



Chichester City Council

**BUSINESS PLAN SUB-COMMITTEE  
Minutes**

**Date** Tuesday 13 August 2024

**Time** 2.00pm – 3.29pm

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

**PRESENT:** Councillors Chant, C Gershater, Loxton, Miall and the Mayor, Councillor Quail

**ALSO IN ATTENDANCE:** Town Clerk and Communications & Civic Support Officer.

**8. APOLOGIES FOR ABSENCE**

Apologies were noted from Councillors Knight and Kondabeka.

Councillor Squire was absent.

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

There were none.

**10. MINUTES OF THE BUSINESS PLAN WORKING GROUP MEETING HELD ON 30 JULY 2024**

The minutes were agreed and signed by the Chairman.

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

The Committee noted the following updates on projects for delivery in 2025-26 and 2026-27:

<b>Project</b>	<b>Current Progress</b>
Review and extend 20mph zones	<p>More work is needed to identify suitable roads and undertake sufficient community engagement to show that there is community demand for the scheme. Need to consider additional engineering and design measures to slow the traffic as 20mph is not enough on it's own.</p> <p>Councillor Chant proposed that a traffic working group be set up to consider community highway schemes across the City – not just to look at 20mph issues, but to look at all issues regarding roads and highways including crossings, Speed Indicator Device (SID) sites, and possible new Community Highways Schemes.</p>

	<p>The proposal was not seconded.</p> <p>The Sub-Committee <b>INSTRUCTED</b> the Town Clerk to speak to Chair of the Planning and Conservation Committee to request that traffic issues be made a standing item on Planning agenda, with each ward to be requested to identify a traffic lead to submit a regular report to the Planning and Conservation Committee outlining any issues and potential schemes.</p>
City Centre Pavements	<p>West Sussex County Council (WSSC) will be presenting final public consultation proposals at the September Planning and Conservation Committee meeting and at the September Full Council meeting.</p> <p>Councillor Chant advised that in the draft regeneration strategy, Chichester District Council (CDC) make reference to planters and street furniture, but these are currently provided and maintained by the City Council.</p> <p>The Sub-Committee <b>REQUESTED</b> that a letter be written from the Clerk and Mayor discussing the ongoing issues with partnership working between the Councils.</p>
Explore opportunities to partner with statutory authorities to improve environmental monitoring	<p>Simon Ballard from CDC Environmental Monitoring team is giving talk to the Planning &amp; Conservation Committee on 15/8/24, which will provide an opportunity to explore how the City Council can support CDC in meeting their monitoring duties and if we can help them to increase their monitoring.</p> <p><b>Post meeting note:</b> Mr Ballard was unable to attend the Planning and Conservation Committee meeting on 15 August. He will now be presenting at the 12 September meeting instead.</p>
Buy additional SID	<p>WSSC have approved four additional sites in Whyke Road &amp; Bognor Road as SID locations. We are currently awaiting permission from Enerveo to attach a SID to the existing street lighting columns.</p>
Outdoor performance space	<p>Still no commitment in principle from CDC to the concept of putting a space on one of their sites. Further work is needed to understand what CDC would support and what their own plans or intentions are towards the development of outdoor performance spaces. The Sub-Committee considered it may be worth applying to put up a temporary structure for a couple of summer seasons to prove the concept in principle.</p>
Review city centre signage	<p>CDC are currently starting to look at this issue – the Town Clerk suggested that there may be an opportunity to pursue this as a joint project next year.</p>
Additional bus shelters	<p>The Sub-Committee agreed that these should be considered by the Planning and Conservation Committee on an as needed basis.</p>
Improve access and facilities in Council House	<p>Not started yet.</p>

Public drinking fountains	The Sub-Committee agreed that we should consider installing a drinking fountain under the portico and then consider additional locations around the City where they could be easily installed into premises with existing potable water supplies. This will be a task for the new project manager to look at. Delivery is not likely to commence before 2026/27.
Putting green on Oaklands Park	Group agreed that work needed to be done to investigate the feasibility of this. Clerk to speak to Bognor Town Council and investigate how the service in Hotham Park is run.
Review Mayoralty, twinning and civic and ceremonial functions	This is currently being progressed by the Civic and Ceremonial Working Group, with a report due for the Community Affairs Committee in October 2024.
Deepen ties with twinning and friendship partners	This is currently being progressed by the Civic and Ceremonial Working Group, with a report due for the Community Affairs Committee in October 2024.
Neighbourhood Plan	Awaiting appointment of consultant to review and propose next steps.
Review of community open spaces and facilities	<p>The group agreed that this was a necessary piece of work to assess gaps in existing provision and evaluate future enhancements. The Sub-Committee requested that the Communications and Civic Support Officer incorporate suitable questions/feedback opportunities into the autumn business plan update.</p> <p>Councillor Chant highlighted the current risks to some of the community assets and open spaces as the Housing Associations responsible for their management are potentially reducing their budgets for supporting them.</p>

**12. TO CONSIDER ADDITIONAL PROJECTS FOR INCLUSION IN THE CITY COUNCIL PLAN 2024-2029**

Councillor Apel (Chair of the Community Affairs Committee) had requested that the possibility of providing a mini gold course at Oaklands Park be investigated. The Sub-Committee agreed that community feedback on the idea would be sought in the autumn business plan update.

**13. TO CONSIDER A PROPOSAL TO ESTABLISH A COMMUNITY HIGHWAY SCHEME WORKING GROUP**

This item had been previously covered under agenda item 4 (minute 11).

**14. TO REVIEW IMPACT OF PLANNED AND POTENTIAL ADDITIONAL PROJECTS ON 2025/26 BUDGET**

The Deputy Town Clerk had provided a timetable for the Sub-Committee outlining the critical points in the financial year and the budget setting process. The Sub-Committee requested that a forecast of anticipated CIL income and expenditure for the next 5 years be provided to help phase project delivery.

## 15. TO CONSIDER ITEMS FOR INCLUSION IN THE AUTUMN UPDATE REPORT

The group requested that in addition to the update on the adopted plan, the following items be incorporated:

- Additional projects delivered; kitchen upgrades at Council House, installation of additional solar panels at the Council House.
- Projects starting: Lighting programme,

Suggested new project ideas for public feedback:

- Green and open spaces infrastructure audit, support for developing a putting green/adventure golf in Oaklands Park, support for creating a designated wild/open water swimming area at the Canal Basin.

## 16. DATE OF NEXT ORDINARY MEETING

DATE OF THE NEXT ORDINARY MEETING: Tuesday 10<sup>th</sup> September at 9.30am

The meeting closed at 3.29pm.

### ACTIONS ARISING

Minute ref.	Action	Assigned to
11.	Speak to Chair of the Planning and Conservation Committee and request that traffic issues be made a standing item on Planning agenda, with each ward to be requested to identify a traffic lead to submit a regular report to the P&C Committee outlining any issues and potential schemes.	Town Clerk
11.	Letter to be written to CDC outlining the issues with partnership working between the Councils.	Town Clerk and Mayor
11.	Contact Bongor Regis Town Council for information regarding the putting green in Hotham Park.	Town Clerk
11.	Incorporate survey of open spaces into autumn Business Plan communications	Communications and Civic Support Officer.
14.	Prepare forecast of CIL income vs expenditure over next five years.	Deputy Town Clerk
15.	Incorporate agreed items into the Business Plan Autumn Update.	Communications and Civic Support Officer