



## Chichester City Council

### PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 22 MAY 2025 AT 4PM

Week 15

**CC/25/00559/FUL - Case Officer: Alicia Snook**

**The Atrium Southern Gate Chichester West Sussex**

**Alterations including partial removal of existing fenestration, installation of new cladding, windows and external doors, installation of balconies on the south elevation, and removal of roof top glazed canopy to the atrium.**

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSWEF3ERGH00>

#### **Key issues:**

- The application site is an office building just south of the railway station on the west side of Stockbridge Road. The building has been granted Prior Approval for a change of use to residential apartments. The proposal is for physical alterations to the external appearance of the building, which would be implemented alongside the change of use.
- The change of use is already permitted, and matters relating to the principle of the residential use (e.g. density, car parking, garden/amenity space provision, contributions to the A27, etc) cannot be considered under this application.
- The proposed development includes the removal of the glazed atrium roof, the replacement of pitched roofs on the south elevation with flat, sedum roofs, alterations to the windows to replace the large, glazed office windows with smaller, residential scale windows and doors to proposed Juliet balconies to the north, east and west elevations and full balconies to the south elevation, which would be positioned on the sedum roofs on the first and second floors. The proposal also includes red zinc cladding.
- The proposal would result in a building of modern, residential appearance, which would not harm visual amenity or the character of the area.
- The south elevation is proposed to feature balconies on the ground, first and second floors, set on flat, sedum roofs. The ground floor of the proposal site is set higher than that of the neighbouring properties to the south, and all three floors would overlook the rear gardens and windows of properties along Canal Place. This would have an overbearing impact and would increase overlooking and perceived overlooking, which would result in harm to residential amenity.
- There is a line of mature trees and hedging along the southern boundary of the site, which currently provides good screening of the ground and first floor windows of the application site to most of the properties to the south. However, it appears that these trees are outside of the application site area, as the application form states that there are no trees or hedges within the site. As these trees are outside the site, they cannot be relied on to provide any screening, as they may be removed at any time, and a condition for their retention and/or management cannot be imposed.

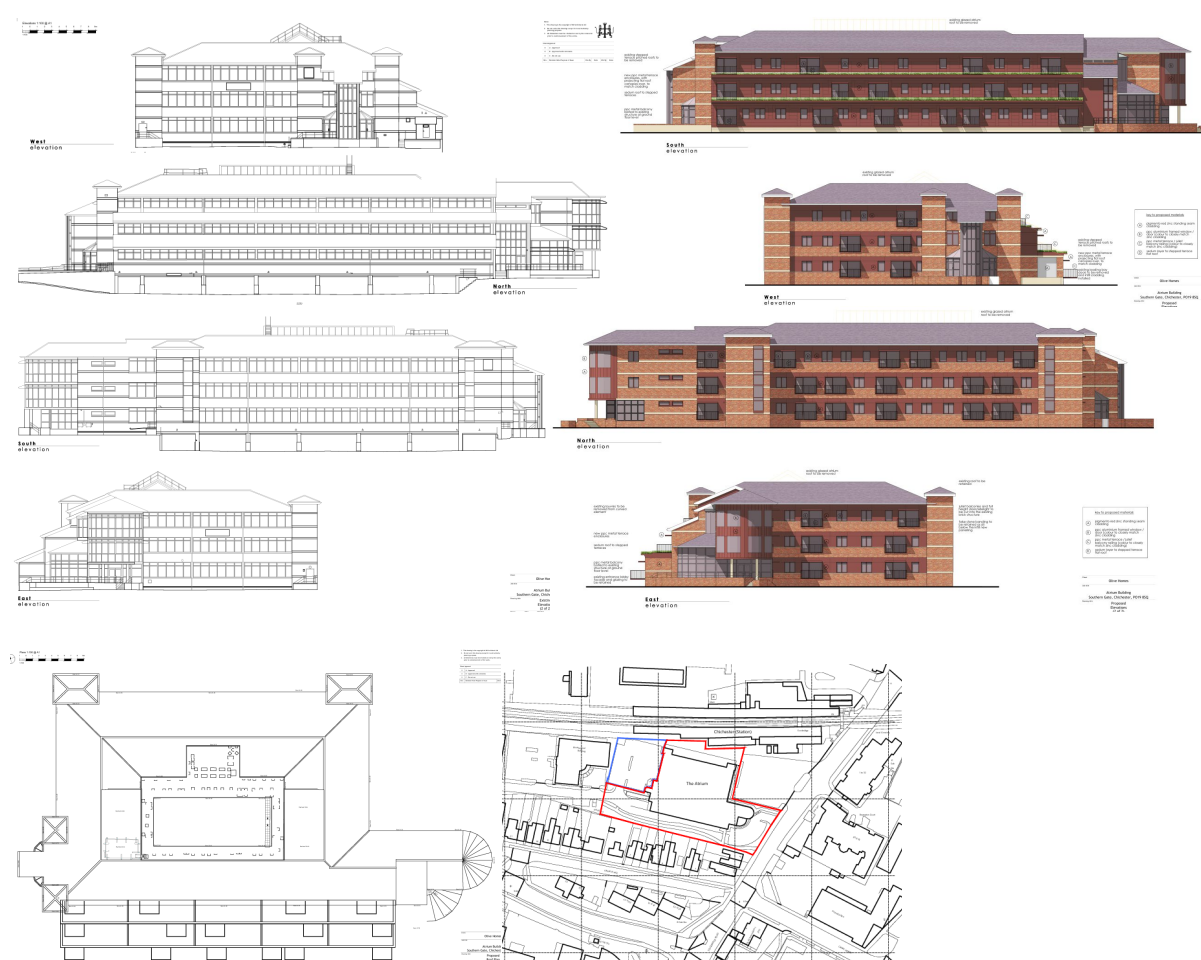
#### **Recommendation: Objection.**

- **As the ground floor of the proposal site is set higher than that of the neighbouring properties to the south, all three floors of balconies would overlook the rear gardens and windows of properties along Canal Place. The increase in overlooking and perceived overlooking from the balconies and sedum roofs, which have the appearance of a rooftop garden, would be overbearing and would result in harm to residential amenity. The mature trees and hedging along the southern boundary of**

the site appear to be outside of the site, as the application form states that there are no trees or hedges within the site. As such, there can be no condition imposed for the retention and management of these trees to retain the screening effect they currently provide.

- It is noted that, on the First Floor Plan, the balconies do not align properly with the doors; the plan should be amended to show the correct position of the balconies and doors, which should correspond. The Juliet balcony railings on the north, east and south elevations are not shown on any of the Floor Plans.

Plan extracts:



Week 16

**CC/25/00500/FUL - Case Officer: Emma Kierans**

**Lordsdale Estates Holdings Ltd**

**4-5 Market Road Chichester West Sussex PO19 1JW**

**Change of use of ground floor from Public House (sui generis) to Adult Gaming Centre (sui generis).**

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSJO11ERGD200>

#### **Key issues:**

- The site is a former public house (the Bull Inn) opposite the Market Car Park, within the city centre Conservation Area.
- The proposal is for a change of use to a sui generis 'Adult Gaming Centre'. This is a premises where patrons (who must be over 18 to enter) use ticket-based gambling machines recreationally. Tickets are purchased and exchanged on site.

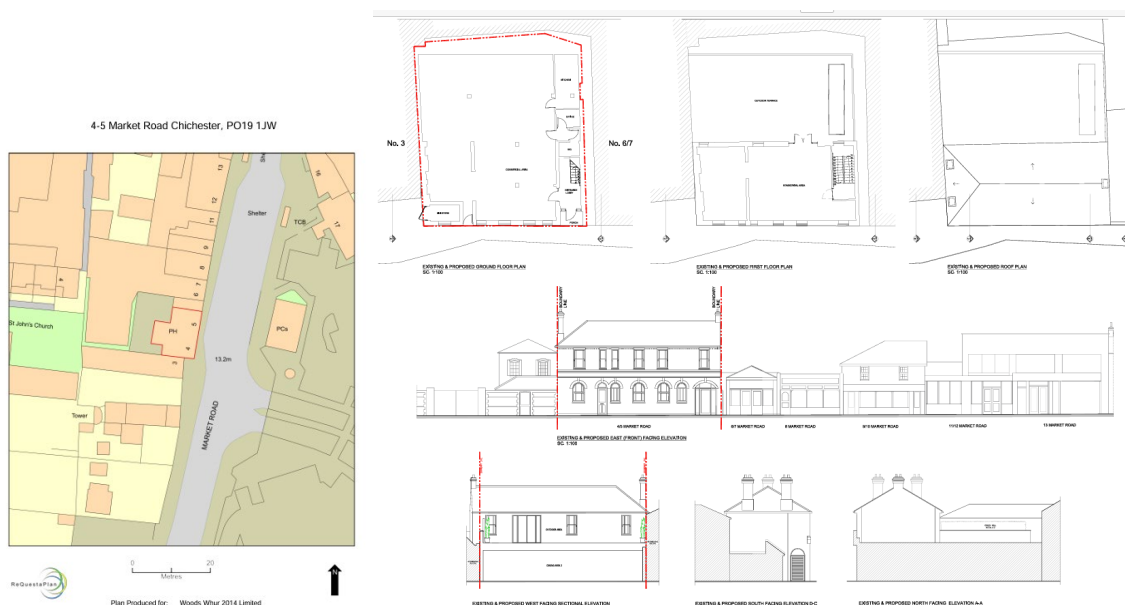
- Opening hours would be 8.30am-9pm 7 days a week.
- There are a small number of existing gambling premises within the city centre already. There is no national or local Planning Policy upon which a refusal in principle could be sustained on the basis of the social harms of gambling, and the potential harm of this kind of gambling premises on the community, family or individuals. The principle of the Adult Gaming Centre would be considered acceptable within a city centre setting.
- No external changes are proposed as part of this application. Advertisement Consent may be submitted separately and subsequently and would be required for any signage to the front of the building.
- The site has been empty for approximately 10 years and there has been no meaningful interest for pub, retail or food uses. A change of use is therefore proposed which would make some contribution to the vitality and viability of the city centre, in that it would offer a city-centre leisure/entertainment-related use for the currently empty building and would employ 5 full-time staff. However, the proposal is for the ground floor only.
- The development description specifies that the application is for the use of the ground floor only. This conflicts with the covering letter which states that the first floor would be used for offices; such an additional change of use should be included in the application. As the upper floors are excluded from the development description, the effect on the use of the upper floor of granting this permission is ambiguous and should be clarified. As the proposal is for the ground floor only, without a legal agreement in respect of the use of the first floor, the use of the first floor may remain as a pub, which would be incompatible with the ground floor use. The proposal would be likely to prevent any viable use of the first floor due to access and noise impacts.
- An Acoustic Assessment concludes that there would be no harm to residential amenity as a result of noise. However, it states that "There are no residences or other noise-sensitive premises in the vicinity of the front elevation, so noise breakout from this side of the building is not considered to be a concern". However, due to the specific character of the noise from gaming machines, such breakout noise would harm the character of the Conservation Area and should be assessed and prevented or mitigated as far as possible, particularly given that this is a significant entrance into the city centre.
- Other noise impacts, such as patrons arriving and leaving, are unlikely to be meaningfully louder or more disturbing than that of the existing permitted pub use. The premises would close at 9pm each day, resulting in less late-night noise and disturbance than the existing permitted pub use.
- The proposal mentions that the entrance would require external lighting for security, but this is not proposed as part of the application. Details should be provided at this stage, as this may affect the character of the Conservation Area.

#### **Recommendation: Objection.**

- **The development description specifies that the application is for a change of use of the ground floor only. This conflicts with the covering letter which states that the first floor would be used for offices; the proposed uses on both floors of the building should be specified and included within the application to enable the LPA to assess the acceptability and compatibility of the two proposed uses together. As the first floor is excluded from the development description, the effect of granting this permission on the first floor use is ambiguous and should be clarified. Concern is raised that the proposed development would prevent any viable use of the first floor, which could otherwise be valuable city centre floor space, which would have a negative impact on the vitality and viability of the city centre. Should the ground floor change of use be permitted, could the existing pub permission still apply to the first floor (resulting in conflicting uses and significant access issues through the gambling premises)? The application, including the description of development, should be amended to include and make clear the uses proposed for the whole of the building.**

- The Acoustic Assessment states that “There are no residences or other noise-sensitive premises in the vicinity of the front elevation, so noise breakout from this side of the building is not considered to be a concern”. AGC noise is recognised to be of a specific character and should therefore be lower in volume than other noises which more readily blend into the background noise. There should be no breakout noise to the front of the premises, as this would harm the character of the Conservation Area, which the LPA has a legal duty under s72 of the Planning (Conservation Areas and Listed Buildings) Act 1990 to preserve or enhance. Paragraphs 207-215 of the NPPF set out that no harm to designated heritage assets (which include Conservation Areas) must be allowed unless the public benefits of the proposal would outweigh that harm. There are limited public benefits to the proposal, which include partial use of the empty building, which would appear to permanently prevent the use of the remainder of the building. This would not outweigh the significant harm to the character of the Conservation Area of breakout noise of gambling machines, in this sensitive area, which is a main route into the city centre, with the site being between the city centre and the Market Car Park. It appears that a small internal lobby area could be created to both front doors onto Market Road to reduce noise break out. In addition, no assessment is made of the noise impact to the first floor of the building, which is excluded from the application, and the noise impact would have significant potential to affect any viable use of the first floor, (should independent access to it be secured in order to enable a separate use).
- The proposal mentions that the entrance would require external lighting for security, but no details of this are provided. External lighting may not be appropriate and may harm the character of the Conservation Area, which is a designated heritage asset. If the use requires external lighting, details of this must be submitted and approved at this stage, to ensure no harm would result.

Plan extracts:



Photographs of the Premises



4 - 5 Market Road

Weeks 17-18  
No committee items.

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# Introduction

This guide has been produced to answer some of the most commonly asked queries by those who live in or care for listed buildings. It is intended that the advice covers areas that are important to homeowners and adds some information about what types of alterations are acceptable and what sort of consent may be required.

Although this guide covers some of the most popular topics, it cannot cover every type of alteration that could affect a listed building.

When considering any work at all within the curtilage or setting of a listed building it is recommended that you contact the council first.

The council offers a full pre application advice service, details of which can be found here:  
<https://www.chichester.gov.uk/preapplicationchargincheme>

Historic England also offer an extensive range of advice documents relating to alterations to listed buildings and cover many of the areas included here but in more depth:  
<https://historicengland.org.uk/advice>





# Listed building consent



## What does it mean when a building is listed?

A building is listed when it is of special architectural or historic interest in a national context. Listed buildings have extra legal protection within the planning system. When a building is listed it means that there are additional planning controls that apply to that building, both inside and out.

You will therefore need to apply for listed building consent for work that involves altering or extending your home where it affects its special architectural or historic interest.

Conducting works to a listed building without consent can constitute a criminal offence.

The council can advise you whether or not you might need listed building consent or planning permission:

<https://www.chichester.gov.uk/article/37599/Do-I-need-planning-permission-other>

<https://www.chichester.gov.uk/article/37647/Do-I-need-listed-building-consent>

## What changes are covered by listed building consent?

Loose furnishings, modern fitted furniture and appliances can usually be removed and altered without listed building consent.

When existing decorative finishes are clearly recent it should be possible to repaint and to re-hang wallpaper without consent. But removing paint and other finishes to reveal bare construction materials is likely to affect special interest and to need consent.

There are however a variety of alterations that do need consent. For example; the removal and replacement of windows, internal doors, floorboards and wall finishes. This is not an exhaustive list and there are many other aspects of works to a listed building that can require consent.

The councils Do I Need Listed Building Consent service will give you a clear answer on what needs consent. For more detailed advice on specific projects you may wish to use the pre application advice service:

<https://www.chichester.gov.uk/preapplicationchargingscheme>



# Windows



Sash windows East Pallant



Crittall windows

## Windows

Windows can form an important part of the overall appearance of the historic elevations of listed buildings. They break up the main elevation materials and provide important information about the fashions and technology of the time. Historic windows are often highly detailed handmade pieces of carpentry that are important pieces of historic fabric in their own right.

## Common issues

Poorly maintained windows can be particularly vulnerable to the effects of weather, particularly water ingress. If not correctly detailed and maintained cills and particularly the lower parts of window frames can allow wind blown rain to penetrate any gaps between the frame and cill, allowing water to remain in contact with timber, rapidly causing it to degrade over time. Water can cause timber frames to warp and distort, making it much easier for heat to escape and for windows to become unusable.

## When is consent required?

The localised repair of windows including scarfing new timber, sanding, repainting and reseating existing glass into new putty beads can be done without the need for listed building consent. Draught excluding strips and refitting windows into their existing opening to combat drafts can also be done without listed building consent. There are many examples of historic timber windows being repaired and maintained for hundreds of years without needing total replacement.

Neither planning permission or listed building consent is required for areas of localised masonry repair that are a precise match for the appearance of the historic wall. If new materials, details or structural work are required then it is likely that listed building consent would be required. For areas of new build masonry planning permission would also normally be required.

The replacement of windows on a listed building always requires consent. Where windows are historic they should be repaired. The replacement of historic windows will not normally be acceptable. There are some instances in which window frames may be historic but contain modern glazing. In these cases it can be acceptable to replace the glass with double glazed units, retaining the historic frame. On some listed buildings the windows themselves may be modern and don't contribute to the special architectural or historic interest of the building. In these cases it can be acceptable to replace the entire window with one of an appropriate historic appearance that contains double glazing. The window must in every other respect have the appearance of a historic window, and should usually contain intrinsic glazing bars and have putty seated glazing.

## What is the council's view?

The council will support applications that retain historic windows frames and glazing, and where appropriate replace modern windows with good quality historic replicas and seek opportunities to upgrade thermal efficiency where possible.

# Brick, stone and flint walls



Georgian brick work burnt headers chichester .

## Brick, stone and flint

Historic walling materials such as brick, stone and flint can have a great variety of visual characteristics, with varied tones and textures arranged in different types of bonding.

Chichester District has a wide variety of historic masonry such as small tudor up to large imperial bricks with many other sizes in between.

Stonework can vary greatly including non local limestones as well as clunch, chalk and mixon stone. Some of the most famous examples of flint buildings such as West Dean College are within the Chichester District area,

## Common issues

Defects can often be caused by hard cement mortars used to repair historic walls. These set too hard and trap moisture within the wall. This can make the walling material vulnerable to mobile salts and freeze thaw issues which will quickly weaken and degrade the masonry. Lime based mortars should be used instead, which allow the rapid evaporation of moisture and help prolong the life of the masonry structure.



Historic walls can be a mixture of different types of material

Repairs to walls, gates and other means of enclosure can require planning permission. This should be checked with the council via the Do I Need Planning Permission service:

<https://www.chichester.gov.uk/article/37599/Do-I-need-planning>

Repairs should only be attempted with materials which match existing adjacent historic masonry. Flints, stone and brick should all be a precise match in terms of colour, size, type and finish.

Defective mortar joints should be raked out to a depth of 25mm and repointed using lime based mortar. The finish of joints should be a match for historic joints used on the same wall.

## When is consent required?

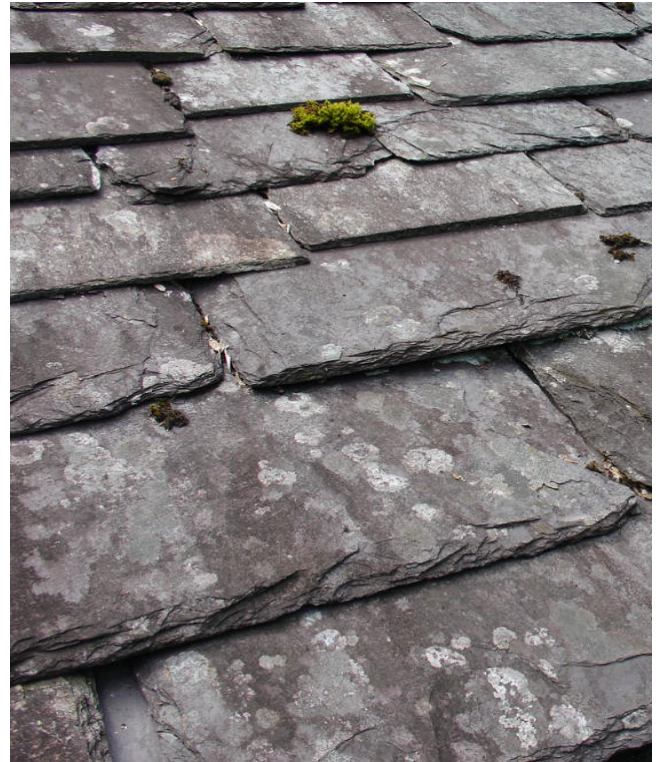
Neither planning permission or listed building consent is required for areas of localised masonry repair that are a precise match for the appearance of the historic wall. If new materials, details or structural work are required then it is likely that listed building consent would be required. For areas of new build masonry planning permission would also normally be required.

## What is the council's view?

Sympathetic repairs to historic masonry are welcomed by the council. The rebuilding of masonry in materials and details that match adjacent historic masonry will normally be acceptable. More complex building projects will need to be assessed on their own merits.



# Roof coverings



## Roof coverings

Historic roof coverings can form an important part of the character of a listed building. Architecturally speaking they are often sacrificial materials in the sense that they bear the brunt of weather conditions to protect the important superstructure beneath. As such they degrade over time, often more quickly than other parts of a listed building which are more sheltered.

## Common issues

Clay tiles will over time weather and break apart due to the natural processes associated with prolonged exposure to the elements. Freeze thaw cycles can cause clay to delaminate, meaning over time the tile will crack apart and could become detached from the battens underneath. A reasonable life span for clay tiles is 70 years.

Natural slate is incredibly resilient and will very rarely need replacing more often than every 150 years. There are many examples where slate roofs adequately maintained have lasted far longer than that.

Lead flashings, failed guttering and poor drainage can all cause roof coverings to degrade more quickly than they should.

## When is permission required?

There is scope for roof coverings such as clay tiles, slates and thatch to be replaced without the need for listed building consent. The work must be completed as a precise match for the existing roof covering or there is a risk that a change in appearance could harm the character of the building and would thus require consent. Clay tiles should precisely match the size, shape and tone of the existing tiles and slate must be replaced on an entirely like for like basis. Welsh slate must only be replaced with Welsh slate for instance. For thatched roofs the type and arrangement of thatch must be a precise match.

Bats can often roost within historic roofs and there is a legal responsibility to consider bat habitats:

<https://www.chichester.gov.uk/european-protected-bats#Protectedbatsanddevelopment>

## What is the councils view?

The repair and replacement of roof coverings conducted in a manner sensitive to the character of the listed building is welcomed by the council. Where consent is required works should be correctly detailed for roof longevity and to prevent water ingress.

# Structural timber



Historic timber roof structures can be incredibly important in understanding the origins of a building



External timber framing can form a key part of the character of a listed building

## Timber frames and roof structures

Many listed buildings are built with a timber frame, which can sometimes be covered with a skin of brickwork. Along with a historic roof structure these are important features of what make listed buildings special and are a key way in which older buildings can be dated.

A timber frame is usually constructed in oak, and is built to support the roof and the structural load of the floors and internal walls. The gaps in the frame would be historically filled in with wattle and daub panels, these often get converted to brickwork infill panels later on and the entire structure often encased in a later brickwork wall at a later date.

## Common issues

Defects are usually caused by water ingress, often through failed roof coverings, brickwork, lead flashings or plumbing and drainage leaks. Issues can also occur around dormer windows and where poorly detailed later interventions allow moisture to penetrate the structure and saturate the frame for long periods. Cement based mortars can trap moisture next to the frame and dramatically hasten decay. Ground level build up around the ground floor can encourage rising damp.

The source of water ingress must be identified and repaired as a matter of urgency and the timber allowed to dry out through the use of heaters and dehumidifiers. New infill panels may incorporate modern insulation but it must be breathable and the panel able to move with the timber structure through the use of lime render and breathable paints.

## When is consent required?

Localised repairs such as small areas of scarfing and resin patch repairs can usually be done without listed building consent where they affect only a small area and are a seamless match for the surrounding material.

Large structural repairs which might require new joints or new sections of timber for example, or those which are highly visible such as to rafter feet will usually require listed building consent. Structural repairs should always be accompanied by an appropriate survey.

## What is the council's view?

Localised and competently executed repairs are welcomed by the council. More wide ranging works to timber frames and roof structures that utilise seasoned oak carpentry and retain the maximum possible historic material will usually be acceptable in listed building terms.



# Renewable energy



Solar panels can be sensitively located on appropriate roof slopes



Air source heat pumps can be enclosed to suit the context .

## Renewable energy generation

Historic buildings retain a high amount of embedded carbon and their upkeep and maintenance is always better for the environment than building a new property. The installation of renewable energy generation to support the function of a listed building can be an effective way of reducing costs and further reducing the carbon contribution of the property.

## Common issues

Different types of renewable energy generation can have different potential effects on a listed building. However, these effects are often minor and can be easily mitigated by careful siting and installation. Solar PV panels can be installed on a range of historic roof slopes, including outbuildings. Whilst there is a visual impact associated with this it is not necessarily harmful. A solar PV array has a modern appearance but with non reflective coatings and attention paid to tone, colour and installation type this effect can be mitigated.

Air source heat pumps can easily be installed near to listed properties with the right amount of screening and appropriate siting.

## When is permission required?

Listed building consent will always be required for the installation of solar panels directly onto a listed building. Their installation on an outbuilding may avoid the need for listed building consent however.

Air source heat pumps that are not in contact with the listed building would not normally require consent. They may however still require planning permission.

## What is the councils view?

The use of on site renewable energy generation can improve the sustainability and viability of listed buildings. Where installations are sympathetic to the listed building and its setting applications will be supported by the council.

# Thermal efficiency



## Thermal efficiency

Historic buildings can have good insulating properties with a high degree of thermal mass from solid stone or brick walls and the insulating effects of timber frames encased by brick. Unfortunately due to poor maintenance over the years they can also be draughty and suffer from damp, key factors which will affect the retention of warmth. A huge variety of measures to tackle these issues can be taken without the need to apply for listed building consent.

## Common issues

Drafts in listed buildings can be caused by a wide range of issues: Badly seated windows and doors, suspended timber floors with gaps around skirting boards and between floor boards, open chimneys and fireplaces. These factors can have a dramatic impact on the ability of a home to retain heat. Other issues include non insulated roofspaces and floors. Some listed buildings can have open eaves details, and roof tiles directly onto the rafters with no felt.

## When is permission required?

A variety of works can be completed without the need for listed building consent, including;

- Replacing slipped slates and tiles
- Repairing windows and doors
- Repointing brickwork, including chimneys and flashings
- Repairing cracked and damaged render
- Insulating pipes and hot water tanks
- Installing thermal curtains and draught excluders to windows and doors
- Installing chimney draught excluders in fireplaces with open flues

Works such as replacing windows, external wall insulation, roof insulation and other more wide ranging alterations would normally require consent.

## What is the councils view?

Works to improve the thermal efficiency of listed buildings while also maintaining their character and appearance will be supported by the council.

You can contact the council to discuss alterations to listed buildings. Details of our pre application advice service can be found here:

<https://www.chichester.gov.uk/preapplicationchargingsscheme>

General queries can be directed to the Conservation and Design team at:  
[conservationanddesign@chichester.gov.uk](mailto:conservationanddesign@chichester.gov.uk)



## **Net Zero Review – May 2025**

### **COMPLETED PROJECTS:**

1. Community Orchards – Planted at The Brewery Field and St Paul's Allotment – COMPLETED
2. Solar Batteries – Installed and benefits are showing a reduction of grid electricity usage on a month-by-month basis and the sunny weather
  - a. January 2025 – 2159 kWh used from grid
  - b. February 2025 – 1788 kWh used from grid
  - c. March 2025 – 1169 kWh used from grid
  - d. April 2025 – 711 kWh used from grid
3. SMART External LED Lighting to The Council House and Market Cross – Installed and benefits are showing a 50% reduction in grid electricity usage
4. Butter Market Solar – unable to do due to lease terms, may address in the future - CLOSED

### **ONGOING PROJECTS:**

1. NetZero Community Event – CDC onboard, need to find other participants (provisional date Saturday 27th September 2025 10:00-14:00hrs) – JB & AW to meet ASAP
2. Procurement Review – Not commenced due to resource bandwidth and other projects, although more local purchasing taking place
3. Investigate “Tap-in-Points and Wind Turbines” - Not commenced due to resource bandwidth and other projects
4. Lagging of pipes and valves to increase efficiency of heating system – awaiting quotes
5. Building Management System (Monitoring of systems to increase efficiencies, reduce downtime with effective maintenance) – awaiting resource time
6. Air-Conditioning/Heating for Rear Office – awaiting replacement units that are more efficient, orders placed





Chichester  
City Council

Property Maintenance Manager

Net Zero

### **FUTURE INITIATIVES:**

1. Salary sacrifice incentives for staff to rent electric cars
2. Investigate local schemes to offset emissions
3. Engagement with Utility providers at time of contract renewal to move to those with more green credentials
4. Replace existing 7-year-old Renault EV with Ford Transit EV
5. HVAC upgrades

# Agenda Item 13

Dear Stakeholder,

Further too our previous emails of the 17<sup>th</sup> and 23<sup>rd</sup> of March, West Sussex County Council will be undertaking work to introduce a Traffic Regulation Order in Orchard Close. That will prohibit driving 8:00am to 9:00am and from 2:30pm to 4:00pm Monday - Friday with the exception for access to and from residential addresses. The work is conducted as part of West Sussex County Council LTIP School Streets to promote Active Travel and low traffic roads around St Joseph's CE Junior School.

The works are to install two traffic signs to introduce the above prohibition of driving restriction.

The works are due to commence on the 27<sup>th</sup> May to the 30<sup>th</sup> of May 2025 and generally take place between 7:30am - 5.30pm. Please note that these works are weather dependant and may be cancelled at short notice, but we will endeavour to inform you should there be significant changes to the programme.

For further information, please visit [one.network](#) or follow us on X [@WSHighways](#) for updates.

If you have any questions regarding this specific scheme, please email [HighwayCSHub@westsussex.gov.uk](mailto:HighwayCSHub@westsussex.gov.uk)

Kind regards

**Improvements Team**

Highways, Transport, and Planning

West Sussex County Council, County Hall, West Street, Chichester, PO20 1RG