Chichester City Council

MEETING OF BUSINESS PLAN SUB-COMMITTEE

<u>TO THE MEMBERS OF THE BUSINESS PLAN SUB-COMMITEE</u>

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE BUSINESS PLAN SUBCOMMITTEE TO BE HELD AT 10AM ON MONDAY 24TH NOVEMBER 2025 IN THE COUNCIL CHAMBER

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Town Clerk

18 November 2025

Agenda - 24 November 2025

BP2025/8	**APOLOGIES FOR ABSENCE**
	To note apologies, receive from members of the Committee prior to the meeting.

BP2025/9	**DECLARATIONS OF INTEREST**
	Declarations of interest by Members of the Committee in matters on the agenda of this meeting.

BP2025/10	**MINUTES OF THE PREVIOUS MEETING**
	To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 19 August 2025.
	[Minutes - Business Plan Sub-Committee - 19 August 2025](#)

BP2025/11 **UPDATE ON ACTIONS FROM PREVIOUS 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.	

BP2025/12   **PROJECT MANAGERS REPORT**
To consider the Project Managers report

BP2025/13   **ITEMS FOR NEXT AGENDA**

BP2025/14   **DATE OF NEXT MEETING**
Date of next ordinary meeting:

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Minutes - Business Plan Sub-Committee - 19 August 2025

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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

BP2025/12.PROJECT MANAGERS REPORT
To consider the Project Managers report

BP2025/13.ITEMS FOR NEXT AGENDA

BP2025/14.DATE OF NEXT MEETING
Date of next ordinary meeting:

BP2025/12 - PROJECT MANAGERS REPORT

Last modified: 21/11/2025

Chichester City Council

PROJECT MANAGEMENT UPDATE
to
BUSINESS PLAN SUB-COMMITTEE
from
JAMES BRIGDEN, PROJECT MANAGER
Date: 24/11/2025

Florence Park Community Centre:

Update:

Following the identification of Florence Park as the site for delivering this project, we have been engaged in discussions on partnership working with three organisations. Unfortunately, the wider partnership has proved allusive. Therefore, it was decided to move forward with the original partnership of the Sea Cadets and the City Council.

This decision has had an impact on the scope of what we can deliver, and the decision was made to pair back the requirements and design of the project and deliver it in 2 phases.

The first phase will deliver on a single multi-use hall and fulfil the Sea Cadet requirements in terms of office space and storage whilst simultaneously deliver on a community space that will provide much need facilities within the South Ward.

The second phase is to be an optional extension which can be delivered through further fund.

The next step to progress this project is the development of an architectural concept and a request for pre application advice from Chichester District Council. To deliver on this we have approached 6 local Architects to quote for concept designs and preliminary work to take this project to pre-application advice. To that end, we have received approval to spend up to £20,000 from the allocated fund for the community space with our CIL budget from the Finance Committee to cover architectural services in delivering a concept design and submission of pre-application advice from Chichester District Council in early 2026.

Reporting Structure and Decision Making:

We have a draft Reporting Structure and Decision-making framework (Appendix 1) which is to be discussed with the Sea Cadet this week when we formulise the partnership.

Dark Spaces

Oxmarket update:

The installation of 5 wired lighting bollards outside the Oxmarket Gallery was completed in June. Since the evenings have set in the lights are coming into use more frequently. This has identified issues around their operation, and we are working with the Oxmarket, Aspect Electrical and the manufacturers to tune the lights to the environment they are situated in.

New Park update:

The installation of 10 solar bollards along the New Park cycle track was completed in June and with the darker evenings they are functioning and we have had positive feedback from residents.

We did have 2 incidents of vandalism on these lights, and we have worked with the supplier to design out the weakness that we identified. We are continuing to monitor the lights for further vandalism incidents.

Next Scheme – Oaklands Park:

Following a meeting with Cllr Craig Gershalter it is proposed that the next scheme to be delivered should be along the footpath across Oaklands Park from Broyle Road to the new play park. The installation of lighting along this path will allow for safe passage in the winter months across Oakland Park supporting both users of the playpark, university students and residents from Northeastern Chichester creating a new evening route into the city. We have a current quote for installation of solar bollard along this route in the region of £10,000. It is proposed that a full report on this scheme will be taken to finance committee on the 10th December.

Digital Signage

Update:

Due to the development of a new app to deliver on the 'What's On' guide the digital signage project has been held up by a variety of software issues. I am working with the supplier to rectify these issues, and we are getting closer to installation.

Performance Stage

Update:

Following a successful demonstration of the recommended staging with the Front of House team the order has now be placed for the replacement stage for the Assembly room and will be delivered within the next couple of weeks.

Appendix 1
Reporting Structure and Decision-Making Processes

Project: Development of Florence Park Community Centre: Phase 1 - Conception
Version: v1.0 / Draft
Date: 28/09/2025
Author: James Brigden – Project Manager

1. Purpose

This document sets out the reporting structure, accountability lines, and decision-making processes for the development of the new community centre. It ensures transparency, timely escalation, and clear governance throughout the project lifecycle.

2. Governance Structure

Project Governance Levels:
- Project Sponsor – ?
- Project board – Partnership Group formed of Councilors and Sea Cadet representatives – Strategic oversight; makes key decisions; monitors risks, finances, and progress.
- Project Manager – Day-to-day management; reports to Project Board; responsible for delivery against scope, time, and budget.
- Working Groups / Contractors – Provide technical expertise; deliver defined work packages; escalate issues to the Project Manager.
- Community Stakeholders – Informed and consulted; input on design, use, and needs.

3. Reporting Structure

- Bi-weekly updates – Project Manager to internal project team (progress, blockers, next steps).
- Monthly Highlight Report – Project Manager to Project Board (progress against milestones, RAG status, risk log, budget update).
- Quarterly Reports – Project Sponsor to Council Committee / Senior Leadership (strategic updates, budget, approvals required).
- Stakeholder Updates – At key milestones (consultation events, newsletters, website updates).

Reporting Escalation:
- Issues unresolved at Project Manager level are escalated to the Project Board.
- Significant risks/issues requiring resource change or budget increase are escalated to the Sponsor and steering group and, if necessary, to relevant Council Committee.

4. Decision-Making Processes

Decision Types:
- Operational decisions (day-to-day, within scope, budget, and agreed plan) → Project Manager.

- Tactical decisions (affecting milestones, deliverables, or requiring minor change control) → Project Board.
- Strategic decisions (scope change, significant budget impact, political sensitivity) → Project Sponsor / Project Board / relevant committee.

Decision Log:
- All decisions are recorded in the Decision Log (with date, decision-maker, rationale, and action owner).
- The Project Manager maintains the log and shares updates in monthly reports.

Change Control:
1. Request for change submitted (by Project Manager / contractor / stakeholder).
2. Impact assessment (time, cost, scope, risk).
3. Decision made at appropriate governance level (see above).
4. Recorded in Change Log and communicated to stakeholders.

5. Meetings Schedule

Meeting Type	Frequency	Attendees	Purpose
Project Team Meeting	Bi-weekly	PM + team/contractors	Progress, risks, tasks
Project Board	Monthly	Sponsor, PM, Board members	Oversight, key decisions
Council Committee Updates	Quarterly	Sponsor, Council reps	Approvals, strategic alignment
Stakeholder Sessions	At key milestones	PM + community reps	Consultation, engagement

6. Accountability Matrix (RACI)

Activity / Decision	Responsible	Accountable	Consulted	Informed
Day-to-day delivery	Project Manager	Sponsor	Team	Board
Budget approvals	Finance Committee	Sponsor / Committee	PM	Stakeholders
Design sign-off	Architect / PM	Board	Community	Committee
Risk management	PM	Sponsor	Board	Team

7. Review and Updates

This Reporting and decision-making structure will be reviewed at key project milestones and updated as required to reflect changes in scope, budget, or governance arrangements.