

Agenda Item 7



Chichester City Council

PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 11 SEPTEMBER 2025 AT 4PM

Week 33
No committee items.

Week 34

CC/25/01956/FUL - Case Officer: Eleanor Midlane-Ward

24 West Street Chichester West Sussex PO19 1QP

Change of use of property from mixed use (doctors surgery and 1no. flat) to 1no. dwellinghouse.

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T16PWRRERKEG00>

Key issues:

- The application is for the change of use of the building from a doctors surgery and residential flat to a single dwelling.
- The application relates to a grade II listed building in the Conservation Area. No internal or external changes are proposed. There would be no impact upon the fabric, character or appearance of the Listed Building and no harm to the character or appearance of the Conservation Area. The proposal would return the building to its original use.
- The proposal would retain one residential unit on the site.
- The proposal would result in the loss of the commercial space within the building, however this is private medical consultation rooms, which does not constitute an employment or retail use. The building has been marketed as a mixed commercial and residential building with no interest. The site is not within the primary or secondary shopping frontages, and in any case is not in retail use and has no retail frontage. Given its original construction as a dwelling, its layout, size, appearance and its siting adjoining two residential dwellings, the building is not particularly suited to employment uses and is well suited to return to residential use.
- There is no parking either as existing or as proposed, however, the site is sustainably located in the city centre with shops, services and public transport nearby.
- The site features a private amenity space to the rear which would provide a garden for the proposed dwelling.
- The proposed use would be compatible with that of the adjoining properties which are residential dwellings. There would be no unacceptable impact upon residential amenity.

Recommendation: No objection.



Week 35
No committee items.

Week 36
Note: There are no reports for any week 36 items, as the weekly list of applications registered in week 36 is not published until 10th September.

Agenda Item 9

Adoption Statement: The Chichester Local Plan 2021-2039

Planning And Compulsory Purchase Act 2004 (as amended)

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) Regulation 17, 26 and 35)

Environmental Assessment of Plans and Programmes Regulations 2004 Regulation 16

Date of adoption:

Notice is hereby given that Chichester District Council adopted the Chichester Local Plan 2021 to 2039 on 19 August 2025 in accordance with the above regulations.

Subject matter and area covered:

The Chichester Local Plan 2021 - 2039 covers the District of Chichester excluding the part of the district covered by the South Downs National Park. The Chichester Local Plan 2021 - 2039 sets out the development strategy and policy framework for the plan area and will be used to make decisions on planning applications. The Plan is accompanied by a policies map which shows the policy allocations and designations.

The Chichester Local Plan 2021 to 2039 replaces the policies contained in the Chichester Local Plan Key Policies 2014-2029.

Modifications:

The Chichester Local Plan has been subject to examination by independent Inspectors appointed by the Secretary of State, Inspectors P Lewis BA (Hons) MA MRTPI and J Ayres BA (Hons) Solicitor. The examination hearings were held between 1 October and 13 November 2024. The Inspectors' Final Report on the examination into the Chichester Local Plan was issued on 21 July 2025 and concluded that the Local Plan is sound and legally compliant subject to the Inspectors' main modifications pursuant to section 23 (3) of the Planning and Compulsory Purchase Act 2004. The adopted Plan incorporates all the main modifications required by the Inspectors as set out in the Appendix to their Final Report as well as additional modifications which do not materially affect the policies.

Document availability

Copies of: this Adoption Statement; the adopted Chichester Local Plan 2021-2039; the Sustainability Appraisal (SA) of the Chichester Local Plan; and the Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA) of the Chichester Local Plan 2021-39 - Adoption Statement, are available to view and download free of charge at: www.chichester.gov.uk/localplan2039 where you can also view the Local Plan Map, Inspectors' Report and other associated documents.

Paper copies of: this Adoption Statement; the adopted Chichester Local Plan 2021-2039; the Sustainability Appraisal (SA); and the Sustainability Appraisal (SA) and Habitats Regulations

Assessment (HRA) of the Chichester Local Plan 2021-39 - Adoption Statement, will also be made available (for reference only) at the following locations:

Chichester District Council East Pallant House 1 East Pallant Chichester PO19 1TY	09.00-16.00 Mon-Fri
The South Downs Centre North Street Midhurst West Sussex GU29 9DH	09.00-16.30 Mon-Thurs 09.00 – 16.00 Fri
Libraries:	Typical library opening hours are shown – please check for any changes before visiting: https://www.westsussex.gov.uk/find-my-nearest/library/
Chichester Library Tower Street Chichester PO19 1QJ	09.00 – 18.00 Mon-Fri 09.00-17.00 Sat
Selsey Library School Lane Selsey PO20 9EH	10.00-17.00 Mon-Fri 10.00-14.00 Sat
Petworth Library High Street Petworth GU28 0AU	13.00-17.00 Mon-Wed 9.00 -13.00 Thurs-Sat
Midhurst Library The Grange Bepton Road Midhurst GU29 9HD	07.00 – 22.00 Mon-Fri 07.30 – 17.00 Sat 09.00 – 17.00 Sun
Southbourne Library First Avenue Southbourne	13.00-17.00 Mon-Fri 09.00-13.00 Sat

If you would like a copy of: this Adoption Statement; the adopted Chichester Local Plan 2021-2039; the Sustainability Appraisal, and/or Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA) of the Chichester Local Plan 2021-39 - Adoption Statement, by email or to buy a paper copy please contact the Planning Policy Team at planningpolicy@chichester.gov.uk , by telephone 01243 785166, or by post at Chichester District Council, East Pallant House, Chichester PO9 1TY. A document price list is available at: www.chichester.gov.uk/localplan2039

Legal Challenge:

Any person aggrieved by the adoption of the Chichester Local Plan 2021-39 may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004.

Any challenge pursuant to Section 113 must be made on the grounds that the document is not within the appropriate power and/or a procedural requirement has not been complied with. Any such application should be made promptly and, in any event, no later than the end of the six week period beginning with the day after the date on which the Chichester Local Plan 2021 to 39 was adopted (i.e. six weeks from 20th August 2025 being the day after adoption). Any such application should therefore be made no later than 11:59 PM on 30 September 2025

Agenda Item 10



FORM: ST01

Case Reference Number:

25/01675/STRTRC

(office use only)

LICENSING AUTHORITY

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

Application for a Street Trading Consent

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

1. Your personal details										
TITLE Please tick✓	Mr		Mrs		Miss		Ms	x	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, Chichester.										
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)

As above

3. Proposed Street Trading consent details (dates, days and numbers etc)

Name/Nature of proposed market/event Festive Markets

Name of street(s)/location(s) of proposed market/event East and North Street

Number of pitches/areas applied for 60

Maximum number of traders which will be present 60

Date(s) of proposed market/event
Saturday 6th December 2025
Sunday 7th December 2025

Saturday 13th December 2025
Sunday 14th December 2025

Total number of days of proposed market/event (duration of event) Four days (two events of Saturday & Sunday)

Proposed days of trading (Please tick✓)	Mon	Tues	Weds	Thurs	Fri	Sat x	Sun x
Proposed trading times on each day specified above	-	-	-	-	-	09.00 – 17.30	10.00 – 16.00
Please indicate which week/s of the month you will be trading (please circle)	1 st X	2 nd X		3 rd		4 th	

4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc)

Description of products/goods	Festive gifts, food and drink		
Arrangements and times of setting up/dismantling/removal stalls	Set up from 06.30 both days Dismantle 17.30 (Saturday) 16.00 (Sunday)		
Is this Street Trading Consent being applied for Charitable purposes (Please tick ✓)	Yes	No x	If yes – registered charity name and number
Name of Insurance Company for Public Liability (min £5 million pound cover). Copy of current certificate MUST be provided	Chichester District Council Gallagher		

5. Checklist	
I have within this application	Please tick ✓ yes
• Enclosed a copy of the current Certificate(s) of Public Liability Insurance	x
• 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	Invoice

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: 01/09/25

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: £778.00 for application (one day event). Plus £778.00 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.



No Stalls



Stall (3m x 2.5m)



Stall (4m x 3m to 7m x 3m)



Street furniture



Electrical box



Trees

Festive Markets 2025

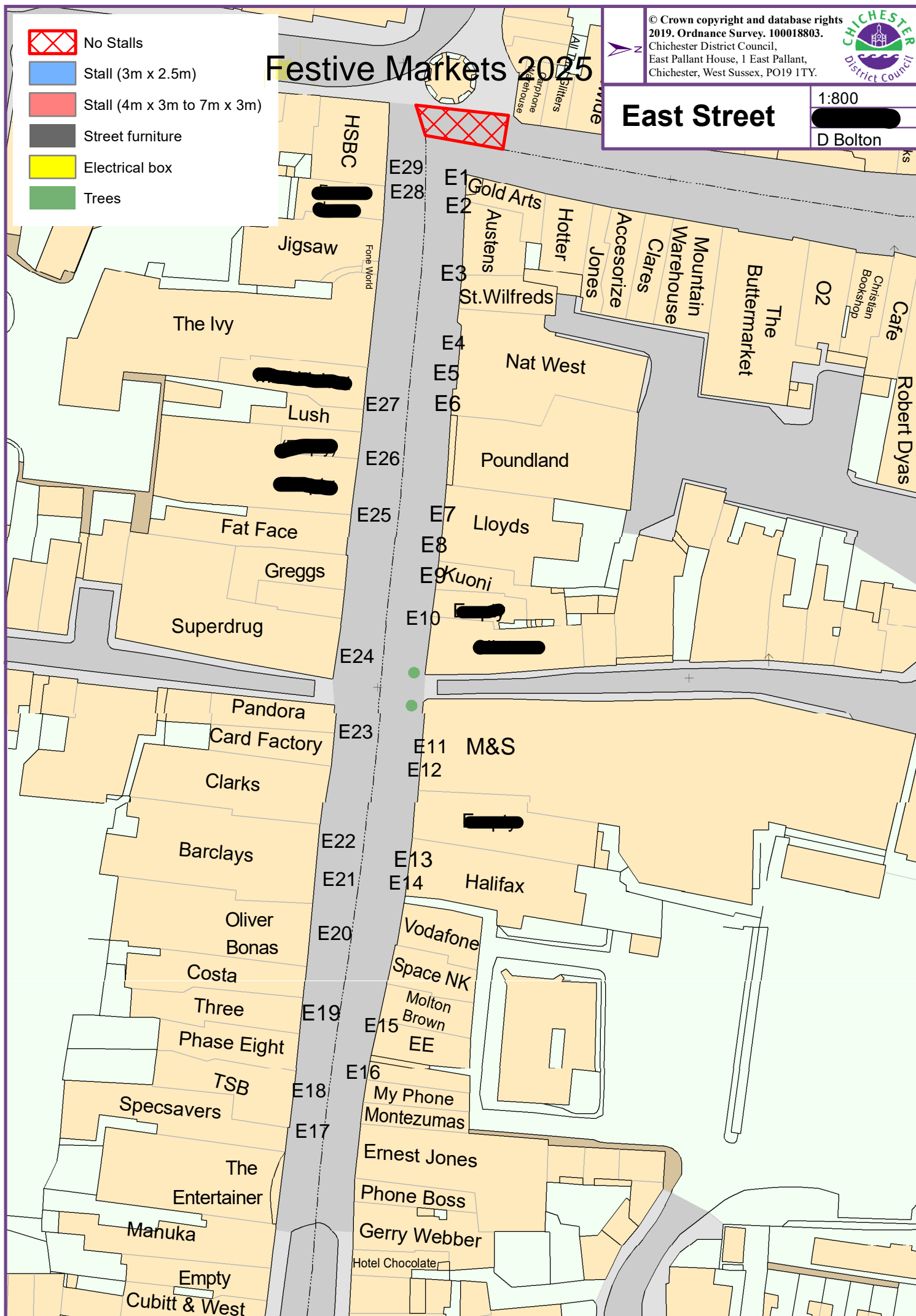
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2019. Ordnance Survey. 100018803.
Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY.



East Street

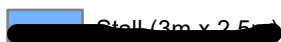
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D Bolton





No Stalls



Stall (3m x 2.5m)



Street furniture



Trees

Festive Market 2025



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2019. Ordnance Survey. 100018803.
Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY.

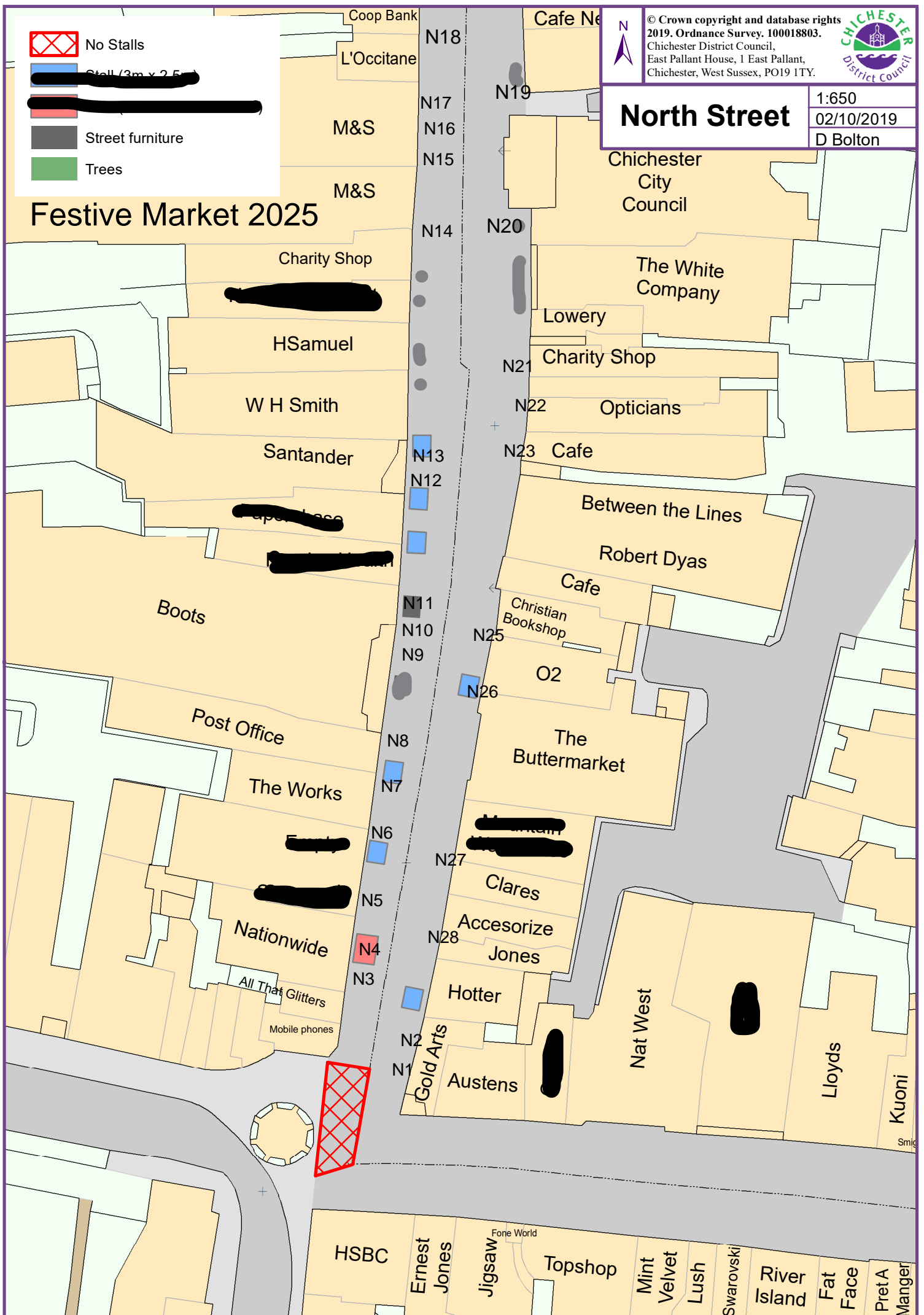


North Street

1:650

02/10/2019

D Bolton



Risk Assessment Form



Assessment for (provide full details of the activity/location/ equipment)	Chichester Festive Markets Chichester city centre East Street and North Street Saturday 6 th December Sunday 7 th December Saturday 13 th December Sunday 14 th December				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	01/09/25	Assessment ref. no. (if applicable)			Assessment review date	4 th December 2025 12 th December 2025		
Assessor's name	Frances Clayton	Contact number		24242				
Manager's name	Laurence Foord	Contact number		34742				
Who might be harmed	Staff Y Members of the Public Y Contractors <input type="checkbox"/> Visitors <input type="checkbox"/> Other employers employees on site 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				
Event staff safety	Event manager to always have personal alarm on. All staff to have fully charged mobile phones and volume on.				Have CDC emergency/out of hours number on phone.	Frances Clayton	ongoing	

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.	<p>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 designated parking areas., Little London and Baffins Lane. 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 packdown at end of market otherwise risk of collision</p>	1	2	2				
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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 a 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 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 either under CDC, Petworth Pop up or Chichester College to have Public Liability Insurance. Expensive produce not to be displayed at front of stalls.	1	1	1	All parties.			

Hostile Vehicle Mitigation/terrorist activities	Keep regular review of local threat levels. Make all traders aware of procedures and contacts if they see anything suspicious or unattended baggage near stands. Placement of stands not blocking exit routes. Bollards in place at Cross.	1	3	3	Frances Clayton			
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Agenda Item 10



FORM: ST01

Case Reference Number:

25/01676/STRTRC

(office use only)

LICENSING AUTHORITY

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

Application for a Street Trading Consent

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

1. Your personal details									
TITLE Please tick✓	Mr		Mrs		Miss		Ms	X	Other (please state)
Surname	Clayton								
Forename(s)	Frances								
I am 18 years old or over. Please tick ✓								Yes	✓
								No	
HOME ADDRESS (we will use this address to correspond with you unless you complete the separate correspondence box below)									
Chichester District Council Events and Promotions Officer Licensing East Pallant House									
Post town Chichester					Post code PO19 1TY				
TELEPHONE NUMBER(S)									
Daytime	01243 521174								
Evening									
Mobile	07767 291 356								
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail) Frances Clayton 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) Frances Clayton fclayton@chichester.gov.uk	

2. Company/Organisation details (if applying on behalf of)	
Name of company/organisation	Chichester District Council
Company/organisation address	
Chichester District Council East Pallant House	
Post town Chichester	Post code PO19 1TY
TELEPHONE NUMBER(S)	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail) farmersmarket@chichester.gov.uk	

3. Proposed Street Trading consent details (dates, days and numbers etc)							
Name/Nature of proposed market/event	Cross Market & More						
Name of street(s)/location(s) of proposed market/event	North Street, East Street, West Street, South Street						
Number of pitches/areas applied for	40						
Maximum number of traders which will be present	40						
Date(s) of proposed market/event	Sunday 12 th October 2025 Sunday 22 nd March 2026						
Total number of days of proposed market/event (duration of event)	2 days (single event day twice)						
Proposed days of trading (Please tick✓)	Mon	Tues	Weds	Thurs	Fri	Sat	Sun X

Proposed trading times on each day specified above	-	-	-	-		-	10.00 16.00-
Please indicate which week/s of the month you will be trading (please circle)		X	X				

4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc)

Description of products/goods	Artisan crafts, street food, jewellery, arts and bespoke items		
Arrangements and times of setting up/dismantling/removal stalls	Combination of CDC Farmers' Market stalls and traders using their own stalls. Set up will be from 07.30am until 9.30am. Taking down from 16.00hrs		
Is this Street Trading Consent being applied for Charitable purposes (Please tick ✓)	Yes	No	If yes – registered charity name and number
Name of Insurance Company for Public Liability (min £5 million pound cover). Copy of current certificate MUST be provided	Chichester District Council Gallagher		

5. Checklist

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

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	Frances Clayton	Print name: Frances Clayton	Date: 01 Sept 2025
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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: £778.00 for application (one day event). £778.00 for each additional day of the (commercial) 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.



D Bolton

 Trees





No Stalls

Stall (3m x 2.5m)



Street furniture



Trees

CM&M 16th March



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2019. Ordnance Survey. 100018803.
Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY.

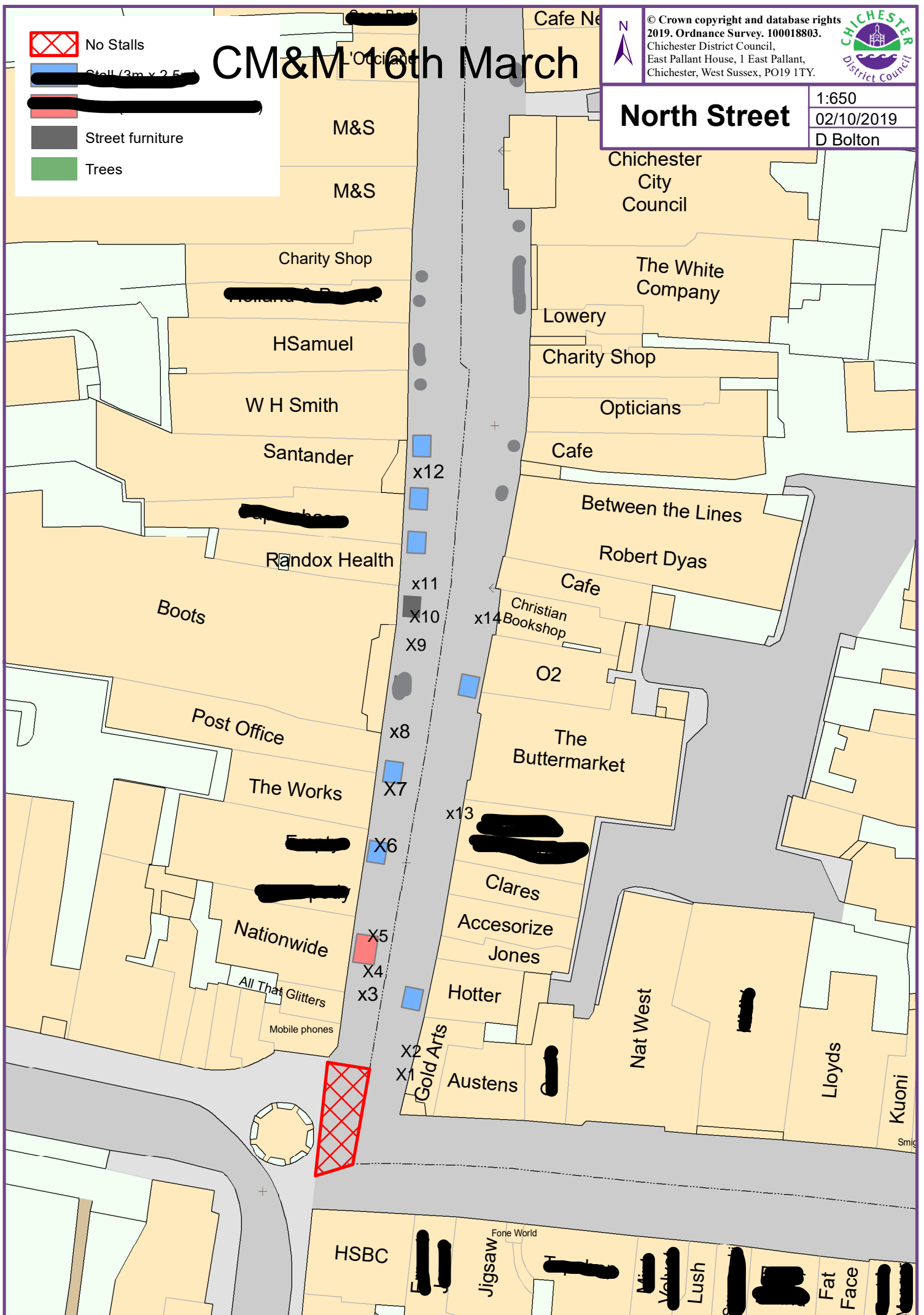


North Street

1:650

02/10/2019

D Bolton



Risk Assessment Form



Assessment for (provide full details of the activity/location/ equipment)	Chichester Cross Market & More Chichester city centre East Street and North Street Sunday 12 th October 2025 Sunday 22 nd March 2026		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	01/09/2025	Assessment ref. no. (if applicable)		Assessment review date	9th October 2025 & 19th March 2026
Assessor's name	Frances Clayton	Contact number	24242		
Manager's name	Laurence Foord	Contact number	34742		
Who might be harmed	Staff Y Members of the Public Y Contractors <input type="checkbox"/> Visitors <input type="checkbox"/> Other employers employees on site 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				
Event staff safety	Event manager to always have personal alarm on. All staff to have fully charged mobile phones and volume on.				Have CDC emergency/out of hours number on phone.	Frances Clayton	ongoing	
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.	<p>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 designated parking areas., Little London and Baffins Lane. 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</p>	1	2	2				
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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 a 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 4 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 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 either their own, or are under CDC or Chichester College to have Public Liability Insurance. Expensive produce not to be displayed at front of stalls.	1	1	1	All parties.			

Agenda Item 13



Chichester City Council

City Council Speed Indicator Devices (SIDs) and Smiley Activated Messages (SAMs)

Report to the Planning and Conservation Committee – 11 September 2025

The City Council currently manages two devices – one SID and one SAM as follows:

- SID – due to device weight, can only be mounted on specific poles, located where the City Council has installed pavement sockets:
 - o St Pauls Road – northbound and southbound (in the vicinity of Washington/Cavendish Streets).
 - o Broyle Road – northbound and southbound (in the vicinity of King George Gardens).
 - o Westgate – eastbound and westbound (between Henty Gardens/Mount Lane and Parklands).
 - o St Pancras – eastbound and westbound (adjacent to Alexandra Road and the Old Dears Almshouses).
- SAM – lighter device, mountable on brackets on properly licenced lamp posts. These are currently:
 - o Bognor Road – eastbound and westbound (in the vicinity of the junction with Florence Road).
 - o Whyke Road – northbound and southbound (in the vicinity of the junctions with Willowbed Drive).

Further SAM lamppost locations have been licenced as follows:

- St James Road – northbound and southbound (in the vicinity of the allotments/Portfield Academy).
- New Park Road – northbound and southbound (either side of the junction with Priory Road).

NOTES:

- According to WSCC Highways regulations:
 - o SIDs must not be installed on a single post for more than two weeks in any given three month period.
 - o SAMs must not be installed on a single post for more than two weeks with a minimum of six weeks between rotations.
- WSCC Highways advice is that increasing the number of devices could lead to them being less effective due to warning sign “blindness” or “fatigue”.
- Lamp post licences currently have different expiry dates:
 - o St Pauls Road, Broyle Road, Westgate, St Pancras, Bognor Road and Whyke Road – indefinite
 - o St James Road and New Park Road – two years
- The SID is capable of collecting anonymised data regarding the speeds of the vehicles passing it. This was previously processed and summary information sent to Councillors but no further use was made of it so this was stopped due to Officer resource availability.

- SID posts require a socket to be set in the pavement. Posts cannot be left in place between the device being mounted for use which means a heavy, 3m long pole needs to be moved around with the devices (with the exception of Broyle Road where the brackets are mounted on highways posts that the City Council paid to upgrade.
-
- Further requests for locations in Oliver Whitby Road and Orchard Street are currently being discussed.

Committee is asked to:

- Note the update regarding SID/SAM locations
- Approve the purchase of four additional brackets for the SAM device at the St James Road and New Park Road locations (approx. total £400+VAT).
- Consider the implications of increasing numbers of locations on the Property Team resources required to schedule and move the devices around
- Take account of the life span of the devices and potential replacement costs.
 - Original purchase prices (excluding additional brackets and options):
 - SID (May 2021) - £4140+VAT
 - SAM (August 2024) - £2550+VAT

Agenda Item 14



Chichester City Council

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer - Duties and Powers

- 1.1 The Deputy Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer - Duties and Powers

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - a. Receive declarations of acceptance of office;
 - b. Receive and record notices from Councillors disclosing interests;
 - c. Receive and retain plans and documents;
 - d. Sign Notices or other documents on behalf of the Council;
 - e. Receive copies of By-laws made by the Unitary Council;
 - f. Certify copies of By-laws made by the Council;
 - g. Sign and issue summonses to attend meetings of the Council.
 - h. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
 - i. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a. The day-to-day administration of services, together with routine inspection and control.
 - b. Day to day supervision and control of all staff employed by the Council.
 - c. Authorisation of routine expenditure within the agreed budget.
 - d. Emergency expenditure up to £25,000 outside of the agreed budget in consultation with the RFO the chair of council or vice chair of council. All expenditure to reported to the next appropriate meeting.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.
- 2.4 Extend the delegation of Council and Committee decisions to the Town Clerk in consultation with the Chair and Vice Chair of the Council and relevant Committees during any period of restricted activity declared by the Government in respect of a civil or health emergency. Such delegation to enable the Council to fulfil its responsibilities to its residents.

3. **Council**

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:
- a. Setting the Precept;
 - b. Borrowing money;
 - c. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - d. Making, amending or revoking By-laws;
 - e. Making of Orders under any Statutory powers;
 - f. Matters of principle or policy.
 - g. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
 - h. Any proposed new undertakings;
 - i. Prosecution or defence in a court of law;
 - j. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
 - k. Approving the annual return;
 - l. Confirming eligibility to exercise the General Power of Competence

4. **Standing Committees**

- 4.1 The **Finance Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
 - b. Monitoring of annual budgeted expenditure
 - c. Oversight and monitoring of the performance of Council financial investments and reserves.
 - d. Oversight and monitoring of Council governance procedures.
 - e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
 - g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
 - h. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements. The following Sub-Committees report to this Committee:
 - i. Personnel Sub-Committee
 - ii. Property Sub-Committee
 - iii. Business Plan Sub-Committee

- 4.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.1.2 The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
- 4.1.3 The Finance Committee has appointed the following Sub-Committees with delegated powers to fulfil its' requirements:
 - 4.1.3.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council.
 - i. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
 - 4.1.3.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
 - 4.1.3.1.2 The Personnel Sub Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.
 - 4.1.3.1.3 It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
 - 4.1.3.1.4 In order to ensure, as far as possible, that such matters as Appraisal, Grievance, Disciplinary and Capability issues are

dealt with professionally and in accordance with Employment legislation, all members of the Staffing committee must undertake training in these matters.

- 4.1.3 .2 The **Property Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
- 4.1.3.2.2 The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
 - c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
- 4.1.3 .3 The **Business Plan Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. Preparation of reports to Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
 - d. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.

- 4.1.3.3.2 The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Adoption of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
- 4.2 The **Planning and Conservation Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
 - i. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- 4.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
 - 4.2.2 The following matters are reserved to the Council for decision, but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
- 4.3 The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
 - e. Issues related to amenities and facilities provided for the City by other authorities and organisations.
 - f. Recipients of Annual Civic Awards.
 - g. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - h. Allocation and monitoring of grants from the annual Grant Budget.
 - i. Annual review of effectiveness of all services delivered by the Council to the local community.
 - j. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - k. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.

- I. Monitoring of new project and initiatives put forward by this committee.
- 4.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.3.2 The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
 - a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year
- 4.4 There are no other Standing committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee is formed by means of a Minute detailing the Terms of Reference.

5. Working Groups and Parties

- 5.1 Working Groups/Parties may be formed by resolution of the Council, Committee or Sub-Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council, Committee or Sub-Committee that formed it.

6. Delegation to the City Council Planning Adviser

- 6.1 In certain circumstances The City Council Planning Adviser is delegated to make the decisions on behalf of the Planning and Conservation Committee:
 - a. As the City Council does not have the resource to comment on every application, the applications which have the least potential for impact upon matters of public interest are assessed and screened by the planning adviser upon receipt of the weekly list. Those screened out include applications relating to trees, minor householder applications, and legal determinations as to whether planning permission is required or whether a development is lawful.
 - b. Applications with greater potential for impact on the public realm, such as large-scale householder applications, changes of use, or advertisements not conforming to the Chichester shop front design guidance, are taken to the Planning and Conservation Committee.
 - c. Major applications (proposing 10 or more dwellings or development which is particularly controversial) are heard at Planning and Conservation Committee. This Committee also covers any policy issues or consultations from relevant bodies, enforcement and appeals.
 - d. Minor amendments to applications are responded to by the Planning Adviser, in consultation with the Chairman, or in accordance with the comments of the planning committee which considered the original application.

7. Delegation - limitations

- 7.1 Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Agenda Item 14



Chichester City Council

Terms of Reference Planning and Conservation Committee

1. The Planning and Conservation Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Planning and Conservation Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Planning and Conservation Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Planning and Conservation Committee shall meet monthly and the dates shall be included in the Schedule of Meetings
8. The Planning and Conservation Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licencing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
9. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
10. The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the City Council Standing Orders.
11. Any member of the Planning Committee can ask the Clerk to request an extension of time from Chichester District Council to adequately respond to an application.

12. Where a site visit is requested by an applicant or an objector the member of the Planning and Conservation Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.
13. Where the Planning and Conservation Committee object to an application the Chair of the Committee is authorised to attend the relevant Chichester District Council Planning Committee and to speak on behalf of the City Council.
14. The recommendations and decisions made at the Planning and Conservation Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
15. All correspondence shall be conducted through the Town Clerk wherever possible.
16. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)