

NOTICE UNDER REGULATIONS 9 and 5 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)

(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Notice is given that during the period referred to below it is intended that the following decisions, some of which are Key Decisions for the purposes of Regulation 8 of the above-mentioned Regulations, will be taken by Chelmsford City Council.

PERIOD COVERED BY THIS NOTICE: 1 to 30 November 2025

Decision Maker

Cabinet

Date of proposed decision

11th November 2025

Subject/Officer contact:

Statement of Licensing Policy

Lewis Mould, Public Health and Protection Services Manager,
lewis.mould@chelmsford.gov.uk

Decision (if it is a Key Decision it is annotated KD)

KD - To recommend to Council the latest Statement of Licensing Policy

Documents to be considered when making the decision

Report to Cabinet

Decision Maker

Cabinet

Date of proposed decision

11th November 2025

Subject/Officer contact

Treasury Management Mid-Year Review

Phil Reeves, Accountancy Services Manager, phil.reeves@chelmsford.gov.uk

Decision (if it is a Key Decision it is annotated KD)

To recommend to the Council approval of any necessary changes to the Treasury Management Strategy for 2025/26

Documents to be considered when making the decision
Report to Cabinet

Decision Maker

Cabinet

Date of proposed decision

11th November 2025

Subject/Officer contact:

Review of Statement of Community Involvement (SCI)

Jeremy Potter, Spatial Planning Services Manager,
jeremy.potter@chelmsford.gov.uk

Decision (if it is a Key Decision it is annotated KD)

KD - To approve the reviewed Statement of Community Involvement (SCI)

Documents to be considered when making the decision
Report to Cabinet

Decision Maker

Cabinet

Date of proposed decision

11th November 2025

Subject/Officer contact:

Revisions to Masterplan Procedure

Jeremy Potter, Spatial Planning Services Manager,
jeremy.potter@chelmsford.gov.uk

Decision (if it is a Key Decision it is annotated KD)

To approve revisions to the Council's Masterplan Procedure

Documents to be considered when making the decision

Report to Cabinet

Decision Maker

Cabinet

Date of proposed decision

11th November 2025

Subject/Officer contact

Options for Council Tax Support Scheme 2026/27

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

Decision (if it is a Key Decision it is annotated KD)

To recommend to the Council potential options for the Council Tax Support Scheme 2026/27 (KD)

Documents to be considered when making the decision

Report to Cabinet

The item below was added to this revised notice on 21st October 2025.

Decision Maker

Cabinet

Date of proposed decision

11th November 2025

Subject/Officer contact

Property Disposals, Joe Reidy, Property Services Manager,
joe.reidy@chelmsford.gov.uk

Decision (if it is a Key Decision it is annotated KD)

To consider the disposals of two properties. (KD)

Documents to be considered when making the decision

Confidential Report to Cabinet

The item below was added to this revised notice on 27th October 2025.

Decision Maker:

Chief Executive

Date of proposed decision

25 November 2025

Subject/Officer contact

Accommodation Review Procurement

Nick Eveleigh, Chief Executive, Nick.Eveleigh@chelmsford.gov.uk

Decision (if it is a Key Decision it is annotated KD)

To consider commencing a procurement to inform the likely costs in connection with the review of the Council's office accommodation (KD)

Documents to be considered when making the decision

Officer report

Notes:

1. Documents other than those referred to may be submitted to the decision-maker.
2. The documents referred to (except those which contain exempt or confidential information) will be available on the Council's website five working days before the date the decision is to be taken. Alternatively, the documents and any others submitted to the decision-maker may be obtained by contacting Democratic Services at Chelmsford City Council, Civic Centre, Duke Street, Chelmsford CM1 1JE or by email committees@chelmsford.gov.uk
3. Those contact details should also be used by anyone who wishes to make representations in relation to any of those meetings or decisions being the subject of a Regulation 5 notification.
4. Membership of the Cabinet

Leader of the Council– Councillor Stephen Robinson
Deputy Leader and Cabinet Member for a Fairer Chelmsford – Councillor Lynne Foster
Cabinet Member for an Active Chelmsford – Councillor Natacha Dudley
Cabinet Member for Economic Development and Property – Councillor Simon Goldman
Cabinet Member for Finance – Councillor Chris Davidson
Cabinet Member for a Greener Chelmsford – Councillor Rose Moore
Cabinet Member for a Safer Chelmsford – Councillor Donna Eley

Lorraine Browne, Legal and Democratic Services Manager
13 October 2025

Revised version published on 27th October 2025