




Chichester City Council

MEETING OF THE CITY COUNCIL

TO THE MEMBERS OF THE CITY COUNCIL

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 6.00PM ON WEDNESDAY 17 DECEMBER 2025 IN THE COUNCIL CHAMBER, THE COUNCIL HOUSE, NORTH STREET, CHICHESTER

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Town Clerk
12 December 2025

COUNCIL2025/19 - APOLOGIES FOR ABSENCE

To note apologies, receive from members of the Committee prior to the meeting.

COUNCIL2025/20 - DISPENSATION REQUESTS

To approve dispensation requests received since the last meeting of Council.

COUNCIL2025/21 - DECLARATIONS OF INTEREST

Declarations of interest by Members of the Council in matters on the agenda of this meeting.

COUNCIL2025/22 - PUBLIC QUESTIONS

To answer questions (if any) from members of the public being pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025).

COUNCIL2025/23 - MAYOR'S ANNOUNCEMENTS

COUNCIL2025/24 - MINUTES OF THE PREVIOUS MEETING

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 24 September 2025.

COUNCIL2025/25 - UPDATE ON ACTIONS FROM PREVIOUS MEETING

COUNCIL2025/26 - MINUTES FROM COMMITTEES

To note minutes and consider recommendations (if any) from Committee meetings held since last Council meeting.

Community Affairs Committee

To receive the minutes of the meeting held on 4 December 2025.

- [Minutes - Community Affairs Committee - 4 December 2025](#)

To note the minutes of the Community Liaison Sub-Committee meeting held on 21 November 2025.

- [Community Liaison Sub-Committee - 21 November 2025](#)

Finance Committee

To receive the minutes of the meetings held on 19 November 2025 and 10 December 2025.

- [Minutes - Finance Committee - 19 November 2025](#)
- [Minutes - Finance Committee - 10 December 2025](#)

To consider the following recommendations from the Finance Committee:

- Minute FIN2025/22 refers - RECOMMEND to Full Council on 17 December 2025 that the IT Equipment and Systems Acceptable Use Policy and the Social Media Policy be adopted by the City Council.
- Minute FIN2025/25 refers - RECOMMEND to Full Council that the appropriate change be made to the City Council's Financial Regulations. (namely that financial regulations would need to be updated to reflect the change of the petty cash float which had increased from £30 to £65).

To note the minutes of the Business Plan Sub-Committee meeting held on 24 November 2025.

- Minutes - Business Plan Sub-Committee - 24 November 2025

To note the minutes of the Property Sub-Committee meeting held on 25 November 2025.

- Minutes - Property Sub-Committee - 25 November 2025

Planning and Conservation Committee

To receive the minutes of the meetings held on 9 October 2025, 6 November 2025 and 4 December 2025.

- [Minutes - Planning and Conservation Committee - 9 October 2025](#)
- [Minutes - Planning and Conservation Committee - 6 November 2025](#)
- [Minutes - Planning and Conservation Committee - 4 December 2025](#)

COUNCIL2025/27 - LOCAL GOVERNMENT REORGANISATION (LGR)

1. To consider the Council's response to the government consultation on Local Government Reorganisation in West Sussex: LGR Sussex Consultation.
2. To consider running town hall events in each of the wards to engage with residents over possible community asset transfers (CAT's).

COUNCIL2025/28 - STATUTORY POLICY REVIEWS

Further to the City Council's Standing Orders (April 2025), to review the following:

1. Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.
2. Following a review of the Planning and Conservation Committee delegated authority to the Planning Adviser, to ratify the changes to the Committee Terms of Reference and Scheme of Delegation to reflect current working practices.
3. To consider adopting the revised City Council co-option policy.

COUNCIL2025/29 - CASUAL VACANCY ON THE CITY COUNCIL - EAST WARD

Town Clerk to report.

COUNCIL2025/30 - 20MPH COMMUNITY HIGHWAYS SCHEME

Further to minute 18 of the Business Plan Sub-Committee meeting held on 19 August 2025, to consider the Community Officer's report regarding the proposed 20mph Community Highways Scheme application and decide how to proceed.

[Minutes - Business Plan Sub-Committee - 19 August 2025](#)

COUNCIL2025/31 - CALENDAR OF MEETINGS - 2026-2027

To review and approve the calendar of Council and Committee meetings for 2026-2027

COUNCIL2025/32 - JUNIOR CITIZENSHIP DAY 2026

To consider a request from West Sussex County Council Fire and Rescue Service for City Council assistance with the Junior Citizenship Day 2026 event.

The Mayor to report.

COUNCIL2025/33 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To note reports received (if any) from City Council representatives on outside bodies (***reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting***).

COUNCIL2025/34 - WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

To note reports received (if any) from City Councillors about matters affecting their wards (***reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting***).

Cllr C. Gershater to update Council on proposed changes to NHS local plans and organisation.

COUNCIL2025/35 - REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCILLORS REPRESENTING CHICHESTER WARDS AND DIVISIONS

To note reports received (if any) from Chichester District and West Sussex County Councillors (***reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting***).

COUNCIL2025/36 - QUESTIONS

To answer questions received (if any) from members of the City Council pursuant to Standing Order 11 of the City Council's Standing Orders (April 2025)

COUNCIL2025/37 - DATE OF NEXT MEETING

Date of next ordinary meeting: Wednesday 25 February 2026 - 6.00pm

COUNCIL2025/38 - ITEMS FOR NEXT AGENDA

COUNCIL2025/39 - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that the public and press be excluded from this meeting for agenda items

COUNCIL2025/40-41 due to the confidential nature of the business to be transacted, namely confidential business matters with third parties and Annual Award nominations.

COUNCIL2025/40 - COMMUNITY ASSET TRANSFERS

Update on Community Asset Transfer applications submitted to Chichester District Council

Town Clerk to provide verbal update.

COUNCIL2025/41 - CONSIDERATION OF ANNUAL AWARD AND FREEDOM OF THE CITY NOMINATIONS

Confidential nomination forms supplied separately.

COUNCIL2025/41.1 - ANNUAL AWARDS NOMINATIONS

To consider the nominations received as follows:

- Civic Awards x 3
- Community Award x 1
- Art and Science Award x 1
- Small Business Award x 1
- Blue Plaque Awards x 4

COUNCIL2025/41.2 - FREEDOM OF THE CITY NOMINATION

To consider a nomination for the award of Freedom of the City of Chichester.

Confidential nomination form distributed separately.

Please note that, to be approved, the meeting must be quorate and the vote on the nomination must be supported by no fewer than two thirds of the City Councillors present at the meeting.

COUNCIL2025/41.3 - DATE OF THE AWARDS CEREMONY

1. To discuss holding a combined event for the Annual Awards and Freedom ceremony (if required).
2. To agree a date or dates as required for the agreed ceremonies.

COUNCIL2025/42 - COMMON SEAL

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.