

## MINUTES OF CHELMSFORD CITY COUNCIL CABINET

on 8 July 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 Hawkins, Cabinet Deputy for Support Services  
Councillor T Sherlock, Cabinet Deputy for Sustainable Transport

### Opposition Spokespersons

Councillors, G Bonnett, J Jeapes, J Raven, M Steel, R. Whitehead and P. Wilson

Also present: Councillors Hyland and A Sosin

### 1. Apologies for Absence

Apologies for absence were received from Councillor Jennie Lardge.

### 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 3 June 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

At this point of the meeting, Cabinet Members were asked questions by members of the opposition and other Councillors.

Cllr Jeapes asked a question regarding wildfire risks in Chelmsford following an article in the Sunday Telegraph and the risk it posed to residents, specifically residents at Beaulieu, who had shared their concerns of the risks. Cllr Jeapes to share the article with the Cabinet Member for a Greener Chelmsford.

In response the Cabinet Member for a Greener Chelmsford stated that Chelmsford City Council already operated a grassland-fire management plan, conducted regular risk assessments and liaised closely with Essex Fire & Rescue.

Cllr Steel asked a question regarding Local Government Reorganisation (LGR) and the survey that was hosted by Southend-on-Sea City Council asking why the survey only focused on the five-unitary option and if parish councils would be involved in the decision.

In response the Leader of the Council stated that the survey was hosted by Southend-on-Sea City Council as there needed to be one central place across the district and city councils that supported the five-unitary model, and was drafted before Essex County Council drafted their preference for a three-unitary model. Parish Councils were invited to attend a recent briefing on LGR and, although parishes do not have a formal position on the decisions of LGR, ministers expect them to have a stronger voice under any new structure.

Cllr Hyland asked a question in relation to genuine affordable homes and was informed that the requirement was 35% as set in the Local Plan and that the forthcoming Local Plan review would tighten the definition of "affordable rent" to ensure homes are truly within reach of local incomes.

#### 6.1 Financial Update (Finance)

##### Declarations of interest:

None.

##### Summary:

An update on the Council's financial position was provided and the report sought cabinet approval of changes to the capital programme budgets.

##### Options:

1. Note the revenue budget update and approve the changes to the capital programme budgets, or

2. Note the revenue budget update and propose amendments to capital programme items other than those requested.

**Preferred option and reasons:**

Approve the proposed changes to the capital programme to support the delivery of 'Our Chelmsford, Our Plan'.

**Discussion:**

It was shared that the overall financial outlook had improved since the previous update in February. The revenue outturn report presented to the Audit and Risk Committee confirmed the Council's finances remained resilient however, challenges were expected with the reduction of government grants expected in 2027.

RESOLVED that;

- i. Cabinet noted the financial position
- ii. Approved the changes to the capital programme

(7.20pm to 7.23pm)

## 6.2 Treasury Management Outturn Report 2024/25 (Finance)

**Declarations of interest:**

None.

**Summary:**

Cabinet received a report detailing Chelmsford City Council's treasury management activities over the financial year 2024/25, in line with statutory requirements and the CIPFA Code of Practice.

**Options:**

1. That the Treasury Management Outturn Report 2024/25 be recommended to Full Council.

**Preferred option and reasons:**

RECOMMENDED TO THE COUNCIL for formal approval of the Treasury Management Outturn Report 2024/25.

**Discussion:**

It was shared that treasury operations remained within all the approved parameters throughout the year, with no breaches of the Treasury Management Strategy. Some challenges were noted, specifically around United States tariffs and their market impact. Members were informed that the report had been to Treasury Management and Investment Sub-Committee in June 2025.

RESOLVED that the Treasury Management Outturn Report 2024/25 be recommended to Full Council.

(7.23pm to 7.28pm)

## 7.1 Co-Living Planning Advice Note (Greener)

### Declarations of interest:

None.

### Summary:

Cabinet were asked to consider and approve a new Planning Advice Note (PAN) on Co-Living accommodation as a material consideration in planning application decisions.

### Options:

1. Cabinet approves the Co-Living Planning Advice Note
2. Cabinet amends and approves the Co-Living Planning Advice Note
3. Cabinet does not approve the Co-Living Planning Advice Note

### Preferred option and reasons:

Cabinet approve the Co-Living Planning Advice Note to assist with future planning application decisions.

### Discussion:

The draft PAN was subject to public consultation from 4 February to 18 March 2025, alongside the Regulation 19 Local Plan consultation. Following amendments, the updated PAN was endorsed by Policy Board for Cabinet approval.

It was explained that co-living would only be supported in the city centre, due to its accessibility to services, employment, and sustainable transport. The PAN aimed to ensure that any proposals were of high quality, with inclusive design, active frontages, and well-designed communal areas such as kitchens, lounges, workspaces, and laundry facilities.

In response to questions Members were advised that the co-living units did not meet the definition of dwellings and affordable housing contributions would still apply.

RESOLVED that the Co-Living Planning Advice Note be approved.

(7.28pm to 7.32pm)

## 8. Urgent Business

There were no items of urgent business.

## 9. Reports to Council

Item 6.2 was subject of a recommendation to Council..

### Exclusion of the Public

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for item 10.1 on the grounds that they involved the likely disclosure of exempt information falling within paragraph 3 of Part 1 of the Schedule 12A to the Act (information relating to the financial or business affairs of any particular person including the authority holding that information).

## 10.1 Use of CIL within the Chelmsford Garden Community Development

*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.*

### Declarations of interest:

None.

### Summary:

The Cabinet were asked to consider a proposal to ringfence Community Infrastructure Levy (CIL) to fund infrastructure within the Infrastructure Delivery Plan to seek a policy compliant provision of 33% affordable housing overall at Strategic Growth Site 6 (Chelmsford Garden Community).

### Options:

1. Cabinet determines not to use CIL to fund infrastructure within the Infrastructure Delivery Plan and accepts 23% affordable housing overall (providing a total of 1,438 affordable units comprising 906 affordable rent) and receives circa £66.3m of CIL.
2. Cabinet approves the ringfencing of up to £66.3m of CIL to fund infrastructure within the Infrastructure Delivery Plan to seek a policy compliant provision of 33% affordable housing overall (providing a total of 2,110 affordable units comprising 1,261 units of affordable rent), or the largest amount of affordable housing possible if the financial viability gap is larger than £66.3m.
3. Cabinet approves a proportionate amount of CIL to fund infrastructure within the Infrastructure Delivery Plan enabling an amount of affordable housing between 23%-33%.

### Preferred option and reasons:

That Cabinet approve the ringfencing of CIL to fund infrastructure within the Infrastructure Delivery Plan to seek a policy compliant provision of 33% affordable housing overall, or the largest amount of affordable housing possible if the financial viability gap is larger than £66.3m.

### Discussion:

The Cabinet was informed that updated viability assessments indicated a funding shortfall which would limit affordable housing delivery to 23%. The proposed approach was to use CIL generated by the site to address this gap. This would enable the full 33% policy-compliant affordable housing to be delivered.

### RESOLVED that:

- i. The ringfencing of up to £66.3m of CIL to fund infrastructure within the Infrastructure Delivery Plan to seek a policy compliant provision of 33% affordable housing overall (providing a total of 2,110 affordable units comprising 1,261 units of affordable rent), or the largest amount of affordable housing possible if the financial viability gap is larger than £66.3m, be approved.
- ii. The proposed use of CIL to fund infrastructure within the IDP, thereby enabling the greater provision of affordable housing is consistent with the Subsidy control Principles in the Subsidy Control Act 2022, be approved.
- iii. That Delegated authority be granted to the Director of Sustainable Communities, in consultation with the Cabinet Member for a Greener Chelmsford, to prepare a CIL

funding agreement between the City Council and the relevant provider of the infrastructure being delivered using the CIL funding.

(7.32pm to 7.58pm)

The meeting closed at 8.03pm

Chair