



Chichester City Council

COMMUNITY AFFAIRS COMMITTEE

Minutes

Date	Wednesday 4 June 2025
Time	17.30 – 19.48
Location	The Council Chamber - The Council House • North Street • Chichester • West Sussex • PO19 1LQ
PRESENT:	Councillors Chant (RC), J Gershater (JG), Kondabeka (JK), Moore (RM), Quail (SQ)
EX-OFFICIO	The Mayor, Councillor McHale (SMH)
ALSO IN ATTENDANCE:	Councillors Butler (AB) and Miall (RM), The Town Clerk (TC), Deputy Town Clerk (DTC), Committees Officer (CO), Emma Drain (PACSO), Michael Bevis (FoC), Jacky Storey (FoR), West Sussex County Councillor Oakley

1. **ELECTION OF CHAIR FOR 2025-2026**

The Mayor opened the meeting and asked for nominations for the Chair of the Community Affairs Committee.

It was proposed by Cllr Moore, seconded by Cllr Knight and unanimously **RESOLVED** that Cllr Chant be elected as Chairman of the Community Affairs Committee for 2025-2026.

2. **APPOINTMENT OF VICE-CHAIR FOR 2025-2026**

The Chair then sought nominations for Vice-Chair.

It was proposed by Cllr Kondabeka, seconded by Cllr Chant and **RESOLVED** that Councillor J. Gershater be appointed as Vice-Chair of the Community Affairs Committee for 2025-2026.

3. **APOLOGIES FOR ABSENCE**

Committee **NOTED** apologies from Councillor Apel.

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

Cllr Kondabeka declared a personal friendship with the CEO of Lifecentre.

Cllr J. Gershater declared an interest as being a Trustee of Home-Start.

The Chair deferred agenda items 5 and 6 (meeting times for the Community Affairs Committee and the PACSO grant presentation), to later in the meeting.

5. **MINUTES OF THE COMMUNITY AFFAIRS COMMITTEE MEETING HELD ON 7 APRIL 2025**

The Committee **APPROVED** and the Chair signed as a correct record the minutes of the ordinary committee meeting held on the 7 April 2025.

6. **PUBLIC QUESTIONS**

None were received.

7. **POLICING AND SECURITY IN THE CITY**

The Committee **NOTED** receipt of the Community Wardens and Chichester BID Ambassadors reports.

Helen Marshall (Chichester BID) provided the Committee with a short update. It was noted that the City had been busy and with the warmer weather there have been increased incidents of street drinking and anti-social behaviour. Shoplifting was mentioned as still being an issue and that it was possibly becoming more brazen. The Police Community Support Officer (PCSO) rota seemed to have reduced presence in the City midweek and this would be raised at the Joint Action Group (JAG). Cycling in the City has been identified as a problem and this will be raised at the JAG to see how it can be targeted.

Anti-social behaviour issues at Eastgate Square have appeared to have settled down following several meetings with residents and the police, although the Cathedral green is becoming a problem. Begging was noted as a problem in key areas (Northgate, Crooked S and East Street). Pride parade and festival was a successful event overall, although there was one isolated incident.

Regular protests at Barclays are ongoing, police are aware, and Barclays have increased their internal security. This is being monitored.

School children are causing problems with anti-social behaviour in Priory Park., Ambassadors are currently increasing their presence here at key times.

The Chair moved to agenda item 6.

8. **PRESENTATION BY PACSO IN SUPPORT OF THEIR LARGE GRANT APPLICATION**

The Committee heard a short presentation from Emma Drain, CEO of PACSO, outlining the work that they do to support children and young people with disabilities in the city whilst also providing respite to parents and families.

The committee thanked Mrs. Drain for her time.

The meeting returned to the published agenda order.

9. **TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS**

The Committee **NOTED** receipt of reports from

- Friends of Chartres
- Friends of Ravenna
- Friends of Speyer

- Friends of Valletta
- Chichester Tree Wardens

Michael Bevis (FoC) advised that the Friends groups are working closely together and tickets were still on sale for their forthcoming event on Monday 26 June 2025 and can be bought on their website.

Jacky Story (FoR) advised that tickets were available for a concert at Chichester University Chapel on Sunday 28th September 2025 and that all Friends from associations were invited.

Jacky Story asked on behalf of FoR if there was any way that the Mayor could be booked in advance for Friends events. The Town Clerk advised that if the groups contact the office in late March, we should be able to provide a clearer indication if the Mayor would be available.

Cllr Quail highlighted the remarkable job that the Tree Wardens were doing in the City for the community.

10. **TO NOTE REPORTS RECEIVED FROM GRANT RECIPIENTS**

The Committee **NOTED** the receipt of grant reports from

- Home-Start Chichester & District
- And noted that the YPS had expressed its gratitude to the City Council for their invaluable support and that the annual report will be sent through shortly.

11. **UPDATES ON ACTIONS FROM PREVIOUS MEETING**

To note the completion of the following actions:

- **Minute 99 (2)** - Town Clerk to invite new City Centre Warden to meet the Committee at the next meeting.

Deferred to next Community Affairs Meeting (Thursday 4 September 2025)

- **Minute 100** - Communities Officer to add the Chichester University Chapel to the list for the north ward venues for inclusion on the register.

CO advised this had been actioned

- **Minute 104** - Council Services Support Manager to obtain quotes from the University of Chichester Print Shop for printing additional copies of the street name book.

Noted that this would be discussed under Agenda item 14

- **Minute 104** - Council Services Support Manager to provide a list of street names that have been approved since publication of the last edition of the street name book in 2020.

Members noted this was scheduled for action

- **Minute 104** - Town Clerk/Council Services Support Manager to issue formal notice transferring copyright for future editions of the street naming book to Anne Scicluna and David Wilson.

Members noted copyright transfer posted on week beginning 7 April 2025

- **Minute 112** - Deputy Town Clerk to allocate funds from the International Relations budget in the City Council's revenue budget to the Four Cities Working Group.

DTC advised this had been actioned

- **Minute 112** - Deputy Town Clerk to advise grant applicants of Committee decisions and any special conditions attached to those decisions.

DTC advised this had been actioned

- **Minute 112** - Town Clerk/Council Services Support Manager to add review of grant terms and conditions to consider possible changes regarding applications from schools and affiliated groups.

Members noted that a meeting had been scheduled for week beginning 2 June 2025.

12. **COMMUNITY ASSET REGISTER**

Further to Minute Reference 28 from the Community Affairs Meeting on 4 September 2023, where Ward councillors were asked to map all the community halls, spaces, public houses and other community resources within their wards so that the Council could request their inclusion on the register.

The committee **RESOLVED** that the following properties be submitted to Chichester District Council for inclusion on the Community Asset Register.

- South Downs Planetarium
- St Georges Church Centre
- 5th Chichester Scouts
- Regnum District Guide Hall

13. **REPRINT OF STREET NAMES BOOK**

Members **NOTED** the copyright had been transferred and the reprint would be for sale prior to the new edition being published by the new copyright holders.

The Committee **RESOLVED** that the Council did not wish to reprint the book at this time and that the copyright holders consider self-publishing the current edition via Amazon.

The Chair deferred agenda item 15 (Cemetery Charges) to later in the meeting.

14. **2025 CHARITY CYCLE RIDE FOR STONEPILLOW**

Cllr Apel was unable to provide an update as she had sent her apologies.

The Town Clerk advised Committee Members to visit the JustGiving website <https://www.justgiving.com/page/romanroadscyclechallenge> for full details of the cycle challenge, which would be raising funds for Stonepillow and Pallant House Gallery Community Outreach programme.

15. **CIO UPDATE**

Cllr Chant had circulated a paper and provided an update on proposals to create a Charitable Incorporated Organisation (CIO) to formalise the work and future direction of the Arts Forum.

The Chair moved to agenda item 15.

16. CEMETERY CHARGES

The Town Clerk advised that the annual Cemetery charges from Chichester District Council (CDC) for 2024/25 were £22,179.25. This was against a budgeted cost of £38,000.

The committee queried the proposed increases in running costs for 2025/26 from CDC, which are projected to rise by approximately 20%.

The committee agreed to consider the matter in the budget setting process.

The meeting returned to the published agenda order.

17. MURRAY STATUE

Cllr Chant advised that two councillors had put their names forward for the Working Group and therefore the group had not yet convened to appraise future options for the Murray Statue beyond May 2026.

Cllr Quail offered to join the working group, which would now comprise Cllrs Chant, Scicluna and Quail.

Cllr Butler left the meeting at 18.43.

18. REVIEW OF GRANT TERMS AND CONDITIONS

The Town Clerk advised that officers were meeting on Thursday 5 June 2025 to review the current terms and conditions and to prepare an options report for the Committee to consider on Thursday 4 September 2025.

19. PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS ACT) 1960

The committee **RESOLVED** that the public and press be excluded from this meeting for Agenda Item 21 and 22 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

Further to advice from the Town Clerk, the Chair reopened the meeting to consider agenda item 5.

20. MEETING TIMES FOR COMMUNITY AFFAIRS COMMITTEE

The Committee **RESOLVED** that meetings would be held on the first Thursday of the relevant month at 5.30pm for the Council Year 2025/26.

The meeting returned to the published agenda order.

21. PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS ACT) 1960

The committee **RESOLVED** that the public and press be excluded from this meeting for agenda Items 21 and 22 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

The Chair moved to agenda item 22.

22. CONSIDERATION OF GRANT APPLICATIONS

The Committee considered the grant applications and **RESOLVED** the following awards:

Organisation	Amount requested	Grant approved	Comments
Chichester Macular Group	£840.00	£840.00	
Chichester Women's History Group – Madge Turner Statue Appeal	£3,000.00	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
Children's Bookfest	£3,000.00	£3,000.00	
Lifecentre	£2,842.27	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
My Sisters' House Women's Centre	£1,000.00	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
Oxmarket Contemporary (Oxmarket Centre of Arts)	£2,490.00	£2,490.00	
St. Richards of Chichester Christian Care Association (trading as Stonepillow)	£3,000.00	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
4Sight Vision Support	£3,000.00	£2,000.00	

The committee **REQUESTED** that the grant terms and conditions be reviewed to consider if items need to be changed regarding applications from schools and affiliated groups.

Cllr McHale left the meeting at 19.11

Cllr Quail left the meeting at 19.18

The Chair moved to agenda item 21.

23. **VARIATION OF TERMS CHICHESTER RUNNERS CIC**

DTC advised that the Chichester Runners CIC had requested an extension to the funding they received from the New Homes' Bonus scheme. Funding was originally awarded in 2021. The extension was required due to legal agreement delays.

A request for an extension in order to continue support for the project will be sought from CDC.

The Committee **RESOLVED** that the City Council would support an extension until 31 March 2026.

The meeting returned to the published agenda order.

24. **CONSIDERATION OF LARGE GRANT APPLICATIONS**

The Committee considered the grant applications and **RESOLVED** to award Parents and Carers Support Organisation (PACSO) £5,000.00 per year for two years.

Further to comments from the Chair, and having been previous recipients of City Council Grant funding; the Committee **AGREED** to send a letter of thanks to the organisers of the Chichester Pride event thanking them for their hard work and dedication in arranging the 2025 event.

25. **ITEMS FOR THE NEXT AGENDA**

- Murray statue report
- Changes to grant conditions report
- Budget setting

26. **DATE OF NEXT MEETING**

DATE OF NEXT ORDINARY MEETING: **THURSDAY** 4 SEPTEMBER 2025 AT 5.30PM
(note change of day)

The meeting closed at 19.48

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to:
11	Invite new City Centre Warden to meet the Committee at the September 2025.	Town Clerk
16	Add consideration of cemetery charges to Community Affairs 2026/2027 budget consideration	TC/DTC
18	Prepare an options report regarding revised grants terms and conditions for presentation at the next Committee meeting	TC/CSSM/CO

22 and 24	Advise successful groups regarding grant application outcomes	DTC/CO
23	Advise Chichester Runners of New Homes Bonus grant deadline extension	DTC/CO