



Chichester City Council

MEETING OF THE PLANNING AND CONSERVATION COMMITTEE

AGENDA

You are hereby summoned to attend a meeting of the council of the city of chichester to be held at 16:00 on Thursday 09 October 2025 in the Council Chamber

Town Clerk

3 October 2025

PL2025/18.APOLOGIES FOR ABSENCE

To note apologies received from Members of the Committee in advance of the meeting.

PL2025/19.DECLARATIONS OF INTEREST

Declarations of interest by Members of the Committee in matters on the agenda for this meeting.

PL2025/20.PUBLIC QUESTIONS

To answer questions (if any) from members of the public being pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025):

Would the City Council be able to reconsider their original planning comments to the as yet undetermined application 22/00160/FUL in light of the recent approval of planning application 23/02608/FUL and the potential impact this may have on local parking spaces?

PL2025/21.MINUTES OF THE PREVIOUS MEETING(S)

To approve and sign as a correct record the minutes of the Planning and Conservation Committee meeting(s) held on 11 September 2025.

PL2025/22.UPDATES ON ACTIONS FROM THE PREVIOUS MEETING(S)

PL2025/23.APPLICATIONS FOR PLANNING PERMISSION

Review and discuss applications for planning permission as reported by the Planning Adviser. Refer to the attached report for details.

PL2025/24.NEW PLANNING APPLICATIONS RECEIVED SINCE PUBLISHING OF THE AGENDA

Discuss new planning items received since the agenda was published, as reported by the Planning Adviser.

PL2025/25.REVIEW OF DELEGATED AUTHORITY OF CITY COUNCIL PLANNING ADVISER

To consider the proposed changes to the delegated authority of the City Council Planning Adviser.

(report attached)

PL2025/26.STREET NAMING FOR ACCESS ROAD TO JESSE YOUNGHUSBAND SCHOOL

To consider the recommendations for the street name for the access road to the new Jesse Younghusband school.

(report attached)

PL2025/27.NET ZERO MATTERS

Review and discuss matters related to achieving net zero emissions.

PL2025/28.ENFORCEMENT MATTERS

Town Clerk to report on enforcement matters concerning planning and conservation.

PL2025/29.TRAFFIC ISSUES

Review and discuss matters related to traffic issues.

PL2025/30.ITEMS TO BE INCLUDED ON THE NEXT AGENDA

PL2025/31.DATE OF NEXT ORDINARY MEETING

Confirm the date of the next ordinary meeting: Thursday 6 November 2025.

PLANNING REPORTS WEEKS 37 38 39 and 40 of 2025. OCTOBER Committee.pdf

Proposed delegation wording changes.pdf

SNN2025.016 - Access rd to new Jesse Younghusband site - Report to P_C Comm~.pdf



Chichester City Council

PLANNING ADVISER'S REPORT FOR THE PLANNING AND CONSERVATION COMMITTEE MEETING ON 9 OCTOBER 2025 AT 4PM

Weeks 37-38
No committee items.

Week 39

CC/25/02079/LBC - Case Officer: Annie Gietzold

St Johns Chapel St Johns Street Chichester West Sussex

Construction of wheelchair accessible path and formation of a universal access WC.

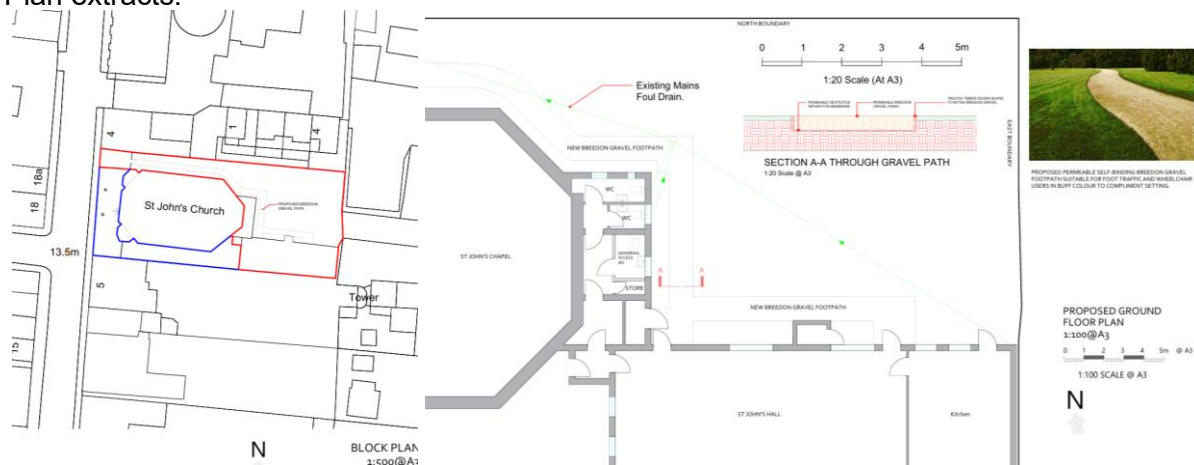
To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T206D4ERL0U00>

Key issues:

- The application is for Listed Building Consent for a wheelchair accessible, 'self-bonding' gravel path around the side and rear of the listed building, together with internal changes to form an accessible WC and a store cupboard adjacent to the existing WCs.
- The application relates to a grade II listed building in the Conservation Area. S16 and s72 of the Planning (Listed Building and Conservation Areas) Act 1990, and Paragraphs 212-215 of the NPPF 2024 set out that development should not result in harm to heritage assets, unless the harm would be outweighed by the public benefits of the scheme.
- No changes are proposed to the external elevations of the building.
- There would be no harm to the significance of the listed building and no harm to the character or appearance of the Conservation Area.
- The Conservation Officer comments that "The proposed works are acceptable in listed building terms. They cause no harm to the heritage asset and have a significant level of public benefit in providing level access".

Recommendation: No objection.

Plan extracts:



Week 40

Note: There are no reports for any week 40 items, as the weekly list of applications registered in week 40 is not published until 8th October.

Report for Planning & Conservation Committee Meeting on Additional Proposed Changes to Terms of Reference and Scheme of Delegation.

Prepared by Planning Advisor

2nd October 2025

Background

At the meeting held on 11 September 2025 the Planning Adviser requested that the scheme of delegation be updated to reflect changes in working practices following the reduction in notice period to comment on planning applications from CDC to parishes.

Additionally, a few minor changes are recommended to reflect current national planning policy and the strategic planning policy framework.

All proposed changes are highlighted in yellow.

Recommendation

That the proposed changes are adopted as highlighted.

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. Licensing Matters
 - d. To comment on behalf of the Council on Local 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. Issues related to the provision of public amenities in the city centre including, but not limited to, planting schemes, hanging baskets and street furniture.
 - i. Meeting net zero targets and mitigating climate change impacts.
 - j. Approval of expenditure items within the Committee's existing annual budget relating to activities delegated to the Committee by Council.
 - k. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - l. Monitoring of new projects and initiatives put forward by this committee.
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 agreed to, following a request 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 any Member of the Committee, the Planning Adviser, or the Clerk, 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.

Delegation to the City Council Planning Adviser

- 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 condition discharge, trees, advertisements, non-major or householder applications with limited public realm impact, prior notifications, and legal determinations as to whether planning permission is required or whether a development is lawful.
 - b) Major applications and non-major applications with greater potential for impact on the public realm, and any applications requested by a Committee Member, which have an open consultation period at the time of the committee, may be taken to the Planning and Conservation Committee.
 - c) In addition to applications, this Committee also covers any policy consultations or related issues from the Local Planning Authority or other relevant bodies, enforcement and appeals.
 - d) The Planning Adviser may issue delegated comments on any non-major application, or in relation to amended plans on any application. The Planning Adviser may issue delegated comments on any other planning matters, including major applications, where the consultation period expires prior to the date of the next Committee.

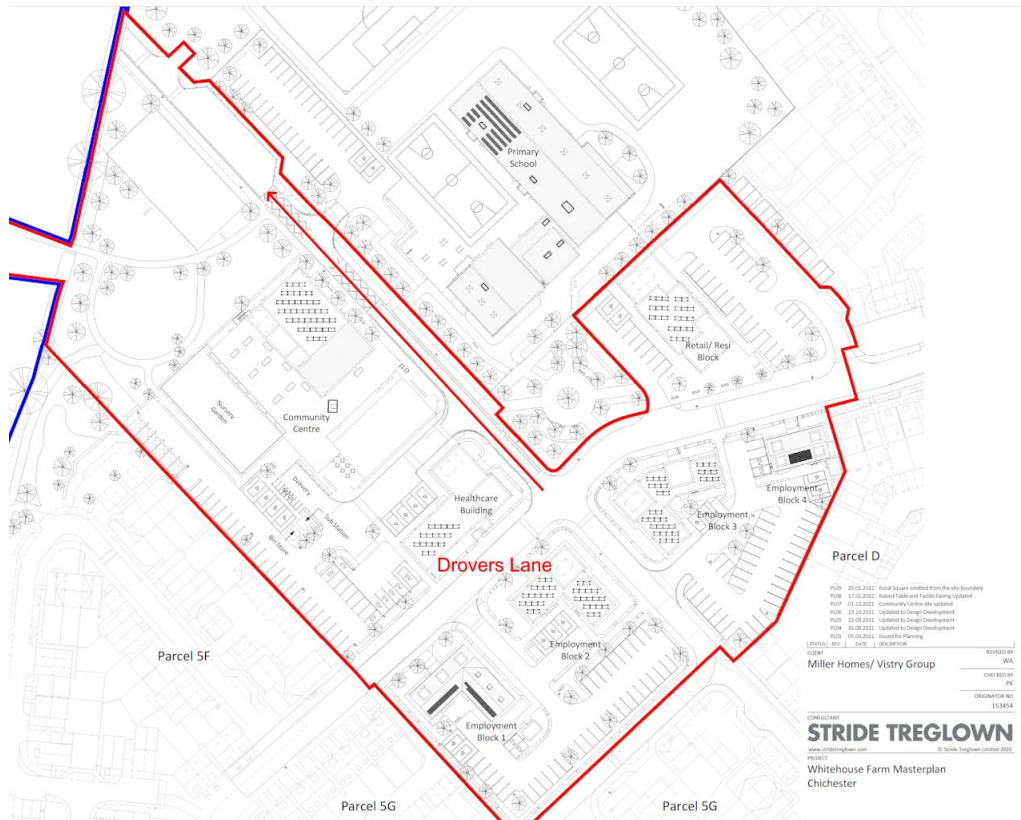


Chichester City Council

Report to Planning and Conservation Committee – 9 October 2025

Streetnaming application: SNNM2025.016 – access road to Jesse Younghusband School (new site) and new community facilities at Minerva Heights.

Further to the move of Jesse Younghusband School to its new site on Minerva Heights, it has been noted that the access road for the school is, as yet, unnamed.



Historically, the fields in that area were named XX Acres Field and the CDC Archaeological Officer has not been able to propose anything else.

Councillor Scicluna has proposed Younghusband Way:

Councillor Scicluna notes: *“I have been wanting to put Jessie’s name on a road for some time, and this seems the obvious one. Jessie Younghusband (whom I briefly met when I worked in the Education department at County Hall after I left school - my first job) was one of the two very first women elected to the City Council. It was 1928 and she stayed on Council for some years. The last time I can find her re-election is 1946. (Alice Eastland was the other woman, and she has had her name on a street for many years).”*

Further information about Jessie Younghusband (sourced from the School’s website):

- Jessie Younghusband was born in 1892 in Eastbourne, East Sussex.
- Her full name was Jessie Madeleine Younghusband.
- Her father was a clergyman; she had three brothers.
- Jessie's grandfather was a canon of Chichester Cathedral and a Principal of Bishop Otter College.

- She lived at 60 North Street with her mother; later she moved to Cambrai Avenue, to a small detached house called “Southlea”.
- A great deal of her life was spent doing voluntary work with the City Council as Chairman of the Managers of Chichester County Primary Schools, the Red Cross and other organisations in Chichester.
- She was frequently to be seen around Chichester with her bicycle and her pointer dog, wearing her Red Cross uniform.
- She had a kind and gentle manner.
- Jessie Younghusband was the aunt of Beau Younghusband. He found our website when he was surfing the Internet and came to visit our school.

Guidance on street naming (extracted from the current Chichester City Council Streetnaming Policy:

- Names of living people are not permitted in case the person falls in to disfavour later in their lives.
- Types of thoroughfare are generally applied as follows:
 - All new street names should ideally end with a suffix to distinguish a street from a building name or locality. The following list recommends usual practice. It is not exhaustive and sometimes other descriptive words are more appropriate:
 - Street (for any thoroughfare) Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads, usually tree lined)
 - Drive (for residential roads/cul de sac)
 - Grove (for residential roads, usually tree lined)
 - Lane (for any through fare)
 - Gardens (for residential roads/cul de sac) - subject to there being no confusion with any local open space
 - Place (for residential roads)
 - Crescent (for a crescent shaped road)
 - Close (for a cul-de-sac only)
 - Square (for a square only)
 - Hill (for a hillside road only)
 - Circus (for a large roundabout)
 - Vale (for residential roads usually at foot of a hill)
 - Rise (for residential roads usually associated with a hill)
 - Row (for residential roads, usually a straight road)
 - Mews (for residential roads/cul de sac)
 - Suffixes needing careful consideration as it may give a false impression of location:
 - End
 - Cross
 - Court
 - Side
 - View
 - Meadow
 - Park

RECOMMENDATION:

Given the lack of direct historical connections in the area and the suffix guidance above, Councillors are asked to choose one of the following:

- Younghusband Drive
- Acres Drive

Gareth Bowen
Council Services and Support Manager
2nd October 2025