



Chichester City Council

BUSINESS PLAN SUB-COMMITTEE Minutes

Date Tuesday 30 July 2024

Time 5.00pm – 6.29pm

Location Council Chamber, The Council House • North Street • Chichester • West Sussex • PO19 1LQ

PRESENT: Councillors Chant, C Gershater, Knight, Kondabeka, Loxton, Miall and Squire

EX-OFFICIO:

ALSO IN ATTENDANCE: Councillors Apel and Vivian, Town Clerk, Deputy Town Clerk.

1. **ELECTION OF CHAIR OF THE SUB-COMMITTEE FOR 2024-2025**

Nominations for Chairman were as follows:

Proposed by Cllr Squire, seconded by Cllr Kondabeka – Cllr C. Gershater received 1 vote.

Proposed by Cllr Quail, seconded by Cllr Chant – Cllr Miall received 4 votes.

Cllr Miall was duly elected Chairman of the Sub-Committee for 2024-2025.

2. **APOLOGIES FOR ABSENCE**

There were no apologies for absence

3. **DECLARATIONS OF INTEREST BY MEMBERS OF THE SUB-COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING**

None

4. **NOTES OF THE BUSINESS PLAN WORKING GROUP MEETING HELD ON 6 MARCH 2024**

The Committee agreed the notes as a correct record of the meeting.

5. **REVIEW OF PROGRESS ON THE CHICHESTER CITY COUNCIL PLAN FOR 2024-2029**

Projects in process:

Project	Status Update
Improving the environment	
Hedgerow and wildflower meadow in Brewery Field	Project complete. The sub-committee requested pictures be included in the Business Plan update
Improve Cathedral flowerbeds	Complete. The sub-committee requested that quotes from BID and other businesses and organisations be sought to include in the Business Plan update
City Centre Pavements	WSCC will be presenting detailed information to the City Council in September on preferred options. The sub-committee requested that we clarify our commitment with WSCC including what we will fund - e.g. surfacing, seating/street furniture, wayfinding, etc.
Lighting improvements	Project due to commence in the autumn. Project manager starts on 5 th September and this will be an early priority.
Identify opportunities to improve the environment and reduce carbon footprint to net zero by 2030	Net zero working group is still to meet, work expected to commence in September.
Buy additional SID	We are awaiting approval of additional SID sites from WSCC and are meeting them on 1 st August to assess the suitability of locations in Bognor Road and Whyke Road. The existing rotation requirements mean that unless additional sites are approved there is no advantage in purchasing an extra SID due to the rest period required between re-using locations.
Creating a vibrant and Active Community	
Redesign and relaunch Community Grants Scheme	Project completed. The sub-committee requested that quotes from beneficiaries of the revised scheme be included in the Business Plan update.
New free use policy to support voluntary groups	The Free Use scheme is now in place. Reduced rates for scheme for certain categories of hirers is being reviewed for approval at Community Affairs Committee on 4 th September 2024.
Improve communications with residents via multiple channels	Project in progress - considerable increase in social media engagement - followers, post engagement, etc. Work is underway to develop detailed annual plan of what is being promoted when/where/how and key messages. The sub-committee requested that the plan include resident's associations as a key comms channel.
Expanded City Gala	Project complete. Report being prepared for September 4 th Community Affairs committee on lessons learnt and

	recommendations and resource implications for next year. The sub-committee requested that images of the event be included in the in the Business Plan update.
CAB Implant in Council House	Project is now in delivery phase, with the service commencing on Monday 29/7/24.
Regular Arts and Community Group Forums	Project is now in the delivery phase, with regular bi-monthly meeting established and working well. Focus is now on developing more regular comms between meetings.
Fill Gaps in the City's Infrastructure	
Install noticeboards at key sites	Project is currently Working with Arts Forum members to assess best locations for notice boards to be sited. There is a dependency on the WSCC pavements project, which may delay roll-out of all six notice boards and require a phased approach to delivery and installation.
Improve playgrounds	CCC are still awaiting detailed information from CDC outlining their proposals/range options, but CDC have committed £814,000 to the project.
Feasibility study for community centre in south	Project will commence in the autumn following the appointment of the Project manager.
Preserve the City's Heritage	
Review mayoralty, twinning and civic and ceremonial functions	Project currently in progress – report and recommendations from the working Group will be presented at the October 2 nd Community Affairs Committee meeting.
Deepen ties with twinning and friendship partners	Michael Bevis (Vice Chairman Friends of Chartres) is giving a presentation at the September 4 th Community Affairs meeting on twinning matters.
Neighbourhood Plan	Project review in progress. The draft revised NPPF was published today. This will have implications for the NP development. Consultants have given quotes on evidence review and proposals for way forward, with a decision expected at the August 15 th Planning and Conservation Committee meeting.

Projects starting – 2024-2025

This item was deferred to next meeting

Projects starting – 2024-2026

This item was deferred to next meeting

6. ELECTION OF VICE-CHAIRMAN

Due to the difficulties in scheduling a meeting date councillor Squire requested that a Vice-Chair be elected for the Sub-Committee. The Clerk advised that Standing Orders did not require that sub-committees appoint a Vice Chair.

Proposed by Cllr Chant, Seconded by Cllr Quail, Cllr Kondabeka was duly elected Vice-Chair.

7. DATE OF NEXT ORDINARY MEETING

DATE OF THE NEXT ORDINARY MEETING: 13 August 2024 at 2.00pm

The meeting closed at 6.29pm.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
5.	Incorporate photographs of the following items into the Business Plan update: Brewery Field Wildflowers, Cathedral Flower Beds, Gala 2024	Communications and Civic Support Officer
5.	Incorporate testimonials for the following items into the Business Plan update: Cathedral Flower Beds (from BID and City Centre businesses), Grants Scheme (from beneficiaries of the revised scheme)	Communications and Civic Support Officer
5.	Incorporate resident's associations into communications plan as a discrete communications channel	Communications and Civic Support Officer.