



Chichester City Council

COMMUNITY AFFAIRS COMMITTEE

Minutes

Date 8 April 2024

Time 5.30pm – 7:46 pm

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

PRESENT: Councillors Apel, Chant, J Gershater, Knight, Kondabeka, Loxton, Vivian

ABSENT: Councillor Squire

EX-OFFICIO: The Mayor (Councillor C Gershater)

ALSO IN ATTENDANCE: The Town Clerk, Deputy Clerk, Councillor Butler, Councillor Scicluna, Civic & Council Support Officer, Andrew Kerry-Bedell (Get Consultants), Simon O’Hae (Chichester Fringe), Lois Rowlands (Homestart), Hilda Sherwood (Pregnancy Options Chichester), Phil Hewitt (Festival of Chichester), Debbie Jupe (Stonepillow), Juliet Stallard (Young People’s Shop)

70. APOLOGIES FOR ABSENCE

RESOLVED to accept and approve apologies and reasons for absence from the meeting from Councillor Hitchman.

71. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

Councillor J Gershater declared an interest in Homestart.
Councillor Kondabeka declared an interest in the Young People’s Shop.
Councillor Chant declared an interest in Young People’s Shop and Chichester Fringe.
Councillor Apel declared an interest in Stonepillow.

72. MINUTES OF THE COMMUNITY AFFAIRS COMMITTEE MEETING HELD ON 4 MARCH 2024.

RESOLVED to approve and sign as a correct record the minutes of the Community Affairs Committee meeting held on 4 March 2024.

73. PRESENTATIONS FROM OUTSIDE ORGANISATIONS

Andrew Kerry-Bedell from Get Consultants gave a presentation on a proposal to create a self-guided heritage trail around the city using QR codes to provide information at points of interest.

Councillors asked several questions including whether the buildings would be damaged to which Mr Kerry-Bedell offered mounting signs onto wood before mounting to the building. When asked about planning permission, Mr Kerry-Bedell said advice would be requested from a Conservation Officer. Councillors questioned the website

development costs and asked if the Chichester City Council website could be used to host the trail. Mr Kerry-Bedell said it could be used if optimised for mobile use. With questions regarding language translation, Mr Kerry-Bedell mentioned that mobile phones do this automatically now.

The Chairman thanked Mr Kerry-Bedell for his time.

74. GRANT APPLICATION PRESENTATIONS AND CONSIDERATIONS

The Deputy Clerk introduced the large and small grant applications.

- 1) **Bishop Luffa**. This application was deferred to the June meeting as they had been unable to send a representative due to the school holidays.
- 2) **Chichester Fringe** presented by Simon O'Hae.

Councillor Chant did not participate in the vote.

The Committee **AGREED** to approve support for the project by contributing £5,000 per annum for 3 years and requested that the Service Level Agreement (SLA) incorporate a requirement that they report annually on their success in growing sponsorship income, the event programme, marketing, distribution and campaign response rates and audience numbers and reach.

- 3) **Home Start** presented by Lois Rowland (Local Manager).

Councillor J Gershater did not participate in the vote.

The Committee **AGREED** to approve support for the project by contributing £5,000 per annum for 3 years.

- 4) **Pregnancy Options Chichester** presented by Ms Sherwood (Area Manager)

The Committee **AGREED** to approve support for the project by contributing £5,000 per annum for 3 years.

- 5) **Festival of Chichester** presented by Phil Hewitt.

The Committee **AGREED** to approve support for the project by contributing £4,500 per annum for 3 years and requested that the Service Level Agreement (SLA) incorporate a requirement that they report annually on their success in growing sponsorship income, the event programme, marketing, distribution and campaign response rates and audience numbers and reach.

- 6) **Stonepillow** presented by Debbie Jupe, Head of Fundraising.

The Chair did not participate in the vote.

The Committee **AGREED** to approve support for the project by contributing £5,000 per annum for 3 years.

- 7) **Young Peoples Shop** presented by Juliet Stallard

Councillors Kondabeka and Chant did not participate in the vote.

The Committee **AGREED** to approve support for the project by contributing £5,000 per annum for 3 years.

75. CONSIDERATION OF GRANT APPLICATIONS

Small Grant Applications

a) Business Improvement District (BID) applied for £3,000 for Family Fun Day on Cathedral Green.

The Chair PROPOSED, seconded by Councillor Kondabeka to contribute £3,000 to the BID. The proposal did not pass resolution.

Councillor Chant PROPOSED, seconded Councillor J Gershater to contribute £2,000 to the BID. The proposal did not pass resolution.

Councillor Chant then PROPOSED, seconded by Councillor J Gershater to contribute £1,000 to BID.

The Committee RESOLVED to contribute £1,000 to the BID for the Family fun day.

b) Four Cities Working Group

The Committee RESOLVED to contribute £500 for a talk on gardening.

c) Chichester Pride

The Committee RESOLVED to contribute £2958.56 to the delivery of the Pride parade.

d) St James Allotment Association

The Committee RESOLVED to contribute £400 for creating a community wildlife plot.

e) The Chichester Society

The Committee RESOLVED to contribute £1,000 for restoration of the mural at the via Ravenna underpass.

f) Transition Chichester

The Committee RESOLVED to contribute £1,480 for a public resilience and adaptation event.

g) West Sussex Scout Council

The Chair PROPOSED that the funding for the box car event be awarded. The proposal was not seconded and so was not voted on.

The Committee requested more information be sought from the Scouts and deferred making a final decision until the June meeting.

76. UPDATES ON ACTIONS FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

- a) Advise New Park Community Centre of the Committee recommendation.**
- b) Advise Whyke area residents association and CDC of Committee decision.**
- c) Advise Kingsham Area Action Group of Committee decision.**
- d) Advise councillors of date of volunteer recruitment event when confirmed.**
- e) Provide written update on meeting with the PCC, Katy Bourne.**

- f) **Circulate local Police report with meeting minutes.**
- g) **Order and ensure the Intersex Pride Progress Flag is flown during Chichester Pride Weekend and the Month of June.**
- h) **Arrange purchase and installation of outdoor lockers at the Glassworks.**
- i) **Liase with Chichester Community Development Trust to purchase tree for planting in memorial of Vera Hoad.**

The Town Clerk reported that all the above actions were noted as completed.

- j) **Present paper on access to health care services at next Homeless Forum.**

Councillor C Gershater advised that he hoped to present at the April or May Homeless Forum, once the paper was completed.

- k) **Complete asset mapping for North and West wards.**

The Clerk advised that the North and West wards still needed to complete the work and requested it be done by the end of May.

- l) **Get more detailed costs, permission from the family and cemetery approval for the war victim headstone.**

Cllr Scicluna advised that following enquiries she could confirm that the grave belonged to the family who had purchased it in 1944. Permission would be required from any surviving family members, who would need to be tracked down, and from Chichester District Council who run the cemetery. Due to the difficulties in proceeding with the proposal, Cllr Scicluna requested that a wreath be placed on the grave on 11th May to mark the 80th anniversary of the event.

The Committee AGREED to place a wreath on the grave of May Grainger on 11th May 2024.

- m) **Contact Chichester University, Ship Hotel, Tangmere Aviation Museum and Duke of Richmond to request assistance in marking D Day on 6th June.**

The Clerk updated the Committee that following a number of early conversations, the plan was to have a small trail on the day, with volunteers at key locations around the City and a small exhibition in the Council House.

77. COMMITTEE TO CONSIDER REQUEST FROM CHICHESTER CITY FOOTBALL CLUB TO INCORPORATE THE CITY COUNCIL CREST IN NEW BADGE DESIGN.

The Clerk explained the complexities regarding the use of the coat of arms and suggested that the Royal College of Arms be approached to explore the costs of developing a City badge based on the City arms that could then be licensed to outside bodies for use.

The Committee AGREED to approach the Royal College of Arms for advice and costs.

78. COMMITTEE TO CONSIDER NEW LOGO FOR WEDDINGS AT THE COUNCIL HOUSE.

The Committee AGREED the use of the new logo.

79. GALA UPDATE

The Clerk provided an update on the event planning, including confirmation of the evening entertainment.

80. ITEMS FOR THE NEXT AGENDA

Gala Update
 D Day Update
 Grant Applications

81. DATE OF NEXT ORDINARY MEETING MONDAY 3 JUNE 2024

The meeting closed at 7:46 pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Agreed action	Assigned for action to
74(1)	Reschedule Bishop Luffa to present in June Committee Meeting	Deputy Clerk
74(2) to (7) 75(a) to (m)	Advise Grant applicants of Committee decision	Deputy Clerk
75(g)	Advise West Sussex Scout Group of the Committee decision and request more information from the Scouts.	Deputy Clerk
76(j)	Councillor C Gershater to present paper at next suitable Homeless Forum.	Councillor Gershater
76(k)	North and West wards to report and work to be completed by end of May.	Councillors Gershater and Knight
76(m)	Confirm details of D-day trail highlighting key City locations and small exhibition in the Council House.	Clerk
77	Advise Chichester City Football Club of the Committee decision	Clerk
77	Investigate costs of City badge creation with The Royal College of Arms	Clerk