

20 Mile an hour meeting – Community Highways application

14th March 2024

Present

Jeremy Hunt

Mike Dare

Simon Oakley

Mike Dare explained that he had received 60 Community Highways Scheme applications.

Our application would be a lot more successful if it focussed on the city central quadrant, such as the Hornet, the bus station, Orchard Street and areas with schools, St Pauls was probably also possible up to Little Breach but no further. Focus on central ring roads, where there are higher levels of pedestrians and road users and close to schools.

Consultation with Cllr Donna Johnson, (in place of Sarah Sharp), Julian Joy and Simon Oakley. Getting support from a Cllr is important.

Mike suggests that public consultation and a public meeting will be necessary.

Resubmit by 31st July 2025



FORM: ST01

Case Reference Number:
(office use only)

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

Application for a Street Trading Consent

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

1. Your personal details										
TITLE Please tick	Mr	Y	Mrs		Miss		Ms		Other (please state)	
Surname	Lewis									
Forename(s)	Beresford									
I am 18 years old or over. Please tick								Yes	Y	No
HOME ADDRESS (we will use this address to correspond with you unless you complete the separate correspondence box below)										
75 Cliff Lane, Ipswich, Suffolk, IP3 0PD										
Post town Ipswich					Post code IP3 0PD					
TELEPHONE NUMBER(S)										
Daytime	[REDACTED]									
Evening	[REDACTED]									
Mobile	[REDACTED]									
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)										
lewis@veganmarkets.co.uk										
Address for correspondence associated with this application (if different to the address above)										
Post town					Post code					
TELEPHONE NUMBERS										
Daytime										
Evening										


Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Company/Organisation details (if applying on behalf of)	
Name of company/organisation	Vegan Market Co (Earth Events Limited)
Company/organisation address	
75 Cliff Lane, Ipswich, Suffolk, IP3 0PD	
Post town Ipswich	Post code IP3 0PD
TELEPHONE NUMBER(S)	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
lewis@veganmarkets.co.uk	

3. Proposed Street Trading consent details (dates, days and numbers etc)							
Name/Nature of proposed market/event	Chichester Vegan Market						
Name of street(s)/location(s) of proposed market/event	East Street						
Number of pitches/areas applied for	30						
Maximum number of traders which will be present	30						
Date(s) of proposed market/event	22 nd September 2024						
Total number of days of proposed market/event (duration of event)	1						
Proposed days of trading (Please tick)	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Proposed trading times on each day specified above	-	-	-	-	-	-	10:30 – 16:00
Please indicate which week/s of the month you will be trading (please circle)							4 th

4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc)		
Description of products/goods	A market featuring 20 - 30 traders selling a huge variety of sweet and savoury vegan food, sustainable clothing, ethical cosmetics, local arts, crafts and jewellery alongside charity and information stalls. Suitable for all age groups	
Arrangements and times of setting up/dismantling/removal stalls	07:30 – 10:30 setup 16:00 – 17:00 breakdown	
Is this Street Trading Consent being applied for Charitable purposes (Please tick ✓)	No	If yes – registered charity name and number
Name of Insurance Company for Public Liability (min £5 million pound cover). Copy of current certificate MUST be provided	Event Insurance Services Ltd	

5. Checklist		
I have within this application	Please tick	✓ yes
• Enclosed a copy of the current Certificate(s) of Public Liability Insurance		Y
• Enclosed a completed copy of the relevant risk assessment(s)		Y
• Enclosed a plan depicting the number and layout of the traders/pitches/areas for the proposed market/event		
• Enclosed a description of products/goods proposed to be sold		Y
• Made or enclosed payment of the requisite fee for this Street Trading application		

6. Declaration		
I (the undersigned) apply for the grant/renewal of a Street Trading Consent on the terms set out above and declare that information contained in this form is correct to the best of my knowledge and belief.		
Signature		Print name: Lewis Beresford
		Date: 22/02/24

GUIDANCE NOTES

1. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a Street Trading Consent. A person is to be treated as making a false statement if he produces, furnishes, signs, or otherwise makes use of a document that contains a false statement. To do so a person could receive a fine of up to £1000.
2. It is also an offence to trade at a different place or at different times to those specified in the Street Trading Consent.
3. The fee for Street Trading Consent is as follows: £715.00 for application (one day event). Plus £715.00 for each additional day of the event thereafter. Please note if the event is for charitable purposes or managed by another service of Chichester District Council different fees apply. Please contact the Licensing Team.

28th March 2024

Sam Tate

From: Laurence Foord <LFoord@chichester.gov.uk>
Sent: 29 February 2024 12:33
Subject: Street Trading Consent application - for second Chichester Vegan Market (Sunday 22nd September 2024)
Attachments: 24.00343.STRTRC - Redacted Application Form.pdf; Site Plan (DRAFT) - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Fire Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf

Dear Colleagues & Partners,

**STREET TRADING CONSENT APPLICATION
APPLICATION NUMBERS 24/00343/STRTRC
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
CHICHESTER VEGAN MARKET – Sunday 22nd September 2024
Earth Events Ltd – 75 Cliff Lane, Ipswich, Suffolk, IP3 0PD
lewis@veganmarkets.co.uk or 07837 421280**

Please note this Licensing Authority has received an application from the above company for a Street Trading Consent associated with delivering Chichester’s second Vegan Market for one day on Sunday 22nd September 2024 between 10am and 4pm (please ignore the reference to 10.30am). Many of you may remember the same operator visited Chichester earlier this year on Sunday 28th January 2024 to deliver our inaugural Vegan Market, we have since been working with them to secure a return which I am now pleased they have applied for.

Once again, the application is to trade at the pedestrianised area of East Street, Chichester. The final layout will be to an authorised plan for no more than 30 (thirty) traders selling a variety of sweet and savoury vegan food, sustainable clothing, ethical cosmetics and arts/jewellery and crafts supported by local charity and information stalls.

I have attached the Application Form and generic risk assessment and fire risk assessment. I am in possession of the current Public Liability Insurance certificate.

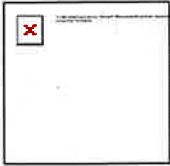
Some recipients of this email have been copied in for information purposes only however if you have any comments, please make sure these are submitted to me in writing by no later than close of business on 28th March 2024.

If you wish to communicate directly with the potential event organiser details are above but please copy me in.

Unless I hear otherwise it is the intention of this Authority to issue permission.

Thank you in anticipation of your prompt assistance with this matter.

Regards



Laurence Foord
Divisional Manager - Communications, Licensing and Events
Licensing Team
Chichester District Council

Gareth Bowen

From: Sam Tate
Sent: 29 February 2024 12:39
To: Alison Gaudion; Gareth Bowen
Subject: FW: Street Trading Consent application - for second Chichester Vegan Market (Sunday 22nd September 2024)
Attachments: 24.00343.STRTRC - Redacted Application Form.pdf; Site Plan (DRAFT) - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Fire Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf

For Planning on 28th March....

Sam Tate (*She/Her*)
Town Clerk
Chichester City Council
The Council House
North Street
Chichester
PO19 1LQ

Tel No: 01243 788502

E-mail: s.tate@chichestercity.gov.uk

This email and any files transmitted with it are confidential and may be legally privileged and are intended solely for the use of the individual or entity to whom that they are addressed. If you are not the intended recipient, any use, disclosure, copying or forwarding of this email and/or its attachments is unauthorised. Neither should you take any in reliance on it. If you have received this email in error, please notify Chichester City Council immediately by email or telephone 01243 788502. Please also destroy and delete the message from your computer.

By sending personal data in email format to Chichester City Council for the purpose of undertaking bookings or any other City Council business you are consenting to the City Council holding that personal information to complete those transactions. The City Council will not disclose your personal information to any third party without your prior permission or unless we are required to do so by law.

From: Laurence Foord <LFoord@chichester.gov.uk>

Sent: Thursday, February 29, 2024 12:33 PM

Subject: Street Trading Consent application - for second Chichester Vegan Market (Sunday 22nd September 2024)

Dear Colleagues & Partners,

STREET TRADING CONSENT APPLICATION
APPLICATION NUMBERS 24/00343/STRTRC
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
CHICHESTER VEGAN MARKET – Sunday 22nd September 2024
Earth Events Ltd – 75 Cliff Lane, Ipswich, Suffolk, IP3 0PD
lewis@veganmarkets.co.uk or 07837 421280

Fire Risk Assessment

Chichester Vegan Market – Sunday 22nd September 2024

East Street, Chichester, PO19 1HA

Lewis Beresford, Vegan Market Co (Earth Events Limited) | lewis@veganmarkets.co.uk, 

Activity Description	Hazard Description	Persons Susceptible	Existing Control Measures
Cooking provided by catering stalls	Burns from grills Fire from electrical fault	Site managers, traders and members of the public.	Cooking will take place away from visitors. Only trained caterers can access cooking equipment. All equipment PAT tested. All gas equipment certified. Caterers using LPG spaced out 6m + Fire extinguishers are available to use only if safe to do so.

Electrical Equipment	Fire – source of ignition	Site managers, traders and members of the public.	All electrical equipment to be checked and PAT tested before being plugged in.
Soft furnishings	Fire – if flammable	Site managers, traders and members of the public.	All soft furnishings are fire retardant and comply with health and safety regulations.
Rubbish	Fire – rubbish (polystyrene food containers, paper napkins, plastic cutlery, plastic cups) could catch alight	Site managers, traders and members of the public.	Site managers to monitor levels of rubbish in each area and direct traders to ensure that there is no build up in any one area.
Crowding	In event of fire a crowded area can prevent people making a safe exit	Site managers, traders and members of the public.	All emergency access routes to be kept clear and unobstructed at all times. Site managers to monitor pinch points.
Detecting a fire	Fire needs to be detected quickly to give optimum time for evacuation	Site managers, traders and members of the public.	Traders to alert site managers if a fire breaks out.
Evacuation procedure	In event of fire, evacuation procedure must be flexible and swift	Site managers, traders and members of the public.	Site managers to guide evacuation and lead traders and public to safety. Site managers will liaise with fire-fighting staff on arrival.

Medical Care	Should a fire occur, medical care will be needed	Site managers, traders and members of the public.	In event of fire call 999 and request ambulance and fire services.
Emergency Access	Fire engines and ambulances must have unobstructed access	Site managers, traders and members of the public.	Access to East Street will be kept clear at all times. No vehicles will be parked on site.
Fire Extinguishers	In event of fire, on site extinguishers required to stop fire early	Site managers, traders and members of the public.	Both foam and powder extinguishers available. Site managers trained in how to use fire-fighting equipment.
Smoking	Fire – source of ignition	Site managers, traders and members of the public.	Smoking is not permitted by the traders

Risk Assessment

Chichester Vegan Market – Sunday 22nd September 2024

East Street, Chichester, PO19 1HA

Lewis Beresford, Vegan Market Co (Earth Events Limited) | lewis@veganmarkets.co.uk, 

Activity Description	Hazard Description	Persons Susceptible	Existing Control Measures	Hazard Severity	Likelihood	Impact
Setting up and taking down the market.	Personal injury. Damage to vehicles.	Site managers, traders and members of the public.	Site managers have Hi-Vis jackets, high grip gloves are used in cold weather and safety footwear is worn.	Med	Low	Low
Market signage.	Signs can be blown around in high winds.	Site managers, traders and members of the public.	Site managers to ensure banners, 'A' Boards and flags are secured in place with adequate weights. If winds are considered to be dangerous, signs to be taken down.	Med	Low	Low
Steps and obstacles.	Personal injury.	Site managers, traders and members of the public.	Site managers sweep the site before setup begins and again before trading commences to ensure any trip hazards are removed.	Low	Low	Low

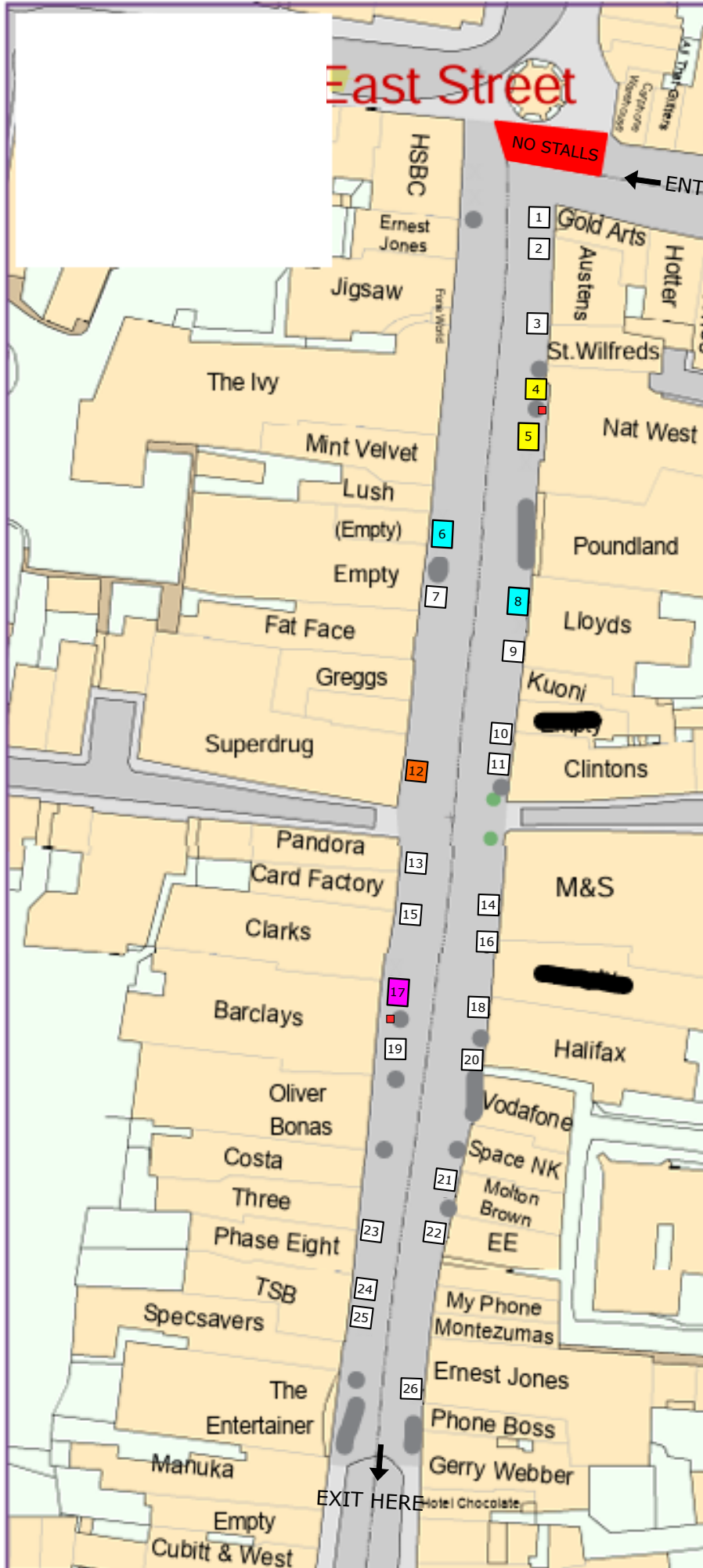
			<p>Site managers to ensure disabled access is in place.</p> <p>Traders to store spare stock within the bounds of their pitch and avoid walkways.</p>			
Trader vehicles move next to the site at the beginning and end of the market to unload and load.	<p>Personal injury.</p> <p>Damage to vehicles.</p>	Site managers, traders and members of the public.	<p>Traders are requested to move slowly next to the site with hazards on only during market set-up and breakdown.</p> <p>They are requested to consider others when unloading.</p>	Med	Low	Low
Gazebos being erected/dismantled.	<p>Personal injury.</p> <p>Damage to vehicles.</p>	Site managers, traders and members of the public.	<p>Traders are requested to show due care and attention to members of the public/vehicles on site.</p> <p>Gazebos are weighted as soon as they are set up.</p>	Med	Low	Low
Gazebos become unstable in high winds.	<p>Gazebos can be damaged by high winds.</p> <p>Personal injury.</p>	Site managers, traders and members of the public.	<p>Gazebos are required to have sufficient weights for all weather conditions.</p> <p>Any gazebos without adequate weights will be taken down.</p> <p>Site managers monitoring weather and gazebos throughout the day.</p>	Med	Low	Low
Equipment has to be transported from storage to site (including weights, gazebos, signs).	Personal injury.	Site managers and traders.	<p>Site managers have manual handling training.</p> <p>Trolleys used to aid transport.</p>	Low	Low	Low

Traders delivering produce to stall.	Personal injury.	Site managers, traders and members of the public.	Produce is handled in a safe and hygienic manner by trained staff only.	Low	Low	Low
Check site for hazards to public after all gazebos have been erected.	Personal injury.	Site managers, traders and members of the public.	Ensure pathways are safe to use. Ensure no trailing cables etc. are in a location used by public.	Low	Low	Low
Grease on roadway.	Personal injury.	Site managers, traders and members of the public.	Traders ensure site underneath cooking area is covered to prevent grease settling. Site managers to check this during setup.	Low	Low	Low
Vehicles attempt to enter the market site whilst market is in attendance.	Personal injury. Damage to vehicles.	Site managers, traders and members of the public.	Trader's and public vehicles are not permitted on the site.	Low	Low	Low
Bottled gas is used by some hot food stalls.	Personal injury.	Site managers, traders and members of the public.	Gas certificates held by relevant traders Traders are required to have a fire extinguisher on their stall. Site managers have multipurpose extinguishers that are serviced annually.	Med	Low	Low
Food samples and supply of food items.	Personal injury.	Site managers, traders and members of the public.	All food and drink traders are requested to provide proof of hygiene inspection, and appropriate public, product liability insurance annually. Traders have in place cleaning regimes for equipment and surfaces at stalls where food is stored.	Low	Low	Low

			Stalls with high risk or unsealed food to have in place hand wash facilities with hot and cold water, soap and hygienic hand drying materials. Site managers to check these are in place during setup.			
External temporary electrical cabling is in use.	Personal injury.	Site managers, traders and members of the public.	All electrical equipment on site should be PAT tested annually. Use correctly rated circuit breakers to protect circuit. Regularly examine and test. Cabling is secured in place and positioned away from walkways.	Low	Low	Low
Fire potential.	Personal injury.	Site managers, traders and members of the public.	In case of fire, site managers and traders must advise public of safe areas. Site managers are trained in emergency action. Fire extinguishers to be tested annually.	High	Low	Low
Incidents and accidents.	Personal injury.	Site managers, traders and members of the public.	All incidents and accidents to be reported to the site managers and recorded. All incidents and accidents to be reviewed and appropriate action taken to avoid repetition. A first aid kit is available for use.	Low	Low	Low

Chichester Vegan Market

East Street, Sunday 22nd September 2024



KEY:

- XX 3m x 3m Gazebo
- XX 3m x 3m Gazebo (Powered)
- XX 4.5m x 3m Gazebo (Caterer)
- XX 4m x 3m Catering Trailer (Powered)
- XX Coffee Trailer
- Power Point
- Street Furniture
- Tree

28th March 2024

Sam Tate

From: Laurence Foord <LFoord@chichester.gov.uk>
Sent: 29 February 2024 12:33
Subject: Street Trading Consent application - for second Chichester Vegan Market (Sunday 22nd September 2024)
Attachments: 24.00343.STRTRC - Redacted Application Form.pdf; Site Plan (DRAFT) - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Fire Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf

Dear Colleagues & Partners,

STREET TRADING CONSENT APPLICATION
APPLICATION NUMBERS 24/00343/STRTRC
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
CHICHESTER VEGAN MARKET – Sunday 22nd September 2024
Earth Events Ltd – 75 Cliff Lane, Ipswich, Suffolk, IP3 0PD
lewis@veganmarkets.co.uk or 07837 421280

Please note this Licensing Authority has received an application from the above company for a Street Trading Consent associated with delivering Chichester’s second Vegan Market for one day on Sunday 22nd September 2024 between 10am and 4pm (please ignore the reference to 10.30am). Many of you may remember the same operator visited Chichester earlier this year on Sunday 28th January 2024 to deliver our inaugural Vegan Market, we have since been working with them to secure a return which I am now pleased they have applied for.

Once again, the application is to trade at the pedestrianised area of East Street, Chichester. The final layout will be to an authorised plan for no more than 30 (thirty) traders selling a variety of sweet and savoury vegan food, sustainable clothing, ethical cosmetics and arts/jewellery and crafts supported by local charity and information stalls.

I have attached the Application Form and generic risk assessment and fire risk assessment. I am in possession of the current Public Liability Insurance certificate.

Some recipients of this email have been copied in for information purposes only however if you have any comments, please make sure these are submitted to me in writing by no later than close of business on 28th March 2024.

If you wish to communicate directly with the potential event organiser details are above but please copy me in.

Unless I hear otherwise it is the intention of this Authority to issue permission.

Thank you in anticipation of your prompt assistance with this matter.

Regards



Laurence Foord
Divisional Manager - Communications, Licensing and Events
Licensing Team
Chichester District Council

Gareth Bowen

From: Sam Tate
Sent: 29 February 2024 12:39
To: Alison Gaudion; Gareth Bowen
Subject: FW: Street Trading Consent application - for second Chichester Vegan Market (Sunday 22nd September 2024)
Attachments: 24.00343.STRTRC - Redacted Application Form.pdf; Site Plan (DRAFT) - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf; Fire Risk Assessment - Chichester Vegan Market - Sunday 22nd September 2024.pdf

For Planning on 28th March....

Sam Tate (*She/Her*)
Town Clerk
Chichester City Council
The Council House
North Street
Chichester
PO19 1LQ

Tel No: 01243 788502

E-mail: s.tate@chichestercity.gov.uk

This email and any files transmitted with it are confidential and may be legally privileged and are intended solely for the use of the individual or entity to whom that they are addressed. If you are not the intended recipient, any use, disclosure, copying or forwarding of this email and/or its attachments is unauthorised. Neither should you take any in reliance on it. If you have received this email in error, please notify Chichester City Council immediately by email or telephone 01243 788502. Please also destroy and delete the message from your computer.

By sending personal data in email format to Chichester City Council for the purpose of undertaking bookings or any other City Council business you are consenting to the City Council holding that personal information to complete those transactions. The City Council will not disclose your personal information to any third party without your prior permission or unless we are required to do so by law.

From: Laurence Foord <LFoord@chichester.gov.uk>

Sent: Thursday, February 29, 2024 12:33 PM

Subject: Street Trading Consent application - for second Chichester Vegan Market (Sunday 22nd September 2024)

Dear Colleagues & Partners,

STREET TRADING CONSENT APPLICATION
APPLICATION NUMBERS 24/00343/STRTRC
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
CHICHESTER VEGAN MARKET – Sunday 22nd September 2024
Earth Events Ltd – 75 Cliff Lane, Ipswich, Suffolk, IP3 0PD
lewis@veganmarkets.co.uk or 07837 421280

The **DISTINGUISHED GENTLEMAN'S RIDE**



Shoreham to Chichester

SUNDAY 19TH MAY 2024

Classic & vintage style motorcycles uniting for men's health

EVENT PLAN

1.0 Content

Section	Content	Page Number
1.0	Introduction	3
1.1	Background to the event	3
1.2	Event Synopsis	3-4
1.3	Event Timetable	5
2.0	EVENT MANAGEMENT	5
2.1	Event Safety Policy Statement	5
2.2	Organisational Chart with key contact details	5
2.3	Levels of Safety Responsibility	6
2.4	Marshalls	6
3.0	EVENT RISK ASSESSMENTS	7
4.0	SPECIFIC DETAILS OF THE EVENT	8
4.1	Venue	8
4.2	Structures	8
4.3	Audience Profile and capacity	8
4.4	Communications	8
4.5	Concessions	8
4.6	Electrical	8
4.7	Water Supply	8
4.8	Welfare arrangements/toilets/refuse	8
4.9	Music levels	9
4.10	Severe/Extreme weather	9

4.11	Fire	9
5.0	TRANSPORT MANAGEMENT PLAN	9
5.1	Parking arrangements	9
5.2	Highway issues	9

1. INTRODUCTION

The content of this document has been produced for the event “The Distinguished Gentlemen’s Ride”.

The Distinguished Gentleman’s Ride (DGR) is a charity that raises money for prostate cancer research, and men’s mental health, in conjunction with the Movember Movement. The motorcycle rides are a world-wide event, involving over 125,000 riders, and taking place in many countries on the same date.

see <http://www.gentlemansride.com/about/> for more details.

The motorcycles are classic or modern classic and the riders and pillions dress in clothing of the 50’s - the aim is to look ‘Dapper’. Monies are raised through online sponsoring and limited street collections.

The rides take place on a predetermined route from town to town. The event is designed to be fun, and a spectacle as it evokes the ‘golden age’ of motorcycling.

The West Sussex Ride is travelling from The Longshore Pub car park, Shoreham to Northgate Car Park, Chichester, visiting Worthing, Littlehampton and Bognor en-route. Previous rides have attracted approx 200 riders. The event is subject to strict rules and has public liability insurance.

1.1 Background to the event

The event has taken place for the last 6 years without incident. Previously the end location has been at North Street Car park.

At the end of the event the public get a chance to meet the riders as well as prizes are given out for things such as “best dressed”. Previously there has been a band and food/drink stalls available for the riders and we wish to expand on the event for 2024.

1.2 Event Synopsis

The ride has a lead-rider, a number of mid-riders and a tail-end rider who marshal the participants. These riders wear DGR Hi-Viz bibs or armbands to show that they are ride officials.

Speeds are kept low as the riders wish to be seen as they travel.

The ride adopts the 'drop-off' method of marking the route to the participants. This functions as follows: When the leader approaches a junction or roundabout he points to a specific spot at the kerbside. The following rider stops there and indicates the way that the following participants should go. This rider stays in place until the tail-end arrives. He then joins the ride at the back. This method means that riders do not need to be in sight of the preceding rider as the route is marked, therefore eliminating the pressure to increase speed to keep up.

The ride stops for 20-30 mins at two car parks en-route. These are:

East Green Car Park, Littlehampton

Gloucester Road Car park, Bognor Regis.

Collectors will be on hand to collect cash donations from members of the public.

End of Ride:

The ride will end at the top-end of North street and marshals will guide the motorbikes down the middle of the pedestrian street, parking on both sides. Gaps will be created for pedestrian walk through to shop doors.

Speeds will be particularly low as the riders manoeuvre into the parking places and marshals will wear high vis tabards to lead the bikes down.

The ride aims to arrive as close to 12.30 as possible. It will leave after approximately 90 minutes.

Anyone wishes to leave earlier will be asked to follow the marshal but push their bike to the main road before starting the engine.

The ride has visited Northgate Carpark for the past five years. It has proved to be an attraction to passers-by and has been an opportunity to raise the awareness of the aims of the charity. The aim is to arrive to a public area to increase the charities message.

Whilst at North Street Car Park people were attracted with a coffee stand, burger van and ice-cream van, and a Blues Band.

Last year on the precinct to add to the attraction in the city whilst waiting for the riders to arrive a selected group of trade stands will be selling goods, such as vintage clothing, motorbike protection clothing etc. A children's mini carousel with transport themed rides will also be welcomed. In 24 there will be a similar offer as part of the street trading offer, but NO van will have an engine or generator running.

There will be a short presentation on the aims and successes of the charity Movember, and a prize-giving for various members of the ride.

There will be a charity information stand, bringing attention to prostate cancer, and men's mental health issues. A charitable street collection application has been submitted.

The band is small and self-contained. The electricity supply for the band will be taken from a shop or failing that be a self-contained PA system. Cables will be 13amp/16amp external grade with waterproof connections. Any showing cables will be laid close to the

buildings and be highlighted in hazard tape. Cable-tidies will be used to protect the public, and the cable where necessary. All band equipment and supply cables have a valid PAT test

The majority of bikes and riders will be on-site for 90 minutes maximum, with the “arrival” being the main event for the public. If some riders want to stay longer they will be asked to push their bikes onto Crane street to manage the area.

As in previous years, before leaving, a litter-pick will be conducted and a full check made of the area.

1.3 Event Timetable

Set up in Chichester Centre for stalls: 8.00am
Ride start in Shoreham: 7.30am
Arrival in Chichester: 12.30pm
Awards: soon after all riders arrive.
Departure of riders: 2pm
Breakdown of stalls: 3pm

2.0 EVENT MANAGEMENT

Please see the letter of authorisation.

Bob Lock has been authorised to manage the event in West Sussex for the larger organisation.

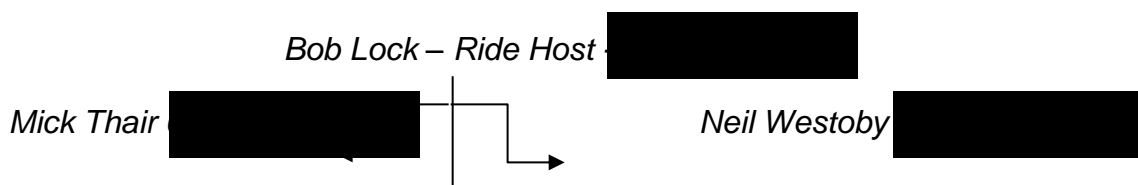
“Bob has trained under the “Movember” host management training modules and has conducted themselves in the most professional manner ensuring the highest levels of safety and caution are met. They are an instrumental part of the future success of The Distinguished Gentleman’s Ride in West Sussex”.

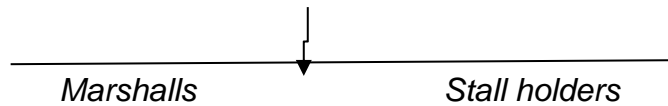
2.1 Event Safety Policy Statement

The Distinguished gentlemen’s ride has a 20 page risk profile which is followed by all of the rides. There is also a separate risk assessment for the Chichester specific event.

The purpose of this plan is to deliver a successful and safe DGR ride, working with Ride Hosts and key stakeholder in identifying, analysing and evaluating opportunities and their associated risks.

2.2 Organisational Chart with key contact details





2.3 Levels of Safety Responsibility

Bob Lock

- *Overall management of the event*
- *Liaison with the Emergency Services*
- *Decision to cancel the event if adverse weather.*

Neil Westoby

- *Rider coordinator.*

Mick Thair

- *Mick is a practice para-medical and first point of first aid.*

TBA

- *Ensuring all H&S requirements and other legislation is met from traders and that they adhere to the street trading license.*

Police and Fire and Rescue will be informed as part of the SAG process as assisted by CDC.

2.4 Marshalls

Marshalls are volunteers that have a connection to the event.

They will be responsible for;

- Walking the riders on arrival to the parking positions.
- Being responsible for a set area on the street to help with crowd management. Eg making sure people don't climb on the bikes etc. However the owners themselves will remain by their bikes in order to answer questions but ensure the safety of their bikes and the public.

Briefing:

- On arrival: briefing of duties/allocation of responsible area/timings/identification of key persons for queries and hand out of contact telephone numbers.
- Marshalls identified by boiler suits and or high vis tabards and marshals flag.

3.0 EVENT RISK ASSESSMENTS

Please see Appendix B for whole ride assessment.

Risk assessment- Chichester City Specific

Activity	Persons at risk	Significant hazards	Risk			Risk control measures
			L	S	Risk Total	
Trips			2	2	4	Gazebo stall legs visible, leads highlighted with hazard tape
Gazebos	Public, stall holders	Wind catching	2	2	4	Weather will be checked on the run up to the event and if winds are predicted weights will be requested as a requirements of the stalls.
Food stalls	Public Event personnel	H&S issues	2	2	4	As part of T's and C's copies of food safety certificates and insurance will be required
Arrival of bikes Riding down North street	Public	Public walking in front of bikes	2	3	6	Walking pace – led by marshals to move people – experienced riders (as per application requirement) and at low speed can stop quickly.
Riders becoming unwell or sustain and injury	Riders, Event personnel		2	2	4	First aider on site as well as other first aiders and or doctor as part of the participants. Water available from the Escapist on Crane street for all if needed. Severe cases will be referred to 111 and then the hospital if deemed necessary
Stage for awards announcements	Event personnel	Steps	1	1	2	Steps will be required to get onto the back of the truck. Marshall on site to help hold.
Burns from hot engines	Public		2	3	5	Riders will park leaving plenty of space around the machines so any onlookers will be able to keep a safe distance whilst viewing the machines or talking to the riders. Marshals will be on site if riders have to go and get a drinks etc and will ensure the public stay at a distance.

Any scores over 10 will require further action and detailed.

4.0 SPECIFIC DETAILS OF THE EVENT

4.1. Venue

*North Street and Crane Street Chichester City Centre.
Final street plan to follow once the number of concessions have been confirmed but the outline gives an idea of where stalls etc will be positioned.*

4.2 Structures

Gazebos – stall holders own. 3x3 m max.

Structures be checked, once erected, by TBA who has undertaken the Chichester Contract Services Training.

4.3 Audience Profile and capacity

*Participants average 150-200 persons.
Public – Family and friends of the riders as well as interested parties and the public that are in the city to shop.
The centre of the streets will be kept clear for pedestrian movement.*

*Riders have to register and be accepted according to the terms and conditions.
Free for the public to view.*

4.4 Communications

*Mobile phones;
Numbers as above. One of the organisers will make contact with TBA at the last stop in Bognor before they leave to give an idea of arrival.*

4.5 Concessions

All concession details to follow.

4.6 Electrical

Power supply for band and PA system only required. From a shop source as used for markets OR battery powered (no generators).

4.7 Water Supply

No water required. Cafes and shops will be open as well as the concessions for participants and the public to purchase food and drink.

4.8 Welfare arrangements/toilets/refuse

*Use of public toilets, back of MS, by Novium and Priory Park.
Stall holders to remove their own rubbish (part of T's and C's)*

4.9 Music levels

Noise level from the band kept to a low level and no louder than street buskers and only be performing for a few hours.

4.10 Severe/Extreme weather

The event may be cancelled in severe/extreme weather and the organiser will take this decision and make the participants aware.

4.11 Fire

All bikes comply with the relevant motoring legislation and are insured and have road tax and a current mot where required. There will be no refuelling when stopped and there will be fire extinguishers on the following breakdown truck as well as at the stationary site truck.

5.0 TRANSPORT MANAGEMENT PLAN

5.1 Parking arrangements

Public parking will take place in the city car parks as on a normal Sunday trading day.

Parking of the riders will be side by side along North Street and Crane Street. Riders will stay with their bikes and if they need to step away they will inform a marshal to man the bike.

One vintage flat bed truck (no bigger than a car) will be parked outside the assembly halls for display and also for the "stage" for awards.

5.2 Highway issues

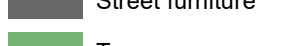
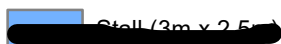
No road closures will be required.

Access for emergency vehicles will be clear at all times down the centre of North Street.



No Stalls

19th May DGR



Street furniture

Trees

© Crown copyright and database rights 2019. Ordnance Survey. 100018803.
Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY.

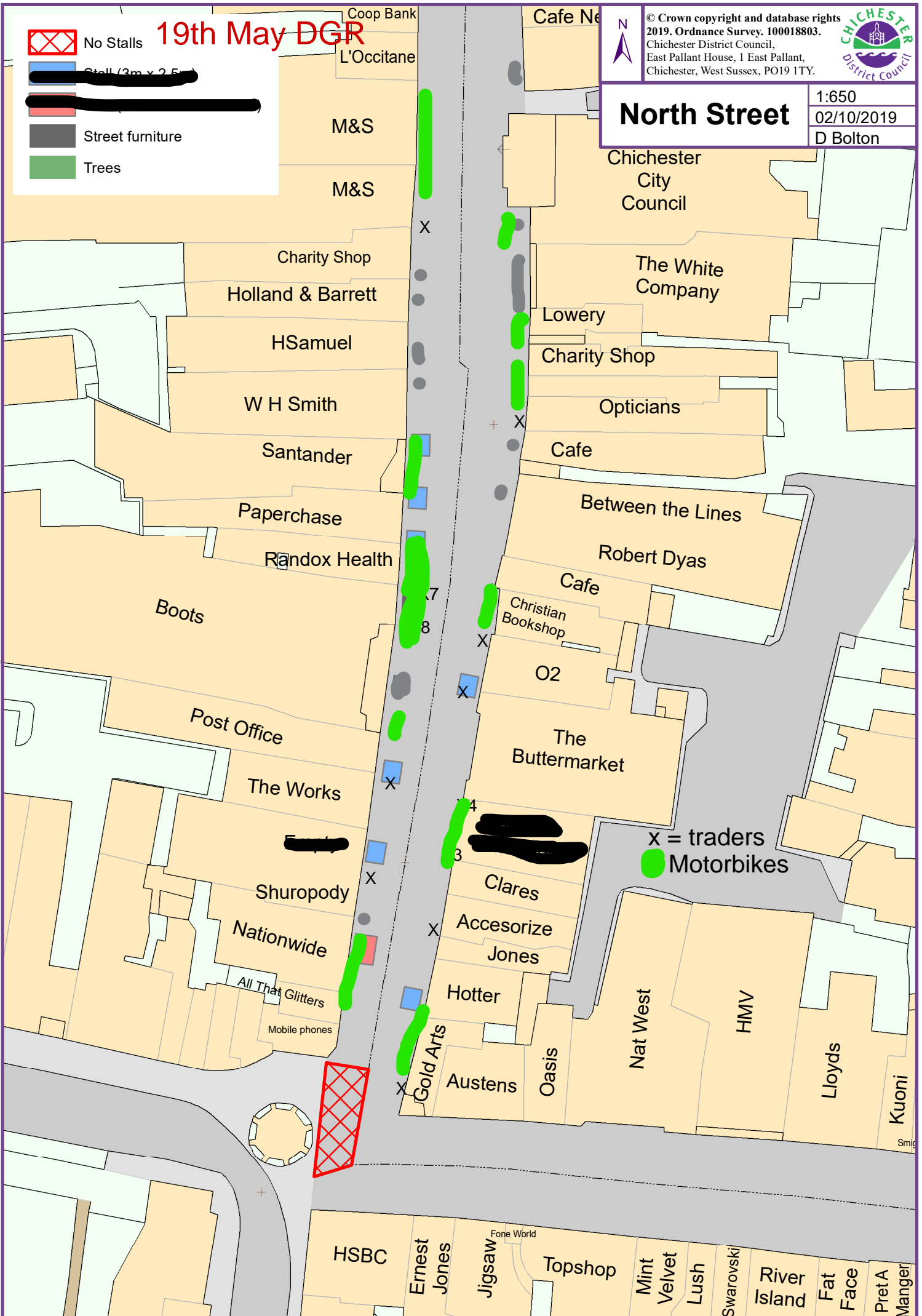


North Street

1:650

02/10/2019

D Bolton



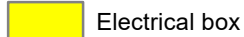
x = traders
● Motorbikes

 No Stalls





 Street furniture

 Electrical box

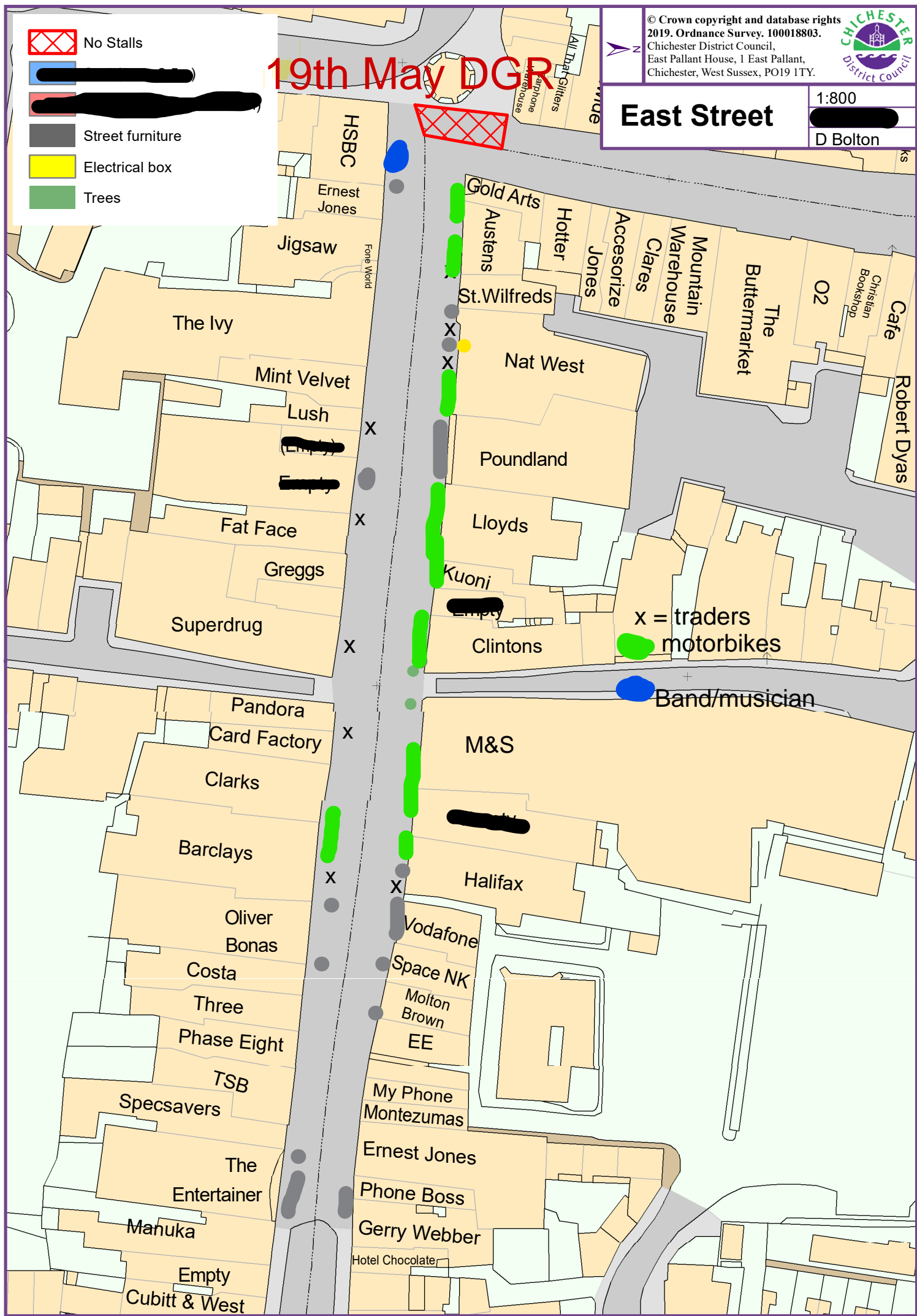
 Trees

East Street

1:800

D Bolton

19th May DGR



x = traders
motorbikes

Band/musician



Chichester City Council

PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 28 MARCH 2024 AT 4PM

Week 8

No Committee items.

Week 9

CC/24/00377/FUL - Case Officer: Freya Divey

Chichester College Avenue De Chartres Chichester West Sussex

Creation of a 300m athletics training track with a 60m sprint straight, warm-up area and partial fencing.

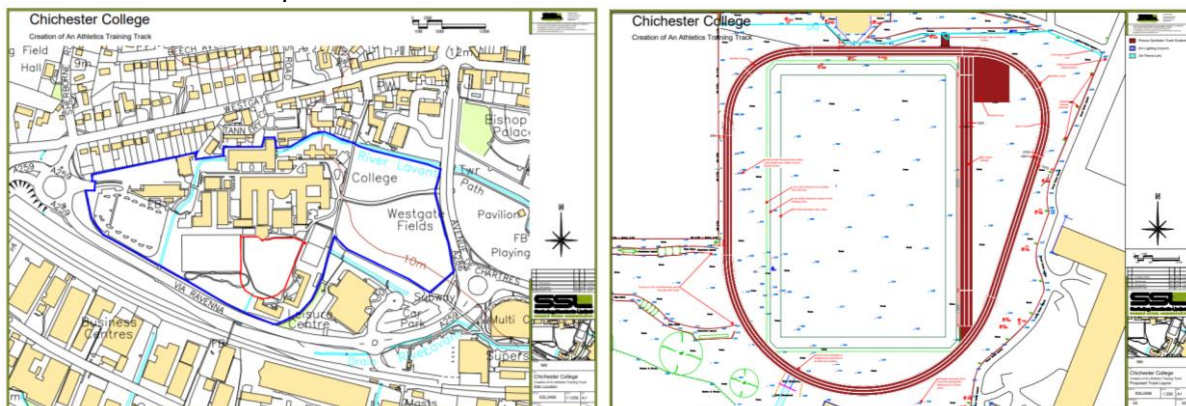
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S95RK6ERHB900>

Key issues

- The proposal is for a new porous, artificial surface running track within the grounds of Chichester College, adjacent to an existing floodlit artificial turf hockey pitch.
- Paragraph 99 of the NPPF states that LPAs must give great weight to the need to create, expand or alter schools.
- The track would be used by the college during term time and by community athletics groups in the evenings and weekends. The proposal would therefore provide sports facilities for the wider community as well as for students at the college.
- The nature of the proposal, its siting within an existing sports area of Chichester College site and the distance to any residential properties mean it is unlikely that there would be any unacceptable noise impacts. The proposed use would be within the existing hours of use; Mon-Fri 7am-10.30pm, Sat-Sun 8am-10.30pm.
- There would be little visual impact from outside of the college site, particularly given the surrounding context of existing sports pitches and associated fencing. A section of 2m high green steel mesh ball-stop fencing would be erected to the north of the playing field around the artificial track to protect from stray balls from the pitch and to protect the track surface from mud.

Recommendation: No objection.

Site Location and Proposal:



CC/24/00389/FUL - Case Officer: Freya Divey

Chichester Festival Theatre Broyle Road Chichester West Sussex

Bandstand for use between April and September to provide a multi-use space - (variation of Condition 4 of Planning Permission CC/22/00308/FUL to amend the dates the bandstand can be erected) - (variation of Condition 4 of Planning Permission CC/23/01646/FUL to allow year round use of the bandstand in association with the Chichester Festival Theatre activities).

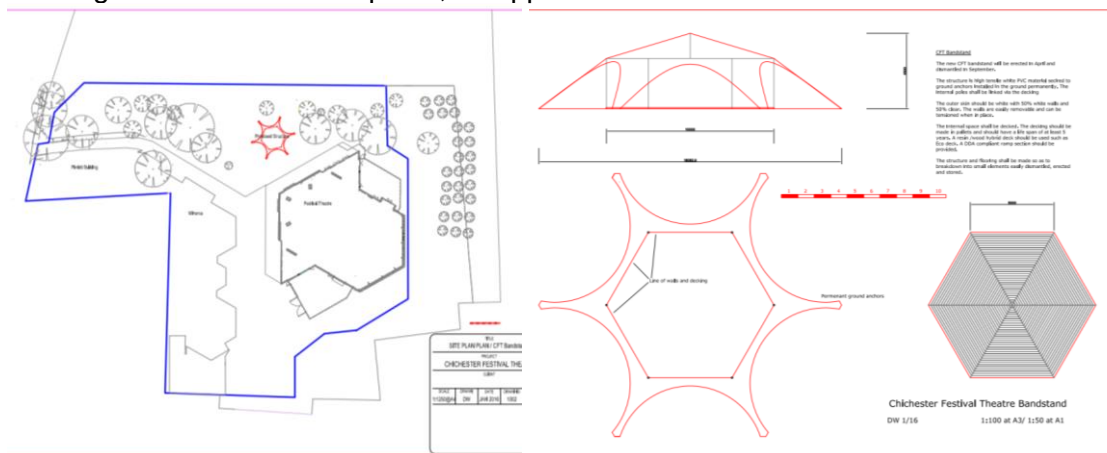
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S95RDWERHB500>

Key issues:

- Existing permission for the bandstand allows for its erection on site and use between April-September. A further permission granted use during the month of December. The proposal is to extend the existing permission to year-round use in association with Chichester Festival Theatre activities.
- The bandstand is sited to the north-west of the grade II* listed Festival Theatre building, on the southern side of Oaklands Park, and is within the Conservation Area. This is an existing structure, though previously in place for only part of the year. It features a decking base with white PVC material cover. As has previously been determined, the building is of appropriate scale, appearance and use and would not harm the setting of the listed building or the character or appearance of the Conservation Area.
- The building is sufficiently distant from residential properties as not to cause any unacceptable noise or disturbance. The extension of the existing use over the full year is unlikely to cause any additional such impacts; these would remain similar to the existing.
- The Festival Theatre is an important community asset within the City and the extension of the use of the bandstand would support the continuation of the activities it provides.

Recommendation: No objection.

Existing site and elevations plans, as approved:



Week 10

CC/24/00172/FUL - Case Officer: Vicki Baker

57 Basin Road Chichester West Sussex PO19 8PX

Change of use from dwelling house C3(a) to private dental clinic (healthcare D1), change of use of garden store to office use including alterations to fenestration. Removal of porch doors and installation of security shutter to front entrance.

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S7RV8NERGWQ00>

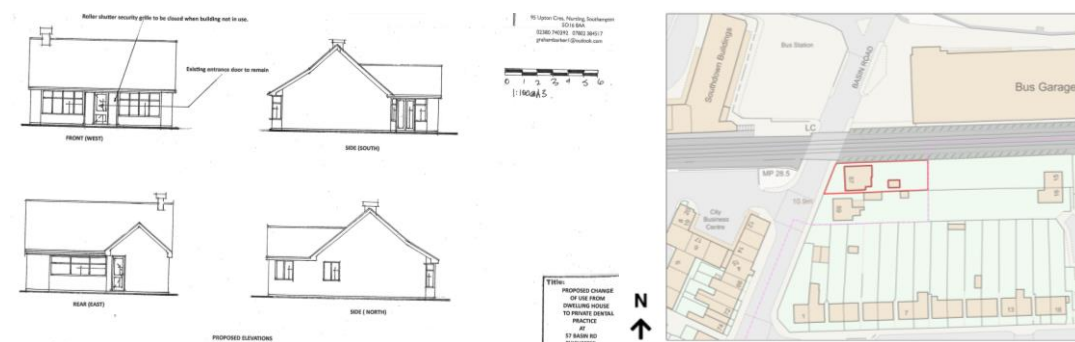
Key issues:

- The proposal is for a change of use from a dwelling to a private dental clinic. The site is immediately south of the bus garage and railway crossing, opposite the business centre.

- The site is in a very sustainable, city centre location, accessible by public transport. Two parking spaces would be available on the site. The site would be in use by 3 staff and 2 patients at any given time.
- The proposal would provide for a need within the community for dental care.
- Due to the nature of the use, the proposal would not be likely to result in unacceptable noise and disturbance to the adjacent, detached residential neighbour.
- It is proposed to install an external roller shutter across the front door which would be closed outside of opening hours. This is an unnecessarily overt visual display of security which suggests an unsafe neighbourhood, and would result in significant harm to the character and appearance of the area and to visual amenity. Appropriate security measures should be installed within the building itself.

Recommendation: Objection to the security shutter across the front door. This is an unnecessarily overt visual display of security which gives the impression of an unsafe neighbourhood, and would result in significant harm to the character and appearance of the area and to visual amenity. Appropriate security measures should be installed within the building itself, particularly given the site's proximity to the Conservation Area. No objection should the shutter be omitted from the proposal.

Proposed Elevations and Site Location Plan:



CC/24/00445/FUL and CC/24/00446/LBC - Case Officer: Emma Kierans

Unit 2 And 3 The Buttermarket North Street Chichester West Sussex

Conversion of Units 2 and 3 into one single shop, works to include the removal of stairs to first floor and the relocation of door to form a double door accessing Unit 2, all of which is situated within the Buttermarket.

Planning application documents link: <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S9GJX0ERHEX00>

Listed Building Consent application link: <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S9GJX3ERHEY00>

Key issues:

- The proposal is to merge two small retail units into a single unit, within the building known as the Buttermarket. This would support continued retail use and better reflect demand.
- The building is grade II* listed and has a very attractive external façade, which would not be affected by the proposals which are for internal works. The internal layout is not original and the historic significance of the building would not be affected by the proposals.
- The internal frontage of the two units would remain of appropriate appearance, with the second shop entrance and fascia removed and replaced to match the existing shop window internal frontages. The staircase would also be removed.

Recommendation: No objection.

Existing Floor Plans and (internal) Front Elevation:

Plans 1:100 @ A2

First Floor

Ground Floor

Elevations 1:50 @ A2

Elevation

Pressleys
Merging of units 2 & 3
The Buttermarket
Chichester

Proposed Alteration
Units 2 & 3
Existing Plans & Elevation

24-013 BMC MHA ZZ 00 DR A 002 P01

PLANNING

m3 ARCHITECTS

Proposed Floor Plans and (internal) Front Elevation:

Plans 1:100 @ A2

First Floor

Ground Floor

Elevations 1:50 @ A2

Elevation

Pressleys
Merging of units 2 & 3
The Buttermarket
Chichester

Proposed Alteration
Units 2 & 3
Proposed Plans & Elevation

24-013 BMC MHA ZZ 00 DR A 003 P01

PLANNING

m3 ARCHITECTS

Week 11
No committee items.

Date: 21 March 2024

Prepared by: Town Clerk

Briefing note on the ownership of Neighbourhood Plan Material to date:

The NP Steering Group Terms of Reference state that;

“The plan-making process remains the responsibility of Chichester City Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Chichester City Council with appropriate recognition of Chichester City Council’s position given in all communications associated with the project.”

This makes it clear that any work that has been conducted by the NPSG is entirely on behalf of the City Council and that all materials, publications and outputs are the property of the City Council.

Should it be necessary, the City Council could request that all materials be returned to the City Council for archive and safekeeping purposes.