



Chichester City Council

BUSINESS PLAN WORKING GROUP

Minutes

Date 30 August 2022

Time 10.00am – 11.30am

Location The Council Chamber - The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

PRESENT: The Mayor (Councillor Joy), the Deputy Mayor (Councillor Plowman) and Councillors Barrie, Corfield and Gershater

ALSO IN ATTENDANCE: Councillor Gaskin, Town Clerk, Deputy Town Clerk, Member Services Support Officer, Committee and Communities Officer

Mayor in the Chair for the first item.

1. **ELECTION OF CHAIRMAN FOR 2022-2023**

It was proposed, seconded and RESOLVED that Councillor Gershater be the Chairman of the Business Plan Working Group for 2022-2023

2. **TO CONFIRM MEMBERSHIP OF THE BUSINESS PLAN WORKING GROUP**

It was confirmed that the Working Group membership consist of Councillors Barrie, Corfield, Gershater, K Hughes, Joy, Plowman and Sharp

3. **APOLOGIES FOR ABSENCE**

RESOLVED to accept and approve apology and reason for absence received from Councillor K Hughes.

Councillor Sharp had advised that she would be late in arriving due to attendance at another meeting. The Working Group meeting ended before Councillor Sharp arrived.

4. **DECLARATIONS OF INTEREST BY MEMBERS OF THE WORKING GROUP IN MATTERS ON THE AGENDA FOR THIS MEETING**

Councillor Plowman declared interests as a Member of Chichester District Council and the Chichester Conservation Area Advisory Committee.

The Mayor declared an interest as a Member of West Sussex County Council.

Councillor Gershater declared an interest as a founder member of Chichester Tour Guides (ChTG).

5. **DRAFT CHICHESTER CITY COUNCIL BUSINESS PLAN**

AGENDA ITEM 7

Councillor Gershater gave a presentation, which is summarised in the attachments to these minutes, on a way ahead for the Business Plan in the immediate future and for 2023/27.

The Working Group were in agreement with this way ahead and supported a presentation being given to the next meeting of full Council by Councillor Gershater. Councillor Gershater showed details of effective Business Plans produced by a small and medium sized Parish Council and a large city Council

Both Councillors and officers made contributions to the discussion and it was noted that with the upcoming maternity leave of the Committees and Communities Officer is was likely that temporary staffing support would be needed to assist with the delivery of a document during the current administration. Members also agreed that, in order to produce a meaningful document, professional design services would have to be identified.

The Working Group agreed that there would be cost implications to the creation of the finished business plan and that the staffing and design aspects were unlikely to be the only costs involved.

Councillor Plowman outlined some work he had previously undertaken on business plans and agreed to provide a summary to be attached to the meeting minutes.

It was noted that, in order to maintain momentum, the Working Group would need to meet every three to four weeks.

It was therefore AGREED that:

- Councillor Gershater would produce a summary of his presentation to be attached to the minutes and presented at the next meeting of Council.
- Councillor Gershater would provide examples of business plans produced by other authorities that he felt represented good practice.
- Councillor Gershater would discuss the proposals and way forward with Trevor Leggo at WSALC.
- Councillor Gershater and Councillor Joy would identify costings for ISO9001 certification as part of the business plan process

6. **ITEMS FOR INCLUSION ON THE NEXT AGENDA**

7. **DATE OF NEXT ORDINARY MEETING**

To be confirmed but likely to be one week after the next full meeting of Council.

The meeting closed at 11.30am

AGENDA ITEM 11

Report to: Chichester City Council

Report from: City Councillor Sarah Quail

Report on: Recent Meetings of (i) BID and (ii) Friends of Ravenna

BID

As your representative on the BID, I must report that recent meetings (on 21 July and 5 September) have been taken up almost exclusively with discussions on the proposed new articles for Chichester BID Limited (Company). This has been very much a tidying-up operation to better equip the organisation to move forward. The articles of association (Existing Articles) of the Company will be deleted entirely at the forthcoming Annual General Meeting on 12 October and new regulations will, hopefully, be adopted in their place.

Friends of Ravenna

The Friends of Ravenna reported to the Community Affairs Committee at their meeting on 5 September and their report is attached to the minutes of that meeting. However, I would draw your attention particularly to two recent events: the Three Cities Event on 20 June when over one hundred people attended a conversation between Professor Philip Robinson and RSC actor, Edward Bennett, as part of the Festival of Chichester, and the fact that at long last a group of 15 will have set off today, 28 September, for Ravenna on the first and long-awaited, post-pandemic twinning visit!

AGENDA ITEM 12

Chichester City Council Ward Councillor report

From Councillor Maureen Corfield (Chichester North)

Presented at the meeting of the Council of the City of Chichester – 28 September 2022

- Local Councillors have arranged a meeting with Chichester Community Development Trust, Greylingwell Residents Association, Roussillon Park Residents Association and Summersdale Residents Association, to discuss Chichester North's response to the Cost of Living and Energy Crises for local residents. Written responses were immediate and positive, offering suggestions of how to help, and confirming approval to work with the established network under Ash Pal.
- Roussillon Park have formed a working group concerned with traffic speeds on the estate which can be a worry with a few drivers not observing the established norm of 15mph.
- Four positions for SIDs have been identified and agreed with Mike Dare, two on St. Paul's Road, and two at the south end of Broyle Road. Notices have been put up, and the matter will be presented with costings to the Property Sub Group and if agreed, at the next Finance Committee.
- More Tree Audit activity has taken place in Chichester North, specifically along the entirety of Broyle Road and on the approach to the Theatre from Broyle Road.
- Friends of Oaklands Park is up and running. The new association has agreed a constitution, appointed officers and held its inaugural meeting where we met with Penny Plant.
- Plans for Phase 8 development at Greylingwell Park have been scrutinised by the Residents who have a number of concerns relating to the lack of specificity of what is being presented.
- Summersdale Speed Watch Group continues to grow in number and activity. We have
 - secured funding for our own equipment
 - increased the number of risk assessed locations
 - plan a coordinated series of activities during Road Safety Week

AGENDA ITEM 12

Report to: Chichester City Council

Report from: City Councillor Sarah Quail

Report on: Chichester City West Ward

Date: 28 September 2022

White House Farm (WHF) Phase 2 Planning Application

- There are two issues which dominate the thinking of all City Councillors in Chichester West as well as the four residents associations which they, the councillors, represent: Westgate, Parklands, East Broyle and West Walls. The issues are the junction at the bottom (southern end) of Sherborne Road where the southern access road (SAR) meets the western end of Westgate, and the top (north) end of Sherborne Road where it joins the B2178, St Paul's Road.

It is clear that community representations received following WHF developer, Miller Vistry's (MV), on-line consultation in 2021, have been ignored almost completely and in its essentials MV's original proposal for the SAR junction at the bottom of Sherborne Road still stand. In the view of the local community, this scheme is dangerous on grounds of road safety, capacity, congestion, and pollution. As for the top of Sherborne Road where residents from East Broyle and Parklands now struggle to access the B2178, again, community comments have been ignored. What is needed at this junction, is a roundabout to speed up access to the Parklands and East Broyle Estates and to deal with increasing traffic from MV's development.

- Chichester City Council's Planning and Conservation Committee convened a Special Meeting on 28 July 2022 to discuss the WHF Phase 2 Planning Application (Ref. CC/22/01485/OUTEIA). Members objected on several counts to this planning application and further, resolved to recommend to the Finance Committee that an independent traffic and transport consultant be commissioned to advise the City Council on the design implications of the SAR. Three consultants will therefore be presenting to the Chairs of the Finance, and Planning and Conservation Committees, and officers on 4 October 2022 with a view to one being selected.

AGENDA ITEM 12

Report to Chichester City Council September 2022

From City Councillor Sarah Sharp for Chichester South ward

1) Bench

A bench has been installed at a bus stop on Whyke Road after public consultation was carried out. This is to support older people who have to wait sometimes due to the barriers being down which disrupts the bus timetable for this stop going south to Hunston, Selsey and Pagham.

2) Pop up Pantry at St George's Centenary Centre

The pop-up pantry is running extremely well and I have been working to encourage officers from different support services to attend our pantry and share their advice with residents eg CAB, Wellbeing Team, Benefits Team.

3) Christian Science Site

A presentation was given to residents about the Christian Science Site. Developers, Lilyford, have plans to turn the site into 16 retirement properties. Residents learnt about the landscaping proposals, management of the future site, boundary treatment in view of the links to the sensitive Amphitheatre site, traffic issues etc. More details can be found here: consultwithyou.co.uk/lilyford/whyke. Although the deadline for comments has expired they said they are still able to accept comments. Email address, lilyford-whyke@devcomms.co.uk or phone on 0800 080 3299.

4) The Earth Café

This has re-started every Friday morning in the Guide Hall. This is a drop-in in the morning and will form part of the Warm Network of safe and welcoming places to come and meet people and keep warm over the winter in Chichester South.

AGENDA ITEM 13

Chichester City Council September 2022

Report from Sarah Sharp, County Councillor for Chichester South

1) Support for Households

A useful website from the Government about Help for Households:

[Help for Households - Get government cost of living support](#). This is a general summary but could be helpful given the rising level of need. Community Hub still a good starting point for advice and help.

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-information/advice-and-support/community-hub>

West Sussex Community Hub on 033 022 27980.

2) Recycling

Westhampnett Recycling Centre is now taking **hard plastics** eg hangers, garden furniture and toys. (If you can please take off the metal bits).

All plastic bottle tops can now also be recycled. Clean, dry and loose. But charities are still collecting milk bottle tops – eg at St Paul’s and St George’s.

This is a useful link that lists items and how you can dispose of / recycle them:

[A to Z of recycling - West Sussex County Council](#)

Winter opening hours will be starting in Westhampnett from 1st October - they will close at 4 pm and be closed on Tuesdays.

Recycling Week was due to take place week beginning 19th Sep but was postponed due the Queen’s funeral. This is going to be rescheduled. There will be an opportunity to return walking aids eg crutches to Westhampnett for re-use. To return items at all other times, telephone NRS on 0345 1272931 or email enquiries@westsussex.nrs-uk.net

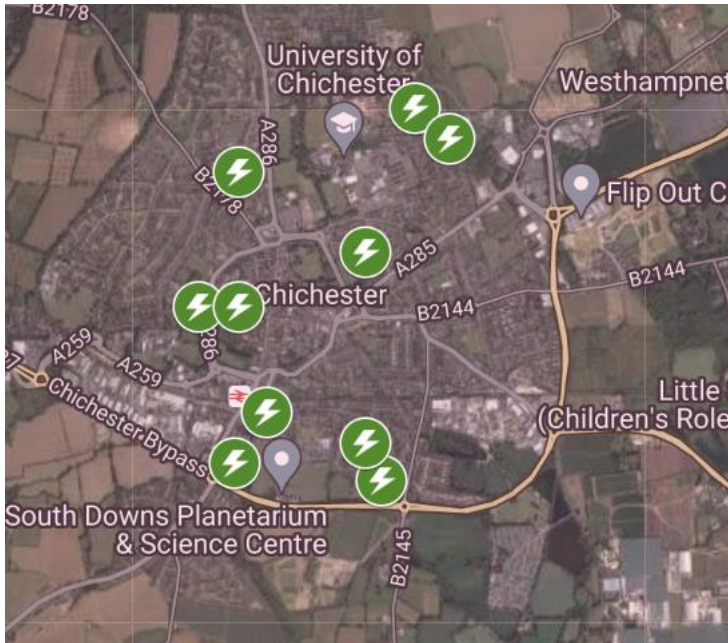
3) Education

Fordwater School will be setting up a satellite site at the High School as their site in the north of the city doesn’t allow for expansion. Provision will be made for ca 40 students to be taught on the High School site in a former Aspire building.

4) Connected Kerb

Preliminary consultation for on-street EV charging points has now closed but full consultation on TROs (Traffic Regulation Orders) will take place in the future. Please see map below for rough locations. [UK’s largest public EV charging project \(connectedkerb.com\)](#)

AGENDA ITEM 13



Very few comments were received.

If residents wish to apply for an on-street charging point please use this link: [Form \(hsforms.com\)](https://hsforms.com)

AGENDA ITEM 13

Report to Chichester City Council 28th September

By Sarah Sharp, District Councillor for Chichester South

1) Ukraine

If you know of a community group that would like to support the Ukrainian refugees in our City you can apply for funding here: [Supporting Ukraine refugees: Chichester District Council](#)

2) 'Supporting You'

This campaign aims to highlight the range of support that is available to those who may be struggling with the current cost of living, including help with finances; help with saving money on household bills; help with housing; help with health and wellbeing; and help for businesses. This is a new service delivered by a specialist team of trained advisors who will be able to extensively support people with a range of issues by understanding their individual situation. The team will help people to access support through the Council and the service will also link up with other partner organisations, including Arun and Chichester Citizens Advice; Arun and Chichester Food Partnership; and the Community Hub.

3) Help for retail businesses

The Independent Retailers Grant scheme is now open to expressions of interest and eligible businesses can contact business.support@chichester.gov.uk to request an expression of interest form. www.chichester.gov.uk/independentretailersgrantscheme

4) Pop-up Shop scheme for Crane Street

This autumn a shop will be welcoming College students. You can find out more here: [Business advice & support: Chichester District Council](#)

5) Final finishes on St James Industrial estate

The EV charging points and a new sub-station are being finished.

6) Help to find employment

The Choose Work team is offering tailored one to one advice and support for residents looking for work. Please share with residents who might need a little bit more one-to-one emotional and practical friendly support to find the right job.

[Choose Work Programme: Chichester District Council](#) choosework@chichester.gov.uk or 01243 534889

7) Funding support

CDC is continuing to support community groups with grants. Recent support has gone to help with bats, avian flu, solar panels and play equipment. If you know a community group that needs funding please write to funding@chichester.gov.uk

8) Rented property and smoke alarms

The government has recently tightened the rules on smoke and carbon monoxide alarms. If a landlord doesn't comply there can be heavy fines up to £5k. [Smoke and Carbon Monoxide Alarm \(Amendment\) Regulations 2022: guidance for local authorities - GOV.UK](#) (www.gov.uk)

AGENDA ITEM 13

9) Hyde update

Hyde's 2050 plans involve 4 key aims:

- Delivery of housing on brown field land, including garage sites, under used amenity land and redevelopment of outdated stock. •
- Investment in existing stock to meet climate change requirements and modern standards. •
- Creating greater tenant mobility, by making the most effective use of stock by ensuring the right people are in the right homes by using flexible tenancies for all new lets in line with the council's adopted Tenancy Strategy. •
- Place making, including the creation of great places to live and reducing the stigma attached to social housing.

A pilot is running in Bosham but no news for Chichester sites yet.

10) Climate Change

13th October is the deadline for this survey on the future climate change event that the District is looking to provide: [Climate change : Chichester District Council](#)

11) Discretionary Payments for Disabled people's utility bills

Chichester District Council received monies for the Discretionary Energy rebate scheme and have to date paid out just over a quarter of this. Disabled residents with utility arrears (gas, electric, water etc) can now apply for a further payment. There are no limits to the amount that will be considered, and decisions will be based upon the application and arrears outstanding whilst funds last. The applicant will need to evidence all arrears (a bill dated within the last 3 months) and show financial hardship. This payment is to be used to reduce the utility arrears and the customer will need to evidence that payment has been made to the relevant utility provider(s).

- If these monies are not allocated, there is a plan b to allocate the money, so it doesn't go back to government.

<https://www.chichester.gov.uk/energybillsrebate2022> is the link to apply online if residents can or phone CDC on 01243 785166

AGENDA ITEM 13

Chichester Ward Councillor report

From Councillor Simon Oakley West Sussex County Council, Chichester East

Presented at the meeting of the Council of the City of Chichester – 28
September 2022

- Decision on the Story Rd – Lidl path improvement CHS is currently expected in October;
- Continuing to work on resolving the CDC/a2Dominion legal position on the land for the Swanfield Centre bus shelter, so that that land can be transferred to CCC and the shelter installed using S106 funds held by WSCC;
- Liaised with Hyde Group to achieve removal of flytipped waste South of Ten Acre Close;
- Attended a2Dominion's "Big Impact" day at Swanfield Centre;
- Advising on proposed Barnfield Drive – Bradshaw Road - Swanfield Drive weight limit Community TRO application;
- Supporting work to resolve Sea Cadet Unit lease issue to enable the sustainability of that Youth organisation and provide a community facility for the central Eastern edge of the City;
- Highlighting need for lower speed limit on A27 by-pass to improve safety and limit excessive vehicle noise during non-peak periods;
- Installation of new Toucan Crossing East of Drayton Lane/A259 roundabout and associated new 50mph speed limit funded by Active Travel Fund grant in support of overall project to improve the Chichester – Bognor strategic cycle route;
- Installation of new signalised junction East of A27/A259 Bognor Road roundabout to serve new employment site at old fuel depot;
- Preparation for the installation of the Northern Shopwyke Lakes foot/cycle bridge now underway, with the lifting into place of the span section planned for Mar 2023. Application for approval of final technical design for the Western bridge is expected to be submitted in October, the ongoing timetable will then be subject to National Highways processes.
- Investigative work on sub structure of Westhampnett Road adjacent to River Lavant, West of Lidl roundabout, currently being sought to take place on one night in mid/late October. This work is intended to provide a clearer understanding of the site to inform a decision on the most appropriate course of action to ensure future embankment integrity;
- Work continues on the Oving Road and Westhampnett Road sustainable transport corridors projects, which are included in CDC's IBP CIL spending plan;
- Consultation on changes to the City's Controlled Parking Zones;

AGENDA ITEM 13

- WSCC's Community Hub continues to provide help and advice on increasing range of subjects, including on Government grants in response to cost of living pressures;
- WSCC Community, Highways, and Environment Scrutiny Cttee scrutinised reports on Transport for South East's Strategic Investment Plan and update on WSCC's Climate Change Strategy at its 21st Sept meeting. Future items to come before that Cttee (and current planned dates) include Digital Crime (18th Nov); Speed Limit Policy (23rd Jan); Road Safety and Active Travel Strategies (6th Mar);
- continued emphasis on the need for residents to report issues via Authorities online reporting facilities.