



Chichester City Council

BUSINESS PLAN SUB-COMMITTEE Minutes

Date Tuesday 4 February 2025

Time 9.00am to 11.13am

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

PRESENT: Councillors Chant (RC), Loxton (SL), Miall (RMI), Quail (SQ) and Squire (KS)

ALSO IN ATTENDANCE: Councillor McHale (SMH), Town Clerk (TC), Deputy Town Clerk (DTC), Project Manager (PM).

47. APOLOGIES FOR ABSENCE

Apologies were noted from Councillors C Gershater, Kondabeka and Knight.

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

None.

49. MINUTES OF THE BUSINESS PLAN SUB-COMMITTEE MEETING HELD ON 14 JANUARY 2025

Noted that the agenda had incorrectly referenced the Business Plan Working Group minutes – corrected for these minutes.

The Sub-Committee approved the minutes of the Business Plan Sub-Committee meeting held on 14 January 2025 and the Chairman signed them as an accurate record.

50. WAYFINDING AND SIGNAGE IN CHICHESTER

The Sub-Committee discussed the revised PM report that had been circulated prior to the meeting.

Members were advised that the revised proposal was to focus on 13 screens in the city centre only, a text to speech module had been added to read out the what's on guide to improve accessibility and that the proposal included colour screen displays.

They were further advised that the revised proposal also incorporated four push buttons so that easy page navigation options could be provided.

Members were informed that the proposed cost for this option would be £43K.

The Councillors also considered an alternative option that would be to install two large format 32 inch screens at the Council House to use as noticeboards.

Following a detailed discussion the Sub-Committee requested that a pilot scheme of a small number of screens be trialled – one near the railway station one at Northgate and another in the City Centre.

AGREED that the PM would discuss the Members' suggestions with the supplier and bring responses and revised costs to the next meeting of the Sub-Committee.

51. **COMMUNITY SPACE IN THE SOUTH OF THE CITY**

The Sub-Committee considered the draft survey and requested some changes to the questionnaire to tease out more specific information from responders.

Members asked how the City Council were going to engage with residents and if their responses would be given additional weighting.

PM explained that it would be publicised online, a flyer would be sent via school book bags, and paper surveys would be available at local shops, Florence Park kiosk and other locations in the area.

PM agreed to send through the link to the updated survey for final approval before it went live.

52. **PROJECT MANAGEMENT FRAMEWORK**

PM had sent a draft project management framework round to members.

The Group discussed if the existing first stage project proposal template could be used to bring initial ideas to the Business Plan Sub-Committee.

It was suggested that, once this was approved, more resources (e.g. up to ten hours) would be allocated to this to develop a Project Initiation Document (PID) which would then go back to Council/relevant committee for adoption.

It was agreed that the development of the PID document would be a joint responsibility of a lead councillor/sponsor from a nominated working group/sub committee and the PM.

The Sub-Committee requested that a distinction be made between small and large scale projects more generally.

PM advised that they would update the framework with a project initiation procedure, reporting requirements and touchpoints and consider how to adapt the framework to make it more flexible for various project scales.

53. **ITEMS FOR THE NEXT AGENDA**

- Project management framework
- Wayfinding and signage
- Community centre in South
- Streetlighting project

54. **DATE OF NEXT ORDINARY MEETING**

DATE OF THE NEXT ORDINARY MEETING: Tuesday 25 March 2025 at 9am

The meeting closed at 11.13am.

ACTIONS ARISING FROM THIS MEETING

| Minute ref. | Action | Assigned to |
|--------------------|---|--------------------|
| 50 | Obtain costs for a trial of three e-ink waysigns, finished in black if possible | Project Manager |
| 50 | Speak to Chichester BID and key members regarding the proposed What's On guide for views on usage. | Project Manager |
| 50 | Consider recommendations for the length of the trial, methods for measuring its success and the review process. | Project Manager |
| 51 | Update community space questionnaire | Project Manager |
| 52 | Update project management framework | Project Manager |