11.6 Plans must be submitted together with applications for the grant of a Premises Licence and Club Premises Certificate (and in some case, plans to vary a licence) in accordance with Regulation 23(1) and (unless otherwise agreed with the Licensing Authority) comply with 23(2) & (3) of The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations, Part 4.
- 11.7 Plans are a necessary part of the application process in order to assist the Licensing Authority and other Responsible Authorities in determining whether the licensing objectives might be undermined and may be rejected or the application restarted if the plans fail to meet expectations.
- 11.8 Application forms are set by statute and most can be submitted online with the exception of applications to review a Premises Licence or Club Premises Certificate. Online applications and further information can be found on the Council website:
<https://www.chelmsford.gov.uk/business/licensing/alcohol-licensing/>
- 11.9 Notifications such as loss or theft of a licence, removal of a Designated Premises Supervisor by the Premises Licence holder etc can be made via email to the Licensing Officers for the Council: licensing@chelmsford.gov.uk

Tacit Consent

- 11.10 The consent by silence. The Licensing Authority is obliged by the Act to grant an application unless relevant representations are received. If there are no relevant representations the application will be dealt with by the Licensing Authority's licensing officers under a scheme of delegation. In such circumstances the licence will be granted by 'tacit consent' - as applied for - with the exception of an application for a minor variation where the matter will remain undetermined until decided by the Licensing Authority.
- 11.11 Where Tacit consent applies the applicant may carry out licensable activities as if the licence was granted provided all relevant timescales have been met.

Temporary Event Notices

- 11.12 A Temporary Event Notice (TEN) is usually a 'one off' e.g. a wedding, birthday or wake, or a departure from an existing authority that might otherwise restrict an event in accordance with any existing conditions e.g. children normally not allowed on the

premises but on this occasion the licence holder wanted to facilitate a family gathering. Other examples include wanting longer hours for a specific event or having a temporary bar at a charitable function. The use of TEN's are extensive but in order to prevent their misuse they come with strict guidelines that are available on The Council's website and set by legislation.

- 11.13 There are two types of TEN's, a standard TEN and a Late TEN. A standard TEN is one given with 10 working days (or more) notice and a Late TEN is where less than 10 working days and more than 5 working days notice is given of the event, usually as a last minute or unforeseen plan.
- 11.14 To calculate the minimum number of days' Notice required for any TEN, the premises user (the person giving the notice) must disregard both the day the notice is given and the day of the event. A working day is not a day of a weekend or a Bank Holiday day.
- 11.15 The day 'given' may be any day if given electronically. Where the notice is delivered by hand or by post, the day 'given' will be the first working day after the date it is received. Therefore, a Notice submitted electronically at a weekend for an event the following weekend will have 5 clear working days between the date given and the day of the event, unless one of those days was a Bank Holiday.
- 11.16 A TEN given outside of these parameters would be unlawfully given and therefore outside of the ability of the Licensing Authority to process or permit. In all cases where a TEN is disallowed - where it is given outside of any statutory limit - a counter notice will be issued by the Licensing Authority. If the event were to go ahead it would be unlicensed and therefore unlawful.
- 11.17 Where a representation is received in relation to a standard TEN the premises user may request a hearing before the licensing sub-committee. Where a representation is received in respect of a Late TEN no such hearing is permitted
- 11.18 Persons carrying out an event outside of a Premises licence or a TEN must take care not to be in breach of legislation where considering hospitality bars (where a person pays what they feel is appropriate without any set charge) as these are often unlawful, whereas genuinely free bars (e.g. at a wedding) require no licence.
- 11.19 TEN's may only be used for events of no more than 499 persons inclusive of staff and entertainers.

Designated Premises Supervisors (DPS) in Community Premises

- 11.20 Community premises may have a licence to supply alcohol without the requirement to have a Designated Premises Supervisor(DPS).
- 11.21 An application to disapply the mandatory condition requiring a DPS may be made by a management committee of community premises. The following condition will be attached to the premise licence: "Every supply of alcohol under the premises licence must be made or authorised by the management committee."
- 11.22 If the sale of alcohol is authorised the management committee of the premises can apply to remove the mandatory condition in relation to the DPS and having a personal licence holder authorise sales. The sale of alcohol will be authorised by the management committee.
- 11.23 Church halls, chapel halls, parish halls, community halls, and village halls are each examples of community premises. Where it is not clear whether premises are community premises, the matter will be approached on a case-by-case basis, with the main

consideration being how the premises are predominantly used. If they are:

- genuinely made available for the benefit of the community most of the time;
- accessible by a broad range of people and sectors of the local community;
- providing facilities to benefit the community as a whole;
- are likely to be considered as 'community premises'.

- 11.24 The application form requires the applicant to provide the names of the management committee's key officers to the Licensing Authority. The Licensing Authority must be satisfied that arrangements for the management of the premises by the committee or board are sufficient to ensure the adequate supervision of the supply of alcohol on the premises.
- 11.25 Existing premises licence holders must pay a fee to make this 'disapplication' and the process takes 28 days. Details can be found on the Councils' website.
- 11.26 In exceptional circumstances the police may object to this request where there are grounds to do so under the crime and disorder objective. In such an instance the Licensing Authority will hold a hearing to determine the application.

12 Representations

- 12.1 Representations may be made by any of the following:
- 1) Responsible Authorities (See Chelmsford City Website [Responsible authorities](#))
 - 2) Any other person – regardless of geographical location, provided it is not considered repetitious, vexatious or frivolous in the opinion of the Licensing Authority.
- 12.2 A representation is similar to an objection, where a person or body making the representation has a genuine belief that if the application was granted that the licensing objectives would be undermined.
- 12.3 There should be no assumption that the application should be declined and there are a number of options open to the licensing sub-committee who will consider those representations. Those options are:
- To modify, alter or add to any condition
 - To modify the days or times between which a licensable activity might be permitted
 - To exclude certain activities from the licence
 - To seek appointments of a different designated premises supervisor
 - To reject an application

Additionally, in the case of an application to review a licence;

- To revoke the licence
 - To suspend the licence for up to 3 months
- 12.4 Any representation must relate to named premises and must relate to one or more of the four licensing objectives in order to be considered relevant. The licensing Authority will need to be satisfied that there are grounds to believe that there is an evidential link or genuinely held belief that the objectives would be undermined and not merely a repeat

of the objectives, and that there was also a link between that belief and the premises in question. Where the licensing authority believes that the representation is not relevant or in the case of a person other than a responsible authority is repetitious, vexatious or frivolous the Authority may disregard it as being invalid.

- 12.5 Representations can also be made in support of an application.
- 12.6 All notifications of formal representation will be provided to the applicant. Any person making a representation should be aware that letters are copied to the applicant without deleting any personal details. The Licensing Authority will not edit a letter before sending it to the applicant.
- 12.7 The Licensing Authority accepts that in exceptional circumstances, a local resident may be reluctant for their personal details to be disclosed to the applicant because of fears of intimidation or violence.
- 12.8 Where the Licensing Authority considers that a relevant representation has been made and is satisfied that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, personal details of the complainant, such as their name and address may be withheld from the copy of the representation that is provided to the applicant. If a representation is received completely anonymously, it will be disregarded.
- 12.9 Applications and any relevant objections will be made available to view via the council website without the disclosure of any personal details. Further information will be provided in respect of the details of the hearing in respect of time, date and location. Hearings are open for the public to attend. Persons making representations may be required to attend the hearing by another party.
- 12.10 Only those relevant representations submitted to the Licensing authority may be amplified upon at the hearing. New material introduced will not be heard e.g. if the representation submitted was relating to crime and disorder, only the person making that representation would not later be permitted to refer to matters of public safety.
- 12.11 An applicant and a person making representation may agree to resolve issues prior to a hearing and outside of that hearing and at any time up until the day before the hearing. Where that is the case the licensing authority may determine that a hearing is no longer necessary.

13 Licensing committee

- 13.1 The Committee is made up of 13 Councillors with 4 named substitutes. Where representations have been made and remain unresolved an application will be usually be heard by a sub-committee of three members of the licensing committee.
- 13.2 When considering applications, the sub-committee shall have regard to this policy, statutory guidance, the Act and Regulations made in conjunction with the Act and the Licensing Objectives.
- 13.3 Each application is considered on its own merits.
- 13.4 If the application is approved by the sub-committee the mandatory conditions will be applied. In addition, the sub-committee will decide whether it is appropriate to attach further conditions to the licence, certificate or permission in order to promote the licensing

objectives. Any conditions will primarily focus on the activities taking place at the premises on the persons attending the premises and members of the public living, working or otherwise engaged in normal activity within the vicinity of the premises. 'Vicinity' is not defined and will be given its normal everyday meaning within the context of:

- The location of the premises
- The size of the premises
- The nature of entertainment or licensable activity
- The distance from residential or business property
- The proximity of other competing businesses within the area
- The potential impact upon the licensing objectives

13.5 The Licensing Authority will avoid placing any conditions on the licence that might duplicate any other requirement by legislation or Regulation.

13.6 A list of functions that are dealt with by the committee or delegated to Licensing Officers can be found at **Appendix C**.

Hearings

13.7 Hearings are conducted in accordance with the Licensing Act 2003 (hearings) Regulations 2005. The period of time in which a hearing shall be held is determined under these Regulations in accordance with the type of application.

13.8 These regulations set out the procedures to be adopted, the determination and notification of applications, records of proceedings and notices etc.

13.9 During the pandemic of 2020, under The Health Protection (Coronavirus) Regulations 2020, temporary procedures were introduced to allow for remote (video conferencing) hearings to take place along with other procedures, best practice and local arrangements being introduced. This policy will be regularly reviewed and amended to include any changes to licensing law and practices that may arise following any formal review over that period and also any amended guidance issued under s.182 of the Act as a result.

Administration, Exercise and Delegation of functions

13.10 A list of those matters that will be dealt with at committee and those which are delegated to licensing officers can be found at **Appendix C**

13.11 The Licensing Officers for Chelmsford City Council are delegated to deal with all aspects of the Licensing Act 2003, where no representations or objections have been made by responsible authorities or interested parties.

13.12 The Public Health and Protection Services manager is delegated to make representation on behalf of the Licensing Authority as a Responsible Authority on behalf of the Council.

14 Reviews

14.1 A responsible Authority or any person may ask the Licensing Authority to review a premises licence or club premises certificate due to any matter arising due to, at or from the premises where the licensing objectives are being undermined.

14.2 The Licensing Authority will not normally engage its role as a Responsible Authority by

calling reviews on behalf of other people, such as residents or community groups. These individuals or groups are entitled to make a request for a review and may also consult or seek legal representation where there are enough grounds to do so.

- 14.3 Where the Responsible Authorities have concerns about problems identified at premises, the Licensing Authority considers it to be good practice for them to give licence holders early warning of their concerns and where possible support the licence holder with advice and best practice which may involve the development of action plans.
- 14.4 The Licensing Authority draws attention to licence holders and Responsible Authorities to the Home Office publication, 'The Practical Guide for Preventing and Dealing with Alcohol Related Problems – What you need to know'. This document is widely referred to as good practice when dealing with problems related to licensed premises and can be found at the following web address:

http://www.balancenortheast.co.uk/library/documents/Home_Office_Guide_to_Dealing_with_Alcohol_Related_Problems.pdf
- 14.5 There is no appeal to the decision of the Authority when choosing to reject an application for review or a representation, other than by way of judicial review.
- 14.6 No more than one review will be normally permitted from a person other than a responsible authority in relation to a particular premises within any 12 month period on similar grounds except in compelling circumstances or where it arises following a closure order. Neither will a request to review a licence be considered where the grounds for doing so are considered vexatious or frivolous.

Summary Reviews (Violent Crime Reduction Act 2006)

- 14.7 Where premises are considered to be associated with serious crime or disorder a senior police officer (Superintendent or above) may apply for a summary review of a 'premises licence'.
- 14.8 If a summary review is applied for, the Licensing Authority must consider the application within 48hrs (not including any time on a day that is not a working day) and determine what interim steps (if any) are necessary prior to a full review hearing in order to promote the licensing objectives. Interim steps may be:
 - The modification of the conditions of the premises licence
 - The exclusion of the sale of alcohol by retail from the scope of the licence
 - The removal of the Designated Premises Supervisor
 - The suspension of the licence
- 14.9 Although the legislation allows for the decision in the absence of the premises licence holder, the Licensing Authority will endeavour to notify the licence holder of the application having been made and of the time, date and place it will be determined (unless through necessity the matter is considered by means other than face to face), in order to afford the licence holder or representative the opportunity to attend.
- 14.10 Where the Licensing Authority decide to take any of the interim steps, its decision has immediate effect, and immediate notice of the decision must be given to the licence

holder.

- 14.11 Where the licence holder makes representation in respect of the decision, the Licensing Authority must hold a hearing within 48hrs (not including time of a non- working day) of receipt of the representation and, unless withdrawn, consider those representations and any made by the police; consider whether steps are necessary for the promotion of the licensing objectives; determine whether to withdraw or modify the steps taken.
- 14.12 The Licensing Authority must hold a full review hearing within 28 days following a summary review.

15 Appeals

- 15.1 In most cases the applicant may appeal the decision of the Licensing Authority to the Magistrates Court. The appeal must be made within 21 days following the day on which the decision was notified and must be made by:
 - The applicant or their agent
 - A Responsible Authority or person making a relevant representation
 - In the case of a review, the holder of the licence or certificate being reviewed

16 Suspension of Premises Licence - Non-Payment of Annual Fee

- 16.1 The Licensing Act 2003 requires that the Licensing Authority **must** suspend the premises licence or club premises certificate where the annual fee is not paid when due under s. 55(2) of the Act unless not paid due to an administrative error **either before or at the time** the fee became due the licence holder informs the Licensing Authority that it disputes either liability for payment or the amount due **and** the grace period of 21 days has not expired. The grace period is intended to allow resolution between the licence holder and the Licensing Authority. The grace period of 21 days begins the day after the notice is given and must be made on or before the date when the annual fee has become due.
- 16.2 The responsibility lies with the licence holder to remember and not for the Licensing Authority to remind the licence holder to make payment for the annual fee. It is for the Premises licence or Club certificate holder to notify the Licensing Authority within the grace period where a dispute is claimed, and 'administrative' will be given its normal everyday meaning (para. 15.3 of the s.182 guidance).
- 16.3 Where a licence is suspended the Licensing Authority will inform the licence/certificate holder in writing and specify the date on which it is to take effect. The date from which the suspension will take effect will be determined on a case-by-case basis but will be no earlier than two working days following receipt of the notice.
- 16.4 Any suspension of the licence following notification of non-payment of the annual fee will cease to have effect on the day that the fee has been paid.
- 16.5 Liability for payment of the annual fee will be that of the individual or company shown on the premises licence as being that of the licence holder. It is the responsibility of the licence holder to make the relevant application informing the Licensing Authority of any transfer of the licence whereupon the liability for the payment of the annual fee will become that of the new premises licence holder. The Licensing Authority are unlikely to accept any dispute where the licence holder fails to notify a transfer of the licence.

APPENDIX A

Creation Date	Version No	Changes Made	Changes made by	Date of Change
14 th April 2020	1	V1 Draft of 2016	Nigel Dermott	15/4/2020
14 th April 2020	2	Final draft prior to cons	Nigel Dermott	24/6/2020
2nd July 2025	3	V1 Draft 2021	Daniel Winter	03/07/2025
01/08/2025	4	Final Draft prior to cons	Daniel Winter	

DRAFT

Appendix A: Chelmsford City Demographics¹

CHELMSFORD

District in Essex (United Kingdom)


Population









The population development of Chelmsford as well as related information and services (Wikipedia, Google, images).

Name	Status	Population Estimate 1981-06-30	Population Estimate 1991-06-30	Population Estimate 2001-06-30	Population Estimate 2011-06-30	Population Estimate 2021-06-30	Population Estimate 2024-06-30
Chelmsford	District	139,600	153,500	157,300	168,491	181,827	188,803

Chelmsford

- **188,803** Population [2024] – Estimate
- **338.8 km²** Area
- **557.3/km²** Population Density [2024]
- 📈 **1.3%** Annual Population Change [2021 → 2024]

 Chelmsford: non-metropolitan district in Essex, England, UK – Inception: 1974 – [Official Website](#) – Local dialing code: 1245 – Postal code: CM1 (+)

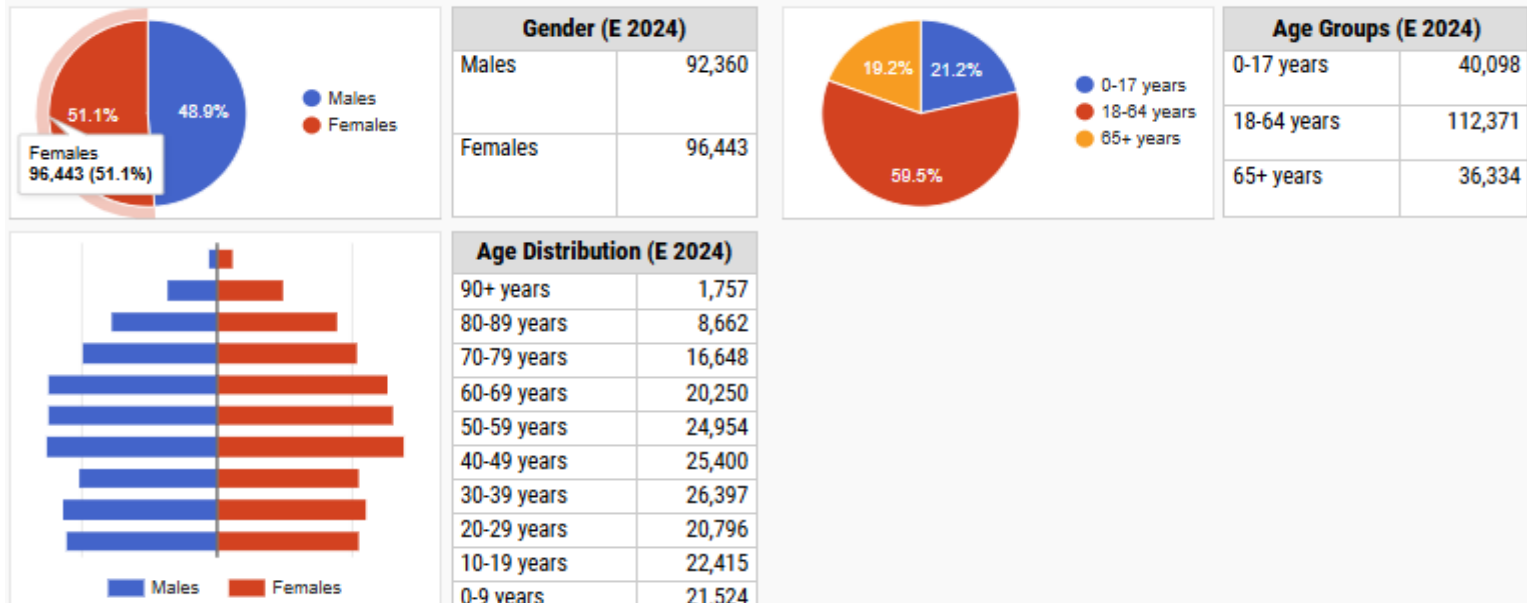









Great Britain and Northern Ireland	United Kingdom	56,357,500	57,438,700	59,113,000	63,285,145	66,983,488	...
------------------------------------	----------------	------------	------------	------------	------------	------------	-----

Source: UK National Statistics, National Records of Scotland, The Northern Ireland Statistics and Research Agency.

Explanation: Population estimates for Northern Ireland in 2024 are not yet available.

Further information about the population structure:



¹ https://citypopulation.de/en/uk/admin/essex/E07000070_Chelmsford/

Intentionally left blank

Appendix B: Consultees

1. Chief Officer of Police for the Area
2. Fire and Rescue authority for the area
3. Director of Public Health covering the area of Chelmsford
4. Persons/ Bodies representing local premises licence holders:
 - a) Business Improvement District Board (BID)
 - b) Pubwatch Chair
 - c) British Institute of Innkeepers (BII)
 - d) National Pubwatch
5. Persons/Bodies representing club premises certificate holders
 - a) Specifically; Chelmsford Social Club
 - b) Galleywood Social Club
 - c) Chelmsford Football Club
6. Persons/Bodies representing personal licence holders
 - a) BIIAB
 - b) Highfields
 - c) CPL learning
7. Persons/ Bodies representative of businesses and residents in the area

As 4 a), b), c) and 5 a), b), & c). Additionally:
 - a) Chelmsford Street Pastors
 - b) Open Road (SOS bus providers)
8. Environmental Health (commercial)
9. Environmental Health (pollution)
10. Health & Safety
11. Essex Trading Standards
12. Chelmsford City Council Planning
13. All ward councillors for the Chelmsford City Council
14. Neighbourhood watch co-ordinators registered with Essex Police
15. Essex Safeguarding Children Board

Intentionally left blank

Appendix C - Delegation of Functions**Table: Recommended Delegation of Functions**

Matters to be dealt with	Sub Committee	Officers
Application for personal licence	If a police objection	If no objection made
Application for personal licence with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Applications for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a representation is irrelevant frivolous vexatious etc		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a temporary event notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of minor variation application		All cases

Appendix D: Glossary of Terms

Anti-social behaviour	- generally unacceptable behaviour that falls short of being a specific criminal offence that causes upset within the local community.
Best Bar None	- a national accreditation scheme that assesses licensed premises
CCTV	- closed circuit television.
Challenge 21/25	- a policy to ensure proof of age by challenging those having the appearance of being under 21 or 25yrs against set requirements.
Club Premises Certificate	- Similar to a Premises Licence but a venue restricted to supply of alcohol to members and guests under club rules. Supply of alcohol does not require authorisation by a personal licence holder and a DPS not required.
Closure powers	- closure powers available to enforcing officers available under certain conditions to close licensed premises.
Conditions	- Control measures identified within the operating schedule converted into conditions that are clear, enforceable and understandable. May also be attached following a hearing.
Cumulative Impact Zone (CIZ)	- a local policy established after consultation and data collection to ensure the licensing objectives are promoted and prevent over saturation of licenced venues within an identified area (Chelmsford does not have one).
DISC	- A communication system used by Pubwatch members to control those banned from premises and circulate information of interest.
Designated Premises Supervisor	- (DPS) The person named on the Premises Licence who normally has day to day control and is a single point of contact at the premises.
Late Night Levy	- following consultation and data collection, a statutory charge based on the rateable value of premises as a way of collecting funds to support additional burdens placed on local services.
Late night refreshments	- The sale of hot food or drink between 11pm and 5am.
Late TEN	- a TEN given to the Licensing Authority with less than 10 and more than 5 working days notice.
Licensable activities	- The sale of alcohol, regulated entertainment and sale of hot food and drink (see LA2003 for further explanation).
Licensing Authority	- Chelmsford City Council.
Licensing committee	- Individual Council members appointed to undertake functions under the LA2003.

APPENDIX A

Licensing Objectives	- The four specific objectives under s. 4(2) LA2003.
Licensing Sub-Committee	- those committee members selected to lead a specific hearing.
Mandatory Condition	- conditions that apply to all licences authorising the sale of alcohol required by the LA2003.
Model Conditions	- a point from which applicants might formulate a condition in the operating schedule that can be amended to be applicable and may be used in the absence of any specific instruction
Night time economy (NTE)	- as different to the daytime economy. Usually refers to leisure facilities open between 9pm and 6am.
Objection	- see Representation. A term having similar meaning.
Operating Schedule	- a section of a premises licence application where the applicant sets out control measures to promote the licensing objectives.
Personal licence	- a licence held by a person authorising them to sell alcohol.
Publink	- a radio system used within the NTE allowing premises to communicate with each other.
Pubwatch	- a local group of licence holders working together to promote the licensing objectives and keep trouble makers out of premises.
Purple Flag	- a national assessment scheme that measures local strategy and policy within the NTE and enabling use of its logo to promote safe communities
PSPO	- Public Safety Protection Order.
Premises Licence	- a licence issued to specific premises authorising licensable activities.
Premises Licence Holder	- the person named on the licence as being responsible for ensuring compliance with legislation and promotion of the objectives.
Representation	- a statement for or against an application made only on the grounds of undermining an objective under the LA2003.
Responsible Authority	- an Authority specified in the LA2003 having a function in connection with certain applications e.g. Police & Environmental Health.
Sec 182 Guidance	- Guidance issued by the Secretary of State under section 182 of the LA2003.
Standard TEN	- A TEN given to the Licensing Authority giving 10 working days or more notice.
Street pastors	- a faith group led voluntary organisation offering the community support and advice within the night time economy.

APPENDIX A

Tacit Consent	- consent by silence. Except for minor variations, applications are deemed granted unless subject of representation.
Temporary Event Notice (TEN)	- A notice given to the licensing authority of an event of a temporary nature that authorises a licensable activity.
The Act	- The Licensing Act 2003 (LA2003).
Variation of a licence	- to vary the original or existing licence to change the DPS, make minor amendments such as administrative or a major amendment to licensable activities or full variation seeking change to hours and activities.

APPENDIX E: References to Guides and Best Practice

(some of these links might need to be copied and pasted into your address bar)

Guidance Issued under Section 182 of the Licensing Act 2003	https://preview.tinyurl.com/luqojyy
Home Office - Tackling Problem related licensed Premises	https://tinyurl.com/t7yztrf
Regulatory enforcement code	Regulators' Code - GOV.UK
Legislative and Regulatory Reform Act 2006	https://www.legislation.gov.uk/ukpga/2006/51/contents
Environmental Services Enforcement Policy	www.chelmsford.gov.uk
Safer Clubbing	https://tinyurl.com/r8nsdcf
The National Alcohol Strategy	https://tinyurl.com/rcbv5fp
The Point of Sale Promotions	www.beerandpub.com
Security in Design	https://tinyurl.com/wwp9ran
Drugs and Pubs	www.beerandpub.com
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises	www.opsi.gov.uk
The Event Safety Guide	www.beerandpub.com
Safety in Pubs	www.beerandpub.com
Good Practice Guide on the Control of Noise from Pubs and Clubs	www.ioa.org.uk
Licensed Property: Noise	www.beerandpub.com
Public Places Charter	www.airinitiative.com
The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks	www.portman.group.org.uk
The Retailer Alert Bulletin	www.portman.group.org.uk

British Institute of Innkeepers Best Practice
Training Qualifications:
Door Supervisors
Personal Licence Holders
Other Bar Staff

www.bii.org

DRAFT