



Chichester City Council

MEETING OF THE COMMUNITY AFFAIRS COMMITTEE

Minutes

Date 04 December 2025

Time 5:30 PM - 7:40 PM

Location Council Chamber; Chichester City Council Chamber

PRESENT: Councillors Quail (SQ), Apel (CA), Chant (RC), Knight (SK), Kondabeka (JK)

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

ALSO IN ATTENDANCE: Town Clerk, Deputy Town Clerk, Communities Officers, Councillors Miall (RM), J. Gershater (JG), Scicluna (AS). Three members of the public.

CA2025/21 APOLOGIES FOR ABSENCE

No apologies for absence were received. Cllr Moore was absent.

CA2025/22 DECLARATIONS OF INTEREST

Declarations of interest were made by members of the Committee as follows:

- Rhys Chant (RC) declared an interest in the Chichester CAN.
- Joanne Kondabeka (JK) declared an interest in ASSA.

CA2025/23 PUBLIC QUESTIONS

No public questions were received.

CA2025/24 ELECTION OF VICE CHAIR

Joanne Kondabeka (JK) was elected as the Vice Chair of the Community Affairs Committee following the resignation of Cllr. J Gershater.

CA2025/25 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary committee meeting held on 4 September 2025 were approved and signed as a correct record of the meeting.

The Chair expressed thanks to the volunteers, BID, CCC officers, and staff who contributed to the Christmas lights switch-on event, with special thanks extended to Claire Adams.

CA2025/26 UPDATE ON ACTIONS FROM PREVIOUS MEETING

The Committee noted updates on actions from the previous meeting, confirming that all actions had been completed. It was highlighted that the devolution working group had not met since the last meeting. Additionally, the mayoral engagement form was confirmed to be live on the website.

CA2025/27 REPORTS FROM PREVIOUS GRANT RECIPIENTS

The Committee noted receipt of reports and from the following grant recipients: Voluntary Action Arun and Chichester (VAAC) were present to take questions:

- Provided support for various VCSE groups, including Stonepillow.
- Worked with organisations across the City on governance, finance, and volunteer recruitment.
- Represented voluntary sector interests on strategic bodies and supported Ukrainian refugee groups, including the Ukrainian choir.
- Delivered events, workshops, training sessions, and volunteer recruitment fairs.
- Hosted community forums for networking and support, with targeted sessions planned for February, May, and November.

Chichester Cinema at New Park:

- The organisation was not in attendance. The Chair requested questions be forwarded to the Communities Officer (CO) and recommended inviting them to the March meeting.

West Sussex Countryside Studies Trust were present to take questions:

- Focused on connecting children and young people with nature through farm visits, forest schools, and community group collaborations.
- Worked with schools, alternative provision colleges, home-schooled children, and the Youth Justice team.
- Invited Committee members to visit their programmes, especially during their 50th anniversary celebrations.

The Committee congratulated the grant recipients on their work and discussed challenges such as transport costs and expanding outreach to more schools.

CA2025/28 MINUTES OF THE COMMUNITY LIAISON SUB-COMMITTEE HELD ON 21 NOVEMBER 2025

The Committee reviewed and noted the minutes of the Community Liaison Sub-Committee meeting held on 21 November 2025. The sub-committee was commended providing adequate time for various groups to discuss their work, challenges, and ideas. This approach facilitated a deeper understanding of community concerns and fostered collaboration among participants.

A significant portion of the discussion focused on security and policing matters, which benefited from the extended time allocated. Specific issues, such as CCTV coverage in the city, were clarified. The Committee acknowledged the importance of these discussions in addressing community safety concerns.

Councillor Kondabeka confirmed that she was not a member of the sub-committee.

Decision:

The Committee noted the minutes of the Community Liaison Sub-Committee meeting.

CA2025/29 TO CONSIDER SUPPORTING THE ST RICHARDS FEAST COMMUNITY EVENT ON THE CATHEDRAL GREEN

The Committee were informed that the agenda was deferred until the meeting scheduled for 12th March 2026.

CA2025/30 PROPOSAL TO REINSTATE THE JUNIOR CITIZEN PROGRAMME

The committee was briefed by the Mayor on a proposal to reinstate the Junior Citizen Programme, a national initiative aimed at equipping Year 6 pupils with essential safety skills, knowledge, and confidence as they transition to secondary school. The programme, which is designed to foster good citizenship and reduce anti-social behaviour, will involve approximately 1,000 children from Chichester and Arun. The event is tentatively scheduled to take place in April or June, with Goodwood being considered as a potential venue. It will include interactive workshops and sessions on topics such as road safety, general safety, and good citizenship. At the conclusion of the event, each child will receive a book summarising the lessons learned.

The cost per child to attend is £14, with parents contributing £9 and the remaining £5 covered by sponsorship. Efforts to secure sponsorship are underway, with a dedicated event planned for January at the Assembly Rooms. The committee agreed to include this item on the agenda for the meeting scheduled for 4th March 2026 to review progress and finalise details.

Decision:

The committee agreed to include the Junior Citizen Programme on the agenda for the meeting scheduled for 12th March 2026 to review progress and finalise details.

Task: Invite Pam Bushby and Anton Mezzone to attend the March Committee meeting to update members on the project. @Communities Officer

CA2025/31 COMMUNITY ASSET REGISTER

The committee reviewed the list of East Ward nominations and resolved to approve the submission of the following venues:

- St Pancras Community Hall
- Basil Shippam Centre
- The Newell Centre
- Swanfield Park Community Centre

Decision:

The committee resolved to approve the submission of the following venues for inclusion on the Community Asset Register: St Pancras Community Hall, Basil Shippam Centre, The Newell Centre, and Swanfield Park Community Centre.

Task: Include review of all venues nominated and their status on agenda for meeting on March 12th 2026. @Communities Officer

CA2025/32 MURRAY-NELSON STATUE WORKING GROUP

The committee reviewed the report and following a length discussion made the following recommendations:

Recommendation to the Property Sub-Committee to apply to Chichester District Council (CDC) for permanent planning permission

Request that the Mayor approach the local Royal Naval Association (RNA) to explore the possibility of initiating a crowdfunding campaign to raise the funds to cast the statue in bronze.

Decision:

The committee recommended to the Property Sub-Committee that an application for permanent planning permission be submitted to Chichester District Council.

Decision:

The committee agreed that the Mayor would approach the local Royal Naval Association to explore the possibility of setting up a crowdfunding campaign to raise funds for casting the statue in bronze.

Task: Include the item on the next property sub committee agenda. @Council Services and Support Manager

Task: Approach the local Royal Naval Association to explore the possibility of initiating a crowdfunding campaign for casting the Murray-Nelson statue in bronze. @Mayor

CA2025/33 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

- Chichester Cinema at New Park Report.
- St Richards Feast event presentation
- Junior Citizen scheme
- Review of Assets of Community Value

CA2025/34 DATE OF NEXT MEETING

The date for the next ordinary meeting was AGREED as Thursday, 12 March 2026.

CA2025/35 PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS) ACT 1960

Decision:

The committee resolved to exclude the press and public from the meeting due to the confidential nature of the business to be transacted under Agenda Item CA2025/36.

CA2025/36 CONSIDERATION OF GRANT APPLICATIONS

The committee considered the grant applications. During the discussion, members JK and RC recused themselves from the room when bids related to ASSA and Chichester CAN were being evaluated, respectively, to avoid any conflict of interest.

Decision the committee resolved to make the following grant allocations:

- ASSA: £2,001.50
- BBBB: £2,001.50
- Chichester Creative Partnership: £0
- Chichester Film Makers CIC: £0
- Chichester Forest Schools CIC: £0
- Chichester Living: £3,000
- CT Sussex: £3,000
- St Wilfrid's Hospice (South Coast) Ltd: £0
- Sussex Creative Art Network CIC (Chichester CAN): £1,820
- The Hygiene Bank: £3,000
- The Juno Project: £1,618

Task: Ensure grant recipients are notified of their allocations and provide guidance on the next steps for fund utilisation. @Deputy Town Clerk

Task: Prepare a summary report of the grant allocations for public record and transparency. @Council Services and Support Manager