



Chichester City Council

Project Manager Update

Business Plan Sub-Committee

Project management framework

The Project Management Framework is available on the intranet on the Project Management home page (linked below). The template for the Project Initiation Document is also available here.

[Project Management - Home](#)

Project Management software

Software is up and running and progress on projects can be accessed through the intranet by selecting the relevant project page on the Project Management home page linked above.

Community Space in the South of the City

The Community Space in the South project has been finalised and the report and survey results are available on the Council's website. This project will be superseded by the Florence Park Community Centre

Florence Park Community Centre

Following extensive discussions with a variety of stakeholders we are progressing this project through the development of a partnership with the City Council, Sea Cadets and Home-Start.

As part of the development of this partnership we have developed a Governance Proposal, stakeholder requirement report and a design brief for the centre. These documents are all available in draft on the Intranet. We will be continuing to adapt these documents as the project proceeds.

Sign all partners up to a Memorandum on Understanding which will require an initial buy in of £2,500 with a commitment to evidence of further funding over the next couple of months.

The next steps are as follows:

- Partners to sign up to the Memorandum of Understanding.
- Develop business plan and 5 year forecast for the Centre.
- Support Community Asset Transfer for the development site as part of the wider Florence Park Community asset transfer.
- Develop a funding strategy to address any shortfall.
- Procure the service of Architect and Quantity Surveyor to draw up concept designs.

Streetlighting Project

Oxmarket – Lighting is installed and is working. There have been issues around the bollards coming on during the day due to the overgrowth of trees and bushes in the

vicinity. The lights have been adjusted to reduce this issue, and the hedges are to be cut back as part of a wider improvement to the frontage of the Oxmarket.

New Park – Lighting has been installed and is working. There has been issues with vandalism with two lights being broken. The supplier has already sent a replacement for the first incident. Following the second incident, the Project Manager has expressed concern to the supplier that the product is clearly not meeting advertised resistance to vandalism. They have committed to exploring a solution and will be returning in the next couple of weeks to reinforce the fittings of all 9 remaining lights and replace the missing light.

Next phase – Project Manager is to work with the project sponsor to identify the location for the next phase of this project with high likelihood that this will be to support access to the University or Minerva Heights.

Wayfinding and signage in Chichester

Following manufacturing delays, we now have firmed up the training and delivery for the screens for us to pilot.

- w/b 18th August – Training on backend software
- w/b 25th August – Delivery and installation

Performance stage project

Project Manager is working with Property Manager to procure the new staging for the Assembly Room.