



Chichester City Council

**PLANNING AND CONSERVATION COMMITTEE  
Minutes**

**Date** Thursday 28 March 2024

**Time** 4.00pm – 5.00 pm

**Location** The Council Chamber - The Council House • North Street • Chichester • West Sussex • PO19 1LQ

**PRESENT:** Councillor Ann Butler (Chairman), Councillor James Vivian (Vice-Chairman), and Councillors J Gershater, McHale and Squire

**EX-OFFICIO:** The Mayor (Councillor C Gershater)

**ALSO IN ATTENDANCE:** Cllrs Apel, Chant and Loxton, Town Clerk, Planning Adviser, West Sussex County Councillor Oakley, 3 members of the public

126.	<b>APOLOGIES FOR ABSENCE</b>  <b>RESOLVED</b> to receive and approve apologies and reasons for absence from the meeting from Cllr Hitchman
127.	<b>DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING</b>  None.
128.	<b>MINUTES OF THE PLANNING AND CONSERVATION COMMITTEE MEETING HELD ON 29 FEBRUARY 2024</b>  <b>RESOLVED</b> to approve and sign as a correct record the minutes of the Planning and Conservation Committee meeting held on 29 February 2024.
129.	<b>NEIGHBOURHOOD PLAN UPDATE</b>  The Chairman brought this item up the agenda. A late report had been received that morning from the NPSG Chairman. The committee Chairman advised that it would be deferred until the next meeting to allow members time to fully read the report. The NPSG members had intended to join via Zoom, but due to technological difficulties this was not possible and the NPSG Chairman was contacted via speaker phone and agreed to the item deferral.  The Committee noted that Cllr McHale and the Planning Adviser were meeting the Chairman of the NPSG to discuss the timeline for the Neighbourhood Plan delivery.
130.	<b>UPDATES ON ACTIONS FROM THE PREVIOUS MEETING NOT COVERED ELSEWHERE ON THE AGENDA</b>  a) <b>20Mph Traffic Update.</b>

	<p>The Clerk advised that a meeting had taken place between the Deputy Clerk, WSCC's Donna Johnson, Simon Oakley and Jeremy Hunt and WSCC Highways Area Manager, Mike Dare. WSCC advised they would only consider a much more targeted scheme and that there would need to be considerable public consultation. They would not expect a submission to be ready before Summer 2025 due to the level of community engagement and consultation required.</p>
131.	<p><b>STREET TRADING CONSENT APPLICATION – CHICHESTER VEGAN MARKET</b></p> <p>The Committee had no objections or comments.</p>
132.	<p><b>STREET TRADING CONSENT APPLICATION – DISTINGUISHED GENTLEMAN'S RIDE</b></p> <p>The Committee had no objections or comments.</p>
133.	<p><b>AIR QUALITY</b></p> <p>Cllr Vivian advised that Chichester currently had one Air Quality Management Area (AQMA) in the Hornet and requested that a member of the environment team at CDC be invited to the next P&amp;C meeting to outline the work they are doing and how the City Council could support it in future.</p> <p>The Chairman added that there was a need for more information to be captured, particularly with regards to particulate monitoring. The most recent air quality report (2023) has just been published.</p> <p>Action: Clerk to invite Simon Ballard at CDC to attend a P&amp;C Meeting.</p>
134.	<p><b>APPLICATIONS FOR PLANNING PERMISSION</b></p> <p><b>CC/24/00377/FUL - Case Officer: Freya Divey</b>  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.  <b>No objection.</b></p> <p><b>CC/24/00389/FUL - Case Officer: Freya Divey</b>  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).  <b>No objection.</b></p> <p><b>CC/24/00172/FUL - Case Officer: Vicki Baker</b>  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.  <b>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</b></p>

	<p>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.</p> <p><b>CC/24/00445/FUL and CC/24/00446/LBC - Case Officer: Emma Kierans</b>  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.  <b>No objection.</b></p>
135.	<p><b>UPDATE ON CITY CENTRE PAVEMENTS PROJECT</b></p> <p>The Clerk advised that the next Officers update meeting has been rescheduled for 17<sup>th</sup> April, so there is no further information at this time.</p>
136.	<p><b>ITEMS TO BE INCLUDED ON THE NEXT AGENDA</b></p> <p>Neighbourhood Plan Update.  LBC applications for Council House (if they are on the next lists).</p>
137.	<p><b>DATE OF NEXT ORDINARY MEETING</b></p> <p>DATE OF THE NEXT ORDINARY MEETING: Thursday 25<sup>th</sup> April 2024</p>

The meeting closed at 5.00 pm

**ACTIONS ARISING FROM THIS MEETING**

<b>Minute ref.</b>	<b>Action</b>	<b>Assigned to</b>
129	Cllr McHale and the Planning Adviser were meeting the Chairman of the NPSG to discuss the timeline for the Neighbourhood Plan delivery	Cllr McHale and Planning Adviser
133	Clerk to invite Simon Ballard at CDC to attend a P&C Meeting.	Cllr Vivian and Clerk