

Agenda Item 5



Chichester City Council

PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 24 APRIL 2025 AT 4PM

Week 11

CC/24/02800/FUL - Case Officer: Benjamin Marshall

Unit 10 Chichester Trade Centre Quarry Lane Chichester

Change of use from existing B8 use class to F2 or E(g)(i) for Foodbank usage to include warehouse space for collecting, storing and distribution of food. Parcel collection point. 1st floor office space and storage room.

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SO2XVLERML000>

Key issues:

- The application site is a B8 warehouse unit in the Quarry Lane Industrial Estate. No external changes to the building are proposed so there would be no visual impact or impact on the character of the area.
- The proposal is a change of use to a Foodbank, including warehouse space for storage of food, as well as food collection and delivery, a parcel collection point, and ancillary office for advice/signposting to other services. This is an important community service for which there is an existing need in the area.
- Policy E2 of the submission draft Local Plan 2021-2039 aims to retain sites in existing traditional industrial employment use classes, however, it allows for some diversification into similar employment uses. The use would not be dissimilar to the surrounding B8 employment/warehouse and retail uses. The proposal would comply with Policy E2 and would be compatible with the surrounding uses.
- There would be approximately 8-10 staff and volunteers on site.
- Food collection is offered in three sessions per week, lasting 2 hours each. Most clients take about 30 minutes, and each client attends only one of the three sessions. Delivery is offered for those with a specific need due to health or mobility.
- Usage is seasonal with an average of 10-15 clients per 2-hour session in warm weather, rising to 15-30 in winter months.
- The site is sustainably located, within walking distance of some residential areas, and with bus stops nearby in Bognor Road. The applicants advise that attendance is approximately 40% on foot or by public transport, and 60% by car. This is not likely to result in severe impacts on highway safety or capacity. However, suitable parking should be provided to ensure no disruption to the operation of surrounding uses.
- The application form indicates that there are 6 parking spaces, all of which are to be retained, however, these are not indicated on the plans.

Recommendation: No objection in principle. Clarification should be sought on the parking provision, which is not shown on the plans. The proposal is for the provision of an important community service, and it is important that staff, volunteers and clients be made aware of how they can access this service and where they can park, without resulting in disruption to the operation of, or access to, the surrounding uses.

Site Plan:



Week 12

CC/25/00226/FUL and CC/25/00227/LBC - Case Officer: Eleanor Midlane-Ward

First And Second Floors 57 East Street Chichester West Sussex

Conversion of first floor office space to 2 no. flats and associated works to include replacement side entrance porch, fire exit door and rooflights.

PP - To view the Planning application: <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SQYNATERFRZ00>

LBC - Listed Building Consent application: <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SQYNAWERFS000>

Key issues:

- The site is a grade II listed building in City Centre Conservation Area. The proposal is the conversion of first floor office space to 2 flats, with refurbishment of the existing porch and fire door, replacement rooflights and replacement of two south elevation windows with conservation sash windows. Café Nero on ground floor would remain.
- The proposal would contribute 2 dwellings to the area's housing need.
- A previous application, ref 24/01560/FUL, which included the second floor and proposed 3 flats, was refused primarily to impact on the historic fabric and character of the listed building, as well as for failure to offer nitrate mitigation, SPA recreational disturbance mitigation, and highway contributions, which are matters which could all be resolved by legal agreement if an application were to be approved.
- The City Council raised no objection in principle but suggested layout changes to improve light and outlook to the bathroom and kitchen/living room of unit 2, and noted that it was not clear from the plans where the bins would be accommodated on site.
- Changes from the previous application are that the current application for 2 flats does not include any works to the second floor; its continued use as offices (or any other use) is unlikely if severed from the first floor, due to its small size and lack of kitchen or toilet facilities. A previously proposed dormer has been omitted from the application, and the porch and fire door on the ground floor are now proposed to retain their original appearance following refurbishment. Layout changes similar to those suggested by the City Council are now proposed, with an internal bathroom to unit 2 allowing for an open plan kitchen/dining room to be served by the two southern windows, providing additional light and outlook for this habitable room. A separate living room and two bedrooms are now proposed to the front, using space from the previously proposed third flat. Unit 1 remains similar to the previous proposal but with the addition of an internal hallway.
- No parking or external amenity space is provided, but the site is in a very sustainable location.
- The proposal would preserve or enhance the character and appearance of the Conservation Area.

Recommendation: Whereas low level, less than substantial harm to the listed building, as a result of the layout changes, may have been justified on the previous proposal on the basis that it would have secured an optimum use for the whole of the listed building, this proposal does not secure any use for the second floor. Concern is raised that the potential future use of the second floor may be prejudiced by the proposed development, resulting in a non-use and greater potential for this part of the building

to fall into further disrepair. As such, any harm would not be justified. The advice of the Listed Buildings Officer should be sought in this regard. It is noted that the plans do not show where the bins for both flats would be accommodated.

Plan extracts:



CC/25/00410/FUL - Case Officer: Benjamin Marshall

Harwoods Jaguar Terminus Road Chichester West Sussex

Changes to south and east elevations including new freestanding customer entrance feature. Removal of rear ancillary buildings and construction of a valet building replacing existing facilities.

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRXTY2ERG5W00>

Key issues:

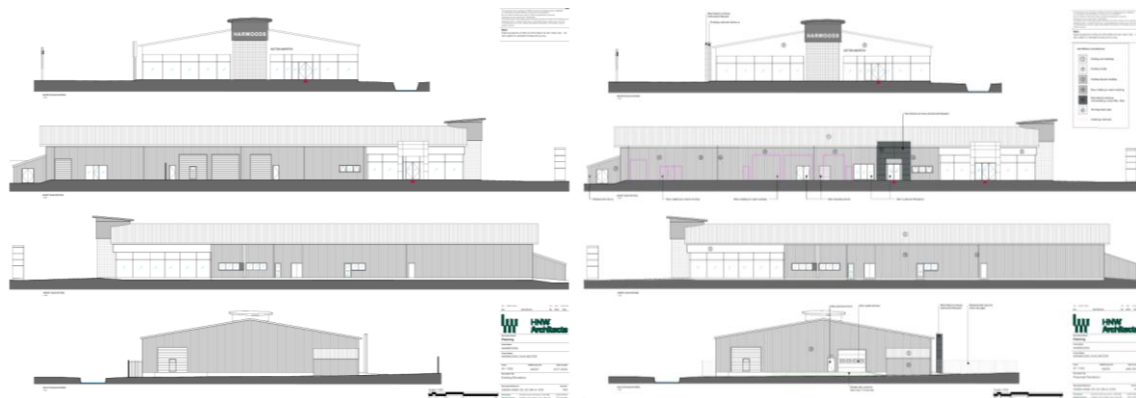
- The site is the existing Harwoods Jaguar site in Terminus Road industrial estate.
- The application includes minor elevation changes to the side and rear of the site including changing door/window openings to facilitate internal layout changes. A freestanding entrance feature is proposed to be installed in front of a new entrance door within the existing building; this would be of dark grey metal and would effectively frame the door, adding importance to this entrance. To the rear of the site, the existing ancillary buildings would be removed, and a replacement valet building would be erected across the rear of the site in materials to match the existing building.
- The replacement building to the rear would be partially within the root protection areas of a small number of category C trees. The proposal includes manual excavation and a suitable ground protection system, to include a protective surface layer placed over a compression-resistant layer, to ensure no harm to the trees.

- The proposals would be of high quality appearance and would be appropriate in their built context. They would support the continuation of the existing use of the site.

Recommendation: No objection.

Plan extracts:

Existing/Proposed Elevations:



Existing/Proposed Roof Plans



Week 13

No committee items.

Week 14

CC/25/00584/FUL - Case Officer: Benjamin Marshall

St Pancras Church St Pancras Chichester West Sussex

Temporary access ramp and replacement of rear double doors with single door.

To view the application use the following link: <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSYV8ZERGJA00>

Key issues:

- The site is a 17th century, grade II listed church in the Conservation Area. The application relates to the part of the building which is a late 1980s extension of low architectural significance. Permission exists under reference 22/02521/FUL to demolish this part of the church as part of a wider redevelopment of the building. Nevertheless, before and during the redevelopment, access will need to be retained into the church as far as possible.
- The application is to improve the access at the rear entrance of the church by installing a temporary accessibility ramp, which would sit of the paving and would not affect the church structure or paving, and by changing the double doors to a single door, wide enough to let a wheelchair through, and a side infill panel. At present there are three shallow steps and double doors, both of which need to be opened to allow a wheelchair through.

- Given the temporary nature of the ramp and minor visual impact of the door changes, the fact that they are proposed on a 1980s extension which has an extant permission for demolition, there would be very low, if any, harm to the listed building or conservation area as a result of the proposal.
- However, as set out in the LPA's legal duties under s66 and s72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and paragraphs 212-215 of the NPPF, any harm to heritage assets, even less than substantial harm, should only be allowed if it is justified by public benefits which outweigh the harm.
- In this case, the public benefit would be to make the church, which offers worship and community events, accessible to wheelchair users, which it currently is not due to steps at both front and rear entrances. This would outweigh any less than substantial harm.

Recommendation: No objection.

Plan extracts:



CC/25/00711/FUL - Case Officer: Rebecca Perris

Over The Way Church Road Chichester West Sussex

Change of use from dwellinghouse to dentist. Minor alterations to parking layout.

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STGRPMERGQD00>

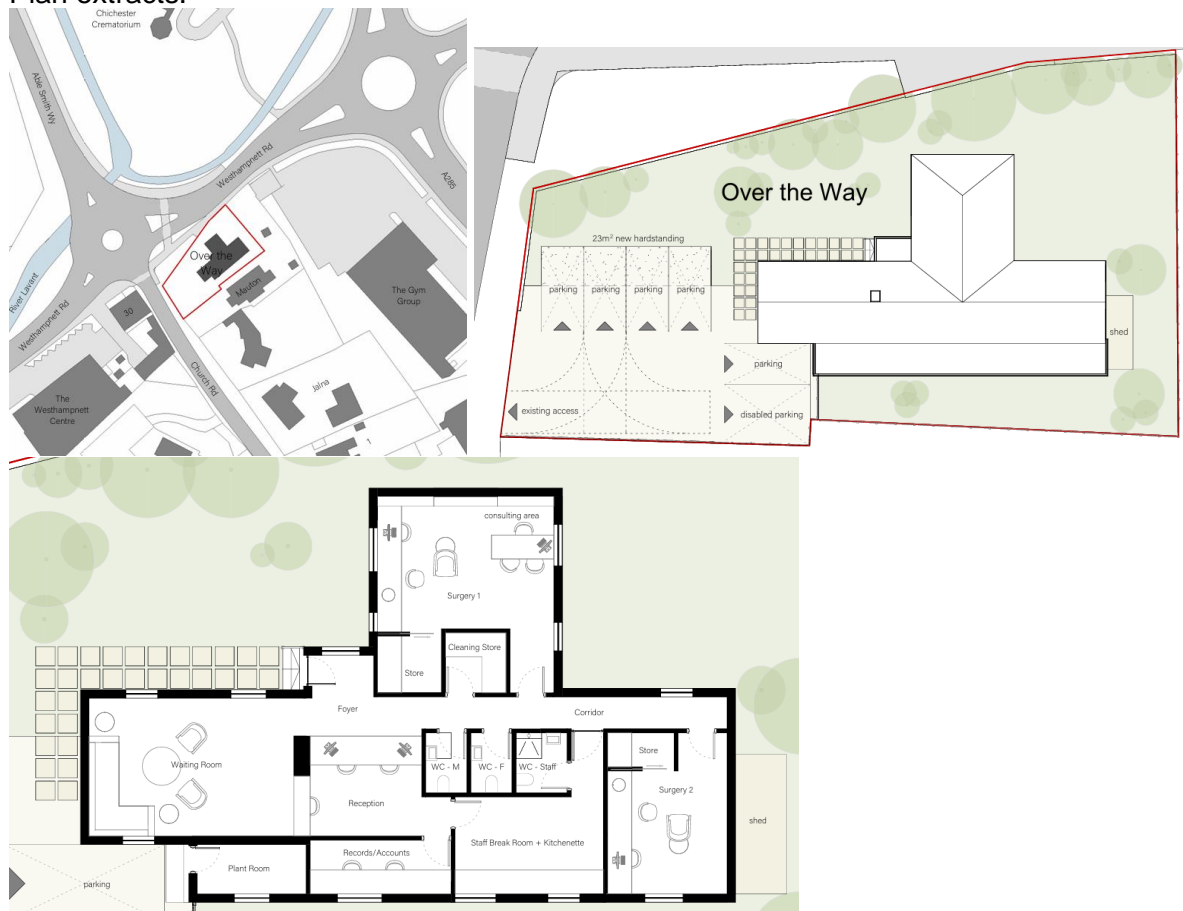
Key issues:

- The application is a change of use from a 6-bedroom bungalow to a dental practice.
- The site is on the corner of Church Road with Westhampnett Road, just south of the new Lidl roundabout. This is within the settlement boundary where the proposed use would be acceptable in principle.
- The proposal would result in the loss of a single dwelling. However, due to the location in relation to the recent road layout changes and surrounding commercial development such as the Lidl store and 24-hour gym, the site is not optimally positioned for a residential bungalow, and an alternative, commercial/health care use is considered acceptable.
- The use would provide dental health care services, for which there is a need in the local area. The proposal would therefore contribute potentially to the health and wellbeing of the local community, as well as to employment and the local economy.
- The site is within an urban, mixed use, residential and commercial area, wherein the nature of the use would be appropriate to the existing character.

- No external changes to the building are proposed. Any advertisement signage would be subject to a separate application. A small increase in the size of the existing parking area is proposed. No harm to visual amenity or the character of the area.
- Parking would be provided for 6 vehicles including one disabled accessible space. There is limited on-road parking within Church Road as well. Access would be as existing off Church Road. This would not have a severe impact on highway safety or capacity.
- Due to the nature of the proposed use, and the moderate level of activity from the two treatment rooms, there is unlikely to be significant noise and disturbance from the use itself. There is likely to be some increase in vehicle movements, but this is an urban area where a limited level of tranquillity can reasonably be expected, and the parking area would be positioned as existing, adjacent to the parking area of the adjacent residential plot, minimising disturbance. This would not result in significant harm to the amenity of the adjacent dwelling and garden.
- The proposed hours of use are 08:00 - 18:30 Monday to Saturday. The premises would be closed on Sundays.

Recommendation: No objection.

Plan extracts:



Agenda Item 7



Chichester City Council

Net Zero Working Group Meeting

20th March 2025 at 10.00pm

The Old Courtroom, The Council House, North Street, Chichester

Meeting notes

In attendance:

- **Councillors:** Butler (AB), Miall (RM),
- **Officers:** Property Maintenance Manager (PMM), Project Manager (PM), Communications, Civic and Council Support Officer (CCCSO)
- **Apologies for absence:** Councillor Pramas.

2. Updates of City Council progress towards net zero.

- PM has updated the figures in the article and found that the City Council has achieved 73% progress towards Net Zero since the global emergency was declared in 2019.

4. Updates on Actions:

- a. Press release publicising City Council achievements in progress towards Net Zero to be issued - PMM/CCCSO to draft with Councillors reviewing and commenting.
 - Some final adjustments are needed to ensure the wording clearly conveys our achievements to the readers.
 - Additional photographs need to be captured, showcasing the LED lighting outside of The Council House.
- b. Contact ChiSoc to publicise progress on Net Zero (SQ)
 - ChiSoc have decided that they will not publish the article in their newsletter.
- c. Contact SPAB to publicise progress on Net Zero (CCCS)
 - SPAB has not yet responded. Since PMM is a member of the organisation, they might be more receptive through an alternative communication channel.
 - Meanwhile, HPAB is happy to publish the article and is now awaiting the final draft.
- d. Invite Chichester District Council to the next meeting of the Working Group to present on local area energy projects (JB)
 - An invitation was not extended to Chichester District Council, but efforts will be made to include them in the next working group.

- e. Prepare a report examining further carbon reduction schemes, to consider community networks for delivery of heating, community solar arrays and wind turbines (AW/JB)
 - The report is still in progress and will be delivered at future Net-Zero working group meeting.
- f. Investigate “tap-in” points where community energy generation projects could potentially connect to the National Grid – update on resource availability.
 - This action is still be investigated and will be presented at a future Net-Zero working group meeting.
- g. Organise community events to help encourage the public to reduce their carbon footprint and promote biodiversity and tree planting.
 - A conference call with the Chichester District Council (CDC) revealed their enthusiasm for hosting a community event at the Council House.
 - It has been suggested that the information presented should focus on positive actions rather than restrictions, with a working title of "Your Personal Pathway to Net Zero."
 - AB has expressed interest in topics related to food and farming.
 - There will be a talk on the food waste scheme set to be introduced in Chichester in 2026.
 - The date for the event, September 27th, which should also be included in the article.
- h. Approach to Council by a local organisation regarding an energy workshop to be held in the Assembly Room (*Planning and Conservation Committee meeting – 30 January 2025 – minute 109 refers*)
 - The organisation is familiar to PM, and they will be invited to participate in the event.

5. Items for next meeting

- Review of order of proceedings for Community Event
- Review of published article

6. Date of next meeting

- Thursday 24th April 2025, at 2pm in the Old Court Room.

Actions arising from the meeting:

- Prepare a report examining further carbon reduction schemes, to consider community networks for delivery of heating, community solar arrays and wind turbines. - PMM & PM
- Investigate “tap-in” points where community energy generation projects could potentially connect to the National Grid – update on resource availability. - PM
- Invite Chichester District Council representative to attend the next Net Zero working group meeting. - PM
- To prepare draft order of proceedings for Community Event. - PM
- To finalise and publish Article of achievements on Net Zero to date. - CCCSO
- Share article to interested parties - CCCSO & PMM
- Book Assembly Room for 27th September - PM



FORM: ST01

**Case Reference Number:
25/00640/STRTRC**

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 | | Mrs | | Miss | x | Ms | | Other (please state) | | |
| Surname | Clayton | | | | | | | | | | |
| Forename(s) | Frances | | | | | | | | | | |
| I am 18 years old or over. Please tick ✓ | | | | | | | | | Yes | x | No |
| HOME ADDRESS (we will use this address to correspond with you unless you complete the separate correspondence box below) | | | | | | | | | | | |
| Chichester District Council, East Pallant House, East Pallant,. | | | | | | | | | | | |
| Post town Chichester | | | | | Post code PO19 1TY | | | | | | |
| TELEPHONE NUMBER(S) | | | | | | | | | | | |
| Daytime | 01243 534740 | | | | | | | | | | |
| Evening | | | | | | | | | | | |
| Mobile | | | | | | | | | | | |
| EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail) fclayton@chichester.gov.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 | Chichester District Council |
| Company/organisation address | |
| East Pallant House, East Pallant | |
| Post town Chichester | Post code PO19 1TY |
| TELEPHONE NUMBER(S) | |
| Daytime | 01243 534740 |
| Evening | |
| Mobile | |
| EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail) fclayton@chichester.gov.uk | |

| | | | | | | | |
|---|----------------------------------|------|----------------------|-------|-----------------|-----|-----------------|
| 3. Proposed Street Trading consent details (dates, days and numbers etc) | | | | | | | |
| Name/Nature of proposed market/event | Distinguished Gentlemen's Ride | | | | | | |
| Name of street(s)/location(s) of proposed market/event | East and North Street Chichester | | | | | | |
| Number of pitches/areas applied for | 20 | | | | | | |
| Maximum number of traders which will be present | 20 | | | | | | |
| Date(s) of proposed market/event | 18/05/25 | | | | | | |
| 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 x |
| Proposed trading times on each day specified above | - | - | - | - | - | - | 10am to 4pm |
| Please indicate which week/s of the month you will be trading (please circle) | 1 st | | 2 nd x | | 3 rd | | 4 th |

| 4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc) | | | |
|---|---|----|--|
| Description of products/goods | Various: clothing, hats, vintage antiques | | |
| Arrangements and times of setting up/dismantling/removal stalls | Set up from 7.30am removal: 4.00pm | | |
| Is this Street Trading Consent being applied for Charitable purposes (Please tick ✓) | Yes x | No | If yes – registered charity name and number Movember 1137948 |
| Name of Insurance Company for Public Liability (min £5 million pound cover). Copy of current certificate MUST be provided | Gallagher (awaiting renewal) | | |

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

| 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 | f.clayton | Print name: Frances Clayton | Date: 09/04 / 25 |

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: £763.00 for application (one day event). Plus £763.00 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.



Shoreham to Chichester

SUNDAY 18TH MAY 2025

Classic & vintage style motorcycles uniting for men's health

EVENT PLAN

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1. INTRODUCTION

The content of this document has been produced for the event "The Distinguished Gentleman'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.

For more details visit

<https://www.gentlemansride.com/> and
<https://www.gentlemansride.com/rides/england/west+sussex>

The motorcycles are classic or modern classic and the riders and pillionists 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 7 years without incident. With the last 2 years finishing in North and East Street Chichester with the bikes parked on the precinct area. The plan this year is to have the bikes parked off precinct in West and South Street, as per the road closure submission

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 2025.

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 rider 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, the routing past the Cross into West and South Streets to park.

Speeds will be particularly low; (walking pace) as the riders travel down North Street as a single procession, walking marshals will be on hand with vis tabards to lead the bikes down.

The ride aims to arrive as close to 1pm as possible. It will leave after approximately 90 minutes.

Anyone needing to leave earlier will be asked to follow a marshal, and if possible push their bike to the main road before starting the engine.

The ride has visited Northgate Carpark for the five years prior to coming into the town itself. 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 25 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-ties will be used to protect the public, and the cable where necessary. All band equipment and supply cables have a valid PAT test

Most 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: 10.000am

Arrival in Chichester: Approx 13.00

Awards: soon after all riders arrive.

Departure of riders: 14.30-15.00

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.

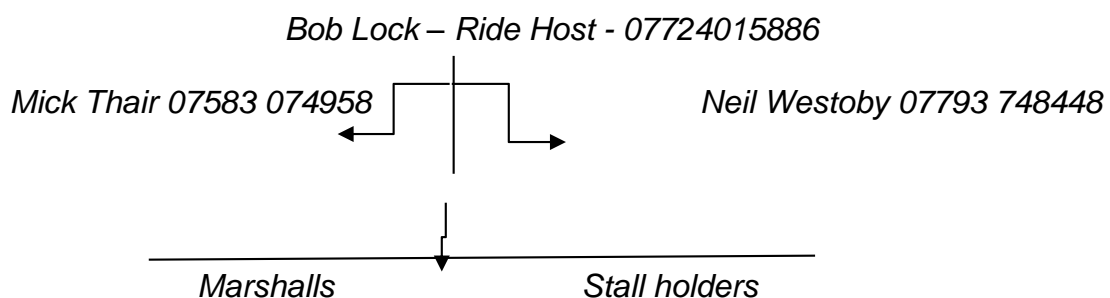
“Bob has trained under the “Movember” host management training modules and has conducted themselves in the most professional manner ensuring the highest levels of safety and caution are met. They are an instrumental part of the future success of The Distinguished Gentleman’s Ride in West Sussex”.

2.1 Event Safety Policy Statement

The Distinguished gentleman’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 Paramedic Practitioner 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. i.e. 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

Any scores over 10 will require further action and detailed.

| 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. |

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

Road closure requested.

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



No Stalls

18th May DGR

Stall (3m x 2.5m)



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.



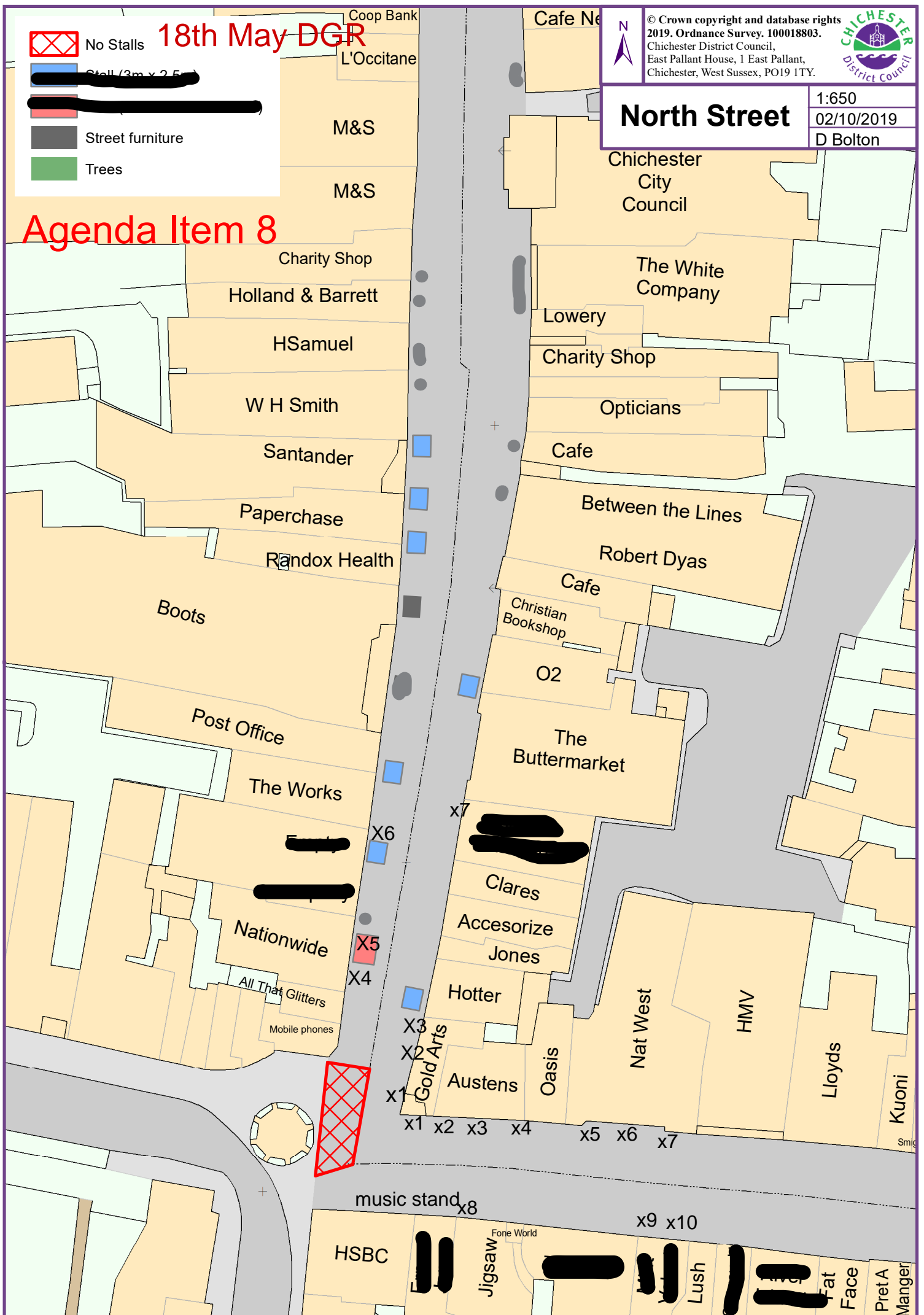
North Street

1:650

02/10/2019

D Bolton

Agenda Item 8



Risk Assessment Form

Agenda Item 8



| | | | | | | | |
|--|---|--|---|--|--------------------------|---|--|
| Assessment for (provide full details of the activity/location/ equipment) | Distinguished Gentleman's Ride North and East Street | | | Estimate of Risk – L = Likelihood S = Severity O = Overall / 1 = Low 2 = Medium 3 = | | | |
| | | | | Overall Score | Level of Risk | Action Required | |
| | | | | 1-2 | Low | Acceptable – No further action needed, but ensure controls are maintained | |
| | | | | 3-4 | Medium | Tolerable but look to improve controls, where possible | |
| | | | | 6-9 | High | Unacceptable – Take immediate action. Further controls are needed | |
| High | | | | | | | |
| Date of assessment | 09/04/25 | Assessment ref. no. (if applicable) | | Assessment review date | 16/05/25 | | |
| Assessor's name | Frances Clayton | Contact number | 01243 534740 | | | | |
| Manager's name | Laurence Foord | Contact number | | | | | |
| Who might be harmed | Staff <input checked="" type="checkbox"/> Members of the Public <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Visitors <input type="checkbox"/> Other employers employees on site <input type="checkbox"/> Y | | | | | | |
| What are the hazards? | What are you already doing to eliminate or control risk? | Estimate of risk (see box above) | What further action is necessary to eliminate or control risk? | Action by (who)? | Action by (when)? | Action completed (date) | |

| | | L | S | O | | | | |
|--|--|---|---|---|---|-----------------|---------|--|
| Setting up and dismantling Market Stalls | | 1 | 1 | 1 | | | | |
| Tripping or contact hazard during stall erection process | Traders are responsible for the erection of their own stall/vehicle, and they are to follow their own existing risk assessments and instruction manuals for their gazebo/vehicle. All traders are setting up to an agreed site plan on which they have been briefed. Plan is sent to traders' 1-2 weeks prior to market. | 1 | 2 | 2 | On day ensure that all traders know where they are placed | Frances Clayton | Ongoing | |
| Manual handling hazard during stall erection | Traders to do within setup instructions of own gazebo | 1 | 2 | 2 | | | | |

| | | | | | | | | |
|--|--|---|---|---|--|--|--|--|
| Collision between vehicles and / or stallholders vehicles, other vehicles and / or pedestrians during the setting up of stalls within the pedestrianised area. Also damage to street or shop fronts. | All employees to wear high visibility clothing. Market Co-ordinator to oversee and co-ordinate activities with other briefed staff. Each vehicle will be directed under the supervision of at least 2 marshals to their allocated pitch and will drive no faster than 5 mph. Erection procedure blocks street, which positively slows down traffic and controls movement of vehicles within the site. All vehicles to be removed from the area by 09.30 to city parking areas. Stallholders when unloading are instructed to keep central brick part of highway clear and to follow setting up instructions. Any HGV to be stopped and guided by CDC staff to pass by on brick area only. Any stallholder trailer to be used as trading pitch shall be guided into position under the supervision of CDC staff. Email sent to all stallholders setting out requirements prior to the market. Traders only to pack down at end of market otherwise risk of collision. | 1 | 2 | 2 | | | | |
|--|--|---|---|---|--|--|--|--|

| Operation of Market | | | | | | | | |
|--|--|---|---|---|--|-----------------|---------|--|
| Electrocution hazard from stalls with electricity supply | Circuits protected by circuit breakers within electrical box on High Street. Outdoor connectors used. CDC electrical equipment and connecting cables to be tested at PAT testing. Fault reporting system to be in place. Stallholders must demonstrate that any electrical equipment has been tested and is safe to use. | 1 | 3 | 3 | | | | |
| Tripping hazard from stalls with electricity supply | Cable connections to be behind stall away from walkway, or suitably covered, marked and secured. | 1 | 2 | 2 | | | | |
| Tripping hazard from goods sold at pitches | Goods sold to be confined to within one metre of stall. Where goods displayed without an outside footprint of stall, market manager shall ensure appropriate storage / display arrangements | 1 | 2 | 2 | | | | |
| Injury by stall collapse in high winds | Local weather reports monitored in advance. Use of side and back sheets to be restricted in high winds (to be determined by event co-ordinator prior to market and assessed on site during whole trading period). Note will have to be taken into account of traders gazebos as some may not be wind proof as the CDC FM gazebos. All gazebos to have weights on legs and ground touching points. All stall components to be located at each stall for quick access if needed. Canopies to be lowered where wind may cause stalls to collapse. | 2 | 2 | 4 | Watching Brief is kept week of market. If wind gusts are over 33mph then advice market should be cancelled due to nature of traders gazebos not being as wind proof. Will ask traders to bring extra weights. | Frances Clayton | Ongoing | |

| | | | | | | | | |
|---|---|---|---|---|--|--|--|--|
| Risk of obstructing access to the highway and surrounding buildings | North and East Street will be similar set up to CDC Farmers Market. Extensive briefings and consultation held with, CDC, Health and Safety team, WSCC, Highways etc, to agree a site plan which spreads stalls out and located them in the safest places. Emergency vehicles to be able to pass through market on brick paved area at all times, Emergency access maintained throughout market at all times by the market manager. | 1 | 1 | 1 | | | | |
| Inadequate Food Hygiene | All food vendors must hold a Food Hygiene Ratings of 3 or above and must provide any relevant food safety certificates at time of booking their pitch. All foods are protected from contamination from the public either by protective wrapping or protective plastic spit guards/screens. All fridges used are monitored to ensure temperatures are within food safety levels. Washing facilities are readily available behind the stalls. This includes anti-bacterial hand wash. | 1 | 2 | 2 | | | | |
| Allergies | All food vendors must be able to provide a list of all the ingredients used if requested and allergy information to be available on request if not clearly signposted. | 1 | 2 | 2 | | | | |

| | | | | | | | | |
|------------------------------------|---|---|---|---|--------------|--|--|--|
| Dangerous Equipment | Knives are kept behind the relevant stalls for use by the stall holder. Food stalls provided a shield to protect public from hot food equipment. | 1 | 1 | 1 | | | | |
| General | | | | | | | | |
| Weather/light/sunburn/heatstroke | Wear appropriate protective clothing, hats. Use suncream. Carry drinking water. | 1 | 1 | 1 | | | | |
| Theft or damage to traders produce | All Traders to have Public Liability Insurance. Expensive produce not to be displayed at front of stalls. | 1 | 1 | 1 | All parties. | | | |

Statement of Representations Procedure

Chichester Local Plan 2021-2039 Main Modifications Consultation

Subject Matter and Area Covered

The Chichester Local Plan will set out the development strategy and policy framework for the plan area and once adopted, will be used to guide decisions on planning applications up to 2039. The Local Plan will cover the District of Chichester excluding the part of the district covered by the South Downs National Park. The Local Plan is currently at examination stage.

This consultation relates specifically to Main Modifications needed to resolve any soundness or legal compliance issues and which are proposed without prejudice to the Inspectors' final conclusions on the Plan. To assist with reading the proposed modification in the context of the Local Plan itself, the council has produced a 'tracked changes' version of the plan. However, please note that this is for reference only and comments should not be made in relation to this document as any such representations will not be considered. As part of this consultation you can comment on:

- **MC01 Main Modifications Schedule** – this is the primary document on which we are consulting. Main Modifications should only be made if they are necessary to make the plan sound and legally compliant. All responses will be sent to the Local Plan Inspectors to consider before they prepare their final report. **Comments should relate only to the identified wording changes in the schedule.**
- **Supporting Documents**
 - **MC02 Schedule of Policies Map Changes** – this shows changes to the Policies Map that result from the Main Modifications or corrections. Although the Local Plan Inspectors do not formally examine the map, they will want to ensure it is correct. **Comments should only relate to the changes made.**
 - **MC04 Sustainability Appraisal Addendum** - The Sustainability Appraisal (SA) Addendum has been produced to assess the Main Modifications.
 - **MC05 Habitats Regulations Assessment Addendum** – The Habitats Regulation Assessment (HRA) Addendum considers the impact of the Main Modifications on European Habitats sites.
- **MC03 Schedule of Additional Modifications** – Additional modifications are minor changes that the council would also like to make to the Local Plan to improve the presentation or to address or correct any typographical or factual errors, which are not necessary to resolve soundness or legal compliance issues. **These additional modifications are not examined or recommended by the Inspectors but are published by the council for comment alongside the main modifications.**

Where to view the consultation documents

Reference copies of the consultation documents will be available for inspection for six weeks from 10 April to 29 May 2025:

- a. on the council's website at www.chichester.gov.uk/main-modifications-consultation
- b. Chichester District Council Offices East Pallant House, 1 East Pallant Chichester PO19 1TY (09:00 – 16:00 Mon- Fri)
- c. at Chichester, Selsey, Petworth, Midhurst and Southbourne libraries. Opening times and addresses for the libraries can be found at: http://www.westsussex.gov.uk/leisure/libraries/find_a_library.aspx and
- d. at the South Downs Centre in Midhurst. Opening times and the address for the South Downs Centre can be found at: <https://www.southdowns.gov.uk/contact/>

Period of consultation

The consultation runs for 6 weeks from 10 April to 29 May 2025. All comments must be received by 17.00 on the 29 May 2025.

How to comment

Representations should be submitted using the council's online consultation portal <https://www.chichester.gov.uk/localplanconsultation>

If you are unable to use the online portal you may send comments by email to planningpolicy@chichester.gov.uk or by post to Planning Policy, Chichester District Council Offices, East Pallant House, 1 East Pallant, Chichester, PO19 1TY. Alternatively, response forms are available at the locations listed under “Where to view the consultation documents” above or can be requested by telephoning 01243 785166 or emailing planningpolicy@chichester.gov.uk.

Content and Structure of representations

Consultation at this stage of the Local Plan Examination is limited to the proposed wording changes, known as “Main Modifications”, which have been identified through the examination as necessary to make the plan sound and legally compliant. The legislation does not allow the Inspectors to consider comments on any other parts of the plan.

When commenting on the Main Modifications Schedule you are asked to comment specifically on whether the proposed Main Modifications are sound and legally compliant. Please include the Main Modification reference number (MMx) in your response.

Legal Compliance means that the plan, with the proposed Main Modifications, meets the legal requirements for plan making as set out by planning and environmental laws.

Sound means that the plan, with the proposed Main Modifications, has been positively prepared, is it justified, effective, and consistent with national policy.

When using the online consultation portal you can click the question mark when responding for a reminder of these tests.

If you wish to make a representation seeking a change to a Main Modification you should make it clear in what way the Main Modification has not met the legal requirement or is not 'Sound' having regard to the four 'Soundness' requirements set out above. Your representation should be supported by evidence wherever possible.

It will be helpful if you also say precisely how you think the Main Modification should be modified. Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change to the Main Modification. There will not normally be a subsequent opportunity to make further submissions on Main Modifications.

You may also comment on the accompanying Sustainability Appraisal Addendum, Habitats Regulation Addendum and Changes to the Policies Map.

Comments on all of these documents, which relate to the proposed changes, will be sent to the Planning Inspectors for consideration before they prepare their final recommendations.

You may also comment on the Schedule of Additional Modifications. Comments on these will not be passed to the Inspector but considered by the council.

A step by step guide to using the online consultation portal is available on the Main Modifications web page www.chichester.gov.uk/main-modifications-consultation

Data Protection

The Planning Inspector needs to know who has commented on the Main Modifications and Supporting Documents as part of the examination process. All comments will be made public on the council's website, including the names of those who submitted them. All other personal information will remain confidential and will be managed in line with the council's Planning Policy Privacy Statement which can be viewed at www.chichester.gov.uk/dataprotectionandfreedomofinformation or in paper copy at the locations identified above.

Anyone that comments will be notified of the next stages of the Local Plan, including the publication of the Inspectors' recommendations and the adoption of the Plan – you may opt out of future communications by selecting "no communication" when logged into the consultation portal or by contacting us using the contact details above.