CITY COUNCIL PLAN UPDATE/REVIEW MARCH 2025

Started/planned next 12 months	Completed 2023/24	Completed 2024/25	In Progress	Starting Next 24 months	Comments and possible Plan Projects
Improve the environment					
Hedgerow and wildflower meadow in Brewery Field	🟩			Review and extend 20mph zones	
Improve Cathedral flowerbeds	🟩				
City Centre Pavements			🟧		
Lighting improvements			🟩		
Identify opportunities to improve the environment and reduce carbon footprint to net zero by 2030			🟧		
Buy additional SID		🟩			
Explore opportunities to partner with statutory authorities to improve environmental monitoring			🟧		
		Create vibrant and active community			
Redesign and relaunch Community Grants Scheme	🟩				
New free use policy to support voluntary groups	🟩				
Improve communications with residents via multiple channels			🟧		

Item					
Expanded City Gala	(green)				
CAB Implant in Council House	(green)				
Regular Arts and Community Group Forums	(green)				
Fill gaps in the City's infrastructure					
Install noticeboards at key sites			(green)		Putting green on Oaklands Park NFA until finance permits
Improve playgrounds			(green)		Public drinking fountains
Feasibility study for community centre in south			(green)	Additional bus shelters	Pump Tracks
Improve city centre signage			(green)		
Additional performance space		Nest (green)	Mobile stage (green)		
Improve access and facilities in Council House		(green)	(amber)		Kitchens complete but more work needed on "visibility"
Shop Mobility Scheme			(green)		Library of Things
Preserve the City's heritage					
Review mayoralty, twinning and civic and ceremonial functions	(green)				
Deepen ties with twinning and friendship partners			(amber)		

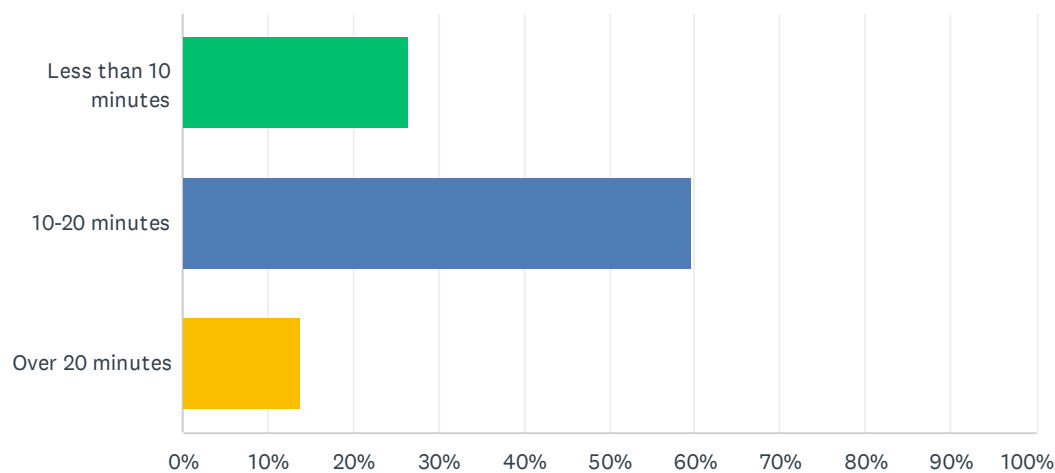| Neighbourhood Plan | | | | | NFA for now but monitor planning framework developments |

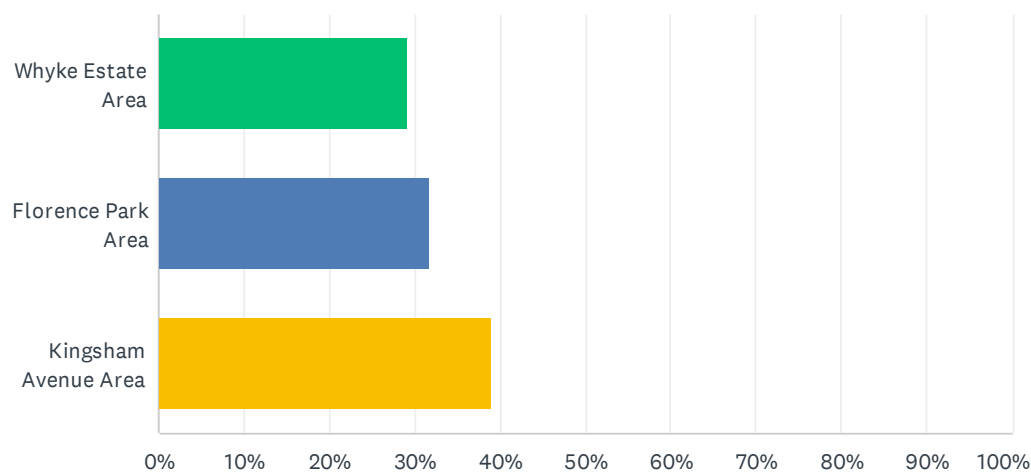## Q1 How far are you willing to walk to a community centre?

Answered: 151   Skipped: 0

ANSWER CHOICES	RESPONSES	
Less than 10 minutes	26.49%	40
10-20 minutes	59.60%	90
Over 20 minutes	13.91%	21
TOTAL		151

Q2 Where would you like to see a new community space

Answered: 151   Skipped: 0

ANSWER CHOICES	RESPONSES	
Whyke Estate Area	29.14%	44
Florence Park Area	31.79%	48
Kingsham Avenue Area	39.07%	59
TOTAL		151

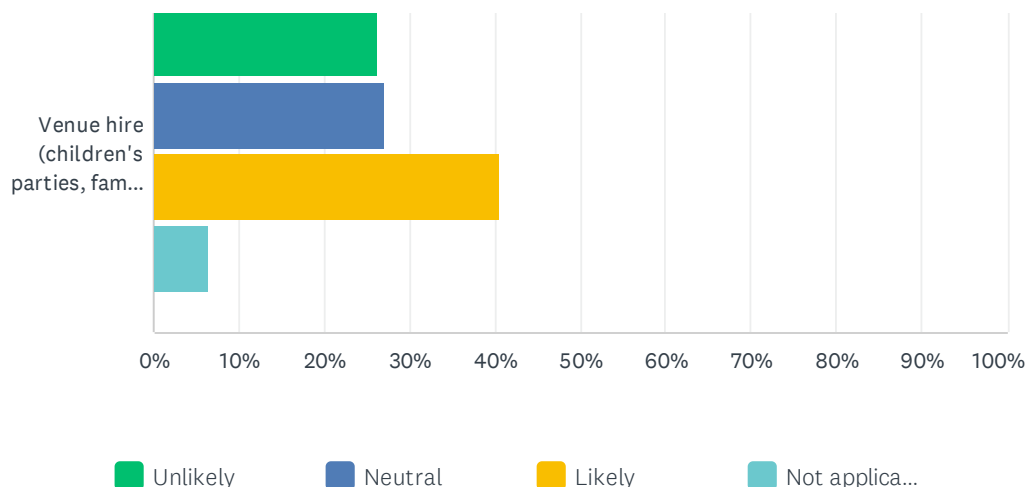## Q3 How likely are you to use the new community centre for the following?

Answered: 113   Skipped: 38
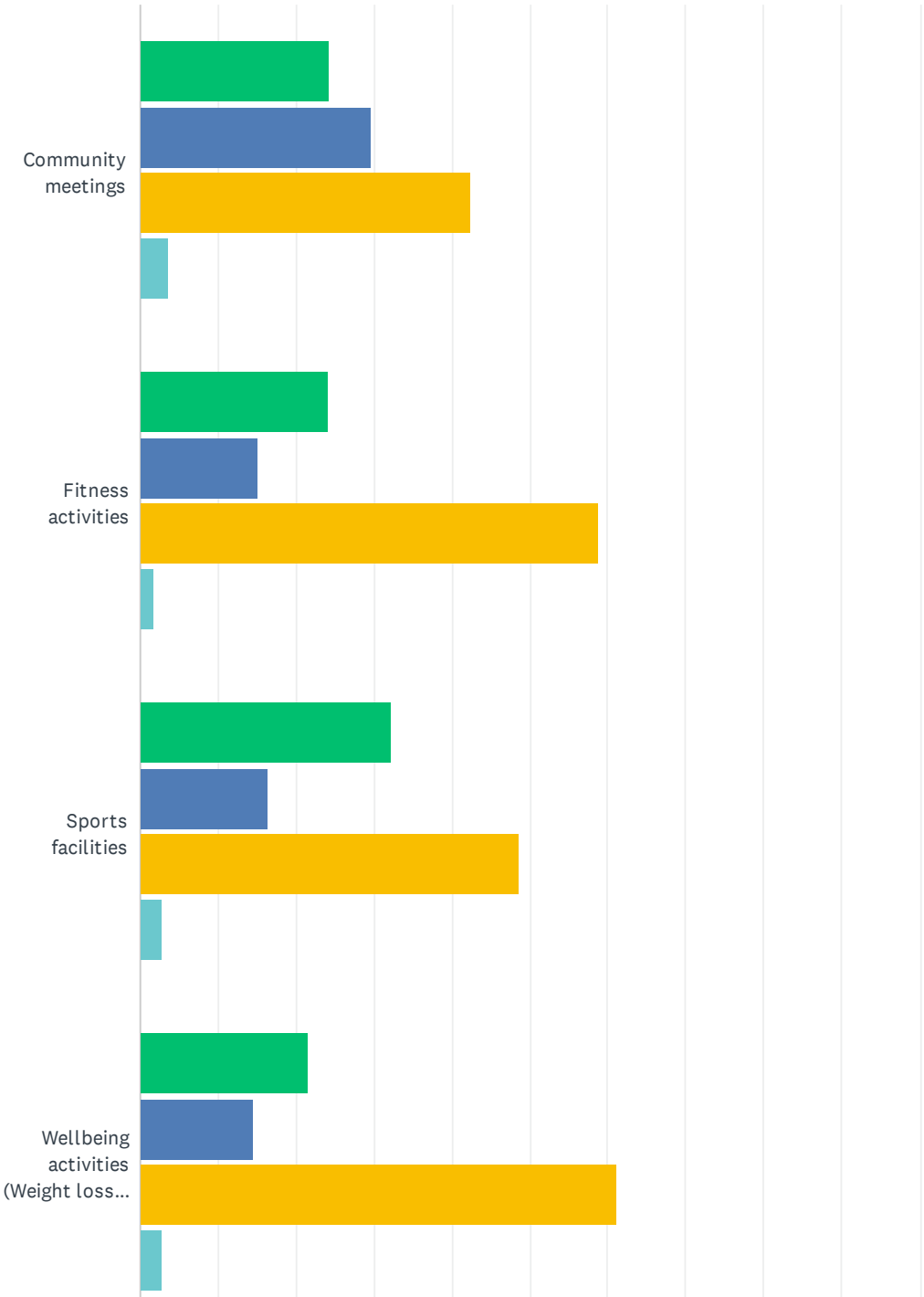
Community Space in the South
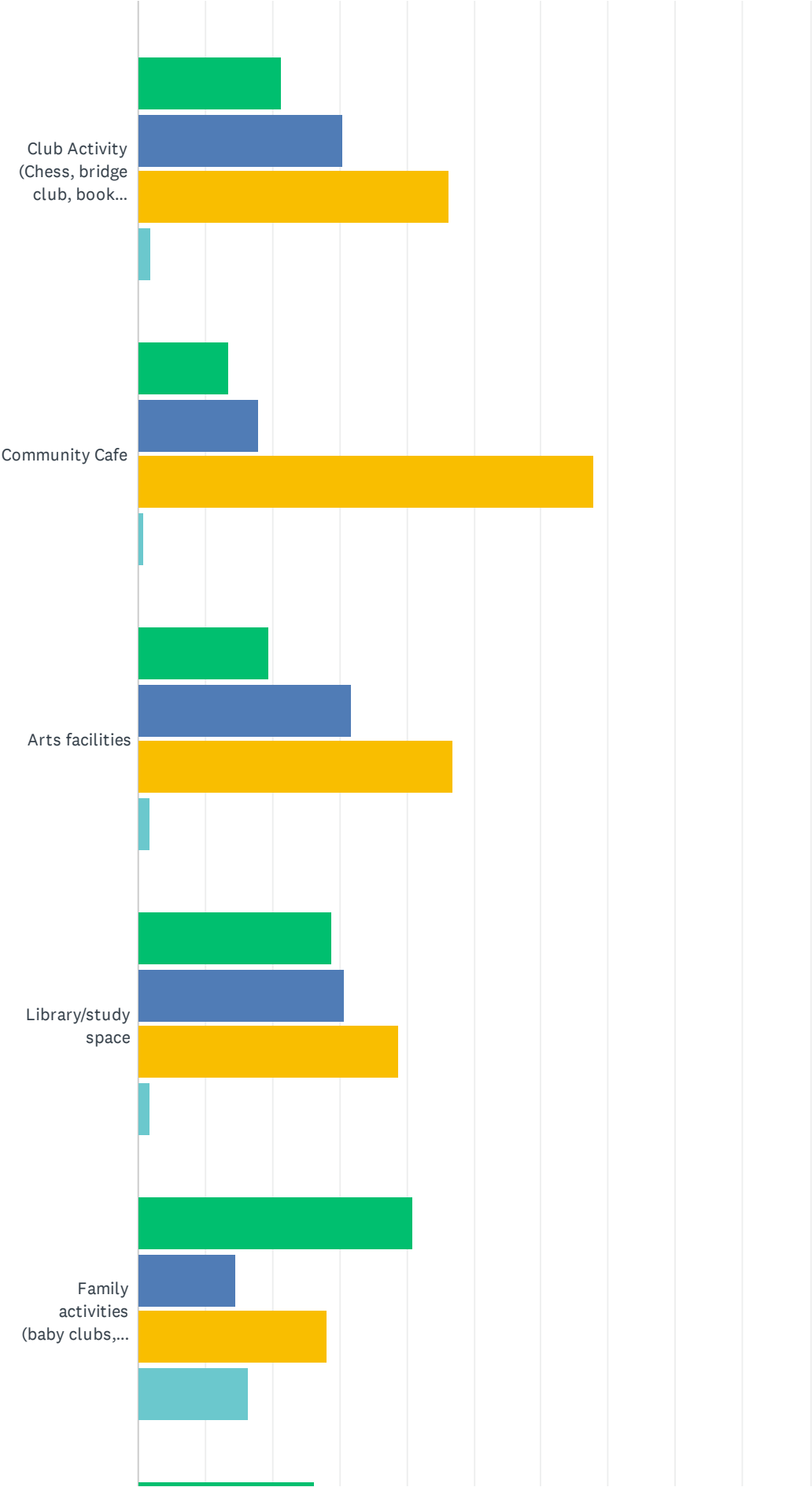
Community Space in the South

	UNLIKELY	NEUTRAL	LIKELY	NOT APPLICABLE	TOTAL
Community meetings	24.32% 27	29.73% 33	42.34% 47	3.60% 4	111
Fitness activities	24.11% 27	15.18% 17	58.93% 66	1.79% 2	112
Sports facilities	32.11% 35	16.51% 18	48.62% 53	2.75% 3	109
Wellbeing activities (Weight loss groups, yoga, Pilates, etc).	21.62% 24	14.41% 16	61.26% 68	2.70% 3	111
Club Activity (Chess, bridge club, book club, etc).	21.30% 23	30.56% 33	46.30% 50	1.85% 2	108
Community Cafe	13.39% 15	17.86% 20	67.86% 76	0.89% 1	112
Arts facilities	19.47% 22	31.86% 36	46.90% 53	1.77% 2	113
Library/study space	28.83% 32	30.63% 34	38.74% 43	1.80% 2	111
Family activities (baby clubs, toddler groups, play groups)	40.91% 45	14.55% 16	28.18% 31	16.36% 18	110
Venue hire (children's parties, family functions, wedding receptions)	26.13% 29	27.03% 30	40.54% 45	6.31% 7	111

Q4 If you have prioritised sports, arts or fitness activities, please provide more information about your needs.
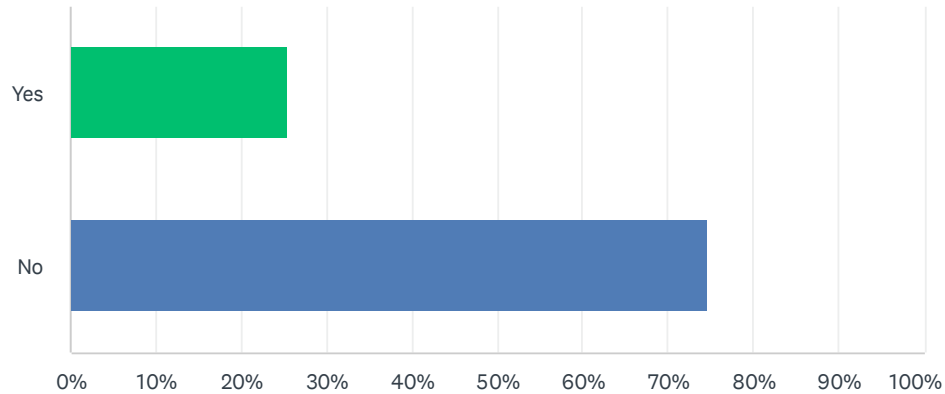
Answered: 41   Skipped: 110

Q5 What additional activities do you think are currently missing in your community that a community space could address?

Answered: 52   Skipped: 99

Q6 Would you consider volunteering to help run the community centre or its activities?

Answered: 110   Skipped: 41

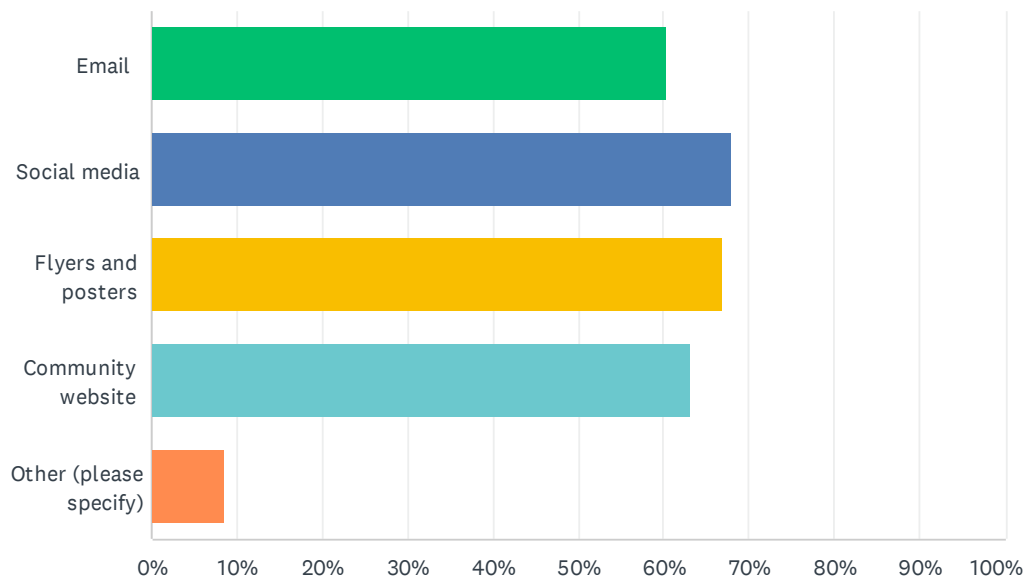| ANSWER CHOICES	RESPONSES	
Yes	25.45%	28
No	74.55%	82
TOTAL		110

Q7 If yes, please provide an email address for us to contact you.

Answered: 25   Skipped: 126

Q8 How should the community centre communicate with residents? (Select all that apply)

Answered: 106   Skipped: 45

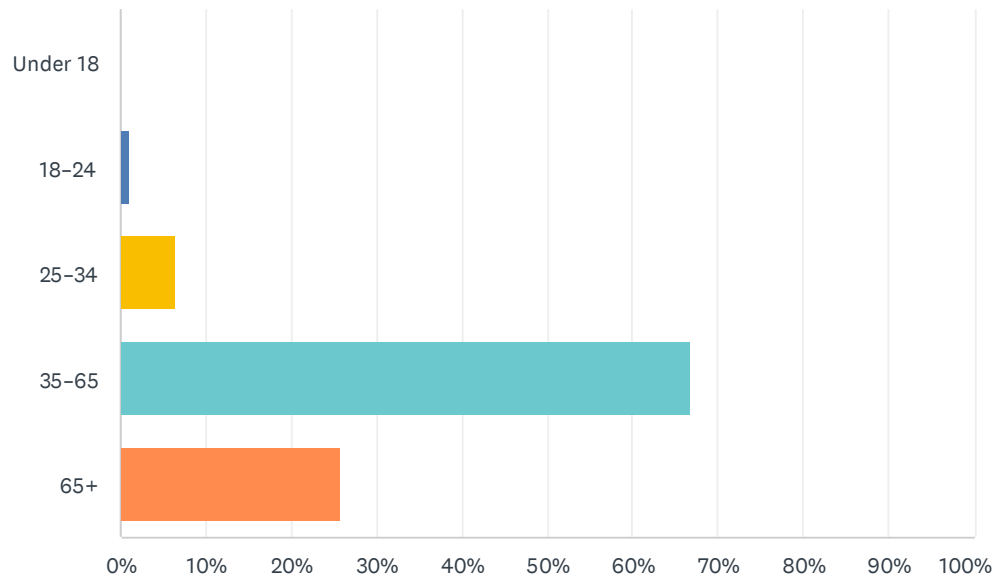| ANSWER CHOICES	RESPONSES	
Email	60.38%	64
Social media	67.92%	72
Flyers and posters	66.98%	71
Community website	63.21%	67
Other (please specify)	8.49%	9
Total Respondents: 106		

Q9 Do you have any other suggestions or comments about a new community space?

Answered: 32   Skipped: 119

Q10 What is your age group?

Answered: 93   Skipped: 58

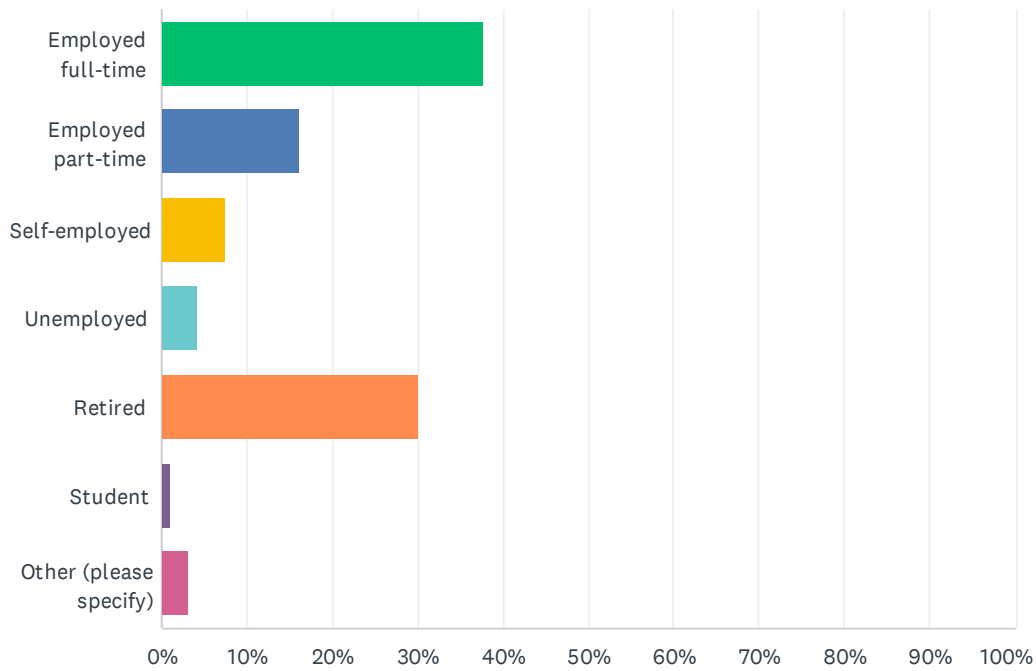| ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18–24	1.08%	1
25–34	6.45%	6
35–65	66.67%	62
65+	25.81%	24
TOTAL		93

Q11 Please provide your postcode?

Answered: 93   Skipped: 58

Q12 What is your employment status?

Answered: 93   Skipped: 58

Community Space in the South

ANSWER CHOICES	RESPONSES	
Employed full-time	37.63%	35
Employed part-time	16.13%	15
Self-employed	7.53%	7
Unemployed	4.30%	4
Retired	30.11%	28
Student	1.08%	1
Other (please specify)	3.23%	3
TOTAL		93

Q13 Do you have children or dependents?

Answered: 93   Skipped: 58

Community Space in the South
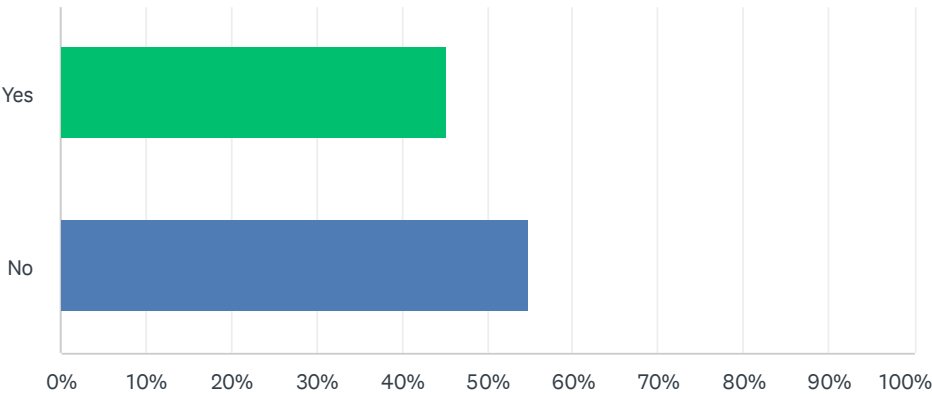
ANSWER CHOICES	RESPONSES	
Yes	45.16%	42
No	54.84%	51
TOTAL		93

Q14 If you would like to be kept informed about our work in and around the City please provide your email address to receive our newsletter.

Answered: 25   Skipped: 126

Chichester City Council

Project Management Framework

Introduction

The Project Management Framework provides a structured approach to managing projects effectively and efficiently. It ensures consistency, accountability, and the successful delivery of project objectives within scope, time, and budget constraints.

Objectives

- Standardise project management practices.
- Define roles, responsibilities, and processes.
- Ensure alignment with organisational goals.
- Facilitate effective communication and stakeholder engagement.
- Mitigate risks and manage changes effectively.

Core Principles

- **Clear Objectives:** Define measurable and achievable project goals.
- **Stakeholder Engagement:** Involve stakeholders throughout the project lifecycle.
- **Accountability:** Assign clear roles and responsibilities.
- **Adaptability:** Be flexible to accommodate changes while maintaining control.
- **Continuous Improvement:** Learn from past projects to enhance future performance.

Roles and Responsibilities

- **Project Sponsor:** Provides strategic direction and resources. The Project Sponsor should be one of the following: City Clerk, Parent Sub-Committee (PSC), Lead Councillor nominated by the PSC or a working group established by the PSC.
- **Project Manager:** Leads and manages the project team.
- **Team Members:** Execute project tasks and deliverables.
- **Stakeholders:** Provide input, review progress, and approve outcomes.

Project Lifecycle

The framework is divided into five phases:

1. Initiation

- **Purpose:** To define the project and secure approval by outlining its scope, objectives, and value proposition. This phase ensures there is a clear understanding of why the project is needed and establishes a foundation for stakeholder alignment. It also identifies potential risks and allocates initial resources to begin planning. Project Initiation is the responsibility of the Project Sponsor.
- **Procedure**:

- o Projects ideas will be discussed at the relevant committee and agreement will be verbally given and minuted along with the identification of the Project Sponsor.
  - o The Project Sponsor will work with the Project Manager to draw up a Project Initiation Document (PID).
  - o PID to be presented at to the relevant Committee(s) for approval.
  - o PID will also be presented to the relevant committee to allocate the budget in line with the Council's Financial Regulations.
- **Key Deliverables**:
  - o Project Brief
  - o Stakeholder Identification
  - o Preliminary Risk Assessment
  - o Initial Budget and Timeline
- **Responsibility:** Project Sponsor with support from Project Manager.

2. Planning

- **Purpose:** Develop a detailed project roadmap to guide execution and control. This phase involves identifying tasks, dependencies, resources, and timelines. Effective planning ensures all team members and stakeholders have a clear understanding of how the project will proceed and mitigates risks through proactive strategies. It also formalises the communication and quality assurance mechanisms.
- **Touchpoints:** Throughout the project, various touchpoints will be agreed to ensure key milestones are evaluated before delivery. These touchpoints will be agreed within the planning stage and will identify various milestones including but not exclusively:
  - o Procurement of services
  - o Confirmation of permissions to deliver
  - o Agreement to proceed
- **Key Deliverables**:
  - o Project Management Plan
  - o Work Breakdown Structure
  - o Identification of touchpoints
  - o Risk Management Plan
  - o Communication Plan
  - o Resource Allocation
- **Responsibility**: Project Manager

3. Execution

- **Purpose:** Deliver project outcomes as per the plan by coordinating resources, managing team performance, and ensuring deliverables meet agreed-upon standards. This phase requires proactive problem-solving and effective stakeholder engagement to maintain momentum and address issues as they arise. Regular monitoring ensures tasks are completed on schedule and meet quality requirements.
- **Key Activities**:
  - o Task Assignments
  - o Progress Monitoring
  - o Stakeholder Engagement
  - o Quality Assurance

- **Responsibility:** Project Manager to lead Project Team

4. Monitoring and Controlling

- **Purpose:** Track project performance against the plan to identify and address variances. This phase ensures the project remains on track through continuous oversight, performance metrics analysis, and change management. It provides a mechanism for resolving issues promptly and ensures that any deviations are documented and corrected to minimise their impact on project outcomes.
- **Key Activities**:
  - Performance Metrics Analysis
  - Issue Resolution
  - Change Control Process
  - Regular Status Reporting
- **Responsibility:** Project Manager to report to the Project Sponsor and PSC

5. Closure

- **Purpose:** Formalise project completion by ensuring all deliverables are handed over, stakeholder expectations are met, and lessons learned are documented. This phase involves evaluating project success against its objectives, archiving documentation for future reference, and officially disbanding the project team. It provides an opportunity to reflect on successes and challenges to improve future projects.
- **Key Deliverables**:
  - Final Deliverables Handover
  - Lessons Learned Documentation
  - Final Report
  - Project Archival
- **Responsibility**: Project Manager

Tools and Templates

- **Project Management Software:** For planning, scheduling, and tracking progress.
- **Templates:** Standardised documents for plans, reports, and logs.
- **Dashboards:** Visualise key performance indicators (KPIs) and progress.

Flexibility

Project Management is not a one-size-fit all process and as such this framework allows for adaptation to meet the need of the project.

- Small Projects:

Risk Management

- Identify risks early in the project lifecycle.
- Assess the likelihood and impact of risks.
- Develop mitigation and contingency plans.
- Monitor risks continuously.

Communication Plan

- **Purpose:** Ensure clear and consistent communication.

- Components:
    - Stakeholder Communication Matrix
    - Meeting Schedule
    - Status Report Templates

Quality Assurance

- Establish quality standards and criteria.
- Conduct regular quality reviews and audits.
- Document and address quality issues promptly.

Change Management

- Implement a formal change control process.
- Evaluate and approve/reject changes systematically.
- Communicate changes to all stakeholders.

Continuous Improvement

- Conduct post-project reviews.
- Document lessons learned.
- Update processes and templates based on feedback.

Conclusion

This Project Management Framework is a guide to ensure consistency, clarity, and success in project delivery. Adherence to this framework will help achieve organisational objectives and deliver value to stakeholders.

Chichester City Council

Project Initiation Document (PID)

1. Project Overview

1.1. Project Title: [Insert project title]
1.2. Project Sponsor: [Insert name and title of project sponsor]
1.3. Project Manager: [Insert name and title of project manager]
1.4. Date: [Insert creation date]

2. Project Objectives

2.1. Purpose:

- [Explain the purpose of the project]

2.2. Objectives:

- [List specific and measurable project objectives]

2.3. Success Criteria:

- [Define how success will be measured]

3. Scope

3.1. In Scope:

- [List the items or activities included in the project scope]

3.2. Out of Scope:

- [List the items or activities excluded from the project scope]

4. Stakeholders

4.1. Key Stakeholders:

Role	Name	Contact
Project Sponsor:	[Insert name]	[Insert contact info]
Project Manager	[Insert name]	[Insert contact info]
Key Stakeholder #1	[Insert name]	[Insert contact info]
Key Stakeholder #2	[Insert name]	[Insert contact info]

5. Project Deliverables

5.1. [List the major deliverables of the project]

6. Timeline

6.1. Key Milestones:

Milestone	Target Date
Project Start	[Insert date]
Milestone	[Insert date]
Milestone	[Insert date]
Project End	[Insert date]

7. Budget

7.1. Estimated Costs:

Category	Estimated Cost
Resources	[Insert cost]
Materials	[Insert cost]
Contingency	[Insert 10% contingency]
Total Budget	[Insert total]

8. Risks and Issues

8.1. Key Risks:

Risk	Likelihood	Impact	Mitigation Plan
Risk 1	[High/Medium/Low]	[High/Medium/Low]	[Mitigation plan]
Risk 2	[High/Medium/Low]	[High/Medium/Low]	[Mitigation plan]

8.2. Key Issues:

Issue	Severity	Resolution Plan
Issue 1	[High/Medium/Low]	[Resolution plan]
Issue 2	[High/Medium/Low]	[Resolution plan]

9. Approvals

9.1. Approval Signatures:

Role	Name	Signature	Date
Project Sponsor	[Insert name]		
Project Manager	[Insert name]		
City Clerk	[Insert name]		

Chichester City Council

Project Initiation Document (PID)

1. Project Overview

1.1. Project Title: Performance Stage
1.2. Project Sponsor: Rhys Chant
1.3. Project Manager: James Brigden
1.4. Date: Monday, 17 March 2025

2. Project Objectives

2.1. Purpose:

Current staging for both the Assembly Room and Remembrance Sunday are at end of life. The proposal is to replace this staging with model lightweight staging that has more versability and the potential to hire out and recrue costs.

The new staging could be used for a variety of our own event such as the Gala (Current hire cost of simular stage: £231/day). The units can also be hired out to community groups and theatre/music groups to enable a maintainance and replacement fund to be created. As part of this project a hiring scedule and booking system will be developed and presented to the Business Plan Sub-Committee for approval.

2.2. Objectives:

- Replace staging in the Assemby Room
- Replace staging for Remembrance Day
- Explore adaptable staging system that could allow for variety of uses
- Explore possibility of introducing hire scheme for community use

3. Stakeholders

3.1. Key Stakeholders:

Role	Name	Contact
Project Sponsor:	Rhys Chant	r.chant@chichestercity.gov.uk
Project Manager	James Brigden	j.brigden@chichestercity.gov.uk

4. Project Deliverables

4.1. 6m x 3m Portable Stage System – 400mm Height with steps
4.2. 6m x 3m Portable Stage System – 800mm Height with Rails & Steps

5. Timeline

5.1. Key Milestones:

Milestone	Target Date
Project Start	25/03/2025
Finance committee approval	02/04/2025
Order of Staging	03/04/2025

Planning of rental scheme	01/05/2025
Project End	01/05/2025

6. Budget

6.1. Estimated Costs:

Category	Description	Estimated Cost
Resources	Project Management 10 hrs @ £35 per hour	£ 350
Materials	10x6m 400mm stage	£ 4,589
	10x6m 400mm stage	£ 6,239
Contingency	10% contingency	£ 1,117
Total Budget		**£ 12,295**

7. Approvals

7.1. Approval Signatures:

Role	Name	Signature	Date
Project Sponsor	Rhys Chant		
Project Manager	James Brigden		
City Clerk	Sam Tate		