

**MINUTES**  
of the  
**CHELMSFORD POLICY BOARD**  
held on 29 June 2023 at 7:00pm

Present:

Councillor C. Adutwim (Chair)

Councillors P. Clark, B. Massey, M. O'Brien, G. Pooley, E. Sampson, T. Sherlock, A. Sosin,  
A. Thorpe-Apps, N. Walsh, R. Whitehead and S. Young

Also present: Councillor I. Fuller

### 1. Apologies for Absence

No apologies for absence were received.

### 2. Election of Vice Chair

**RESOLVED** that Cllr Sosin be elected as Vice Chair of the Chelmsford Policy Board for 2023/24.

### 3. Declarations of Interest

Members were reminded that they must disclose any interests they knew they had 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 became aware of the interest. If the interest was a Disclosable Pecuniary Interest they were also obliged to notify the Monitoring Officer within 28 days of the meeting. Any declarations are recorded in the relevant minute below.

### 4. Minutes

The minutes of the meeting on 28 February 2023 were confirmed as a correct record.

### 5. Public Questions

No public questions had been submitted in advance of the meeting.

### 6. Strategic Housing and Employment Land Availability Assessment (SHELAA) – 2022-2023 Report

The Policy Board was informed that the SHELAA provided a high-level technical assessment of sites in Chelmsford promoted by developers and landowners. It identified a wide range of site characteristics; highlighted the opportunities and constraints that sites may face in; and established the likelihood of future site developability and deliverability. Its purpose was not to allocate land for future development; instead, the assessment technical outcomes were considered alongside other evidence base documents to enable members and officers to

make informed decisions on the policies and strategies needed and where to allocate future development. Officers informed the Board that an improved mapping facility would now be available once published, that allowed the user a much more interactive view of the sites than had been available in previous years. It was noted that the Board were being asked to note the report and approve it for publication.

[The Board were referred to a green sheet that had been circulated prior to the meeting with some updates to the published report.](#) These detailed an additional recommendation to allow the Cabinet Member for Growing Chelmsford in consultation with officers to settle the final detail and presentation of the document ahead of its publication. Page 493 of the document was also amended for Site CFS232 which had the incorrect classification under the Green Belt & Green Wedge criterion.

In response to questions from the Board, officers noted that;

- A clear glossary of terms would be beneficial for the reader and would be added into the document.
- Yield numbers did not indicate how many dwellings would actually be built on a site, but were just an indication of a maximum number using standard assumptions, without taking into account any policy aims or masterplans. It was noted that this could be made clearer in the document, but that it should be made clear by local Councillors if asked by residents, that the yield numbers did not represent the amount of dwellings that could actually be built if sites were ever allocated in the future.
- Officers had consulted on how the methodology would be produced and that at this stage it was mainly input from developers, with members of the public mainly interested at the local plan stage rather than this stage.
- Bookmarks would be added to the published document, to make navigation through it easier for the reader.
- The document presented a long list of all potential sites and it was key to remember that the document did not detail which sites would actually be used or not used in the future.
- A written response would be provided to the Board, regarding a specific query on yield classifications and how the figure in the table was reached.
- Sites were allocated a score of 5 if they were within a 400m walk of a public transport service. As this was the first step, it was important to remember, that this did not necessarily mean the offer of public transport was of a regular or high quality service. It was noted that details such as this would be looked at during the preferred options stage of the Local Plan.
- If a Local Authority did not have a Local Plan, then sites identified as 'green' in the RAG rating in the SHEELA would be likely to be developed, but in this instance, with the Council having an adopted up-to-date local plan, it remained as just a technical assessment.
- The document was updated annually and published on the Council's website, it presented technical evidence and the methodology used had gone through the consultation process.

**RESOLVED** that;

1. the Strategic Housing and Employment Land Availability Assessment (SHEELA) - 2022-2023 Report be authorised for publication and;
2. the Board delegate to the Director of Sustainable Communities, in consultation with the Cabinet Member for Growing Chelmsford and the Chair of the Policy Board, to

settle the final detail and presentation of the SHEELA 2022-23 Report ahead of its publication

(7.03pm to 7.46pm)

## 7. Urgent Business

There were no items of urgent business.

The meeting closed at 7.47pm

Chair