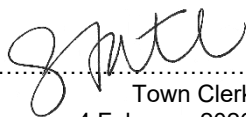




Chichester City Council

## MEETING OF THE BUSINESS PLAN SUBCOMMITTEE

**MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE BUSINESS PLAN SUB-COMMITTEE TO BE HELD ON MONDAY 9 FEBRUARY 2026 AT 10.00AM IN THE COUNCIL CHAMBER**

  
Town Clerk  
4 February 2026

### **BP2026/1.APOLOGIES FOR ABSENCE**

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

### **BP2026/2.DECLARATIONS OF INTEREST**

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

### **BP2026/3.MINUTES OF THE PREVIOUS MEETING**

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

### **BP2026/4.UPDATE ON ACTIONS FROM PREVIOUS MEETING**

- Assess architectural proposals - Florence Park Working Group
- Seek formal confirmation from Sea Cadets regarding legacy funding - Project Manager
- Identify power sources for Oaklands Park lighting scheme - Project Manager
- Present funding proposal for Chichester Living listings to next Community Affairs and Finance Committee meetings - Project Manager
- Advise e-ink supplier of final deadline for resolving technical issues and consequences if it is not met - Project Manager
- Prepare project timeline showing key decision points in project development process for circulation to members - Project Manager
- Prepare template for fortnightly project update report and commence circulating regular reports from 05/12/25 - Project Manager
- Establish CIO as a matter of urgency - Project Manager
- 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 - COMPLETED
- Add co-option of Sarah Quail to Finance Committee agenda on 10 December 2025 - COMPLETED

### **BP2026/5.PROJECT MANAGERS REPORT**

To consider the Project Managers report

**BP2026/6.CAB ADVISOR DATA ANALYSIS**

To note the attached document.

**BP2026/7.ITEMS FOR NEXT AGENDA**

**BP2026/8.DATE OF NEXT MEETING**

Date of next ordinary meeting: Monday 18 May 2026 - 10.00am

**BP2026/9.PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS) ACT 1960**

Proposal to resolve that the public and press be excluded from this meeting for Agenda Item BP2026/10 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

**BP2026/10.COMMUNITY SPACE IN THE SOUTH**

To discuss the future tender process for the Community Space in the South of the City, including project management of the build process.

[Minute - Business Plan Sub-Committee meeting - 2025-11-24](#)

BP2026/3 - MINUTES OF THE PREVIOUS MEETING

Last modified: 2026-02-02



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.

#### **BP202522. 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*



## Chichester City Council

### 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 pre-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 31<sup>st</sup> 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.



## Chichester City Council

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



**Chichester City Council**

**BP2025/27. DATE OF NEXT MEETING**

9<sup>th</sup> February 2026 at 10am

[Project Manager Update - Feb 2026](#)

BP2026/5 - PROJECT MANAGERS REPORT

Last modified: 2026-02-03





Chichester City Council

## **Project Manager Update**

### **Business Plan Sub-Committee – 09/02/2026**

#### **Florence Park Community Centre**

First draft of the request for pre application advice to be presented in meeting.

##### *Community Engagement*

A program of community engagement has begun with the issue of a press release last week. We have notified immediate neighbours to the site, and we will be working with the Architects to plan in several events in the spring and summer to inform and collate resident's thoughts and feedback.

##### *Partnership and Governance*

We have engaged Surrey Hills Solicitors to act on our behalf in the formation of a not for profit. They are currently working on a briefing note advising on what models of governance would best suit the proposed organisation. The project Team will meet and discuss option once this advice is in hand, likely to be in the week commencing 23/02/2026. We anticipate formation of the organisation to be delivered before August 2026.

Until the formation of this organisation, the City Council spend commitment will be authorised through special meetings of the Finance Committee. These have been scheduled monthly throughout the year to reduce time constraints. However, It should be noted that whilst these meetings have been scheduled, they will only be convened if new spend is required.

##### *Land ownership*

We are navigating a complex path in relation to the ownership of both the Sea Cadet site and Florence Park (to include the Car Park and Pavillion). Currently, we have agreed with the District Council that the freehold of the whole site will be transferred under a Community Asset Transfer (CAT), the timescale of the CAT is vague due to the work being undertaken as part of Local Government Reorganisation.

However, to assist in the continued delivery of this project the District Council has agreed to a 99-year lease on the Sea Cadet land. This has dictated a three-phase deliver of the community hub as laid out below.

- Phase 1 – Sea Cadet/ Community Hall with Kitchen/galley, Sea Cadet Office, storage, and a communal reception area.

Timescale: Construction beginning early 2027.

- Phase 2 – Café, multi-functional meeting space/classrooms.

Timescale: Dependant on the Community Asset Transfer, construction to begin as soon as Community Asset Transfer is finalised.

- Phase 3 – Sports Hall and changing facility.

Timescale: Dependant on fundraising initiative.

## *Development*

The Florence Park project team has been formed to work alongside the Architect. This group consisting of:

- Robert Maill, City Council for Chichester South
- Sarah Sharp, District Councillor for Chichester South
- Graham Watson, Chair of Chichester Harbour and Selsey Sea Cadets
- James Brigden, Project Manager

Since its inception, we have met with the Architects on three occasions and worked through the initial brief, concept/vision and preparation for pre-app submission.

## *Finances*

We have confirmed spend of the following:

- Legal support: up to £ 15,000 (Approved: Finance Committee 10/12/2025)
- Architects: up to £ 20,000 (Approved: Finance Committee 19/11/2025)

## *Next steps*

We need to progress the tendering process for the next phase of Architectural work due to begin in May. With the Business Plan Sub-Committee's authorisation, we will present this work to the Finance Committee.

**Decision:** Authorise the tendering of the next phase of Architectural Work to be delivered directly by the Finance Committee at their Community Centre meetings.

## **Streetlighting Project**

### *Oxmarket*

This scheme is almost complete, and ongoing monitoring is in place to ensure the lights are achieving their objectives. We are currently drafting the agreement between the Oxmarket and the City Council which will see the handover of the ownership of the bollards to the Oxmarket with a 2-year support guarantee from the City Council. All energy supply has been taken on by the Oxmarket Gallery.

### *New Park*

Following recent vandalism to the bollards in New Park, a reassessment of our plan to light this area has been undertaken. We are looking to replace the bollards with 5m column lights to be fitted in the hedge line of Litten Gardens. We are awaiting quotes for both wired and solar alternatives and a new request for pre-application advice has been submitted to Chichester district Council.

Ideas to be present in meeting.

### *Oakland Park*

The scheme across Oaklands Park has been put on hold to allow for the rectification of New Park. It is likely that the current plans will be redrawn to ensure this scheme does not face the same challenges as New Park.

### *St Pauls Road Old Railway Crossing*

Early consultation with the developers has resulted in little progress. The delivery of lighting along this stretch is scheduled to be delivered by the developer as a S106 obligation under phase 2 of the site deliver. Following recent indications, it is believed that Phase 2 is beginning to progress. We are seeking further clarification which if available will be present in the meeting.

## Signage in Chichester

We have 2 active screens which currently have 4 sets of information. These are:

- City Map
- What's On Guide
- Information Screen
- Wayfinding Screen

When not in use the screens currently show the map.

Noticeable issue that we are currently working on with the supplier are:

- The lighting on the screens is not working at the specified times making the screen inaccessible at night.
- Slow transition between the pages. This is resultant to the significantly poor mobile reception in the City. We are dependant on WSCCs project to improve the reception throughout the city centre which we understand will be completed this year.

The screens have attracted interest and the statistic for use are available in Appendix 1. At time of writing, we have only had 1 formal response to our feedback survey.

We have also picked up on Social Media interest. However, a lot of this interest has been negative due to significant levels of misinformation about the project. We are working on a FAQ page, which will be live at the time of this meeting. We request that any councillor responding to social media activity about the signs directs people to this page.

We will also explore additional method to gather peoples opinions of the screens.

## What's On

Throughout the signage project we have utilised the support of Chichester Living to provide the What's On feed. We would like to improve this partnership and provide the What's On guide through our website and social feeds. It is proposed that we enter a Service Level Agreement with Chichester Living to deliver an improved What's On service through our web channels. It has been proposed that to deliver this service a charge of £500 per month would be adequate to deliver this service

**Decision:** Authorise a SLA to contribute to the maintenance and delivery of Chichester Living website and provide a feed to our web channels and screens for the cost of £500 per month to be taken from the

## Staging for the Assembly Room

Following the successful installation of the new staging the front of house team has been exploring different ways in which the stage can be used. They have identified that to best provide a variety of stage layouts some additional items to be purchased including shorter skirting, additional floor panels. A quote for these additional items has been sort and the cost is £1511.40.

**Decision:** Authorise a spend of £1511.40 for additional accessories to allow for a variety of stage layouts.

## Community Space in the South of the City – Project complete

Appendix 1 – Statistic for signage use

Appendix 1 - Statistic on usage of digital screens

Digital Screen Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>North Street, outside "Purchases"</b>									
Offline events (that lasted longer than 10 minutes)	13								
Offline events (that lasted longer than 1 hour)	1								
Button presses	917								
<b>East Street, outside "M&amp;S"</b>									
Offline events (that lasted longer than 10 minutes)	19								
Offline events (that lasted longer than 1 hour)	12								
Button presses	1304								
<b>QR code scans (all screens)</b>									
Chichester Living	3								
Wayfinding	10								

[Data comparison - CCC \(November 25\)](#)

BP2026/6 - CAB ADVISOR DATA ANALYSIS

Last modified: 2026-01-28

# Chichester City Council Outreach – Data comparison (November 2024- October 2025)



What does the Chichester City Council data tell us? .....	3
What does the Chichester District Council data tell us? .....	4
Analysis/comparison of the data .....	5
Conclusion .....	6

## Introduction

This report presents an analysis of the differences in client demographics and presenting issues between two Citizens Advice service delivery points within Chichester: the outreach service at Chichester City Council and the main Citizens Advice centre located at the Chichester District Council offices. The purpose of this analysis is to identify variations in the characteristics, needs, and challenges faced by clients accessing advice through these distinct settings.

By comparing demographic profiles—such as age, gender, household composition, and socio-economic status—and examining the nature of issues raised, including debt, housing, employment, and benefits, this report aims to provide insights into how location and service model influence client engagement. Understanding these differences will support strategic planning, resource allocation, and targeted interventions to ensure equitable and effective service delivery across the district.

It is important to note within this introduction that the City Council outreach is an independent service with 1FTE paid staff member, whereas the District council centre is run entirely by volunteers, averaging 2.5 volunteers per working day across the year.



## What does the Chichester City Council data tell us?

From November 2024 to October 2025 the City Council saw 240 clients and supported with 691 issues; this is equivalent to almost 3 issues per client.

The top 5 issues over this year were benefits, housing, legal, relationships and family and finally debt. Within benefits, the top issues attendance allowance, personal independence payment and making an initial universal credit claim.

Client using the service were primarily female (64%), however there were months; January 2025 and May 2025, which saw a higher prevalence of males supported by the service and other months where it was almost, if not exactly equal; June 2025, October 2025.



Those who identified as having a long-term health condition or disability made up 42% of the service and 93% identified as White British. The most prominent ages attending the outreach were 65-69, 70-74, 60-64, 75-79 and 85-89.



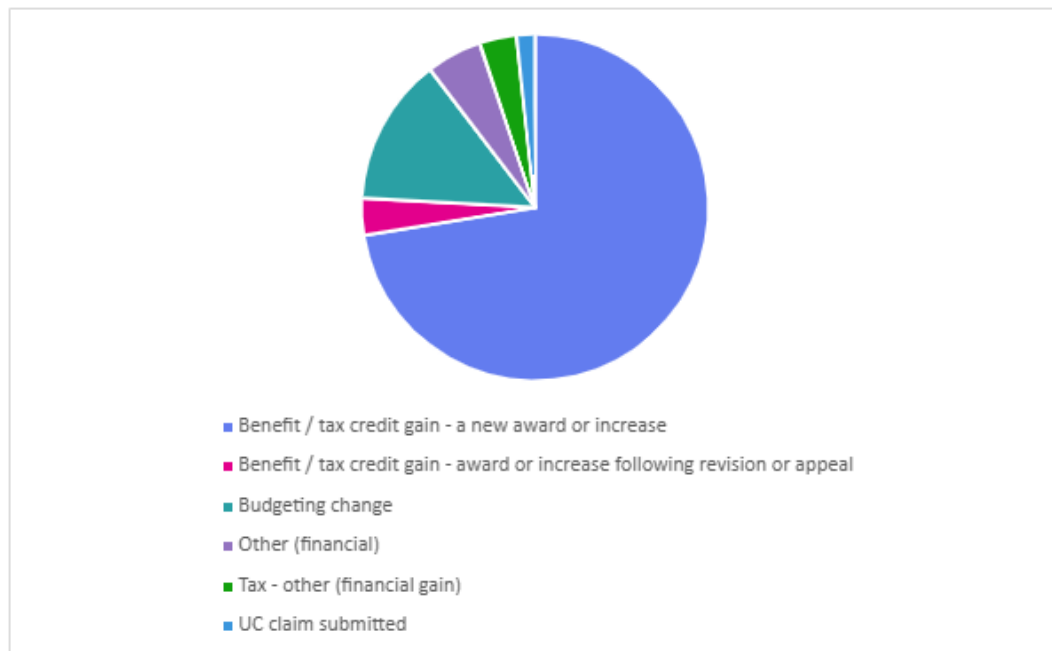
Other demographics gathered suggested the majority of users identify as being Christian (any denomination), single, owning their home outright.

While Chichester's population is 52% female, outreach users are 64% female, indicating a strong gender skew. Age is the most striking difference: the outreach primarily supports older residents, with the most common age bands being 60–89, whereas the district overall has a more balanced age profile, though still older than England.

Health and disability prevalence is another key divergence. Only 16.9% of Chichester residents report a disability, yet 42% of outreach users identify as having a long-term condition. Ethnically, outreach users are 93% White British,

close to the district's 95%, and religious affiliation skews toward Christian, matching older age patterns<sup>1</sup>.

The City Council outreach recorded financial outcomes of £994,113 with £824,831 being for benefit income gained for clients.



Non-financial outcomes including acceptance onto the housing register, increased priority on the housing register, support making complaints, support to access free or reduced health care costs, bereavement planning and many more.

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<sup>1</sup> [Chichester \(E07000225\) - ONS](#)



## What does the Chichester District Council data tell us?

From November 2024 to October 2025 the District Council saw 2,234 clients and supported with 5,357 issues, this is equivalent to just over 2 issues per client.

The top 5 issues over this year were benefits, housing, relationships and family and finally employment. Within benefits the top issues personal independence payment, making an initial universal credit claim and pension credit.

Clients using the service were primarily female (55%), those who identified as having a long-term health condition or disability made up 49% of the service and 88% identified as White British. The most prominent ages attending the district council centre were 60-64, 55-59, 50-54, 45-49, 40-44.



Other demographics gathered suggested users did not identify as having a religion, single and renting from a housing association.

While the district is 52% female, centre users are 55% female, a modest skew. Age differences are pronounced: the centre's clients cluster in working-age bands (40–64), contrasting with the district's older profile. Housing tenure reinforces this: many centre users rent from housing associations, whereas the district overall has 42% outright owners and only 15% social renters.

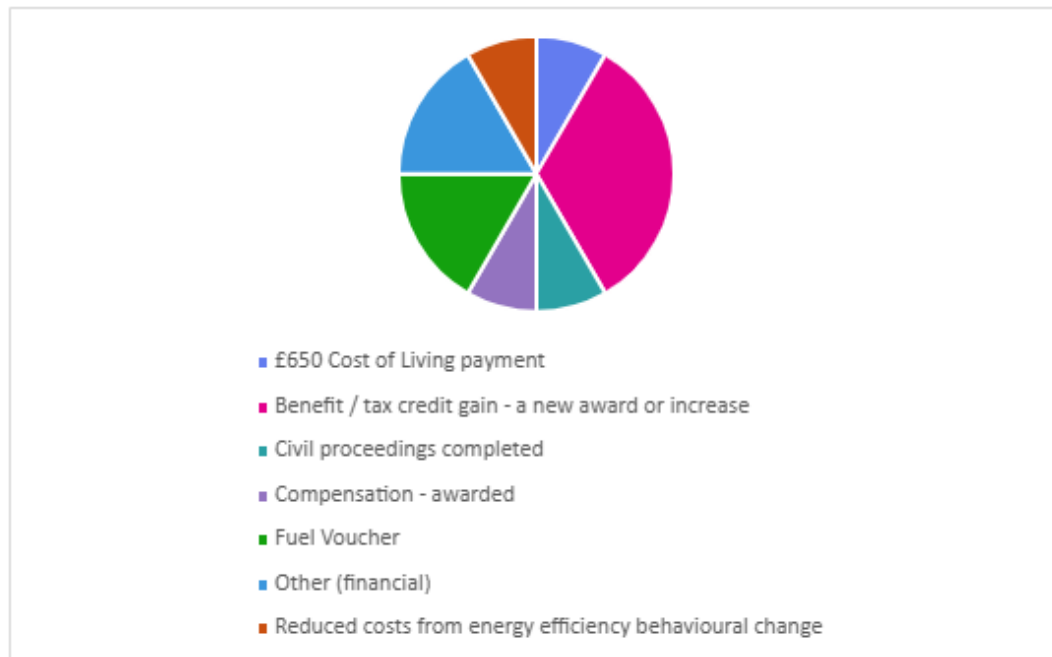
Disability prevalence among centre users is 49%, nearly triple the district average (16.9%), highlighting significant health-related advice needs. Ethnic diversity is slightly higher than the district norm (88% White British vs. 95%), and religious affiliation trends toward no religion, aligning with younger demographics. Issue types mirror these characteristics: employment, housing, and Universal Credit claims dominate, alongside benefits and family matters<sup>2</sup>.

The district council centre recorded financial outcomes of £17,200. We must take this figure with an element of scepticism as the majority of volunteers are not

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<sup>2</sup> [Chichester \(E07000225\) - ONS](#)

case workers, so are not required to log outcomes and often do not have the capacity to follow up to understand the outcome of the issues supported with.



Non-financial outcomes include obtaining a blue badge, supporting civil proceedings, help with accessing reduced health costs, financial planning for the future and many more.

## **Analysis/comparison of the data**

The data highlights clear differences between the outreach service at Chichester City Council and the main centre at Chichester District Council offices, both in terms of client demographics and the nature of issues presented.

The District Council centre supported a significantly higher number of clients (2,234) compared to the City Council outreach (240). However, City Council clients presented an average of three issues per person, compared to just over two at the District Council, suggesting that outreach clients often have more complex or multifaceted needs.

The City Council outreach primarily serves an older population, with the most common age bands being 60–89. These clients are more likely to own their homes outright and identify as Christian. In contrast, the District Council centre attracts a younger demographic, predominantly aged 40–64, with many renting from housing associations and reporting no religious affiliation. Additionally, the District Council sees a slightly higher proportion of clients with long-term health conditions or disabilities (49% vs. 42%).

Both services report benefits and housing as their top issues, but the secondary concerns differ. City Council clients frequently seek advice on legal matters; primarily power of attorney, family relationships, and debt, aligning with the older demographic and financial stability challenges. Conversely, the District Council centre deals more with employment issues, reflecting its younger, working-age clients.

The City Council outreach recorded substantial financial gains for clients (£994,113), primarily through benefit income, whereas the District Council reported £17,200. This disparity is likely due to differences in case complexity and the District Council's reliance on volunteers, who are not required to track outcomes.

## Conclusion

The comparison between the Citizens Advice outreach at Chichester City Council and the centre at Chichester District Council offices reveals distinct patterns in client demographics, presenting issues, and service outcomes.

The City Council outreach primarily serves fewer clients but delivers more intensive support to older, often retired individuals with complex needs, resulting in significant financial outcomes. The District Council centre, by contrast, provides high-volume, broad-based advice to a younger, more socio-economically vulnerable population, though outcome tracking remains limited.

Overall, both services play complementary roles in meeting the diverse needs of Chichester residents. Continued collaboration, resource alignment, and targeted interventions will ensure that advice provision remains equitable, accessible, and responsive across the district.