

**MINUTES OF THE PLANNING AND CONSERVATION COMMITTEE MEETING HELD  
ON WEDNESDAY 22 MAY 2019 AT 5.30PM**

- PRESENT:** Councillors Bell, Gaskin, Joy, Norrell
- EX OFFICIO:** The Mayor (Councillor Plowman)
- ALSO PRESENT:** Councillors Apel, Gershater, Scicluna, Sharp
- APOLOGIES:** Deputy Mayor (Councillor Hughes)  
Councillor Bowden
- IN ATTENDANCE:** Town Clerk, Planning Adviser and Mayoral/Administrative Assistant  
Two representatives from Feather & Black (for CC/19/00919/FUL only)  
A resident of South Bank.

**1 ELECTION OF CHAIRMAN**

It was proposed, seconded, put to the vote and **RESOLVED** that Councillor Joy be elected Chairman of the Planning and Conservation Committee for the remainder of the Council year. There were no other nominations.

**2 APPOINTMENT OF VICE-CHAIRMAN**

It was proposed, seconded, put to the vote and **RESOLVED** that Councillor Bowden be appointed Vice-Chairman of the Planning and Conservation Committee for the remainder of the Council year. There were no other nominations

**3 TO DETERMINE CHAIRMAN AND VICE-CHAIRMAN MEMBERSHIP OF  
SUB-COMMITTEE NAMELY: PLANNING DELEGATION SUB-COMMITTEE**

This item would be taken after Item 10.

**4 APOLOGIES FOR ABSENCE**

As recorded above.

**5 MINUTES**

**RESOLVED** that the Minutes of the meeting held on 3 April 2019 having been printed and circulated were signed by the Chairman as a correct record.

Councillor Plowman, on behalf of the Committee, expressed thanks to former Councillor, Jane Kilby, and commended her sterling work on the Planning and Conservation Committee during her time as Chairman.

**6 UPDATE FROM THE PREVIOUS MINUTES**

Please note that any actions arising from the previous Minutes are included on the Agenda

7 DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

Councillors Bell and Plowman, as members of Chichester District Council, declared a Personal Interest. Councillor Plowman as a member of the CCAAC declared a Personal Interest.

8 ANNUAL REVIEW OF THE WORK OF THE PLANNING AND CONSERVATION COMMITTEE APRIL 2018 TO MARCH 2019  
Planning Adviser's report (*attached*)

The Committee noted the report of the Planning Adviser appended to the agenda and the Planning Adviser gave a brief summary of the report. The Planning Adviser was thanked for her work.

RESOLVED to note the report of the Planning Adviser.

9 PLANNING TRAINING – 21 MAY 2019 – FEEDBACK

The Planning Adviser had held a training session for members which she hoped would be useful, in particular to the new Councillors. The Chairman thanked the Planning Adviser and said that the training had been very beneficial to all those who had attended.

10 REPORT ON COMMITTEE PROCEDURE

The Committee noted the report of the Planning Adviser appended to the agenda.

The Planning Adviser explained that it could be more practicable for the minor applications (currently discussed at the Delegation Sub-Committee) to be brought before the Planning and Conservation Committee for consideration. It was noted that the Planning and Conservation Committee, which currently determines all major applications, would be a longer meeting but that the benefits outweighed this and would give greater efficiency to the Council.

The Planning Adviser sought the views of members as to whether the Planning Delegation Sub-Committee could therefore be disbanded with immediate effect.

It was proposed, seconded, put to the vote and RESOLVED that the Planning Delegation Sub-Committee be disbanded with immediate effect.

Councillor Apel left the meeting.

11 APPLICATIONS FOR PLANNING PERMISSION

List 17 (extract) – 24 April 2019

The Planning Adviser, with the aid of a visual presentation, gave details of the following applications and invited questions from members.

CC/19/01134/REM

Miller Homes Ltd

Land West Of Centurion Way And West Of Old Broyle Road Chichester West Sussex PO19 3PH

All outstanding Reserved Matters for the erection of 73 residential dwellings with associated parking, landscaping, informal open space and associated works on Phase 2, Parcel A, pursuant to permission 14/04301/OUT.

After discussion it was **RESOLVED** to raise **Objection** in relation to the layout and appearance:

**Layout:**

- **The provision of parking which necessitates double and triple parking is not considered adequate. There is a missed opportunity to provide a pedestrian/cycle link directly to the east of the site to the SANG car park.**
- **A separate cycle lane should be provided where possible on all roads to link to the spine road and any other cycle paths.**
- **A height barrier and appropriate post and rail fencing should secure the SANGS car park to ensure it is used by private car users and not commercial vehicles/vans or caravans with the potential for disposing of waste on the SANGS.**

**Appearance:**

- **The building designs are unoriginal and not high quality or locally connected. Higher quality design with better environmental and ecological features should be proposed.**
- **The design of the proposed windows with thick white UPVC frame and thin internal glazing bars is unacceptable, as is the proposed design for the doors. The proposed windows and doors do not reflect the surrounding character and would harm visual amenity.**
- **Where there is flint frontage to a building, all elevations should be flint faced. Consideration should be given to similar treatment of the side elevations where other accents are proposed only to front elevations.**
- **The sustainability of the proposed dwellings is questionable: Solar panels, bird nesting bricks, electric car charging points and rainwater harvesting facilities should be provided for every plot.**

**In addition, it is requested that a condition be imposed restricting delivery times during construction taking into account local school pick up and drop off times.**

The Chairman suggested that CC/19/00919/FUL be taken next as representatives from Feather & Black were in attendance.

List 19 (extracts) – 8 May 2019

CC/19/00919/FUL

Feather And Black 26 Terminus Road Chichester West Sussex

Change of use to venue for live shows and music covering all aspects of performance and celebrity acts, with dinner served to accompany the shows and a late night music venue.

A discussion took place and whilst opinion was divided reservations were expressed about the noise implications, crowd control and parking. Some members however felt that the venue could improve facilities for younger people.

Councillor Scicluna left the meeting.

**It was therefore RESOLVED to raise an Objection. The development is contrary to Policy 26 of the Local Plan and would detrimentally affect the character of the area.**

List 17 (extract) – 24 April 2019

CC/19/00621/FUL and  
CC/19/00622/LBC  
Mistral 15 South Street Chichester PO19 1EJ  
Change of colour to the shop front.

**No objection.**

CC/19/00883/FUL and  
CC/19/00884/ADV  
62-64 East Street Chichester PO19 1HL  
Replacement shopfront.

**Objection to the proposed design and materials on the signage which do not accord with the relevant guidance. No objection should the proposal be painted lettering on a painted background and the image removed from the fascia.  
No objection to the changes to the shopfront itself.**

CC/19/00957/DOM  
Oakfield Church Road Chichester West Sussex  
Demolition of front porch and erection of single storey front extension. Alterations and additions to fenestration.

**No objection**

CC/19/00990/FUL and  
CC/19/00991/LBC  
Parkers of Chichester  
29-30 North Street Chichester West Sussex PO19 1LX  
Internal alterations to sub-divide existing shop and provide 1 no. 4 bed flat at first and second floor including the addition of 7 no. rooflights at rear.

**No objection subject to the advice of the historic buildings officer.**

CC/19/01038/FUL and  
CC/19/01039/LBC  
Hollybrook House 4 East Pallant Chichester PO19 1TR  
Change of use from business to single residential dwelling and replacement extension with garden area.

**No objection**

List 18 (extracts) – 1 May 2019

CC/19/00862/LBC  
9 St Pancras Chichester West Sussex  
Proposed change of use from Takeaway A5 to Cafe A3.

**No objection**

List 19 (extracts) – 8 May 2019

CC/19/01163/FUL and CC/19/01164/LBC

6A Northgate Chichester PO19 1BA

Change of use of existing retail floorspace (Use Class A1) to form a single residential dwelling (use Class C3).

**No objection in principle to the change of use. Objection to the appearance of the building as proposed with the retained shop front as this would detrimentally impact the character, appearance and legibility of the building and surrounding conservation area.**

12 STREET NAMING AND NUMBERING  
TO RE-CONSIDER AN APPLICATION RECEIVED FROM ELBERRY PROPERTIES  
LIMITED – THREE NEW DETACHED HOUSES  
**(Minute 142 refers)**

The Planning Adviser explained the background to this item and said that an appeal had been received from the developer (Elberry Properties) regarding the decision reached at the last meeting of the Committee, namely to display the house number for plots 1 and 2 (ie: No. 18) for the following properties:

Plot 1: Maple House, Lavant Road, Chichester. PO19 5RG

Plot 2: The Oaks, Lavant Road, Chichester. PO19 5RG

Plot 3: unchanged at Woodpeckers, 18 Lavant Road, Chichester PO19 5RG

The Mayoral/Administrative Assistant explained that an email had previously been received from Royal Mail advising that they were happy for the properties not to display the house number (ie: No. 18) for Plots 1 and 2.

It was therefore put to the vote and RESOLVED that the appeal received from Elberry Properties would be upheld and the plots be named as follows:

Plot 1: Maple House, Lavant Road, Chichester. PO19 5RG

Plot 2: The Oaks, Lavant Road, Chichester. PO19 5RG

Plot 3: unchanged at Woodpeckers, 18 Lavant Road, Chichester PO19 5RG

The Mayoral/Administrative Assistant would advise Elberry Properties accordingly.

13 REVIEW OF COMMITTEE TERMS OF REFERENCE

The Committee noted the Planning and Conservation Committee Terms of Reference appended to the agenda. The Town Clerk explained that these were the current Terms of Reference and would be subject to amendment.

After discussion it was RECOMMENDED to full Council:

that the following be added:

- the City Council will have due regard to the effects on biodiversity and climate

but that reference to the Planning Delegation Sub-Committee be deleted in view of the decision in Minute 10, as follows:

- to appoint such Sub-Committee and Working Groups as may be necessary to fulfil the requirements of the Planning and Conservation Committee

14 CLIMATE CHANGE  
(Council Minute 52 and 53 refers)

NOTICE OF MOTION (1) FROM COUNCILLOR SHARP

It was RECOMMENDED to Full Council that:

In light of the incredible success of the Blue Planet series in raising awareness of the dangers of single-use plastic, this Council:

1. Thanks and congratulations to the City Council staff on their use of real glasses and crockery in City Council functions and meetings.
2. Supports and looks into the feasibility of joining the “Refill” Scheme that West Sussex is setting up
3. Will gradually work towards reducing and subsequently eliminating the use of single-use plastics (e.g. using refillable containers for cleaning products, eliminating so-called disposable plastic cups and avoiding using laminating sheets for one-off occasions – reusable plastic sleeves can be used instead.)
4. Encourages the City Council staff to liaise with hirers of the facilities to ensure that hirers have considered reducing or eliminating their use of single-use plastics.

This Council recommends that the conditions of hire of the building should in the longer term be modified to include discouraging the use of single-use plastics wherever practically possible and encouraging the use of other alternatives that are compostable.

5. Promotes a deposit system to the District and County Councils and to our MP. Such a scheme has the potential to revolutionize our reliance on single-use plastics and keep litter off the streets. (Residents would be incentivised to return bottles to shops in order to get their deposit back).
6. Sets up a Task and Finish Group to look into the use of single-use plastics in the City Council’s work and the Council’s role as a promoter of best practise to the citizens of Chichester.

NOTICE OF MOTION (2) FROM COUNCILLOR SHARP

It was RECOMMENDED to full Council that Chichester City Council believes that:

1. All governments (national, regional and local) have a duty to limit the negative impacts of Climate Breakdown, and local governments that recognise this should not wait for their national governments to change their policies. It is important for the residents of Chichester and the UK that cities commit to carbon neutrality as quickly as possible;
2. Cities are uniquely placed to lead the world in reducing carbon emissions, as they are in many ways easier to decarbonise than rural areas – for example because of their capacity for local energy generation and public transport;
3. The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity’s number one priority; and,
4. Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities (as well as improved well-being for people worldwide).

That the City Council, with the Mayor as our Principal Spokesperson:

1. Declares a 'Climate Emergency';
2. Pledges to make the City of Chichester carbon neutral by 2030, taking into account both production and consumption emissions;
3. Calls on Westminster to provide the powers and resources to make the 2030 target possible;
4. Works with other councils and governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continues to work with partners across the city and region to deliver this new goal through all relevant strategies and plans;
6. Sets up a Task and Finish Group to look into the matter in greater detail. Consider whether it would be advisable to take into account climate change impacts, when debating planning applications, or taking part in consultations, commenting on reports, plans and reviews put to the Council.
7. Reports to Full Council within six months with the actions the Mayor/Council will take to address this emergency.

Councillor Gershater left the meeting

15 LOCAL BUILDINGS LIST  
**(Planning and Conservation Committee Minute 142 refers)**  
**(Council Minute 68 refers)**

The Planning Adviser referred to a letter received from the Chairman of the Chichester Conservation Area Advisory Committee (CCAAC) a copy of which was appended to the agenda. She explained the rationale behind the Local Buildings List and said that this was held by Chichester District Council, to whom suggestions could be made about the compilation of the list.

The Planning Adviser was requested to write to the Chairman of the CCAAC outlining this.

RESOLVED that the Planning Adviser take the necessary action.

16 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

The Minutes of the Planning Delegation Sub-Committee meeting held on 4 April and 25 April 2019 having been previously circulated were approved and adopted.

17 ITEMS TO BE INCLUDED ON AGENDA FOR NEXT MEETING

- To discuss the removal of "For Sale" or "To Let" boards on buildings
- Application for Ice Rink in Priory Park

18 DATE OF NEXT MEETING

Wednesday 26 June 2019

The meeting closed at 7.35pm.