



Chichester City Council

MEETING OF THE COMMUNITY LIAISON SUB-COMMITTEE

TO THE MEMBERS OF THE COMMUNITY LIAISON SUB-COMMITTEE

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COMMUNITY LIAISON SUB-COMMITTEE OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 10.30AM ON FRIDAY 21st NOVEMBER IN THE COUNCIL CHAMBER

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Town Clerk
13 November 2025

Agenda - 21 November 2025

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| 1 | ELECTION OF CHAIR OF THE SUB-COMMITTEE FOR 2025-2026
To elect a Chair for the Sub Committee |
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| 2 | TO AGREE SUB COMMITTEE MEMBERSHIP
To confirm sub-committee membership

<i>(Note: membership is open to any interested Councillors)</i> |
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| 3 | APOLOGIES FOR ABSENCE
To note apologies, receive from members of the Committee prior to the meeting. |
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| 4 | DECLARATIONS OF INTEREST
Declarations of interest by Members of the Committee in matters on the agenda of this meeting. |
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| 5 | SUB COMMITTEE TERMS OF REFERENCE
To approve the draft Community Liaison sub-committee terms of reference |
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| 6 | UPDATE FROM YOUNG PEOPLES SHOP
Young Peoples Shop to report |
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| 7 | TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS <ul style="list-style-type: none">• Friends of Chartres• Friends of Ravenna |
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- Friends of Speyer
- Friends of Valletta
- Chichester Tree Wardens
- BID

8

POLICING AND SECURITY IN THE CITY

To receive reports and/or updates relating to policing and security in the city:

- Sussex Police
- CDC Community Wardens
- CDC Communities team and Joint Action Group (JAG)

9

ITEMS TO BE INCLUDED ON THE NEXT AGENDA

10

DATE OF NEXT MEETING

Date of next meeting:

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Agenda

1. ELECTION OF CHAIR OF THE SUB-COMMITTEE FOR 2025-2026

To elect a Chair for the Sub Committee

For Decision

2. TO AGREE SUB COMMITTEE MEMBERSHIP

To confirm sub-committee membership

(Note: membership is open to any interested Councillors)

For Decision

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For Information

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For Information

5. SUB COMMITTEE TERMS OF REFERENCE

To approve the draft Community Liaison sub-committee terms of reference

For Decision

6. UPDATE FROM YOUNG PEOPLES SHOP

Young Peoples Shop to report

7. TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS

- Friends of Chartres
- Friends of Ravenna
- Friends of Speyer
- Friends of Valletta
- Chichester Tree Wardens
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8. POLICING AND SECURITY IN THE CITY

To receive reports and/or updates relating to policing and security in the city:

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For Discussion

9. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

For Discussion

10. DATE OF NEXT MEETING

Date of next meeting:

For Information

Community Liaison Sub Committee Commitee Draft TOR

5 - SUB COMMITTEE TERMS OF REFERENCE

Last modified: 12/11/2025

Draft Terms of Reference Community Liaison Sub-Committee

1. The Community Liaison Sub-Committee is constituted as a Sub Committee of the Community Affairs Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of four and no more than twelve Councillors as voting members with a third of members and not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this sub-committee.
4. Membership of the Committee shall be ratified at the first meeting of the Community Affairs Committee following the Annual Council Meeting in May of each year.
5. The Chairman shall be elected annually by the Sub-Committee
6. The Community Liaison Sub-Committee Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Community Liaison Sub-Committee Committee shall meet at least four times a year.
8. The Community Liaison Sub-Committee is responsible for the monitoring and maintenance of City Council relationships with key community stakeholders and groups. Its purpose is to liaise directly with the organisations working in the community sector, to understand the activities and services being delivered and to ensure that the City Council is well briefed on emerging issues and trends to inform future policy and project development.
9. The Community Liaison Sub Committee shall be delegated to make decisions on behalf of the Community Affairs Committee in the following matters:
 - a. Authorisation of expenditure from international relations budgets within agreed budget limits.
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
11. The Community Liaison Sub Committee shall be delegated to make recommendations to the Community Affairs Committee in the following matters:
 - a. New projects and proposals to improve community support and address emerging issues in the City.
 - b. To make annual budget recommendations to the Community Affairs Committee.
 - c. To report back to the Community Affairs Committee and request Committee time to examine areas of concern.
12. All correspondence shall be conducted through the Town Clerk wherever possible.
13. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

City council warden reports

7 - TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS

Last modified: 07/11/2025

Chichester City Council

Community Warden report for November 2025

I have now been working in the city for a couple of months, I am really enjoying it. I have had a lot to learn about the people and places that make up the city but have had so much help and support that has helped me settle in quickly.

Over the summer some of our street drinking communities have move to the Cathedral Green but we have successfully deterred large groups from gathering in this area. This is a regular hot spot and is monitored by us and BID ambassadors along with our partners in Sussex Police.

The ADC car park has had a few incidents of graffiti. We keep a close eye on this area and aim to have the graffiti removed as soon as possible. We will continue to monitor this area.

People running on the rooves is still an issue, the council and partners are actively looking at ways to engage with the offenders once identified. This is an ongoing issue, but there was a bit of success recently when one of the roof runners were identified. We continue to work with partner agencies, landlords and shops to bring this to an end.

There was an issue with a street vendor in the city. They were caught talking to a vulnerable male in the city who then went to withdraw money from his account, we intervened and stopped the money from being handed over however we suspect this isn't the first time. To say the street vendor was furious with us was an understatement but we were just glad that the man wasn't parted from his cash.

There has been a major issue at Eastgate square in the summer where someone was assaulted however this is an isolated incident and shouldn't reflect on the good work the police, council and others have done in keeping the area clear of drinkers.

The Ox Market called me after a group of children were being a nuisance and banging on their door during an exhibition open evening. They had harrassed a gentleman and he had gone to the Gallery for

refuge. I have CCTV images and have passed them on to the police, who have also been involved. I contacted the gentleman to check on his welfare and offer him reassurance.

My work often brings me into contact with the BID Ambassadors. It is a pleasure to work with Ash, Jack and Mercedes, they are so pro-active and very knowledgeable. They are always happy to answer my questions about whose who etc. Recently I was in East Street around 10am talking to them when a call was received over the radio from a concerned shop assistant about a man who was at the Cross. She didn't know if he was sleeping or unconscious. We all went to check on him straight away. He had had half a bottle of vodka and was in a fragile state of mind. It took a while to gain his trust and at one point he was screaming and crying which was quite distressing for passers-by. We all tried to reassure him, Ash sat with him and was very calm and kind to the man. A PCSO came passed so we flagged her down. She was able to get some details about who he was. It took 4 of us 2 hours to get him from screaming to smiling. We walked him to the bus stop and waited until his bus came to put him on it. It was great teamwork that brought a happy outcome.

There was a joint visit to the Tannery that I was invited to. People from WSCC, WSFR, Sussex police, CDC and I went into the buildings after reports of trespass and rough sleepers there. There has been a fair amount of damage, broken windows etc and graffiti. The buildings are not in a good condition. Overgrown foliage had created a good camouflage for those who wanted to enter the building. There was a plan immediately put in place to secure the building and cut back the foliage.

I have been speaking to a lot of the businesses within the city and through those conversations I have been made aware of some issues in the alleys at the back of the shops. This led me to check out all the back streets and alleys to see what could be improved. I discovered things like large wheelie bins, ladders, rubbish, fly tipping and general clearing and tidying that would make the area safer and more pleasant for the businesses that use them. I fed these back to the group that do the ASB walkabouts, and the locations were added to the list. The ASB walkabout consists of WSFR, CDC employees, the ASB coordinator for the police and Mandy Medhurst from the BID. We did the walkabout and

have been able to highlight some things that can be improved. We spoke to a lot of shop employees to get them to be mindful about how rubbish is stored and where.

We also looked at how we could deter the youths from running along the shop rooves. The main problem is there are a lot of fire exits and entry doors into flats. These areas must be open and kept clear.

Unfortunately, this also means that the youths can also access them. It's a work in progress.

I have visited the Boys Club and have to say it is a great asset for our young people. It is providing a much-needed safe space to meet with friends, do an activity, play pool, the list goes on. What it is also providing is way to engage with young people who may be coming to attention through ASB. Chris Williams is doing a sterling job and relies on volunteers to run the sessions. I have told him that I am very happy to help in any way I can. With youth clubs few and far between we need to look after this vital service and help it not only continue but thrive.

Dawn White

Community Warden for Chichester City

October 2025 Chichester BID Ambassadors Report for Community Liaison Sub C~

7 - TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS

Last modified: 12/11/2025

October 2025 Chichester BID Ambassadors' Report

Overview

October is characterised by repeat low-level theft, youth antisocial behaviour and welfare concerns involving vulnerable adults.

The Ambassadors provided a visible reassurance presence and first aid response while maintaining strong links with local businesses, Community Wardens, Chi BAC and police partners.

1. Key Themes

Theme	Summary
Repeat shoplifting	Persistent small-value theft by a core group of known individuals. Alcohol and food most common.
Youth nuisance	Increase in groups of teenagers stealing low-value goods and being verbally abusive and climbing on roofs
Vulnerability & welfare	Regular contact with rough sleepers and individuals in crisis. Multiple first-aid incidents involving vulnerable members of the public
Violence & aggression	Several cases of verbal or physical aggression toward staff or Ambassadors, usually alcohol related.
Partnership response	Strong collaboration via Chi-BAC radio and DISC reports; however, delayed police response in some cases.

2. Crime & ASB Trends

Category	Notes
Shoplifting	Concentrated at Co-op, Tesco Express, Iceland, Boots, Sports Direct
Youth-related ASB	Rowdy groups and roof-climbing incidents
Alcohol-related incidents	Intoxicated individuals loitering and arguing in The Cross
Violence / assaults	Isolated but concerning incidents
Rough sleeping & welfare	Mostly same individuals – some linked with support services

Category	Notes
Police engagement	Occasional lack of immediate availability

3. Hotspot Areas

Retail Core: Co-op – Tesco Express – Iceland – Boots – TK Maxx – Sports Direct

The Cross & Eastgate Square: Frequent congregation of intoxicated individuals and youths

Cathedral Green & Priory Park: Street community activity and alcohol/drug use

Underpass / car parks: Rough sleeping and drug activity

4. Ambassador Activity Highlights

Assisted **multiple first-aid incidents** (falls, collapses, cuts, dislocations)

Prevented or recovered items from **over 15 shoplifting attempts**

Conducted **daily patrols** across key business zones

Supported **vulnerable or homeless individuals** to access help (Stonepillow, outreach)

Maintained **continuous radio contact** with businesses, improving intelligence flow

5. Actions

Area	Action
	Maintaining & strengthening BID/Police relationship & communication.
Enforcement	Changes in local Neighbourhood Policing Team (new sergeants joining in December 2025). Planned meeting between Inspector Lyons and BID CEO in early December to discuss structure and support for the city in 2026.
Youth intervention/Roof Incidents	Three youths identified: action via Community Protection Notice (CPN) and Community Protection Warnings (CPWs). We hope to see a reduction in roof incidents as a result. Ongoing joint project with Police/Chichester District Council (CDC)/ property owners/ planning enforcement to secure roof access points.
Retail support	Encourage businesses to maintain radio contact & DISC updates (if Chi BAC members), CCTV sharing and report incidents via 101, 999 and Crimestoppers

Area	Action
Welfare	Continue Ambassador welfare checks; reinforce pathways to Stonepillow and social care.
Visibility	Maintain daily patrols and positive engagement presence to reassure retailers & public.

6. Key Observations

- Most incidents involve **a small, known group of offenders**.
- Alcohol, drug dependency and homelessness drive a large share of repeat crime.
- Ambassadors' presence **reduces escalation and increases public confidence**.
- Local partnerships are effective but **need faster enforcement follow-through**. Police resources are stretched but improvements coming in 2026 when two police officers will be on daily foot patrol in the city centre and wider area.

Summary

Chichester city centre remains safe but faces **persistent low-level crime and antisocial behaviour** from a repeat cohort and rising youth incidents.

Continued partnership between all stakeholders: **businesses, Ambassadors, councils and police** is essential to maintain safety and support businesses and residents.

Report for Community Liaison Sub Committee meeting 21st November 2025

7 - TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS

Last modified: 12/11/2025

Report for Community Liaison Sub Committee meeting 21st November 2025
from The Friends of Chartres

We currently have 84 paid-up members of the Association.

Our autumn season began with our by now traditional quiz accompanied by fish and chips at the Fishbourne Centre on Sunday 8th September with our Treasurer Stephen Northdale supplying the questions on a range of french themed topics.

Our language circle meetings restarted after the summer break and we have welcomed some new members. The Cercle Avance for those with a good command of french takes place on the second Monday of each month at The Chichester Inn in West Street between 5.30 and 7.00pm while the slightly less advanced Petit Cercle meets in the congenial surroundings of the Festival Theatre foyer at 10.30am on the first Tuesday of each month.

L'argent de poche was the first of our french film shown in the studio at the New Park Centre and will be seeing the film the English title of which is Up for Love at 5.30pm on Sunday 23rd November.

We have also started discussions with the Cinema at New Park to have a lecture about French New Wave Cinema and see a suitable film in the new year. The Friends of Speyer and the Friends of Ravenna have held similar events.

Our Christmas Soiree will take place on Thursday 4th December in St Johns Chapel in St Johns Street when we will have a talk about the chapel and enjoy an organ recital by Alan Thurlow the former organist of the Cathedral.

We will be holding our Annual Dinner once again at Restaurant 64 at the Chichester College in February.

Our twinning visit to Chartres will take place between 30th April and 4th May. For those of us who are also looking forward to seeing our friends in Ravenna this presents an interesting logistical challenge in that the visit there is due to start on 8th May. A number of us will therefore be planning how to make our way direct from Chartres to Ravenna.

We have trying to establish a link between a school in Chartres and one in Chichester for some time and we are hopeful that discussions with the Fishbourne Primary School bear fruit particularly as the teaching of languages seems to have a low priority in the National Curriculum.

Michael Bevis Chair Friends of Chartres

2025-11-14 Chichester TWs Report to CCC (CLsc, 21-Nov-25) fv pdf

7 - TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS

Last modified: 18/11/2025

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made

Report to: Chichester City Council - Community Liaison Sub-Committee
for its Meeting on Friday 21st November 2025

From: Paula Chatfield, Chair of Chichester Tree Wardens

Date: 14th November 2025

Since we last reported (25th August), Chichester Tree Wardens' volunteer activities to promote trees and encourage protection of and planting trees include:

- Confirming our participation as part of the West Sussex Tree Warden Network covering as much as we can of the Chichester City civic parish area. The Network was established in 1991 as one of the first under the national Tree Warden scheme set up by the Tree Council in response to widespread tree loss resulting from the 1987 storm. Throughout this time, the Network Co-Ordinator role has remained with the County Arboriculturist, currently Jordan Walker. This summer, all volunteer Tree Wardens in the Network were required to re-register as part of improvements to how we communicate and network across parishes. There will be a renewed drive to encourage volunteer Tree Wardens for all parishes. All Chichester Tree Wardens re-registered, with the exception of Mary Turner. Mary had already given up her voluntary role with East Broyle Residents' Association, which was her focus for being a Tree Warden. She has introduced us to her EBRA successor, Malcolm. Malcolm has not yet decided whether or not to join the volunteer Tree Warden scheme, but we are liaising anyway.
- Sourcing woodchip for delivery to and use by volunteers for mulching young trees at Florence Park.
- Researching Tree Walk techniques in order to develop what we are able to offer (for both public engagement/interest and fundraising) in future.
- Liaising with a concerned member of the public who contacted us about a tree on the Arundel Park estate. The owner of the tree was unknown and a nearby resident had employed someone to hack it. We managed to identify the land ownership and explained options. The interested individual decided to request that CDC make a Tree Preservation Order to protect the tree from future work/felling without professional oversight, and has told us this was successful. This area of the city is not one we know well, so we rely on the interest of locals to bring issues to our attention.
- We set up a small display and talked to film-goers about trees and our activities locally at Chichester Cinema at New Park for the screening of the Happy Man Tree film on 29th September. This was part of an environmental film series, A Greener Screen, put together by the Cinema with Transition Town Chichester. The film documents a London community's fight to save a Victorian plane tree beside the Happy Man pub from being felled as part of a redevelopment. The tree won the Woodland Trust's Tree of the Year in 2020. Although the campaign was ultimately unsuccessful, it is inspirational. We hope we never need to mount a similar campaign.
- On 9th October, Paula, Diana and Malcolm visited the [Beryl James Selsey Tree Nursery](#), a Community Tree Nursery (CTN) established by the Manhood Wildlife and Heritage Group in 2022 on edge-of-farm land near Selsey's Asda. Seeds are germinated at volunteers' homes

or at the [Hidden Garden](#) (a Selsey Community Forum community growing project). Jordan joined us with an eye to considering how CTNs could be useful countywide.

- The South East Tree Warden Forum took place at Portsmouth on Saturday 25th October. Clare, Diana and Paula attended. We invited, and were joined by, Sophie Hamnett, CDC's Tree Project Officer. This annual Tree Warden get-together organised by the Tree Council is a brilliant opportunity to network with volunteer Tree Wardens from other areas/Networks and catch up with national news and initiatives, alongside learning more about the host location and volunteers.
- As part of the Eco Chi network, we have been helping with a monthly "Green Hub" stall at the Farmers Market. On 7th November, we themed it "We Love Trees" to tie in with the upcoming 50th [National Tree Week](#) (22nd to 30th November 2025, theme "A Future Filled with Trees"). We created handouts, display materials and used other printed resources supplied by the Tree Council (including bookmarks, some of which we were able to donate to the Oxfam bookshop). This and other events are all part of raising the profile of trees locally and we were pleased by the (gentle) level of interest, conversations we had, and connections made.
- We took a similar display to Chichester District Council's launch of the Chichester Climate Action Network on 10th November, where it was exciting to catch up with old contacts and make new connections.
- Networking continued at the Festival of Chichester Autumn Meeting yesterday (we are working up 2 events for the 2026 programme).
- Last week we were finally offered the allotment plot on Minerva Heights designated for a Community Tree Nursery/community orchard. We are working through the standard allotment documentation, which needs some tweaking before we commit (as it's drafted for regular allotment holders). Seed Gathering Season re-starts for most trees in September, giving us time to Business Plan, fundraise, set out the site (shed, covered area, water storage, tools, etc) and involve local people as we start this new venture. In the short term, we are applying to CDC's free tree scheme for a handful of fruit trees (to offer a community orchard element) to plant this winter. With the deadline on Monday (17th November) we don't know if they will already have allocated all their funding. (In many ways the scheme being oversubscribed would be beneficial, proving demand for increased funding in future years.)

So we've had yet another busy few months and created much work for ourselves in 2026! (We also want to launch a project aimed at addressing tree succession planning at Terminus Road.) I'm really proud of our small team; the week-in, week-out focus and community connections as well as the activities mentioned here. We hope you like having volunteer Tree Wardens too!

With best wishes,

Paula
(tel. 07788 140698; email paula@parklands-chichester.org)
www.treesinchi.org

Reminding us why we do it (photo, right): the remaining false acacia in East Street (planted 1970s) and the historic cathedral limes (planted 1828).

