

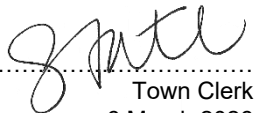


Chichester City Council

MEETING OF THE COMMUNITY AFFAIRS COMMITTEE

AGENDA

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COMMUNITY AFFAIRS COMMITTEE TO BE HELD AT 5.30PM ON THURSDAY 12 MARCH 2026 IN THE COUNCIL CHAMBER, THE COUNCIL HOUSE, NORTH STREET, CHICHESTER


Town Clerk
6 March 2026

CA2026/10.APOLOGIES FOR ABSENCE

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

CA2026/11.DECLARATIONS OF INTEREST

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

CA2026/12.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).

CA2026/13.MINUTES OF THE PREVIOUS MEETING

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 4 December 2025.

[Minutes - Community Affairs Committee - 2025-12-04](#)

CA2026/14.UPDATE ON ACTIONS FROM PREVIOUS MEETING

a) Invite Pam Bushby and Anton Mezzone to attend the March Committee meeting to update members on the Junior Citizens project - Communities Officer

Invitations sent in January 2026.

b) Include review of all venues nominated and their status on agenda for meeting on March 12th 2026 - Communities Officer

To be discussed under agenda item CA2026/17

c) Include the item on the next property sub committee agenda - Council Services and Support Manager

Completed - the Property Sub-Committee RESOLVED to apply for permanent planning permission for the statue at its meeting held on 10 February 2026

(Minute PROP2026/11 refers).

d) Approach the local Royal Naval Association to explore the possibility of initiating a crowdfunding campaign for casting the Murray-Nelson statue in bronze - Mayor

Mayor to report.

e) Ensure grant recipients are notified of their allocations and provide guidance on the next steps for fund utilisation - Deputy Town Clerk

Completed.

f) Prepare a summary report of the grant allocations for public record and transparency - Council Services and Support Manager

To note this is currently published on the website here:

- [Community Grants awarded since April 2024](#)
- [Historic Discretionary Grants awarded to April 2024](#)
- [Historic Discretionary Grants awarded to April 2024 \(summary\)](#)

CA2026/15.TO CONSIDER SUPPORTING THE ST RICHARDS FEAST COMMUNITY EVENT ON THE CATHEDRAL GREEN

To receive a presentation from Chichester Cathedral about the St Richards Feast Event (14th June 2026) and consider if the Council wish to support its delivery.

Oliver Tubb, Chichester Cathedral to report.

CA2026/16.REPORTS FROM PREVIOUS GRANT RECIPIENTS UPDATES FROM COMMUNITY GRANT RECIPIENTS

To note receipt of reports from the following groups:

- CAB
- Chichester Boys Club
- Chichester Cinema at New Park
- Sanctuary Chichester
- Stonepillow

CA2026/17.COMMUNITY ASSET REGISTER

Update on assets added to the Community Asset Register.

CA2026/18.CAB REPORT

Case study to follow.

CA2026/19.GRANT CONSIDERATION

To consider reallocating a grant previously awarded to Chichester CAN and Nicola Garrard to Children's Bookfest and Nicola Garrard.

CA2026/20.BUSINESS PLAN SUB-COMMITTEE

To review and approve recommendations made by the Business Plan Sub-Committee at its meeting held on 9 February 2026:

- **Minute 2026/5 (E-Ink Displays) refers** - The sub committee **REQUESTED** that a paper outlining the future of the event listings be prepared to allow the Community Affairs Committee to consider if they would continue to subscribe to the events feed if the e ink trial is discontinued. Project Manager to report.
- **Minute 2026/6 (CAB Advisor Data Analysis) refers** - They **REQUESTED** that the Community Affairs Committee assess the trial and prepare a recommendation for the future of the service to be presented to full council on 29 April 2026. Deputy Town Clerk to report.

CA2026/21.ITEMS TO BE INCLUDED ON THE NEXT AGENDA

CA2026/22.DATE OF NEXT MEETING

Date of next ordinary meeting: Thursday 4th June 2026

[SussexFest on the Green - Community Affairs Committee](#)

CA2026/15 - TO CONSIDER SUPPORTING THE ST RICHARDS FEAST COMMUNITY
EVENT ON THE CATHEDRAL GREEN

Last modified: 2026-02-27

Proposal | SussexFest on the Green

Date: Sunday 14 June, 11am–4pm

Organiser: Chichester Cathedral (The Dean and Chapter of Chichester Cathedral)

Funding requested: £3,500 (approx. 50% of total cost)

SussexFest is a free community celebration marking Sussex Day and showcasing Chichester's heritage, culture and identity. It builds on the success of *TrinityFest*, which welcomed thousands in summer 2025, demonstrating safe, inclusive event delivery. The event is entirely for public benefit and generates no income for the Cathedral. The day will include:

- Free arts, crafts and heritage activities from 15+ local partners, including the Weald & Downland Living Museum and Fishbourne Roman Palace;
- Music from school choirs, community groups, early-years performers;
- Local food and drink curated not to duplicate city-centre offers, and a coordinated offer from businesses for attendees, organised with Chichester Business Improvement District (BID).
- Expected attendance: 2,000–4,000 people.

How SussexFest supports the City Council's ambitions

1. Strengthening community cohesion: A city-wide celebration involving residents, families, schools, community groups and volunteers. All activities are free and inclusive;
2. Championing heritage and culture: Activities delivered by partners including the Novium, Pallant House Gallery, Chichester Festival Theatre, to celebrate local stories, crafts and traditions;
3. Supporting a vibrant, safe city centre: Family-friendly programming animates the Green and encourages positive use of public space;
4. Boosting the local economy: Events of this kind increase footfall and benefit city-centre businesses, supported by BID promotions;
5. Encouraging sustainable access: Partnerships with Stagecoach and Southern promote sustainable travel;
6. Strengthening civic partnerships: The event brings together the City Council, District Council, BID, cultural organisations, charities, farmers, schools and community groups.

Summary

SussexFest offers Chichester a moment of shared celebration - of its people, heritage and identity. It delivers cultural value, community connection, economic benefit and a lively, welcoming city centre. We would be honoured for the City Council to partner with us in establishing *SussexFest* as an annual flagship event for the whole community.

Chichester Cathedral receives no central church or government funding, and funding from the Council supports a further case for corporate support, securing the event's viability.

[MONITORING REPORT FROM CHICHESTER CINEMA AT NEW PARK LTD](#)

CA2026/16 - REPORTS FROM PREVIOUS GRANT RECIPIENTS

Last modified: 2026-03-04



MONITORING REPORT FROM CHICHESTER CINEMA AT NEW PARK LTD

In 2024, the registered charity Chichester Cinema was awarded a three-year community grant of £5k per annum from Chichester City Council. It was agreed that the funding would:-

- Help us to continue creating a thriving and engaged community through our educational and cultural programme, within a warm, safe, welcoming and socially inclusive environment
- Enable us to continue including the city's unique and historic sites and buildings during its annual international film festival, preserving Chichester's heritage and fostering civic pride
- Facilitate reaching out to the audiences of tomorrow by targeting the changing demographic of the city – the new professionals and recent empty-nesters frequenting the new builds
- Help us to target young people aged between 15-25, many of them students, not just to introduce them to the wonderful world of independent cinema, but also fulfilling a key social welfare role as many of them deal with social isolation ignited by the Covid lockdowns and perpetuated by remote working and addictions to handheld devices.

IMPACT OF THE FUNDING

2024

1. £3.5k was spent to improve the safety and access in our cinema by providing handrails on each side of the central auditorium staircase, making the route to each seat so much safer. Since the installation we have had no falls and we have received positive feedback from our patrons. We also put in new safety glass in the box office which incorporates a looped microphone, making our hard-of-hearing patrons feel much more comfortable being able to hear better when booking their seats and we now provide the free use of looped hearing devices for amplified sound in the auditorium for the hearing impaired.
2. We used the balance of £1.5k towards the costs of auditorium hire for performances and technical rehearsals for our Education programme. In 2024 we had planned to do 18 talks for adults and 23 talks for schools but in fact we did 23 talks for adults and 23 talks for schools. We reached 1342 pupils across 8 schools and colleges, spanning all age groups, working with Bishop Luffa Y8 and A Level, Chichester High School Y10 & Y11, Southbourne YR6, Chichester Free School Y9, Fishbourne Primary Y4, Felpham College Y10, Bohunt Liphook Y10, The Regis School YR9, Y12, YR13 and we reached 988 adults across our 23 public, paid talks. In our post event surveys, 100% of attendees say they would recommend our talks to others and we can provide testimonials from teachers should you wish to see them.

2025

1. We requested £1.1k to put towards the erection of heras fencing in Priory Park for our open air screenings during the international festival, and towards the costs of hiring the LED screen and projector which enables daytime projection. Impact-wise, the Festival's open air screenings reached 1700+ people. The grant was also to include the cost of screening

the 1927 silent classic film *Sunrise* in St John's with a live accompaniment of piano, harp, flute and accordion. The latter got a near 100% 5 star rating from our attendees with one patron saying it was one of the best experiences of his life and in all we received almost 80 admissions.

2. £2.1k went towards the costs of auditorium hire for performances and technical rehearsals for our Education programme. In 2025 we did 26 talks for schools and 25 talks for adults. We estimate we will have reached at least reached 1040 pupils by the year end and 1210 adults. In addition to the schools above we are also now working with Oakwood School, The Petersfield School, the University and the College. In addition to the talks they are now bringing groups down for bespoke screenings or just to learn more about what we do and what a rich cultural life they can have if they join us as members.
3. The remaining activity in 2025 focused around the development of FILM CLUB, a new initiative aimed at 15-25 year olds. They can join for £3.50 and thereafter they can see any film each year for just £3.50 and once a month, there is a screening dedicated to them with a slice of pizza thrown in. This monthly screening is designed to get them out of their digs and socialising with like-minded people. As it is a club, they get to see the same people attending and friendships are formed, and importantly, they are given an eclectic array of films, as diverse as Cinema Paradiso, Psycho, Amelie, Pulp Fiction, In the Mood For Love and Blade Runner. For Freshers Week we had fliers made, and pull-up banners, badges and we put Film T-shirts on the staff attending. We now have 84 signed -up members. It is wonderful to see young people experiencing and loving seeing a foreign language film for the first time or discovering Hitchcock! The members also offer volunteering assistance during the Film Festival now and seem to relish feeling part of an exclusive club.

We anticipated spending much more on Freshers Week than we actually did in year 2 but the projection costs for the Open Airs were much higher because our provider had increased the screen size and now charges more. But the provider still remains competitive.

2026

1. £2.3k has been allocated to Education again because this is such an important part of our work, and something we know is unique. Outside of the BFI we do not believe that any other cinema is doing anything remotely on the scale of our educational output.
2. We will continue with Film Club, but we would like the Council's blessing to spend less on Freshers Week (mirroring our spend in 2025), with the balance going on some PR assistance and help with our social media to reach this young audience. The other upside of focusing on Film Club is that it has enabled us to forge new relationships with The Young People's Shop, The Jam Café, Cobnor Activities, Chichester BookFest, and West Sussex Careers Hub etc
3. During this year our emphasis has shifted from wanting to target the new builds to targeting the most disadvantaged members of Chichester's Community and to this end we have been working with the housing associations of Hyde and Clarion and with Community Transport, Home Start, Family Support Work and West Sussex Young Carers to provide free cinema tickets in the run-up to Christmas, and offering free annual memberships to those most in need. We would like to discuss this shift in direction with Chichester City Council when we meet and moving the £0.6k spend from new builds to the disadvantaged.

BUDGET 2024-2026 - CHICHESTER CITY COUNCIL APPLICATION	2024	2025	2026	GRANT YEAR 1	GRANT YEAR 2	GRANT YEAR 3
IMPROVED ACCESS FOR OUR EXISTING CUSTOMERS	YR 1	YR 2	YR 3			
Laminated glass & looped microphones	691	0	0			
Fitting and installation	265	0	0			
Handrails in the auditorium	2600	0	0			
TOTAL	3556	0	0	3556		
TAKING FESTIVAL TO HERITAGE SITES						
LED Open Air Screenings in Priory Park, equipment hire, labour & security over 3 days	5780	6127	6495		0	
Heras Fencing for Priory Park	310	329	348		329	
Bad weather insurance for Open Air Screenings	840	890	944			
Guildhall Hire	100	100	100			
St John's Hire	200	200	200			
Graylingwell Chapel collaboration	800	800	800			
Projection costs, labour, equipment and transport	768	814	863		814	
Promotional membership offers within these sites - to attenders of each event and across the whole of Graylingwell	215	228	242			
TOTAL	9013	9488	9992			
EDUCATION AUDITORIUM HIRE						
18 Talks for adults auditorium event hire based upon a duration of 30 hours @ £16.50 p.h	495	525	556	495	525	556
18 Talks for adults technical rehearsal hire of auditorium as above for total of 29 hours	479	508	538	479	508	538
23 Talks for Schools auditorium event hire based upon a duration of 29 hours @ £16.50 p.h	479	508	538	479	508	538
23 Talks for Schools tech rehearsal hire of auditorium for 40 hours	660	670	742		670	742
TOTAL	2113	2211	2374			
PROMOTIONAL ACTIVITY AIMED AT NEW BUILDS						
Flyering the new build estates	318	337	357			357
Distribution of flyers	280	297	264			315
TOTAL	598	634	621			
ESTABLISHING AN UNDER 25s CHICHESTER FILM CLUB						
Prize for concept design by a Chi University student	100	0	0			
Flyers at Freshers Week	100	100	100		100	
Stand hire at Freshers Week compuses	1500	1590	1650		1590	1650
Tote bags to attract student membership	186	197	209			
Bar	300	318	337			307
TOTAL	2186	2205	2296			
GRAND TOTAL	17466	14538	15283	5009	5044	5003

[CCC report](#)

CA2026/16 - REPORTS FROM PREVIOUS GRANT RECIPIENTS

Last modified: 2026-03-04



Patron: The Duke of Richmond and Gordon

Report to Chichester City Council for meeting on 12 March 2026

First of all, on behalf of my fellow Trustees,, I repeat our sincere thanks to the City Council for your support in approving the three year grant of £5,000 two years ago.

Our Club has very modest levels of assured income, we receive approximately £18,000 pa from letting part of our premises, but beyond that we rely heavily on grants to top up the income which we generate from making parts of our premises available for hire.

Part of our philosophy is that we aim to make the facilities that the Club offers available to the underprivileged and to those least able to afford to pay full commercial rates. Some of our activities simply request a nominal contribution and are very often waived entirely.

Over the more than 100 years that the Club has been in existence its activities have changed and continue to change in order to reflect changes and behaviour in Society.

The Club aims to be extremely flexible and is always willing to try new opportunities. Not all are successful, some have a finite timescale, and some are simply one off.

As an example of change we have found that young people are nowadays less keen on turning out of an evening once they have gone home and settled down with their phones or laptops. Consequently we now give greater priority to after school get togethers and this is proving much more popular. Incidentally use of phones has been banned in Club premises for some time.

Over the past few years , especially after lockdown , we have increased our involvement with various sectors of the community but the continuing emphasis has been on youth and young people.

This increase is largely due to the efforts of our full time Youth Development Leader and his engagement has only been possible thanks to financial support from bodies such as yourselves.

I am pleased to report that the Boxing Club (which runs as a separate independent entity) is flourishing with two sessions on two evenings a week, and now we have a martial arts group on a different evening. These two activities are particularly successful in harnessing the energies and exuberance of youth in a positive direction.

The main activities for young people , which is where the greatest supervision by staff and volunteers is necessary are

- Parent and toddler group
- Home Education
- After School Youth group, various age groups at different times and on different days
- Autism Group (Young adults)
- Holiday activities in conjunction with Cobnor Activities Centre
- Collaboration with Youth and Outreach projects at Chichester Festival Theatre
- Greenpower project (further details below)

Quite apart from these regular organised groups the Club has been very active in collaborating with the Police under the Reboot Programme and liaising with the authorities to provide support for young people who are 'on the edge'

Chichester Boys' Club · Little London Centre
34a Little London · Chichester · PO19 1PL · chichesterboysclub@outlook.com · 01243 782462

Whilst the overall responsibility for supervision rests with our paid Youth Leader , we rely heavily upon a team of volunteers who naturally need training and guidance.

Without the establishment support few if any of these undertakings would be possible.

We are also finalising an agreement with Challengers , a national charity specialising in helping disabled youngsters ,(we being wheelchair friendly) , whereby they are able to enjoy recreational and social activities in our premises.

The Greenpower project is new and has been facilitated by our Patron. An assembly kit has been provided whereby a team of young people (a number of whom are not in regular education) design assemble and will in due course race an electric car at Goodwood and elsewhere). It is a project designed to inspire young people to become interested in STEM subjects and enhance their life experience, careers and job prospects

It is a condition that they do all the work themselves under the guidance of qualified volunteers.

The vehicle is being assembled at our premises.

It is hoped that this will be the start of a long term sustainable programme for which we will be seeking commercial sponsorship to help with support costs.

It is from the support from bodies such as Chichester City Council that this project and all the other community activities of the Club can be undertaken and for that I again express the thanks of the Trustees and especially the young people who benefit.

Michael Turner

Chairman

Chichester Boys Club

March 2026

Chichester Boys' Club · Little London Centre
34a Little London · Chichester · PO19 1PL · chichesterboysclub@outlook.com · 01243 782462

Chichester Boys' Club CIO: for all young people in the Chichester community · Charity no. 1168297

[2024 2025 monitoringreportforCCC](#)

CA2026/16 - REPORTS FROM PREVIOUS GRANT RECIPIENTS

Last modified: 2026-03-04



A Charitable Incorporated Organisation No. 1181855

Annual Grant Monitoring Report: FY 2024/25

Organisation: Sanctuary In Chichester (CIO No. 1181855) **Grant Awarded:** £5,000 (Large Grant Scheme) **Reporting Period:** 1st June 2024 – 31st May 2025

1. How the Grant Supported Our Activities

Overall our mission and range of support that we provide to refugees and asylum seekers in the Chichester area remained as per our original grant application.

The main changes were the increasing number of new arrivals and the Leave To Remain challenge detailed within the body of this report.

The £5,000 grant from Chichester City Council was dedicated to supporting our extensive volunteer network, which is critical to delivering our core services. This funding ensured our volunteers could provide direct support across several key areas:

- **Volunteer Teacher Program:** Supported a cohort of 20 Volunteer Teachers (VTs) who provide language and integration support to approximately 50 students in local secondary schools.
- **Practical Assistance:** Enabled volunteers to facilitate weekly drop-ins, 1-on-1 English tutoring, asylum advice, and sports programs like Nations United Football.
- **Wellbeing & Social Connection:** Funded the management of two allotments where volunteers and beneficiaries meet twice weekly to garden and build social bonds.

2. Outcomes Achieved (2024/25 Figures)

Despite a continual increase in demand, we have achieved significant measurable impacts:

- **Expanded Reach:** We currently support between 550 and 600 beneficiaries. This includes 200 asylum seekers at the Chichester Park Hotel and 257 refugees on government resettlement schemes.
- **Pathways to Independence (PTI):** 94 individuals were active participants in our central PTI program this year. One notable success includes a participant securing employment at Rolls-Royce.
- **Social Inclusion:** Our Weekly Drop-In sessions averaged 75 attendees (46 beneficiaries and 20 volunteers), fostering a vital sense of community.

3. Operational Challenges: The "Leave to Remain" Challenge

The 2024/25 period has been defined by significant systemic challenges that have placed immense strain on our resources:

- **The 28-Day Window:** Once individuals are granted "Leave to Remain" by the Home Office, they often have only 28 days (reduced from 56) to find new accommodation and establish a source of income before being evicted from Home Office housing.
- **Immediate Needs:** This short notice period creates an immediate risk of street homelessness for families and individuals. Our team must work rapidly to provide guidance on finding work, enrolling in benefits, and securing affordable rented housing.
- **Housing and Legal Strain:** Suitable local accommodation is increasingly difficult to secure, putting significant pressure on Chichester District Council's housing services and our own funds used to prevent homelessness. Furthermore, securing legal support is a constant hurdle, as most local asylum law firms are fully committed.
- **Unpredictable Arrivals:** New families continue to arrive weekly, often with little to no prior notice, requiring immediate volunteer and staff intervention.

4. Alignment with Council Strategic Objectives

We believe that this grant directly advances the Council's goal of creating a **vibrant, active, and thriving community**. By supporting the "Pathways to Independence" project, we are helping new residents move toward self-sufficiency, reducing long-term reliance on state and charitable support. Our new partnership with West Sussex Mind also provides a dedicated mental health worker (30 hours per week) to support the wellbeing of our staff, volunteers and beneficiaries all living and working in the community.

5. Plans for the Coming Year (2025/26)

Sanctuary in Chichester is in a strong position for the coming year, with plans to:

- **In December 2025 we launched our new 2026/27 Strategic Plan:** Developed through a collaborative process involving all stakeholders.
- **Strengthen Governance:** A dedicated task force is currently updating our systems and policies to match our rapid organisational growth.
- **Expand Support:** We will continue our recruitment drive for new volunteers including volunteer teachers and expand access to the PTI program to address the ongoing "Leave to Remain" challenges.

Note for more detail on the year's activities a copy of the charity's annual report is also available for members to read. This includes full details of income and expenditure for 2024/25.

In summary the charity's income for the year was £276,671. Total expenditure £251,096. The charity has a financial reserve based on an annual risk assessment of £40,000.

Tony Toynton

Chair of trustees

[CRTB CCC List \(1\)](#)

CA2026/17 - COMMUNITY ASSET REGISTER

Last modified: 2026-03-06

Asset

The Council House
Chichester Boys Club
Sea Cadets
Chichester Library
New Park Centre & Cinema
Quaker Meeting House
Jam Café
Chichester University Showroom and Student Union
Graylingwell Chapel
St Michael's Hall
St. Paul's Church & church hall
Chichester University Chapel
South Downs Planetarium
5th Chichester Scouts
Centenary Centre (St Georges Church)
12th Chichester Scout Hut
Chichester Arts Centre (St Bartholomews)
Regnum District Guide Hall
St Pancras Parish Hall
Basil Shippam Centre
The Newell Centre Association
Pallant Suite

On hold

The Guidhall
St John's Chapel
CFT café
Chichester Racquets Club
Chichester RFC
Julie's Kiosk
The Wickham Arms
Parklands Green
Clay Lane Sports Club
Swanfield Park Community Centre

Decision

Approved
Approved
Withdrawn
Pending
Withdrawn
Approved
Declined
Pending
Approved
Approved
Declined
Pending
Pending
Approved
Objection
Objection
Objection

[Letter to Nominator decision - St Pauls Church](#)

CA2026/17 - COMMUNITY ASSET REGISTER

Last modified: 2026-03-06

Ms Katie Coffey
Chichester City Council
The Council House
North Street
Chichester
West Sussex
PO19 1LQ

If calling please ask for: Dave Hyland
dhyland@chichester.gov.uk
01243 534864

Our ref: CRTB 70

Your ref:

21st August 2025

Dear Katie

Asset of Community Value – St Paul’s Church and Parish Hall. Chichester

Further to the nomination received 26th June 2025, I write to advise that Chichester City Council’s nomination of the above land has not been successful, and Chichester District Council’s Register of Community Assets will shortly be updated to show the nomination as “Declined”.

The issues here are complex, so I will summarise here, but am happy to discuss with you subsequently if there are questions from colleagues or City Councillors.

The predominant use of the buildings nominated is worship or faith-based activity, both of which are not considered community use for the purposes of the Community Right to Bid. The wider use of the Parish Hall has been considered separately (see below).

The disposal of a closed Church of England Church is exempt from the Community Right to Bid; disposal is subject to preexisting legislation that includes public consultation to identify alternative use and/or ownership. Accordingly nomination would serve no purpose given the requirements to follow that legislation (Part 6 of the Mission and Pastoral Measure 2011).

We have considered a partial listing of the footprint of the parish hall given the evidence of wider usage, and prior listing of Church of England Halls. Based on the information available, it is our decision that the Hall could not be considered alone, in the context of its integration to the older Church, the land it occupies, and the constraints above. As a result, we have discounted that option. While this does not preclude a fresh nomination of the Hall alone, I would discourage that approach as it is unlikely to succeed for the above reasons.

...continued

Without criticism of St Paul's and their positive contribution to the wider community, I have determined that the buildings/land may not be listed as an Asset of Community Value. However, as above, please do contact me if you have any questions about the content of this letter or my decision.

Yours sincerely

Dave Hyland
Community Engagement Manager

Cc: St Pauls PCC; Diocese of Chichester.

[Letter to Nominator decision - Jam Cafe](#)

CA2026/17 - COMMUNITY ASSET REGISTER

Last modified: 2026-03-06

Ms Katie Coffey
Chichester City Council
The Council House
North Street
Chichester
West Sussex
PO19 1LQ

If calling please ask for: Dave Hyland
dhyland@chichester.gov.uk
01243 534864

Our ref: CRTB 59

Your ref:

6th August 2025

Dear Katie

Asset of Community Value – Jam Café, 33 Southgate, Chichester

Further to the nomination received 11th June 2025, I write to advise that Chichester City Council's nomination of the above land has not been successful, and Chichester District Council's Register of Community Assets will shortly be updated to show the nomination as "Declined".

To be listed as an Asset of Community Value, Chichester District Council would need to determine that the use of the building provides social value to (or furthers the social wellbeing of) the local community, either currently or in the recent past. Without criticism to the work of Creative Beatz, the activity described in your nomination is ancillary to the primary use of the premises, as a café. Accordingly, I have determined that the land may not be listed as an Asset of Community Value.

If you have any questions about the content of this letter or my decision then please do contact me. There is no appeal process for unsuccessful nominators, but a fresh nomination is not prohibited as long as it is materially different to the one previously considered.

Yours sincerely

Dave Hyland
Community Engagement Manager

Cc: Jam Café; Mr M Dall, freeholder.

[CCC-CAB Outreach reporting - Feb 2026 - client age profiling](#)

CA2026/18 - CAB REPORT

Last modified: 2026-03-06

Chichester City Outreach Report												
	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Age (Count)												
15-19	0	0	0	0	1	0	0	0	0	0	0	0
20-24	1	1	0	2	0	1	0	1	0	0	0	1
25-29	0	1	1	0	0	2	1	0	1	2	1	1
30-34	1	0	2	1	1	3	1	0	0	0	0	1
35-39	0	0	1	0	1	1	3	2	0	1	4	4
40-44	1	0	0	3	0	2	0	3	2	3	5	5
45-49	0	1	0	0	1	1	2	2	0	1	1	1
50-54	1	0	2	2	1	0	0	0	5	1	4	4
55-59	3	2	4	2	3	2	2	0	4	4	6	6
60-64	1	3	2	4	4	2	1	5	3	3	4	4
65-69	4	1	1	1	4	2	7	2	2	4	2	2
70-74	3	2	5	3	1	3	3	1	2	4	3	3
75-79	2	1	1	4	2	1	1	1	0	0	2	2
80-84	3	0	3	3	1	3	3	2	1	0	1	1
85-89	1	1	0	3	3	1	2	3	0	0	0	0
90+	0	1	0	0	0	0	0	0	0	0	0	0
Not recorded	1	2	0	5	0	0	0	4	3	5	3	3
Gender %												
Male	29%	58%	48%	39%	30%	43%	48%	54%	52%	56%	34%	34%
Female	71%	42%	52%	61%	70%	57%	52%	46%	48%	44%	66%	66%
Health %												
Disabled	7%	20%	0%	14%	0%	6%	57%	64%	46%	57%	38%	38%
Long term Health Condition	36%	10%	53%	23%	46%	50%						
Not disabled	57%	70%	47%	64%	54%	44%	43%	36%	54%	43%	62%	62%

[CCC-CAB Outreach reporting - Feb 2026 - other metrics](#)

CA2026/18 - CAB REPORT

Last modified: 2026-03-06

Chichester City Outreach Report												
	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
How did you hear about the service?												
Flag outside	17	10	10	20	21	14	9	10	8	15	26	
Previously engaged with CA	5	5	11	5	4	10	8	9	6	7	7	
Other	0	1	1	3	0	1	2	0	0	4	1	
Appointment vs Drop-in												
Appointments	5	0	3	2	2	5	1	3	3	0	4	
Drop-in	17	16	19	31	23	20	29	23	20	28	34	
Casework Hours (mins)												
	N/A	435	1465	1515	1665	3720	1830	1740	1275	1740	2610	

[CCC-CAB Outreach reporting - Feb 2026 - ward breakdown](#)

CA2026/18 - CAB REPORT

Last modified: 2026-03-06

Chichester City Outreach Report												
	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Ward												
Chichester South			5	2	3	1	2	3	3	1	4	
Chichester East			2	4	3	5	5	3	3	4	3	
Chichester West			5	5	3	1	3	1	3	1	1	
Chichester North			0	2	1	2	3	2	2	3	2	
Chichester Central			2	2	2	3	1	2	0	1	4	
Harbour Villages			1	4	1	1	1	1	0	1	2	
Lavant			1	3	1	0	3	0	0	2	0	
The Witterings			1	0	1	1	1	1	0	1	2	
Barnham			1	0	0	0	0	0	1	1	0	
Midhurst			1	1	0	1	3	1	2	3	2	
North Mundham & Tangmere			1	1	3	0	0	3	0	0	2	
Petworth			1	1	0	0	0	1	0	0	1	
Sidlesham with Selsey North			0	2	1	0	0	1	0	1	0	
Selsey South			0	1	1	2	1	0	0	0	1	
Fernhurst			0	1	0	0	0	0	0	0		
Emsworth			0	1	0	0	1	2	0	0	1	
Goodwood			0	0	0	0	0	0	0	0	1	
Southbourne			0	0	0	3	0	0	1	0	1	
Pagham			0	0	0	3	1	0	2	0	1	
Tarring			0	0	0	1	0	0	0	0	0	
Westbourne			0	0	1	0	0	0	0	0	0	
Charles Dickens (Portsmouth)			0	1	0	0	0	0	0	0	0	
Poole Town (Bournemouth)			0	1	0	0	0	0	0	0	0	
Rustington West			0	1	0	0	0	1	0	0	0	
Maidenbower (Crawley)			0	0	1	0	0	0	0	0	0	
River (Arun)			0	0	1	1	0	0	0	1	1	
Pulborough, Coldwaltham & Amberley			0	0	0	0	2	0	0	0	0	
St Jude			0	0	0	0	1	0	0	0	0	
Arundel & Walberton			0	0	0	0	0	1	1	1	1	
Bersted			0	0	0	0	0	1	0	1	0	
Broadwater (Worthing)			0	0	0	0	0	0	1	0	0	
Forest (Horsham)			0	0	0	0	0	0	1	0	0	
Pound Hill North & Forge Wood (Crawley)			0	0	0	0	0	0	1	0	0	
Leigh Park Central & West Leigh (Havant)			0	0	0	0	0	0	1	0	0	
West Chiltington, Thakeham & Ashington (Horsham)			0	0	0	0	0	0	1	0	0	
Aldwick West (Arun)			0	0	0	0	0	0	0	1	1	
Aldwick East (Arun)			0	0	0	0	0	0	0	0	1	
Yapton (Arun)			0	0	0	0	0	0	0	1	0	
Drayton and Farlington (Portsmouth)			0	0	0	0	0	0	0	0	1	
Denham (Buckinghamshire)			0	0	0	0	0	0	0	0	1	
Haslemere West (Waverley)			0	0	0	0	0	0	0	0	1	
Waterloo (Havant)			0	0	0	0	0	0	0	0	1	
Not recorded			1	0	0	0	2	2	0	4	2	

[CCC-CAB Outreach reporting - Feb 2026 - summary page](#)

CA2026/18 - CAB REPORT

Last modified: 2026-03-06

Chichester City Outreach Report												
	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Client Seen (Total)	22	16	22	33	25	25	30	26	23	28	38	
New Clients	17	16	13	28	23	19	17	24	19	21	31	
Ongoing/returning Clients	5	0	9	5	2	6	13	2	4	7	7	
Total Issues	45	29	53	73	72	65	61	64	59	70	110	
Issue Breakdown												
Benefits & tax credits	5	3	18	11	8	14	11	12	8	6	18	
Benefits Universal Credit	0	2	4	12	1	6	0	3	0	4	14	
Charitable Support, Food Banks & Other	0	0	1	0	0	1	0	0	0	0	1	
Consumer goods & services	3	0	1	4	1	3	4	4	8	6	0	
Debt	1	0	1	5	5	7	4	3	2	2	9	
Education	0	0	0	0	0	0	0	0	0	0	0	
Employment	4	1	0	1	3	1	8	7	3	7	4	
Financial services & capability	0	4	2	5	6	2	5	1	2	5	4	
GVA & Hate Crime	0	0	1	1	0	0	2	0	1	0	1	
Health & community care	7	0	0	5	2	6	0	2	3	0	5	
Housing	17	5	8	6	12	6	8	7	11	15	13	
Immigration & asylum	0	0	2	0	0	3	1	2	0	0	0	
Legal	2	7	3	9	10	6	7	5	1	5	13	
Relationships & family	1	2	10	5	10	3	6	9	10	12	12	
Tax	0	2	1	3	1	0	1	0	6	6	6	
Travel & transport	2	0	0	1	6	5	3	5	2	0	3	
Utilities & communications	0	1	1	4	6	0	1	4	0	0	6	
Other	3	2	0	1	1	0	0	0	2	2	1	
Outcomes												
Financial Total	£27,019.00	£33,967.00	£19,084.00	£694,183.00	£58,727.00	£45,311.00	£8,949.00	£33,028.00	£26,519.00	£23,437.00	£17,537.00	
Benefit/tax credit gain - a new or increased award	£7,020.00	£22,688.00	£15,241.00	£14,006.00	£4,784.00	£44,811.00	£7,686.00	£24,480.00	£19,319.00	£8,174.00	£12,647.00	
financial body challenged - successful	£0.00	£0.00	£0.00	£7,817.00	£13,542.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,800.00	
Pension Credit claimed	£0.00	£0.00	£2,843.00	£0.00	£2,410.00	£0.00	£1,200.00	£0.00	£0.00	£0.00	£0.00	
Will/probate outcome - successful	£0.00	£11,279.00	£0.00	£16,960.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Severe mental health impairment applied to council tax	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Refund/Repair/replacement agreed/scheduled	£0.00	£0.00	£0.00	£0.00	£2,100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£90.00	
Tax - other (financial gain)	£600.00	£0.00	£0.00	£650,000.00	£10,000.00	£0.00	£0.00	£8,000.00	£5,000.00	£0.00	£0.00	
Budgeting change	£4,800.00	£0.00	£1,000.00	£0.00	£2,048.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£7,600.00	£0.00	
Income maximisation	£10,471.00	£0.00	£0.00	£0.00	£3,843.00	£0.00	£0.00	£0.00	£2,500.00	£0.00	£0.00	
Repayments rescheduled	£4,128.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Disputed fine/charge - action successful	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£63.00	£120.00	£0.00	£0.00	£0.00	
Debts repaid	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£293.00	£0.00	£0.00	£0.00	
Funeral costs re-paid	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£135.00	£0.00	£0.00	£0.00	
Benefit/tax credit award - maintained	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,843.00	£0.00	
Insurance pay-out	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,580.00	£0.00	
Alternative Dispute Resolution - used successfully	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£240.00	£0.00	
Non Financial												
Improved health/capacity to manage	28	29	5	63	32	43	24	44	41	80	65	
Change to banking arrangements	0	0	0	0	0	0	0	0	0	0	1	
Help with court forms	0	0	0	0	0	0	0	0	0	0	1	
Accepted onto the housing register	0	0	0	0	1	0	0	4	0	1	0	
Client familiarised with UC	0	0	0	0	0	0	0	0	0	1	0	
Financial planning for the future	0	0	1	0	2	0	3	0	0	1	0	
Complaint resolved	0	0	0	0	1	0	0	0	0	1	0	

Homelessness delayed	0	0	2	0	3	0	0	0	0	3	0
Tenancy sustained following advice	0	0	0	0	0	0	0	0	0	1	0
Realising assets (excluding home)	0	0	0	0	0	0	0	0	0	1	0
Contact arrangements - disputed	0	0	0	0	2	0	0	0	1	0	2
Improved Skills	0	2	1	0	6	0	0	0	0	0	0
Increased priority on housing register	0	0	0	0	1	0	0	1	0	0	0
Right to enter/stay seured	0	0	1	0	0	0	0	0	0	0	0
Food provision	0	0	1	0	1	1	0	0	0	0	0
Referred for energy efficiency advice	0	0	0	0	1	0	0	0	0	0	0
Property or management improved	0	0	0	0	1	0	0	0	0	0	0
Improved Knowledge	0	0	0	0	0	0	0	0	0	0	0
Benefit/tax credit award - maintained	0	0	0	0	0	0	0	0	0	2	0
Rehoused	1	0	0	0	0	0	0	0	0	0	0
Tax return completed	0	0	0	0	0	0	0	0	0	0	0
Complaint made	0	1	0	0	0	0	0	0	0	0	0
Blue Badge obtained	0	1	0	0	0	1	0	0	0	0	1
Claim or complaint - not possible	0	0	0	0	0	0	0	0	0	0	0
Client familiarised with pension schemes	0	0	0	0	0	0	0	0	0	0	0
berevment planning	1	0	0	1	0	0	1	2	0	0	0
Barriers to employment removed	0	0	0	0	0	0	0	0	2	0	0
Enforcement action avoided/disputed	0	0	0	0	0	0	0	0	1	0	0
Additional evidence for completion of the claims process successfully submitted		0	0	0	0	0	0	0	1	0	1
Improved capacity to manage through information given and options explored	0	0	0	0	0	0	0	0	1	0	1
Disputed fine/charge - action successful	0	0	0	0	0	1	0	0	0	0	0
Free or reduced charges/costs	0	0	0	0	0	1	0	0	0	0	0
Greater choice and/or involmnet and/or control of services	1	0	0	0	0	2	0	0	0	0	0
Appropriate service/support obtained for client	0	0	0	0	0	0	1	0	0	0	0
eVisa application - general advice on application	0	0	0	0	0	0	0	2	0	0	0
Application made to energy trust fund	0	0	0	0	0	0	0	0	0	0	1
Improved capacity to manage through information given and options explored	0	0	0	1	0	0	0	0	0	0	0

[Grant Reallocation](#)

CA2026/19 - GRANT CONSIDERATION

Last modified: 2026-03-04



Chichester City Council

Grant Reallocation – Community Affairs

At the December Community Affairs Committee, a grant was awarded to Chichester CAN (Sussex Creative Art Network CIC) to support the grant application of Nicola Garrard. This agreement fell through and the grant money (£1,820) was returned to Chichester City Council.

Since the grant was awarded, the work it was intended to support has developed significantly and is now being delivered through **Children’s BookFest** as part of the **BookFest YA programme**. Recent updates show that Nicola has made excellent progress, including securing involvement from four local secondary schools (including a SEN school), matching authors with schools, and working directly with school leadership to make sure activities are accessible and inclusive.

The programme has also expanded to include a new SEND category in the creative writing competition, plans to reach home-educated young people and those not currently in school, and a Student Librarian Conference hosted by Chichester University Library, with senior West Sussex library staff attending.

Children’s BookFest is now the organisation managing delivery, venues, partnerships, and evaluation for this work, along with Nicola Garrard. Reallocating the grant will ensure the funding sits with the organisation delivering the activity, while still meeting the original aims of supporting reading, writing, and cultural opportunities for young people in Chichester.

[Finance report March 2026](#)

CA2026/20 - BUSINESS PLAN SUB-COMMITTEE

Last modified: 2026-03-06



Chichester City Council

E-INK DISPLAY PROJECT EVALUATION REPORT TO FINANCE COMMITTEE FROM JAMES BRIGDEN, PROJECT MANAGER DATE: 05/03/2026

Background

As part of the City Plan 2024-2029, two objectives were identified; to improve city signage and provide public access to 'What's on' information. In March 2025, the Business Plan Sub-Committee agreed that these objectives would be explored through a trial of three digital e-paper displays.

The project has suffered several delays, and 2 of the 3 screens were finally installed on the high street on 13th January 2026. The 3rd screen was delayed due to the absence of a mobile phone antenna. Over the following weekend one of the screens was vandalised and replaced with the 3rd screen.

Over the next couple of weeks the screens saw over 2000 button presses likely to represent approximately 500 individual engagements. During this time the Chichester Observer reported on the screens, and they also gain some social media engagement which overall was negative.

We had 2 surveys completed which, whilst noting the progressive nature of the project, identified that the screens were not delivering due to the lack of functioning lighting and the speed of screen transition.

On the 9th February, the Business Plan Sub-Committee recommended the trial be ended as a failed initiative and defer final decision to the Finance Committee. Following this recommendation the screens were removed from the street scene awaiting the final decision.

Screen Usage

During their short time installed the screens saw good usage the table below show the engagement over a 2-week period.

Digital Screen Statistics for the 2 weeks in January

North Street, outside "Purchases"

Button presses	917
----------------	-----

East Street, outside "M&S"

Button presses	1304
----------------	------

QR code scans (all screens)

Chichester Living	3
Wayfinding	10

Social media response

We only received 2 formal responses 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. Key themes raised:

Perceived waste of money – Many commenters view the project as an unnecessary or “gimmicky” use of public funds, particularly given the incorrectly quoted cost of around £20,000. Several feel the money should instead be spent on visible, practical improvements such as potholes, pavements, planting, seating, shelters, lighting, or road safety measures.

Technology and connectivity concerns – A common concern is poor mobile and cellular signal in the city centre. Commenters question how the devices will function without reliable connectivity, raise doubts about battery life, and suggest most people already use smartphones for information.

Priorities and council remit – There is frustration that smaller, aesthetic or digital projects are progressing while larger issues like traffic, parking costs, road conditions, and empty shops remain unresolved. Some respondents misunderstand which council is responsible, while others point out that highways, traffic, and potholes sit outside the City Council's remit.

Risk of vandalism and durability – Several comments predict the units will be vandalised or damaged quickly, citing early signs of removal or damage as evidence.

Support for trialling and regeneration – A minority support the idea in principle, arguing that trialling new initiatives is reasonable, costs are relatively modest, and the devices could help promote events, support local businesses, reduce flyposting, and encourage evening footfall.

Alternative suggestions – Repeated alternatives include more planting and greening, improved gateways into the city, reduced parking charges, better traffic management, more seating and shelter, and general maintenance before introducing new digital features.

Whilst these comments do not shine a favourable light on this scheme, a lot of them stem from misconceptions surrounding the remit of the City Council.

Discussion with supplier

Noticeable issue that we have been 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.

What's On guide

The 'What's On' guide for the signage project has utilised the support of Chichester Living to provide the feed. We would like to improve this partnership and provide the What's On guide through our website and social feeds. It has been proposed that we enter a Service Level Agreement with Chichester Living to deliver an What's On service through our internet channels.

If it is decided that the E-paper signage trial is ended the partnership that has been formed with Chichester Living will be transferred to the Community Affairs Committee to adopt the 'What's On' guide for our internet channels.

Decision

Option 1

Work with the supplier to explore options to rectify the issues and restart the trial to allow the full three months to run its course and gather further statistics and feedback from a wider group of users.

Option 2 (Recommendation from the Business Plan Sub-committee)

Discontinue the project and reevaluate how we can meet the objectives of the City Plan. The work carried out with Chichester Living to be passed to the Community Affairs Committee to explore how we can deliver 'What's On' information through different channels.