



Chichester City Council

MEETING OF THE BUSINESS PLAN SUB-COMMITTEE

Minutes

Date Monday 24 November 2025

Time 10:00 AM -- 12:00 PM

Location Council Chamber; Chichester City Council Chamber

PRESENT: Cllrs Craig Gershater(CG), Sarah Quail (SQ), Robert Miall (RMi), Rhys Chant (RC), Sean McHale (SM)

ALSO IN ATTENDANCE: Project Manager (PM), Town Clerk (TC), Deputy Town Clerk (DTC)

BP2025/21. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Loxton, Kondabeka and Russell.

BP2025/22. DECLARATIONS OF INTEREST

There were none

BP2025/23. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 19 August 2025 were **APPROVED** and signed as a correct record of the previous meeting.

BP2025/24. UPDATE ON ACTIONS FROM PREVIOUS MEETING

The committee noted the following updates:

Meeting times for the year had been added to the calendar

The latest update on the latest Business Plan had been published on the website

The allocation of funds from playground improvements to CIL funds reserve was confirmed to be done.

The Project Management Software workshop had taken place, but only one person attended. It was agreed that another workshop would be scheduled.

The reporting structure and decision-making process for the Florence Park Community Centre project would be addressed in the Project Managers report.

The '20mph zones for the City Centre' had been discussed at the September Full Council meeting.

Task: Schedule another workshop for Project Management Framework and Software
@JamesBrigden



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BP2025/25. PROJECT MANAGERS REPORT

Florence Park Community Centre

The Project Manager provided an update on the Community Centre project. Following the identification of Florence Park as the site for delivery, the partnership initially included three organisations, but now only consists of the original partnership between the Sea Cadets and the council. This change has reduced the budget but has allowed the project to move forward more swiftly. The design brief for the Community Centre has been scaled back, eliminating much of the office space initially planned. The project will be delivered in two phases, with phase one focusing on the available budget and phase two incorporating additional spaces and facilities through future fundraising efforts.

Six architects have submitted proposals for the project, and a meeting was scheduled to assess these proposals. The Finance Committee has approved delegated authority to spend up to £20,000 on the initial design and per-planning application work.

The importance of obtaining formal confirmation from the Sea Cadets regarding the legacy funding was emphasised, and it was hoped that a Memorandum of Understanding (MOU) would be signed soon.

Dark Spaces

The sub committee discussed the lighting installations at the Oxmarket and New Park recreation ground. Issues with the lights at both locations were discussed, including vandalism and technical problems with the motion sensors. The manufacturers have been responsive and helpful in addressing these issues, and adjustments have been made to improve the functionality of the lights. Further discussions ensued about extending the lighting project to cover more areas, including Oaklands Park to the University and the footpath from New Park car park to Priory Rd, which is currently very dark and poses safety concerns.

E-ink Signage

The sub committee expressed frustration with the ongoing problems with the e-ink screens, which were not yet deployed as they were not able to consistently display accurate information. The sub committee set a deadline for resolving these issues, with the possibility of returning the screens and seeking a refund if they were not operational by the 31st December 2025.

The sub committee also discussed compensating Chichester Living, who have been providing the events data feed, for their time and efforts and **AGREED** that proposals should be put forward to detail how this should be done.

Performance Stage

The sub committee were advised that new staging for the Council House had been ordered and delivery was anticipated within the next 2-4 weeks.

Additionally, a small 3m x 3m outdoor stage had been purchased second hand for £500 and was now stored at the St James yard, for use at Council events.

Reporting Structure and Decision Making Process for Florence Park Community Centre Project

Members considered the draft document and agreed that governance processes over the next 3 months will be critical as a lot of work required is to deliver a final design and to procure the project build and management contract.



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Members considered the role of the project sponsor and the TC advised that the project sponsor would need to be a committee or sub committee, as we were not able to delegate decision making to a single member/councillor.

Members **AGREED** that the CIO trustees would ultimately make decisions on the project. The TC advised that our representatives on the board of trustees would still need committee approval for any decisions they made as a board member.

The sub committee requested that a timeline be developed showing the key decision points in the whole project lifecycle from now to eventual delivery. The PM advised a draft skeleton could be prepared, but that more information about what is required will come out during the pre-application process.

The project has a number of key elements: Pre-app Design, Community Engagement, CIO Development, Land Acquisition. Members need to understand the deliverables that are linked to these four elements. The PM agreed to send a fortnightly summary report covering these four key headings documenting progress/emerging issues/identified risks under each heading to keep members up to date on progress.

Members **AGREED** that once the CIO has been set up, the working group can be disbanded.

The sub committee **AGREED** that the Finance Committee would be the internal project sponsor/decision making body and that monthly Finance Committee meetings would be scheduled from January 2026 for 12 months with a single item agenda to look at the Community Centre only. Meetings to be held at 4pm. SQ to be co-opted onto the Finance Committee to help ensure it is quorate.

Task: Assess architectural proposals *@FlorenceParkWorkingGroup*

Task: Seek formal confirmation from Sea Cadets regarding legacy funding *@James Brigden*

Task: Identify power sources for Oaklands Park lighting scheme *@James Brigden*

Task: Present funding proposal for Chichester Living listings to next Community Affairs and Finance Committee meetings *@James Brigden*

Task: Advise e-ink supplier of final deadline for resolving technical issues and consequences if it is not met *@James Brigden*

Task: Prepare project timeline showing key decision points in project development process for circulation to members *@James Brigden*

Task: Prepare template for fortnightly project update report and commence circulating regular reports from 05/12/25 *@James Brigden*

Task: Establish CIO as a matter of urgency *@James Brigden*

Task: Schedule monthly Finance Committee meetings starting in January 2026 with single item agenda of Community Centre Project. Meetings to take place at 4pm on a Wednesday. *@Gareth Bowen*

Task: Add co-option of Sarah Quail to Finance Committee agenda on 10 December 2025. *@Gareth Bowen*

BP2025/26. ITEMS FOR NEXT AGENDA

Florence Park Community Centre
E-ink signage
Dark Spaces Improvements



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BP2025/27. DATE OF NEXT MEETING

9th February 2026 at 10am