



Chichester City Council

## **BUSINESS PLAN SUB-COMMITTEE Minutes**

**Date** Tuesday 10 September 2024

**Time** 10.00am – 11.10am

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

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

**ALSO IN ATTENDANCE:** Town Clerk, Deputy Town Clerk, Project Manager and Communications & Civic Support Officer.

### **17. APOLOGIES FOR ABSENCE**

Apologies were noted from Councillors Knight and Kondabeka.

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

None.

### **19. MINUTES OF THE BUSINESS PLAN SUB-COMMITTEE MEETING HELD ON 13 AUGUST 2024**

The minutes were **AGREED** and signed by the Chairman.

### **20. UPDATE ON ACTIONS FROM MEETINGS HELD ON 13 AUGUST 2023**

**1) Traffic issues to be made a standing item on Planning and Conservation Committee agenda, with each ward requested to identify a traffic lead to submit a regular report to the Committee outlining any issues and potential highways schemes.**

This has been added to the agenda for the Planning and Conservation Committee meeting on 12th September 2024.

**2) Letter to be written to CDC outlining the issues with partnership working between the Councils.**

To be completed.

### **3) Contact Bognor Regis Town Council for information regarding the putting green in Hotham Park.**

Bognor Regis Town Council have informed Officers that they do not run the adventure golf course in Hotham Park, however, the Clerk at Henley on Thames has shared the business plan for their adventure golf course and has advised that it generates a profit £50k per year. This amount is used to subsidise services and reduce the precept requirement.

The committee requested that the Town Clerk seek further information from Henley on Thames about the actual numbers using the facility vs the projected numbers in the business case.

The Committee **AGREED** that a project proposal should be drawn up for further consideration and feedback from the community. Councillor Miall to approach Chichester District Council to seek their views on if land could be made available for the project and if they are able to support.

### **4) Incorporate survey of open spaces into autumn Business Plan communications (To be considered under agenda item 5).**

Clerk explained to committee that there is a QR code on the back of the newsletter, which gives constituents the chance to provide feedback via an online form.

### **5) Prepare forecast of CIL income vs expenditure over next five years. (To be considered under agenda item 6).**

This item was considered under Minute 22

### **6) Incorporate agreed items into the Business Plan Autumn Update. (To be considered under agenda item 5).**

This item was considered under Minute 21

## **21. TO CONSIDER THE PROPOSED AUTUMN UPDATE REPORT**

The committee provided the following comments on feedback on the proposed Council Plan Update report

Requested that text regarding the changes to the council house be amended to explain benefits to community.

That headings on tables be centred.

Councillor C Gershter requested that more graphics be added to the document

Councillor Chant requested that an accessible version be made available on request.

The Committee requested that we add in details of public meeting/drop-in session.

The Clerk advised the Committee that she had provisionally booked the Assembly Room for the 22<sup>nd</sup> October 2024 for a public meeting/drop in to update residents on progress of the Business Plan.

Details of the meeting format/content/timing to be agreed by a working group of Councillor Loxton, Chant, Miall and The Mayor, Councillor Quail.

**22. TO CONSIDER THE OUTLINE ANTICIPATED COMMUNITY INFRASTRUCTURE LEVY SCHEDULE**

The Committee noted the draft schedule of receipts from known developments and expenditure, and the impact this would have on the Council's cashflow.

The Deputy Clerk advised that we have subsequently moved the phasing of some of the expenditure items (New Park Centre roof, Neighbourhood Plan), which has affected the cashflow. It is now anticipated that the negative cash position will be delayed until fiscal year 2027/28, although community infrastructure levy funds will be largely depleted by the end of fiscal year 2026/27.

**23. TO CONSIDER THE CAB ADVICE WORKER REPORT FOR AUGUST 2024**

The committee noted the report from the first month of service delivery to the public.

The committee were advised that during August, due to staff availability there have been issues at the CAB, and the service had been running in the morning only. Two team members are now in place, sharing duties, which has brought service level back up to the proposed amount. Although there will be periods of annual leave, or staff sickness where there is only provision for part of the day.

The Service Level Agreement has not yet been signed, as we have negotiated changes to the contract to ensure minimum coverage requirements. A mutually acceptable agreement has now been reached and will be signed soon.

Committee requested data on the split between drop-in clients and those that have made appointments, monitoring customer satisfaction and information on how they found out about the service.

The reports will become a standing item on the Community Affairs agenda.

**24. TO CONSIDER ANY NEW PROJECT PROPOSALS**

Mini golf course proposal to be worked up for next meeting  
Drinking fountain installation at the Council House to be explored.

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

Community Centre for South of City  
Street lighting project

**26. DATE OF NEXT ORDINARY MEETING**

DATE OF THE NEXT ORDINARY MEETING: Friday 6<sup>th</sup> December at 1pm

The meeting closed at 11.05am.

**ACTIONS ARISING FROM THIS MEETING**

<b>Minute ref.</b>	<b>Action</b>	<b>Assigned to</b>
20.	Seek further information from Henley on Thames about the actual numbers using the facility vs the projected numbers in the business case.	Town Clerk

21.	Approach Chichester District Council to seek their views on if land could be made available for the project and if they are able to support.	Councillor Miall
21.	Implement feedback on Autumn Business Plan Update Report/Newsletter	Town Clerk/Communications and Civic Support Officer.
23	Request figures from CAB for drop-in's vs appointments and create a report.	Town Clerk
23.	Develop a satisfaction survey for users of the CAB and present report	Town Clerk
23.	CAB reports to be included as a standing item in the Community Affairs agenda	Communications and Civic Support Officer
25	Contact Chichester University for street lighting student research project.	Project Manager