



Chichester City Council

MEETING OF PLANNING AND CONSERVATION COMMITTEE

Minutes

Date Thursday 9 October 2025

Time 16:00 -- 16:36

Location Council Chamber

PRESENT: Councillors C Gershater (CG), Vivian (JV) and Apel (CA),

EX-OFFICIO The Mayor, Councillor Sean McHale (SMH)

ALSO IN ATTENDANCE: Council Services and Support Manager (CSSM), Communications, Civic and Council Support Officer (CCCSO), Planning Adviser (PA), West Sussex County Councilor, Simon Oakley and one member of the public.

PL2025/18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Butler and Russell.

Councillor Chant was absent.

PL2025/19. DECLARATIONS OF INTEREST

No declarations of interest were made by any of the members present.

PL2025/20. PUBLIC QUESTIONS

A resident of York Road raised concerns about the parking situation exacerbated by ongoing developments by Greyfriars Housing Association. The resident detailed the displacement of parking due to new housing units and the removal of trees, which were initially promised to remain. He highlighted the cumulative effect on local parking and safety, supported by photographs and a site plan and asked if the City Council would consider amending their comments previously submitted for planning application 22/00160/FUL.

The Chair responded, stating that reopening previously considered planning applications would set a bad precedent and advised the resident to engage with the District Council, where a decision on the planning application was yet to be made.

The resident expressed frustration over the lack of updated parking surveys and the handling of objections, urging the committee to reconsider their stance. The Chair and other councillors discussed the procedural limitations and advised the resident to pursue the matter further with their Chichester District Council Ward Councillor, to ensure it is brought to the District Council Planning Committee.



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

The minutes of the meeting held on 11 September 2025 were agreed as an accurate record of the meeting.

Decision: The minutes of the previous Planning and Conservation Committee meeting held on 11 September 2025 were approved and signed as a correct record.

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

The CCCSO, provided updates on actions from the previous meeting. They mentioned an upcoming meeting of the West Sussex County Council Bus Shelter working group, where two members of the committee will attend, and confirmed that the Planning Adviser had submitted the Planning Comments from the previous meeting to the District Council.

The CSSM reported that brackets for the additional Speed Indicator Device had arrived and would be installed soon. There was a discussion about uploading the Neighbourhood Plan Report to the website, with members agreeing that loose ends needed to be tied up.

The CCCSO was requested to bring any outstanding actions to the next committee meeting.

Task: Bring any outstanding actions to the next committee meeting.

Task: Numbering of supporting documents should align with the new Agendas produced by Decisions.

PL2025/23. APPLICATIONS FOR PLANNING PERMISSION

The Planning Adviser summarised the planning application for St John's Chapel, which is a proposal for the construction of a wheelchair-accessible path and a WC within the listed building.

After a brief discussion about the necessity and implications of public conveniences in churches, the committee unanimously agreed on the recommendation of NO OBJECTION.

Decision: The committee unanimously agreed on the recommendation of NO OBJECTION to the planning application CC/25/02079/LBC for St John's Chapel.

Task: Submit Comments to Chichester District Council

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

No new committee items were received.



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

The PA introduced the item, explaining that the review involved updating and tidying up the wording related to the functions of the Planning and Conservation Committee and the delegated authority of the PA. They noted that some plans previously referred to no longer exist, necessitating updates to those references. Additionally, the previous wording authorised the Chair to speak at the Chichester District Council Planning Committee, but it was clarified that often another committee member, the Town Clerk, or the Planning Adviser could be tasked to speak.

The review also considered recent changes to the delegation process, where objections must be submitted within a specific timeframe to be considered by Chichester District Councils Planning Committee. The updated wording now delegates the PA to submit responses to any non-major applications, and to major applications where these expire prior to the next committee meeting. This allows them to issue holding objections to ensure that if the Committee object, the matter will go to CDC's Planning Committee.

Decision: The recommendation to update and tidy up the wording related to the functions of the Planning Committee delegated authority of the City Council Planning Adviser was unanimously approved.

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

The Council Services and Support Manager presented the report on street naming for the access road to Jesse Younghusband School. He explained that the road had never been named, resulting in the school lacking a formal address and postcode.

It was reported that Councillor Scicluna had suggested the name "Younghusband Way". The CCSM had also consulted with the Chichester District Council archaeological officer for historical names but noted they had exhausted options in the area. The discussion included the possibility of using "Acres Drive" as an alternative name, referencing the land's historical name.

Members debated the two proposals, with some preferring "Acres Drive" due to its historical connection. The committee discussed the shortage of historical names in the Minerva Heights area and plans to consult with local historians and the Madge Turner project group to compile a list of notable women's names in Chichester.

Committee resolved to proceed with "Acres Drive" for the access road, recognising the need for a formal address and postcode for the school and community facilities.

Decision: The committee agreed to proceed with "Acres Drive" for the access road to Jesse Younghusband School.

PL2025/27. NET ZERO MATTERS

No Net Zero Matters were brought forward for this meeting.

PL2025/28. ENFORCEMENT MATTERS

No Enforcement Matters were brought forward for this meeting.



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PL2025/29. TRAFFIC ISSUES

No Traffic Issues were brought forward for this meeting.

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

- East Broyle Residents Association to be invited to the next meeting to discuss the school crossing.
- Review Community Highway Schemes.
- Review of previous meetings actions.
- Report on Net Zero on what is left to achieve and a timeline.
- Report on Public realm items that we oversee.
- Committee Budget to be brought back in the next meeting.
- Numbering of supporting documents should align with the new Agendas produced by Decisions.

Task: Include items on the next Agenda

Task: Invite members of East Broyle Residents Association

PL2025/31. DATE OF NEXT ORDINARY MEETING

The committee confirmed the date of the next ordinary meeting as Thursday, 6 November 2025.