

**MINUTES OF  
CHELMSFORD CITY COUNCIL CABINET**

on 12 November 2024 at 7pm

Present:

**Cabinet Members**

Councillor S Robinson, Leader of the Council (Chair)  
Councillor L Foster, Deputy Leader and Cabinet Member for a Fairer Chelmsford  
Councillor C Davidson, Cabinet Member for Finance  
Councillor N Dudley, Cabinet Member for an Active Chelmsford  
Councillor R Moore, Cabinet Member for a Greener Chelmsford

**Cabinet Deputies**

Councillor T Sherlock, Cabinet Deputy for Sustainable Transport

**Opposition Spokespersons**

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

Also present: Councillor H. Clark

The Leader of the Council and Leader of the Opposition reflected on the recent sad passing of Councillor Ian Grundy and a minutes silence was held in their memory. The Cabinet heard that Cllr Grundy had been a Councillor for over twenty years at City and County level.

### **1. Apologies for Absence**

Apologies for absence were received from Cllrs Armstrong, Eley, Hawkins, Hyland, Lardge and Thorpe-Apps.

### **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 8 October 2024 were confirmed as a correct record. Item 7.1 had been considered by the Overview and Scrutiny Committee on 4<sup>th</sup> November, who had upheld the Cabinet decision.

### 4. Public Questions

[One public question had been submitted in advance, relating to the rules around submitting public questions and can be viewed via this link.](#)

The Leader of the Council referred to the question which, related to the requirement for public questions to be submitted at least 24 hours in advance of a meeting. In response the Leader of the Council stated that the rule had been in place since 2021, where it had been agreed by various member bodies including Full Council. The Cabinet heard that it allowed those not able to attend a meeting to still submit a question and it also allowed a response to be provided at the meeting, due to the prior notice, rather than a holding reply being given with a later answer via email.

### 5. Members' Questions

No questions were asked at this part of the meeting.

#### 6.1 Rural England Prosperity Fund (REPF) (Active Chelmsford)

##### Declarations of interest:

None.

##### Summary:

The Cabinet were provided with an update on the Rural England Prosperity Fund and with details of the 2024/25 Grant Scheme. The Cabinet were asked to approve the recommendations made by the Community Funding Panel for the allocation of the 2024/25 REPF monies. The Cabinet heard that the proposals support Capital projects, being delivered by rural businesses and community organisations .

##### Options:

1. To accept the recommendations as set out within the report.
2. To make amendments to the recommendations set out within the report.
3. To not accept the recommendations within the report.

##### Preferred option and reasons:

Option 1 was the preferred option. The Community Funding Panel had discussed the applications made for the 2024/25 REPF grant scheme and had made recommendations for the allocation of this funding, as set out within the report. Due to the tight timeframes involved, any option other than option 1 may have jeopardised the ability to spend Chelmsford City Council's allocation of REPF by the 31st March 2025 deadline.

RESOLVED that;

1. The update on the Council's allocation of Rural England Prosperity Fund be noted and;
2. The recommendations made by the Community Funding Panel for the allocation of the Council's 2024/25 REPF monies as set out in Appendix 1 be approved and;
3. Authority be delegated to the Director of Connected Chelmsford, in consultation with the Community Funding Panel, to take any necessary decisions required in order to ensure that the 2024/25 REPF is spent within the stated timeframes.

(7.05pm to 7.06pm)

## 7.1 Treasury Management Mid-Year Review 2024/25 (Finance)

Declarations of interest:

None.

Summary:

The Cabinet considered a report on the Treasury Management activities undertaken in the first part of 2024/25 and the extent of compliance with the approved Treasury Management Strategy. The Treasury Management and Investment Sub-Committee had concluded that no changes to the Strategy were required ahead of the full, annual review later in the financial year.

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 consideration and thereby meet statutory obligations.

RESOLVED that the report on the Treasury Management activities in 2024/25 be noted and the Council be requested to review the report and approve the 2024/25 Treasury Strategy without change.

(7.06pm to 7.07pm)

## 8.1 Gambling Act 2005 – Statement of Licensing Principles (Safer Chelmsford)

Declarations of interest:

None.

Summary:

The Cabinet was requested to approve the latest Statement of Licensing Principles under the Gambling Act 2005 before its consideration by Council.

Options:

Recommend that the Council adopt the Statement with or without amendments.

**Preferred option and reasons:**

Recommend adoption of the Statement as submitted, as it had been the subject of consultation and remained fit for purpose.

RESOLVED that the Council be recommended to adopt the attached latest version of the Statement of Licensing Principles under the Gambling Act 2005.

(7.07pm to 7.08pm)

## 9. Urgent Business

There were no items of urgent business.

## 10. Reports to Council

Items 7.1 and 8.1 were 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 11.1 on the grounds that it 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).

### 11.1 Co-Working Space Provision, Coval Lane (Phase 1 Building), Second Floor (Leader)

#### Declarations of interest:

None.

#### Summary:

The Cabinet was requested to consider a proposal for the creation of a new co-working space within the Council's Coval Lane (Phase 1) building, utilising one floor of vacant floorspace, and providing a facility that would support the local economy and small business support ecosystem in Chelmsford.

#### Options:

1. To accept the recommendations as set out within the report.
2. To make amendments to the recommendations as set out within the report.
3. To not accept the recommendations within the report.

### Preferred option and reasons:

The preferred option was Option 1. There is identified demand for further co-working space provision within Chelmsford and an opportunity to couple the creation of a new offer within surplus accommodation within the Civic Centre alongside business support, something that is not currently provided for elsewhere in Chelmsford.

### Discussion:

The Cabinet heard that the proposal would lead to a more effective and efficient use of the site and improve the support and guidance that could be provided to new and small businesses. It was noted that the proposal was to use funds from the UK Shared Prosperity fund along with some money allocated from the Capital Programme. It was noted that the on site businesses would be able to get direct advice from the Council's Economic Development team and that there was plenty of demand for spaces, due to the rise of hybrid working. The Leader of the Opposition supported the proposals as the grant had to be spent by March 2025 and the Council offer would benefit from the advice that could be given by the Economic Development team.

RESOLVED that

- a) Cabinet approved the creation of the new co-working space on the second floor of the Coval Lane building (Phase 1) as set out in the report, and
- b) That the Directors of Public Places and Sustainable Communities be authorised to complete the necessary contractual arrangements to enable the works contract and management operator's contracts to be completed (up to an initial period of 2 years, with an option to extend beyond 2 years, subject to the commercial success of the facility)
- c) That a series of key performance indicators are agreed with the management operator and form part of the contract with them.

The meeting closed at 7.16pm

Chair