

# Agenda Item 7

## **CCC Response to Changes in Planning Consultation Process at Chichester District Council (CDC)**

### **Background**

Following a recent review of the Development Management Service conducted by the Planning Advisory Service (PAS), Chichester District Council have reduced the response time for parishes to provide objections that trigger a referral to the CDC Planning Committee to 28 days.

The CCC Planning Committee currently holds meetings every four weeks. Given the statutory legal requirements for meeting and agenda notice periods as defined in the 1972 Local Government Act, Schedule 12, para. 10, part 2, this risks some planning applications falling between meeting dates and the City Council being unable to submit comments within the required timescales.

### **Options**

- 1) The Planning Committee agenda already includes a standing item to allow the Committee to consider "New planning applications received since publishing of the agenda". At present this provision is rarely used. Under the new response regime there is a likelihood that this fail-safe item of business will be deployed more frequently. This could place very high or potentially unreasonable demands on the Planning Adviser to produce reports in a limited timescale, particularly if a very large or a series of contentious applications were received at short notice.

There is also a risk that during holiday periods (e.g. Christmas, Easter, Bank Holidays) or periods of staff annual leave/sickness absence, there would be limited capacity to produce reports at short notice.

Finally, the preparation of short-notice reports may require more weekend and/or evening working by the Planning Adviser, which could have a knock-on impact on workload planning, stress and anxiety and TOIL accrual, which it may be hard for the Planning Adviser to take off in a timely manner.

- 2) The Planning Committee adjust their calendar and adopt a three-weekly meeting schedule. This would significantly reduce the likelihood of applications falling outside of the revised response times. It would also increase the number of Planning Committee meetings from 12 to 17-18 meetings per year. This would have an impact on officer resources in preparing for and supporting an expanded meeting calendar and may impact the ability of Committee members to attend meetings (particularly those with work commitments).

An expanded meeting schedule may necessitate a change in meeting times to take place outside normal working hours to better accommodate working Committee members. This would have an adverse impact on Council staff members, increasing the requirement for out-of-hours working in the officer team and exacerbating existing issues around TOIL accrual and excessive hours worked.

- 3) Extend the delegated authority of the Planning Adviser to submit comments when required to meet the 28-day response period and to report any such delegated decisions at the next appropriate Committee meeting.

### **Recommendation**

- 1) Maintain the four-weekly meeting cycle, accepting that in some cases, Committee members may receive weekly lists and planning reports after the agenda has been published. In urgent cases members may not receive a written report in advance of the meeting and will instead receive a presentation and recommendation at the Committee meeting.
- 2) To try and minimise the instances in which this will be a problem to incorporate 5 weekly lists of planning applications (rather than the usual four) in the June meeting. Thereafter to revert to a four-weekly meeting schedule. This will bring us as up to date as possible on our response cycle and minimise the opportunity for applications to fall between the cracks.
- 3) As a fail-safe, to extend the Planning Adviser's delegated authority to submit comments following receipt of email comments from Committee members in circumstances when it will not otherwise be possible to meet the 28-day deadline. Any such comments will be reported back to the next Committee meeting.

# Agenda Item 10



## Chichester City Council

### PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 19 JUNE 2025 AT 4PM

Week 19  
No Committee items.

Week 20

**CC/25/00224/FUL - Case Officer: Rebecca Perris**

**Central Taxis Station Approach Chichester West Sussex**

**Conversion of existing Sui Generis taxi rank into Sui Generis bar/cafe with 3m x 8.8m louvred extension and associated works, with late night operating licence.**

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SQYKHEERFRW00>

#### **Key issues:**

- The site is just north of Chichester railway station within its car park area. The site is within the Conservation Area.
- The proposal is for the change of use from a taxi rank to bar/café (Sui Generis use) and for a louvred extension to the building for an additional seating area.
- The proposed bar/café use is appropriate for the city centre location and would provide a café for daytime use and a bar which would support the evening and night-time economy.
- The surrounding uses are a music school, pub, train station, car parking, and a restaurant (Smith & Western), which would be compatible with the proposed use.
- The building has been empty for a number of years. The proposal would bring the building back into economic use, improving the vitality and viability of the city centre.
- Opening hours sought would require a late-night operating license, and would match those at The Foundry Public House. Monday to Fridays 9:00am–2:00am, Saturdays 9:00am–3:00am and Sundays/Bank Holidays 9:00am-1:00am.
- Due to the nature of the area, which is busy, with road and train noise as well as noise from the surrounding commercial premises, including nearby pubs, and due to the scale and location of the proposal, away from residential properties, the proposal is unlikely to result in significant harm to residential amenity.
- The existing building is of functional design and appearance. The proposed extension and alterations would provide an active frontage to the building, improving its design and appearance, subject to appropriate materials and finishes. The proposal would preserve or enhance the visual amenity and the character of the area.
- There is high demand for parking in the area. However, proposal would not have a severe impact upon highway safety or capacity or parking, compared to its existing use as a taxi rank, particularly given its sustainable, city centre location.

**Recommendation: No objection, subject to appropriate quality materials and finishes. However, clarification should be sought regarding use of the parking spaces to the west of the building which are included in the red line site area. Parking should be retained where possible.**

Plan extracts:  
Location Plan, Existing and Proposed Block Plans:



Week 21

N.B. The following is an application by the City Council – to note only.

### CC/25/00608/FUL - Case Officer: Annie Gietzold

#### The Council House North Street Chichester West Sussex

**Erection of a sculpture comprising two life size figures on a plinth (temporary permission for 5 years) - (variation of Condition 1 of Planning Permission CC/20/00902/FUL - to allow the sculpture to remain in place for additional 12 months).**

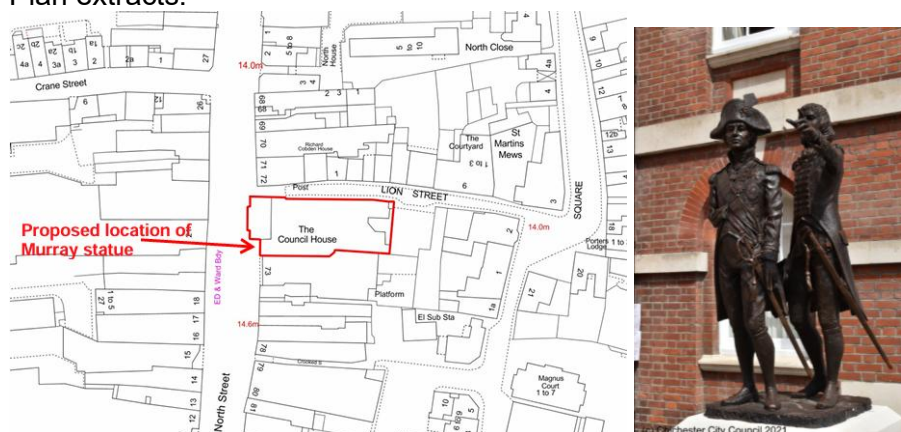
To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ST0LA8ER0ZU00>

#### Key issues:

- A 5-year temporary permission was previously granted to site the Murray Statue in front of the Council House. This permission expires imminently. The proposal is to vary condition 1 of the permission (which set out that the permission would expire after 5 years and the statue would be removed) in order to renew the temporary permission for a further 12 months. This would allow the statue to be retained in its current position while the City Council decides on its long-term position and makes the necessary arrangements accordingly.
- The proposal would preserve the character and appearance of the Conservation Area.
- A note on procedural matters: A Non Material Amendment (NMA) application has been submitted to revise the description of development.

**Recommendation: To note that an application has been made.**

## Plan extracts:



Week 22

N.B. The following is an application by the City Council – to note only.

**CC/25/00997/LBC - Case Officer: Annie Gietzold**

**Chichester City Council The Council House North Street Chichester**

**Replacement of base fixings for existing rooftop safety railings and associated works.**

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SV64DXER0ZU00>

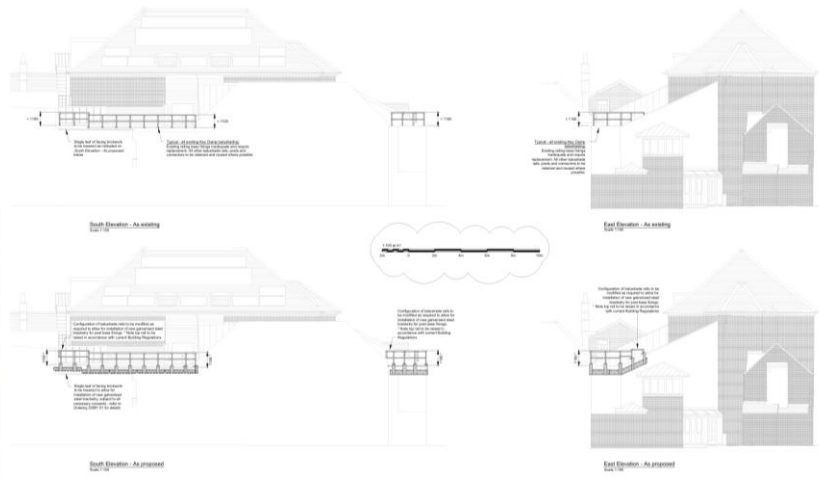
## Key issues:

- It has been identified that the safety railings to the rear and side of the roof of the Council House are not sufficiently secure as a result of their base fixings. The proposal is to remove the railings, install new fixings, and then re-install the existing railings, to ensure that the necessary safety standards are met and that the railings are properly secure. This will involve the removal of three courses of brick from the wall on which the railings are installed.
- The proposal would preserve the character and appearance of the Conservation Area. The proposal would not be noticeable from the public realm. It is not considered that there would be any harm to the significance of the Listed Building, however, if the LPA considers that there would be any minor harm, it is considered that this would clearly be outweighed by the public benefits of the scheme, which would be to retain the optimum use of the building (which secures its long term use and maintenance) and to ensure the safety of the users of the building.

**Recommendation: To note that an application has been made.**

## Photographs and Plan extracts:





Week 23  
No committee items.





## **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 14

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

# Agenda Item 14

Active Travel

**Sent:** 21 May 2025 10:52

**Cc:** Active Travel <[ActiveTravel@westsussex.gov.uk](mailto:ActiveTravel@westsussex.gov.uk)>

**Subject:** Stakeholder consultation for Proposed Active Travel to School Improvements  
Chichester

Good morning Stakeholder

We are seeking your comments and feedback on proposed improvements to support Active Travel to School for Jessie Younghusband Primary School pupils travelling to the new school site on Minerva Heights.

The proposals include improvements to pathways and crossing points and aims to create a safer and healthier environment for children travelling to and from school. Attached to this email, you will find concept plans for the proposed scheme. We request your feedback on these proposals, particularly any potential impacts on your area of expertise or the services you provide and if you could indicate if you support or object to any of the proposals and why.

Please note that since the attached plan was drawn, we have managed to action the removal of bollards between Centurion Way and Exeter Road.

**We would like to request your response by Friday 6<sup>th</sup> June 2025**, however if you need longer please do let us know so we can update our records. If this email has reached you in error, then please do forward or cascade to relevant colleagues or let us know so we can update our engagements lists.

Kind regards

Active Travel Team

Project Support Officer – School Streets, Active Travel  
& Local Transport Improvements Programme

Highways, Transport and Planning

West Sussex County Council

**Location:** County Hall, Chichester, PO19 1RQ

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[schoolstreets@westsussex.gov.uk](mailto:schoolstreets@westsussex.gov.uk)

[ltp.team@westsussex.gov.uk](mailto:ltp.team@westsussex.gov.uk)

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