



Chichester City Council

MEETING OF COUNCIL

Minutes

Date 25 June 2025

Time 6.00pm – 7.45pm

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

PRESENT: The Mayor, Councillor McHale (SMc), Councillors Apel (CA), Butler (AB), C Gershater (CG), J Gershater (JG), Kondabeka (JK), Miall (RMi), Moore (RMo), Pramas (LP) and Russell (NR).

ALSO IN ATTENDANCE: Town Clerk, Deputy Town Clerk, Council Services and Support Manager, Property Maintenance Manager, Project Manager, Communities Officers (from 7.13pm), West Sussex County Councillors Hunt (North Division), Joy (West Division), Oakley (East Division) and Sharp (South Division). One member of the public.

11. APOLOGIES FOR ABSENCE

Council noted apologies for absence from Councillors Chant, Corfield, Knight, Loxton, Quail, Scicluna, Squire and Vivian.

12. DISPENSATION REQUESTS

No requests had been received.

13. DECLARATIONS OF INTEREST BY MEMBERS OF THE CITY COUNCIL IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING

No declarations were made.

14. MINUTES OF COUNCIL

RESOLVED to approve the minutes of the Annual Meeting of Council held on 14 May 2025 as an accurate record to be signed by the Mayor.

15. MAYOR'S ANNOUNCEMENTS

The Mayor extended thanks to Councillors Vivian and Scicluna for undertaking Mayoral engagements whilst he was recently away travelling and also extended his thanks to the City of Chartres for making him so welcome on a recent trip to France.

16. PUBLIC QUESTIONS

None were received.

17. MINUTES OF COMMITTEES

a) Planning and Conservation Committee

Councillor Butler presented the minutes of the meeting held on 24 April 2025 and the notes of the inquorate meeting on the 22 May 2025.

Council was advised that the minutes of the meeting held on 19 June 2025 were not yet available and would be presented at the next meeting of Council.

She then summarised some of the discussions that had taken place at the meetings and highlighted the projects that had been completed or were in progress as part of the City Council's Net Zero commitments.

Council **NOTED** the minutes of the meetings as presented.

b) Community Affairs Committee

In the absence of the Committee Chair, the Town Clerk summarised the minutes of the meeting held on 4 June 2025.

Councillor Apel advised that an updated poster for the charity cycle ride mentioned in the minutes had been produced with a corrected link to the donation website.

Council **NOTED** the minutes as presented.

c) Finance Committee

Council **NOTED** the notes of the inquorate meeting held on 18 June 2025.

Councillor Miall presented the minutes of the Property Sub-Committee meeting held on 27 May and highlighted the pieces of work that were in progress, namely the assessment of allotment costs and charges as well as the review of the Council House budgets and running costs.

Council **NOTED** the minutes of the Property Sub-Committee meeting held on 27 May 2025 and the Business Plan Sub-Committee held on 28 May 2025.

18. COUNCIL HOUSE CLEANING CONTRACT

Councillors considered the Property Maintenance Manager's report and following a detailed discussion **RESOLVED** to appoint company A, Simply Clean (Chichester) LTD, at a cost of £13,585 per year.

Members expressed concern that the contract was having to be awarded based on a limited number of quotes received and it was further **RESOLVED** that the Property Sub-Committee review the situation in the autumn and seek further quotations to ensure that best value was being achieved.

19. PERFORMANCE STAGE PROJECT – PHASE 1 – COUNCIL HOUSE

Councillors considered the Project Manager's report and following a detailed discussion regarding the proposed solutions, suitability for City Council use and accessibility for users; **RESOLVED** to delegate authority to purchase a suitable system of staging to the Town Clerk up to a maximum expenditure of £10,000, with full details of the final system to be reported back to the next Finance Committee meeting.

The Deputy Town Clerk/Responsible Finance Officer (RFO) reminded Members that, due to the Finance Committee meeting held on 18 June 2025 being inquorate, the statutory end of year accounts and audit requirements had been deferred for Full Council to resolve in advance of the 30 June 2025 deadline for submission to the External Auditors.

20. **STATEMENT OF ACCOUNTS 2024-2025**

Proposed by Councillor Miall, seconded by Councillor Pramas and **RESOLVED** that the Statement of Accounts 2024-2025 be approved and signed by the Chair and the RFO.

21. **BUDGETS TO BE CARRIED FORWARD FROM 2024/2025 AND BUDGETS TRANSFERRED TO RESERVES**

Proposed by Councillor Miall, seconded by Councillor C Gershater and **RESOLVED** that the carry forward of the budgets to financial year 2025-2026 and the transfer of funds to the general and earmarked reserves be agreed as per the RFO's report.

22. **INTERNAL CONTROL POLICY**

The Deputy Town Clerk summarised the policy and highlighted and explained the matters raised in the document.

Councillors were also advised that, in order to provide resilience in some of the financial processes, the Deputy Town Clerk would be seeking additional signatories from the Council for authorising banking transactions.

Proposed by Councillor Miall, seconded by Councillor Butler and **RESOLVED** that the Internal Control Policy as presented be adopted and signed by the Chair and RFO.

Councillor Apel left the meeting at 6.39pm

23. **INTERNAL AUDIT – ANNUAL INTERNAL AUDIT REPORT (AGAR) – 2024-2025**

The Deputy Town Clerk summarised the report as presented and explained that a difference between receipts and total payments had been identified by which was related to the trade-in of the old van during the purchase of the new vehicle.

RESOLVED that the Internal Audit Report (AGAR) for 2024-2025 be received and noted for the AGAR submission.

Councillor Kondabeka asked that a vote of thanks be recorded to recognise the hard work undertaken by the Deputy Town Clerk and other Officers in preparing and presenting the accounts.

24. **PROVISION OF INTERNAL AUDIT SERVICES 2025-2026**

Proposed by Councillor C Gershater, seconded by JK and **RESOLVED** to re-appoint Mulberry Local Authority Services Ltd to provide the City Council with Internal Audit services for the following three years (2025-2028) fixed at the 2024-2025 rates provided in the quote that had been circulated with the agenda.

25. **ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)**

Proposed by the Mayor, seconded by Councillor J Gershater and **RESOLVED** that the Annual Governance Statement (Part 1 of the Annual Return) 2024-2025 be approved and signed by the Chair and the Town Clerk.

26. **ACCOUNTING STATEMENTS (Part 2 of the Annual Return)**

Proposed by the Mayor, seconded by Councillor Butler and **RESOLVED** that the Accounting Statements (Part 2 of the Annual Return) 2024-2025 be approved and signed by the Chair and the Responsible Finance Officer.

27. **INVESTMENT REGISTER**

RESOLVED to **NOTE** the balances of the City Council's investments as presented in the report circulated with the agenda.

28. **TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS**

Council **NOTED** the reports as presented and **RATIFIED** the following reconciliations and payments:

- a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS FOR MARCH 2025

Chair of the Finance Committee and Deputy Town Clerk (RFO) to sign the reconciliations as a correct record.

- b) LIST OF PAYMENTS MADE FOR MARCH 2025

- c) LIST OF BARCLAYCARD PAYMENTS FOR MARCH 2025

Councillor Russell left the meeting at 7.05pm

29. **LOCAL GOVERNMENT REORGANISATION**

Council **NOTED** receipt of the Town Clerks report and the briefing from the Deputy Clerk and Councillor Miall who had attended a conference in London on 23/6/25.

Following a lengthy discussion which included comments and updates from the West Sussex County Councillors present at the meeting; Council agreed that they would wait until the position of the new Unitary Authority was clearer as this would likely allow the City Council to have a stronger negotiating position in taking on service delivery areas and assets as required.

They also noted the recommendation by the Chair of the Finance Committee that a reserve be created to provide for the payment of legal fees and other costs of future transactions associated with Local Government Reorganisation (LGR) and that there should be provision for this in the budget.

Council requested that the Devolution Working Group prepare a detailed report on issues and likely costs and to begin to plan for taking on services and assets in 2028.

AGREED that the Town Clerk would write to Chichester District Council to obtain confirmation of their position on asset transfers and car parks.

The Communities Officer joined the meeting at 7.13pm.

Council queried the programme for engagement with the wider community on the subject of LGR and whether the City Council could assist in contacting the residents associations and groups across the city.

Members were advised that consultation was expected to take place in July and August and that it may be necessary to call an extra ordinary Council meeting to ensure the City Council's response was submitted in time.

30. **CITY COUNCIL STANDING ORDERS AND CODE OF CONDUCT**

Council **NOTED** the explanation from the Town Clerk and the reasons for combining the Standing Orders and Code of Conduct document as being to expedite an annual review of the Code of Conduct further to comments made by the Internal Auditor.

31. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Council **NOTED** the report from Councillor Vivian that had been included with his City and District Council reports as circulated with the agenda.

Members were reminded that any reports received after publication of the agenda would be circulated with the meeting minutes.

32. **WARD REPORTS FROM CHICHESTER CITY COUNCILLORS**

Council **NOTED** the report from Councillor Vivian that had been included with his Outside Body and District Council reports as circulated with the agenda.

Councillor Pramas advised that she would be submitting a report and raised an issue concerning residents' fears about safety in relation to school drop-off and pickup when Jesse Younghusband school moved to its new site on Minerva Heights.

Following a short discussion, the Mayor and Councillor Pramas agreed to write to West Sussex County Council highlighting their concerns about pedestrian safety following the move of the school to its new site.

Members were reminded that any reports received after publication of the agenda would be circulated with the meeting minutes.

33. **REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCIL'S WARD MEMBERS**

Council **NOTED** the reports that had been received from West Sussex County Councillor Sharp and Chichester District Councillors Sharp and Vivian.

Members were reminded that any reports received after publication of the agenda would be circulated with the meeting minutes.

34. **QUESTIONS**

None had been received.

35. **PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960**

RESOLVED that the press and public be excluded from the meeting for agenda item 26 due to the nature of the business to be transacted, namely confidential business matters with third parties (corrected from Personnel Matters in the agenda).

West Sussex County Councillors Oakley and Sharp remained in the meeting as members of the Working Group that had prepared the report to be discussed.

36. COMMUNITY SPACE IN THE SOUTH OF THE CITY

Council reviewed the Project Manager's report regarding the proposed location of the new community space in the south of the city and **AGREED** to initiate a project to develop a community centre in Florence Park, exploring the opportunities of working with other community groups to deliver a multi-use facility.

37. COMMON SEAL

RESOLVED that the Common Seal be affixed to any documents necessary to give effect to the resolutions passed at this meeting.

DATE OF NEXT ORDINARY MEETING: 24 September 2025 at 6.00pm

The meeting closed at 7.45pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
29	Letter to be written to Chichester District Council to obtain clarification of position on asset transfers and carparks.	TC
32	Letter to be written to West Sussex County Council to raise concerns about parent/child safety on St Pauls Road following the move of Jesse Younghusband school to the Minerva Heights site.	The Mayor and Councillor Pramas



Chichester City Council

EXTRA ORDINARY MEETING OF COUNCIL

Minutes

Date 8 August 2025

Time 5.30pm – 6.42pm

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

PRESENT: The Mayor, Councillor McHale (SMc), the Deputy Mayor, Councillor Vivian (JV), Councillors Apel (CA), Butler (AB), Chant (RC), Corfield (MC), C Gershater (CG), J Gershater (JG), Knight (SK), Kondabeka (JK), Loxton (SL), Miall (RMi), and Scicluna (AS).

ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk (DTC), Council Services and Support Manager (CSSM), Chichester District Councillor Jonathan Brown (JB), one member of the public

38. APOLOGIES FOR ABSENCE

Apologies were noted from Councillors Moore, Quail, Russell and Squire.

Councillor Pramas was absent.

39. DECLARATIONS OF INTEREST BY MEMBERS OF THE CITY COUNCIL IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING

No declarations were made.

40. LOCAL GOVERNMENT DEVOLUTION IN ENGLAND

Council considered the outlined options being consulted on (single unitary for the whole of West Sussex, or a two unitary model (v1 or v2)) and **AGREED** the following responses to the questionnaire:

Q7 - Council preferred Option 2, v1 (two unitary authorities with Chichester being combined with Arun and Worthing) for the reasons that it would better represent residents and the differing needs of rural and urban communities.

Q8 – Strongly agree.

Q9 – Disagree

Q10 – Yes

Q11 - Council identified the following potential benefits as being most important:

- Easier and quicker access to services - N
- Clearer understanding of who is responsible for what – Y

- More joined up services that work better together – Y
- Better quality services for residents – N
- A stronger sense of local identity and pride – N
- More coordinated strategic planning and infrastructure decisions – Y
- Strengthened community connections and support networks – N
- A stronger voice for West Sussex in national decisions – N
- More ways for residents to get involved in shaping services and decision making – N
- More support for the local economy – N
- Improved access to funding opportunities – N
- Other:
 - Council requested that the response include a paragraph highlighting that the questions were too vague to be able to meaningfully respond to, given the information provided at this stage. It is also not clear what the information being collected will be used for or how it will be represented.

Q12 - Council identified the following risks:

- Council agreed to tick all of the boxes except that I do not have any concerns.

Q13 - Council identified the following services as most likely to benefit from LGR:

- Environmental health & licensing
- Planning & development
- Public Health
- Waste & recycling collections and street cleansing
- Waste management (recycling centres and waste processing)

Council requested that the response include a paragraph highlighting that the question was not factually correct as it included a number of discretionary services that cannot be guaranteed. Council reiterated their concerns regarding the proscriptive nature of the survey which did not leave space for stakeholders to meaningfully engage with their concerns.

- Yes to stay informed
- Yes to participate in future discussions and workshops

SK and JB left the meeting at 18:22

41. **COMMUNITY ASSET TRANSFERS**

Council considered the Town Clerk's report regarding Community Asset Transfers (CATs) from Chichester District Council (CDC) and **RESOLVED** to submit an expression of interest to CDC for land at Florence Park.

Council **RESOLVED** to set aside funds in the budget over the next two years to create a reserve for CATs in the future, with the exact amounts to be decided by the Finance Committee during the budget setting process.

Council **RESOLVED** that CATs should be actively monitored and Council should be prepared to act quickly to submit a competing bid if it was thought that an asset would be best served by the stewardship of the City Council.

Council **AGREED** that Councillors would review the list of assets on the CDC list to identify the assets that they thought should be owned by the City Council and to submit them to the Devolution Working Group for further consideration.

42. COMMON SEAL

RESOLVED that the Common Seal be affixed to any documents necessary to give effect to the resolutions passed at this meeting.

DATE OF NEXT ORDINARY MEETING: 24 September 2025 at 6.00pm

The meeting closed at 6.42pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to:
40	Submit City Council responses to Local Government Devolution engagement form	Town Clerk
41	Review CDC list of potential Chichester community assets for transfer	All City Councillors
42	Call a meeting of the Devolution Working Group to review Councillor community asset proposals and compile the City Council's preferred list.	Town Clerk



Chichester City Council

PLANNING AND CONSERVATION COMMITTEE

Minutes

Date Thursday 19 June 2025

Time 4.00pm – 5.15pm

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

PRESENT: Councillors Butler (AB), Vivian (JV), Chant (RC) and Russell (NC).

ALSO IN Town Clerk (TC), Planning Advisor (PA), Communications, Civic and Council
ATTENDANCE: Support Officer (CCCSO),

4. ELECTION OF CHAIR FOR 2025-2026

Proposed by RC, seconded by AB, JV was nominated as Chair.

Decision: JV was elected as the chair for the 2025-2026 term.

5. APPOINTMENT OF VICE-CHAIR FOR 2025-2026

Proposed by RC and seconded by JV, AB was nominated for the position of Vice-Chair

Decision: AB was appointed as Vice-Chair for the 2025-2026 term.

6. TO NOTE THE RESIGNATION OF MEMBER FROM THE COMMITTEE

The committee noted the resignation of Councillor Corfield from the committee.

7. WELCOME NEW MEMBER OF THE COMMITTEE

The committee welcomed Councillor Russell. Proposed by RC and seconded by AB. NR was nominated to be appointed to the committee.

Decision: NR was appointed as to the committee.

8. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors McHale and Gershater.

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

No declarations of interest were made by members of the committee.

10. **MEETING TIMES FOR PLANNING AND CONSERVATION COMMITTEE**

The committee agreed to adopt the report recommendations in the Town Clerks report regarding meeting frequency and to extend the scheme of delegation to allow the planning officer to submit comments in urgent cases.

Decision: Meeting times for the Planning and Conservation Committee will remain at 4 pm.

Decision: The meeting schedule will remain at 4 weeks, with the scheme of delegation extended to allow the Planning adviser to submit comments in urgent cases.

11. **MINUTES OF THE PLANNING AND CONSERVATION COMMITTEE MEETINGS HELD ON 24 APRIL 2025 and 22 MAY 2025**

The minutes of the Planning and Conservation Committee meetings held on 24 April 2025 and 22 May 2025 were agreed upon and signed as a correct record.

Decision: The minutes of the Planning and Conservation Committee meetings held on 24 April 2025 and 22 May 2025 were approved and signed as a correct record.

12. **UPDATES ON ACTIONS FROM PREVIOUS MEETINGS**

The committee noted that all actions from previous meetings had been completed.

13. **APPLICATIONS FOR PLANNING PERMISSION**

CC/25/00224/FUL - Case Officer: Rebecca Perris Central Taxis Station Approach Chichester West Sussex Conversion of existing Sui Generis taxi rank into Sui Generis bar/cafe with 3m x 8.8m louvred extension and associated works, with late night operating licence.

Chichester City Council has **NO OBJECTION** to the application, subject to appropriate quality materials and finishes. However, clarification should be sought regarding use of the parking spaces to the west of the building which are included in the red line site area. Parking should be retained where possible.

CC/25/00997/LBC: Chichester City Council, The Council House, North Street, Chichester Replacement of base fixings for existing rooftop safety railings and associated works. & CC/25/00608/FUL The Council House, North Street, Chichester West Sussex Erection of a sculpture comprising two life size figures on a plinth (temporary permission for 5 years) - (variation of Condition 1 of Planning Permission CC/20/00902/FUL - to allow the sculpture to remain in place for additional 12 months).

The committee **NOTED** two applications from the City Council

14. NEW PLANNING ITEMS RECEIVED SINCE PUBLISHING OF AGENDA

CA left the meeting at 16:43 pm and rejoined at 16:50 pm.

The committee considered two additional applications and resolved as follows:

CC/25/01017/FUL - The Tannery, 63, 65 And 65A Westgate Chichester West Sussex
Decontamination remediation including the removal of buildings and trees from the site and a subsequent residential development for 28 new homes (Use Class C3) creation of new vehicular access, open space, landscaping and associated works.

NO OBJECTION. Chichester City Council supports the principle of the de-contamination and re-use of this disused brownfield site, within the settlement boundary, for housing, which would contribute to local housing need and the 5-year housing land supply.

However, the following areas of concern are raised:

- The loss of the locally listed historic cottages and gate to the front of the site and the Managers House, with its attractive architectural detailing, is regrettable, however the remediation options report is noted.
- The central section of the apartments is proposed in white brick with windows which don't fill the whole space between the reveals. White render would be more in keeping. The windows should be regular in proportions and spacing across this part of the frontage, and the windows should fill the whole of the inset space between the reveals and should not be overly large.
- The apartments lack play space for children. The public open space on site is limited and not connected to the apartment building.
- The linear open space along the edge of the site with path along the Lavant, behind the new houses, is very narrow and lacks natural surveillance and legibility as public space, which may encourage unsocial behaviour and discourage the use and enjoyment of it.
- The proposal falls slightly short of the WSCC parking requirements, with 39 provided against a requirement of 42. It is noted that the 4-bed dwellings each have 5 or 6 possible bedrooms (including upstairs 'study' and 'den' rooms), and the 3-bed dwellings have a large 'den'/bedroom 4 on the second floor. If occupied as HMOs or otherwise by several drivers, there may be a lack of parking at the site. Consideration should be given to removing any permitted development rights in respect of using the dwellings as HMOs if the parking requirements cannot be met.
- The dwellings should be open to occupation by any age of resident and not restricted (e.g. to the over 60s).
- Affordable housing should be provided if there is viability to do so.

CC/25/01088/FUL - Drill Hall East Row Chichester West Sussex
Conversion of former MoD army cadet hall (sui generis) to mixed commercial and residential use - comprising 1 no. residential (Class C3) unit on upper floor and craft and makers workshop and studio space (Class E) on ground floor. External alterations. Replacement of existing 1 no. rifle range building with a new single storey 1 no. building for additional studio space.

Chichester City Council has **NO OBJECTION** to the application, subject to Conservation Officer approval of replacement single storey building, and details of replacement windows and doors.

15. NET ZERO MATTERS

The Clerk updated the committee on the report. RC asked if anything had happened to bring forward the creation of an Environment Forum. The Town Clerk advised that no new requests had come forward. If the committee is minded establishing an environment forum, officers will support it.

16. ENFORCEMENT MATTERS

None

17. TRAFFIC ISSUES

SID sites had been approved by WSCC in St James Road and New Park Road. We are still struggling to find a location in Orchard Street and are investigating sites in Sherbourne Road subject to WSCC approval.

18. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

None

19. DATE OF NEXT ORDINARY MEETING

The next ordinary meeting is scheduled for Thursday, 17 July 2025 at 4pm.

The meeting closed at 5.15pm.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
10	Update the Committee schedule for the Council Year to reflect the agreed times and dates.	Officers
13 & 14	Submit comments from the committee to Chichester District Council	PA



Chichester City Council

PLANNING AND CONSERVATION COMMITTEE

Minutes

Date Thursday 17 July 2025

Time 4.00pm – 4.57pm

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

PRESENT: Councillors Butler (AB), Chant (RC), C Gershater (CG) and Vivian (JV).

EX-OFFICIO: The Mayor, Councillor McHale.

ALSO IN ATTENDANCE: Town Clerk (TC), Planning Advisor (PA), Communications, Civic and Council Support Officer (CCCSO), West Sussex County Councillor Sarah Sharp, West Sussex County Council Water Champion Louise Barneston, Chris Purdy and Harry Groucott of MH Architects for the application 25/00559/FUL

20. APOLOGIES FOR ABSENCE

There were no apologies received.

Cllr Russell was absent

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

No declarations were made.

22. PROPOSAL FOR INSTALLATION OF A BENCH AT BUS STATION (52/53 SERVICE TO WITTERINGS)

Cllrs considered the request for a bench at the Bus Station from residents in Stockbridge Road. The bench would be placed on the pavement in front of the Stagecoach Offices under the roof canopy to keep residents dry in inclement weather.

Committee **RESOLVED** to proceed with purchase and installation of a bench up to maximum cost of £1,500, with the stipulation that the bench be installed in such a manner that it can be repurposed in a new location if required.

23. **INTRODUCTION OF WATER CHAMPION – PARISHES & COMMUNITIES FOR THE WESTERN SUSSEX RIVERS TRUST**

Louise Barnetson from the Western Sussex Rivers Trust introduced the Water Champions scheme, part of the Downs to the Sea project, aimed at empowering parish councils and communities to protect their local water environments. She highlighted that most of our drinking water comes from chalk aquifers, which also feed rivers like the Lavant—making water conservation critical.

Key concerns include reducing chemical use, keep pets treated with insecticides away from open water areas to prevent chemical contamination, and promoting water butts over hosepipes. Louise emphasised the need for better water quality monitoring, noting high phosphate and nitrate levels in the Lavant due to sewage infiltration. The Trust monitors various indicators including turbidity, temperature, and biodiversity.

They offer support for flood prevention, waste management in public buildings, and access to Operation Watershed funding. A litter pick and a tour of the Fordwater Wastewater Treatment Works are upcoming. The Trust's work complements the under-resourced Environment Agency, helping build a community of change.

24. **MINUTES OF THE PLANNING AND CONSERVATION COMMITTEE MEETING HELD ON 19 JUNE 2025**

Committee **APPROVED** and signed as a correct record the minutes of the Planning and Conservation Committee meeting held on 19 JUNE 2025.

25. **UPDATES ON ACTIONS FROM THE PREVIOUS MEETING**

To note the completion of the following actions:

Minute 10 - Officers to update the Committee schedule for the Council Year to reflect the agreed times and dates.

Minute 13 & 14 – Officers to submit comments from the committee to Chichester District Council

26. **APPLICATIONS FOR PLANNING PERMISSION**

CC/25/00559/FUL - The Atrium Southern Gate Chichester West Sussex

The Atrium developer attended to present revisions addressing concerns from the original design. Key changes include reducing the visual impact of balconies and adding screening for improved privacy and aesthetics.

They're actively exploring enhancements to the sedum roof, aiming to incorporate more planting and green features such as living walls. Plans also include installing solar panels on the flat roof to boost sustainability.

All green infrastructure—roofs and walls—will feature built-in irrigation systems, maintained by the building's management company.

The committee welcomed the updates but agreed to **DEFER** any decisions until the revised plans are formally submitted.

CC/25/01355/FUL - The Atrium Southern Gate Chichester West Sussex

Chichester City Council has **NO OBJECTION** to this application.

CC/25/01408/FUL - Land South of Chichester Enterprise Centre Terminus Road
Chichester West Sussex

Chichester City Council has **NO OBJECTION** to this application.

27. **NEW PLANNING ITEMS RECEIVED SINCE PUBLISHING OF AGENDA**

CC/25/01629/OBG - Graylingwell Hospital College Lane Chichester West Sussex
Partial discharge of obligation set out in Schedule 1, Paragraph 8.3 (in relation to
Havenstoke Park Sports Pitches only) of section 106 agreement dated 21 March 2018
for planning permission 14/01018/OUT.

Chichester City Council noted the above application. **NO COMMENT**.

28. **NET ZERO MATTERS**

Update on the autumn Environment Event will be brought back to the August meeting.

29. **ENFORCEMENT MATTERS**

No new enforcement items.

30. **TRAFFIC ISSUES**

Advised that the meeting to discuss the 20mph scheme at West Sussex County
Council due to take place next week has had to be cancelled due to officer capacity at
West Sussex County Council– we are awaiting a revised date. Advise CA that meeting
has been cancelled.

Councillors requested that the SID schedule be shared with them.

31. **ITEMS TO BE INCLUDED ON THE NEXT AGENDA**

- Results from Water Quality research (for follow up in 6 months time).
- Invite CDC Climate Change Officer to present at the next meeting.
- Pavements Steering Group update
- Environment Community Event update

32. **DATE OF NEXT ORDINARY MEETING**

DATE OF NEXT ORDINARY MEETING: Thursday 14 August 2025

The meeting closed at 4.57pm.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
22.	Initiate planning for the installation of a bus stop at the Bus Station.	Officers
26 & 27.	Submit comments from the committee to Chichester District Council	PA
28.	Progress planning for the Environment Community Event and prepare a report for Committee review.	Officers
30.	Inform Councillor Apel of the cancelled meeting	Officers
30.	To share SID schedule with Councillors via City Council Intranet.	Officers
31.	To include items on the next Planning and Conservation Agenda	Officers



Chichester City Council

PLANNING AND CONSERVATION COMMITTEE

Minutes

Date Thursday 14 August 2025

Time 4.00pm – 5.12pm

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

PRESENT: Councillors Butler (AB), Vivian (JV), Russell (NR)

EX-OFFICIO: The Mayor, Councillor McHale.

ALSO IN ATTENDANCE: Town Clerk (TC), Planning Advisor (PA), Communications, Civic and Council Support Officer (CCCSO), Councillor Apel (CA), Councillors Simon Oakley and Sarah Sharp of West Sussex Country Council, Representatives from Henry Adams Planning Department, Representative from Whyke Residents Association and 10 members of the public.

33. APOLOGIES FOR ABSENCE

Cllr Chant and Gershater sent their apologies.

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

No declarations were made.

35. CHAIRMANS ANNOUNCEMENTS

The Chairman noted the news that former Mayor John Hughes had passed away today following a long illness and expressed his condolences to Mr Hughes' family.

36. ELECTION TO FILL VACANCY ON COMMITTEE

Committee **RESOLVED** to appoint CA to the Planning and Conservation committee

37. MINUTES OF THE PLANNING AND CONSERVATION COMMITTEE MEETING HELD ON 17 JULY 2025

Committee **APPROVED** and signed as a correct record the minutes of the Planning and Conservation Committee meeting held on 17 JULY 2025.

38. **UPDATES ON ACTIONS FROM THE PREVIOUS MEETING**

Committee noted the completion of the following actions:

Minute ref:

22 - Initiate planning for the installation of a bus stop at the Bus Station.

26 & 27 - Submit comments from the committee to Chichester District Council.

28 - Progress planning for the Environment Community Event and prepare a report for Committee review (to be discussed item 7).

30 - Inform Councillor Apel of the cancelled meeting. Officers

30 - To share SID schedule with Councillors via City Council Intranet (report attached).

31 - To include items on the next Planning and Conservation Agenda.

39. **APPLICATIONS FOR PLANNING PERMISSION**

CC/25/01681/FUL - 90 Whyke Lane Chichester West Sussex PO19 7PD

During the meeting, councillors raised several concerns regarding parking and social housing provisions. Councillors also noted the lack of outdoor amenity space and questioned whether this could lead to antisocial behaviour. They also raised concerns about the absence of storage for bicycles and other items, the difficulty of vehicle turning in the narrow cul-de-sac, and the overall size and quality of the proposed flats

Representations were received from both residents and the developer, outlining the following points:

Representative of Henry Adams, for the applicant, acknowledged concerns raised by residents regarding the proposed development. He clarified that although flood risk maps have recently expanded flood zone 3, a detailed Flood Risk Assessment confirms the specific site lies outside this zone, negating the need for a sequential test. The drainage scheme has been designed accordingly, separating surface and foul water to reduce nutrient neutrality impacts. The proposal is sympathetic to the Conservation Area, includes noise mitigation measures, and considers parking needs, noting the site's sustainable location where car use is not essential. The development will provide six one-bedroom units for the open market, and is supported by CDC housing officers

Residents voiced several concerns about the proposed development, including the safety and practicality of construction traffic and deliveries due to the narrow width of Whyke Lane. They expressed worries about overdevelopment, the impact on the character and features of the conservation area, and insufficient parking. Additional issues included potential damage to existing trees and hedgerows, a perceived lack of transparency in the CDC's planning process, and the absence of outdoor space, which they feared could lead to antisocial behaviour. Residents also highlighted the lack of storage for items like bicycles, difficulties with vehicle turning in the narrow cul-de-sac, and concerns about the size and overall quality of the proposed flats

Chichester City Council **OBJECTS** the application.

- Concern is raised that the site is within Flood Zone 3.
- The area has a significant existing problem of under-provision of parking. The proposal fails to provide the required 3.6 parking spaces. Though this is a small deficit numerically, its effect, particularly when considered cumulatively with that of other recent developments in the area, as well as the possible resultant loss of existing parking spaces to the front of the proposal property, would likely result in a severe impact on highway safety due to the position of the property and the scale of the existing problem. The site is at the end of the road where cars and large vehicles need sufficient space to turn. Additional parking in this area would be detrimental to highway safety and to the amenity of local residents.
- Should the application be approved, a Construction Management Plan should be provided detailing how the construction process would be safely managed.
- The site is within the Conservation Area, a designated heritage asset, wherein proposals should preserve or enhance the character and appearance of the area. It is considered that the proposal would harm the character and appearance of the Conservation Area by reason of its scale, mass, bulk and design.
- Due to the close proximity of the railway line, advice should be sought from Environmental Health in relation to the noise levels for future occupants.
- It is considered that the proposal for six units on a plot of this size, in this area, is overdevelopment, particularly having regard to the footprint, mass and bulk of the building in relation to the plot size, and the resultant lack of space for sufficient on-site parking, which is essential in this area. Should the LPA consider that the principle of intensifying the use of this site is appropriate, consideration should be given to a smaller scale development of fewer units, where the parking standards can be met as a minimum.
- It is noted that the proposal meets only the minimum technical space standards for one-person, one-bedroom properties and that the shared outdoor amenity space is limited, considering it would need to serve six households. Consideration should be given to the provision of fewer, larger units, with adequate internal space, adequate outside amenity space, and adequate parking on site for the future residents and their visitors to enjoy.

25/00559/FUL - The Atrium Southern Gate Chichester West Sussex

The applicant presented updates to the Southern Gateway Atrium scheme during the planning committee meeting, highlighting modifications made to enhance the building's appearance and address concerns raised by planning officers at CDC. These changes included the introduction of Corten steel for the facing panels to improve the visual quality of the structure, additional screening on rear balconies to protect the privacy of neighbouring properties, and a reduction in the size of the screens on the rear terraces. Furthermore, the applicant confirmed the retention of obscured glass up to 1.7 metres in height on unscreened south-facing windows to minimise overlooking of homes in Canal Place.

On the basis of the amended plans, the City Council's **OBJECTION IS WITHDRAWN**. The bank of mature trees along the southern boundary of the site should be retained for its amenity, privacy and biodiversity value.

Windows not screened by 1.7m privacy screens should retain their obscure glazing to preserve the privacy of the properties to the south.

40. **NEW PLANNING ITEMS RECEIVED SINCE PUBLISHING OF AGENDA**

25/01429/FUL & 25/01430/LBC - 23 & 24 North Street, Chichester
Chichester City Council has **NO OBJECTION** to the above applications.

41. CHICHESTER DISTRICT COUNCIL LOCAL PLAN UPDATE

PA reported that Chichester District Council is now in the final stages of adopting the Local Plan.

The Committee had no comments at this stage.

A Special Council Meeting at Chichester District Council is scheduled for Tuesday, 19th August 2025, to formally adopt the Local Plan.

42. NET ZERO MATTERS

A meeting has been held with the Climate Change Officer at Chichester District Council. The current proposal is to organise a climate-focused event, scheduled to take place on 18 March 2026.

SMH has agreed to participate in the All-Parishes meeting hosted by Chichester District Council on Monday, 13 October 2025 at 5:00 PM, to be held at East Pallant House.

43. PAVEMENT STEERING GROUP UPDATE

JV declared an interest arising from their role as a District Council Ward Member.

A meeting is scheduled for Wednesday, 20th August 2025, to review the latest iteration of the design plans.

Officer-level meetings have taken place this week, during which outstanding concerns were raised regarding the current proposals, including:

- Insufficient seating provision in key locations
- Lack of in-ground tree planting
- Concerns about the effectiveness of wayfinding proposals

Final designs are yet to be confirmed.

44. ENFORCEMENT MATTERS

No new items at this stage.

45. TRAFFIC ISSUES

The Town Clerk reported that feedback is still awaited from West Sussex County Council regarding the proposed additional locations for Speed Indicator Devices (SIDs).

46. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

- Pavements update
- Local Plan update

47. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: Thursday 11 September 2025

The meeting closed at 5.12pm.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
39 & 40	To submit comments from Committee on planning applications to Chichester District Council.	Officers
42	To place this event in the Mayor's Diary.	Officers
46	To include items on the next Agenda of the Planning and Conservation Committee Meeting.	Officers



Chichester City Council

PLANNING AND CONSERVATION COMMITTEE

Minutes

Date Thursday 11 September 2025

Time 4.00pm – 5.14pm

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

PRESENT: Councillors Butler (AB), C Gershater (CG), Apel (CA) and Chant (RC)

EX-OFFICIO: The Mayor, Councillor McHale.

ALSO IN ATTENDANCE: Town Clerk (TC), Planning Advisor (PA), Communications, Civic and Council Support Officer (CCCSO), Councillor Vivian (via Teams), Steve Hill and Simon Oakley of WSCC and 1 member of the public

48. APOLOGIES FOR ABSENCE

Cllr Russell and Vivian (via Teams) sent their apologies.

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

- The Mayor declared that they were friends with the owners of 24 West Street
- Cllr Chant declared that they were the Vice Chair of the Licensing Sub-Committee at Chichester District Council and that they would therefore not participate in the item related to Street Trading Consent items.

50. PROPOSAL FOR NEW BUS SHELTERS ON ROUTE 51

Steve Hill from West Sussex County Council addressed the Committee regarding a proposal to establish a working group to look at locations for installing new bus shelters along Route 51. The initiative will be funded through the Bus Service Improvement Plan (BSIP), which supports enhancements to public transport infrastructure.

Once installed, any shelters located within the Parish boundaries will become the responsibility of the City Council for ongoing maintenance and management.

Committee **RESOLVED** that they would like to join the Working Group and work with West Sussex County Council to identify suitable sites and would take on ongoing maintenance for any new shelters installed.

SMH and CA **AGREED** to join the working group.

51. **PUBLIC QUESTIONS**

There were no questions received in advance of the meeting

52. **MINUTES OF THE PLANNING AND CONSERVATION COMMITTEE MEETING HELD ON 17 JULY 2025**

Minutes were **APPROVED** and signed as a correct record

53. **UPDATES ON ACTIONS FROM THE PREVIOUS MEETING**

Committee noted that all actions had been completed

54. **APPLICATIONS FOR PLANNING PERMISSION**

Committee considered planning

CC/25/01956/FUL - 24 West Street Chichester West Sussex PO19 1QP

Chichester City Council has **NO OBJECTION** to the above application.

55. **NEW PLANNING ITEMS RECEIVED SINCE PUBLISHING OF AGENDA**

The committee noted the new Tree Perseveration Order that had been issued for Windsor Road

56. **CHICHESTER DISTRICT COUNCIL ADOPTS LOCAL PLAN**

Committee **NOTED** the adoption of the Local Plan by Chichester District Council and the summary of the main changes and their implications for the City.

A member of the public asked what the plan was with regards to the Neighbourhood Plan now that the Local Plan had been adopted.

It was explained that the City Council had resolved not to proceed with the plan at this stage due to various uncertainties regarding Local Government Reorganisation, the urgent need to start developing a new Local Plan to meet revised housing targets and the lack of an obvious policy gap or positive purpose that the Neighbourhood Plan needed to address.

The member of the public asked if there was there any intention to take the Neighbourhood Plan forward?

The Chair advised that at the moment there was no intention to prioritise resources on progressing a neighbourhood plan.

TC noted that the Planning Consultant had advised the City Council that, in the absence of a clearly demonstrated need for the Neighbourhood Plan, it would not be in the Council's best interests to proceed with the project.

The member of public requested that the City Council update the Neighbourhood Plan page with the latest news and publish the report from Steve Tilbury consulting.

57. **STREET TRADING CONSENT APPLICATIONS**

The committee **NOTED** the following applications

1. CHICHESTER CROSS MARKET & MORE – Sunday 12th October 2025 & Sunday 22nd March 2026 (10am until 4pm)

2. CHICHESTER FESTIVE MARKETS – Saturday 6th & Sunday 7th December 2025 and Saturday 13th & Sunday 14th December 2025

58. **NET ZERO MATTERS**

No new updates

59. **ENFORCEMENT MATTERS**

No new items at this stage.

60. **TRAFFIC ISSUES**

The Committee **NOTED** the officers report and the costs of the SID devices.

Committee **AGREED** to recommend financing that the additional brackets be purchased at a cost of £400.00.

61. **REVIEW OF CURRENT COMMITTEE TERMS OF REFERENCE AND DELEGATION ARRANGEMENTS**

The Committee then reviewed the current Terms of Reference and Scheme of delegation and made the following recommendations: That they **SUPPORT** the recommendation for Public Realm to be moved in to Planning and Conservation committee.

2) the Committee reviewed the scheme of delegation and **RECOMMENDED** that it be updated to allow delegated responsibility for expenditure on items within its delegated scheme of authority that were within agreed annual budgets.

3) The Planning advisor proposed some additional changes to the Officers scheme of delegation were required to reflect our current working practices, which would be considered further at the October meeting.

62. **COMMITTEE BUDGET FOR 2026/27**

The committee reviewed their anticipated budget requirements for 2026/27 and proposed that the following requests should be made to the finance committee:

- Asset replacement allocation for SID devices - £2k
- Community Highway Scheme projects - £50k
- Public realm items - £30k
- Bus Shelters - £15k
- Net Zero - £2.5k
- Environment - £2.5k

63. **ITEMS TO BE INCLUDED ON THE NEXT AGENDA**

- Budget
- Neighbourhood Plan

64. **DATE OF NEXT ORDINARY MEETING**

DATE OF NEXT ORDINARY MEETING: Thursday 9 October 2025

The meeting closed at 5.14pm.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
50.	To provide details of Councillors attending the Bus Shelter Working Group to Steve Hill	Officers
54 & 55	To submit comments from Committee on planning applications to Chichester District Council.	Officers
56.	To update the Neighbourhood Plan web page including the report from Steve Tilbury	Officers
60.	Pass on recommendation to purchase of additional SID brackets to Finance Committee.	Officers
61	Update Committee Terms of Reference and Delegation Arrangements	Officers
62	Consider items for draft of Planning and Conservation Committee Budget.	Officers
63	To include items on the next Agenda of the Planning and Conservation Committee Meeting.	Officers



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



Chichester City Council

MINUTES OF COMMUNITY AFFAIRS COMMITTEE

Date Thursday 4 September 2025

Time 5:30 PM -- 8:30 PM

Location Council Chamber

PRESENT: Cllrs Sarah Quail (SQ), Clare Apel (CA), Judy Gershater (JG), Rhys Chant (RC), Shiva Knight (SK), Sean McHale (SMH), Joanne Kondabeka (JK)

IN ATTENDANCE: Robert Miall (RMI), Nicholas Russell (NR)

ALSO IN ATTENDANCE: Council Services and Support Manager (CSSM), Deputy Town Clerk (DTC), Communities Officer (CO), Town Clerk (TC)

ALSO PRESENT: WSCC Cllr, Simon Oakley, 13 members of the public

CA2025/1. APOLOGIES FOR ABSENCE

Cllr Moore was absent

CA2025/2. DECLARATIONS OF INTEREST

- SQ declared an interest in the Women's History Group.
- JK declared an interest as a Trustee of St John's Trust.
- RC declared an interest in Kitchen Sink Productions, which hires space from Jam Café.
- CA declared an interest as a Trustee of Stonepillow.

CA2025/3. PUBLIC QUESTIONS

There were no questions from the public pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025).

CA2025/4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made several announcements regarding upcoming events and meetings:

- £500 was given to the Creative Beatz event held in the College grounds in July.
- Thanks were extended to staff for their efforts in organising the Gala.
- A vote of thanks was proposed for Helen Marshall (Chichester BID) as she steps down as CEO of the BID.
- The Chairman advised that a new meeting management system was being used and asked for patience with any technical problems.



Chichester City Council

- The next arts forum will be held on 18th September at 6pm in the Council House.

CA2025/5.

REPORTS FROM PREVIOUS GRANT RECIPIENTS

The committee noted the reports received from the following groups:

CA2025/5.1.

UPDATES FROM SMALL COMMUNITY GRANT RECIPIENTS

Reports were received from Kitchen Sink Productions, Citizen's Advice Bureau, My Sisters' House, and Parklands Residents' Association.

CA2025/5.2.

ANNUAL REPORT FROM LARGE GRANT RECIPIENTS - HOMESTART

Lois Holman from Homestart presented the annual report, highlighting the achievements and challenges faced by the organisation over the past year. Key points included:

- 48% of families they work with are from the City.
- They have a funding gap this year, so the continuing funding is greatly appreciated.
- Many of the families they work with are lonely, isolated, and lack confidence in their parenting skills.
- They offer a number of family groups in the area and home visits.
- They have started providing more specialised care via the Solihull parenting method, which helps parents understand their children's behaviour.
- They have been part of a research project looking at how this can help parents improve their confidence.
- They have started a baby group and employed a new playworker and will be launching a new scheme to help parents prepare their pre-school children for starting primary school.

A councillor asked if the location of families they were working with had changed on previous years. Lois Holman advised she would look at the previous years' data and report back to the Council.

CA2025/5.3.

ANNUAL REPORT FROM LARGE GRANT RECIPIENTS - CHICHESTER FESTIVAL

Simon O'Hea and Mark Elliott from Chichester Festival presented the annual report, showcasing the cultural enrichment provided by the festival to the local community. Key points included:

- Funding has allowed them to support the festival, which is largely community-based.
- It has helped to keep entry costs low and has given confidence to plan for the future and invest in better back-end systems.
- The grant has enabled a new website to be developed and refined to support the delivery of the festival and ensure it is sustainable for the future.



Chichester City Council

Councillors asked if people were booking late this year. There were a lot of last-minute bookings, which is quite common and seems to be a trend. Making on-the-door tickets more extensive seemed to make no difference.

CA2025/5.4.

ANNUAL REPORT FROM LARGE GRANT RECIPIENTS - CHICHESTER FRINGE

Simon O'Hea and Andrew Bailey from Chichester Fringe presented their annual report, detailing the various performances and community engagement activities conducted throughout the year. Key points included:

- The continuing funding has helped them to meet their development goals and to start a development grants programme.
- Surplus funds will be used to cover increasing costs and to develop some shows using the space at the CFT Nest.
- They are considering developing an app and expanding the commissioning grants.
- The grant has allowed them to do things that other fringes can't, such as not charging performers to take part and sharing income and profits with the performers.

CA2025/6.

PRESENTATIONS FROM NEW GRANT APPLICANTS

New grant applicants presented their proposals to the committee, outlining their plans and the anticipated impact of the grants on their projects.

CA2025/6.1.

CHICHESTER WOMEN'S HISTORY GROUP

Francesca Tambling gave a presentation on the work of the Chichester Women's History Group (CWHG) and their project to have a statue of Chichester women's suffrage campaigner Madge Turner erected. Key points included:

- A touring exhibition has been displayed around the City, and a series of monthly talks are being held which are well attended.
- The project is a partnership between CWHG, Sanctuary, My Sisters' House, and Stonepillow.
- The project will work with beneficiaries of the charity partners to develop a piece of community artwork to bring the flag on the statue to life.
- 12 workshops will be run to develop art for the flag, which will then be scanned and 3D printed to make the final flag on the statue.
- The project will create the flag design, which will be cast into bronze. Children will also be used to create the flowers at the base of the statue plinth.
- The artwork will also be toured and there will be a website explaining the significance of the artwork.
- The project will create a lasting legacy and is already resulting in new connections.



Chichester City Council

Questions and answers:

- Q: Have you got a location for the statue? A: That is still off in the future and TBC – the flag project stands alone in its own right as a discrete piece of artwork, which can be displayed and toured regardless of if the final statue is cast.
- Q: Is the bid for all four charities? A: That's correct – it is a bid from all four groups to deliver a wider scheme and project. The plan is to apply for funding to the Arts Council for later phases of the project.
- Q: Is each charity asking for £2k equally and what does it cover? A: Yes, this is enough to allow them to combine resources and work together to deliver the project in a more efficient and cost-effective way.

CA2025/6.2.

CREATIVE BEATZ

Sarah Collins gave a presentation on Creative Beatz, a charity based at Jam Café supporting young people into education and work. Key points included:

- They provide alternative provision for children out of mainstream education as well as a drop-in space for local children after school.
- They offer opportunities to develop and grow in the arts – a platform for getting into industry and work.
- They are applying for funding to help with core costs such as staffing, resources, etc.

Questions and answers:

- Q: How much funding was applied for? A: £5k per year.
- Q: What is the reach and depth of the provision? A: Young Peoples Shop project every Wednesday – provide Beats & Bass night at the Boys Club every week. They work with local schools to provide music classes in schools – the café offers a space where these opportunities can be expanded and further developed. Jam Café provides a safe space in the City for young people to drop in and find support when needed.

CA2025/7.

MINUTES OF THE PREVIOUS MEETING

Decision: The minutes of the previous meeting held on 4 June 2025 were approved and signed as a correct record.

CA2025/8.

UPDATE ON ACTIONS FROM PREVIOUS MEETING

Updates on actions from the previous meeting were provided, indicating that all agreed actions had been completed..

CA2025/9.

COMMUNITY OFFICER UPDATE

The Community Officer provided an update on recent activities and initiatives. The committee noted the officer's report and requested that the charity shadowing be reported back to the Voluntary Sector Working Group. The Mayor advised that he was hosting a charity murder mystery evening on 1st November 2025.



Chichester City Council

CA2025/10.

EVENTS UPDATE

The committee received the following updates:

CA2025/10.1.

GALA 2025 REPORT

The Gala 2025 report was presented outlining the final costs. The Mayor requested that it be minuted that the event was a huge success and was very well organised. Music throughout the day was appreciated. The cost of delivering the event was just over £13k. The committee noted thanks to Claire and Tim for all of their work.

CA2025/10.2.

CHRISTMAS 2025 UPDATE

The committee considered the proposals for Christmas 2025 and resolved to support the allocation of £6,700 from the events budget to deliver the lighting installation at the Cathedral.

Decision: The committee resolved to support the allocation of £6,700 from the events budget to deliver the lighting installation at the Cathedral.

CA2025/11.

POLICING AND SECURITY IN THE CITY

The committee received the following updates:

CA2025/11.1.

COMMUNITY WARDENS

Reports from the Community Wardens were noted, highlighting their efforts in maintaining safety and security in the city. The committee also met the new City Centre Community Warden, Dawn White, who introduced herself to the committee. Dawn has been a warden for 16 years, previously in Tangmere and Oving and then in the Witterings. She is familiarising herself with the City and will be in post from 24th September 2025. The committee requested that a meeting be arranged with the Police to discuss security concerns in the City.

Task: Arrange a meeting with the Police to discuss security concerns in the City. @Clerk

CA2025/11.2.

BID AMBASSADORS

Reports from the BID Ambassadors were reviewed, detailing their activities and contributions to the city's security and business environment. Helen Marshall thanked the committee for their kind words and support in addressing known issues in the City.

Ambassadors are increasingly reporting seeing knives being carried by people they interact with. Shoplifting is still a major challenge and intimidation is becoming worse. Anti-social behaviour has improved at Cathedral Green but is being displaced to other areas. Councillors asked what the issues were with illegal traffic redirection – Helen explained that this was safely marshalling lost vehicles through the pedestrian precinct. Natasha McLeod introduced herself as the new BID Chief Executive and advised she was looking forward to working with the City Council.

CA2025/12.

TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS



Chichester City Council

Reports were received from Friends of Chartres, Friends of Ravenna, Friends of Speyer, Friends of Valletta, and Chichester Tree Wardens. The committee noted the valuable contributions of these groups to the community and expressed their appreciation for their efforts.

CA2025/13.

COMMUNITY ASSET REGISTER

The committee agreed the following venues should be nominated for inclusion on the Community Asset Register, as per Minute Reference 28 from the Community Affairs Meeting on 4 September 2023:

- 12th Chichester Scout Hut,
- Bartholomews/Chichester Arts Centre,
- Clay Lane Sports Club,
- Parklands Green Pavilion.

The committee requested that the Devolution Working Group look at acquiring the land in front of the scout hut if possible.

Decision: The committee approved the nomination of the venues for inclusion on the Community Asset Register.

Task: Submit nominations to CDC @Communities Officer

Task: Add land in front of Scout Hut to next Devolution Working Group agenda. @Clerk

CA2025/14.

ANNUAL REVIEW OF COMMITTEE POLICY DOCUMENTS

The committee reviewed the following policy documents:

CA2025/14.1.

COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION

The terms of reference and scheme of delegation were reviewed. The committee recommended that the delegated responsibility for Civic Awards be returned to full council, that oversight for flower beds, hanging baskets and other City Centre amenities be transferred to the Planning & Conservation Committee, and that the committee numbers be amended to remove the maximum limit with no less than a third of members constituting a quorum.

Decision: The committee recommended that the delegated responsibility for Civic Awards be returned to full council.

Decision: The committee recommended that oversight for public realm amenities be transferred to the Planning & Conservation Committee.

Decision: The committee recommended that committee numbers be amended to remove the maximum limit with no less than a third of members constituting a quorum.

Task: Add recommended changes to committee terms of reference and scheme of delegation to next full council agenda. @Clerk

CA2025/14.2.

COMMUNITY GRANTS POLICY



Chichester City Council

The committee discussed proposed changes to the current grant guidelines. The primary focus was on clarifying the position regarding grant applications from schools and the requirements for joint grant applications from two or more organisations.

Decision: Authority was delegated to officers to make the necessary changes to the grant guidelines, clarifying the position regarding grant applications from schools and the requirements for joint grant applications from two or more organisations.

Task: Make necessary changes to grant guidelines. @Communities Officer

CA2025/14.3. CRITERIA FOR ANNUAL AWARDS AND FREEDOM OF THE CITY

The committee resolved to make changes to the Civic Awards criteria, typically limiting the number of awards to no more than five in any one year. Additionally, the committee accepted the proposed new process for awarding Freedom of the City, subject to the nomination being referred to full council rather than the Community Affairs Committee.

Decision: The committee resolved to limit the number of Civic Awards to no more than five in any one year.

Decision: The committee accepted the proposed new process for awarding Freedom of the City, subject to the nomination being referred to full council.

Task: Update criteria for Civic Awards and publish procedure for awarding Freedom of the City. @Clerk.

CA2025/14.4. MAYORAL ENGAGEMENT FORM

The committee reviewed the Mayoral Engagement Form and discussed its purpose and effectiveness. It was resolved to amend the form to state that while efforts are made to accommodate all requests, it cannot be guaranteed that a representative will be sent to every event. Subject to this amendment, the committee resolved to adopt the form.

Decision: The committee resolved to amend the Mayoral Engagement Form to state that while efforts are made to accommodate all requests, it cannot be guaranteed that a representative will be sent to every event.

Decision: Subject to the amendment, the committee resolved to adopt the Mayoral Engagement Form.

Task: Amend Mayoral Engagement Form and publish on website. @Communications and Civic Support Officer

CA2025/15. COMMITTEE BUDGET FOR 2026-2027

The committee discussed proposed changes to the Community Affairs Committee budget for 2026-2027 and it was agreed that it would be finalised in December.

Decision: The Committee agreed the budget would be finalised in December.

CA2025/16. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

1. Risks to charity sector support post-LGR



Chichester City Council

2. Statuary Working Group Report
3. Budget

Task: Ensure items are included on December meeting agenda.
@Communities Officer

CA2025/17.

DATE OF NEXT MEETING

The next ordinary meeting is Thursday 4th December 2025 at 17:30.

CA2025/18.

PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS) ACT 1960

Decision: The committee resolved to exclude members of the press and public from the meeting for Agenda Item 17 due to the confidential nature of the business to be transacted.

CA2025/19.

CONSIDERATION OF GRANT APPLICATIONS

The committee considered various grant applications and made the following awards:

Decision: The committee resolved to award Sea Cadets £1,729.

Decision: The committee resolved to award Disability Challengers £0.

Decision: The committee resolved to award St Johns Trust £3,000.

Decision: The committee resolved to award Volya Choir £2,000.

Decision: The committee resolved to award Chichester Women's History Group £12,000.

Decision: The committee resolved to award Creative Beatz £5,000 per year for 2 years.

Task: Advise applicants of the outcome of their application.

@Communities Officer



Chichester City Council

FINANCE COMMITTEE

Minutes

Date 9 July 2025

Time 5.30pm – 6.17pm

Location The Council Chamber - The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

PRESENT: Councillors Miall (RMi), Loxton (SL) and Pramas (LP) (from 5.33pm)

EX-OFFICIO: The Mayor, Councillor McHale (SMc)

ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk/Responsible Finance Officer (DTC), Council Services and Support Manager (CSSM)

1. ELECTION OF CHAIR FOR 2025-2026

Proposed by SL, seconded by SMc and **RESOLVED** that Councillor Miall be elected as Chair of the Finance Committee for the Council year 2025-2026.

2. APPOINTMENT OF VICE-CHAIR FOR 2025-2026

Proposed by RM, seconded by SL and **RESOLVED** that Councillor Scicluna be appointed as Vice-Chair of the Finance Committee for the Council year 2025-2026.

3. APOLOGIES FOR ABSENCE

Committee **NOTED** apologies for absence received prior to the meeting from Councillor Scicluna.

Councillor Squire was absent.

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

None.

5. FINANCE COMMITTEE MEETING DAYS AND TIMES

Members **AGREED** that the meeting days be as published with meeting times remaining at 5.30pm.

6. SUB-COMMITTEES AND WORKING GROUPS REPORTING TO THE FINANCE COMMITTEE

AGREED to appoint Members to the Sub-Committees as listed in the report distributed with the agenda, namely:

Personnel

Cllr Judy Gershater
Cllr Louise Pramas
Cllr Anne Scicluna
Cllr Ken Squire

Property

Cllr Anne Scicluna
Cllr Clare Apel
Cllr Ann Butler
Cllr Stuart Loxton
Cllr Robert Miall
Cllr Sarah Quail

Business Plan

Cllr Robert Miall
Cllr Rhys Chant
Cllr Craig Gershater
Cllr Stuart Loxton
Cllr Sarah Quail
Cllr Ken Squire

Committee **NOTED** that the membership of the Personnel Sub-Committee may be subject to change at their first meeting.

7. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 2 APRIL 2025 AND NOTES OF THE INQUORATE MEETING HELD ON 18 JUNE 2025**

The Chair initialled the correction to the typing error in minute 104 of the minutes of the meeting held on 2 April 2025.

Further to the correction to the typing error, Committee **APPROVED** and the Chair signed as a correct record the minutes of the Finance Committee meeting held on 2 April 2025.

Members received the notes of the inquorate meeting that took place on 18 June 2025.

8. **UPDATES ON ACTIONS FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

a) **Minute 102 - Implement the E-Display project and place orders for the installation of the trial display units**

Members **NOTED** that no further updates were available at this time.

b) **Minute 103 - Initiate the application for Chichester City Council to join the Viv-up staff benefits scheme.**

Committee **NOTED** that the Viv-up scheme was now live and accessible for Officers.

c) **Minute 104 - Action the Committee's decisions in respect of twinning association budgets and earmarked reserves**

NOTED that this had been completed.

d) Minute 105 - Conduct a review of Council House expenditure and identify the various cost categories

Members **NOTED** that this was in progress and currently being worked on by the Property Sub-Committee.

e) Minute 105 - Investigate availability of heritage grants for works on the Council House

Committee **NOTED** that contact had been made with the Lottery Heritage Fund and that a webinar was being arranged that the Town Clerk and Deputy Town Clerk would be attending.

f) Minute 105 - Investigate listing the Council House with filming location agencies

NOTED that the Council House had been registered as a filming location with Sussex Film Office.

LP asked that the Council House be nominated for inclusion on the new Chichester Monopoly board.

g) Minute 111 - Put in place processes for better control and oversight of suitable indemnities for contractors undertaking work on behalf of the City Council

NOTED that this was currently in progress.

h) Minute 111 - Review the risk assessment statements and allocate risks according to the Committee or Sub-Committee responsibility for each area of activity

Committee **NOTED** that this was in progress and would be completed ready for the next annual risk assessment review at the Finance Committee meeting in February 2026.

i) Minute 112 - Assess current Councillor laptops for suitability for effective participation in hybrid meetings

Members **NOTED** that initial testing had taken place which had indicated that a hardware review of all Councillor laptops may be necessary but that a more thorough test would be undertaken when the new hybrid meeting system had been installed.

Committee asked if it would be possible to take advantage of contracts/rates which were negotiated by other local government organisations in the area.

The Committee **NOTED** the possible financial implications of having to upgrade councillor hardware and that there was not yet a date for when the legislations would be laid down in law.

Members agreed that, should the extended testing prove the need for laptop upgrades, it may not be necessary to upgrade all Councillors hardware at the same time as Member requirements to attend virtually or physically would vary by individual.

Committee was reminded that, while consideration of Councillors' ability to join hybrid meetings via Teams was important, the new hybrid system had been purchased to allow the public to join City Council meetings as well.

- j) **Minute 112 - Ensure that any proposed hybrid meeting system would be capable of streaming meetings to non-participant attendees via a suitable streaming platform.**

NOTED that the supplier had confirmed that this would be possible and that specifics of how it would work in practice would be demonstrated during training on the new system.

- k) **Minute 113 - Arrange a training/briefing session for interested Councillors to talk through standing orders and enable them to better understand the process and the changes being made.**

NOTED that this had been completed on 30 April 2025 and was attended by Councillors Apel, Corfield, C Gershater, J Gershater, Kondabeka, McHale, Miall, Quail and Squire.

Officers present were the Town Clerk, Council Services and Support Manager and Communications and Civic Support Officer.

9. **PROPERTY SUB-COMMITTEE**

The Committee **NOTED** the minutes of the Property Sub-Committee meeting held on 27 May 2025.

10. **PERSONNEL SUB-COMMITTEE**

Members **NOTED** that the minutes had not yet been published and receipt of the minutes was deferred to the September 2025 meeting.

11. **BUSINESS PLAN SUB-COMMITTEE MEETING HELD ON 25 MARCH 2025**

The Committee **NOTED** the minutes of the Business Plan Sub-Committee meeting held on 28 May 2025.

12. **COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

The Committee noted the CIL update and the potential for slippage in the cashflow forecast for both income and expenditure which may affect phasing of future projects.

Members discussed how best to utilise Council investments and reserves to help cover any phasing difficulties in project delivery and CIL expenditure and receipts.

13. **REVIEW OF PROPERTY AND ASSETS**

NOTED that the review of property and assets would be deferred to the September meeting of the Finance Committee to allow for the upload of asset records to the new database.

14. **SUBSISTENCE ALLOWANCES**

RESOLVED to adopt the revised subsistence allowances based on the Chichester District Council allowances as agreed in April 2025.

15. **MEETING MANAGEMENT SOFTWARE**

Committee discussed the TC's report and asked Officers to clarify some points about the functionality of the proposed system.

RESOLVED to proceed to purchase the GovMeetings software from CloudyIT at a year one cost of £5,740, ongoing cost of £2,490, to be paid from the IT budget.

Committee **REQUESTED** that a report be brought back to Committee once the system had been implemented to show if the anticipated productivity gains and freeing up of resources had been realised.

16. ITEMS FOR INCLUSION ON THE NEXT AGENDA

- New Park Centre update
- Investments
- Budget 2026-2027

17. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING – Wednesday 17 September 2025 at 5.30pm

The meeting closed at 6.17pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
8f	Submit suggestion that the Council House be included on the new Chichester Monopoly board.	Town Clerk
8i	Investigate possibility of taking advantage of joint contracts/rates with local organisations for the purchase of new IT equipment.	Town Clerk/Council Services and Support Manager
8i	Arrange Teams testing with a group of Councillors to confirm suitability of existing laptops for hybrid meetings.	Council Services and Support Manager.
12	Review current City Council investment in the CCLA Local Authorities Property fund and assess suitability of newly launched hybrid investment fund	Deputy Town Clerk
15	Place order for GovMeetings software	Council Services and Support Manager.
15	Compile report assessing productivity gains and freeing up of resources following the implementation of the GovMeeting software.	Town Clerk



Chichester City Council

MEETING OF FINANCE COMMITTEE

Minutes

Date Wednesday 17 September 2025

Time 5:30 PM -- 7:07 PM

Location Council Chamber

PRESENT: Robert Miall, Stuart Loxton, Anne Scicluna

ALSO PRESENT: Cllr Clare Apel, Town Clerk (TC), Deputy Town Clerk (DTC), Property Maintenance Manager (PMM)

ALSO IN ATTENDANCE: WSCC Cllr Simon Oakley

FIN2025/1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors McHale, Squire, and Pramas.

FIN2025/2. DECLARATIONS OF INTEREST

No declarations of interest were made by members of the Committee.

FIN2025/3. PUBLIC QUESTIONS

No public questions had been received in advance of the meeting.

FIN2025/4. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 9 July 2025 were reviewed and approved by the committee. The Chairman signed the minutes as a correct record.

Decision: The minutes of the previous meeting held on 9 July 2025 were approved and signed by the Chairman.

FIN2025/5. UPDATE ON ACTIONS FROM PREVIOUS MEETING

The committee noted the updates from the previous meeting. The City Council has registered with the Crown Commercial Services government procurement scheme to benefit from centrally negotiated prices.

FIN2025/6. MINUTES FROM SUB COMMITTEES

FIN2025/6.1. Property Sub-Committee

The committee noted the minutes of the Property Sub-Committee meeting held on 26 August 2025 and approved the urgent works to the Council House roof at an estimated cost of £180k, funded from the Council House Reserve. The Old Court Room roof



Chichester City Council

lantern will be replaced at an estimated cost of £30k, funded from the Energy Efficiency allocation from the Community Infrastructure Levy (CIL) receipts.

The committee considered the Property Maintenance Manager's report on works required at the Council House to address ongoing maintenance conservation needs.

The committee requested that a professional specialist conservation surveyor be asked to assess the planned programme of works and provide advice on the urgency and sequencing of the works and the costs of completing them.

Decision: The committee recommended completion of the urgent works to the Council House roof at an estimated total cost of £180k. The Old Court Room roof lantern will be replaced at an estimated cost of £30k, funded from the Energy Efficiency allocation from the Community Infrastructure Levy (CIL) receipts and the remaining £150K will be funded from the Council House Reserve.

Decision: The committee resolved that a professional specialist conservation surveyor be asked to assess the planned programme of works and provide advice on the urgency and sequencing of the works and the costs of completing them.

FIN2025/6.2. Property Sub-Committee budget for 2026-2027

The committee discussed the report from the Property Sub-Committee Budget Working Group, outlining the potential costs for taking on additional assets in the City and the report from the Property Maintenance Manager outlining the additional essential works required to preserve the Council House.

FIN2025/6.3. Personnel Sub-Committee

The committee noted the minutes of the Personnel Sub-Committee meeting held on 17 July 2025. Additionally, the committee acknowledged the requested change to the Sub Committee terms of reference and requested that they be proposed to Council for adoption.

Task: The committee noted the request from the sub-committee that the terms of reference be updated as a part of the annual review of the terms of reference and scheme of delegation.

FIN2025/6.4. Business Plan Sub-Committee

The committee noted the minutes of the Business Plan Sub-Committee meeting held on 19 August 2025.

FIN2025/7. REVENUE BUDGET MONITORING TO END OF JULY 2025

The committee noted the latest budget monitoring report and the current financial position.

The Town Clerk advised that the Council Civic and Support Manager had requested that a working group be established to review IT requirements and a suitable budget for Councillors' IT equipment to ensure that it is suitable for hybrid meetings and to meet our obligations under the new assertion 10 (GDPR Compliance), which will be part of the annual return next year.

The committee resolved to establish a small working group comprised of Gareth Bowen, Stuart Loxton and up to two other Councillors.



Chichester City Council

Decision: The committee resolved to establish a small working group comprised of Gareth Bowen, Stuart Loxton and up to two other Councillors to review councillor's IT needs.

FIN2025/8. EAR MARKED RESERVES

The committee noted the current balance of the Council House reserve and that there would be very little money left once the essential roof works had been completed.

FIN2025/9. INVESTMENTS UPDATE

The committee noted the current investment performance and discussed the options for securing a better return on the Council's reserve balances.

The committee agreed to recommend to Council that the money currently held in the Public Sector Property fund be liquidated and placed in an accessible fund on the basis that liquidity of our assets was important to cover the potential impacts of Local Government Reorganisation and to smooth out delays in anticipated CIL income from the Minerva Heights phase 2 development.

The committee requested that a cashflow forecast on all planned projects and activities for the next five years be brought back to the next meeting so that a view can be taken on how much money could potentially be invested in alternative funds.

Decision: The committee agreed to recommend to Council that the money currently held in the Public Sector Property fund be liquidated and placed in the Public Sector Deposit Fund.

Task: The committee requested that a cashflow forecast on all planned projects and activities for the next five years be brought back to the next meeting.

FIN2025/10. COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

The committee noted the expenditure to date and the proposed schedule for spending CIL receipts.

FIN2025/11. LOCAL GOVERNMENT REORGANISATION (LGR)

The committee noted that the business case for Local Government Reorganisation had now been published. Each council will be making individual decisions on the option they prefer on 23/24 September.

It is expected that West Sussex County Council will favour option A (1 unitary), whilst Chichester, Arun, Worthing, Adur, Horsham, and Mid-Sussex are expected to favour option B2. Crawley Borough Council have not recommended any of the options to their members, so it is not clear what preference will be submitted.

FIN2025/12. STATUTORY POLICY REVIEWS

The Committee considered the Council scheme of delegation and terms of reference for the Finance Committee and all relevant sub-committees. The following amendments were proposed to be recommended to full council:

The wording for the Personnel Sub-Committee Terms of Reference (ToR) should be amended to make reference to ACAS guidelines, specifically:



Chichester City Council

- Members should act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action, in line with ACAS best practice guidelines.
- Members should hear any formal grievance in line with ACAS best practice guidelines.

The committee recommended that the Terms of Reference for the Business Plan Sub Committee be further reviewed and considered at the next Finance Committee meeting.

Decision: The Committee decided to recommend the proposed amendments to the Personnel Sub-Committee Terms of Reference to full council, adding specific reference to ACAS guidelines into the handling of disciplinary and grievance procedures.

Task: Consider the Terms of Reference and delegated powers of the Business Plan Sub-Committee at the November Finance Committee meeting.

FIN2025/13. FINANCIAL REGULATIONS AND BANK MANDATE 1

The Deputy Town Clerk (DTC) explained the proposed changes to financial regulations, to expand the delegated authority to authorise payments to the Clerk up to a value of £5,000.

The Committee agreed to recommend to full council that the proposed amendment to the financial regulations be approved.

Decision: The Committee decided to recommend the proposed amendment to the financial regulations to full council.

FIN2025/14. TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS

The committee reviewed and ratified the list of transactions and reconciliations as presented. This included the monthly reconciliation with evidence of bank statements for April to July 2025, the list of payments made for April to July 2025, and the list of Barclaycard payments made for April to July 2025. The Chair and RFO had previously signed the reconciliations as the correct record.

Decision: The committee ratified the list of transactions and reconciliations as presented.

FIN2025/15. ITEMS FOR NEXT AGENDA

Annual budget
Proposed 5-year cashflow forecast
Review of annual subscriptions and membership fees for other bodies
Review of Business Plan Sub Committee Terms of Reference

FIN2025/16. DATE OF NEXT MEETING

The next ordinary meeting is scheduled for Wednesday, 19 November 2025 at 5.30pm.



Chichester City Council

PERSONNEL SUB-COMMITTEE Minutes

Date Thursday 17 July 2025

Time 5.30pm to 6.49pm

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

PRESENT: Councillors McHale (SMH), J Gershater (JG), Pramas (LP), Scicluna (AS), Squire (KS)

ALSO IN ATTENDANCE: Town Clerk (TC)

7. **APOLOGIES FOR ABSENCE**

No apologies had been received.

8. **CO-OPTION OF TEMPORARY MEMBER TO THE SUB-COMMITTEE**

The Sub-Committee **CO-OPTED** SMH to the committee.

9. **ELECTION OF TEMPORARY CHAIR OF THE SUB-COMMITTEE**

The Committee elected SMH as temporary Chair of the meeting.

10. **DECLARATIONS OF INTEREST BY MEMBERS OF THE PERSONNEL SUB-COMMITTEE IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING**

No declarations were made.

11. **MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 27 MAY 2025**

The Sub-Committee **APPROVED** the minutes and the Chair signed them as a correct record.

12. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Sub-Committee **RESOLVED** that the public and press be excluded from this meeting for agenda items 7 and 8 due to the nature of the business to be transacted, namely confidential personnel matters.

13. **SUB-COMMITTEE MEMBER RESPONSIBILITIES WHEN DEALING WITH PERSONNEL MATTERS**

The Sub-Committee reviewed the terms of reference (ToRs) and the requirements of Sub-Committee members. Members requested that a change be made to the ToRs to include specific reference to the ACAS code of conduct for disciplinary and grievance procedures with these amendments being made as part of the Annual Review of Terms of Reference.

Sub-Committee members requested that they be given more notice in advance when investigations are in progress so that they are aware that a panel may need to be convened at short notice to ensure they have availability and time.

14. **PERSONNEL MATTERS**

The Clerk provided an update on staffing matters.

15. **RETURN MEETING TO OPEN SESSION**

AGREED to return the meeting to open session

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

Nominations were received for LP and AS, who received two votes each.

The Temporary Chair used their casting vote and LP was elected Chair of the Sub-Committee for 2025-2026.

17. **DATE OF NEXT MEETING**

As required.

Meeting closed at 6.49pm



Chichester City Council

Property Sub-Committee

Minutes

Date 26/08/2025
Time 11:00 - 13:00
Location Council Chamber
Present Sarah Quail, Ann Butler, Robert Miall, Clare Apel, Stuart Loxton, Anne Scicluna

In attendance Town Clerk, Deputy Town Clerk, Council Services and Support Manager, Property Maintenance Manager

1.25 - ELECTION OF CHAIR OF THE SUB COMMITTEE FOR 2025/2026

The meeting commenced with the election of the Chair for the Sub-Committee for the year 2025/2026. Stuart Loxton was proposed by Anne Scicluna and seconded by Ann Butler. Following the proposal, Stuart Loxton was elected as the Chair of the Sub-Committee.

Decision: Stuart Loxton was elected as Chair of the Sub-Committee for 2025/2026.

2.25 - APOLOGIES FOR ABSENCE

No apologies for absence were received, and all members were present.

3.25 - DECLARATIONS OF INTEREST

Declarations of interest were made by Stuart Loxton, Robert Miall, and Sarah Quail, who advised they were allotment holders.

4.25 - SUB COMMITTEE MEETING TIMES FOR 2025/26

The committee resolved that meetings would take place at 11:00 AM for the rest of the 2025/2026 Council Year.

Decision: The committee resolved that meetings would take place at 11:00 AM for the rest of the 2025/2026 Council Year.

5.25 - MINUTES OF THE PREVIOUS MEETING

The Sub-Committee approved and signed the minutes of the meeting held on 27 May 2025.

Decision: The Sub-Committee approved and signed the minutes of the meeting held on 27 May 2025.

6.25 - UPDATE ON ACTIONS FROM PREVIOUS MEETING

The Sub-Committee noted the progress on the following actions:

- Press release regarding upgraded kitchens was published on 9 June 2025. The committee requested that dishwasher tablets be made available to hirers to clean up after events.
- Press release regarding community orchards was published on 13 June 2025.
- Report on allotment running costs to be discussed under agenda item 8.2.
- Site visit undertaken for historical land usage on the eastern boundary of the Roman Amphitheatre allotments site; report to be presented at the next meeting.
- Contact to be made with the Cathedral regarding possible locations for a drinking water fountain. West Sussex County Council (WSCC) has been asked if it is possible to incorporate drinking fountains into the public realm improvement project.
- Report on Council House projects and costs incurred and projected works to be discussed under agenda item 9.
- Special Meeting of the Property Sub-Committee to discuss the PMM's Council House report has not been called due to resourcing; date to be arranged if further discussion is needed after agenda items 8 and 9.
- Traffic light colours included on the allotment condition notices have been adjusted due to concerns about the previous formatting being too aggressive.
- Room utilisation report reformatted to include historical information and more detailed statistics about booking times and financial information; to be discussed as part of the Property Maintenance Manager's report under agenda item 8.1.

Task: Make dishwasher tablets available to hirers to clean up after events. @Andrew Watson

7.25 - PROPERTY MAINTENANCE MANAGERS (PMM) REPORT

The Sub-Committee requested that the report format be made easier to read.

The Sub-Committee noted the projects that had been completed and the progress on projects in progress as detailed in the report.

Costs regarding the bus shelters in Market Avenue were noted, as the City Council (CCC) had not previously been aware that these assets were our responsibility. The Sub-Committee expressed concern about the risks to the public if there were future acid attacks.

The new roof blinds in the crush bar are delayed due to supplier issues.

Advice is still needed on LBC requirements for new heating/cooling units in the Town Clerk and Deputy Town Clerk offices.

Travellers have been on site again this summer at the Roman Amphitheatre Park, and a meeting is planned with Chichester District Council (CDC) to discuss security and access via the gates as CDC wishes to look at alternative control measure, while CCC are keen to retain access for allotment holders.

Task: Make the report format easier to read. @Property Maintenance Manager

Task: Seek advice on Listed Building Consent (LBC) requirements for new heating/cooling units in the Town Clerk and Deputy Town Clerk offices. *@Property Maintenance Manager*
Task: Plan a meeting with CDC to discuss security and access via the gates. *@Property Maintenance Manager*

8.25 - INFORMATION TO NOTE

The Sub-Committee noted the information regarding room bookings and allotments.

8.1.25 - ROOM BOOKINGS AND ALLOTMENT OCCUPANCY

The Sub-Committee noted the reports showing performance and utilisation of the rooms. They requested that a report on free use applications be brought to the next meeting.

Task: Bring a report on free use applications to the next meeting. *@Property Maintenance Manager*

8.2.25 - ALLOTMENTS

The Property Maintenance Manager advised that there were 2 vacancies at present, which are expected to be filled soon.

There are no plans at the moment to reinstate the office at St James.

The Sub-Committee considered the PMM's report on allotment running costs and fees. CCC currently charges above average or average rates for most plot sizes and services. Income has not increased in the last 3 years as allotment fees have been held since 2022, with a 2.5% increase applied in 2025/26.

The largest areas of expenditure increase have been tree works, fencing, waste clearance fees, labour costs, water supply, and one-off soil testing.

The Sub-Committee discussed the extent to which CCC should subsidise the provision of allotments across the City and considered if any other savings could be made. They requested that vehicle utilisation be looked at to see if there were potential savings if the CCC property portfolio increased.

The Sub-Committee queried the write-down period for capital items, with the PMM explaining it is currently assumed over a 7-year write-off period, with an anticipated lifetime of 10-12 years.

Significant increases in per rod fees would be needed over the next five years to achieve break-even. The Sub-Committee noted that if break-even was attempted, there could be a significant reduction in allotment demand, leading to over-supply and the challenges of maintaining empty plots. They discussed reasonable income targets and whether break-even would be desirable in the future.

Cllr Apel left the meeting at 11.51am.

The Sub-Committee felt that a larger number of smaller plots may be more popular.

They recommended that the charging structure be amended to include an annual membership fee plus an additional per rod charge, with fees increased by 10% per annum plus inflation and reviewed annually. They also recommended that the Key Fee

be increased to £10 and requested that water charges be looked at, with a proposal brought back to the November meeting on how these should be levied.

Decision: The Sub-Committee recommended that the charging structure be amended to include an annual membership fee plus an additional per rod charge, with fees increased by 10% per annum plus inflation and reviewed annually.

Decision: The Sub-Committee recommended that the Key Fee be increased to £10.

Task: Bring a proposal on how water charges could be levied to the November meeting.
@Property Maintenance Manager

The meeting was adjourned at 12:05 pm and resumed at 12:13 pm.

8.3.25 - FLOODING AT THE COUNCIL HOUSE

The Sub-Committee discussed the report on flooding at the Council House. The Sub-Committee noted the prompt actions of the staff had averted a much more serious issue. It was recommended that the proposed works be completed as soon as practicable due to the substantial risks to the fabric of the building and the risks to the operation of the Council House and business continuity. The anticipated costs for all works are £180K, with £30K for the replacement roof lantern to be funded via the Community Infrastructure Levy (CIL) and the remaining funds to be taken from the Council House reserve.

Decision: The Sub-Committee recommended that the proposed works be completed as soon as practicable due to the substantial risks to the fabric of the building and the risks to the operation of the Council House and business continuity.

Task: Complete the proposed works to address flooding at the Council House. *@Sam Tate, Andrew Watson*

9.25 - PROPERTY SUB COMMITTEE BUDGET 2026/2027

The Sub-Committee considered the reports from the Property Maintenance Manager (PMM) and the Responsible Financial Officer (RFO) and requested that the reports be updated to highlight areas that are essential spending and items that are discretionary. This would help them better understand where cuts and savings can be made if needed.

Due to time constraints, the Sub-Committee resolved to establish a budget working group to review the budget requirements and report back to the September Finance Committee meeting.

The working group is scheduled to meet on 9th September 2025 at 9:30 am in the OCR.

All members of the Sub-Committee will be members of the working group. The Sub-Committee also requested that allotment costs, income, and essential cyclical maintenance requirements be reported to the working group.

Decision: The Sub-Committee resolved to establish a budget working group to review budget requirements and report back to the Finance Committee.

Task: Update the reports to highlight essential spending and discretionary items. *@Property Maintenance Manager, Responsible Financial Officer*

Task: Establish a budget working group to review budget requirements and report back to the Finance Committee. *@All members of the Sub-Committee 09/09/2025*

Task: Report allotment costs, income, and essential cyclical maintenance requirements to the working group. @*Property Maintenance Manager*

9.1.25 - PROPERTY MAINTENANCE MANAGERS REPORT

Deferred for consideration by the budget working group on 9th September 2025 at 9.30am.

9.2.25 - DEPUTY TOWN CLERKS REPORT

Deferred for consideration by the budget working group on 9th September 2025 at 9.30am.

10.25 - ITEMS FOR NEXT AGENDA

- Meeting notes of the Statuary and Public Art Working Group
- The Charles 1st Bust Loan Agreement.

11.25 - DATE OF NEXT MEETING

The next ordinary meeting is scheduled for 25th November 2025 at 11:00 am.



Chichester City Council

BUSINESS PLAN SUB-COMMITTEE Minutes

Date Tuesday 19 August 2025

Time 10.00am to 11.39am

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

PRESENT: Councillors Loxton (SL), Miall (RMi), C. Gershater (CG).

ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk (DTC), Project Manager (PM), Communities Officer (CO) and Communications, Civic and Council Support Officer (CCCSO).

11. ELECTION OF SUB-COMMITTEE CHAIR FOR 2025-2026

CG proposed that RM be appointed as Chair of the Committee. The proposal was seconded by SL.

With no objections, RM was duly elected as Chair.

12. MEETING TIMES FOR BUSINESS PLAN SUB-COMMITTEE

Sub Committee **RESOLVED** that meetings would be held at 10am

13. APOLOGIES FOR ABSENCE

Cllr Chant, Squire and Quail gave their apologies.

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

No declarations were made.

15. UPDATES ON ACTIONS ARISING FROM THE LAST MEETING

- a. Minute 4a refers - Prepare a report on 20mph zones in the City for Councillors and provide feedback from Residents Associations on support for a 20MPH zone.**

To be discussed under agenda item 9

- b. Minute 4 refers – Provide a link to the Project Management page on the intranet**

Link was sent to the Sub-Committee on 3 June 2025.

c. Minute 5 refers – To write and publish an update on the business plan for residents

Advised this had been completed and sent to contacts on our mailing list. It would also be published on the website and social media campaigns, and a short press release would be sent to Chichester Observer.

d. Minute 6 refers – Provide a site selection report on community space sites

To be discussed under agenda item 8

e. Minute 8 refers – Circulate designs of E-Ink signage to Councillors via email

To be discussed under agenda item 8

16. UPDATE ON CITY COUNCIL BUSINESS PLAN PROJECTS, BUDGETS AND FUNDING TO DATE

DTC also Responsible Financial Officer provided an update on funding and future CIL allocations.

- Advised that the Bognor Road scheme is still being designed and assessed at West Sussex County Council.
- Cathedral Flower Beds – completed for this year
- Energy efficiency schemes - £50k left in budget.
- Public Realm schemes – likely to be needed by spring 2026.
- New Park Centre – funding for roof project has not yet been requested.
- Aluminum staging – is currently in final stages of planning.
- Notice boards – covered later on the agenda
- Community Grants – Spent
- Community Hall – update later on agenda
- Playgrounds - £75K has been spent.

CIL income projections had been revised to reflect the latest data from Chichester District Council, which indicated a likely delay in the delivery of Whitehouse Farm Phase 2. The Clerk noted that the updated figures were based solely on permissions already granted and did not yet account for the additional 270 homes proposed in the Local Plan, as these are expected to come forward towards the latter end of the cashflow horizon.

The sub-committee **RESOLVED** to recommend to the Finance Committee that the £325,000 previously earmarked for the pump track project be reallocated to the general CIL funds reserve. This recommendation was made in light of the project's scheduled delivery in 2028/29, by which time the delivery partner—Chichester District Council (CDC)—is expected to no longer exist due to Local Government Reorganisation (LGR).

The sub-committee reviewed the budget-setting timeline and agreed that the public meeting scheduled for 27 October would serve as an opportunity to gauge public sentiment regarding potential increases to the budget and precept. Prior to this, informal workshops for Councillors will be held, with dates to be circulated to all members.

Committee considered if funds would be needed in 2026/27 to cover shortfalls in projected CIL receipts to allow Community Centre development to go ahead.

17. PROJECT MANAGER'S UPDATE

The project manager provided an overview of the items covered in his report:

The intranet site for the Project Management Framework is now live and has been shared, providing access to all associated documentation.

The Project Management Software, Monday.com, is now live, and Councillors have been granted access to project tracking reports.

Committee members **REQUESTED** a demonstration and workshop of the Project Management Framework and Software.

Community Space in the South of the City – The site selection process has been completed, and the accompanying document has been published. Partnership development is progressing with two local organisations, and a draft Memorandum of Understanding (MOU) has been prepared. The MOU is expected to be signed shortly, enabling the commencement of detailed design work. An Expression of Interest (EOI) has also been submitted for land at Florence Park.

The Project Manager is currently developing a business plan to assess the financial viability of the centre and to support the Community Asset Transfer business case for Florence Park. In parallel, a funding strategy is being prepared to attract external investment, with an initial lottery funding application targeted for submission in the autumn. Early-stage design work is also underway, with input being sought from designers and architects to inform the next phase of project development.

Committee **REQUESTED** that reporting structure and decision-making processes for the project be clarified and presented to the next Community Centre working group meeting.

Streetlighting Project – Installation of new lighting has been completed at both Oxmarket and New Park Recreation Ground. However, some vandalism issues have arisen at New Park, which are currently being addressed by the manufacturer. In response, the manufacturer has designed a modification to the light columns aimed at improving vandal resistance. These enhancements are scheduled for installation next week and will be monitored to assess their effectiveness. The next phase of the project will focus on either the Chichester City–University corridor or the Minerva Heights lighting along St Paul's Road. As developer obligations exist for this site, efforts will be made to secure funding contributions from the relevant developers to cover associated costs.

Wayfinding and Signage in Chichester – E-ink displays are scheduled for installation next week, with user training planned for this Friday. A consultation will be carried out to gather feedback from users and residents on the content and functionality they would like to see. Collaboration with West Sussex County Council (WSCC) is also underway to explore how these displays can be integrated into the wider wayfinding proposals within WSCC’s public realm scheme.

Performance Stage Project – The final design solution is currently being developed and is expected to be agreed upon imminently.

18. **20MPH ZONES FOR THE CITY CENTRE**

Sub Committee reviewed the report from the CO and noted the work required and the commitment that would be needed from members to deliver a successful scheme. Sub Committee **RECOMMENDED** that the report be presented to Full Council for a decision on if they still wished to pursue this.

19. **ITEMS FOR THE NEXT AGENDA**

- Tourism development project – CG to prepare report
- General update from PM

20. **DATE OF NEXT MEETING**

Date of next Ordinary Meeting – Monday 24 November 2025

The meeting closed at 11.39am.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
12	Publish meeting time for the Business Plan Sub-Committee	Officers
15c	Publish the latest Business Plan update on the website and social media channels and prepare an article for the Observer highlighting the key points.	CCCSO
16	Request Finance Committee to allocate funds from playground improvements to CIL funds reserve.	Officers
17	Set-up demonstration and workshop of the Project Management Framework and Software.	Officers
17	Clarify reporting structure and decision-making process for the Community Centre project for the next Community Centre Working Group meeting.	Officers
18.	Place item ‘20mph zones for the City Centre’ on the next Full Council Agenda	Officers

Agenda Item 9

Click the link below to access the supporting paper

<https://westsussex.moderngov.co.uk/documents/b13645/Item%205%20-%20Appendix%20A%20Shaping%20West%20Sussex%20Business%20Case%20Tuesday%2023-Sep-2025%2010.30%20County%20Council.pdf?T=9>



Chichester City Council

Devolution Working Group

Meeting Notes

Date Wednesday 3 September 2025

Time 15:00 -- 16:30

Location Council Chamber

PRESENT: Gareth Bowen, Sean McHale, Robert Miall, Sarah Quail, James Vivian, Sam Tate, Kim Martin, Andrew Watson, Clare Apel, Ann Butler, Craig Gershater, Judy Gershater, Nicholas Russell, Anne Scicluna

DEVWG2025/1. APOLOGIES FOR ABSENCE

Stuart Loxton sent his apologies for absence.

DEVWG2025/2. COMMUNITY ASSET TRANSFER LIST

The group considered the list of assets available from CDC for consideration for Community Asset Transfer (CAT). The group requested a list by ward to begin consulting with residents on whether they wished to proceed with a CAT, given the likely impact on the precept.

The group agreed that the following areas would be key priorities for the Council to gain ownership of, and an Expression of Interest (EOI) should be submitted for:

- Priory Park, including all buildings and public toilets
- Bishops Palace Gardens
- Roman Amphitheatre
- Jubilee Gardens, including disused toilets on Priory Road
- Oaklands Park
- Brewery Field (approach WSCC)
- Brandy Hole Copse and Dyke

The group agreed that public toilets were under no immediate threat, so an EOI was not required for CAT at this stage. It was anticipated that the new authority would eventually want to transfer them to the Council anyway.

The group decided not to pursue any recreation grounds at this stage (New Park rec, Sherbourne Road, Hay Road). Additionally, the group agreed not to submit an EOI for the cemetery as it was close to being full.

The Clerk agreed to submit EOIs for the priority areas identified on the list.

Decision: The group decided that the following areas would be key priorities for the Council to gain ownership of, and an Expression of Interest (EOI) should be submitted for: Priory Park, Bishops Palace Gardens, Roman Amphitheatre, Jubilee Gardens, Oaklands Park, Brewery Field, Brandy Hole Copse and Dyke.

Decision: The group decided not to pursue any recreation grounds at this stage (New Park rec, Sherbourne Road, Hay Road).

Decision: The group decided not to submit an EOI for the cemetery as it was close to being full.



Chichester City Council

Task: Submit EOIs for the priority areas identified on the list. @Clerk

DEVWG2025/3. LOCAL GOVERNMENT REORGANISATION

The group was advised that there were currently no further updates regarding the Local Government Reorganisation. The final submission will be agreed on 23 September at various district and WSCC meetings, with papers for these meetings to be published on 17 September 2025.

CDC members of the group advised that CCC should continue to press the issue of transferring a car park to fund future services. It was suggested that a question should be asked in cabinet and full council.

Task: Press the issue of transferring a car park to fund future services. @CDC members

Task: Ask a question in cabinet and full council regarding the car park transfer. @CDC members

Agenda Item 9.1

Report for Finance Committee on Budget Impacts of Taking on Priority Parks and Open Spaces Identified by the Devolution Working Group Meeting Held on 3 September 2025

Report Prepared by: Town Clerk

Background

Council resolved at the extra ordinary meeting held on 8th August 2025 to submit an Expression of Interest (EOI) for a Community Asset Transfer (CAT) of the land at Florence Park under the Chichester District Council (CDC) CAT Policy. Council further resolved to keep a watching brief on other sites of interest in the City so that the Clerk could urgently submit an EOI if any other CAT requests were submitted by alternative community groups.

The Devolution Working Group met on 3rd September to identify priorities for CAT's and recommended that certain key assets should be pursued as a matter of urgency, with EOI's proactively submitted for the following sites:

- Priory Park
- Bishops Palace Gardens
- Oaklands Park
- Roman Amphitheatre
- Jubilee Gardens, including the disused toilets on Priory Road
- Brandy Hole Dyke, Copse and adjoining fields

Additionally, the group recommended that the Clerk write to WSCC with a view to securing the transfer of Brewery Field into City Council ownership as it is currently leased on a peppercorn basis.

Submission of EOI's

Subsequent to the meeting held on 3 September 2025, the Clerk has submitted an EOI for all of the priority sites for the following reasons of expediency:

EOI's for CAT's at various sites across the city with a deadline of 5pm on 10 September 2025 were listed on the CDC website at 8.30am of that morning. CDC had removed the list from their website by 9am (8 hours ahead of the submission deadline).

The Clerk did not have the opportunity to note all of the priority sites affected before the list was taken down and so in an abundance of caution, and as EOI's are non-binding, submitted an EOI incorporating all of the priority sites, requesting that CDC prioritise those with competing bids when processing the applications.

Direct Impact on budget for 2026/27 and 2027/28

Following the recommendations of the Devolution working group, we have modelled the costs of taking on the priority parks and open spaces on the annual budget for 2026/27 and 2027/28.

The assumption is that at some point in the future, following vesting of the new authority in April 2028 the remaining parks and recreation grounds in the City will be offered to the City Council by the unitary authority so there is no requirement to actively pursue them at this stage. The list of CAT requests is regularly monitored, and if this changes then the City Council should remain ready to submit a competing EOI at short notice.

For the purposes of budgeting, we have assumed that some land transactions will be relatively straightforward, as the business case to demonstrate how they will be managed and the transfer of land would be simple to complete.

Oaklands Park and Priory Park would likely prove more complex, with multiple sub-leases and licences of land to other parties involved (for example, Oaklands Park where a number of sports clubs and other organisations have binding agreements and rights for use of parts of the site or Priory Park which has various community and commercial partners involved).

On this basis, we expect that the straightforward transfers could realistically be completed early in the next financial year (2026/27), with the transfers of Oaklands Park and Priory Park not completing until the following financial year (2027/28).

The anticipated annual costs for taking on the additional parks and open spaces are as follows:

Anticipated transfers in 2026/27

Site	Annual cost
Florence Park	£ 38,000
Bishops Palace Gardens	
Roman Amphitheatre	
Jubilee Gardens	£266,107
Brandy Hole Copse	
<u>Total additional costs from 2026/27</u>	<u>£304,107</u>
Increase in Band D precept in 2026/27	£ 24.29

Anticipated transfers in 2027/28

Site	Annual Cost
Oaklands Park	
Priory Park	£183,051
<u>Total additional costs from 2027/28</u>	<u>£183, 051</u>
Increase in Band D precept in 2026/27	£ 14.62

Indirect impact on budget for 2026/27 and 2027/28

In addition to the direct costs of managing the parks and open spaces outlined above, the expansion of the Council assets and services would impact the wider staff support requirements and the following additional indirect costs to cover salaries, equipment, superannuation and National Insurance Contributions would need to be added into the 2026/27 base staffing budget:

1 x FTE Project Manager to manage the multiple asset transfers	£60,243
1 x part time finance assistant 12 hours per week	£ 9,212
1 x part time civic support officer 20 hours per week	£21,816
1 x FTE deputy property manager	£45,191
<u>Total</u>	<u>£136,462</u>
Increase in Band D precept in 2026/27	£10.90

Overall impact on the budget for 2026/27 and 2027/28

The total increase in precept required in **2026/27** to support the asset transfers would be **£440,569**, a **band D equivalent increase of £35.19**. The increase required in **2027/28** to

take on the remaining additional assets would be a further **£183,501, a band D equivalent increase of a further £14.62.**

These increases relate solely to the costs attributable to the transfer of new assets into Council ownership and do not incorporate any budget increases needed to continue to maintain existing Council assets. A separate report is being prepared on the recommendations from the Property Budget Working Group on suggested increases to the annual asset maintenance budgets in order to build up ear marked reserves for Council properties, particularly the Council House, which has required considerable, costly roofing works to address serious flooding experienced during recent heavy rain.

At present, the overall draft **council expenditure budget for 2026/27 is £2,203,817**, an increase of £992,134 on the previous year. After projected income has been deducted, this would leave **a precept requirement of £1,978,893 for 2026/27.**

This would increase the Band D Equivalent council tax bill from £77.55 in 2025/26 to £158.09 in 2026/27.

Local comparison of larger parishes in the district who raise precepts of over £100,000

Parish	Total Precept Raised	Band D Equivalent
Midhurst	£386,250	£161.35
Selsey	£718,344	£151.95
Westbourne	£141,473	£142.16
Petworth	£159,488	£113.45
Plaistow	£120,000	£103.99
Tangmere	£115,740	£100.64
Southbourne	£257,647	£90.33
East Wittering	£206,199	£81.58
West Wittering	£168,595	£76.82

National comparison of larger parishes who raise precepts between £2,000,000 and £2,500,000

Parish	Total Precept Raised	Band D Equivalent
Penzance	2,499,750	327.03
Lowestoft	2,413,263	181.23
Shrewsbury	2,389,594	87.04
Banbury	2,299,215	132.18
Witney	2,297,745	203.37
Sutton Coldfield	2,250,599	59.96
Bracknell	2,222,402	104.25
Central Swindon North	2,156,928	216.03
Huntingdon	2,117,046	274.00
St. Neots	2,088,330	178.58
Great Aycliffe	2,075,350	300.38
Abingdon	2,064,136	160.73
Ware	2,059,436	271.09

Other items for consideration

General Reserves

Our audit requirements are set by the guidelines outlined in The Smaller Authorities Proper Practices Panel (SAPPP) Practitioners Guide (2025). These currently recommend that larger authorities should aim to keep a minimum of 3 months running costs in unrestricted general reserves. This would require at least £550,954 to be held in the general reserve.

The current balance (as at 10 September 2025) is £654,433. We have made no provision in the in-year budget (2025/26) for costs associated with Community Asset Transfers and Local Government reorganisation. It is likely that we will incur some costs during this financial year (legal fees and project manager costs), which will need to be funded via general reserves. Depending upon the timing of when costs are incurred, we may, therefore need to make additional provision in the 2026/27 budget to ensure that the general reserve meets the minimum requirement.

Ear Marked Reserves

Florence Park, Roman Amphitheatre, Priory Park and Oaklands Park all contain significant play areas. Although these have been recently replaced/refurbished by CDC, if ownership of the sites is transferred to CCC we will need to start setting aside reserves to ensure that money is in place to replace/refurbish them when they reach the end of their useful life. On this basis, the annual running costs include an allowance to be set aside to create an asset replacement reserve, with the expectation that facilities will require replacement every 10 years.

Council could choose to reduce the initial costs of taking on the new sites by deferring the accumulation of these asset replacement reserves in the short- medium term. This would limit the increase in precept requirements and reduce the overall increase in the Band D equivalent in the early years. Council should bear in mind that if they chose to take this approach larger allocations to ear marked reserves would be required in the medium-long term to ensure that sufficient funds were available to replace the equipment at the end of its useful life.

The negative financial impact upon residents of this approach would be that reserves built over a longer period of time will benefit from interest accumulated on the investment. Funds raised in a shorter period will not have had this advantage, so would require greater direct funding from the precept to achieve the same level of overall funds.

The annual costs for the additional parks and open spaces are broken down as follows:

Site	Additional Expenditure Item	2026/27 £	2026/27 Annual Precept increase from previous year (Band D) £	2027/28 £	2027/28 Annual Precept increase from previous year (Band D) £	Notes
Florence Park	Building maintenance	5,000	0.40	5,200	0.02	
	Staff Training	3,000	0.24	0	0.24	2 x staff for ROSPA playground inspections
	Toilet cleaning etc	5,000	0.40	5,200	0.02	
	Play equipment maintenance	5,000	0.40	5,200	0.02	
	Play equipment asset replacement reserve	20,000	1.60	20,800	0.06	
Sub Total: Costs for Florence Park		38,000	3.04	36,520	-0.13	
Bishops Palace, Roman Amp, Jubilee Gardens, Brandy Hole Copse	Staff Costs	134,092	10.71	139,456	0.43	Assumes 3 x FTE grounds staff and 1 x environment officer
	Vehicles & equipment	35,112	2.81	36,516	0.11	Assumes 1 x tractor and attachments plus 1 x additional ford transit
	Depot premises rental	27,800	2.22	28,912	0.09	Assumes 1 x local industrial unit
	Depot premises rates	11,103	0.89	11,547	0.04	
	Depot premises utilities	6,000	0.48	6,240	0.02	
	Vehicle fuel	2,000	0.16	2,080	0.01	

Site	Additional Expenditure Item	2026/27 £	2026/27 Annual Precept increase from previous year (Band D) £	2027/28 £	2027/28 Annual Precept increase from previous year (Band D) £	Notes
	Equipment maintenance (playgrounds, benches, fences, etc)	10,000	0.80	10,400	0.03	
Bishops Palace, Roman Amp, Jubilee Gardens, Brandy Hole Copse	Building maintenance (disused toilets)	5,000	0.40	5,200	0.02	
	Playground replacement reserve	10,000	0.80	10,400	0.03	
	Tree works	25,000	2.00	26,000	0.08	
Sub total: Costs for Bishops Palace, Roman Amp, Jubilee Gardens, Brandy Hole Copse		266,107	21.26	276,751	0.85	
Oaklands Park and Priory Park	Staff costs	0	0	30,851	2.46	1 x additional FTE grounds staff
	Vehicles	0	0	6,000	0.48	1 x additional van
	Vehicle fuel	0	0	1,200	0.10	
	Equipment maintenance (playgrounds, benches, fences, etc)	0	0	30,000	2.40	
	Building maintenance	0	0	35,000	2.80	Assumes toilets, guildhall, white pavilion, Oaklands Pavillion
	Toilet Cleaning	0	0	5,000	0.40	Priory Park

Site	Additional Expenditure Item	2026/27 £	2026/27 Annual Precept increase from previous year (Band D) £	2027/28 £	2027/28 Annual Precept increase from previous year (Band D) £	Notes
	Playground replacement reserve	0	0	50,000	3.99	
	Tree works	0	0	25,000	2.00	
Sub total: Costs for Oaklands Park and Priory Park		0	0	183,051	14.62	
Total additional costs for all open spaces		304,107	24.29	499,322	15.35	

Agenda Item 10

Copy of email sent from the Mayor to WSCC Cabinet Member for Highways re. lack of safe school crossing for Jesse Younghusband School.

25th July 2025

Dear Councillor Dennis

Relocation of Jessie Younghusband Primary school and the School Streets Initiative.

The Jessie Younghusband primary school is being relocated from Woodlands Lane in Chichester to a new site within the Minerva Heights development.

We would like to draw your attention to the absence of a safe crossing point on St Paul's Road in Chichester, which is causing concern within the community. This new position is to the west of St Paul's Road compared with the school's current position to the east of St Paul's Road. Children will now have to cross over from the East Broyle estate to Minerva Heights. There is not a safe crossing between Norwich Road and Sherborne Road to make active travel either safe or desirable.

We are aware that West Sussex County Council consider the Centurion Way path to be a suitable route for pedestrian access. However, we contend that this is not a year-round route. The path can flood as it passes under St Paul's Road during the winter. Furthermore, there is no lighting, making it unsuitable for shepherding young children during the darker afternoons after daylight-saving time ends.

A local community speed watch group reports that, on average, 400-500 vehicles per hour are driving north along St Paul's Rd (north of Sherborne Road) between 8am-9am, with greater estimated numbers heading south in the same period. Without a safe crossing point being established, it will mean more car journeys being made or the need for parents and children to manage risk trying to cross safely.

This has been discussed with the County Councillors for the Chichester North and Chichester West wards, and they support the establishment of a safe crossing on the St Paul's Road between Norwich Road and Sherborne Road. I hope that you do as well.

Kind regards

Sean McHale

Mayor of Chichester

Louise Pramas

City Councillor for Chichester West

Copy of response to the Mayor from WSCC Cabinet Member for Highways

1st August 2025

Dear Mr McHale and Ms Pramas,

Thank you for your enquiry of 25 July 2025 regarding the relocation of Jessie Younghusband School.

The County Council is aware of local concerns about this junction and the potential increase in pedestrian use when Jessie Younghusband moves. My Officers are developing a scheme as part of the Active Travel to School programme and I have provided some further information on the work below.

The proposed improvements will aim to enhance accessibility and safety along St Paul's Road and Centurion Way through a phased approach. The scheme is currently at feasibility stage and preliminary designs are being developed. Taking a phased approach to the development of scheme allows us to adapt and respond to evolving needs as the future footfall patterns become clearer once the school has moved. Phase 1 of the scheme will focus on closing unsafe crossings, installing tactile paving and dropped kerbs along St Pauls and realigning junction/crossing to provide a suitable location for a future school crossing patrol. It will also remove overgrown vegetation, and obstacles that impede pedestrian access. Phase 2 will consider the widening of footways, creation of new crossing points, address flooding issues and potentially enhance street lighting.

These measures will be designed to create a safer, more accessible, and well-connected network for pedestrians and other users. Phase 1 of the scheme is currently programmed for implementation in 2026/27, subject to the outcome of preliminary design, consultation and the availability of funding. My Officers will continue to work with the Head Teacher at Jessie Younghusband and West Sussex County Council Education to ensure that the proposals will meet the needs of the school community.

Regards

Joy Dennis

Cabinet Member for Highways and Transport

Motion – Planning and Conservation Committee / Full Council of Chichester City Council

Safer roads for all in Chichester West

Proposer: Cllr Louise Pramas

Seconder: Cllr Clare Apel

Council believes that:

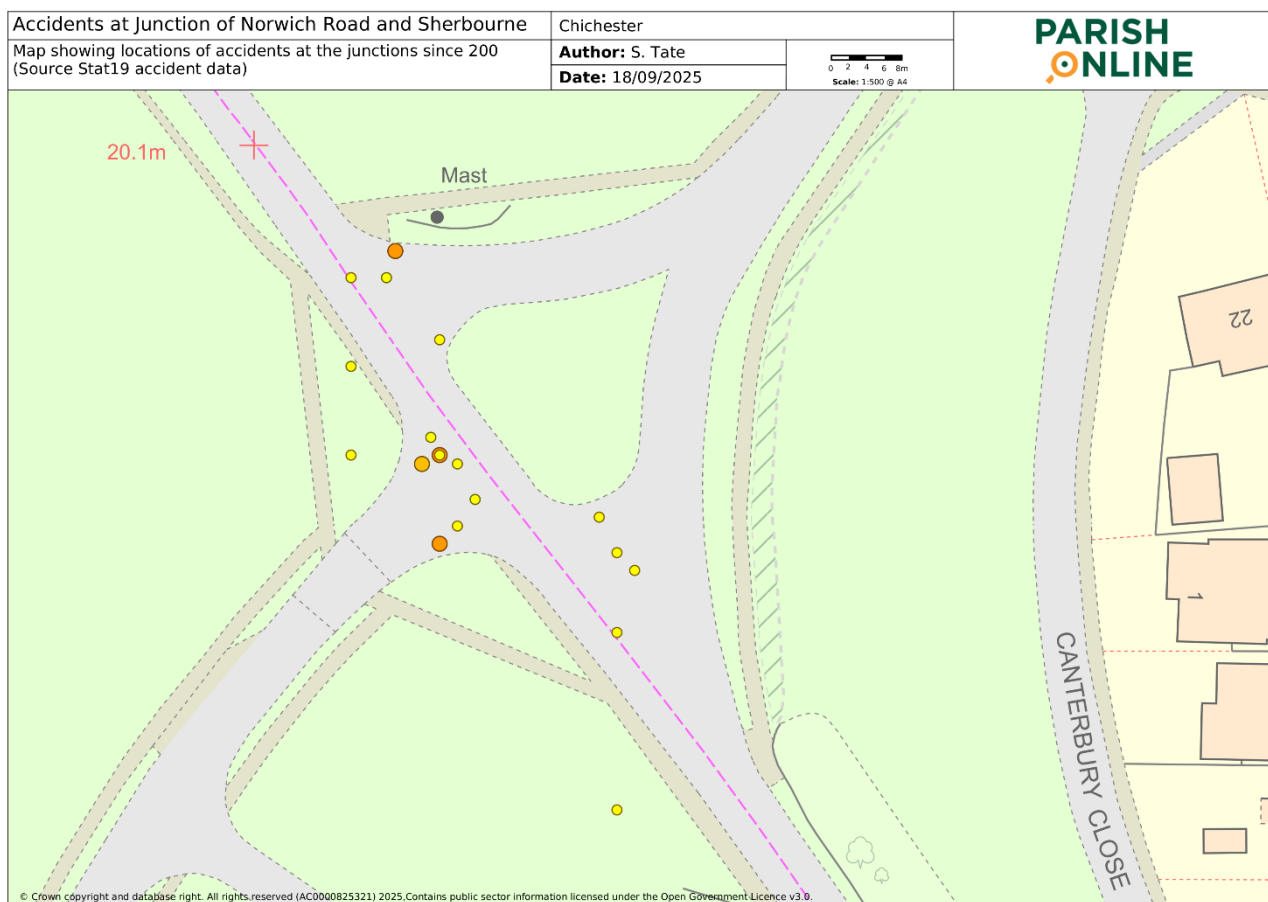
- Equitable access to safe pedestrian and cycle crossings for all ages and abilities on St Paul's Road at the junction of Norwich Road and Sherbourne Road is desperately needed, long overdue and is now crucial given the relocation of Jessie Younghusband Primary School from the East Broyle Estate to Minerva Heights.
- Safe active travel routes are a positive public health intervention and prevent potentially lethal road collisions.
- Failing to address the inadequate crossing point at this junction will endanger children's lives as they make their way to school and increase car usage as parents seek ways to deliver their children safely to and from school, further exacerbating health inequalities in the city, disproportionately affecting children, older adults, people with disabilities, and parents/carers pushing prams/push chairs.

Council notes that:

- A significant level of concern within the local community has been raised with councillors about the lack of a safe pedestrian/cycle crossing point at the junction of Norwich Road/Sherbourne Road on St Paul's Road (B2178)
- There is currently an active Change.org petition¹ gathering pace, created by members of the community. Since it launched on 29th August 2025 it has gained 527 verified signatures.
- Past community campaigns for a roundabout at this junction have been unsuccessful, incl. a Community Highway Scheme submitted by a resident in 2023.
- When the East Broyle Estate (accessed via Norwich Road) was built, the original plans included the creation of a roundabout. Due to lack of funds, this was never created and instead, a triangle of land exists at the opening of Norwich Road and residents report struggling to exit the estate during rush hour periods.
- The highways are a core statutory deliverable of West Sussex County Council (WSCC)
- Sussex Police report² 7 slight and 2 serious collisions at this junction between 01/03/2015 – 28/02/2025. Of these, 4 of the slight and 1 of the serious were in the last 3 years.

¹ [Petition - Safe crossings for ALL at the junction of Norwich & Sherborne roads on St Paul's Road - Chichester, United Kingdom - Change.org](#)

² [ssrp.shinyapps.io/dataportal/](#)



Map showing all reported accidents at the junction since 2000 (Source Department for Transport, Stats19 accident reporting system)

- A local community speed watch group (Centurion CSW) recorded on average 400-500 vehicles per hour driving north from 8am-9am in the year to March 2024, with greater estimated numbers heading south in the same period (no safe sites have been found to carry out a speed watch headed south to provide comparable data). In each 1 hour Speedwatch session it is typical to see approx. 25 drivers going 35mph or more in this 30mph zone and several large agricultural vehicles.
- City Councillors for Chichester West raised concerns about the inadequate pedestrian crossings as part of our response to the public consultation into the move of Jessie Younghusband Primary School from the East Broyle Estate to Minerva Heights on 31st January 2024 (Appendix 1). West Sussex County Council provided the following response³ to these concerns:
 - *“Centurion Way is used by many walkers and cyclists and is a popular route. Flooding is infrequent and very seasonal and only significant on a small stretch and can be managed as for any path affected by wet weather. Discussions have begun with WSP.com (a multinational engineering and design firm) on options for improvements. Feedback from local residents and observation of school start and finish times shows that many pupils are already transported to school in vehicles. The alternative route crossing St Paul’s Road and using a tarmac footpath alongside St Paul’s Road to enter Minerva Heights from the North is no different to many other routes used by*

³ [CYPLS06\(23.24\) Appendix Consultation Summary](#)

parents and carers to accompany their children to schools across the County.”

- Cllr Pramas raised the community's concerns at full council in June 2025, resulting in a letter from the Mayor outlining our concerns (Appendix 2). WSCC replied (Appendix 3) outlining a phased plan which is currently at feasibility stage. We are concerned that this proposed action will post-date the Local Government Reorganisation and will be lost for many years and move to encourage expediency.
- The Government's "Fit for the Future: 10 Year Health Plan for England"⁴ includes a move from sickness to prevention as one of three key shifts to transform the health system in England; action to support safe active travel for all generations within our community supports this shift and potentially eases the burden of overstretched health services over time due to increased levels of fitness in the community.
- Statistics from the ONS Census 2021, demonstrating that the population within Chichester City has a higher proportion of elderly and retired residents (21.5%) compared to the national average. Similarly, there is a higher proportion of disabled residents (11%) compared to the national average.
- The public sector equality duty⁵ within the Equality Act 2010 requires those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:
 - o Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - o Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - o Foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- o Removing or minimising disadvantages suffered by people due to their protected characteristics.
- o Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- o Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The City Council is concerned that failure to provide safe pedestrian and cycle crossing points at this junction on St Paul's Road could be a failure to meet the obligations set out in the Equality Act 2010.

- To date, the developers have paid £5,560,404.34 in Community Infrastructure Levy (CIL) contributions to offset the impacts of the development at Minerva Heights.

Council resolves to:

- Empower the Mayor to write a letter on behalf of the City Council to the following individuals, reflecting the content of this Motion:
 - o The Chief Executive of WSCC;
 - o The Leader of WSCC;
 - o The Chief Executive of Chichester District Council;

⁴ [10 Year Health Plan for England: fit for the future - GOV.UK](https://www.gov.uk/government/publications/10-year-health-plan-for-england)

⁵ [Public Sector Equality Duty | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/public-sector-equality-duty)

- The Leader of Chichester District Council;
 - Jess Brown-Fuller MP.
- Submit a Community Highway Scheme application to WSCC, supported by the Change.org survey data from the survey created by the community
- Invite representatives of WSCC to address the next meeting of the Planning and Conservation Committee on the subject of safe crossing at the junction of Norwich Road and Sherbourne Road on St Paul's Road, to outline their proposals in more detail and establish a better dialogue and understand the issues involved.
- Explore the potential of contributing some of our Community Infrastructure Levy funds in principle to help expedite the works, and to refer the issue to the Finance Committee.
- Formally request that WSCC takes action to expedite the development and installation of equitably accessible crossings on St Paul's Road at Norwich Road and Sherbourne Road

Appendix 1: Consultation response submitted 31st January 2024 by Chichester West City and District Councillors

Consultation on the relocation of Jessie Younghusband Primary School, the expansion of St Anthony's School and proposed Catchment Area Changes.

It is encouraging to hear that WSCC have recognised the need for increased SEND places in the area and are taking active steps to meet the needs. However, having spoken to concerned residents and parents we would like to raise the following issues with the proposed relocation of Jessie Younghusband to the school site on Minerva Heights.

Safe routes to school

The current catchment area of Jessie Younghusband is such that half of the residents have to cross no major road to access the school with the other half requiring crossing Broyle Road (A286) using the signalised crossing at the top of Oaklands Park. The proposed move to the new school site would require all of these journeys to cross the very busy St Pauls Road which has no controlled crossing on the route most parents would be expected to take.

Without improvements to crossings being made it will mean potentially more car journeys being taken or the need for parents and children to wait long times trying to cross safely. A local community speed watch group records on average 400-500 vehicles per hour driving north from 8am-9am, with greater estimated numbers heading south in the same period (no safe sites have been found to carry out a speed watch headed south to provide comparable data). Furthermore, children who live in the most easterly area of the current and proposed catchment area (i.e. Summersdale residents) will have approx. double the distance to travel, which will likely increase car journeys. The consultation documents do not set out how safe active travel for children will be incorporated into these plans to prevent an increase in traffic on these already busy roads.

The current plans for the Minerva Heights development do not include parking for parents. Whilst drop-offs may be quick, parents and guardians waiting to collect children at the end of the day will likely park along residential roads which are not wide enough to incorporate them. Drovers Lane (the spine road through the development, aka. the Southern Access Road) is currently set to be a 30mph road. In light of the number of primary school aged children who will be walking along or around this road, we would encourage West Sussex County Council to reduce this to 20mph for their safety.

Work should also be taken to improve the footpath on the southern side of St Pauls Road leading to the new school. While plans are in place for improved lighting (which is unlikely to be complete for the proposed start in 2024) the path itself is very narrow and parents have expressed concern about keeping their children safe.

The possibility of using the Centurion Way cycle path to access the new school has been raised. However, during winter months this is often flooded making it impassable (especially under the bridge for St Paul's Road) and too dark to be used with young children.

Disruption with converting to two form entry after the move and existing capacity

The current proposed move date would be while the new school site is one form entry with 210 spaces. The consultation proposal starts by stating that Jessie Younghusband currently has 210 spaces and is over-subscribed. Increasing the catchment area while providing no immediate extra spaces will exacerbate the issue of being over-subscribed.

With the existing oversubscription and the recent approval of the second phase of the Minerva Heights development and associated 850 homes, it seems likely that the new school will need to be converted to 2FE almost immediately. This construction work is likely to be disruptive for students as well as making the construction of the new classrooms more difficult as they will have to keep the first phase of the school safe at all times. The area around the school will also have construction traffic and noises for some time to come.

Short turn around between consultation and proposed start

This has caused confusion and apprehension for parents with children currently at Jessie Younghusband. The consultation document has frequent mention of both September 2024 and 2025, meaning parents are not clear about the proposal and feel frustration about the lack of transparency or engagement. The timing of the current electronic consultation appears to be rushed, especially when you effectively discount the festive season from the consultation period.

Residents are keen to meet with West Sussex County Council members and officers to hear more detail about the proposals and the rationale behind them in order to be able to effectively engage with the consultation. At present, the proposals appear to be a fait accompli and not a genuine consultation.

The structure of the electronic consultation is fundamentally flawed, containing a number of leading questions. For example, the only option offered to expand St Anthony's is into the Jessie Younghusband school building, rather than any consideration of using some of the land within the existing estate. Therefore the question posed does not allow respondents to be in support of SEND place expansion, but not into Jessie Younghusband school buildings.

In conclusion we are supportive of increasing SEND capacity in the area and balancing the capacity of schools. However, we would like to see significant steps taken to make sure that a school recently rated outstanding and in the top 4% of the country, does not suffer prolonged disruption and that parents and children are able to get to school easily and safely.

District Councillors for Chichester West

Clare Apel
Sarah Quail

City Councillors for Chichester West

Stuart Loxton
Louise Pramas

Appendix 2: Mayor and Cllr Pramas' letter to West Sussex County Council

From: Sean McHale <s.mchale@chichestercity.gov.uk>

Sent: Friday, July 25, 2025 12:28 PM

To: joy.dennis@westsussex.gov.uk <joy.dennis@westsussex.gov.uk>

Cc: Matt.Davey@westsussex.gov.uk <Matt.Davey@westsussex.gov.uk>;
paul.marshall@westsussex.gov.uk <paul.marshall@westsussex.gov.uk>;
jeremy.hunt@westsussex.gov.uk <jeremy.hunt@westsussex.gov.uk>;
julian.joy@westsussex.gov.uk <julian.joy@westsussex.gov.uk>; Louise Pramas
<l.pramas@chichestercity.gov.uk>

Subject: Relocation of Jessie Younghusband School, Chichester

Dear Councillor Dennis

Relocation of Jessie Younghusband Primary school and the School Streets Initiative.

The Jessie Younghusband primary school is being relocated from Woodlands Lane in Chichester to a new site within the Minerva Heights development.

We would like to draw your attention to the absence of a safe crossing point on St Paul's Road in Chichester, which is causing concern within the community. This new position is to the west of St Paul's Road compared with the school's current position to the east of St Paul's Road. Children will now have to cross over from the East Broyle estate to Minerva Heights. There is not a safe crossing between Norwich Road and Sherborne Road to make active travel either safe or desirable.

We are aware that West Sussex County Council consider the Centurion Way path to be a suitable route for pedestrian access. However, we contend that this is not a year-round route. The path can flood as it passes under St Paul's Road during the winter. Furthermore, there is no lighting, making it unsuitable for shepherding young children during the darker afternoons after daylight-saving time ends.

A local community speed watch group reports that, on average, 400-500 vehicles per hour are driving north along St Paul's Rd (north of Sherborne Road) between 8am-9am, with greater estimated numbers heading south in the same period. Without a safe crossing point being established, it will mean more car journeys being made or the need for parents and children to manage risk trying to cross safely.

This has been discussed with the County Councillors for the Chichester North and Chichester West wards, and they support the establishment of a safe crossing on the St Paul's Road between Norwich Road and Sherborne Road. I hope that you do as well.

Kind regards

Sean McHale
Mayor of Chichester

Louise Pramas
City Councillor for Chichester West

Chichester City Council
The Council House
North Street
Chichester
PO19 1LQ

Tel No: 01243 788502

E-mail: s.mchale@chichestercity.gov.uk

Appendix 3: Reply from Cllr Joy Dennis

From: Kinga Jasik <kinga.jasik@westsussex.gov.uk> on behalf of Joy Dennis
<Joy.Dennis@westsussex.gov.uk>
Sent: 01 August 2025 3:49 PM
To: Sean McHale <s.mchale@chichestercity.gov.uk>; Louise Pramas
<l.pramas@chichestercity.gov.uk>
Cc: Matt Davey <Matt.Davey@westsussex.gov.uk>; Paul Marshall
<Paul.Marshall@westsussex.gov.uk>; Jeremy Hunt <jeremy.hunt@westsussex.gov.uk>;
Julian Joy <Julian.Joy@westsussex.gov.uk>
Subject: RE: Relocation of Jessie Younghusband School, Chichester

Dear Mr McHale and Ms Pramas,

Thank you for your enquiry of 25 July 2025 regarding the relocation of Jessie Younghusband School.

The County Council is aware of local concerns about this junction and the potential increase in pedestrian use when Jessie Younghusband moves. My Officers are developing a scheme as part of the Active Travel to School programme and I have provided some further information on the work below.

The proposed improvements will aim to enhance accessibility and safety along St Paul's Road and Centurion Way through a phased approach. The scheme is currently at feasibility stage and preliminary designs are being developed. Taking a phased approach to the development of scheme allows us to adapt and respond to evolving needs as the future footfall patterns become clearer once the school has moved. Phase 1 of the scheme will focus on closing unsafe crossings, installing tactile paving and dropped kerbs along St Pauls and realigning junction/crossing to provide a suitable location for a future school crossing patrol. It will also remove overgrown vegetation, and obstacles that impede pedestrian access. Phase 2 will consider the widening of footways, creation of new crossing points, address flooding issues and potentially enhance street lighting.

These measures will be designed to create a safer, more accessible, and well-connected network for pedestrians and other users. Phase 1 of the scheme is currently programmed for implementation in 2026/27, subject to the outcome of preliminary design, consultation and the availability of funding. My Officers will continue to work with the Head Teacher at Jessie Younghusband and West Sussex County Council Education to ensure that the proposals will meet the needs of the school community.

Regards,
Joy

Joy Dennis

Cabinet Member for Highways and Transport
Member for Hurstpierpoint and Bolney Division
Covering: Burgess Hill (Gatehouse), Albourne, Bolney, Fulking, Hurstpierpoint, Newtimber, Poynings, Pyecombe, Sayers Common and Twineham Parishes

WSCC 033022 23729

Agenda Item 11



Chichester City Council

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer - Duties and Powers

- 1.1 The Deputy Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer - Duties and Powers

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - a. Receive declarations of acceptance of office;
 - b. Receive and record notices from Councillors disclosing interests;
 - c. Receive and retain plans and documents;
 - d. Sign Notices or other documents on behalf of the Council;
 - e. Receive copies of By-laws made by the Unitary Council;
 - f. Certify copies of By-laws made by the Council;
 - g. Sign and issue summonses to attend meetings of the Council.
 - h. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
 - i. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a. The day-to-day administration of services, together with routine inspection and control.
 - b. Day to day supervision and control of all staff employed by the Council.
 - c. Authorisation of routine expenditure within the agreed budget.
 - d. Emergency expenditure up to £25,000 outside of the agreed budget in consultation with the RFO the chair of council or vice chair of council. All expenditure to reported to the next appropriate meeting.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.
- 2.4 Extend the delegation of Council and Committee decisions to the Town Clerk in consultation with the Chair and Vice Chair of the Council and relevant Committees during any period of restricted activity declared by the Government in respect of a civil or health emergency. Such delegation to enable the Council to fulfil its responsibilities to its residents.

3. **Council**

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:
- a. Setting the Precept;
 - b. Borrowing money;
 - c. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - d. Making, amending or revoking By-laws;
 - e. Making of Orders under any Statutory powers;
 - f. Matters of principle or policy.
 - g. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
 - h. Any proposed new undertakings;
 - i. Prosecution or defence in a court of law;
 - j. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
 - k. Approving the annual return;
 - l. Confirming eligibility to exercise the General Power of Competence

4. **Standing Committees**

- 4.1 The **Finance Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
 - b. Monitoring of annual budgeted expenditure
 - c. Oversight and monitoring of the performance of Council financial investments and reserves.
 - d. Oversight and monitoring of Council governance procedures.
 - e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
 - g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
 - h. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements. The following Sub-Committees report to this Committee:
 - i. Personnel Sub-Committee
 - ii. Property Sub-Committee
 - iii. Business Plan Sub-Committee

- 4.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.1.2 The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
- 4.1.3 The Finance Committee has appointed the following Sub-Committees with delegated powers to fulfil its' requirements:
 - 4.1.3.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council.
 - i. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
 - 4.1.3.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
 - 4.1.3.1.2 The Personnel Sub Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.
 - 4.1.3.1.3 It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
 - 4.1.3.1.4 In order to ensure, as far as possible, that such matters as Appraisal, Grievance, Disciplinary and Capability issues are

dealt with professionally and in accordance with Employment legislation, all members of the Staffing committee must undertake training in these matters.

- 4.1.3 .2 The **Property Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
- 4.1.3.2.2 The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
 - c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
- 4.1.3 .3 The **Business Plan Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. Preparation of reports to Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
 - d. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.

- 4.1.3.3.2 The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Adoption of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
- 4.2 The **Planning and Conservation Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
 - i. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- 4.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
 - 4.2.2 The following matters are reserved to the Council for decision, but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
- 4.3 The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
 - e. Issues related to amenities and facilities provided for the City by other authorities and organisations.
 - f. Recipients of Annual Civic Awards.
 - g. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - h. Allocation and monitoring of grants from the annual Grant Budget.
 - i. Annual review of effectiveness of all services delivered by the Council to the local community.
 - j. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - k. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.

- I. Monitoring of new project and initiatives put forward by this committee.
- 4.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.3.2 The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
 - a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year
- 4.4 There are no other Standing committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee is formed by means of a Minute detailing the Terms of Reference.

5. Working Groups and Parties

- 5.1 Working Groups/Parties may be formed by resolution of the Council, Committee or Sub-Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council, Committee or Sub-Committee that formed it.

6. Delegation to the City Council Planning Adviser

- 6.1 In certain circumstances The City Council Planning Adviser is delegated to make the decisions on behalf of the Planning and Conservation Committee:
 - a. As the City Council does not have the resource to comment on every application, the applications which have the least potential for impact upon matters of public interest are assessed and screened by the planning adviser upon receipt of the weekly list. Those screened out include applications relating to trees, minor householder applications, and legal determinations as to whether planning permission is required or whether a development is lawful.
 - b. Applications with greater potential for impact on the public realm, such as large-scale householder applications, changes of use, or advertisements not conforming to the Chichester shop front design guidance, are taken to the Planning and Conservation Committee.
 - c. Major applications (proposing 10 or more dwellings or development which is particularly controversial) are heard at Planning and Conservation Committee. This Committee also covers any policy issues or consultations from relevant bodies, enforcement and appeals.
 - d. Minor amendments to applications are responded to by the Planning Adviser, in consultation with the Chairman, or in accordance with the comments of the planning committee which considered the original application.

7. Delegation - limitations

- 7.1 Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Agenda Item 11

Proposed Changes to Committee Terms of Reference and Scheme of Delegation Following Annual Review

Report Prepared by: Town Clerk

Background

The standing committees and sub-committees have reviewed their terms of reference and delegated powers in order to make any recommendations to Council for changes or amendments as required by City Council Standing Orders.

Proposed Changes to Existing Arrangements

Following the Community Affairs Meeting held on 3rd September, the Planning and Conservation Committee meeting held on 11th September, and the Finance Committee meeting held on 17th September the following changes are recommended:

Changes to Community Affairs ToR and Delegated Powers:

1. That the delegated responsibility for Civic Awards be returned to full council,
2. That oversight for flower beds, hanging baskets and other City Centre public amenities be transferred to the Planning & Conservation Committee,
3. That the committee maximum membership be amended to remove the maximum limit with no less than a third of members present constituting a quorum.

Changes to Planning and Conservation Committee ToR and Delegated Powers:

1. That responsibility for flower beds, hanging baskets and other City Centre public amenities be transferred from the Community Affairs Committee
2. That the committee be given delegated responsibility for approval of expenditure items within existing annual budgets for the following items:
 - a. Neighbourhood Planning.
 - b. Traffic, transport and community highway schemes.
 - c. City centre public realm amenities.
 - d. Nature, biodiversity and environmental improvement schemes.
 - e. Net zero schemes delivered outside of the Council House.

The Planning and Conservation Committee have additionally requested that the Planning Adviser review their delegated powers and bring a report back to the October meeting recommending any changes required to better reflect operational needs.

Changes to Personnel Sub-Committee ToR and Delegated Powers:

1. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action, in line with ACAS best practice guidelines.
2. To appoint members to hear any formal grievance in line with ACAS best practice guidelines.

Business Plan Sub-Committee ToR and Delegated Powers:

The Finance Committee have requested that the Town Clerk and Chair of the Finance Committee and Business Plan Sub-Committee review the Business Plan Sub Committee

ToR and delegated powers to ensure the sub-committee is working as anticipated and bring a report back to the November Finance Committee meeting outlining their findings.

Creation of a new Community Affairs Sub Committee

Current Situation

Following the Council review of committee terms of reference and adoption of the Council Scheme of delegation in March 2024, it was resolved that the Community Affairs committee would have delegated powers over the following areas:

- Emergency planning.
- Local rights and traditions and civic and ceremonial matters.
- Community events.
- Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
- Issues related to amenities and facilities provided for the City by other authorities and organisations.
- Recipients of Annual Civic Awards.
- All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
- Allocation and monitoring of grants from the annual Grant Budget.
- Annual review of effectiveness of all services delivered by the Council to the local community.
- Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
- To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- Monitoring of new projects and initiatives put forward by this committee.
- The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
 - Representation on outside bodies
 - Development of new services for the local community
 - Development of new facilities for the local community
 - Grant funding award criteria
 - Recommendation of the Committee's budget to the Finance Committee each financial year

The current meeting schedule for the committee is quarterly, meeting in June, September, December and March, with grant applications heard at each meeting throughout the year to provide community groups multiple funding windows throughout the year.

Issues

As the Council has become increasingly active, it has become evident that the current meeting pattern of four meetings per year of 2 hours duration is not sufficient

to cover the volume of business covered by the committee. The most recent meeting concluded after three hours, which is not sustainable for members or officers.

During the annual review of the Committee Terms of Reference at the September meeting, the following changes were Recommended to Council, which will reduce some of the burden from the Committee:

- 1) Responsibility for determining recipients of Civic Awards be returned to full Council
- 2) Monitoring and management of public realm amenities in the City Centre be moved to the Planning and Conservation Committee

Options for Consideration

Even with the proposed changes to the Committee responsibilities, it is unlikely that the volume of reports and information to be covered at each committee meeting will be substantially reduced. On that basis, we have considered for how the meetings could be managed and propose the following options:

- 1) Standing orders are updated and the maximum time allowed for meetings is extended to 3.5 hours. This would allow time for the committee to maintain the quarterly meeting schedule and cover all of the business in a single meeting. This would place a considerable burden on staff and members and may require a change in the meeting start time to allow members and staff sufficient time to eat either before or after the meeting. The proposal would also impact upon staff TOIL accruals and would mean that staff would be entitled to take time off during working hours, reducing their availability in office hours.
- 2) Meeting frequency is increased to 6 meetings per year. This would allow more business to be transacted throughout the year, hopefully reducing the time required for each individual meeting. The proposal would impact upon staff TOIL accruals and would mean that staff would be entitled to take time off during working hours, reducing their availability in office hours.
- 3) Creation of a Community Liaison Sub Committee. This would allow community groups time and space to report effectively to Council on the work that they are doing and encourage meaningful engagement and dialogue. The Sub-Committee would be the first port of call for groups such as the Twinning Groups, Tree Wardens, Community Wardens etc. to report on both their activities and their future plans and on any emerging issues or concerns that the Council should be aware of.

Membership of the Sub-Committee would be open to all Councillors and it would meet quarterly in the daytime at least two weeks prior to the parent committee so that minutes of the meetings and any recommendations could be considered at the next Community Affairs Committee. By holding the meetings in the daytime, it would reduce the staffing impacts, as it would not affect TOIL accrual and staff availability.

Delegated responsibilities for the new sub-committee would be the oversight of services and facilities delivered by other authorities and organisations.

Matters that would remain reserved to the parent committee would be

- Emergency planning.
- Local rights and traditions and civic and ceremonial matters.
- Community events.
- Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
- All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
- Allocation and monitoring of grants from the annual Grant Budget.
- Annual review of effectiveness of all services delivered by the Council to the local community.
- Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
- To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- Monitoring of new projects and initiatives put forward by the committee.
- To make recommendations to the Council in the following matters:
 - Representation on outside bodies
 - Development of new services for the local community
 - Development of new facilities for the local community
 - Grant funding award criteria
 - Recommendation of the Committee's budget to the Finance Committee each financial year

- 4) Creation of a Grants Sub Committee. This would remove consideration and monitoring of community grant funding awards from the main Committee meetings.

Membership of the Sub-Committee would be open to all Councillors and it would meet quarterly in the daytime at least two weeks prior to the parent committee so that minutes of the meetings and any grant funding allocations could be noted at the next Community Affairs Committee. By holding the meetings in the daytime, it would reduce the staffing impacts, as it would not affect TOIL accrual and staff availability.

Delegated responsibilities for the new sub-committee would be the award and monitoring of community grants.

Matters that would remain reserved to the parent committee would be:

- Emergency planning.
- Local rights and traditions and civic and ceremonial matters.
- Community events.

- Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
- Issues related to amenities and facilities provided for the City by other authorities and organisations.
- All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
- Annual review of effectiveness of all services delivered by the Council to the local community.
- Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
- To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- Monitoring of new projects and initiatives put forward by the committee.
- To make recommendations to the Council in the following matters:
 - Representation on outside bodies
 - Development of new services for the local community
 - Development of new facilities for the local community
 - Recommendation of the Committee's budget to the Finance Committee each financial year

Recommendations

- 1) That the proposed changes to the Planning & Conservation committee terms of reference are adopted.
- 2) That the proposed changes to the Finance committee terms of reference and the Personnel, Property and Business Plan sub-committee terms of reference are adopted.
- 3) That the proposed changes to the Community Affairs committee terms of reference are adopted
- 4) That the scheme of delegation is updated to reflect the revised terms of reference for the relevant committees and sub committees.
- 5) That a new sub-committee is created to reduce the burden on the Community Affairs Committee meeting. The sub-committee should be created to cover either:
 - i. Community Liaison
 - or
 - ii. Grant funding allocations

To be delivered within current staff resource capacity, the new sub-committee meetings should take place in the daytime during normal office hours and Council will need to reflect on how this will impact the opportunity for working members to attend the meetings and participate in the business to be transacted.