

Public Document Pack

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A meeting of **Cabinet** will be held in Committee Room 2, East Pallant House on **Tuesday 7 June 2016 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

AGENDA

- 1 **Minutes** (Pages 1 - 8)
To approve as a correct record the minutes of the Cabinet meeting held on 3 May 2016.
- 2 **Urgent Items**
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 12(b).
- 3 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

RECOMMENDATIONS TO COUNCIL

- 5 **Making the Birdham, Tangmere and Wisborough Green Neighbourhood Plans** (Pages 9 - 11)
Further to minutes 146, 147 and 164 and in the light of local referendums and the recommendations from the Development Plan and Infrastructure Panel, to recommend the Council to make the Birdham, Tangmere and Wisborough Green Neighbourhood Development Plans part of the Development Plan for Chichester District (excluding the areas within the South Downs National Park).
- 6 **Chichester Site Allocation: Draft Development Plan Document (DPD): further consultation** (Pages 12 - 16)
To consider the recommendations from the Development Plan and Infrastructure Panel and to recommend to Council that a) further public consultation be approved on the Site Allocation: Preferred Approach Development Plan Document and b) that authority be delegated to the Head of Planning Services to enable amendments to the document prior to its publication.

KEY DECISIONS

- 7 **Delivery of the Tangmere Strategic Development Location** (Pages 17 - 24)
The Cabinet is requested to consider the recommendations from the Development Plan and Infrastructure Panel to instruct professionals to undertake a valuation of the site and to advise on technical and legal matters regarding the compulsory purchase order and, subject to satisfactory approval, to approve consultants to prepare a masterplan for the site and to allocate funding of £100,000 for these matters.
- 8 **Southern Gateway Masterplanning - Project Initiation Document** (Pages 25 - 27)
To consider the recommendations from the Development Plan and Infrastructure Panel and to approve the Southern Gateway Masterplanning Project Initiation Document and consultant's brief and to allocate funds of up to £50,000 from reserves to procure consultants to prepare a masterplan for the Southern Gateway area.
- 9 **Chichester Wellbeing** (Pages 28 - 31)
To accept West Sussex County Council funding of £289,442 to deliver the Wellbeing Service in line with the partnership agreement and agreed business plan.

OTHER DECISIONS

- 10 **West Sussex Joint Minerals Local Plan Draft** (Pages 32 - 34)
To consider the recommendation from the Development Plan and Infrastructure Panel to endorse the Council's formal response to the consultation on the draft Joint Minerals Local Plan.
- 11 **Review of Character Appraisal and Management Proposals for Chichester Conservation Area and implementation of associated recommendations** (Pages 35 - 41)
To approve the revised Chichester Conservation Area character appraisal, management proposals and changes to the conservation area boundary and the implementation of Article 4 Directions to cover minor alterations and to approve the undertaking of an assessment of the Summersdale area to assess its potential for conservation area designation.
- 12 **S106 Community Facilities - Chidham and Hambrook Village Hall** (Pages 42 - 44)
To release the sum of £84,000 of S106 Community Facilities contributions to Chidham and Hambrook Village Hall Management Committee for identified enhancements to their building.
- 13 **The Novium Forward Plan 2016-17** (Pages 45 - 48)
To consider and approve The Novium Museum's forward plan for 2016-17, to note the responses to the questions from the Overview and Scrutiny Committee (OSC) raised at its meeting on 15 March 2016 and to approve the appointment of a member of the OSC to any Task and Finish Group which may be set up to consider the Novium Museum option appraisal. Members are requested to refer to the OSC agenda (15 March 2016) for the background papers to this item.
- 14 **Report of Urgent Decision - Chichester Careline** (Pages 49 - 50)

To note the use of the urgent decision process to approve an exception to tender for the Careline monitoring equipment, maintenance and upgrade arrangements.

15 **Appointments to Panels and Forums** (Pages 51 - 55)

To establish and appoint members to serve on Panels and Forums for 2016-2017.

16 **Appointments to Outside Bodies** (Pages 56 - 59)

To appoint representatives to serve on external organisations for 2016-2017.

17 **Exclusion of the Press and Public**

There are no restricted items for consideration.

18 **Consideration of any late items as follows:**

- a) Items added to the agenda papers and made available for public inspection
- b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting



Minutes of the meeting of the **Cabinet** held in The Old Court Room, The Council House (Chichester City Council), North Street, Chichester on Tuesday 3 May 2016 at 9.30 am

Members Present: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

Members not present:

In attendance by invitation:

Officers present all items: Mrs D Shepherd (Chief Executive), Mr S Carvell (Executive Director), Mr P E Over (Executive Director), Mr J Ward (Head of Finance and Governance Services) and Mr P Coleman (Member Services Manager)

190 **Minutes**

RESOLVED

That the minutes of the meeting of the Cabinet held on Tuesday, 12 April 2016, be signed as a correct record.

191 **Urgent Items**

There were no urgent items for consideration at this meeting.

192 **Declarations of Interests**

No interests were declared at this meeting.

193 **Public Question Time**

No public questions had been submitted.

194 **Local Plan Review - Project Initiation Document (PID)**

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mrs Taylor introduced the report. She pointed out that the Local Plan was the foundation for the determination of planning applications. The current Local Plan had been adopted in 2015, but the Planning Inspector who conducted the examination into the soundness of that plan indicated that it could only be found

sound and therefore be adopted if it was subject to an early review to be completed within five years.

She appreciated that a review raised anxieties in the community and, therefore, it was important to have a transparent programme, with a clear timetable, costs and resources.

The review would require a range of background evidence. As far as possible the evidence base for the current plan would be used, as well as other studies in progress such as the A27 and tourism. The Coastal West Sussex and Greater Brighton Strategic Planning Board would be undertaking a review of the Local Strategic Statement. However, a number of other studies would need to be carried out by outside consultants.

The total estimated budget for the review was £800,000. From 2017/18, the annual draft revenue budget would contain a base budget contribution to reserves of £160,000 to fund future reviews of the Plan.

If the review was not undertaken, the Council would have to spend resources to handle speculative planning applications and appeals instead of retaining a plan led process.

The Cabinet discussed the costs in the Project Initiation Document (PID). Mr Allgrove (Planning Policy Conservation and Design Service Manager) acknowledged that the studies to produce the evidence base were costly, but explained that the estimates were based on past experience and the costs incurred in preparing the current Plan. Formal competitive tenders would be used for studies estimated to cost over £50,000, and competitive quotations would be obtained for those below this amount.

The Cabinet also discussed the timetable. They noted that the new Plan needed to be adopted by July 2020, and that the timetable needed to allow time for slippage, and also for the risk the Examiner might require further work in order to agree that the Plan was sound.

Mr Finch asked about the impact on neighbourhood plans and stated that guidance about this to parish councils would be required. Mr Allgrove explained that the preferred approach would be that the Local Plan should be completed and then neighbourhood plans should be produced in conformity with it. However, Cabinet members felt that this should be considered further because of the risks arising during the lapse of time between adoption of the Local Plan and completion of neighbourhood plans. It was agreed that the Development Plan and Infrastructure Panel should be asked to consider this issue.

RECOMMENDED TO COUNCIL

That a total budget of £800,000 be allocated from reserves to fund the Local Plan Review.

RESOLVED

- (1) That the Local Plan Review Project Initiation Document (appended to the report) be approved.
- (2) That it be noted that from 2017/18 the annual draft revenue budget will contain a base budget contribution to reserves of £160,000 to fund future reviews of the Local Plan.

195 **Chidham and Hambrook Parish Neighbourhood Plan**

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mrs Taylor introduced the report, explaining that the Examiner had completed the examination of the Chidham and Hambrook Parish Neighbourhood Plan. She had recommended a number of modifications to ensure the Plan met the requirements of the Basic Conditions. Subject to these modifications she had recommended that the Plan be submitted for referendum. Because the EU referendum was being held on 23 June, the neighbourhood plan referendum would be held in September.

RESOLVED

- (1) That the Decision Statement as set out in the appendix to the report be published.
- (2) That the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the Decision Statement, be approved.

196 **Southern Gateway, Chichester**

The Cabinet considered the report circulated with the agenda, together with a coloured map of the area under consideration (copy attached to the official minutes).

Mr Dignum introduced the report, explaining that the area known as the Southern Gateway had long been seen as an area for redevelopment, and a planning framework for the area had been adopted as supplementary planning guidance as long ago as April 2001.

The area was originally defined as stretching from the former Girls' High School site to the south to the bus station, bus garage and station concourse to the north. Since 2001 the old southern railway sidings had been developed as the Wileys office block shown on the map as the Atrium. The old Osborne's office block on the south side of the canal basin had been replaced by housing, and the old Girls' High school site and grounds by student accommodation.

The remaining areas had not been developed mainly because of a lack of funding to finance the relocation of the Royal Mail depot, the Stagecoach bus station and bus garage. In addition public sector funding was needed for waste water, transport and other public realm investment and for tackling issues like decontamination.

However, a three part opportunity to raise public finance had now emerged to allow the relocation and other items of public realm investment:-

- (a) To bid for a share of £1.8bn of Local Growth Funds (LGF3) announced in the Budget and available through the Coast to Capital (C2C) Local Enterprise Partnership (LEP). The Council's bid had met the deadline of 29 April 2016.
- (b) To bid to the Homes and Communities Agency (HCA)/ Department for Communities and Local Government (DCLG) as an expression of interest for a share of £1.2bn of new Starter Home Land Fund to be made by Friday 13 May (open until 31 December 2016).
- (c) West Sussex County Council had allocated £30m of WSCC funds in the Capital Programme (2017/18 – 2019/20) to support the leverage in of external funding.

Whilst there was no commitment at this stage, officers had been preparing bids for submission within the very tight deadlines given.

The sites that could be included in these bids had extended beyond the Royal Mail depot, the bus station and garage, to embrace the Courts building, the Police station, the redundant portion of the Boys' High school site, the Basin Street car park and the Job Centre, all shown in different colours on the plan. The Council's land interest included the bus station and garage, leased to Stagecoach for the next 30 years, and the Basin Street car park.

It was proposed that the District Council takes a lead in initiating this project and should use its own standing orders to progress procurement and other actions required.

It was also proposed that the three funding bodies, namely the Council, the HCA and WSCC form a Steering Group. The Steering Group would be chaired by the Leader of the District Council and WSCC would be asked to nominate a Cabinet member representative and substitute. The Deputy Leader would also sit on the Steering Group. [He subsequently agreed that the Cabinet Members for Commercial Services and Housing and Planning should also be on the Steering Group]

The Steering Group would be supported by a project group of officers with appropriate disciplines and of external consultants where required. A Communications Strategy would be developed to ensure that stakeholders and the public were kept up to date.

The project was probably the biggest regeneration project the City had ever had, extending to 30 acres in all. This was an exciting opportunity to realise a number of desirable outcomes which could include:

- Additional housing
- Student accommodation
- High earning employment space
- Retail space
- Other visitor attractions including an attractive northern canal

frontage to the canal basin

He thanked the officers, led by Mr Over, for preparing and submitting the bids.

Mr Over confirmed that the bid to the LEP had been submitted and could possibly unlock substantial private sector investment. Chichester had a number of distinctive features, such as the only canal basin, the only University, and the highest house prices in West Sussex. The bid also was near a transport interchange, on brownfield land and provided significant new housing. The Council would not know until the Chancellor's Autumn Statement whether its bid had been successful. Potentially the project could bring about 280 homes, 1,250 new jobs and safeguard a further 1,250 jobs. The project would take several years, probably in phases, to complete. There had been little community consultation to date, but this would be a feature of the master planning, carried out with the assistance of consultants, over the next few months.

Cabinet members welcomed and expressed strong support for the bid. The HCA bid could provide 300-600 starter homes (not all on this site) and make a good contribution to a five year land supply. However, they noted the competitive nature of the bidding process.

Mr Over confirmed that the LEP expected a lot of bids, but Chichester's was a unique offering with a good private:public investment ratio. The LEP was expected to announce its initial shortlist in June 2016. The master planning would probably have knock-on effects outside the site, and would take into account projects such as the Enterprise Gateway and improvement of the A27 Chichester By-pass.

RESOLVED

- (1) That the Cabinet supports the Southern Gateway Project in principle and the funding bids to the Local Enterprise Partnership; Homes and Communities Agency; and West Sussex County Council and other appropriate funding streams.
- (2) That the preliminary governance arrangements set out in paragraph 6.3 of the report be approved including the Council being the "accountable body" for any funding received if required.
- (3) That a full Project Implementation Document (PID) and the masterplan specification be prepared for consideration at the June Cabinet meeting.

197 Affordable Housing Delivery

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mrs Taylor introduced the report. She explained that the Council had £1.33m committed sums ring-fenced for the provision of affordable housing. Government priorities were now focussed on increasing the supply of housing, including low cost home ownership and starter homes. The housing market could be expected to

increase the supply of these homes , but at the same time the supply of affordable rented housing was expected to decline.

The Cabinet had recently agreed that commuted sums received in lieu of affordable housing could be used:

- (a) To convert shared ownership to rented units
- (b) To attract investment to meet specific local needs, e.g. bungalows, disabled units, redevelopment of outdated or difficult to let housing
- (c) To enable viability of small schemes e.g. rural schemes and schemes with high design costs or additional amenity requirements
- (d) Where grants would reduce rents to affordable levels, particularly in the case of larger family rented homes.

It was, therefore, proposed to allocate £1.295m of commuted sum funds to affordable housing projects as set out in the Appendix to the report. These were mainly small sites which were relatively expensive to deliver and, following the government's rent reduction policy, would not be delivered without financial support from the Council. All but one of these sites would be developed as 100% affordable housing. This would help to achieve the right housing in the right place.

Mrs Grange (Housing Enabling Manager) corrected paragraph 5.5 of the report in that seven out of the ten sites already had planning permission. If any of the schemes did not proceed, the commuted sums could be re-allocated as they did not have to be spent until 2020.

Mrs Lintill expressed disappointment that, although Petworth had sites that had contributed substantially to the commuted sums, none of the proposed projects would meet the need for affordable housing in Petworth. Mrs Grange confirmed that sites in Petworth were being sought. She explained that within the National Park commuted sums would in future mainly arise from planning agreements negotiated by the South Downs National Park Authority. The National Park Authority would be responsible for determining where they were to be spent. The Council would need to seek agreement with the National Park Authority that sums arising in Chichester District should, where possible, be spent in Chichester District. A meeting with the National Park Authority was to be held on 10 June.

Mrs Keegan pointed out that sometimes these schemes aroused local opposition, especially if there was no guarantee that the new houses would be occupied by local people. Mrs Taylor pointed out that use of commuted sums did give the Council some negotiating strength with the registered provider in considering the allocation of homes at first letting. Mrs Grange added that under the rural allocations policy, people in bands A, B or C who had a local connection to the parish would have priority in the allocation of homes. In rural parishes this applied not only to first lettings but also to subsequent lettings. Mrs Hardwick asked whether this policy could be extended to give priority to people from the parish where the commuted sum arose. It was agreed that this should be considered when the Housing Allocations Policy was next reviewed.

RESOLVED

That £1.295m commuted sum monies received in lieu of affordable housing be allocated to deliver 43 affordable rented housing units, as detailed in the Appendix.

198 Electrical Repair and Maintenance Contract 2016/21

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mr Finch introduced the report, drawing attention to the Council's duty to manage electrical installations in its properties in accordance with the Electricity at Work Regulations 1989 and the Electrical Safety, Quality and Continuity Regulations 2002. The Council had had a call-off contract with a supplier that had recently expired and, accordingly, had undertaken an OJEU tendering process, the results of which were set out in the Appendix. The contract was worth about £30,000 a year, although this could decline because testing was now carried out on a risk basis rather than mandatory 100%, and because of the outsourcing of Leisure Centres and other property disposals.

RESOLVED

That a new three year electrical contract be entered into on or after 1 June 2016 with Contractor J with an option to extend the contract for a further two years.

199 Exclusion of the Press and Public

The press and public were not excluded for any part of the meeting.

The meeting ended at 10.47 am

CHAIRMAN

Date:

Chichester District Council

CABINET

7 June 2016

**Making the Birdham, Tangmere and Wisborough Green
Neighbourhood Development Plans**

1. Contacts

Report Author:

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Cabinet Member:

Susan Taylor,
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Cabinet Member for Housing and Planning,
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2. Recommendations

2.1. That the Council be recommended to:

- i. Make the Birdham Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park);**
- ii. Make the Tangmere Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park); and**
- iii. Make the Wisborough Green Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).**

3. Background

- 3.1. At its meeting on 9 February 2016 Cabinet approved the Birdham and Tangmere Neighbourhood Plans Examiners' recommendations that each Plan should proceed to referendum subject to modifications and approved the two Decision Statements. Similarly, on 8 March 2016 Cabinet approved the Wisborough Green Neighbourhood Plan Examiner's recommendations that the Plan should also proceed to referendum subject to modifications and approved the Decision Statement. The Plans have now all subsequently proceeded to referendum. The referendums, held on Thursday 5 May 2016, met the requirements of the *Localism Act 2011* and the *Neighbourhood Planning (Referendums) Regulations 2012*. More than 50% of those who voted in each parish were in favour of the relevant plan being used to help decide planning applications in the plan area. The results were for Birdham, turn-out was 45.86% and of those who voted 90% were in favour of the Plan; for Tangmere, turn-out was 21.18% and of those who voted 89.8% were in favour of the Plan; and for Wisborough Green, turn-out was 36.58% and of those who voted 83.18% were in favour of the Plan.

- 3.2. Accordingly it is recommended that the Birdham, Tangmere and Wisborough Green Neighbourhood Plans are made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park). A copy of each of the Neighbourhood Plans has been placed in the Members' Room and is available on the Council's website.
- 3.3. Chichester District Council will publish formal decision statements as required under the *Neighbourhood Planning (General) Regulations 2012*.

4. Outcomes to be achieved

- 4.1. The making of the Birdham, Tangmere and Wisborough Green Neighbourhood Plans so that they become part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

5. Proposal

- 5.1. That the Birdham, Tangmere and Wisborough Green Neighbourhood Plans be made so that they form part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

6. Alternatives that have been considered

- 6.1. Paragraph 38A (4) (a) of the *Planning and Compulsory Purchase Act 2004* requires that Chichester District Council must make the neighbourhood plan if more than half of those voting have voted in favour of the plan being used to help decide planning applications in the plan area. Chichester District Council is not subject to this duty if (and only if) the making of the plan would breach or would otherwise be incompatible with any EU obligation or any of the Convention rights (within the meaning of the *Human Rights Act 1998*).

7. Resource and legal implications

- 7.1. None.

8. Consultation

- 8.1. Birdham, Tangmere and Wisborough Green Parish Councils, each community and local members have been involved throughout the process of preparation of the neighbourhood plans.
- 8.2. The Development Plan and Infrastructure Panel considered the contents of the report and no amendments were suggested.

9. Community impact and corporate risks

- 9.1. There has been strong community involvement through the development of each of the Neighbourhood Plans. There are no additional corporate risks to making the plans.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		X
Climate Change:		X
Human Rights and Equality Impact:		X
Safeguarding and Early Help:		X
Other (Please specify): eg Biodiversity		X

11. Appendices

None

12. Background Papers

None

Chichester District Council

CABINET

7 June 2016

Chichester Site Allocation: Draft Development Plan Document - Further Consultation

1. Contacts

Report Author:

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Cabinet Member:

Susan Taylor, Cabinet Member for Housing and Planning,
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2. Recommendation

2.1. That the Council be recommended to:

- 1) Approve further public consultation on the Site Allocation: Preferred Approach Development Plan Document, as set out in Appendix 1, for eight weeks from the 28 July until 22 September 2016.**
- 2) Delegate authority to the Head of Planning Services to enable minor editorial and typographical amendments to be made to the document prior to its publication.**

3. Background

- 3.1. The Chichester Local Plan: Key Policies 2014-2029 was adopted in July 2015. It sets out the planning strategy guiding the location and level of development over the next 15 years. It provides the context for the site specific proposals contained within the Site Allocation Development Plan Document (DPD) and any other subsequent planning policy documents.
- 3.2. The Site Allocation Preferred Approach DPD is the first formal stage in the preparation of this document. Consultation took place from 7 January to 18 February 2016. The report to Cabinet on 1 December 2015 outlined the process in detail.
- 3.3. Due to changes in the progress of some neighbourhood plans and further information provided on a previously discounted site as part of the consultation process, it is proposed that further consultation takes place prior to Proposed Submission of the Site Allocation DPD. The further consultation required is set out in section 5.
- 3.4. The content of the further consultation has been prepared alongside and integrated with a Sustainability Appraisal (SA). This is in order to both meet the requirements of the Strategic Environmental Assessment (SEA) Directive and to provide a methodological framework tool to allocate the most sustainable sites. Further iterations of the Sustainability Appraisal will be made as the plan making process continues.

4. Outcomes to be achieved

- 4.1. Adoption of the Site Allocation DPD which will help deliver the housing proposed in the Chichester Local Plan: Key Policies 2014-2029. The process of consultation is part of the statutory requirement of the plan making process, the timing of which is set out in the Council's Local Development Scheme.

5. Proposal

- 5.1. The purpose of this report is to recommend approval of further consultation on additional site allocations which will form part of the Site Allocation DPD. The sites and reasons for them being out forward are outlined below.

Bosham – New Site

- 5.2. Policy 5 of the Chichester Local Plan: Key Policies 2014-2029 provides an indicative housing number of 50 for the parish of Bosham.
- 5.3. Following the outcome of the Bosham Neighbourhood Plan Examination where the Examiner recommended that the proposed housing allocations be removed from the Neighbourhood Plan, the Parish Council has agreed to continue to progress its Neighbourhood Plan, although this will not now include site(s) to meet the parish number in Policy 5 of the adopted Chichester Local Plan.
- 5.4. It is therefore proposed that the housing is identified in the Site Allocation DPD. The Council has undertaken an appraisal of all the sites considered by the neighbourhood plan and any further sites that were promoted to the Council, in line with the methodology for site selection. The site at Highgrove Farm is proposed to be included in the Site Allocation DPD.

Lynchmere – New Site

- 5.5. As part of the Site Allocation: Preferred Approach DPD consultation, it was proposed to remove the housing requirement (10 units) from the Parish of Lynchmere as a suitable site could not be found. However, through the consultation process, additional information was provided by the landowner, which has demonstrated that land to the rear of Sturt Avenue is deliverable.
- 5.6. The site has been assessed in line with the associated document Methodology and Assessment Site Allocation Preferred Approach DPD. Consultations have taken place with the highways authorities of West Sussex County Council and Surrey County Council neither of which has raised any objection in principle to the development of the site. The site to the rear of Sturt Avenue is proposed to be included in the Site Allocation DPD.

East Wittering and Bracklesham – identification of Village Centre

- 5.7. Paragraph 16.19 of the adopted Chichester Local Plan: Key Policies 2014-2029 explains that the local centre for East Wittering will be defined either through a neighbourhood plan or the Site Allocation DPD.
- 5.8. Although East Wittering and Bracklesham Parish Council are currently preparing a Neighbourhood Plan, they have recently informed the Council that they are not proposing to define the Local Centre within it.
- 5.9. The defining of the Local Centre is in line with Annex 2 of the National Planning Policy Framework (NPPF). A Town Centre is defined as

“Town centre: Area defined on the local authority’s proposal map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to

town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in Local Plans, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.”

Once a local centre has been defined then other NPPF policies relating to town or local centres will apply.

5.10. Policy 29 of the Chichester Local Plan encourages development which will contribute to the vitality and viability of the retail centre. It is proposed that a Local Centre for East Wittering is identified within the Site Allocation DPD.

5.11. The proposed sites for consultation are attached in the Appendix.

Changes to the timetable

5.12. As a result of the additional consultation required, the Local Development Scheme (LDS), which is the timetable for the production of planning policy documents, will require amendment. The LDS has recently been amended and will be considered by Council on 17 May 2016. At that meeting, the previously recommended LDS will need to be amended to take account of the delay to the Site Allocation DPD. The changes to the LDS will lead to a six-month delay in the process which is outlined below:

Key Milestones:	Dates:
Approval of Preferred Approach DPD for consultation	Cabinet – 1 December 2015 Council – 15 December 2015
Consultation on Preferred Approach (Reg 18)	Consultation – 7 January – 18 February 2016 (6 weeks)
Approval of Further Consultation Site Allocation: Preferred Approach DPD for consultation	Cabinet – 7 June 2016 Council – 19 July 2016
Further Consultation Site Allocation: Preferred Approach DPD consultation	Consultation 28 July – 22 September 2016 8 weeks due to consultation over the summer
Approval of Statutory Public Consultation DPD for consultation (Proposed Submission)	Cabinet – 1 November 2016 Council - 22 November 2016
Statutory Public Consultation document (Reg 19) (Proposed Submission) – prior to submission to the Secretary of State for examination	Consultation 1 December 2016 – 26 January 2016 8 weeks due to consultation over the Christmas period
Submission to the Secretary of State	March 2017
Examination	July 2017
Adoption	December 2017

6. Alternatives that have been considered

- 6.1. To proceed with the plan without including sites in Bosham and Lynchmere parishes or defining the Local Centre boundary in East Wittering but this would not be consistent with the Local Plan strategy.

7. Resource and legal implications

- 7.1. The Site Allocation DPD follows on from the adoption of the Chichester Local Plan: Key Policies. It is part of the Planning Policy Team work programme and the costs of the preparation of the Site Allocation DPD are programmed in the existing budgets.
- 7.2. The process being followed meets the statutory requirements of the plan making process.

8. Consultation

- 8.1. An informal consultation was held with statutory consultees to assess whether there were any fundamental objections to the sites selected. They will be consulted again formally as part of the public consultation.
- 8.2. The results of both the previous and forthcoming consultations will be used to prepare the Proposed Submission version of the Site Allocation DPD. The Proposed Submission Site Allocation DPD will be subject to a further round of public consultation and then formally submitted for examination where any issues arising from consultation are considered and potential modifications made to the Site Allocation DPD prior to adoption. Any proposed modifications will also need to be subject to public consultation.
- 8.3. The Development Plan and Infrastructure Panel (DPIP) has considered the contents of the consultation document and the amendment suggested in respect of the Bosham allocation has been incorporated.

9. Community impact and corporate risks

- 9.1. Once approved the Site Allocation DPD will provide certainty for small scale residential development in areas not progressing a neighbourhood plan as well as identifying land for employment development. The identification of the sites and the local centre may have an impact on local residents; however, the consultation process will enable any issues raised to be considered before the proposed submission plan is approved.
- 9.2. The delay in producing the Site Allocation DPD may have a risk of planning applications coming ahead of the adoption of the Site Allocation DPD. However as the DPD progresses through the plan making process it gains more weight, in line with NPPF paragraph 216.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact:		✓
Safeguarding:		✓
Other:		✓

11. Appendix

12. Background Papers

None



Further consultation Site Allocation: Preferred Approach Development Plan Document 2015-2030

1 Introduction	2
2 Bosham Parish	5
3 East Wittering and Bracklesham Parish	7
4 Lynchmere Parish	8
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1 . Introduction

Introduction

1.1 The Council consulted on the Site Allocation: Preferred Approach Development Plan Document (DPD) between 7 January to the 18 February 2016. The document sought views on sites that the Council considered to have potential to deliver employment and residential allocations which flowed from the adopted Chichester Local Plan: Key Policies 2014-2029 (Chichester Local Plan).

1.2 The Site Allocation: Preferred Approach DPD and the methodology used for the site identification and assessment process can be seen on the [Council's](#) website.

1.3 Following consultation on the Site Allocation: Preferred Approach DPD, 96 responses were received from 60 respondents. The Council has considered these comments and some changes will be made to the Site Allocation: Preferred Approach DPD before the document moves forward to the next stage. However, to ensure that there has been consultation on all sites put forward in the next stage of the document, the Council has to carry out a further focused consultation on some additional sites that it considers appropriate to allocate.

1.4 This focused consultation is on these additional sites. Comments are not sought on sites included in the previous consultation. The purpose of this consultation is therefore to obtain views on the suitability of the proposed housing sites identified within the parishes of Bosham and Lynchmere and the proposed identification of the local centre boundary at East Wittering.

1.5 The results of this consultation and those received through the previous Site Allocation: Preferred Approach DPD consultation will be used to prepare the Proposed Submission version of the Site Allocation DPD which will be then formally submitted for Examination. Further details of the timetable are set out in the Local Development Scheme on our website.

Proposed Allocations

1.6 The preferred sites are identified in detail in sections 2 - 4 of this document, however, the reasons the sites have been selected are summarised below.

Bosham – New Site

1.7 Policy 5 of the Chichester Local Plan: Key Policies 2014-2029 provides an indicative housing number of 50. Following the outcome of the Bosham Neighbourhood Plan Examination, the Parish Council has agreed to continue to progress its Neighbourhood Plan although this will not include sites to meet the parish number in Policy 5 of the adopted Chichester Local Plan.

1.8 It is therefore proposed that the housing is identified in the Site Allocation DPD. The Council has undertaken an assessment of all the sites considered by the neighbourhood plan, and any further that were promoted to the Council, in line with the methodology for site selection (refer to the associated document Methodology and Assessment Site Allocation Preferred Approach DPD). The sites considered and their assessments are included as Appendix 1 to this document.

1.9 Following assessment the identified site is located at Highgrove Farm (Section 2 of this document)

Lynchmere – New Site

1.10 As part of the Site Allocation: Preferred Approach DPD consultation it was proposed to remove the parish numbers (10 units) from the parish of Lynchmere as a suitable site could not be found. However, through the consultation process additional information was provided which demonstrated the site proposed is deliverable.

1.11 It is proposed that the site to the rear of Sturt Avenue, Camelsdale is identified as a preferred site for the development of 10 homes. (Section 4 of this document). The site has been assessed in line with the associated document Methodology and Assessment Site Allocation Preferred Approach DPD.

East Wittering and Bracklesham – Identification of Local Centre

1.12 Although East Wittering and Bracklesham Parish Council is currently preparing a Neighbourhood Plan, it has recently informed the Council that it is not proposing to define the local centre within it.

1.13 Paragraphs 16.18 - 16.22 of the Chichester Local Plan: Key Policies 2014-2029 explains that the local centre for East Wittering will be defined either through a neighbourhood plan or the Site Allocation DPD. Policy 29 Settlement Hubs and Village Centres of the Chichester Local Plan sets out the policy framework.

1.14 The proposed boundary of the local centre is set out in Section 3 of this document.

Background Information

1.15 The Further Consultation: Site Allocation DPD has been subject to a Sustainability Appraisal and Habitats Regulations Assessment which considered the anticipated effects of the proposals on the area's environmental, economic and social conditions. The results have informed decisions made in the document.

1.16 The background information on the Sustainability Appraisal and Habitats Regulations Assessment is available to download from the [Council's](#) website.

1 . Introduction

How do I respond to this consultation document?

1.17 The Council needs to know whether you agree with the proposals in the consultation document. If you disagree with the Council's proposals, you need to state why and to provide realistic alternative proposals. However, the consultation process will not reopen the debate on parish numbers and locations which were discussed at the Chichester Local Plan examination.

1.18 Due to the holiday period, the formal consultation will run for an eight week period starting on **28 July 2016**. The deadline for responses is 5pm on **22 September 2016**.

1.19 In order to respond to this document, please send your response to us in the following ways:

- Email: planningpolicy@chichester.gov.uk
- Post : Planning Policy, Chichester District Council, East Pallant House, Chichester, West Sussex PO19 1TY

What happens next?

1.20 Once this consultation period has ended, the Council will consider all representations received to produce the Proposed Submission document which it is anticipated will be published for an eight week consultation in December 2016.

1.21 Representations will be accepted at Proposed Submission stage where parties have reason to challenge the soundness of the development plan document. The Site Allocation DPD will be examined by an independent Planning Inspector to consider the soundness of the document, in the light of any such challenges.

Any further queries

1.22 If you have any further queries regarding any of the issues raised in this document, please contact the Planning Policy Team on 01243 785166 or email planningpolicy@chichester.gov.uk

Data Protection

1.23 All documents will be held at Chichester District Council, and representations will be published online. They will be handled in accordance with Data Protection Act 1998 and kept for three years following adoption of the Site Allocation DPD. Personal contact details will be removed from copies of representations published electronically.

1.24 Please be aware that representations made about this document (including your name and address) cannot be treated as confidential.

Bosham Parish

2.1 Policy 5 of the Chichester Local Plan: Key Policies 2014-2029 provides an indicative housing number of 50.

2.2 Following the outcome of the Bosham Neighbourhood Plan Examination, the Parish Council has agreed to continue to progress its Neighbourhood Plan. This will not, however, include sites to meet the housing number set out in Policy 5 of the adopted Chichester Local Plan.

2.3 The proposed site to be allocated is identified below. The number of dwellings shown for the site is indicative and based on known site characteristics and density considerations.

2 . Bosham Parish

Policy BO1

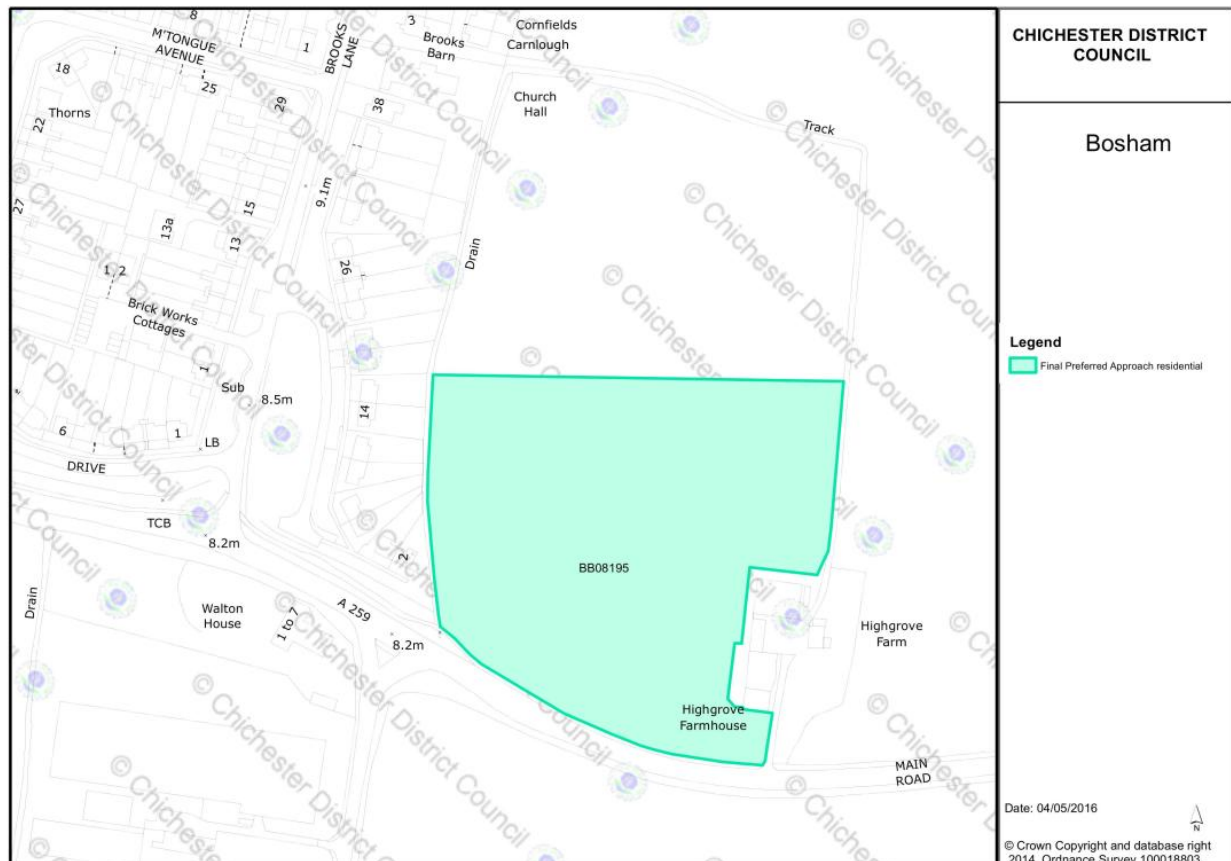
Land at Highgrove Farm

Land at Highgrove Farm, east of Broadbridge, Bosham is allocated for 50 dwellings on 2ha of land.

Site Requirements:

Development shall:

- Provide a scheme of high quality design given its prominent location in the landscape;
- Provide appropriate landscaping and screening to minimise the impact of development on Broadbridge and the setting of the Chichester Harbour Area of Outstanding Natural Beauty and South Downs National Park including views to and from the wider and the surrounding area;
- Provide a satisfactory means of access from the A259; and
- Provide open space or green buffer landscaping to the north and east of the new development.

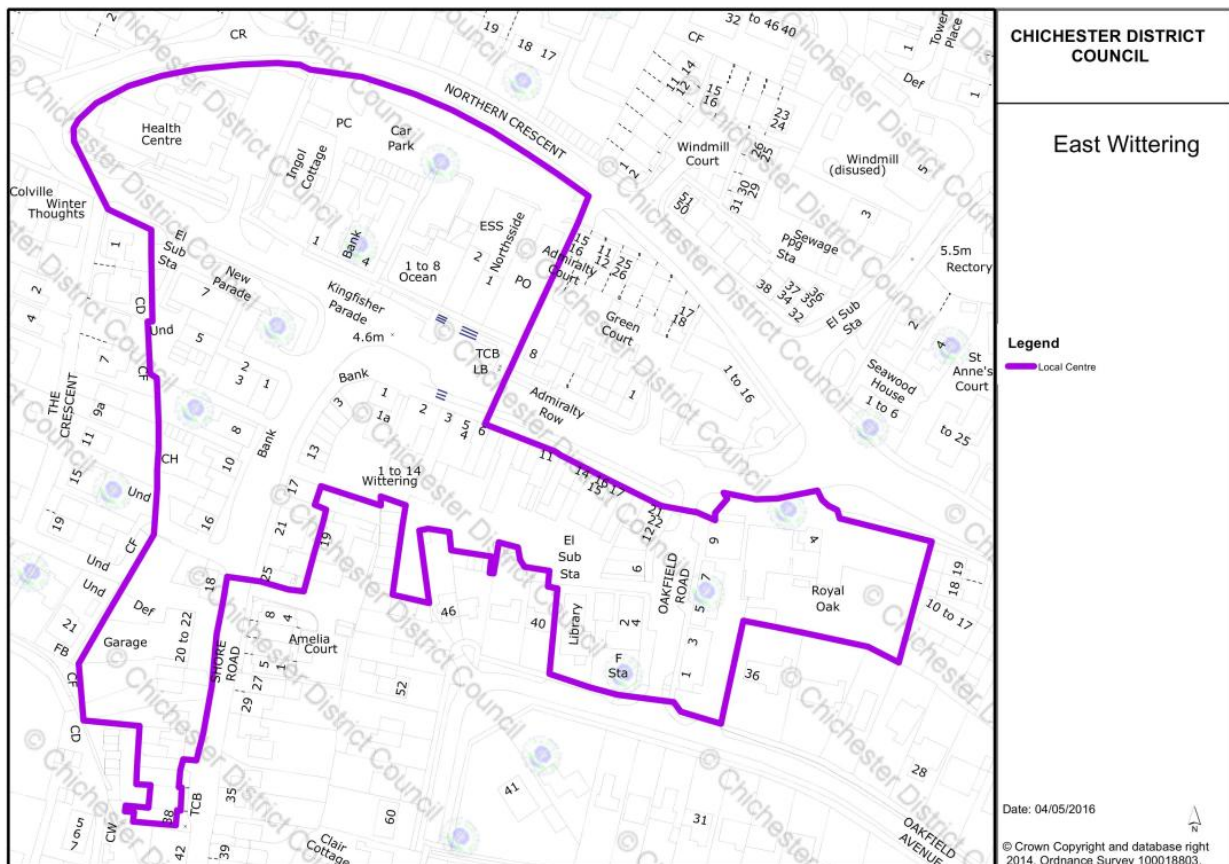


3 . East Wittering and Bracklesham Parish

East Wittering and Bracklesham Parish

3.1 Town, district and local centres lie at the heart of local communities and it is therefore important to promote and protect their vitality and viability. In this context the retention of East Wittering's good mix of smaller retailers will be key. Paragraphs 16.18 - 16.22 of the Chichester Local Plan: Key Policies 2014-2029 explain that a local centre for East Wittering will be defined either through a neighbourhood plan or the Site Allocation DPD. Policy 29 Settlement Hubs and Village Centres of the Chichester Local Plan sets out the policy framework.

3.2 Although East Wittering and Bracklesham Parish Council is currently preparing its Neighbourhood Plan, it is not proposing to define the local centre within it. A local centre for East Wittering has therefore been identified below and upon adoption of the Site Allocation DPD will be shown on the Council's adopted Chichester Local Plan Policies Map.



4 . Lynchmere Parish

Lynchmere Parish

4.1 Policy 5 of the Chichester Local Plan: Key Policies 2014-2029 identifies an indicative housing number of 10 for Lynchmere Parish

4.2 The Site Allocation: Preferred Approach DPD concluded that, despite an assessment of a number of sites, there were no suitable sites with the potential to deliver the indicative housing number identified for the parish of Lynchmere. However, during the recent consultation on the Site Allocations: Preferred Approach DPD further information was submitted regarding a site which was previously assessed and discounted using the Site Assessment Methodology. The suitability and deliverability of the site was therefore reconsidered and it is now proposed to identify the site for allocation in the Site Allocations DPD.

4.3 The number of dwellings shown for the site is indicative and based on known site characteristics such as flooding and protected trees.

Policy LY1

Land to the rear of Sturt Avenue

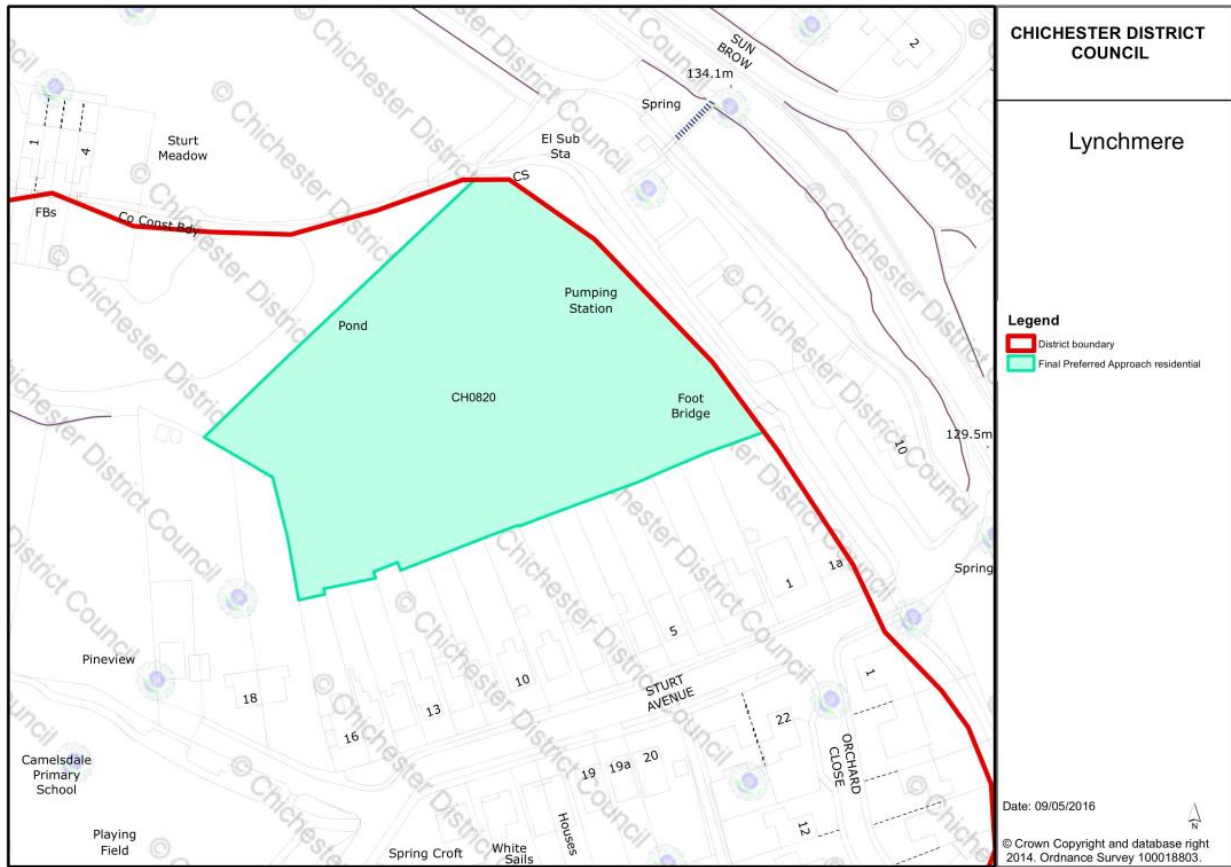
Land to the rear of Sturt Avenue, Camelsdale is allocated for 10 dwellings on 0.66ha of land.

Site Requirements:

Development shall:

- Provide a satisfactory means of vehicular and pedestrian access to the site via Sturt Avenue;
- Be supported by a Biodiversity Enhancement and Mitigation Scheme and include measures to protect key species and habitats on site and measures to improve habitat connectivity between the adjacent Hammer Moor Site of Nature Conservation Importance
- Provide mitigation to address the impacts of recreational disturbance, through in-combination effects of additional dwellings, on the Wealden Heaths Phase II Special Protection Area, and adequate measures to avoid or mitigate any adverse effects on the Bramshott and Ludshott Commons Sites of Special Scientific Interest; and
- Provide a design and layout of high quality which respects the characteristics of the site and is supported by a tree survey that includes measures to safeguard and minimise the impact of development on protected trees.

4 . Lynchmere Parish



5 . Appendix 1 Residential sites

Table 5.1 Long list of candidate residential sites

Parish	SHLAA id	Site address	Excluded/assessed
Bosham	BB08194	Land south of Walton House	Site has planning permission.
Bosham	BB08195	Highgrove Farm	Assessed and allocated as preferred site as it delivers all the numbers on one site.
Bosham	BB08196	The French Gardens	Assessed and discounted. The site does not relate well to the existing settlement.
Bosham	BB08197	Swan Field	Assessed and discounted. The site is open in the AONB and additional planting would appear out of character in the landscape.
Bosham	BB08198	Bullock Barn	Assessed and discounted. The site is in the AONB.
Bosham	BB08199	Former Cricket Ground	Assessed and discounted. The site is in the AONB.
Bosham	BB08200	Land south of the Old Bridge	Assessed and discounted. The site is in the AONB.
Bosham	BB08204	Railway Arch	Assessed and discounted as the developable area cannot deliver the parish number; it can only deliver in combination with another site.
Bosham	BB1407	Land at Ham Farm (east)	Contrary to adopted Chichester Local Plan: Key Policies 2014-2029 Policy 26 Existing Employment Sites. This policy seeks to protect existing employment sites where these continue to remain suitable for business and related employment uses.
Bosham	BB1408	Land at Ham Farm (west)	Contrary to adopted Chichester Local Plan: Key Policies 2014-2029 Policy 26 Existing Employment Sites. This policy seeks to protect existing employment sites where these

5 . Appendix 1 Residential sites

Parish	SHLAA id	Site address	Excluded/assessed
			continue to remain suitable for business and related employment uses.
Bosham	BO08185	Land at Dolphin House, Delling Lane	Site is too small.
Bosham	BO08186	Southfield, Delling Lane	Contrary to adopted Chichester Local Plan: Key Policies 2014-2029 Policy 26 Existing Employment Sites. This policy seeks to protect existing employment sites where these continue to remain suitable for business and related employment uses.
Bosham	BO08188	Land east of Taylor's Field	Assessed and discounted. The site is open in the AONB with key long distance views and additional planting would appear out of character in the landscape.
Bosham	BO08189	Land at Crede Farm	Assessed and discounted. The site is in the AONB.
Bosham	BO08190	Burnes Shipyard	The majority of the site is in Flood Zones 2 and 3 with the remainder being too small.
Bosham	BO08193	Land adjacent Southwater	Site is too small.
Bosham	BO08402	Land at Green Acre	Site is too small.
Bosham	BO1405A	Land at Walton Farm	Contrary to adopted Chichester Local Plan: Key Policies 2014-2029 Policy 26 Existing Employment Sites. This policy seeks to protect existing employment sites where these continue to remain suitable for business and related employment uses.
Bosham	BO1405B	Land at Walton Farm	Contrary to adopted Chichester Local Plan: Key Policies 2014-2029 Policy 26 Existing

5 . Appendix 1 Residential sites

Parish	SHLAA id	Site address	Excluded/assessed
			Employment Sites. This policy seeks to protect existing employment sites where these continue to remain suitable for business and related employment uses.
Bosham	BO1406	Land west of Delling Lane	Assessed and discounted. The site is open in the AONB and additional planting would appear out of character in the landscape.

Produced by

Planning Policy - Chichester District Council,
East Pallant House, 1 East Pallant,
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Chichester District Council

CABINET

7 June 2016

Delivery of the Tangmere Strategic Development Location

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2. Recommendation

2.1. The Cabinet is requested to:

- I. Instruct a Registered Valuer to undertake a valuation of the site, prior to further consideration of the potential to use compulsory purchase powers to facilitate development;**
- II. Instruct a specialist solicitor to advise on technical and legal matters relating to the compulsory purchase order process including the transfer of land and procurement of a preferred developer.**
- III. Subject to outcome of I. and II. above being satisfactory, to appoint consultants to prepare a masterplan for the site.**
- IV. To allocate a sum of up to £100,000 from the Planning Delivery Grant and General Reserve to fund the matters in I. to III. above.**

3. Background

- 3.1. The purpose of this report is seek approval to undertake further work in order to deliver the strategic development location at Tangmere. This includes preparatory work with a view to the Council using relevant compulsory purchase powers. A brief outline of the background to the development is outlined below and the policy framework is included in Appendix 1.
- 3.2. The site at Tangmere has been identified in the Chichester Local Plan: Key Policies (the Local Plan) as a Strategic Development Location (SDL) for the provision of 1000 homes and associated infrastructure including a school, open space and community facilities. The site is fundamental to the delivery of the housing proposed in the Local Plan and for the Council to be able to demonstrate an on-going five year housing land supply. The site is also identified for development in the Tangmere Neighbourhood Plan. The Neighbourhood Plan provides a series of policy principles which will provide the context for masterplanning.
- 3.3. Throughout the formulation of the Local Plan, the Council was assured by the landowners and developers that there was a commitment to jointly deliver the scheme and requisite infrastructure in a coordinated way through the production of a masterplan and subsequent planning applications. However, since the

Local Plan has been adopted and unlike the other strategic development locations there has been no progress in producing a masterplan which, in turn was expected to lead to the submission of a comprehensive outline planning application for the development as a whole. At this point in time the ability of the landowners and developers to work together to deliver the scheme has not been demonstrated and there is no confidence that the site will be delivered. Consequently, it is considered necessary to take steps to examine other methods to bring forward development of the site, including the potential use of a compulsory purchase order (CPO) by the Council.

- 3.4. Officers have been meeting regularly with the consortium of landowners and developers and their respective agents over a number of years. However, there is one landowner whose interests are not represented at these meetings, despite being invited to attend. Given the lack of progress being made, those meetings have presently ceased. Following a meeting held on 18 December 2015, a letter was sent to consortium members requesting detailed information about their intentions in developing the SDL. While the majority of parties responded to the letter and expressed support for joint working to deliver the SDL, not all of those with an interest in the site have responded. Of those that did respond, none were able to offer a timetable for delivery.
- 3.5. At its meeting on 8 October 2013, Cabinet resolved:
'That the general approach for Chichester District Council to use its compulsory purchase powers if necessary in order to bring forward delivery of the strategic development locations in the Local Plan be approved and that preliminary specialist advice be obtained'.
- 3.6. In light of the lack of progress made by the consortium in developing a masterplan, preliminary legal advice has now been obtained from a CPO specialist, and this outlines the need for further work to be undertaken, as outlined in section 5 of this report below.

4. Outcomes to be achieved

- 4.1. Greater understanding of the prospects for using CPO powers to bring forward delivery of the development identified for the Tangmere SDL in accordance with policies set out in the Chichester Local Plan and the Tangmere Neighbourhood Plan and masterplanning work.

5. Proposal

- 5.1. It is proposed that officers take all the necessary steps, including relevant preparatory work with a view to the Council using relevant compulsory purchase powers to ensure the delivery of the Tangmere SDL.
- 5.2. CPO powers are available to local authorities (and other bodies) for various uses where such action is considered to be in the public interest. CPOs are frequently employed to enable land to be acquired for the wider benefit of the community, usually to enable regeneration and development schemes that involve complex or multiple land ownerships, without which development could not be delivered. Officers have been clear with the development consortium, in various meetings, that the Council would wish to see the SDL delivered by the developers in a comprehensive and coordinated way as set out in the Local Plan. However, if the consortium cannot reach agreement to bring the site forward, then the Council has made it clear that it would be prepared to consider the use of CPO powers to deliver development on the land in question.

- 5.3. Legal advice obtained confirms that if development does come forward on a voluntary basis as part of a joint working approach with the developers/landowners, then there is no justification for exercising the Council's CPO powers over the whole of the land in question.
- 5.4. If the Council wishes to pursue the use of CPO powers for the purpose of delivering development on this site, guidance from the specialist solicitor has advised that there are a number of legal and technical considerations:
- Which CPO power should be relied on? The Council may rely on a number of statutory powers which must be relevant and applicable to the case at hand. The initial view is that a CPO for this site could be advanced on the basis of powers contained within the Town and Country Planning Act 1990 (for the economic, social or environmental well-being of the area in question), or the Housing Act 1985 (for a gain to the supply of housing accommodation), but further consideration of the express power to be relied upon will need to be carried out should a CPO be pursued.
 - The pursuit of a CPO involves state bodies interfering with private interests. As such, it is essential that there is sound justification for its use. The assembly of the land (by the CPO) should be demonstrably the last practical hurdle to the scheme coming forward. As such, the Council would be required to demonstrate that matters such as funding, resourcing, planning and other practical issues to the delivery of the scheme have been addressed and overcome (or can be addressed and overcome). The Council's Local Plan requires that the Tangmere SDL is subject to a comprehensive masterplanning exercise. With that in mind, although there is a cost implication, it is suggested that before considering the pursuit of a CPO, the Council should carry out that masterplanning exercise to both inform the process and demonstrate the deliverability of the Tangmere SDL in planning terms. This will also move the planning process forward and provide greater reassurance to subsequent developers that planning permission will be granted and assist with the timely preparation and determination of future planning applications.
 - In order to proceed with a CPO there needs to be an understanding of the costs involved, with the land assembly costs being a fundamental aspect of this assessment. Valuation of the site is therefore required before a CPO is progressed. It is recommended that a Registered Valuer is appointed to undertake this work.
 - It is likely that the Council will want to work with a partner to carry out the development of the site once the land has been acquired and there is a need for further investigation to be carried out on how the transfer of land may take place and how a preferred developer would be procured and appointed.
- 5.5. Officers will, as required by Government guidance on the operation of CPOs, continue to maintain a dialogue with the landowners / developers with a view to negotiating either delivery of the site without the need for intervention or an agreed purchase without the need for a formal CPO. However, it is appropriate to seek authority to assemble the evidence necessary for making a CPO at this stage, including the assessment of risks to the Council.

6. Alternatives that have been considered

- 6.1. The landowners and developers have been clearly advised that officers do not have sufficient evidence or confidence that development of the site is progressing satisfactorily. Three options were outlined as a possible way forward:
- That the consortium as a group provides the Council with reassurance and evidence that it is working together and is capable of delivering a comprehensive masterplan of the site with indicative timelines;
 - That the Council investigates CPO powers to facilitate comprehensive development;
 - That as part of the review of the Local Plan, the Council gives consideration to removing the SDL allocation as it cannot be demonstrated that it is deliverable.
- 6.2. The first option appears at this stage not to be achievable. The third option would require the Council to identify alternative land for the provision of 1000 homes in addition to increased housing numbers potentially required as part of the Local Plan Review. It may also mean that the Council may not be able to demonstrate an on-going 5 year housing land supply in the future. It is therefore considered that second option, i.e. investigate the making of a CPO, is the only realistic option in the absence of any significant progress from the consortium of land owners and developers.

7. Resource and legal implications

- 7.1. There is a need for on-going specialist legal advice on the CPO process together with the appointment of a Registered Valuer to carry out a site valuation exercise. Should Cabinet support the advice obtained concerning masterplanning of the site by the Council, suitable funding will also be required for this work. It is suggested that the remainder of the Planning Delivery Grant Reserve (approximately £25,000) could be used to part fund these costs and that a further sum of £75,000 be allocated from general reserves.

8. Consultation

- 8.1. The Council's Legal Service and an external legal specialist have been consulted about this complex matter.
- 8.2. The Local Member is aware of the investigatory work being undertaken in relation to the potential use of CPO powers.
- 8.3. The Development Plan and Infrastructure Panel considered the contents of the report and the amendment suggested to increase the available resources has been incorporated.
- 8.4.

9. Community impact and corporate risks

- 9.1. The primary intention of the Tangmere Neighbourhood Plan is to shape how and where the allocated 1000 new homes, and associated infrastructure, are delivered. The identification of the site for development is fundamental to the delivery of the Local Plan and Neighbourhood Plan strategy.
- 9.2. There may be a negative impact if the Tangmere Strategic Development Location is not delivered in line with the above plans and the five year housing land supply.

- 9.3. Use of the requested funding will provide further advice as to whether the use of CPO powers should or should not progress. Corporate risks associated with the implementation of CPO powers will be subject to a further report.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder: The proposals in the masterplan should ensure that at the very least there is no negative impact on the potential for crime and disorder and that there should be a positive impact in reducing the potential for crime and disorder.	X	
Climate Change: The proposals in the masterplan should ensure that at the very least there is no negative impact for climate change and that there should be a positive impact by including mitigation or adaptation measures.	X	
Human Rights and Equality Impact: An equalities impact assessment will need to be undertaken on the proposals in the masterplan.	X	
Safeguarding and Early Help:		X
Other (Please specify): e.g. Biodiversity		X

11. Appendix

- 11.1. Appendix 1: Policy Framework and Five Year Housing Land Supply

12. Background Papers

None

Appendix 1: Policy Framework and Five Year Housing Land Supply

Policy Framework:

The development of the Tangmere SDL that will take place following the land assembly is supported by a comprehensive policy framework at both national and local level. These are considered below:

National

National Planning Policy Framework (March 2012) (NPPF) sets out the Government's planning policies for England and how these are expected to be applied. The main aims of the NPPF are to outline that the purpose of the planning system is to contribute to the achievement of sustainable development.

It explains that there are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

- an economic role, contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;
- a social role, supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the communities needs and support its health, social and cultural well-being; and
- an environmental role, contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.

In relation to the development of the Tangmere SDL it seeks positive improvements in the quality of the built, natural and historic environment as well as improving people's quality of life by: Delivering a wide choice of high quality homes; Requiring good design; Promoting healthy communities; Meeting the challenge of climate change and flooding; Conserving and enhancing the natural environment.

The Chichester Local Plan: The Chichester Local Plan: Key Policies has been adopted by Council on 14th July 2015. The strategy of the Local Plan is to steer major development away from the most environmentally sensitive areas and towards locations that have the widest access to employment opportunities and community facilities, or where development can contribute to addressing an under provision of such facilities.

The Local Plan seeks to deliver 7,388 homes over the period 2012-2029, this equates to an average housing delivery of approximately 435 homes per year. The Local Plan identifies that this housing will be met from several sources:

- planning permissions and identified housing sites

- strategic development locations
- parish level housing
- small sites windfall allowance

New development is focused mainly in the east-west corridor between Southbourne and Tangmere. The Local Plan allocates land for large strategic housing or mixed use development at four locations, namely:

- West of Chichester – 1,250 homes
- Shopwhyke – 585 homes
- Westhampnett/North East Chichester – 500 homes; and
- Tangmere – 1000 homes.

These sites comprise the largest single element of planned housing delivery and are therefore critical to achieving the overall strategy for housing development.

Work is ongoing to deliver development at the Strategic Development Locations. It should be noted that of the four SDLs, that Tangmere is the only SDL that has not progressed with a masterplan or planning application.

Development at Tangmere is identified in Chichester Local Plan Policy 18 (Tangmere Strategic Development Location) as a suitable location to develop 1000 homes and an opportunity for its infrastructure and facilities to develop as a settlement hub. The identification of the site for development is therefore fundamental to the delivery of the Local Plan strategy.

The Tangmere Neighbourhood Plan: The Tangmere Neighbourhood Plan (TNP) is to proceed to referendum on 5 May 2016. It sets out a coordinated framework to deliver the 1000 homes as identified in the Local Plan (Policy 18). As it is delivering strategic development unusually representatives from the landowners/developers sat on the neighbourhood plan steering group and contributed to the shaping of the neighbourhood plan. It is intended that the neighbourhood plan acts as a concept statement for comprehensive masterplanning of the site as required by Local Plan Policy 7 (masterplanning).

The primary intention of the TNP is to shape how and where the envisaged 1,000 new homes, and their associated infrastructure, are delivered. The identification of the site for development is therefore fundamental to the delivery of the Local Plan and Neighbourhood Plan strategy.

Masterplanning the site: As outlined above the Tangmere Neighbourhood Plan acts as a concept statement to the comprehensive masterplanning planning of the site.

Five Year Housing Land Supply: The Council's most recent published assessment of five year housing land supply (5YHLS) is set out in a report titled 'Chichester Local Plan Area - Five Year Housing Land Supply 2016-2021 - Updated Position at 1 September 2015'. The figures show a potential housing supply of 3,408 net dwellings over the period 2016-2021, compared with an identified housing requirement of 2,987 net dwellings, giving a surplus of 421 dwellings (5.7 years housing supply).

Since the publication of the 5YHLS report, the Council has made some amendments to its housing supply figures, reflecting housing permissions recently granted, sites which the Council now accepts are unlikely to come forward for housing, and amendments to the projected delivery timescales for the Strategic Development Locations. The net effect of these changes has been to increase the projected housing supply slightly to 3,430 net dwellings, giving a surplus of 443 dwellings (5.7 year housing supply). These figures represent the updated 5YHLS position at 9 February 2016.

The 5YHLS position therefore currently shows a reasonably healthy surplus. However, the 5-year figures assume a substantial contribution from the SDLs. It is currently assumed that the first housing completions at Tangmere SDL will come forward from 2019-20, with the site then contributing around 100 dwellings per year for the remainder of the Plan period. Any further delay in Tangmere SDL being developed will therefore have major consequences for the 5YHLS position and would leave a serious gap in the projected housing supply.

Chichester District Council

CABINET

7 June 2016

Southern Gateway Masterplanning – Project Initiation Document

1. Contacts

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Cabinet Member:

Susan Taylor, Cabinet Member for Housing and Planning,
Tel: 01243 514034 E-mail: sttaylor@chichester.gov.uk

2. Recommendations

That the Cabinet is requested to:

- 2.1. Approve the Southern Gateway Masterplanning Project Initiation Document and consultant's brief (Appendices 1 & 2 to this report).**
- 2.2. Allocate funds of up to £50,000 from reserves to procure consultants to prepare a masterplan for the Southern Gateway area.**

3. Background

- 3.1. In 2001 the Council adopted Supplementary Planning Guidance for Chichester's Southern Gateway to assist the coordinated development of a number of potential development sites in the area. Since then a number of these sites have been developed, some remain as opportunities for development and some additional sites have now become available, notably the Magistrates and Crown Courts buildings.
- 3.2. A number of potential funding streams have become available that could help facilitate development in this area. There has been recent community and stakeholder participation to lead to the preparation of a Chichester Vision. The Cabinet considered an initial report on 3 May 2016 when it resolved to support the Southern Gateway Project in principle.

4. Outcomes to be achieved

- 4.1. The main outcomes that will flow from the production of a masterplan are as follows:
 - (a) The identification of opportunities for development

- (b) The facilitation of new homes, jobs, retail and leisure facilities
- (c) That key constraints are identified so that they are not compromised through new development
- (d) The coordination of the development of a number of different sites
- (e) The coordination of proposals that are the subject of different bids for funding to facilitate development
- (f) Clear guidance to assist in the preparation and assessment of planning applications.

5. Proposal

- 5.1. The proposal is to procure consultants to prepare a masterplan for the Southern Gateway area. A consultant's brief setting out the scope of the work is attached at Appendix 2. The area is defined on the plan attached at Appendix 3. However, whilst the initial focus of the consultants work will be within this area, it should not be restricted to this area if, in the course of carrying out the work, it becomes apparent that there are other opportunities on related nearby sites. The main reason for the proposal is to provide a framework for the coordinated development of the Southern Gateway area.
- 5.2. A detailed timetable for the production of a masterplan is set out in section 10 of the PID (attached at Appendix 1). It is anticipated that the masterplan will be adopted by December 2016 and this will need formal Council approval.
- 5.3. Whilst the focus of this report is on the master planning exercise parallel discussions will commence with existing landowners/occupiers to understand their needs aspirations.

6. Alternatives that have been considered

- 6.1. The Council could decide to leave the future development of the Southern Gateway area to be market-led and assess planning applications against the existing supplementary planning guidance (where applicable) and policies in the Chichester Local Plan. This would make coordinated bids for funding less likely to be successful and would mean that where development takes place it is likely to be put forward and assessed incrementally in the context of an individual site rather than on a comprehensive basis. As a result the traffic and public realm aspirations of this regeneration are less likely to be achieved

7. Resource and legal implications

- 7.1. Other than the funding for specialist consultancy support to prepare a draft masterplan, the main resource implications for the Council will be staff time to review and project manage the work. Given the opportunity to access different funding streams this will potentially need to be prioritised over other projects in the Planning Services Service Plan (and the Commercial Services teams in relation to the dialogue with landowners).
- 7.2. It is anticipated that the consultancy support should cost less than £50,000 and therefore it can be procured through the submission of written quotes rather than requiring a formal tender process. There is no existing budget for this work and therefore funds will need to be allocated from reserves. The HCA has informally

indicated that funding may be available from the Starter Homes Land Fund but further details are not yet known.

8. Consultation

- 8.1. There has been a significant amount of stakeholder participation work which is contributing to the formulation of a Vision for Chichester. The next stage for this project is a formal public consultation.
- 8.2. The draft masterplan will need to be subject to public consultation which is a requirement if it is to have the status and weight of a supplementary planning document.
- 8.3. The Development Plan and Infrastructure Panel considered the contents of this report and an update sheet which has now been incorporated.

9. Community impact and corporate risks

- 9.1. Whilst there are significant opportunities within this project as set out in paragraph 4, the production of a masterplan will require formal consultation with the public and a wide range of stakeholders, including those of a statutory nature, to ensure that all potential community impacts and views are considered.
- 9.2. The risks are set out in section 13 of the PID, attached at Appendix 1.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder: The proposals in the masterplan should ensure that at the very least there is no negative impact on the potential for crime and disorder and that there should be a positive impact in reducing the potential for crime and disorder.	X	
Climate Change: The proposals in the masterplan should ensure that at the very least there is no negative impact for climate change and that there should be a positive impact by including mitigation or adaptation measures.	X	
Human Rights and Equality Impact: An equalities impact assessment will need to be undertaken on the proposals in the masterplan.	X	
Safeguarding and Early Help:		X
Other (Please specify):		X

11. Appendices

- 11.1. Appendix 1 – Project Initiation Document.
- 11.2. Appendix 2 – Masterplan brief for consultants.
- 11.3. Appendix 3 – Plan of Masterplan area

12. Background Papers

- 12.1. None

Project Documentation**PROJECT INITIATION DOCUMENT
(PID)****Southern Gateway – Preparation of Masterplan**

Release:	3rd Draft
Date:	9/05/2016
Authors:	Mike Allgrove Amy Loaring
Approved by:	Andrew Frost

Note: the completion of this document is required for medium and large projects as defined by the Project Type Matrix. The final version should be saved in a sub folder on the x drive under project management / project documentation.

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
4/5/16	2		Mike Allgrove
9/5/16	3		Andrew Frost

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
09/05/2016	Joe Mildred	Minor amendments.

Approvals

This document requires the following approvals:

Name of person, group or committee
Development Plan and Infrastructure Panel
Cabinet

Distribution

Name	Job Title
Andrew Frost	Head of Planning Services
Steve Carvell	Executive Director
Cllr Susan Taylor	Cabinet Member for Housing and Planning
Tony Dignum	Leader of the council
Paul Over	Executive Director
Lone Le Vay	Conservation and Design Manager
Nicola Golding	Principal Solicitor
Mike Allgrove	Planning Policy, Conservation and Design Service Manager
Helen Lowe	Growth Lead, West Sussex County Council
Jamie Dallen	Highways West Sussex County, Council
Tom Oliver	Homes & Communities Agency

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Southern Gateway Masterplan project. It builds upon the initial report to Cabinet on 3 May 2016, when the Cabinet resolved to support the Southern Gateway Project in principle. It sets out why the master planning project should go ahead, who is involved and their responsibilities. This PID will provide the baseline for the project's management and for an assessment of its overall success.

2. PROJECT DESCRIPTION

The project will have as its overriding objective the delivery of a masterplan for the Southern Gateway area of Chichester.

3. BACKGROUND

3.1. The Southern Gateway area has long been seen as an opportunity to make better use of the southern approach to Chichester city. In 2001 the Southern Gateway Framework was adopted by the District Council and retains its status as Supplementary Planning Guidance. Whilst much progress has been made (e.g. with the former Osborne's site, the Girls High School and the Southern Sidings development) significant opportunities remain to regenerate the area. These opportunities have not been realised as a result of the recent economic downturns, the costs of relocating existing users and the extraordinary development costs associated with some of the sites. These barriers are considered to be surmountable with public sector support and investment.

3.2. Recent developments make this an opportune time to review the existing guidance and produce a new masterplan for the Southern Gateway area. Those developments include:

- I. The recent announcement that the Law Courts are to be closed;
- II. The District Council led Chichester Vision initiative;
- III. The WSCC Place Plan; and
- IV. The Government's emphasis on growth and jobs (with new funding streams to assist).

3.3. The area within the Southern Gateway where there is now an opportunity includes the Bus Station and Depot, the Basin Street Car Park, the Courts Buildings, the Police Station and the Royal Mail depot

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

The project will have as its overriding objective the production of a masterplan for the Southern Gateway area. It will, following consultation and formal adoption by the Council, have the status of a supplementary planning document, providing further guidance as to how policy 10 (Chichester City Development Principles) of the Chichester Local Plan will be applied. The delivery of the masterplan will facilitate development that will result in an

improved public perception of the area and deliver substantial outcomes supporting the national growth and housing strategies. The latter are expressed locally in the Coast to Capital Local Enterprise Partnership (C2C LEP) Strategic Economic Plan; the WSCC's Growth Plan; the County's Place Plan for Chichester; and the District Council's Local Plan and Economic Development and Housing Strategies.

4.2. **Outcomes**

The main outcomes that will flow from the production of a masterplan are as follows:

- I. The identification of opportunities for development
- II. The facilitation of new homes, jobs, retail and other facilities
- III. That key constraints are identified so that they are not compromised through new development
- IV. The coordination of the development of a number of different sites
- V. The coordination of proposals that are the subject of different bids for funding to facilitate development
- VI. Clear guidance to assist in the preparation and assessment of planning applications to ensure the achievement of quality development.

4.3. **Outcome Measures**

The specific outcomes sought are as follows:

- Increase in house numbers – starter, affordable, rented, market and student
- Increase in jobs created
- Increase in Gross Value Added¹ (GVA) and average salary levels
- Increase in footfall (retail and leisure)
- Increase in day and staying visitor numbers (visitor economy, leisure, hotel accommodation)
- Priority to pedestrians; increase modal shift; decrease in traffic congestion; reduction in CO2 emissions.

4.4. **Dis-benefits**

- None.

4.5. **Out of Scope**

The project will not include:

- Implementation of development. This will be addressed as a separate project following approval by the Council of the masterplan although preliminary discussions with landowners will commence in parallel with this project.
- Any regulatory processes or obtaining of necessary permissions and consents. This would form part of the implementation stage above.
- Relocation of the railway line which crosses the southern gateway area.
- Strategic infrastructure constraints.

¹ Gross Value Added is normally measured per head and takes economic output - including wages, business profits, rental income and taxes on production and divides them by the number of people living in an area

5. PROJECT CONSTRAINTS

- Timing and expenditure constraints of certain funding streams
- Planning constraints of land
- Contaminated land
- Fragmented land ownership
- Government and local planning policy.

6. PROJECT ASSUMPTIONS

Delivery of the project assumes:

- Project timescales and milestones are achievable and can be met
- On-going political support for the masterplan
- Willingness of partners to engage in the masterplan preparation process
- Waste water capacity for development can be provided.

7. PROJECT COSTS

7.1. Project Delivery Costs

The cost of the project comprises staff costs of the Project Team which are included within the existing base budget and consultancy costs which are estimated at up to £50,000.

7.2. On-going Costs Following Project Completion

At present the only additional funding required is for the production of a masterplan. Should the Council be successful in securing external funding there will be on-going staff costs associated with the implementation of development set out in the masterplan.

8. OPTIONS SUMMARY

8.1 The Council could decide to leave the future development of the Southern Gateway area to be market-led and assess planning applications against the existing supplementary planning guidance (where applicable) and policies in the Chichester Local Plan.

8.2 Rather than procure consultants to prepare a masterplan, the Council could utilise existing staff resources. However, it is likely that consultants will be able to draw on a wider range of staff resources not available within the Council and also the use of existing staff would mean that other projects would have to be delayed.

8.3 An alternative to the preparation of a masterplan would be to run an architectural competition to generate proposals for the redevelopment of the area. However, there is a large degree of uncertainty about what such a competition would deliver and whether architectural practices would respond to such a competition given the need to undertake work on an at risk basis.

9. PROJECT APPROACH

- 9.1 The Southern Gateway masterplan will involve a mix of in-house, partnership and external consultancy resources. There will need to be a public consultation on the contents of the draft masterplan which will be refined in the light of representations received.

10. PROJECT PLAN

Task No.	Task / milestone	Completion Date	Responsible Owner	Dependency
Stage 1				
1	Complete drafting of Masterplan brief	6 May 2016	Lone le Vay	
2	Steering group to Sign off Master Plan Brief	12 May 2016	Steering Group	1
3	Masterplan PID and Brief to DPIP	19 May 2016	Mike Allgrove	2
4	Masterplan PID and Brief to Cabinet	7 June 2016	Mike Allgrove	3
Stage 2				
5	Appointment of Masterplan consultants	20 June 2016	Andrew Frost	4
6	First Draft Masterplan received	20 August		5
7	Draft masterplan finalised	1 September 2016	Lone Le Vay	6
8	Draft Masterplan to DPIP	15 September	Lone Le Vay	6&7
9	Special Cabinet and Council approves document for consultation	20 September	Andrew Frost	8
10	Consultation carried out	29 September – 10 November	Lone Le Vay	9
11	Revisions to masterplan received from consultants	25 November	Lone Le Vay	Amendments agreed with consultants following consultation responses
12	Representations, proposed responses and amendments to masterplan considered by DPIP and Cabinet and masterplan adopted by Council	December	Andrew Frost	11

11. PROJECT TEAM

Name	Role
Andrew Frost	Project Leader
Jane Hotchkiss	Project Implementation
Mike Allgrove	Planning
Lone LeVay	Planning
Nicola Golding	Legal
Patrick Harrison	Estates
Linda Grange	Housing
Representative of Economic Development Service	Economic Development
Thomas Oliver	HCA
Helen Lowe	WSCC
Jamie Dallen	WSCC Highways
Amy Loaring	Project Coordinator

12. COMMUNICATION

Elected members will be kept informed through the monthly Members' Bulletin, bespoke email communication as necessary, workshops and regular reports to the Development Plan and Infrastructure Panel meetings. Officers will be kept informed through reports to Corporate Management Team.

Consultation material will be made available on the website and in hard copy at Council offices and public libraries. All public consultation will be carried out in accordance with the Council's Statement of Community Involvement. A communication strategy will be developed.

13. RISK LOG

The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
1	Lack of member agreement over the contents of the masterplan	2	4	Member briefing before DPIP/Cabinet	Andrew Frost
2	Disengagement of partner organisations	1	3	Steering group to sign off draft documents and on-going liaison with other partners	Steve Carvell
3	Consultation identifies constraints that require further work	2	2	On-going liaison with masterplan consultants	Lone Le Vay

Chichester District Council

4	Consultants don't deliver to deadline	2	2	Contract to ensure delivery	Lone Le Vay
5	Masterplan identifies development proposals that are not commercially viable	2	3	On-going liaison with masterplan consultants and seek viability advice if necessary	Andrew Frost



Appendix 2

Chichester District Council Planning Services

Masterplanning the Southern Gateway Area Consultant's Brief and Guidance

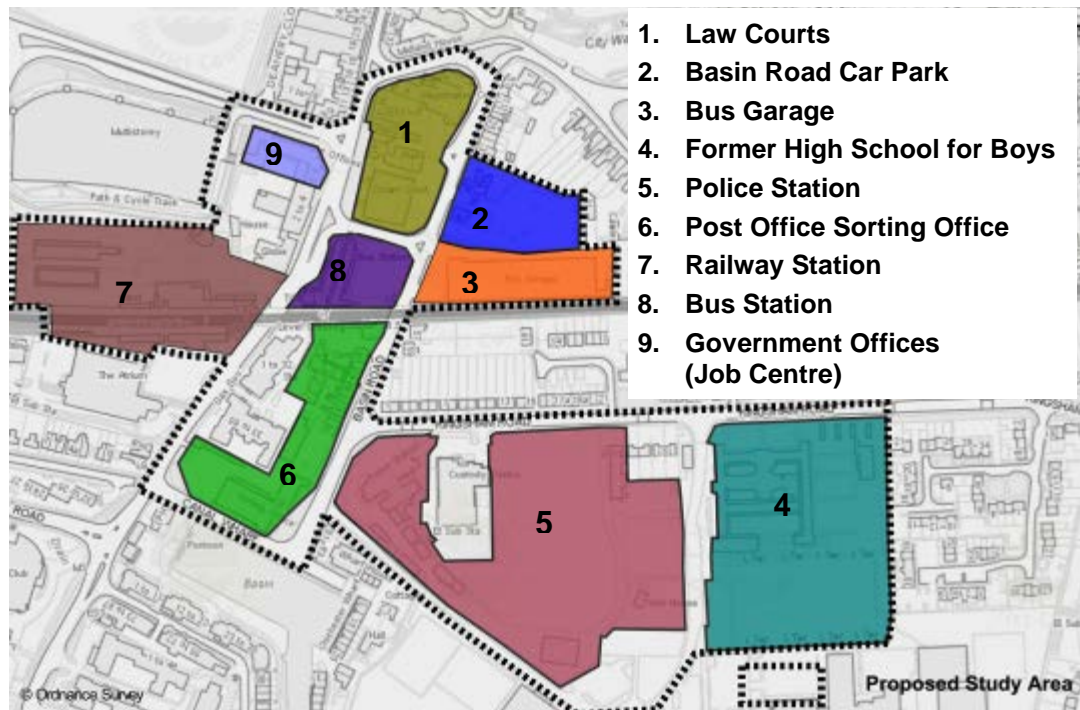


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1. Introduction

Chichester District Council wishes to appoint a suitably qualified and experienced consultancy to produce a masterplan for the part of Chichester around the Magistrates and Crown Courts, the Railway and Bus Stations and areas to the north of the Canal Basin, including the former Royal Mail Sorting Office, Police Station, the Bus Garage and former Chichester High School for Boys, known as the southern gateway area. The masterplan will also seek to improve the public realm, pedestrian movement and connectivity between the Station, Canal and the City centre (see Plan 1 for the study area boundary and location of the main sites).



Plan 1: Southern Gateway Masterplan –Study Area

The southern gateway area provides an important approach to Chichester City Centre, being part of a major point of arrival which includes Chichester railway and bus stations and is located on one of several radial routes into the city. However, the area is a bottleneck and dominated by traffic, due to the existence of two level crossings and a busy gyratory road network. The area has been identified by the District Council, as having potential for development and redevelopment on a substantial scale. The area concerned is shown on Plan 1, although account needs to be taken of nearby development proposals, linkages and impacts on other areas. With careful and coordinated planning there is the potential to bring about a major improvement in the productive use and environmental quality of this part of the City. On the other hand, piecemeal and uncoordinated development may result in a poor environment and missed opportunities.

The area has potential for substantial new residential, retail and commercial development, particularly new employment space (specifically targeted at the high growth, high value sectors such as high end finance, digital, and creative industries providing high skilled job opportunities). Opportunities should be identified to increase the offer for culture and tourism, including hotel and entertainment development to support the visitor economy, and other complementary uses.

There is also potential for significant improvements to the public realm and to create a more vibrant and productive quarter of the City. Previous development within this important urban quarter has resulted in a fragmented townscape and a new comprehensive approach to planning for this area presents the opportunity to improve the urban fabric and create a cohesive townscape. It is also important to ensure that there is good permeability and that the area is well connected to surrounding parts of Chichester as well as the City centre. The area is within or adjoining the defined Town Centre of Chichester with the railway station at its heart.

This brief has been prepared for potential consultants and sets out the Council's requirements for the masterplan. It sets out the location of the area, scope of the work, planning policy context and key requirements for the masterplan. It also details a draft programme, timeframe and guidance relating to the content and submission of the quotation and the completion of the masterplan.

The masterplan will, following public consultation, be adopted as a Supplementary Planning Document (SPD), supplementing policy 10 of the adopted Chichester Local Plan (Chichester City Development Principles).

2. Purpose and Scope of the Masterplan

In order to maximise the benefits of developing this area, the District Council is seeking a masterplan that will help it to determine the most suitable mix and scale of uses for the area having regard to land ownership, the aspirations of landowners, planning policies, development capacity, and development costs/viability. Consultants are invited to submit a proposal to undertake the masterplan which should cover the following aspects:

- To set out a spatial framework for the development and management of the southern gateway area including realistic and deliverable opportunities to secure investment in development and infrastructure;
- Identify the main sites/areas with potential for development based on an understanding of the landowners' intentions, site availability and likely timescales for development, including:

- i) Magistrates and Crown Courts and associated land bounded by Southgate, Market Avenue, Basin Road, the bus garage link road and South Street;
 - ii) Basin Road public car park including buildings fronting Basin Road;
 - iii) The Bus garage on the east side Basin Road;
 - iv) The Police Station site;
 - v) The site of the former Chichester High School for Boys;
 - vi) The former Royal Mail Sorting Office site and area to the north, including the City Business Centre to the north, south of the railway line;
 - vii) The railway station and associated car parks;
 - viii) The Bus Station and associated retail units;
 - ix) Land to the north of the station on the west side of Southgate to Avenue de Chartres including surplus government offices at 4-6 Southgate;
 - x) Other land where a contextual survey and analysis shows that there would be townscape, economic and community benefits; and
 - xi) The surrounding road network including approaches to the City from the A27, level crossings and from the public transport hubs.
- Provide a broad assessment of the capacity of each development parcel including the density, scale and massing of the development options which could reasonably be accommodated on the various sites, taking account of the context of the area, conservation and heritage assets and their settings, significant views, existing / adjoining uses, and the high expectations in respect of sustainable design for this important new urban quarter.
 - Options for potential removal of both of the level crossings adjacent to the Railway Station and in Basin Road and rationalisation of the local road network within and surrounding the study area, should be explored. Where mixed uses are being proposed a broad indication as to the access and servicing arrangements should be provided.
 - Proposals for the public realm which will draw together and link the various development areas through high quality urban design and planning, creation and use of public spaces, (particularly on the north side of the Canal Basin), retention of trees (particularly around the Canal basin and on the former High School for Boys frontage) and set out appropriate high quality materials and landscaping, etc. This should include proposals for improving links from the railway station to the City

centre and the functioning and appearance of South Street/Stockbridge Road, the railway level crossing /Basin Road / Southgate / Market Avenue junction.

- To identify character areas and appropriate development and management strategies within those areas.
- To set out in an Action Plan the interventions necessary to implement the measures set out above.

The study also needs to have regard to the setting of the City centre including the critical visual and functional relationships with the Cathedral Spire, the Market Cross, and the Canal Basin.

The masterplan should be for the area as a whole in order to assist its regeneration and accommodate those uses which are necessary, appropriate and where there is market demand and infrastructure to support them. The options should consist of viable development packages for the key sites and should identify the broad scale, massing and volume of development appropriate for each site, which should be based on a contextual site analysis. The proposed options should have particular regard for potential opportunities to deliver starter homes in this part of the City.

It will include proposals for the location and inter-relationships between uses, the mixes of uses involved and the overall scale of provision proposed in terms of number of dwellings, commercial floorspace, public parking spaces, etc. and associated infrastructure to support them.

3. Southern Gateway area - location and context

Chichester City is the historic heart of the District and is the main location for shopping, entertainment and visitor attractions.

The Southern Gateway area is located immediately to the south of the city walls and its historic core and central retail area and includes Chichester's Railway and Bus Stations, the bus garage (locally listed), the site of the Magistrates and Crown Courts, the Police Station, the former Royal Mail Sorting Office site in Basin Road, the City Business Centre, the Basin Road Car Park, the former High School for boys in Kingsham Road, surplus Government offices at 4-6 Southgate and, a number of office, commercial, retail and residential uses.

The immediate area is characterised by its mixed use. To the north of the Bus Station and Bus Interchange sites is South Street, one of Chichester's primary shopping frontages. At the Northern apex of South Street is the Cross, which acts as the central landmark of the retail centre. Immediately to the west of the Cross is the Cathedral, views of which are possible from a number of points on the sites. Surrounding the retail core there are a multitude of uses, in particular offices and housing.

The Railway Station and Bus Station currently comprise the public transport hub of the City. The other notable point of interest is the Canal basin to the south of the site located on Basin Road. Most of the area is within the Chichester Conservation Area and there are a number of listed buildings within and in close proximity to the study area.

The Southern Gateway area presents Chichester with a strategic opportunity to create a new quarter within the city to be enjoyed by residents, workers and visitors. Complementing the city centre, the area includes a number of important edge-of-centre development opportunities. A number of sites in the vicinity have already been developed in recent years introducing a mix of uses including new town houses and visitor attractions around the Canal Basin, sheltered housing in Stockbridge Road, restaurants and entertainment at Chichester Gate and the Wiley's head offices immediately to the south of the Station.

The redevelopment of other sites to the north of the Canal Basin and around the transport interchanges provide opportunities for improvements to the transport interchange, including surrounding public realm to improve public access to the City Centre to the north and links to the countryside and coast to the south to stimulate the regeneration of the area as a whole.

4. The Study Area

The study area covers about 12 hectares (30 acres) of brownfield land in a mix of public and private ownership focused on Southgate, Stockbridge and Basin Roads and areas around the Station and to the north of the Canal Basin, including surrounding roads. However, in considering infrastructure interventions, account will need to be taken of the City centre highway and transport networks as a whole.

The rectangular canal basin with its stone flag walls and two flint construction listed buildings (a public house and a customs house) which date from the canal era makes an important contribution to the character of the area.

In 1990, the Chichester Conservation Area was extended to include the Canal Basin and surrounding sites. Further extensions to the conservation area, to take in the Police Station and the area to the north of the Canal Basin are currently under consideration. A decision will be taken in June 2016

The Chichester Ship Canal is navigable southwards to Hunston and a recently improved towpath leads out from the Southern Gateway providing a very pleasant link from the Southern Gateway to the countryside and Chichester Harbour to the south. The whole four miles of canal is owned by the County Council and a management plan sets

the objective of full restoration which would create even more water based interest within the canal basin.

That said, some of the sites within the Southern Gateway do not contribute to this character. Initially, they were developed as depots, coal and timber yards connected with the canal. The sites that were redeveloped in the 50's and 60's (such as the bus station and former post office depot) now present opportunities for sensitive redevelopment.

5. Planning Context

Chichester District Council's aspirations for a new gateway is set out in the Southern Gateway Planning Framework published in 2001. The adopted Chichester Local Plan: Key Policies 2014-2029 (July 2015) continues to recognise that there are a number of sites with potential for redevelopment to the south of the city centre within the Southern Gateway area that would benefit the city, with the potential to provide new office and commercial floorspace; some new residential development; enhancements to the townscape, streetscape and public space; and improved road layout providing better cycling and pedestrian access to the city centre from the South.

Policy 10 of the Chichester Local Plan sets out the key development principles for Chichester City and makes provision for the Council to prepare Supplementary Planning Documents or Development Plan Document(s) setting out a coordinated planning framework covering Chichester city centre and other areas of change in the city, which will identify development sites, transport and environmental improvements and define areas within which specific uses are considered appropriate and will be supported.

Paragraph 12.7 of the Chichester Local Plan relates specifically to the Southern Gateway Area to the south of the city centre and recognises that there are a number of sites with potential for redevelopment in the area, including the Basin Road Post Office site, Bus Depot, and sites within the Terminus Road Industrial Estate. It goes on to state that within this area, there is potential to provide an enhanced rail/bus interchange; new office and commercial floorspace; some new residential development; enhancements to the townscape, streetscape and public space; and improved road layouts providing better cycling and pedestrian access to the city centre from the south. It confirms that if necessary the Council will explore the potential to develop and reshape this area further through the preparation of a Supplementary Planning Document(s) or Development Plan Document(s) which will set out a coordinated planning framework for the area.

5.1 Planning Constraints

Historic Environment

A large part of the study area is located within the Chichester Conservation Area, mainly falling within Character Area 6 – Southgate, Chichester College and the Canal Basin, outside the City Walls. Two Roman roads cross the area, the southern extension of Stane Street, linking Dell Quay to Chichester then London and a Roman road linking Chichester to Sidlesham, roughly on the alignment of Basin Road. It is recognised that much of the historic fabric of the area was lost to larger inter-war and 1960s development. The Canal Basin and associated former Ship Canal are significant features of the area representing the transition from the more urban character of the Canal Basin itself to the relative tranquillity of the canal tow path lined with trees and adjacent fields with important views towards the Cathedral spire. The conservation area appraisal also identifies buildings of townscape value that positively contribute to the character of the area. The Townscape Appraisal Map of Character Area 6 is shown at Plan 3 overleaf.

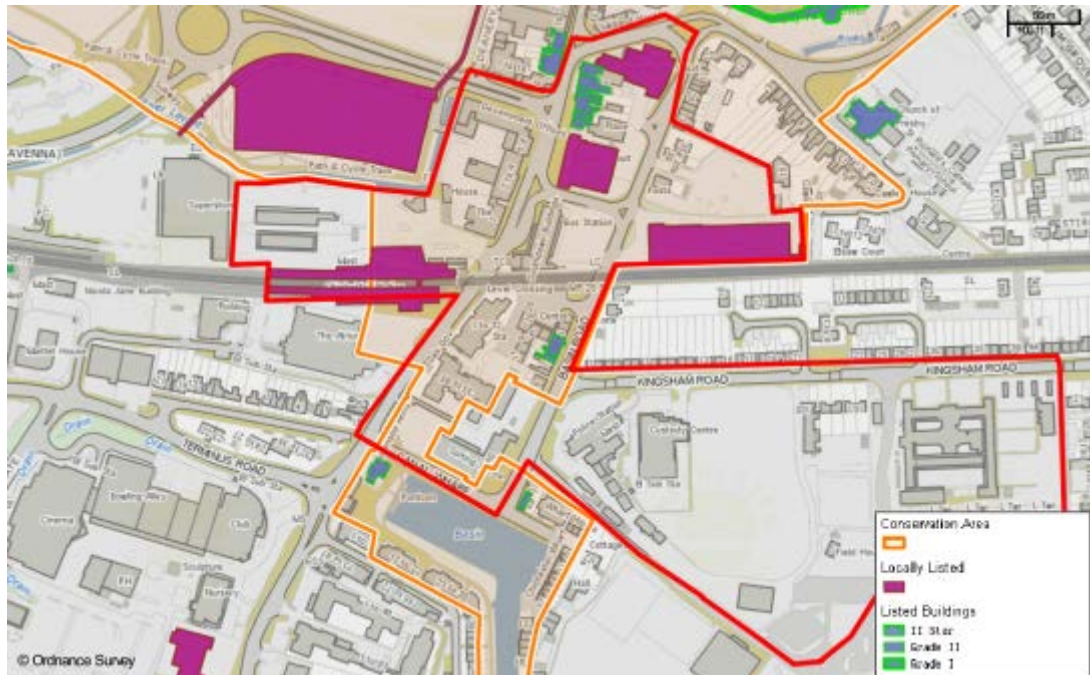
There are a number of listed buildings within the study area, including 36 to 42 (consec) Southgate (Grade II), a prominent terrace enclosing the view towards the eastern end of Avenue-De-Chartes, and 64 (formerly the Railway Arms Public House), 66, 68 and 70 Basin Road (Grade II). There are also listed buildings in close proximity to the area including the Richmond Arms, Public House and former Customs House at 91 Basin Road.

There are also a number of locally listed buildings within the study area, including the Bus Garage, Crown and Magistrates Courts and the Railway Station.

To the north and north-east of the Basin Road public car park there are a number of buildings which are considered to make a positive contribution to the conservation area and the impact of any redevelopment on them would need to be considered.

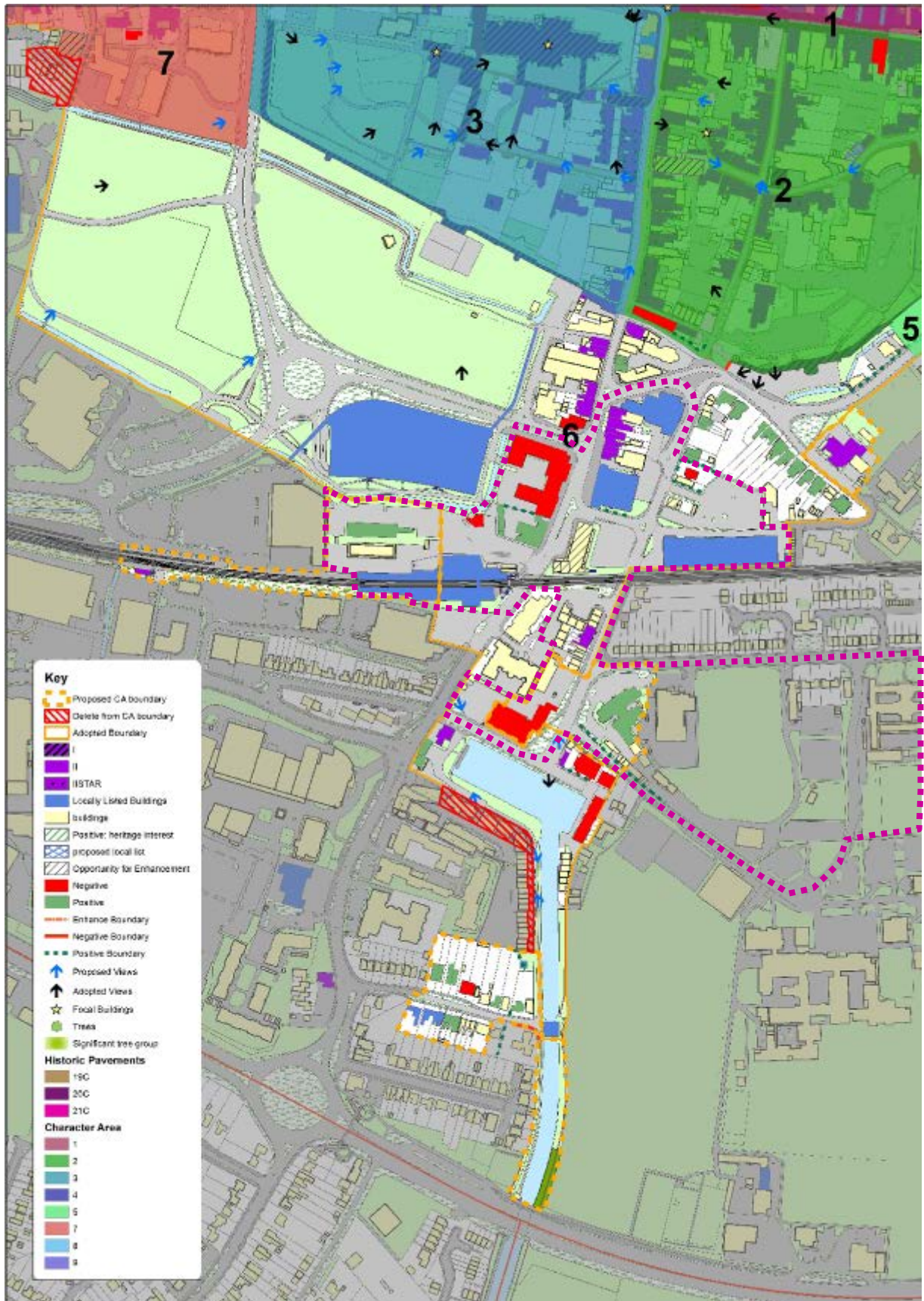
Due to the nature and context of the study area, there are therefore a number of constraints that need to be considered. The potential height of buildings will be limited due to the character of the area and the protection of Cathedral views.

There is a significant group of trees located on the Kingsham Road frontage of the former Chichester High School for Boys site and a protected tree to the rear of the Crown Court Site.



Plan 2 – Historic Environment Designations

The sites are located in an area of moderate to high archaeological potential associated with the alignment of the Roman roads, the City itself, particularly around the City walls and the Canal Basin and canal. Therefore in developing the masterplan consideration will need to given to the need for archaeological assessment, and where possible field evaluation and the appropriate mitigation measures that would have to be taken.

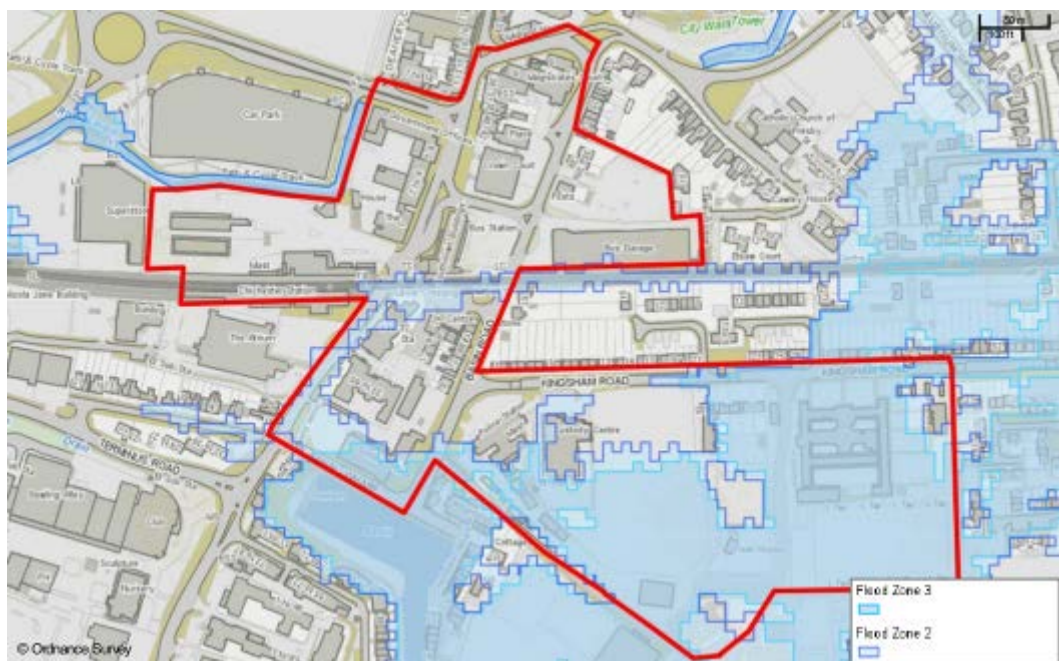


Plan 3 - Chichester Conservation Area Character Area 6 – Townscape Appraisal Map

5.2 Environment

The whole of the study area falls within the Chichester Harbour Special Protection Area (SPA) buffer, within which residential development is likely to have a significant impact on protected habitats through recreational disturbance. However, a strategic mitigation scheme has been developed in conjunction with other local planning authorities in the Solent SPA.

The seasonal River Lavant runs along the northern boundary of the area and a significant part of the area is also identified as at risk of flooding, particularly the area of the former High School for Boys site, parts of the Police Station site, areas around the Canal Basin, the railway line and Stockbridge Road.



Plan 4 – Environmental constraints

6. Other Constraints

The level crossings are a constraint, both in terms of their effect on traffic and permeability generally and the masterplan should explore options for either one or both to be removed.

The Bus Depot will need to be relocated and alternative provision for bus interchange and layover will need to be made. To achieve this, agreement will need to be reached with Stagecoach who occupies the bus station and depot sites.

There are high existing levels of traffic use on the road. The footpath adjacent to the bus station needs to be maintained but considerably improved and there is potential to extend it through the adjacent site to Cawley Road.

There is an existing footpath between 33 and 35a Basin Road which provides access to the rear gardens of the houses on Market Avenue

and to the office units off Cawley Road. There is an alternative access point available from the Basin Road public car park. Access to this footpath would need to be maintained.

7. Funding Streams

- 7.1 Funding is being sought from the Coast to Capital Local Enterprise Partnership (LEP) Local Growth Fund to unlock the area's potential.
- 7.2 Potential funding from the Homes and Communities Agency's (HCA) recently launched Starter Home Land Fund is also being pursued.
- 7.3 Capital funding is also being sought from West Sussex County Council, including from their Sustainable Transport Fund.

8. Overall Vision/Development Potential

The project seeks to unlock brownfield site regeneration. There may be a need to overcome some of the abnormal costs associated with some of the development sites to deliver much needed housing and commercial development together with enhancements in public realm to contribute to the creation of a vibrant new quarter to the City. The project aims to deliver:

- New jobs and protection/retention of existing jobs
- New homes (with a particular emphasis on starter homes)/student accommodation;
- Business/retail and leisure floorspace (on-site) plus off-site relocation space if required.

This 12 hectare/30 acre regeneration scheme represents the largest regeneration project in Chichester city centre in many years and provides an opportunity to enhance provision for young people (Chichester is the only University city in West Sussex), opportunities to attract high-end employers to the City and provision of cultural and tourist facilities (Chichester is the strongest tourism location in West Sussex (Source: Visit England website (www.visitbritain.org) – Destination Analysis Three-Year Averages 2012-2014).

9. Design/Urban Design Requirements

The masterplan for the Southern Gateway should recognise certain key attributes of the location. These include:

- Public Realm Strategy/Design Code to ensure co-ordinated approach between the sites to signage, street furniture and materials.
- Appropriately designed buildings that are sympathetic to the character of the area and locally distinctive
- The potential for articulating a 'Gateway' into the City from the South, along and around a major radial route – (Stockbridge Road) but also via the Chichester Ship Canal

- Attractive pedestrian environment that minimises conflicts with other users and encourages increased footfall particularly between sites and uses.
- Active frontages onto main streets and pedestrian routes, ensuring natural surveillance and human presence including active uses at ground floor, buildings fronting onto the public realm and locating parking in safe and secure courtyards.
- Recognition of a major visual axis along the Canal towards Chichester Cathedral Spire. This is especially strong in views northward along the Canal from A27 Bridge but also from the towpath itself
- The need to strengthen the setting of the Canal Basin by high quality design of development to the north of the basin, potentially including a new public space and new foot bridge across the canal to the south of the basin.
- Creation of a new vibrant, sustainable quarter to the City, through high standards of design and use of high quality materials both for the buildings and also the public realm.
- There is an opportunity to improve the character of Basin Road by providing more active frontages, public spaces and to give a more attractive public realm that will help to encourage people to walk to the canal basin.

Reference should be made to the Council's Design Protocol, setting out the Council's approach to achieving high quality design in developments.

10. **Planning Principles for each of the Key Development Sites**

A description of each of the key development sites is attached at Appendix 1

The main planning principles for each site, based on the Chichester's Southern Gateway - A Planning Framework for Development Sites and Environmental Improvements document (where applicable), adopted as Supplementary Planning Guidance in April 2001 are set out below.

10.1 **Site 1 – The Law Courts**

The masterplan proposals should consider:

- the relationship to listed buildings on the site which will need to be retained;
- retention/re-use of locally listed buildings;
- inclusion of uses to complement the high street at ground floor; and
- introduction of active frontages to the Basin Road frontage associated with improved public realm and pedestrian cycle

movement, particularly linking the City Centre to the Canal Basin and between the site and the transport hub.

10.2 **Site 2 - Basin Road Car Park**

The masterplan proposals should consider:

- maximising its potential in terms of being a sustainable location, given its proximity to potential places of employment and to public transport;
- provision of an active frontage to Basin Road and could add visual interest; and
- Public realm enhancements that should include improvements to pedestrian and cycle routes particularly along Basin Road.

10.3 **Site 3 – The Bus Garage/Depot Site**

The masterplan proposals should take into consideration:

- Potential for re-use/adaptation of the locally listed bus station structure;
- The need for a high quality development to reflect the site's position on the inner ring road and make a positive contribution to the area;
- The redevelopment of the bus depot and car park together may provide the best opportunities to produce a satisfactory layout and an improvement in elevational treatment of the road frontage.
- The site's sustainable location in terms of its proximity to potential places of employment and to public transport, site could also accommodate student housing and employment uses.

10.4 **Site 4 – Former Chichester High School for Boys**

The masterplan proposal should take into consideration:

- The area's more suburban character in terms of the form and scale of development that can be accommodated; and
- retention of the significant group of trees along the Kingsham Road frontage with contribute to the street scene.

10.5 **Site 5 – Police Station**

The masterplan proposal should take into consideration:

- Potential for conversion/adaptation of the existing main police station building; and
- A scale of development that will complement the listed building to the north on the opposite side of Basin Road and the residential character of Kingsham Road

10.6 **Site 6 – Royal Mail Sorting office and Vehicle Maintenance Facility:**

The masterplan will need to consider:

- Active ground floor uses that are accessible and provide attractions for the public e.g. cafés/ restaurants/bars, workshops and specialist retailing;
- The setting back of the proposed development to create a public area adjacent to the Canal Basin;
- Appropriate design to complement the Customs House (listed building) opposite to frame the view of the Cathedral;
- Building heights sympathetic to the surrounding area and the Canal Basin; and
- Maintenance of views of the Cathedral from the Canal.

10.7 **Site 7 – Railway Station and Car Park:**

The masterplan proposal should provide for:

- Main pedestrian, taxi and bus access to the railway station to be from Southgate.
- Potential for a new vehicular access off the existing Avenue de Chartres car park access road could be considered, this would require a bridge over the River Lavant.
- Compliance with design and urban design considerations above.

10.8 **Site 8 – Bus Station:**

The masterplan proposal should include the following considerations:

- Potential to relocate bus station activities;
- Active street frontages which would help to add to the vitality of this area and maintain an active frontage onto Southgate close to the railway station;
- Due to difficulties with access there is a need to avoid uses that create /require significant vehicular movements; and
- Public realm enhancements

10.9 **Site 9 –Government Offices, 4-6 Southgate:**

The masterplan proposal should consider:

- Opportunities for improvements to the surrounding public realm, including setting the building back on the Southgate frontage to increase pavement widths and possible incorporate seating areas outside café/restaurant units; and
- potential for conversion/upgrading of the existing building.

11. **The Masterplan Team**

In undertaking this work, the council considers expertise in the following areas to be essential.

- Urban design and planning.
- Regeneration.
- Transport and accessibility.
- Environmental sustainability.
- Experience or knowledge of planning policy, historic environment and design issues.
- Experience in assessing the financial viability of development proposals.
- Understanding of drainage and flood risk management
- Experience in Community and Stakeholder engagement

In line with these disciplines, it is expected that the following elements will be addressed within the programme of work detailed in the quotation.

Design and planning

- Identification of key development principles for the area, including suitable land uses, guidance on the scale, massing and design of new buildings and improvements to the public realm.

Transport and accessibility

- Identification of opportunities for effective transport and access improvements, having regard to completed and planned improvements both within the area and the wider city centre context.
- Linkages and improved pedestrian movement within the masterplan area and to the surrounding city centre area.

Understanding of design, historic environment and planning matters

- A clear understanding of planning and design issues relevant to the area.
- A clear understanding of the special built environment qualities of the area and the wider City and its setting.

Experience in assessing the financial viability of development proposals

- Ensuring proposals are viable and deliverable
- An assessment of the cost of the proposals / ideas brought forward in order to demonstrate that they are commercially viable and attractive to the market.

Understanding of drainage and flood risk management

- Ensure development proposals will contribute to mitigating existing flood risks and not create any further drainage problems

Experience in Community and Stakeholder engagement

- Facilitate stakeholder workshops
- Liaison with Councillors.
- Liaison with land-owners in the area, particularly the public transport providers, the County Council, the Police and the Post Office.
- Involvement of other local stakeholders.
- Engagement with the local community, including residents, visitors and workers

12. Deliverables

The Council expects the masterplan to contain the following main elements:

- An analysis of the key landscape and built heritage characteristics of the town;
- The identification of costed **infrastructure interventions** that will significantly enhance the vitality and viability of the town centre;
- The identification of major development opportunities;
- A spatial framework setting out **land-use, design and management principles** and development priorities for each of the development sites including measures to focus retail and other activities to support the city's economy;
- The identification of a **prioritised list of development opportunities** including early stage projects for immediate delivery;
- An Action Plan setting out the key steps necessary to implement major projects including the requirements for and likelihood of external funding.

13. Sources of Information and Evidence

- Chichester Local Plan: Key Policies 2014-29
- Chichester's Southern Gateway - A Planning Framework for Development Sites and Environmental Improvements Adopted as Supplementary Planning Guidance April 2001
- Chichester Conservation Area Character Appraisal
- Canal Basin – Landscape Framework – Terra Firma
- Chichester Vision (Draft)

14. Quotation Programme

Quotations should be submitted to the Council by Noon on Friday 17 June 2016.

The successful organisation will be notified by **23 June 2016**.

15. Masterplan Development - timeframe

Stage	Due date
Quotation deadline	17 June 2016
Project commences	20 June 2016
CDC receives first draft of the Southern Gateway masterplan	20 August 2016
CDC Received revised Draft of masterplan	1 September 2016
CDC Consultation on masterplan	29 September to 10 November 2016
Formal Approval of Masterplan	December 2016

The stages outlined above will be reviewed and further detailed once consultants have been appointed. A steering group with representatives of the three funding bodies, namely Chichester District Council, the Homes and Communities Agency (HCA) and West Sussex County Council (WSSCC) has been set up. This is supported by an officer project group with appropriate disciplines represented and by external consultants where required. At least two meetings with the project group is envisaged – one at the project inception stage and a further session to review the draft document.

16. Content of quotation documents

In preparing a quotation, organisations should ensure that the following information is included:

- A draft programme detailing tasks and timescales required to develop the masterplan
- A fee matrix (see point 7.0 below)
- Company contact details
- Overview of company's activities and experience, including illustrations of similar schemes undertaken
- Quality accreditations/membership of professional bodies
- Appropriate insurance

17. Fees

Companies are invited to submit their fee proposals. Quotations should include an indication of the hourly/daily rates of the staff that will be engaged in each element of the project. This should also include a matrix that details task allocations, and the total time to be spent on, and costs of, each element of the project.

The Council will appoint advisors on the basis of their experience and service quality in relation to their fee rates.

18. Assessment Criteria

Quotations will be scored (out of a possible 100%) using the following assessment criteria:

- 1) Cost (15%)
- 2) Past performance – previous experience based on the key disciplines identified in section 3.0 (15%)
- 3) Resources and skills – those who will be working on the project (15%)
- 4) Management experience and skills – of the person/persons who will be managing the work (15%)
- 5) Understanding of client requirements (15%)
- 6) Quality of quotation – content / presentation (15%)
- 7) Delivery schedule – clarity of provisional programme and timetable (10%)

The quotation with the highest score will be awarded the contract.

19. Insurance

You should have the appropriate insurance in place:

Professional indemnity insurance (minimum of £5,000,000)

20. Submission of Quotation

If you would like to quote for this work, please submit your quote via the In-Tend system

(<https://in-tendhost.co.uk/sesharedservices.aspx/Home>) by 10th June 2016.

21. Contacts

If you have further questions about any issue covered in this document, please do not hesitate to contact either:

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Tel: 01243 534892 Email: afrost@chichester.gov.uk

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Lone Le Vay, Conservation and Design Team Manager

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Appendix 1 - Summary descriptions the Key Development Sites
Site 1 – The Law Courts



Locally Listed Crown Court



Locally Listed Magistrates Court

The site and buildings have become surplus to requirements following the Government’s announcement to close the Chichester Combined Court (Crown and County) at the end of March 2017 and Chichester Magistrates’ Court in December 2016. HM Courts and Tribunal Service intends to dispose of the site and buildings.

Both Court buildings are locally listed. The Crown Court displays strong influences of Art Deco architecture with its symmetrical and well proportioned frontage facing onto Southgate, flanked with two large doors, concrete surrounds and accompanying flights of steps. The rear of the building is of

less interest. The Magistrates Court is a well-proportioned modern building by local architect Geoffrey Claridge of Stanley Roth & Partners which interacts well with its location, both spatially and visually.

The site is cut off from surrounding areas of the City by the Southgate Gyratory system and the frontage onto Basin Road is dominated by service areas and car parking.

Site 2 - Basin Road Car Park



This includes the Basin Road public car park, and Nos 35-39 (Chichester Christian Spiritualist Church) and 45 Basin Road, a small bungalow, which would enable a better overall development of the site.

Site 3 – The Bus Garage/Depot Site

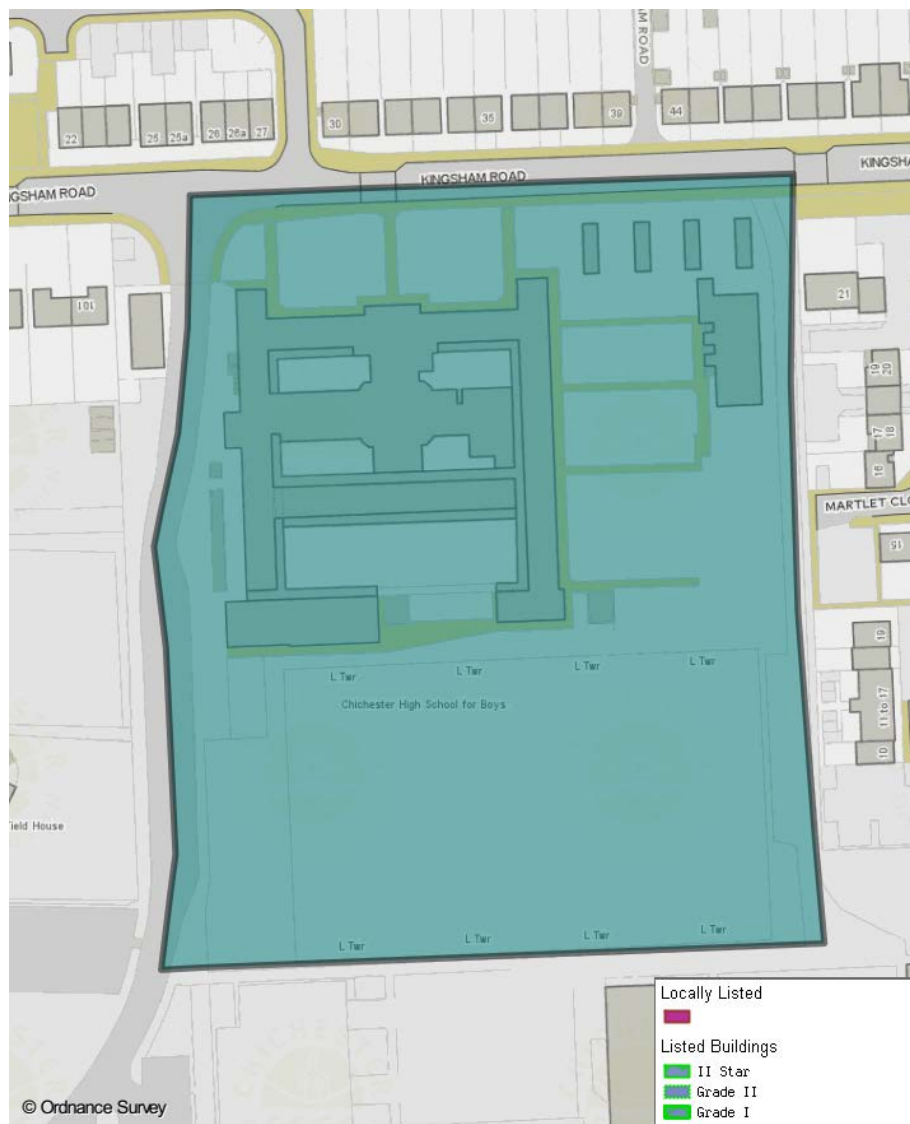


Locally Listed Bus Garage

The Bus Garage/Depot site consists of the garage building, which runs the length of the site alongside the railway and associated car parking and is used in connection with the bus garage. The bus garage roof is a good early example of a concrete shell roof.

From the depot site there are views of the Cathedral which need to be protected/enhanced. There are also glimpses of the Cathedral available through the gaps in the houses on Kingsham Road, which also need to be maintained and where possible enhanced. There are views to the depot site from the City Wall walk but not directly from the walls, although if the route of the walk is altered at any point then it is possible that the corner of the site would be visible.

Site 4 – Former Chichester High School for Boys



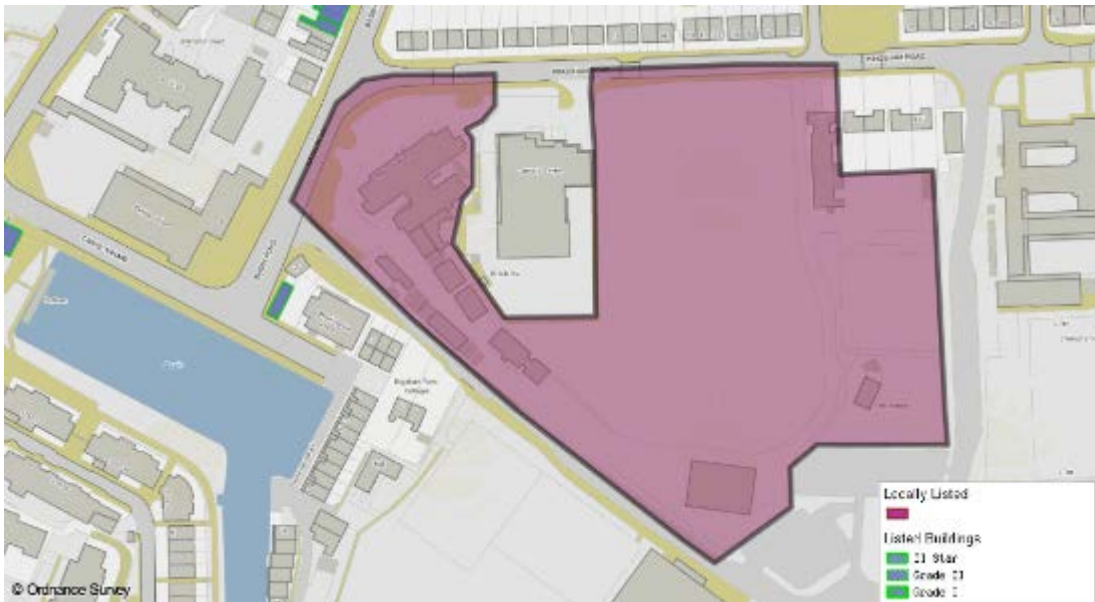


Former Chichester High School for Boys

The site is located adjacent and opposite to other residential areas which are more suburban in character.

There is a significant group of trees along the Kingsham Road frontage which contribute to the street scene and should be retained.

Site 5 – Police Station



Police Station

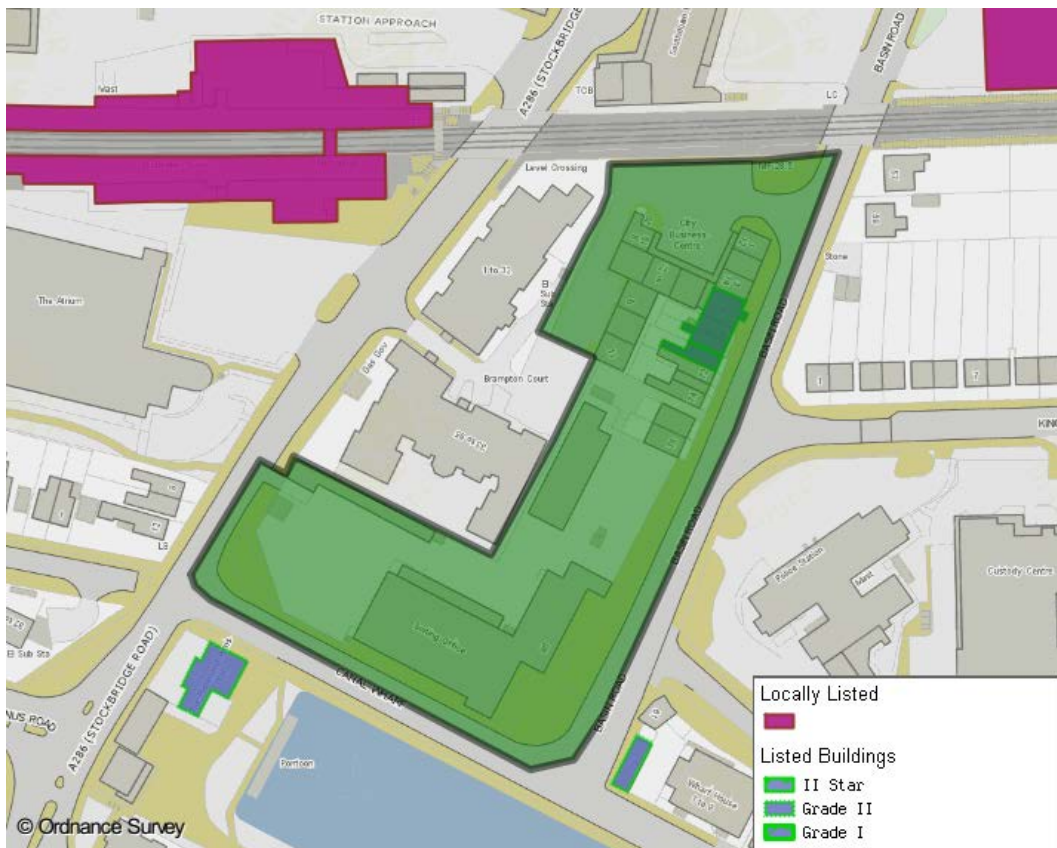


New Custody Suite

The site excludes the recently constructed Custody Suite and areas of open space to the south. The police station building has been identified as

contributing to the character of the conservation area, but its frontage is dominated by car parking.

Site 6 – Royal Mail Sorting office and Vehicle Maintenance Facility:



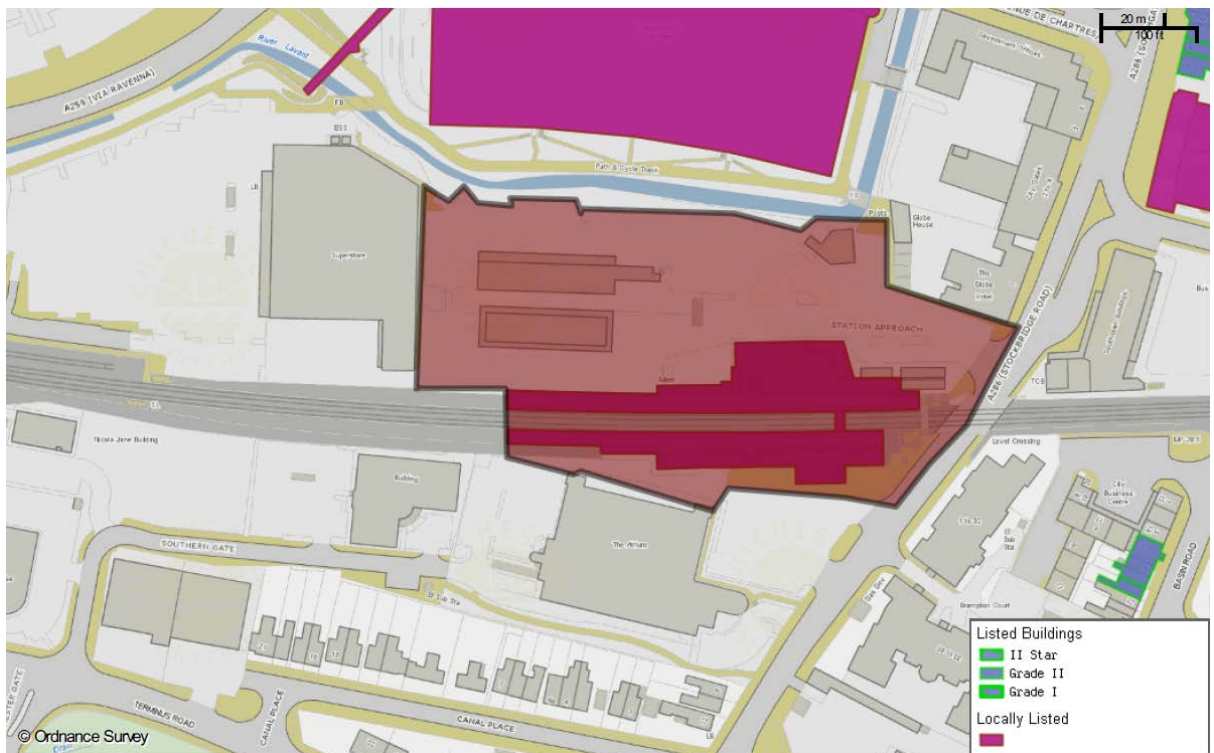
Royal Mail Sorting Office



Basin Road Frontage

The Post Office site is to the north of the Canal Basin; at present it is used as a sorting office and van maintenance and storage. To the North is the City Business centre. The site has key frontages to Stockbridge Road and the Canal Basin along Canal Wharf. Development of the site offers opportunities to improve public access and enhance enjoyment of the Canal Basin, possibly through the creation of a new public open space with sitting out areas in front of the ground floor uses and allowing people to gather informally. It would be an ideal opportunity for inclusion of public art.

Site 7 – Chichester Railway Station and Car Park



Railway Station

This site currently consists of the station itself and parts of the railway station car park, circulation space, office space for a number of small businesses, including the Smith and Western restaurant as well as parking spaces for private businesses and a taxi rank.

The railway station is locally listed, representing a good example of 'Festival of Britain' architecture. Designed by the BR-SR Architectural Department in 1958, the building retains many interior features such as the ceiling, chandeliers and electro-mechanical clock in the booking hall.

The building is in need of improvement but has great potential to be conserved as a quintessential example of 1950s public architecture and provides opportunities to improve the facilities for rail users and to significantly improve the appearance and setting of the station, linked to potential for removal of the level crossing.

Site 8 – Bus Station:



Railway Station

The bus station building comprises retail and café uses on the ground floor and offices above. The rest of the site is occupied by space for the manoeuvring and parking of buses and is isolated by the railway line to the south and roads on all other sides.

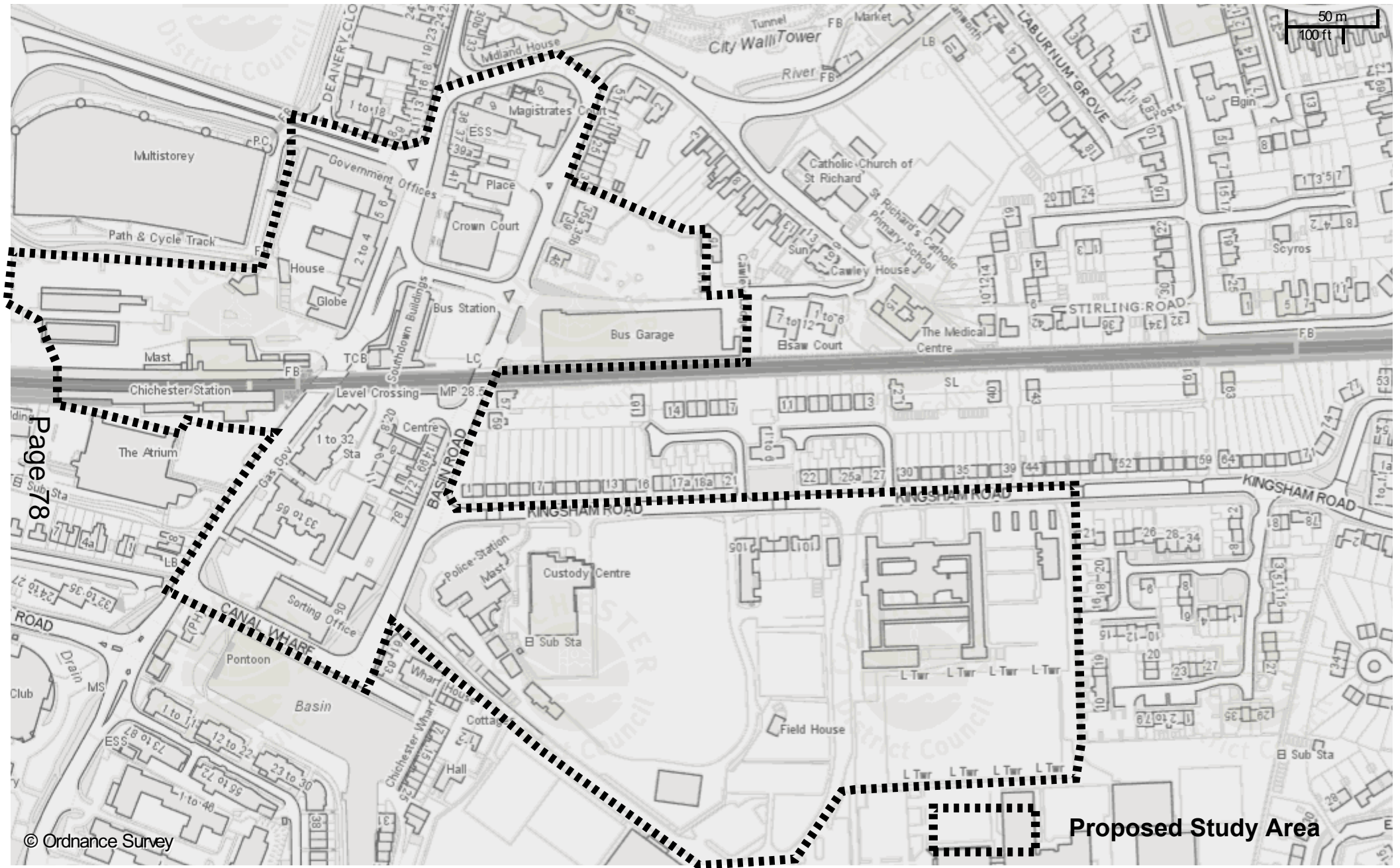
There is an existing footpath that runs behind the bus station building alongside the track. It is currently poorly lit and not a particularly inviting route for pedestrians.

Site 9 – Government Offices, 4-6 Southgate:



Offices – 4-6 Southgate

This site comprises a 20th century office block currently accommodating the Job Centre. Located on a prominent corner on the gyratory and main access to the City centre the existing building is of little architectural merit and redevelopment would provide an opportunity to create a good quality building in close proximity to the station and the City centre.



Proposed Study Area

Chichester District Council

CABINET

7 June 2016

Chichester Wellbeing

1. Contacts

Report Author:

Elaine Thomas – Community Wellbeing Manager

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Cabinet Member:

Eileen Lintill – Cabinet Member for Community Services

Tel: 01798 342948 E-mail elintill@chichester.gov.uk

2. Recommendation

- 2.1. **That 2016/17 funding of £289,442 from West Sussex County Council be accepted to deliver the Wellbeing Service in line with the partnership agreement and agreed business plan.**
- 2.2. **That the Head of Community Services be authorised to finalise and sign the Wellbeing Partnership Agreement (2016-19) with West Sussex County Council.**

3. Background

- 3.1. All of the District and Borough Councils in West Sussex are contracted by West Sussex County Council Public Health to deliver a Wellbeing service. The Wellbeing service is a universal service available to adults of all ages. It targets Think Family Neighbourhood areas of the district where deprivation has been identified, and population groups who are more likely to suffer poor health outcomes (for example, low income families and carers). The primary purpose of the service is to reduce the risk of cardiovascular disease in the adult population of Chichester District. Services focus on behaviour change and early intervention around the main causes of the disease; achieving a healthy weight, increasing physical activity, reducing smoking rates, reducing alcohol consumption and reducing stress.
- 3.2. The three year partnership agreement (2013/14 – 2015/16) with West Sussex County Council Public Health ended on 31 March 2016. Delays in the funding decision making process mean that this agreement has been extended until 30 June 2016 after which a new agreement will be put in place for the period 1 July 2016 – 31 March 2019. The funding for 2016/17 has been adjusted to reflect the delays in the decision making process.
- 3.3. The agreement outlines the purpose of the funding, £100,000 of which is for continued delivery of a Wellbeing Hub function (wellbeing advisors and office support) and £189,442 for additional services which support the role of the Hub.

- 3.4. The actual reduction of £6,858 to the funding for 2016/17 is considerably less than anticipated and will have little impact on the service. A detailed plan of proposed expenditure is outlined in Appendix 1.

4. Outcomes achieved to date

- 4.1. In summary, since the start of the programme in 2013 the Wellbeing team has either met or exceeded targets achieving the following outcomes, full details of which can be found in Appendix 2:
- Supported 4848 clients with advice and information to make positive lifestyle changes.
 - Whilst the majority of referrals to the service are self referrals, the service has increased referrals via GPs from 29 in 2013/14 to 105 in 2015/16
 - The Wellbeing Weight loss programme has supported 664 people to lose weight and learn about a healthy diet.
 - We have supported 58 families with children to learn about a healthy lifestyle and gain confidence in being more active.
 - We have worked with 55 local businesses to improve the health and wellbeing of their staff.
 - 261 working age adults have increased their activity levels to 150 minutes a week
 - 344 older people increased the amount of activity they do after a 3 month period.
 - We delivered 36 cook and eat courses helping participants to cook healthy food.
- 4.2 The high level outcomes for the service going forward are to continue to reduce the risk factors associated with Cardiovascular Disease and Cancers with a focus on higher risk populations and Think Family Neighbourhood areas (see Appendix 3).
- 4.3 The service is monitored via telephone evaluation calls with clients who have used the service. Of the clients who were contacted to give feedback, 84% had made positive lifestyle changes as a result of their contact with the service.

5. Proposal

- 5.1. It is proposed that the Council accepts the funding from West Sussex County Council of £289,442 for 2016/17 to deliver the Wellbeing service during in line with the revised budget and business plan (Appendices 1 & 3). Furthermore that the District Council enters into a Wellbeing Partnership Agreement (2016/19) to cover the future delivery of the programme subject to an annual funding review and 6 months' notice period on either side.
- 5.2. It is anticipated that there will be increased cuts to the budget in 2017/18 and 2018/19 but a full planning process is in place with West Sussex County Council Public Health to ensure the service is able to adapt to these changes. We are working to increase the skill set of the Wellbeing team to ensure we have maximum resources available to continue to deliver the most effective elements of the service.

- 5.3. The details for each of the individual projects are currently being agreed with West Sussex County Council Public Health within the 2016/17 business plan (Appendix 3). It is anticipated that these outcomes will continue with a similar focus to those highlighted in 4.1.

6. Alternatives that have been considered

Option 1: Not accepting the funding

- 6.1 If the Council chooses not to accept the funding it would lose the resource which will enable delivery against the Corporate Objective of 'Support Vulnerable People and Communities' and the opportunity to work with targeted communities in these areas. West Sussex County Council would then commission the service from another provider and the Council would be required to make the staff redundant.

Option 2: Commission the service from the Voluntary and Community Sector

- 6.2. The Council could commission the service from the Voluntary and Community Sector and retain management as commissioner.
- 6.3. The Council would cease to operate it as a front line service which provides positive publicity for the Council. Currently the service is flexible to meet the needs of the community and clients and delivers against objectives in the Corporate Plan. The service would be subject to additional management costs incurred by the provider which might reduce the impact and outcomes achieved.

7. Resource and legal implications

- 7.1. The costs of delivering the Wellbeing Hub and additional services are included within the Wellbeing funding. The Council's staffing contribution to host and manage the commissioning and delivery of the Wellbeing Service is funded annually from Councils base budget at a cost of £27,153.
- 7.2. Further work will be undertaken with WSCC Public Health during 2016/17 to establish a structure to some of the Wellbeing services which should enable us to generate income by charging for some or all of the service.
- 7.3. Assuming Cabinet approval staff will be issued with a one year extension to their contracts for the year 2016/17. This will be reviewed once the funding for 2017/19 is known.
- 7.4. Previous underspends have been rolled forward from Wellbeing grant funding to cover future redundancy costs that may arise as a result of cuts to funding or any decision made by this council to discontinue or change the way the service is delivered.
- 7.5. The Wellbeing service currently operates out of two rooms at Westgate Leisure Centre. This arrangement will continue with the new leisure provider under the same agreement (subject to inflationary increases) the cost of which is contained within the budget.

8. Consultation

- 8.1 Consultation has been undertaken with WSCC Public Health, service providers and key stakeholders who support the delivery of the service.

9. Community impact and corporate risks

- 9.1. Whilst the Wellbeing service is universal in supporting adults of all ages, the service is targeted to communities in greatest need and has a positive impact in communities that the council has prioritised.
- 9.2. The Wellbeing Hub and internally managed additional services are established, monitored carefully and have a track record of delivering positive outcomes. All services are evidence based and funded from the Wellbeing budget. Services which are commissioned externally will be subject to the same rigorous planning processes and are monitored quarterly. The corporate risks are associated with loss or reduction in current council staff to deliver and manage the services.

10. Other Implications

	Yes	No
Crime & Disorder: The service will not directly impact on crime and disorder but Wellbeing advisors work with offenders referred from the probation service to support a healthier lifestyle.	Positive	
Climate Change: The Home Energy Visitor project which is funded as an additional service to tackle the impact of fuel poverty has an added outcome of impacting on climate change.	Positive	
Human Rights and Equality Impact: An EIA was completed at start of the project, a positive impact was identified.	Positive	
Safeguarding and Early Help: The service deals with vulnerable adults regularly and children as part of a family. All staff are trained in safeguarding referral procedures and are DBS checked.	Positive	

11. Appendices

Appendix 1 - Wellbeing service expenditure proposal

Appendix 2 - Summary of service targets and outcomes delivered 2013/14 – 2015/16

Appendix 3 – Draft Wellbeing Business Plan 2016/17

12. Background Papers

None

Chichester Wellbeing service 2016/17 budget plan

The total funding available for the Wellbeing service is £289,442. It is divided into two parts 1) Wellbeing Hub specific costs £100,000 and 2) wrap around services £189,442

1) Wellbeing hub

The hub team consists of Wellbeing advisors, a Wellbeing officer and a Wellbeing monitoring officer. Working together as a team they see clients on a one to one basis, attend promotional events, carry out short 'MOTs' with clients, deliver health and wellbeing campaigns, publicise the service and ensure effective monitoring and evaluation of the service.

Costs include

- 2.8FTE Staff costs and associated costs
- The hire of two rooms at Westgate Leisure centre
- Marketing resources / Printing
- Equipment and resources
- A contribution to a shared training budget with all the hubs across West Sussex

2) Wrap around services:

Services delivered in house	Targets	FTE	Cost £
Wellbeing Weight loss workshops (WWW) This is a programme for people who are overweight. It is based on an educational approach to teaching people how to eat a healthy balanced diet for life rather than a 'diet' approach.	<ul style="list-style-type: none"> • 16 x 12 week programmes • 60% of participants lose 3% of their body weight • 30% of participants lose 5% of their body weight (based on NICE guidelines) • 80% are more active at the end of the course 	0.8	24,400
Prediabetes Programme This is a workshop aimed at people who have raised sugar levels but are not yet diagnosed as having type 2 diabetes	<ul style="list-style-type: none"> • 10 sessions will be delivered • 80% of clients report improved knowledge of how to reduce the risk of developing type 2 diabetes • 80% demonstrate increased confidence that they will be able to make changes to their lifestyle • 80% of clients completing a follow up appointment with a Wellbeing Advisor • 50% of clients report a sustained positive lifestyle behaviour change at 3 months 	0.2	5,600

<p>Workplace health This project generates clients for the hub service and is an excellent way to reach working age people and work with CDC staff.</p>	<ul style="list-style-type: none"> • The programme will engage with 12 new businesses including at least 1 industrial estate in the district. • 8 of these businesses will be SMEs and /or employ manual workers • 7 of the new businesses will have a second intervention eg MOTs/NHS health checks <p>The project will continue to work with at least 10 of the existing businesses on a more in depth basis to embed health and wellbeing within the organisation eg WWW programme, pre diabetes course, healthy lifestyle talk or other workshop</p>	1.0	30,000
<p>Home Energy Visitor (shared service hosted by Arun Wellbeing) Visits to home owners or private rented tenants are carried out and clients are supported to heat their homes in the most economical way. The project is targeted to areas where fuel poverty rates are higher; include both urban and rural areas.</p> <p>NB: The housing team are developing a new project 'Chichester Warm Homes Initiative' which will be supported by this project</p>	<ul style="list-style-type: none"> • 100 contacts will be made with clients • 40% of these will be home visits (the remainder will be supported by phone or email) • 75% of clients reporting they have fewer concerns regarding their financial ability to keep their homes warm • 75% of clients reporting they have increased knowledge on how to keep warm during the colder months of the year • 75% of clients reporting that they understand the positive impact on their health of keeping their homes warm • 75% of clients reporting they are more aware of energy use at home 	Hosted by Arun Well being	16,800
<p>Projects commissioned to external providers</p>	<p>Targets</p>	<p>Organisation</p>	<p>Costs £</p>
<p>First steps to fitness (hosted by Westgate) This project has been successful in supporting people to become active. Evidence shows that the most inactive people want to be more active close to home in their local community.</p>	<ul style="list-style-type: none"> • At least 120 clients will engage with the project (eligibility criteria: clients are inactive eg <30 mins per week or sedentary no more than 1 x 30 per week and looking to increase) • 60% (72) clients will be active to 30 minutes a week and sustain for 3 months • 90% (65) clients will feel improved mental wellbeing 	Everyone Active Westgate	35,000
<p>Family wellbeing A project meeting the needs of some very complex, vulnerable families, working alongside Think Family and Early Help. A bespoke</p>	<ul style="list-style-type: none"> • 36 families are recruited to a course • 75% of children, weight stabilisation is maintained/improved three months following the end of the course • 75% Self-reported /Improved 	START	30,000

service in place for families with a child who is above their ideal weight	<p>emotional wellbeing</p> <ul style="list-style-type: none"> • 75% of children completing a minimum of 12 weeks who have improved their cardiovascular fitness at end of course. • 75% of adults accompanying the children in 4 above, achieve a weight loss equal to or more than 5% three months after the end of the course • 75% Self-reported Improvement in eating behaviour/quality of family diet 		
<p>Cook and eat This has been effective but can easily be incorporated into other projects/ some of the Wellbeing team have done the cookery leader training so can run courses if we find enough eligible people.</p>	<ul style="list-style-type: none"> • Plan and deliver 12x 6 week Healthy Food For Life courses with at least 5 people attending each course • 90% of participants should demonstrate improved understanding of the components of a healthy diet. • 90% of participants should demonstrate improved skills and confidence to prepare and cook healthy food. • 90% of participants should report improved skills for shopping for food on a budget. • 90% of clients demonstrate increased understanding of portion sizes and cooking in bulk. • 70% of participants should report continued use of cooking skills and healthy eating choices 3 months after completing the programme. 	Health Champions Training	18,000
<p>Falls prevention programme This is currently in the development stages</p>	TBC	TBC	29,642
Total hub costs			100,000
Total wrap around projects			189,442
Grand total			289,442

Chichester Wellbeing 2015/16 summary evaluation

Wellbeing Hub

Clients are offered between one and three 1 to 1 appointments or have a 30 minute MOT appointment after this they are signposted to appropriate services which suit their needs.

The table below shows the number of new clients accessing the wellbeing service each quarter for support and information from 2013/14 to 2015/16.

Number of new clients	Q1	Q2	Q3	Q4	Total
2012/13	345	326	229	294	1,194
2013/14	580	396	268	336	1,580
2014/15	653	416	362	349	1,780
2015/16	304	332	345	367	1,348
Total					5,902

NB: the numbers have dipped for 2015/16 because we had two extended periods of staff sickness which had an impact in the capacity of the team.

Q4 Evaluation

- The team attended 13 public events during 2015/16 and spoke to 234 people generating 84 individual clients.
- 90% of clients found the service useful or very useful
- 78% of clients during 2015/16 made positive lifestyle changes as a result of their contact with the wellbeing service.
- The main reasons for contacting the service are to lose weight and be more active
- 6 main promotional campaigns were delivered along with many more awareness activities promotes through the website and social media.

Wellbeing Hub case study.

Client: JH Male age 71 Lives in Selsey

J Requested an MOT at Selsey following an outburst of tears from his 7 year old granddaughter he was worried that he was going to die soon as he was always smelling of alcohol and was getting fatter .

It made him also upset and following a visit to the Doctors contacted us for an MOT. He was indeed very overweight with a BMI of 36.8, but more worrying was his fat was 41.3% and his visceral fat was 26. (it should be no more than 13)

We agreed to meet up for one to one sessions and work through his habits and his dependency on alcohol. He is a not an unusual case where his drinking in his mind is normal, (daily 1-2 whisky's

and half to full bottle of wine with food a night) and would not see himself as needing to use the drug and alcohol services.

We talked at length through motivational interviewing about his daily habits and how he could reduce his consumption. He said he felt really moved by his granddaughter, inspired by us and motivated to make the changes. We have met up every two weeks and after 3 sessions, he has reduced his weight by a stone, his Fat % to 36.8% from over 41 and his visceral fat to 22.

He will need to keep this up for the next year to get to safe levels and after his last session will come to regular drop in's at the Leisure Centre. He has stopped all alcohol in the week and now just enjoys his weekends with just a half bottle of wine every Friday and Saturday night. He has cut down all his sugary food habits replacing and swapping them where possible through label reading.

I asked him what the best thing has been so far since he started with his regime.

He said "Gardening with my Granddaughter at the weekend and her saying, "Granddad, you don't need to keep stopping every few minutes and you can now bend down ".

"That was worth everything "he said.

2015/16 Wrap around services.

Wellbeing weight loss workshops

During 2015/16 16 x 12 week wellbeing weight loss workshops were delivered at venues across the district. The courses are well attended and achieve positive outcomes.

During the year 70% of clients achieved 3% weight loss (target was 60% of clients) and 49% of clients achieved 5% weight loss (target was 30% of clients).

72% of clients reported improved mental wellbeing by the end of the programme

76% of clients reported increased activity levels at the end of the programme

Family Weight Management

23 families have joined the programme this year and overall target for the year was 30 families.

The initial target was not reached due to the complexity of some of the families who needed more intensive support to engage with the programme.

Other measures of success include improved physical and mental wellbeing, increase in fitness levels, improvements in eating behaviours and habits and improved emotional wellbeing. The families who have completed the programme did so with 100% of targets reached.

One of the highlights of this project are that schools have been keen to engage and enable project leader to use PE lessons to work with individual children. The project has played a major part in increasing the school attendance and confidence of children in lessons. The provider is working

with the high schools to implement alternatives to PE lessons as it has been found that increasing numbers of young people opt out of lessons on the basis of weight, confidence and ability.

Healthy workplaces

13 new businesses have engaged with the programme during 2015/16 along with businesses that engaged during the previous 2 years. Currently there are in excess of 60 businesses that regularly receive information and advice about health and wellbeing issues.

We continue to work with businesses based in our targeted areas / groups including Think Family Neighbourhoods.

We have started work with organisations on the St James industrial estate where we are bringing businesses together to improve the health of staff. We continue to work with Chichester College, University of Chichester, St Richards Hospital and our own council staff running weight loss workshops, Mindfulness workshops, MOT sessions and to promote wellbeing campaigns.

First Steps to Fitness

The aim is to move people who are inactive, doing less than 30 minutes of activity each week, to 150 minutes a week eg 30 minutes on 5 days. 200 people engaged with the scheme during 2015/16 of these 50% completed the 12 week programme. Of those that did not engage 35% felt they weren't ready to start being active.

Of those that have completed the programme, 79% reported increases in physical activity in their daily lives and 98% report improved mental and emotional wellbeing.

Active Older People

Targeting older people aged 65+ in areas of deprivation and where we know there are high numbers of older people who want to become more active. Clients are contacted via direct mail or can self refer to the programme. Once they sign up people are directed to local activity sessions that they have shown an interest in and are likely to sustain. There has been a good result from the targeted mail out so far.

356 people have registered with the programme during the year (target for 2015/16 is 370) and have been contacted for support to be more active. People registering are assessed using the GP Physical Activity Questionnaire for their current level of activity, they are encouraged to move from inactive to moderately active (150 mins per week) or active (180 mins per week).

- 164 people reported being more active by an average of 1.6 hours a week after 3 months following their engagement with the service, this increased to 224 active by an average of 1.1 hours after 6 months.
- 73% people accessing the service live in target areas including Think Family Neighbourhoods.
- 92% of clients also reported improved emotional wellbeing

Healthy Food for Life

Health Champions Training are contracted to deliver 12 cook and eat programmes. Each programme is 6 weeks and can support up to 6 clients at a time depending on the size of the kitchen.

During 2015/16 12 courses were delivered to 81 people in Tangmere, Selsey and Chichester. Participants report improved understanding of a healthy diet, improved cooking skills, shopping for food on a budget and a range of other measures. Support was also provided for local groups eg the Foyer, the Food Bank and Children and Family Centres.

Case study - B M, Tangmere, July 2015

“I learned about the wellbeing service through the cookery champions Facebook page and wanted to learn tips on how to cook meals. I found the ladies to be very helpful and welcoming. I wanted to learn how to add different types of food to meals. The first lesson was very interesting and easy to follow. I joined the course because I wanted to gain confidence in cooking with different types of food. I have gained in confidence over the 6 weeks and getting a good idea of types of flavours and seasoning to add. I have used the course by trying out the different ways and different products to put in certain meals when I am at home. I have changed the way I cook at home by adding more vegetables to my meals. I’m also not afraid to use foods I’m not keen on when making meals I have made. Before the course I would never had added specific foods, for example I don’t like mushrooms but this course helped me to put them in different meals and if I cut them up small enough I’ll eat them. The result of this course has made a difference to my meals at home as I use lots of other vegetables and seasoning to make meals from scratch”.

“I was contacted by e-mail by the wellbeing champion and support was excellent throughout all lessons. I enjoyed cooking together, very different to cooking on your own”

Elaine Thomas, Community Wellbeing Manager - Contact: 01243 534588

ethomas@chichester.gov.uk

PREVENTION AND WELLBEING PROGRAMME

LOCAL PROGRAMME BUSINESS PLAN 2016-2017

District / Borough Council:	Chichester District Council	
Wellbeing Hub Service	£100,000.00	per annum
Additional wrap around projects	£186,013.06	per annum
Total	£286,013.86	per annum

1. Overview

Chichester Wellbeing service consists of two elements, the hub service and a range of wrap around projects which support the work of the Hub and address locally identified need.

Wellbeing Hub
 The Wellbeing Hub will operate as an accessible ‘one stop’ source of information, advice, signposting and support for adults of all ages and older teenagers (16-19) living and working in the Chichester District.

Using motivational interviewing and a range of brief interventions to support behaviour change, Wellbeing Advisors will work one to one with clients for up to 4 appointments where required to understand and support clients. It is frequently found that clients have multiple issues that need exploring and it is important that advisors have the time with clients to discuss their wellbeing needs in order to set realistic goals and achieve effective outcomes for the client. They will signpost and refer to other services where appropriate.

Clients can attend the service for a one to one appointment (extended brief intervention) as above, or an MOT (brief intervention). The MOT is similar to an NHS health check except it does **not** include any of the clinical aspects eg blood pressure / blood cholesterol testing and is offered as an alternative to people who are not eligible for the health checks (under 40 and over 74). Where possible people are sign posted to NHS health checks in the first instance. They are given information on how to make changes to their lifestyle or are sign posted to appropriate services / agencies for further support.

The service will be available face to face and via the telephone on at least 5 days a week, Monday to Friday and 24/7 via the wellbeing website. Wellbeing Advisors will continue to regularly work with clients after 5pm and attend events at weekends where required to suit the needs of the client. The Wellbeing Advisors will use Westgate Leisure Centre as a base for seeing clients. This approach works well as clients are familiar with the centre, they can park easily, it is on a bus route and they are happy to attend a positive / neutral setting. The centre is also open early in the morning and late into the evening so can accommodate out of hours appointments. Other agencies providing wellbeing related services are also able to make use of the rooms eg Stop Smoking Services and the PAT team providing NHS Health Checks. Currently the young people’s counselling service uses one of the wellbeing rooms twice a week during the evening to accommodate the needs of young people requiring their support.

Some home visiting has been necessary for clients who are unable to travel to a local venue because of mobility issues. Wellbeing Advisors will continue to provide this service but where local public venues are available these will be preferential. All necessary health and safety procedures are in place to accommodate

remote working / home visits.

The advisors cover the whole district including the rural, coastal and central Chichester areas , particular emphasis is placed on venues in the councils Think Family Neighbourhood area eg Selsey, Chichester East / South, Tangmere and will include the rural areas surrounding Midhurst and Petworth as these are areas where need has been identified in the population and access to services can be limited.

Experience shows that children and family centres and GP surgeries are good venues for engaging with clients. The service will continue to expand and regularly review best use of outreach locations. Particular emphasis is placed on engaging with GP practices and where appropriate organising regular drop in sessions. The GP postcard referral system generates referrals and we will continue to promote this with the practices. We are planning a similar approach with pharmacies and will be working closely with them to encourage increased engagement and referrals.

Countywide campaigns agreed with Wellbeing Hub managers and Public Health team will be promoted at outreach sessions and events. Where required Wellbeing Advisors will organise specific outreach events to promote countywide initiatives.

We will continue to deliver the new pre diabetes programme where people at risk of type 2 diabetes can understand how to prevent the disease through their diet and with regular exercise.

The service will be subject to a comprehensive evaluation process where all clients are telephoned 3 months after they have accessed the service and these outcomes will feed into the quarterly review reports.

Service improvements for 2016/17

In 2016/17 we will be looking for ways to improve engagement with a range of organisations by identifying opportunities to engage with the service.

Following improved engagement with GPs during 2015/16 we will continue to progress this liaison to further increase their understanding of the service and make it easy for them to refer clients for support.

The council has identified priorities for public health that it will be working on during the coming year. These priorities are also linked with those of both the Wellbeing service and the Local Strategic Partnership, Chichester in Partnership (CiP).

Mental health and emotional wellbeing
Planning for healthy communities
Healthy Lifestyles
Dementia Friendly communities (CiP priority)

In order to deliver against planned outcomes we will be working with a wider range of CDC service teams to support their understanding of how their service area impacts on health and wellbeing and how they can 'make every contact count' by identifying opportunities to refer people to Wellbeing services.

We will be working in partnership with Chichester in Partnership and the Dementia Action Alliance to embed wellbeing within partnership work in the district to develop Dementia friendly communities. We will engage with Carers through this process.

We will be working to identify additional support that we can provide for Carers through every day engagement with clients and in particular through Careline services and the workplace health project.

All Wellbeing staff will continue to work to promote the service across the district raising awareness of the importance of wellbeing to residents and colleagues / professionals.

In order to support the general promotion of the service a range of promotional activities will be organised during the year covering health related topics but as a minimum and with greater coverage and interventions we will promote the following topic based awareness days during the year;

(Subject to review)

May 2016 – Dementia/ mental health awareness.

June 2016– Diabetes awareness

October 2016– Stress Awareness week

November 2016- Men’s Health Week

December / January 2016/ 17– Alcohol awareness / Dry January

February 2017- Healthy Hearts Month

These will be reviewed annually in agreement with commissioners. These campaigns will be delivered by all of the hubs across West Sussex to ensure a consistent message across the area.

Wrap around services to support the work of the Hub and address local need.

A range of services will be delivered ‘in house’ and commissioned to support the work of the Hub. These services are a referral route for clients of the Hub and they are evaluated to ensure they meet the needs of clients and support behaviour change. They will be required to deliver a series of planned outcomes and address local health and wellbeing priorities.

3. Outcome Delivery

	Public Health Outcomes Framework
Domain 1	Improving the wider determinants of health Objective: Improvements against wider factors that affect health and wellbeing, and health inequalities
Domain 2	Health Improvement Objective: People are helped to live healthy lifestyles, make healthy choices and reduce health inequalities
Domain 3	Health Protection Objective: The population’s health is protected from major incidents and other threats, while reducing health inequalities
Domain 4	Healthcare, Public Health and Preventing Premature Mortality Objective: Reduced numbers of people living with preventable ill health and people dying prematurely, while reducing the gap between communities

1 - Project Name	Adult weight management delivery of a weight management service which is low cost to people on who have a BMI of >25 but <30 (at the leaders discretion)
Domain(s)	Domain 2
Proposed Annual Allocation	£24,400 (0.8 FTE) Sue Crabtree
Service description	<ul style="list-style-type: none"> The service to be available at leisure and community venues in central Chichester, Selsey, Chichester East / South, Petworth and Midhurst and other areas where need is identified across the district. The service will be targeted to those with a BMI of >25 but < 30 although clients above this level can attend if they wish, if there are no other local services available or at the leaders discretion. WWW programmes will be delivered in workplaces where need/demand is identified.
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	<ul style="list-style-type: none"> 16 x 12 week programmes delivered at venues across the District. Aim for at least 10 – 12 participants at each session. 30% of attendees to lose 5% of their body weight and 60% will achieve 3% weight loss by the end of 12 weeks and maintain it at 3 months. People will be expected to attend 75% of the course (9 out of 12 weeks). 80% Clients will be more physically active and report improved mental wellbeing.
Proposed Method(s) of Data Collection & Evaluation <i>Outline the basic plans</i>	Demographic data collection via a questionnaire Before and after BMI / weight, food diaries, physical activity diaries, Edinburgh / Warwick mental wellbeing scale, GPPAQ Case studies

1 - Project Name	Pre Diabetes Programme
Domain(s)	Domain 2
Proposed Annual Allocation	£5,600 (0.2 FTE) Sue Crabtree
Service description	<ul style="list-style-type: none"> The service to be available at leisure and community venues in central Chichester, Selsey, Chichester East / South, Petworth and Midhurst and other areas where need is identified across the district. 10 pre diabetes courses are delivered at local venues in the District
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	<ul style="list-style-type: none"> 80% of clients report improved knowledge of how to reduce the risk of developing type 2 diabetes 80% demonstrate increased confident that they will be able to make changes to their lifestyle 80% of clients completing a follow up appointment with a Wellbeing Advisor 50% of clients report a sustained positive lifestyle behaviour change at 3 months
Proposed Method(s) of Data Collection & Evaluation <i>Outline the basic plans</i>	Details recorded on database Clients are phoned at 3 months and outcomes recorded on database Case studies

2 - Project Name	Family weight Management - A bespoke service in place for families with a child who is above their ideal weight. Those families that need it are offered a series of pre course sessions.
Domain(s)	Domain 1, 2, 4
Proposed Annual Allocation	£ 30,000
Service description	A commissioned service designed to meet the needs of individual families with a child aged over 5yrs. The project aims to educate children and their parents or carers in the basics of nutrition and physical activity using a variety of methods. The approach is to be positive and enthusiastic, making the sessions interactive and fun in order for them to learn using memorable learning aids and experiences. Physical activity sessions are designed to be energetic, motivational and cater for all needs and abilities; in order to increase physical fitness. The course also provides interactive

	cooking demonstrations with cost effective and nutritious meals for families to use at home. Sessions are carried out in the optimum venue for effectiveness for each family, and may include school, community setting, leisure centre or family home.
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	<ul style="list-style-type: none"> • 36 families are recruited to a course (subject to funding and complexity of cases) • 50% of children completing a minimum of 12 weeks whose weight is stabilised (eg have grown into their weight) at the end of the course • 75% of children completing a minimum of 12 weeks whose weight stabilisation is maintained/improved three months following the end of the course • 75% Self-reported /Improved emotional wellbeing • 75% of children completing a minimum of 12 weeks who have improved their cardiovascular fitness at end of course. • 75% of adults accompanying the children in 4 above, who achieve a weight loss equal to or more than 5% three months after the end of the course • 75% Self-reported Improvement in eating behaviour/quality of family diet
Proposed Method(s) of Data Collection & Evaluation <i>Outline the basic plans</i>	Demographic data collection via a questionnaire Before and after BMI / weight, food diaries, achievement of weekly goals, pre and post programme evaluation. Case studies are included.

3 - Project Name	Healthy Workplaces - local businesses are supported to introduce health improvement activities into the workplace.
Domain(s)	Domain 2
Proposed Annual Allocation	£30,000
Service description	This project uses a setting approach to reach the working age population and encourage employers to support the health and wellbeing of their staff. It is an opportunity to deliver MOTs, NHS health checks, weight management courses, health campaign information as appropriate to address the needs of staff. This project has developed over the last 3 years. During 2016/17 we will work with existing businesses to further embed their commitment to the health and wellbeing of staff and engage with new businesses focusing on low income / manual workers and employers located in Think Family Neighbourhoods.
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	<ul style="list-style-type: none"> • The programme will engage with 12 new businesses including at least 1 industrial estate in the district. • 8 of these businesses will be SMEs and /or employ manual workers • 7 of the new businesses will have a second intervention eg MOTs/NHS health checks • The project will continue to work with at least 10 of the existing businesses on a more in depth basis to embed health and wellbeing within the organisation eg WWW programme, pre diabetes course, healthy lifestyle talk or other workshop
Proposed Method(s) of Data Collection & Evaluation <i>Outline the basic plans</i>	Type / location of business recorded Number of employees All actions initiated with businesses recorded Second intervention outcomes and evaluation are recorded within other projects eg WWW data, MOT data recorded within HUB outcomes Case studies

4 - Project Name	Home Energy Visitor (shared with Arun DC)
Domain(s)	Domain 1,2 and 4
Proposed Annual Allocation	£16,800 (0.4 FTE)
Service Description	Home visits to home owners or private rented tenants are carried out and clients are supported to heat their homes in the most economical way. The project is targeted to areas where fuel poverty rates are higher; include both urban and rural areas of both districts. Identified by JSNA data sources

	Simple hard measures installed in all homes where required
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	95% reporting satisfaction with the service provided 80% reporting service has helped them change behaviour X (TBC) signposting and referrals to other energy efficiency/fuel poverty schemes and to other services/agencies eg Wellbeing Adviser or Citizens Advice Bureau X (TBC) promotional/information sessions delivered to other agencies X (TBC) training sessions (minimum 25 front line staff in each session) across the two districts As part of the visit the client receives relevant local information leaflets and details where further information can be obtained, eg websites.
Proposed Method(s) of Data Collection & Evaluation <i>Outline the basic plans</i>	Demographic data collected via a questionnaire Eligibility questionnaire identifies current behaviour Database developed to record information There will be a requirement to follow up visits by telephone or email, generally after three months, but with an option to contact earlier if considered appropriate. Case studies

5 - Project Name	First Steps to fitness. A programme to support sedentary / inactive adults to become more active.
Domain(s)	Domain 2
Proposed Annual Allocation	£35,000
Service description	Inactive adults are supported to start and maintain regular physical activity in their daily life using goal setting, motivational interviewing and behaviour change techniques. Inactive people aged 18+ (16 – 17yr olds can access the programme at the leaders discretion) are supported to become more active by providing support to access local leisure facilities / classes in Chichester District. Monitor and evaluate each client’s progress through the scheme.
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	At least 120 clients will engage with the project (eligibility criteria: clients are inactive eg <30 mins per week or sedentary no more than 1 x 30 per week and looking to increase) 0% (72) clients will be active to 30 minutes a week and sustain for 3 months 90% (65) clients will feel improved mental wellbeing
Proposed Method(s) of Data Collection & Evaluation <i>Outline the basic plans</i>	Initial screening uses GPPAQ measurement tool / physical activity diaries Database used to record all data Demographic data gathered via a questionnaire Case studies

6 - Project Name	Cook and Eat
Domain(s)	Domain 1 , 2, 4
Proposed Annual Allocation	£18,000
Service description	Plan and deliver 12x 6 week Healthy Food For Life courses with at least 5 people attending each course. Target= 60 people attending courses. Clients should be from Think Family Neighbourhoods and aim to complete 5/6 weeks of the course
Outcome Indicator related to Project <i>i.e. from the spec e.g. % of adults meeting the recommended guidelines on physical activity.</i>	90% of participants should demonstrate improved understanding of the components of a healthy diet. Eg reducing fat, salt and sugar and increasing fruit and vegetables in their diet. 90% of participants should demonstrate improved skills and confidence to prepare and cook healthy food.

	<p>90% of participants should report improved skills for shopping for food on a budget. 90% of clients demonstrate increased understanding of portion sizes and cooking in bulk. 70% of participants should report continued use of cooking skills and healthy eating choices 3 months after completing the programme.</p>
<p>Proposed Method(s) of Data Collection & Evaluation Outline the basic plans</p>	<p>All client demographic information should be gathered eg age, gender, postcode Case studies of individual success stories Pre and post questionnaires Feedback during sessions Evaluation via phone Customer satisfaction forms</p>

4. Links with Partners

Provide details of the key local interdependencies and plans for developing relationships with partners in order to achieve the Programme outcomes. These can be broad across the Programme or link specifically to the outcomes or projects above.

<p>The wellbeing programme links with Chichester in Partnership for information and signposting to and from partner organisations and delivery of actions related to Dementia Friendly communities and mental health and emotional wellbeing</p> <p>GPs are key partners and support the delivery of MOTs and drop in sessions. In 2016/17 we will work to improve the relationship with GPs and pharmacists and look for opportunities to improve referral rates.</p> <p>Key partners are the weight management centre for referrals to weight loss services for people with a BMI of 30+, NHS health check providers, Solutions for Health (quit smoking services), CGL (care Grow Live) for support with alcohol related issues.</p> <p>Carers Support and other voluntary groups refer clients for support and are signposting sources for wellbeing advisors.</p> <p>Children and Family centres are particularly linked with joint priority of healthy weight, smoking cessation, adult mental health and reducing alcohol misuse. We work with them to recruit adults and families for general wellbeing and weight management support.</p> <p>The Wellbeing advisors work with partners to deliver outreach sessions at venues across the District e.g. Children and Families Centres, library service, GPs and other NHS providers etc.</p> <p>The family weight management coordinator works with the Think Family and Intensive Support teams at WSCC to support families referred for weight management.</p>
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5. Marketing and Communications

Describe how the programme and individual projects will be marketed.

Provide a provisional list of the Public Health campaigns to run until March 2017 (agreement between districts/boroughs on common countywide campaigns would be favoured, where appropriate)

The marketing of the Wellbeing programme as a whole will be carried out via a countywide coordinated approach of leaflets, posters, website, regular press releases etc. A local communications plan will be developed to ensure coordination of communication of health messages.

Individual programmes / projects will be marketed according to the target group and the specific requirements of the project.

Hub marketing

Marketing plan in place for 2016/17

Chichester Observer press releases for key events / times / awareness days

Radio where appropriate

Social media posts

All publicity must include the wellbeing logo and contact details

Branded goods made available at events

V-logging now being piloted

Wellbeing Website

The website will be updated weekly to include

All events

Drop in activity

MOTs sessions

NHS health check sessions

Monthly campaigns

Publicity photographs and testimonials

Information relating to wraparound projects.

Workplace challenges – linking to campaign websites

Voluntary sector events and activity that is relevant to wellbeing

Other Council events and activities relevant to wellbeing

Targeted campaigns to address national and local wellbeing issues (subject to review)

May 2016 – Cancer awareness (including Skin Cancer, Chichester has higher than the England average (19.4 v 13.6) for malignant melanoma, this rate has increased in recent years.

June 2016– Diabetes awareness

October 2016– Stress Awareness week

November 2016- Mens Health Week

December / January 2016/ 17– Alcohol awareness / Dry January

February 2017- Healthy Hearts Month

Individual campaign materials will be ordered via websites to promote each campaign at public events and during drop in sessions.

Wraparound projects

Individual marketing plans

All literature must be wellbeing branded

Posters/flyers designed along same theme/branding as wellbeing hub

Radio and press releases where appropriate

Social media used when possible

6. Resources

Provide information on the staffing levels and team structure that will be commissioning and delivering (if applicable) the programme.

Wellbeing funded team
 0.8 FTE wellbeing officer
 0.6 monitoring officer
 1.4x FTE wellbeing advisors (increasing to 1.6Fte in September)
 1 FTE workplace health advisor
 1 FTE adult weight management / PDP coordinator
 Casual staff hours for evaluation process

Chichester District Council funded support for programme
 1 x 0.4 FTE wellbeing manager
 Further support from Head of Community Services, HR, IT, PR and other support services.

7. Governance and Accountability

Provide details of the accountability and governance arrangements for the programme and the projects commissioned.

Chichester District Council (CDC) is accountable for the overall delivery of the Wellbeing Programme and the projects delivered through the commissioning process.

Internally, the Overview and Scrutiny Committee will monitor and scrutinise the outcomes of the Wellbeing Programme annually.

CDC will meet quarterly with West Sussex County Council Public Health to review the budget plan and finances aligned with monitoring requirements.

Projects commissioned by the programme will be subject to the councils internal audit requirements and financial standing orders.

8. Key Milestones

Provide key milestones for the programme (and individual projects where known).

Mar 2016	<ul style="list-style-type: none"> • Complete and agree business plan and funding agreement • Complete evaluations for additional projects to year end • Review on going additional projects and amend project specifications • Draft new project specifications for commissioning in April
Apr 2016	<ul style="list-style-type: none"> • Finalise budget plan for 2016 - 2017 • Q4 review meeting / agree business plan for 2016 – 2017 with public health • Commission new projects
May 2016	<ul style="list-style-type: none"> • Dementia/ mental health awareness • Continue to establish new partnerships to deliver MOTs and outreach sessions • Liaise with pharmacies to establish referral routes
Jun 2016	<ul style="list-style-type: none"> • Diabetes awareness activity

	<ul style="list-style-type: none"> • Future service planning with other hubs and WSCC PH
Jul 2016	<ul style="list-style-type: none"> • Q1 review of commissioned and internally delivered projects • Q1 review meeting with public health • Future service planning with other hubs and WSCC PH
Aug 2016	<ul style="list-style-type: none"> • Summer wellbeing activity • Future service planning with other hubs and WSCC PH
September	<ul style="list-style-type: none"> • Future service planning with other hubs and WSCC PH • Promote the service at events
Oct 2016	<ul style="list-style-type: none"> • Stress awareness campaign • Q2 review of commissioned and internally delivered projects • Q2 review with Public Health • Future service planning with other hubs and WSCC PH
Nov 2016	<ul style="list-style-type: none"> • Mens Health week activity • Alcohol awareness week activity
Dec 2016	<ul style="list-style-type: none"> • Xmas / new year promotion • Dry January promotion
Jan 2017	<ul style="list-style-type: none"> • Q3 review of commissioned and internally delivered projects • Q3 review meeting with Public Health • Business planning or exit strategy dependent on funding • Promote Dry January
Feb 2017	<ul style="list-style-type: none"> • Healthy heart month • Review business plan and confirm funding for 2017/18
Mar 2017	<ul style="list-style-type: none"> • Q4 review with Public Health • Review business plan and confirm funding for 2017/18

9. Financial Breakdown

Attached separately.

10. Overall programme risk assessment

- What could stop the programme, or key projects within the programme, taking place and what are the chances of that happening? How can the risk be reduced?

Threat	Consequences	Ways to remove or reduce the threat	Risk Red – high Amber – medium Green – low
Partners do not refer clients to the programme, lack of support from partners.	Low number of clients receiving wellbeing support., outcomes may not be met	Engage with partners continually throughout the year	Impact = high Likelihood = low Overall risk = medium
Clients do not engage with the programme	Low number of clients receiving wellbeing support, outcomes not achieved.	Ensure advisors are working in the right settings to engage with clients and can follow up with people who are referred but don't attend.	Impact = high Likelihood = medium Overall risk = high
Wellbeing staff unable to achieve outcomes due to illness, maternity or resignation	Break in provision of services. Increased pressure on other staff to cover role.	Ensure all Wellbeing advisors can cover for each other in case of illness. Replace staff who resign asap, backfill maternity leave. Regular 1-2-1 sessions so any work-related issues can be identified and addressed.	Impact = medium Likelihood = Low Overall risk = Low
Provider does not meet project specification requirements	Outcomes not achieved	Control measures incorporated into contract. Regular monitoring.	Impact - High Likelihood – Low Overall Risk - Medium
Services referred to fail to provide suitable or appropriate information to clients.	Service becomes discredited	All staff receives training on key topic areas. Services referred to are credible. Disclaimer included on website	Impact - High Likelihood – Low Overall Risk - Medium
Loss of key CDC staff eg manager / coordinator	Gap in management of programme / loss of experienced staff	CDC has contractual obligation to manage the programme. Good communication within existing team to ensure information is shared.	Impact - High Likelihood – Low Overall Risk - Medium
Reduction in funding	Staff are made redundant, service is unable to continue or continues in a reduced form.	WSCC Public health are contractually obliged to provide 6 months notice of any reductions in funding, redundancy costs are	Impact - High Likelihood – Low

		not included in the budget plan. CDC has budget for redundancy payments	Overall Risk – Medium
CDC Members decide not to accept the funding.	Staff are made redundant Service will cease	Work with Members to support their understanding of the role Wellbeing plays in supporting the community and delivering Corporate Objectives.	Impact – High Likelihood – low Overall risk – medium

DRAFT

Chichester District Council

CABINET

7 June 2016

Draft West Sussex Joint Minerals Local Plan – Consultation Response

1. Contacts

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Susan Taylor, Cabinet Member for Housing and Planning,
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2. Recommendation

- 2.1. **That the comments within this report be endorsed as Chichester District Council's formal response to the consultation on the draft Joint Minerals Local Plan.**

3. Background

- 3.1. West Sussex County Council and the South Downs National Park Authority are working in partnership to prepare a Joint Minerals Local Plan for West Sussex. This will replace the existing Minerals Local Plan (2003). A copy of the draft plan has been placed in the Members' Room. Comments are required by 17 June 2016.
- 3.2. The draft Plan has four key areas:
- **Vision and strategic objectives** which set out the direction of travel as to how and where mineral development will take place up to 2033;
 - **Ten 'use-specific' policies** which will achieve the strategic objectives for the management of different types of minerals;
 - **Fifteen 'development management' policies** which will ensure that there would be no unacceptable harm to the environment and communities of West Sussex; and
 - **Two proposed site allocations** which will contribute towards meeting the needs for minerals.

4. Outcomes to be achieved

- 4.1. Comments of the district council will be sent to West Sussex County Council for consideration in the preparation of the Joint Minerals Plan.

5. Proposal

- 5.1. The purpose of this report is to outline the response that Chichester District Council proposes to make on the Draft West Sussex Joint Minerals Local Plan Consultation, which is outlined below:
- 5.2. **Proposals within Chichester District:** There are no proposed allocations for additional minerals sites in the District.

- 5.3. There is a proposal to safeguard minerals supply infrastructure including existing rail depots and wharves. Policy M10 retains Chichester Railway Sidings as a safeguarded site for its minerals transportation purposes.
- 5.4. **Fracking:** Hydrocarbons (oil and gas): the strategy for oil and gas is to allow development to take place but to ensure that the use of ‘high volume hydraulic fracturing’¹ does not take place within the SDNP, AONBs, or other protected areas i.e. SSSIs and protected groundwater zones.
- General Comment: The footer (30) on page 57 appears to tail off – there may be some wording missing.
- 5.5. **Minerals Safeguarding:** The Draft Minerals Local Plan recognises that mineral resources are finite which must be protected for future generations to meet their own needs.
- 5.6. The ‘safeguarding’ strategy is to ensure that the sand and gravel, chalk, clay and sandstone resources are appropriately safeguarded in order that the potential sterilisation of minerals is considered alongside other land uses when a planning application is being considered.
- 5.7. For example, some forms of development, i.e. built developments such as new housing or industry, can make mineral resources inaccessible for future extraction, consequently ‘sterilising’ them from potential future use. This sterilisation can occur either directly, by building on top of the deposits, or indirectly, for example, by building new houses close to a mineral deposit, and preventing extraction because of the nuisance it would cause to the new houses.
- 5.8. The safeguarded areas include a proximal buffer which extends 250m beyond its mapped extent. Defining Mineral Safeguarding Areas (MSAs) however does not carry a presumption that any areas within MSAs will ultimately be acceptable for mineral extraction. In order for consultation to take place between the County and District planning authorities a Minerals Consultation Area (MCA) will be defined. This will cover the same areas as the MSA and will be published in a separate document to the Minerals Local Plan.
- 5.9. A MCA is an area identified by a County Council. Where a planning application for non-minerals development is submitted to the District Council the County Council must be consulted in order to comment on whether the proposal would unacceptably sterilise mineral resources. Within Chichester District much of the coastal plain is identified as ‘Sharp Sand and Gravel Resource Mineral Safeguarding’ (map attached as an Appendix) and therefore likely to be a MCA.
- 5.10. The MCA within Chichester District will potentially cover Chichester City and the settlements in the East West Corridor. All planning applications within this area would then be subject to consultation with the Minerals Planning Authority. There is concern that this consultation process at planning application stage may slow the planning process. The Council therefore has the following comments:
- The need for prior consultation on sites within settlement boundaries particularly Chichester city is not considered appropriate. For example during 2015 (Jan-Dec) there have been 323 planning applications for development within Chichester city (excluding preliminary enquiries,

¹ “high volume hydraulic fracturing” means hydraulic fracturing of shale or strata encased in shale

permitted development, change of use). Small scale development within urban areas/settlement boundaries (where mineral deposits are already sterilised by the built up nature and it would be unfeasible to extract the mineral resource) or developments involving a temporary use should not be subject to consultation. Similarly, the erection of a garage or extension within a curtilage of an existing building is unlikely to affect possible future extraction of minerals.

- Given the number of potential planning applications which fall within the Minerals Consultation Area it is suggested that a size threshold is applied to the exceptions criteria. Consultation should be required as follows:
 - Residential applications for sites of 10 dwellings or more, or if the number is not already known, where the site area is 0.5ha or above:
 - Non-residential development, where the floorspace to be created is 1000sq metres or above, or if the site area is 1ha or above.

6. Alternatives that have been considered

- 6.1. The option not to comment on the Draft West Sussex Joint Minerals Local Plan Consultation has been considered and dismissed as important points need to be raised with WSCC.

7. Resource and legal implications

- 7.1. The consultation requirements of the Minerals Consultation Area (MCA) may impact on the time taken to process planning applications, as outlined above.

8. Consultation

- 8.1. Consultation was undertaken with development management officers.
- 8.2. The Development Plan & Infrastructure Panel considered the contents of the report and no amendment were suggested.

9. Community impact and corporate risks

- 9.1. None

10. Other Implications

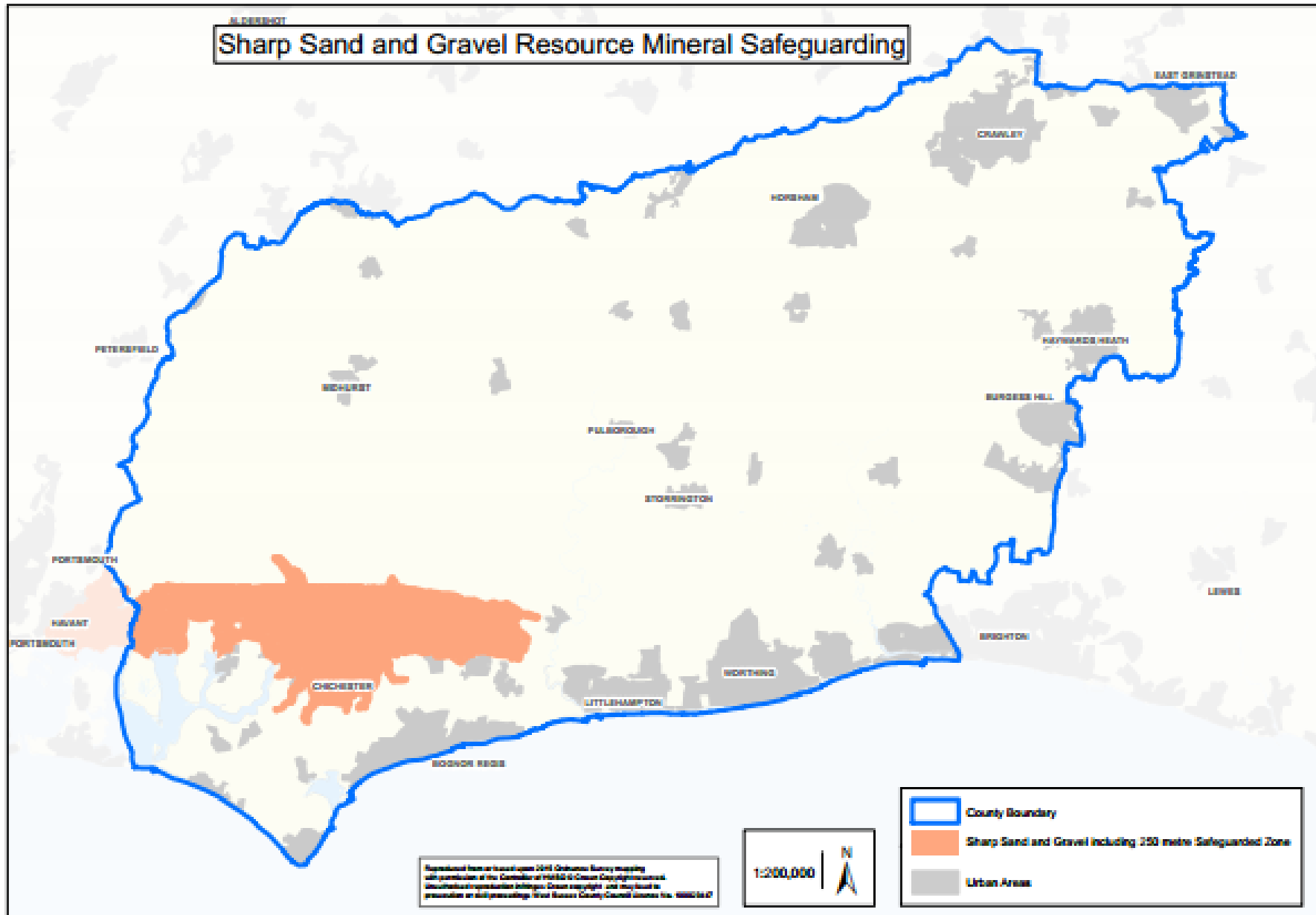
Are there any implications for the following?		
	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact:		✓
Safeguarding:		✓
Other:		✓

11. Appendix

Appendix 1: Sharp Sand and Gravel Resource Minerals Safeguarding map

12. Background Papers - none

Appendix 1: Sharp Sand and Gravel Resource Mineral Safeguarding



Chichester District Council

CABINET

7 June 2016

Review of Character Appraisal and Management Proposals for Chichester Conservation Area and implementation of associated recommendations.

1. Contacts

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2. Executive Summary

This report seeks approval of the revised conservation area character appraisal and management proposals for Chichester Conservation Area, changes to the conservation area boundary and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character of Chichester conservation area.

3. Recommendation

- 3.1. That the revised Character Appraisal and Management Proposals for Chichester Conservation Area, attached at Appendix 2 to this report, be approved as a material consideration in planning decisions**
- 3.2. That the recommended changes to the Chichester conservation area boundary, as shown on the maps at Appendix 3 to this report, be approved.**
- 3.3. That the implementation of an “Immediate” Article 4 Direction to cover minor alterations, as set out in Appendix 4 to this report, to the principal elevations of dwellings within Chichester Conservation Area, as amended, be approved.**
- 3.4. That the implementation of a “non-immediate” Article 4 Direction to cover installation of solar panels on the principal elevations of buildings within the Chichester Conservation Area, as amended as recommended in Section 7 below be approved.**
- 3.5. That decisions to confirm and/or implement, or otherwise the Directions referred to in 3.3 and 3.4 above be taken by the Head of Planning Services following consultation with the Portfolio Holder for Housing and Planning and Ward members for the Chichester conservation area within six months of the Directions being made.**

- 3.6. **That an assessment of the Summersdale area to assess its potential for conservation area designation, raised by a number of respondents to the Chichester conservation area consultation, be undertaken in connection with the future review and appraisal of the Graylingwell Conservation Area.**

4. Background

- 4.1. The Council has a duty under present legislation to designate those areas of Chichester District, outside the South Downs National Park, considered to have outstanding historic or architectural interest as conservation areas and keep those designations under review. A programme for preparation and review of conservation area character appraisals within Chichester District outside the National Park was set out in 2012. That programme identified that reviews be undertaken of Tangmere, Selsey and Chichester conservation area appraisals as a priority.
- 4.2. The review of Tangmere was completed in 2014. With respect to Selsey the review is well-underway but we are delaying approval to allow further consultation with the Town Council. With respect to Chichester conservation area, the work on the appraisal review has now been completed, including an appraisal of a proposed new Character Area covering Whyke.
- 4.3. This report seeks approval of the revised appraisal document for Chichester conservation area and for the implementation of the recommendations in respect of changes to the conservation area boundary and implementation of Article 4 Directions.

5. Outcomes to be achieved

- 5.1. Comprehensive and up-to-date coverage of character appraisals and management proposals for the District's conservation areas in accordance with the approved programme.

6. Proposal

- 6.1. The original Conservation Area Character Appraisal for Chichester was published in March 2005. Historic England's guidance recommends that conservation area appraisals should be subject to review to ensure that they are up to date and relevant as planning policy documents. The more up-to-date an appraisal is the greater the weight that can be attached to it, for example at planning appeals.
- 6.2. The appraisal has been reviewed in compliance with the National Planning Policy Framework (NPPF) and in accordance with guidance contained in Historic England advice note 1: Conservation Area Designation, Appraisal and Management (February 2016). The consultation draft of the revised appraisal document is attached at Appendix 1, with the changes to the existing appraisal highlighted. Further changes have been made following the public consultation and the post-consultation version of the document is attached at Appendix 2 with the further revisions made in response to representations received highlighted with new text in red and removed text shown struck through. The

final published documents will be illustrated with photographs and historic maps in a similar way to the original appraisal documents.

- 6.3. As part of the appraisal process, the existing conservation area boundary was reviewed and a number of suggestions for changes to the boundary to include additional areas and in some cases remove areas were made.
- 6.4. The need for additional planning controls was also reviewed and recommendations for additional controls through the implementation of Article 4 Directions were made in respect of all three areas.
- 6.5. The suggested boundary changes and recommendations for use of Article 4 Directions were included in the public consultation exercise and they are now recommended, as amended, to the Cabinet for approval.
- 6.6. Details of the proposed boundary changes including justification for the proposed changes are included within the appraisal documents and shown on the Townscape Analysis maps at Appendix 3 to this report. Details of the Article 4 Directions are attached at Appendix 4 to this report
- 6.7. Once approved by the Council, the revised conservation area appraisal will replace the existing appraisal document and be used as a material consideration in planning decisions. If approved, the boundary changes and Article 4 Directions will be implemented in accordance with statutory procedures including advertisement in the local press and London Gazette.
- 6.8. The documents also provide a useful evidence base available to local communities who wish to take forward their own proposals such as Village Design Statements, Community Led Plans and Neighbourhood Plans.

7. Article 4 Directions

- 7.1. The former Executive Board previously agreed an approach to the implementation of Article 4 Directions in which the need for additional planning controls is assessed when reviewing conservation areas and their appraisals and management proposals.
- 7.2. In accordance with this approach the need for additional planning controls over minor alterations to buildings within the conservation area was identified. Directions can be immediate or non-immediate; the former comes into immediate effect when made and is specific to conservation areas and only applies to a limited range of permitted development rights in respect of the front of residential buildings within conservation areas. A non-immediate Direction is one which does not come into force at the point at which it is made – rather, it comes into force on a date to be determined by the Council.
- 7.3. Prior to April 2010, non-immediate directions required confirmation by the Secretary of State. However, the Council can now confirm such directions after taking certain procedural steps, which include undertaking publicity and a public consultation exercise and consideration of any representations received as a result, subject to the Secretary of State coming to the view that he does not wish to decide whether the direction should be confirmed.

- 7.4. Advice on the use of Article 4 Directions is included in the National Planning Practice Guidance (NPPG) and this indicates the use of Article 4 should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area. The potential harm that the direction is intended to address should be clearly identified.
- 7.5. Following an amendment to Part 40 of the General Permitted Development Order (GDPO) in December 2011 the provision of solar panels on any roof slope of a dwellinghouse became permitted development within a Conservation Area. However, Part 40 is not included within the limited range of permitted development rights that can be controlled through an immediate Article 4 Direction. It is therefore necessary to make a separate non-immediate Article 4 Direction to withdraw permitted development rights under Part 40, Class A of the GPDO in order to protect the character of the roof slopes from inappropriate development of solar panels. This does not mean that solar panels will not be permitted within the Conservation Area, but that a planning application would be required in order to assess their position and their impact upon the special character and amenity of the area, seeking where possible the best alternative.
- 7.6. In response to consultation on the use of Article 4 Directions within the Chichester conservation area, the following responses were received:-

Chichester Conservation Area			
No of Representations	Numbers supporting use of Article 4	Neutral	Numbers against
Painting the exterior of buildings			
28	25	2	1
Removal of chimneys			
27	24	2	1
Solar panels and satellite dishes on fronts of buildings			
28	26	2	0
Alterations to front roof pitches			
27	26	1	0
Replacement windows and doors			
28	27	1	0
Construction of Porches			
28	27	1	0
Removal of front boundaries and paving over front gardens			
29	26	2	1

- 7.7. It is therefore recommended that the Council proceeds to implement immediate and non-immediate Article 4 Directions as set out in Appendix 4 to this report on the whole of the Chichester conservation area, as amended and that decisions on whether to confirm the immediate Direction and implement the non-immediate Direction be taken in light of any further representations received during the formal consultation period.

8. Alternatives that have been considered

- 8.1. The alternative would have been to do nothing and rely on the existing appraisal document and issue errata sheets to cover any inaccuracies in the document. As a result the existing appraisal document would gradually become

increasingly out-of-date which could weaken the Council's case in defending against inappropriate proposals that could potentially harm the character of the conservation area. Not implementing Article 4 Directions could lead to gradual erosion of character of the conservation area through small scale alterations to unlisted buildings within these areas.

9. Resource and legal implications

- 9.1. The review of the appraisal has been undertaken in-house with existing staff resources with external assistance from members of the Chichester Conservation Area Advisory Committee. There will be costs in relation to advertising the conservation area changes and issuing notices in relation to the Article 4 Directions which will be met from existing budget resources.
- 9.2. The Planning (Listed Buildings and Conservation Areas) Act 1990 imposes duties on local planning authorities to designate as Conservation Areas and from time to time to formulate and publish proposals for their preservation and enhancement.
- 9.3. Article 4 of the Town and Country Planning (Permitted Development) Order, as amended in April 2010, provides the Council (or the Secretary of State for Communities and Local Government) with the power to make a direction in a specified area which can remove some or all of permitted development rights which would otherwise be available.

10. Consultation

- 10.1. The preparation of the documents involved area surveys including a walkabout with representatives of Chichester City Council and the Chichester Conservation Area Advisory Committee and desktop research undertaken between July 2014 and December 2015.
- 10.2. The draft appraisal and management proposals and recommendations for modification of the existing conservation area boundary and Article 4 Directions were made the subject of public consultation exercises between 22 April and 3 June 2016. A public exhibition was held on 22 and 23 April 2016 at the Council House, North Street and was subsequently relocated to the District Council Offices reception area. Copies of the appraisal document, including maps and exhibition displays were also made available on the Council's website. Questionnaires were provided on which comments could be recorded and representations were also made by e-mail and letter to the Conservation and Design Team.
- 10.3. A number of changes to the documents have been made in response to the representations received. Approval is now being sought for the amended version of the document attached at Appendix 2 to this Report. Details of the representations received, the responses to them and changes made to the documents as a result are included at Appendix 5 to this report.
- 10.4. Any additional representations received between the completion of this report and the Cabinet meeting, and our responses to them, will be reported verbally at the meeting.

11. Community impact and corporate risks

- 11.1. The main implications arising from this report and potential risks to the Council achieving its objectives are assessed to be as follows:-
- a) Positive (Opportunities/Benefits): Delivery of corporate objectives; raise the quality of development in the rural areas; meet statutory obligations in relation to conservation area management
 - b) Negative (Threats): Raised expectations, as whilst the appraisal will be a material consideration in the development management process, it will not carry the full weight of a supplementary planning document.
- 11.2. Withdrawal of permitted development rights by Article 4 may give rise to potential compensation claims against the Council if an application is refused or approved with conditions other than those imposed by the General Permitted Development Order. Under Section 108 of the Town and Country Planning Act 1990, any person who has an interest in the land in question may, after planning permission has been refused, which would normally have been permitted development before the Article 4(2) direction was introduced, seek compensation for abortive expenditure, or for loss or damage directly attributable to the withdrawal of permitted development rights.
- 11.3. However, the legislation regarding compensation has changed reducing local authorities' liability to pay compensation where they make Article 4 Directions as follows:
- With respect to non-immediate Directions where 12 months notice is given in advance of a direction taking effect there will be no liability to pay compensation; and
 - With respect to immediate Directions, compensation will only be payable in relation to planning applications which are submitted within 12 months of the effective date of the direction and which are subsequently refused or where permission is granted (and is subject to more limiting conditions than the General Permitted Development order allows).
- 11.4. The Council is in a position to control its exposure to the risk of claims at the time it deals with the planning applications, rather than at the time it makes the Direction, by negotiating or ultimately granting planning permission.
- 11.5. It should be noted that Article 4 Directions implemented in respect of Tangmere, South Harting, Wisborough Green, Boxgrove, Halnaker, West Itchenor, Bosham, Earnley and Somerley have now been in place for a number of years and we have not experienced any significant problems.

12. Other Implications

Crime & Disorder:	None
Climate Change:	None
Human Rights and Equality Impact:	None
Safeguarding and Early Help:	None

13. Appendices

- 13.1. Appendix 2: Suggested text of the Chichester conservation area appraisal and management proposals with post consultation tracked changes - available in electronic form in the Committee Papers section of the Council's website and a hard copy is in the Members' Room.
- 13.2. Appendix 3: Character Area Maps showing extent of proposed boundary changes to Chichester conservation area.
- 13.3. Appendix 4: Details of proposed Article 4 Directions.
- 13.4. Appendix 5: Details of representations received in response to the public consultation exercise and responses to them - available in electronic form in the Committee Papers section of the Council's website and a hard copy is in the Members' Room.

14. Background Papers

- 14.1 Appendix 1: Pre-consultation draft report with tracked changes.



CHICHESTER CONSERVATION AREA CHARACTER APPRAISAL

REVIEWED 2015-16 - **Post-Consultation Draft (Cabinet)**

Post Consultation changes highlighted Highlighted

~~Deleted Text struck through~~
Additional text in red

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INTRODUCTION

Chichester is in the county town of West Sussex and is one of the country's best-preserved historic cities. It is rightly famous for its Roman origins, the Cathedral and its Close, its attractive setting between the South Downs and sea, and the many historic buildings which line its principal streets. The historic City centre has developed as a significant sub-regional shopping centre which needs to maintain its economic vitality in competition with larger centres in Portsmouth, Brighton and more local out of town shopping centres. There is constant and increasing demand for new shops, offices and housing that can result in conflict between the preservation of the historic environment and the requirements of commercial businesses. The much larger scale of development now required by these investors can be at odds with the small-scale, domestic character of the City and its suburbs.

Road improvements and the pedestrianisation scheme of the 1970s preserved the well-used, much loved shopping centre, but these changes inevitably resulted in some damage to the historic environment. However, the current pressure for much larger buildings, with the accompanying requirements for improved access for servicing, could, if allowed, be detrimental to the special character of the City which this appraisal has sought to define.

This appraisal has been prepared in line with Historic England guidance contained within their document 'Conservation Area Appraisals'. It has been drafted in consultation with Chichester District Council, Chichester City Council, and a number of local amenity groups, and has also been subject to public consultation. It is hoped that it will inform the many people who live and work in Chichester and its surrounding hinterland, and help them to appreciate the significance of the Chichester Conservation Area.

CHAPTER 1 LEGISLATIVE BACKGROUND

STATUTORY BACKGROUND

'Conservation Areas' are found throughout the country and have become a popular and accepted way of preserving the country's best examples of historic townscape, with the type of area designated varying enormously from industrial cities to small rural hamlets. Chichester District Council's many Conservation Areas embrace the best of the District's villages and small towns, with the City of Chichester being the most important and prestigious of these.

The designation of *areas* of special architectural or historic interest (as opposed to individual buildings) was first set out in the Civic Amenities Act 1967 and since then over 9,000 Conservation Areas have been designated in England and Wales. More recent legislation has expanded on these early principles and Section 69 of the *Planning (Listed Buildings and Conservation Areas) Act 1990* obliges local planning authorities to determine which parts of their areas are of special architectural or historic interest and to designate them as Conservation Areas. Section 72 of the same Act also specifies that it is the general duty of local planning authorities, in the exercise of their planning functions, to pay special attention to the desirability of preserving or enhancing the character or appearance of these Conservation Areas. The production of this appraisal satisfies the requirements of the legislation and provides a firm basis on which applications for development within the Chichester Conservation Area can be assessed.

The Chichester Conservation Area was originally designated on 16th of March 1970, it was extended on 14th January 1981, to include areas around Westgate, on 25th September 1990, to include the Canal Basin, and on 15th November 1994, to include College Lane. A full review was undertaken during 2004 and 2005 in connection with the preparation of the original conservation area character appraisal and further areas were designated as a consequence of that review on 10th June 2008.

PLANNING BACKGROUND

All local authorities have an approved Local Plan, the Chichester Local Plan: Key Policies 2014-2029 was adopted by the Council on 14th July 2015 and sets out the Council's policies and is used extensively for development control purposes. These plans are almost permanently under review, as central government guidance changes rapidly and local economic and social conditions require adjustments to the Council's policies.

Chichester District Council currently has 85 Conservation Areas, 25 outside the South Downs National Park, and over 3,200 listed buildings, including those within the National Park and the Chichester District Council Local Plan Key Policies 2014-2029 adopted in 2015 contains several relevant policies. Chapter 2, the Characteristics of the Plan Areas identifies the rich and varied natural, historic and built environment as important aspect of the areas environmental characteristics. Chapter 3 The Vision and Objectives sets out a Vision for the sort of place the plan area should be by 2029 and sets out a series of Objectives for realising this vision including conserving and enhancing the distinctive character, quality and importance of the historic environment. The policies relating to the historic environment are set out in Chapter 19, The Environment and the relevant policy id Policy 47 – Heritage and Design and associated supporting text.

The advice on the control of Conservation Areas, including new development, provided in the

Local Plan is inevitably quite general. In Appendix 2 of this appraisal more detailed policy guidance can be found which will be of interest to the owners of buildings and sites within the Chichester Conservation Area.

This appraisal should also be read in conjunction with the most recent version of the Chichester District Local Plan the National Planning Policy Framework (NPPF) and Historic England Good Practice Advice Notes (GPANS).

THE PURPOSE AND FORMAT OF THE CHICHESTER CONSERVATION CHARACTER APPRAISAL

This appraisal provides a detailed assessment of the special character of the Chichester Conservation Area and identifies a number of issues which need to be resolved if this special character is to be 'preserved or enhanced'. The historical development of the City is detailed, explaining how first the Romans and then the Saxons left their mark on the modern-day layout and features of Chichester. A further section considers the various elements of the Conservation Area including activities, noise, landscape, trees and the public realm. The buildings of the Conservation Area, and the various materials and styles most commonly found, are then described. To enable a comprehensive and clear analysis of the City's townscape, Chichester has been divided into nine 'character' areas, based on historic development, building type, and uses and activities. Specific reference is also made to the many open spaces and parks which make such a special contribution to the 'sense of place'. From the detailed assessment of each character area, a range of 'Issues' have been identified which provide the basis for the final chapter which makes a number of recommendations for the future preservation and enhancement of the Chichester Conservation Area.

Appendix 1 details the historic shopfronts in the Conservation Area, including some guidance on their control. Appendix 2 provides detailed advice on the design of new development in the Chichester Conservation Area, and in Appendix 3 can be found a list of organisations which can provide further information on listed buildings and Conservation Areas, and a comprehensive bibliography.

THE STATUS OF THE CHICHESTER CONSERVATION AREA CHARACTER APPRAISAL

This appraisal has been prepared in consultation with representatives from the following organisations:

- Chichester District Council
- Chichester City Council
- Chichester Conservation Area Advisory Committee
- The Chichester Society
- Chichester Cathedral
- Hornet and St Pancras Residents' Association
- King George Gardens (Broyle Management Company Ltd)
- Little London Residents' Association
- The Royal Town Planning Institute
- The Royal Institute of British Architects
- Chichester Chamber of Commerce
- St Andrews at Oxmarket Centre for the Arts

The Chichester Conservation Area Committee also provided assistance in reviewing the original document and undertaking surveys on trees and paving.

The draft appraisal was placed on deposit from 22nd April 2016 to the 3rd June 2016. Copies were made available for inspection at the public library in Chichester and at the District Council offices in East Pallant, Chichester. Copies were also sent to a number of additional consultees including English Heritage and a number of local organizations and residents associations and groups. A public exhibition was held at the City Council on 22nd and 23rd April 2016. Comments were invited and these have been taken into account as described in a Statement of Community Involvement. It was adopted as a material consideration in planning decision by Chichester District Council on the 7th June 2016.

The information contained in the appraisal was originally collected during the period January to March 2004 and was reviewed and updated between 2014 and 2016. The omission of any feature from the text or accompanying maps should not be regarded as an indication that they are necessarily without significance or importance in conservation and planning terms.

CHAPTER 2 LOCATION

TOPOGRAPHY AND SETTING

Chichester is located on a flat plain between the South Downs and the coast. Portsmouth lies just 16 miles to the west. The City is approximately 9 miles inland from the coastal settlement of Selsey and the Witterings, and is approximately one mile east from the winding inlets of Chichester Harbour and village of Bosham. Before the River Lavant was re-routed in the late Saxon period to drive a watermill close to the east gate, it ran some way to the east of the City. It subsequently flowed beside the former Roman Road to Eastgate and then around the City Walls to the south of Chichester by a series of culverts and ditches. Extensive flood prevention works have been carried out to reduce the threat of the periodic flooding which until recently was a regular feature of these parts of the City.

The landscape of Chichester is characterised by the flatness of the surrounding plain, providing excellent views of the Cathedral from almost every point of entry. To the north, the long sweep of the South Downs is an attractive backdrop.

GEOLOGY AND BUILDING MATERIALS

Chichester lies on extensive deposits of valley gravel and brickearth, both of which have been utilized in construction. Just to the north lie the South Downs, which provide flint and occasionally chalk. North of the Downs, the Weald is dominated by bands of clay and sand, the latter providing upper and lower Greensand stone that are much used in building. Within Chichester there has been much reuse of Roman materials, including brick and tile and local and imported stone.

CHAPTER 3 HISTORY

HISTORICAL DEVELOPMENT

ROMAN CHICHESTER

There is evidence of early man at Boxgrove, east of Chichester, from Palaeolithic times, about 5000 BC. The area was utilised by hunter-gatherers throughout the Mesolithic, and there is evidence of extensive settlement on the coastal plain of the Downs from the Neolithic period onwards. In the late Iron Age it appears that there were several different tribes or kingdoms in the south-east, each with its own coinage and trade links. The Roman name for Chichester, *Noviomagus Reginorum*, 'the new market place of the proud people', implies that it had an Iron Age predecessor, and it is known that Verica, a ruler of a tribe in the Chichester area, appealed for help against rival tribes from the Roman Emperor Claudius. Archaeological evidence confirms that at least some of the army landed at Fishbourne harbour, and further excavations have revealed evidence of the Roman army at both Fishbourne and Chichester.

Following the successful invasion, Claudius allowed Togidubnus, a Romanized aristocrat from the tribe of the Atrebates, to retain his kingdom, and an inscription found in 1723 confirms Chichester as his main settlement. The palace at Fishbourne may have been his royal residence. Togidubnus continued ruling after the Second Legion left the Chichester region in AD 45-46, when the old military port installations were converted to civilian use.

Roman Chichester was probably laid out in about AD 50. The town rapidly developed with the construction of classical temples, public bath houses, a basilica, forum, amphitheatre, shops and houses. As well as private wells and cess-pits there was a municipal piped water supply and drainage and sewage systems. By the late 2nd century AD the centre of the town had probably developed to its maximum with the landscaping of open areas, erection of major public buildings and other large town houses built on the best sites.

The important buildings were of masonry with substantial foundations, whereas the majority of houses were probably of timber on dwarf walls, rendered and painted to imitate stone. The full extent of the early *town* is not known, but it is certain that it occupied an area larger than that enclosed by the City Walls, which were erected towards the end of the 3rd century AD. Bastions and gates were added a generation later. The walls enclosed an irregular polygon of 11 sides containing about 4 hectares with gates on the north, south, east and west entrances, and smaller suburbs were located outside the north, south and east gates. Four cemeteries are known outside Chichester, the largest occupying a site on the north side of Stane Street, in St Pancras. By the 3rd century AD, although the public buildings survived in modified form, most town houses were rebuilt in stone. New classical temples were built and others are known outside the town, for example at Bow Hill. By the middle of the 4th century the Roman town had fallen into a decline from which it never recovered. Within a few decades of the start of the 5th century it was virtually deserted.

Four roads radiate from *Noviomagus Reginorum*: from Northgate to Silchester; from Eastgate along Stane Street to Londinium; from Southgate to Selsey; and from Westgate towards modern-day Southampton.

SAXON CHICHESTER

Chichester (*Cisse-caestra*) was first recorded in AD 895, and is said to take its name from a 5th century warrior called Cissa, although historical records for the period are sketchy.

Chichester does not seem to have been used as a base for the pagan kings of Sussex and it is possible that the old Roman City was either abandoned or perhaps only partially occupied, as suggested by the group of 7th century Saxon burials which have been excavated to the south of East Street.

By the 8th century AD Chichester was part of the Kingdom of Wessex, and to help defend southern Britain against the Vikings and Danes, it was made a 'burgh' by King Alfred. It is likely that the town was formally laid out at this point, utilizing the old Roman walls as a defensive perimeter and with new streets and suburban mills powered by water from the diverted River Lavant.

By the mid-10th century AD Chichester was established as a financial and administrative centre. A local mint is recorded in the reign of Athelstan (AD 924-939) and a charter refers to religious brethren living in the town. The only probably Saxon remains in the City are those of the church of St Martin, between North and East Streets.

NORMAN CHICHESTER

After the conquest in 1066 King William split the kingdom amongst his nobles, and the Earl Roger de Montgomery held the combined rapes (administrative districts) of Chichester and Arundel by 1073. To assert his authority, he built a motte and bailey (mound and ditch) castle with a timber keep within the north-east quadrant of the town. The Domesday Survey of 1086 records the economic situation in Chichester before and after the conquest. Chichester is described as having *'100 sites less two and a half and 3 crofts and that this City is now in Earl Roger's hands...In the same dwelling sites there are 60 more houses than there were before'*.

A minster dedicated to St. Peter already existed within the south-west quadrant at the time of the Conquest. Roger de Montgomery granted the whole of this quadrant to Stigand, Bishop of Chichester, and it was here in c.1075 that a new Cathedral began to be constructed when the See (or Bishop's Seat) was moved from Selsey. Bishop Luffa (1091-1123) is said to have completed this first church, dedicated in 1108. In 1114 and again in 1187 the building was badly damaged by fire and the Cathedral was only finally consecrated in 1199 when it was rededicated to the Holy Trinity. This building is the basis of the present Cathedral. The Church also built hospitals and charitable institutions in the City including the hospital of St. Mary (1290).

MEDIEVAL CHICHESTER

During the medieval period Chichester prospered as a busy market town, due to its rich agricultural hinterland and close proximity to seaports. Trade was based on wool, grain and cattle. The City acquired borough status and the right to hold regular markets. The merchants formed a powerful guild and a Guild Hall was located in South Street by the 12th century. This was demolished in 1396 and replaced by the Vicars' Hall, but the original undercroft still survives. Chichester became a staple port in 1353, giving it control over the lucrative wool trade, and during the 14th and 15th centuries City merchants further benefited from the increased trade brought by pilgrims visiting the shrine of St. Richard de Wych, Bishop of Chichester in the 13th century.

The Franciscan monks or Greyfriars came to Chichester around 1230 and constructed their monastic buildings in 1269 on the site of the former castle, which had been demolished in 1217 on the orders of King John. The castle's motte and the Greyfriars' church both survive in Priory Park. A Dominican or Blackfriars monastery was located within the south-east quadrant. St Mary's Hospital was established north of East Street and there were leper hospitals on various sites outside the walls and in 1501 Bishop Storey constructed the Market Cross in the centre of the City, to establish a free market for the local inhabitants. Bishop Storey also founded the Prebendal School in 1497 which is still on the same site next to the Cathedral.

16TH TO 17TH CENTURY CHICHESTER

Before the Dissolution in 1538 nearly 60% of land within the City Walls was in religious ownership, but after this date much of the land and buildings were sold into private ownership. However, commercial expansion continued throughout the 16th century, with Chichester remaining a major manufacturing centre for woollen cloth and also a significant port. However, considerable damage was caused to Chichester during the Civil Wars in the mid-17th century, including the almost total destruction of the St. Pancras and Westgate areas, including the churches of St Pancras and St Bartholomew and parts of the Cathedral Close.

The number of building workers increased after 1650, as rebuilding after the war commenced. Clothing and malting were major industries and needle making was carried out mainly in the St. Pancras area. Other industries included tanning, hoop making, blacksmithing, malting and metal working.

The City seems to have been in a state of some decay in the late 17th century, with old fashioned houses built of timber with jettied upper stories. The streets were unpaved, unlit and dirty, and the City Walls were ruinous. Yet in 1696 Celia Fiennes, the diarist and traveller, commented on the existence of a number of good quality houses and a mill in Chichester.

18TH AND 19TH CENTURY CHICHESTER

The early 18th century saw the economic revival of the City. Chichester's prosperity continued to derive from the products of farming – grain, cattle and sheep. There was a thriving corn trade and well established industries such as tanning, brewing, malting and wool stapling. The wealth generated led to the evolution of local banks and a new minor aristocracy. Twice weekly markets continued to be held in the main streets, and their popularity caused much inconvenience to the local inhabitants.

The revitalization of Chichester saw a general modernisation of housing conditions. Large numbers of houses within the walls were rebuilt or re-fronted in brick, now highly fashionable and more easily afforded. The Pallants, previously rundown and full of malt houses, were redeveloped with housing for the aspiring professional classes. An example is Pallant House, built in 1712 as the residence of Henry 'Lisbon' Peckham, who has been described as a wine merchant although there is no evidence for this claim.

New public buildings were also erected such as the new Council House in North Street in 1731. An assembly room existed in North Pallant up to the early 19th century but this was supplemented by a new Assembly Room added to the back of the Council House in 1783 and this, together with a purpose built theatre erected in South Street in 1791, became the cultural

focus for many social events. The Market House, now known - erroneously - as the Butter Market was opened in 1808 and the Corn Exchange in 1833. In 1871 a Cattle Market was opened outside Eastgate, removing the beast market, a source of congestion and pollution from the City streets.

Throughout the 19th century new schools and colleges were built, together with places of worship to cater for the needs of the growing population. Groups of good quality, smaller houses were added, such as in Parchment Street, Cavendish Street and Washington Street (part of the Somerstown development of which the east side was demolished in 1964), where rows of brick, flint or stuccoed two or three storey terraced properties were constructed between 1810 and 1835. There was another phase of house building in the 1880s and 1890s which saw the creation of further new suburbs to the east of St Pancras providing a variety of houses.

Brick making and building became the new growth industries during the 18th and 19th centuries. **Bricks were fired on-site in clamps** ~~Brick kilns were built~~, initially in the gardens of the houses within the City Walls, but later further outside the City at Spitalfields and Old Broyle Farm as space became more limited. Pipe making, which had started in Chichester in the 1660s, developed as a parallel industry to brick making and thrived until the 19th century. Other significant local companies of this period include the Shippam family, pork butchers and manufacturers of paste, and Pink's soft drinks industry. New chain stores such as The International opened in the City in the 1880s. Other industries in Chichester included brewing and tanning. Westgate Brewery was established in the late 17th Century on a site of to the north of Westgate House. Tanning is recorded in the vicinity of Chichester from 1549 and from the early 18th Century the Chichester Tannery was established on a site to the west of Chichester between Westgate, and the River Lavant.

Improvements were made to the City environment including the repair of the City Walls between 1720 and 1725, and the planting of trees and the levelling and gravelling of the walks around the north walls. The City pavements were covered in stone in the 1790s, under the auspices of the Paving Commissioners who were appointed by an Act of Parliament, and the four City gates were taken down between 1772 and 1783 to improve access. The population of Chichester rose by 60% in the first half of the 19th century, leading to severe problems with sanitation and the City's water supply. Eventually, in 1874 the Council agreed to provide a fresh piped water supply and in 1896 a system of main drainage was finally constructed.

There were significant improvements in communication during the 18th and 19th centuries. Chichester had long been dependent on the port of Dell Quay, on the Chichester channel of Chichester Harbour, and poor, difficult communications by road. This changed with the construction of the Portsmouth and Arundel Canal in 1818-1822, with its branch to Chichester, which met with some limited success, but which was rapidly overtaken by the London, Brighton and South Coast Railway, which reached Chichester in 1846.

20TH AND 21ST CENTURY CHICHESTER

Chichester saw many changes in the 20th century. Priory Park, which had been owned by the City Council since the Reformation, had been sold to the 5th Duke of Richmond in 1824, who had subsequently leased it to a sports club. In 1918 the 7th Duke decided to donate the park to the citizens of Chichester as a memorial to those who had fallen in World War I, and since then it has been administered firstly by the City Corporation, and since 1974, by Chichester

District Council. Road traffic increased and a bypass was constructed to the south of the City, which was commenced in 1938 but not opened until after World War II. In the 1920s and 1930s more shops, cinemas, schools and houses were built. Bombs fell on the City in 1943 and 1944 causing severe damage in some areas.

After the war further housing together with industrial estates and schools were constructed. A new railway station was built in 1958, replacing the mid-19th century original. The largest housing development was the East Broyle Estate on former farm land off St Paul's Road, built between 1961 and 1974. County Hall expanded and came to dominate the north-west quadrant of the City. The Chichester Festival Theatre, designed by Powell and Moya Architects, was built in 1962 in Oaklands Park. A new public library was opened in Tower Street in 1967 to a design by the County Architect F.R. Steele.

Chichester retained its role as a market town throughout the 1960s and early 1970s, with the continuation of a weekly cattle market and the provision of new shops and facilities. Traffic congestion led to the pedestrianisation of the City centre in 1975, and the creation of a ring road which brought about the destruction of Westgate Fields, the City's water meadows. Confined space in the main shopping area resulted in the relocation of stores like Sainsbury's to the edge of the City, as well as the provision of sites for new non-food stores and restaurants. In 1990 the final livestock market was held.

Chichester became the administrative centre of West Sussex in 1889 when West Sussex County Council was established. Following local government re-organization in 1974 the City also became the headquarters of the new Chichester District Council. By a new Royal Charter of the same year it also retained its status as a City with its own mayor. It is now a major attraction with visitors and shoppers coming to the Cathedral, museums and historic centre as well as to Chichester Harbour and the coast.

DEVELOPMENT OF PLAN FORM

The Romans laid out the streets in a broadly regular grid pattern with four principal streets leading from gates at the cardinal points to a forum, or market square with administrative buildings at the centre. The Saxons retained the same basic plan because they reused three of the gates. However, they often utilised the hard surfaces of the Roman streets as foundations for houses, which forced their streets to wander off the original line. The southern part of North Street followed a completely new line, as did all of South Street, the latter requiring a completely new south gate.

The plan form of late medieval Chichester was largely as seen today, with the four main streets crossing at the centre and the City Walls bounded by the River Lavant to the east, south, and west. A market place, with, from the 1501 onwards, a prestigious Market Cross, was the literal centre of the City. Over 60% of the land inside the City Walls was owned by the Church, although after the Dissolution in the 1530s, the Blackfriars site in the south-east quadrant went into private ownership as did the Greyfriars site in the north-east, where a house was built on the land now forming Priory Park.

A contemporary description of Chichester is given by William Camden in 1586:

'It is wall'd about in a circular form, and is wash'd on every side, except the north, by the little River Lavant; the course of which stream is very unaccountable, being sometimes quite dry, but at other times (and that very often in the midst of Summer) so full as to run with some

violence. It hath four gates opening to the four quarters of the world, from whence the streets lead directly, and so cross in the middle; where the market is kept, and where Bishop Robert Reade built a fine stone Piazza...All the space between the west and south gates, is taken up with the Cathedral Church, Bishop's Palace, and the Dean and Prebendaries houses...The Church itself is not great, but very neat, with a high stone spire...Beside the Cathedral, there are within the walls of the City, five small churches....'

The Norden map also shows that key areas of development were in the north-east and south-east quarters with the Cathedral and Cathedral Close dominating the south-west quarter and large areas of open space in the north-west quarter. Some development is shown outside the City gates on the east, west and south. Principal street frontages, the north-east quadrant and the Pallants were all dominated by housing and commercial development. The north-west quadrant was occupied mainly by gardens and barns. Outside the walls to the north was a forest which belonged to the king.

In the 17th century Chichester was in a state of some decay with ruinous buildings, dirty streets and the City Walls in disrepair. The Eastgate suburb of St Pancras suffered the destruction of the church in the Civil War in 1642 and this was not rebuilt until 1751, when increased new prosperity brought a building revival, with many houses being refaced or entirely rebuilt. The revised street plan can be plotted on William Gardner's map of 1769, which shows intense development along the four main streets, with new houses in the north-west quadrant along Lower West Lane (Tower Street) and Upper West Lane (Chapel Street).

In 1808 the Blackfriars site in the south-east quadrant was sold for building plots and a 'New Town' emerged along St John's Street. The scattered holdings of St Mary's Hospital continued until the 19th century when some were sold. The Enclosure award for Chichester was made in 1847 and implemented in 1849. The total number of holdings or plots was reduced to around 30 to form economically more viable units, although the large communal fields of *Guildenfield* and *Portfield* and ancient areas of open farmland survived until the late 19th century enclosures. Also in the late 19th century artisan housing was built around the edges of the City to provide accommodation for bricklayers, coopers, gardeners, servants, washerwomen and laundresses.

The Orchard Street area was used for orchards and market gardening until the early 19th century and the Westgate Fields, to the south-west of the City Walls, were grazed until 1964 when the Avenue de Chartres was built to complete the ring road around the City Walls. Except for a small section of ribbon development just outside the gates, the Southgate area was also used for farming until improvements to transport brought dramatic changes in the mid- to late-19th century: the turnpike to Dell Quay, a new canal and canal basin; the coming of the railway; and the construction of the new Cattle Market and associated roads.

There were many changes in the 20th century, the most significant since the 1960s. Priory Park was given by the Duke of Richmond to the people of Chichester in 1918 as a memorial to the dead of World War I, since when it has been used as a public park. In the 1930s the County Council began the expansion of their site in the north-west quadrant, which was also affected by war time bombing.

Pedestrianisation of the principal streets in the 1970s provided a very popular shopping centre although this did result in the loss of some gardens for rear servicing. At the same time, the whole City was encircled by new roads to create improved access for the motor car and the gyratory systems were created. Further re-development in the 1980s occurred in Southgate particularly.

SCHEDULED ANCIENT MONUMENTS

There are 5 Scheduled Ancient Monuments within the Chichester Conservation Area. These include the City Walls, the former Church of the Greyfriars and the castle motte in Priory Park, Little London car park, Chichester Market Cross and the Amphitheatre.

CHAPTER 4 THE CHARACTER AND APPEARANCE OF THE CHICHESTER CONSERVATION AREA

GENERAL DESCRIPTION

The Chichester Conservation Area encompasses the whole of the Roman town, with additions to every side: Northgate, Westgate, Southgate, and Eastgate. Further areas of good quality 19th century housing, also extra-mural (beyond the city walls), are included: Caledonian Road area to the south-east, and Somerstown to the north. The layout of the City is compact and simple, with the City conveniently divided into four quadrants by the four principal streets, which meet at the Market Cross. To the north lies the separate Conservation Area around Graylingwell Hospital, and to the south, the Chichester Conservation Area has been extended to include the canal basin and part of the canal.

The Conservation Area is notable for the following:

- The survival of the Roman and Saxon City Walls
- The survival of the Roman and Saxon plan form
- High concentration of listed buildings
- Continuous good quality townscape
- Chichester Cathedral and its Close
- Priory Park, with the Norman motte and Greyfriars Church
- Surrounding parks, gardens and recreational spaces **provide attractive vistas of the cathedral and the city, enhancing and balancing the built environment**
- **The human scale and proportions of the buildings**

ACTIVITY AND USES

Chichester is a busy market town serving a large hinterland. The principal shopping streets are North Street, East Street and South Street. West Street is more mixed, with the Cathedral, County Hall, and the Prebendal School all influencing the character of this part of the City. The north-west quadrant is mainly commercial offices, particularly for the County Council, and the south-west quadrant almost totally taken up with uses associated with the Cathedral. Both the north-east and the south-east quadrants contain a high proportion of residential properties, intermixed with some offices, principally the District Council's offices in East Pallant.

For the extra-mural areas, educational uses predominate to the south-west; commercial uses to the south along Southgate and Stockbridge Road; residential and very mixed commercial uses along The Hornet and St Pancras, and leisure uses in the areas of parkland and playing fields which lie to the north-east.

NOISE AND QUIET

The Conservation Area is notable for the variety of the environments created by the densely developed historic City, the more open spaces around the City Walls, and the enclosed, private spaces of the Cathedral area. Throughout Chichester, the impact of the car and the noise of traffic is a major consideration: peace can only be truly obtained by keeping away from the major routes, particularly the ring road which envelopes the City. However, this road

passes through a number of public parks and other important open spaces, and the enjoyment of these spaces is somewhat compromised by the constant noise. On the outskirts of the Conservation Area, beyond the City Walls ('extra-mural'), there are several areas which are sufficiently shielded from the ring road to provide a peaceful environment: the residential areas around Caledonian Road and Somerstown, and Westgate.

Within the City Walls ('intra-mural') the pedestrianization of the main shopping streets provides an attractive, mainly traffic-free environment which is one of the most popular aspects of the shopping area. The provision of much inner-City car parking does create a constant stream of traffic moving around the narrow streets of the City centre, fortunately at reduced speeds.

The most notable 'quiet' areas are:

- The Cathedral and its associated buildings and spaces
- The core streets in The Pallants, **although the peace is frequently disturbed by intrusive HGVs**
- Little London and parts of Priory Lane
- St Martin's Square
- Priory Park
- The City Walls
- Whyke Lane recreation ground
- Chichester Canal
- Parts of Oaklands Park
- Brewery Field, Orchard Avenue
- Parts of the University Campus
- Jubilee Gardens; and
- Litten Gardens

TREES, LANDSCAPE AND OPEN SPACES

Whilst much of the City centre consists of a tight urban grain, parts of the Conservation Area are more open and well landscaped. These open spaces make a positive contribution to the character of the Conservation Area and the setting of the historic City. The most significant are:

INTRA-MURAL

- Priory Park – a public park in the north-east quadrant
- Parts of the Cathedral Close and the gardens of the Bishop's Palace
- The City Walls and their immediate setting

EXTRA-MURAL

- Litten Gardens, St Pancras
- Part of Oaklands Park
- Jubilee Park, Priory Road Recreation Ground, New Park Road
- Brewery Field, Orchard Avenue
- Whyke Lane recreation ground – the site of the Roman amphitheatre off The Hornet
- Area around the canal basin and along the Chichester Ship Canal
- Westgate Fields, the playing fields and grassed areas to either side of the Avenue de Chartres
- University Campus Chichester

Trees are important in all of these spaces and the most significant are marked on the Townscape Appraisal maps. A 'Tree Trail' has been prepared for Chichester under the National Grid Tree Warden Scheme. Copies are available from the City Council offices in North Street.

FOCAL POINTS, VIEWS AND VISTAS

Because it is situated on a flat plain, significant views out of the City are limited to the north side of Chichester, where the South Downs create an important backdrop . On a clear day, the grandstand for Goodwood Race Course can be clearly seen, with sweeping hills to either side, mostly covered in woodland. Similarly, good views over Chichester can be appreciated from several locations along the South Downs . Long views to the City, centring on the Cathedral spire, can be seen from the surrounding plain, Chichester Harbour and from the sea.

Within the City, there are numerous views of the Cathedral spire which can be seen from all directions. These are identified on the Townscape Appraisal maps with other views that are also considered to be important to the character and appreciation of the Conservation Area. The welcome lack of high-rise buildings keeps the Cathedral as the principal visual focus both in and towards the city.

The Market Cross is the second most important focal point in the City, situated as it is on the crossing point of the four principal streets. Its stone construction and Gothic design contrasts with the red brick and render of much of the surrounding townscape which is largely of Georgian character.

The City Walls are the other major focal point due to their scale and nature. The walls contain the oldest parts of the City and are clearly visible from the roads which immediately surround Chichester. They provide both visitor and resident with a strong sense of the City's historic core and assist with orientation around its streets.

PUBLIC REALM AUDIT

Purbeck stone paving was traditionally found in Chichester but most of it has been replaced

with modern concrete, clay paviers or tarmacadam . A survey of the historic paving has been carried out and is given as Appendix?? The City centre was pedestrianised in the 1970s and York stone paving, clay paviers, and new street furniture (litter bins, signage, street trees, bus stops) installed. This has been damaged in places and a thorough overhaul of the street surfaces of the whole City centre is now due. Recently, a landscaping scheme in Friary Lane has been completed using sawn York stone and modern street furniture.

Some very good quality Purbeck limestone and York stone paving remain, marked on the Townscape Appraisal maps. The limestone paving is largely a silvery grey colour, laid in courses of irregular depth. The sizes also vary from 300mm square to one metre long by about 600mm wide. The stone is riven faced (i.e. naturally uneven), with a wide joint. The best examples are:

- St Martin's Square
- Canon Lane, St Richard's Walk, and around the Cathedral
- East Pallant, West Pallant, North Pallant and South Pallant

Street lighting has recently been upgraded under a West Sussex County Council led Private Finance Initiative (PFI) project. A number of historic street lights have been retained and other modern ones replaced. In the principal streets a mixture of modern light fittings were attached directly to the buildings and these have been replaced with a more consistent design. In the Pallants and the Little London area earlier reproduction 19th century-style lanterns have also been replaced and are again fixed directly to the buildings., This has resulted in more control boxes being fitted to listed buildings due to a change in regulations. Elsewhere, concrete or steel columns supporting a variety of modern light fittings have also been replaced with a consistent design. These are black within the Conservation Area to help define it and compare with the green posts outside of the area. Mostly, the street lighting in the City centre is unobtrusive, and the skylines remain relatively uncluttered by wires and poles although the occasional CCTV camera does intrude.

The change of lighting type has had an effect on the Conservation Area at night as the LEDs produce a much whiter light and in the case of the lanterns reflects in the glass. This can appear rather harsh within such historic streets and should be addressed again as this emerging light technology changes.

Various studies have been undertaken into Chichester's public realm with the aim of developing a consistent approach, including to signage, paving, street furniture and information for visitors. One of the recommended actions in the Mangement Proposals includes the bringing together of these studies to create an overarching Public Realm Strategy for Chichester to inform future proposals. This could form the basis for future bids for funding, for example under the Heritage Lottery Fund's Townscape Heritage Initiative.

CHAPTER 5 THE BUILDINGS OF THE CHICHESTER CONSERVATION AREA

INTRODUCTION

The Chichester Conservation Area is notable for its Cathedral and Cathedral Close, and for the concentration of historic buildings within its boundaries, creating a townscape of very high quality. The principal four streets in the City are lined with almost continuous, good quality, 18th and 19th century buildings, commonly faced in red or grey brick and often concealing earlier, timber-framed structures. The overall character is domestic and vernacular rather than planned in a formal and comprehensive way. Additionally, there are a number of locally listed buildings. This appraisal has also identified a number of unlisted buildings, called 'Buildings of Townscape Merit', which make a positive contribution to the character of the Conservation Area. All of these buildings are marked on the Townscape Appraisal maps for each character area.

LISTED BUILDINGS

The most important listed buildings in Chichester are the Cathedral and the buildings associated with it; the City Walls; and the Market Cross. Further buildings built for religious uses or associated with the church in a variety of ways are also significant, such as the remaining section of the Greyfriars Church, in Priory Park (now part of the District Council Museum); St Olav's Church, North Street; St Mary's Hospital, St Martin's Square; and the Vicars' Hall and Crypt, South Street. These are also medieval in origin and listed grade I. Another grade I listed chapel, but far more modern (1813) is St John the Evangelist in St John's Street.

There are two grade I listed houses in Chichester, both now in other uses. Pallant House in North Pallant dates to 1712 and is the finest example of an early Georgian house in the Conservation Area, though it is now used as a public art gallery. John Ede's House, in West Street, is a late 17th century house now used as offices for the County Council has been restored and furnished in a domestic manner.

The Conservation Area also contains a very high number of grade II* listed churches, commercial, and residential buildings, some of which are medieval, but most of which are 17th or 18th century. The houses are remarkable for the completeness of their Georgian detailing, including fine quality doorcases, sash windows, moulded cornices and other decoration. The majority are built from red brick, sometimes enlivened with the insertion of blue headers. Nearly all of the roofs are steeply pitched and covered in handmade clay tiles, providing a sense of cohesion despite the variety of form and height. Many of the houses sport distinctive chimneypots with white-slip decoration, made across the border in Fareham, Hampshire. There are no 'set pieces' of architecture in the Conservation Area, rather a pleasing amalgam of individually designed houses, each one carefully detailed and using good quality traditional materials. In the more commercial centre of the City, many of these have been altered by the insertion of shopfronts.

A list of the grade I, II* and the most significant grade II listed buildings is included at Appendix 1. All of these buildings are referred to in greater detail in the sections dealing with each 'Character Area'.

LOCALLY LISTED BUILDINGS

Chichester District Council holds a growing list of buildings of local significance which have no statutory protection however, many are afforded some protection through the National Planning Policy Framework as non-designated heritage assets and they are considered to be sufficiently important to be noted and the Council will resist applications for demolition or unsympathetic alterations.

These buildings are marked on the Townscape Appraisal maps for each 'Character Area' and a list of Locally Listed buildings within the Chichester Conservation Area is included at Appendix 1. Chapter 8 of this appraisal includes a recommendation that the Local List is reviewed.

The buildings included on the local list include a number of buildings which are historic but have been altered, such as no. 8 East Pallant, and nos. 27 and 30a East Street. Several 19th century public houses are included (e.g. The Park Tavern in Priory Road) and a number of buildings in The Hornet and St Pancras, which have some modern features but which are basically 18th century. Good quality terraces of smaller houses are also mentioned, such as nos. 43-59 (odd) Westgate. Regrettably, several locally listed buildings have been demolished since the list was drawn up.

BUILDINGS OF TOWNSCAPE MERIT

As recommended within NPPF (para. 138), Buildings of Townscape Merit, which have been judged to make a positive contribution to the significance of the Conservation Area, have been identified as part of this appraisal process and are marked on the Townscape Appraisal maps for each character area. The need to identify such buildings is reinforced by English Heritage in their written guidance on Conservation Area appraisals, and the ultimate aim is to preserve them and to protect them from demolition, unsympathetic alterations or inappropriate extensions.

Most good quality buildings dating to before 1840 will already be statutorily listed, but after this date, listing often fails to protect those smaller, more modest buildings which create such interesting townscape. As 'Conservation Areas' need to be protected as a whole (not just the listed buildings) the identification of Buildings of Townscape Merit, means that hopefully, the whole Conservation Area can be protected and enhanced, as required by the legislation.

The types of buildings which may be considered as Buildings of Townscape Merit vary, but commonly they will be good examples of relatively unaltered 18th, 19th or even 20th century buildings, where their style, detailing and materials provides the streetscape with interest and variety. Where a building has been heavily altered, and restoration would be impracticable, they are excluded.

Proposals involving loss of, or major alteration to any Building of Townscape Merit within the Chichester Conservation Area is likely to be considered harmful to the special significance of the area. Any application to demolish a Building of Townscape Merit will need to be accompanied by a reasoned justification similar to that required for a listed building. Permission should only be given for demolition if the applicant can provide proof that the building is beyond economic repair, and that an alternative use cannot be found. If permission is given for demolition, any replacement building will need to be of the highest possible design

standard. Similarly, all applications for alterations and extensions will be very carefully controlled.

MATERIALS, ARCHITECTURAL DETAILS, AND BUILDING STYLES

The prevailing character of the centre of Chichester's Conservation Area is of a late 18th century Market Town, with the Cathedral Close (and its much earlier buildings) in one quadrant. The four principal streets: North Street, East Street, South Street, and West Street, contain continuous terraces of buildings dating mainly to the 18th or 19th centuries, interrupted by a number of more prestigious buildings in religious or municipal uses. Whilst heights vary and each building is different from its neighbour, the overall scale is restrained..

The Romans used flints and lime mortar made from the chalk quarried from the South Downs to build the City Walls and local clay to make bricks and roof tiles. Local building stone was also quarried including greensand and the ferruginous sandstone which outcrops near Midhurst, and these materials, with other imported stone, were used for structural work, and architectural details. Roman masonry was commonly re-used in subsequent eras, particularly in churches, but also in domestic buildings and boundary walls.

The Saxons robbed many Roman buildings for materials and used them for walling and foundations, but usually their chosen building material was timber, obtained from the nearby woods. Saxon buildings were therefore timber-framed, with thatched roofs, possibly using water reed from the nearby river estuaries.

The Normans also used timber for their new 'castle' in what is now Priory Park, as no foundations have been found on the surviving motte. However, in the late 11th century, limestone, imported from Quarr on the Isle of Wight, was used for the first phase of building the Cathedral. Roy Morgan's book, 'Chichester: A Documentary History' records some of the materials and skills used by the master craftsmen who worked on the various buildings in the Cathedral Close during the medieval period: stonemasons, carpenters, thatchers, and a variety of workers with wood. From this period (11th-16th century) are some of the great buildings of Chichester, all constructed in stone or flint in the simple Gothic style which remained popular until the Dissolution: The Church of the Greyfriars, in Priory Park; St Olav's Church in North Street; St Mary's Hospital; and the Vicars' Hall and Crypt in South Street. The Market Cross was built in 1501 by Bishop Storey, a complicated Caen stone structure with arched vaults and other Gothic features. Some of these early buildings, most notably the Cathedral, the Greyfriars' church and the Prebendal School use 'clunch', a hard chalk stone which is quarried locally.

Dwellings for the poor inhabitants were still built from wood, with thatched roofs and earth floors. These were constructed on a framed system, with each bay being the maximum length of an average sized piece of timber (about 5 metres or smaller), with timber intermediate posts and wattle and daub infill. The roofs were supported on substantial almost square rafters, usually without a ridge. The earlier buildings (11th-16th century) had crown posts or king posts which supported the centre of the roof using a system of purlins. Later examples included queen posts, which braced each principal bay (see *The Buildings of England: Sussex*, I Nairn and N Pevsner, for a detailed description of timber framed structures). Many timber-framed buildings remain in the Conservation Area, usually hidden by later brick frontages, such as 3 St Martin's Square, nos. 62 and 63 North Street, and nos. 2, 3 and 4 South Pallant.

After the Civil War, which had led to the demolition of most of the eastern and western suburbs of Chichester, there was a gradual increase in the pace of new building. By this time, timber-framed houses were beginning to be considered old fashioned, but only the very wealthy could afford brick, such as John Ede's House, West Street, of 1698, and St Martin's House in St Martin's Lane, a timber framed house re-fronted in blue and red brick in around 1680.

The great change came to Chichester with the improvements in brick manufacture which made brick a more affordable and popular material after the beginning of the 18th century. Many of the older timber-framed buildings facing the main streets in Chichester were re-fronted, although the back and side elevations were often left as existing, or sometimes faced in clay tiles. Typical examples include nos. 92 and 93 East Street (II*), and a number of buildings in North Street (nos. 62- 63, 74, and nos. 79 -87). Northgate House School, 38 Northgate, contains a 16th century wall painting although its appearance is of a much later building. Often, the overhanging eaves of the original building were cut back and new parapets put in, concealing the roof behind. Other buildings retained parts of medieval timber framed structures – The White Horse Inn (no. 61) in South Street has an 18th century frontage with a medieval timber frame wing to the rear. It has one of the few visible jetties in the city as most were filled in at ground floor level by stealing the pavement when the brick fronts were added. The use of mathematical tiles on timber-framed buildings in Chichester is rare, but there are two examples, the former *Fleece Inn* in East Street (Nos 58-59) and 47 North Street.

As the century progressed, Chichester became an important centre and as the wealth of the local merchants increased, new houses were built, full of richness and detail. The best examples are in the main streets and The Pallants, which was largely re-developed in the 18th century. The buildings are usually two or three storeys high, with attics and basements but as many of them actually contain earlier cores, their external shapes are varied, with a jumble of roofs and roof profiles creating the interesting streetscape which is so important. However, none of the buildings are individually dominant. 18th and 19th Century industrial buildings were predominantly built from brick, the technological development of steel framing allowed for larger areas of glazing, such as the Tannery building off Westgate, originally with large "Crittall" windows replaced in the 1970s when the building was converted into office use.

The Georgian houses of Chichester are notable for their fine quality details, both externally and internally, where plasterwork and joinery were provided to the highest specifications. The front elevations of these buildings are varied but typical details include:

- Prominent brick chimney stacks marking party walls
- **Distinctive "Fareham chimneypots" with white-slip decoration**
- Pitched roofs covered with hand-made clay tiles with slate appearing from around 1800
- Roof slopes usually face the street (gables to the street were considered old fashioned) and can be hipped
- Exposed eaves, often with brick detailing below the eaves – a saw toothed pattern is often found

- Roof parapets from c1715 to 1800
- For the most prestigious buildings, modillions (large square blocks) are also found just below the eaves, sometimes with a moulded cornice
- Coved eaves cornice made from plaster on timber, or stone
- Painted stucco, lined out to replicate stone
- Red brick, often enlivened by blue headers to create a chequer-board pattern
- Arched window heads, sometimes created from rubbed red brick with very fine joints. These include the cupid's bow design.
- Some windows have stone voussoirs (key stones) set in brick
- Sash windows – usually with six or eight lights per sash
- Thicker glazing bars for the early 18th century buildings
- Thinner glazing bars with lambs tongue or ovulo mouldings for the late 18th and early 19th century buildings
- Stone or brick string course at first floor level
- Door cases made from timber and occasionally stucco set on brick framework – pediment entablature, fluted pilasters, stone steps, panelled reveals
- Timber front doors with four or more usually six fielded panels
- **The flintwork on St Pancras church (1750) which is the finest in the City. The flints are cubes being knapped on all six faces and laid with very thin joints. The flints were imported by sea, probably from East Anglia**

In the 19th century more mixed materials became fashionable. Knapped flint, with galletting (tiny chips of flint, set into the mortar joints) became popular after 1800 and the former rectory, 9 St John's Street, is a very good example of flint used in this way, with decorative quoins to the corners of the building. Fernleigh (no. 40 North Street) is probably the best example built from knapped flints with galletting, in this occasion with yellow brick dressings. Another local example is the Royal Bank of Scotland, no. 44 South Street, which is also listed grade II*.

To replicate stone and to provide the Italianate details which were popular, stuccoed buildings, usually painted a light colour, were also considered desirable. St John's Street contains a number of houses (nos. 5, 6 and 10) demonstrating this material. However, brick continued to be used but with a much greater variety of colours – red, bluey-grey, light grey, brick can all be found in the Conservation Area. Yellow and white brick made a brief appearance, particularly in Newtown, but never really caught on, the native red being preferred. The Somerstown and Whyke areas provide some excellent examples of these materials, in Parchment Street, Cavendish Street and Washington Street, where flint, brick, and stucco are all utilized in the terraced cottages which lie to either side of the roads. This *extra-mural* area is unusual in that it was built very much as a whole in the early 19th century and is one of the few parts of the Conservation Area where some cohesive 'town planning' is evident.

Up to 1800 the roofs of Chichester were almost universally covered in hand made clay tiles. After this date, Welsh slate began to appear and with the coming of the railway in 1846 it soon became the norm, so most of the mid to late-19th century houses in the City are roofed with this material. In the 1920s and 1930s, there was a recurrence of interest in vernacular traditions.

Georgian windows were predominantly of the sliding sash form, there being few casements, with small panes within elegant, slim glazing bars. In the Victorian period changes in the glass manufacturing process enabled larger sheets to be made and in some buildings the glazing bars were removed and replaced with a single sheet of glass radically altering the appearance of the building 22 North Street for example. Victorian and Edwardian houses featured such glass from the start. An unwelcome intrusion in the 21st century has been the arrival of plastic (uPVC) double-glazed windows whose material, construction and detailing are so different from timber they defile the appearance of a building, especially when they pretend to be what they are not.

Several of the public houses in the City were built in the 'Old English' style (The Nag's Head PH in St Pancras; The Old Cross PH in North Street). More modernist buildings also are evident such as Minerva House in Eastgate Square – art deco, and built as a pub, with curved brick walls and stone architraves to the large first floor sash windows. This dates to the 1936 road improvements in this area. County Hall is another important building of this period built in 1933 in a Georgian Revival style (usually known as LCC Georgian) by the County Architect Cecil G Stillman (also responsible for the 1939 County Court In Southgate), as was the Post Office in West Street. Many new buildings were constructed in the 1950s and 1960s, a number of which are of architectural significance,. The most notable of these are the Chichester Festival Theatre, which is listed grade II*, the county library, listed grade II and the unlisted Chapel of the Ascension at what is now the University of Chichester.

There are also a number of unlisted post-war buildings of note, including Russell and Bromley on the corner of South and West Streets, influenced by Sir Hugh Casson, Gold Arts on the corner of East and North Street, by Sir Hugh Casson, Chichester bus garage particularly its roof which is an early example of a pre-stressed concrete shell roof. There have also been a number of more recent buildings of architectural note including the Pallant House Gallery, the Novium Museum and the Minerva Theatre. Other examples, marked on the Townscape Appraisal maps, make a more negative contribution to the character of the Conservation Area.

SHOPFRONTS

Chichester Conservation Area contains a high number of listed 18th and 19th century houses which were converted into commercial premises in the 19th or early 20th centuries. Some of these shopfronts remain, although often altered, commonly with the replacement of small panes of glass by sheets of modern plate glass. This was enabled by improvements to glass manufacturing which meant that from the mid 19th century larger panes of glass could be produced. .

These 19th century shopfronts were based on classical principles of design with moulded pilasters (shallow columns) supporting an entablature (fascia), often decorated with a moulded cornice. Glazing bars, or from the mid-19th century, mullions, defined the glazed area, usually set approximately one metre above the street level to avoid damage. This low wall or stallriser was usually built from timber with moulded panels. Towards the end of the 19th century ceramic tiles or faience (a moulded brick) became popular providing a decorative element.

Many of the older shopfronts in Chichester, including the ones that are listed, retain elements of the original 19th century detailing, most commonly the pilasters, corbels and parts of the fascia. Modern 'improvements' include the removal of the stallriser, the insertion of larger plate glass windows, the enlargement of the fascia and the provision of modern signage and lighting. All of these changes are detrimental to the original character of the shopfront.

Occasionally, as a building's use changes, these historic shopfronts have been removed to facilitate the re-instatement of the ground floor walling and windows. This loss of part of Chichester's architectural heritage should be avoided where the existing shopfront is of merit.

Detailed design advice concerning shopfront design and alteration has already been produced by the City Council and the District Council and this requires fascias to be hand-painted on timber and to be non-illuminated.

CHAPTER 6 CHARACTER AREAS

INTRODUCTION

The historical development of Chichester has left the City centre with a simple layout which can be traced back to the Roman occupation of the site. The street plan is therefore based on the intersection of two principal routes, creating four quadrants. The enclosure of the City by walls, in a roughly circular form, was continued into the Saxon period when the Roman walls were rebuilt and the main streets set out, roughly on the line of the earlier streets. Back streets and small alleys were also added at this time. The legacy of Norman invasion is still evident in Priory Park where the remains of the original motte stand out from the more open grassed areas.

The survival of the two monastic establishments into the 16th century has provided Chichester with the open spaces associated with Priory Park and the less intensively developed area south of East Pallant, part of which was not built over until the early 19th century. Much of the land in the north-west quadrant was owned by the church until the 19th century and remained as fields and orchards until incremental development followed the purchase of John Ede's House in West Street by West Sussex County Council in 1916. When the Council needed more space in the 1930s, County Hall was built and subsequently most of this quadrant has become developed for offices and other community or municipal uses.

Outside the City Walls, Eastgate and Westgate had medieval buildings along the old Roman road but all of the Eastgate properties along The Hornet and St Pancras were destroyed during the Civil War in 1642. 18th and 19th century development re-established these streets as an important suburb to Chichester. To the north, the proximity of Oaklands Park (then privately owned) constrained development, although in the early 19th century a number of streets of attractive houses were laid out in Somerstown area. To the east further streets with characterful houses were laid out during the 19th Century, following development of the south-coast railway. To the south, the canal basin and the railway provided a more industrial, mixed character which survives today.

Using this understanding of the historical development of Chichester, the Chichester Conservation Area can be divided into nine character areas. The principal streets, North Street, East Street, South Street and West Street are described in association with the quadrant which they have the strongest links to, both historically and physically. The Market Cross area, the centre of the City, is described under Area 3 which covers the Cathedral and its buildings in the south-west quadrant. However, it should be noted that this sub-division is purely for analytical purposes and that all four main streets have a certain natural affinity with each other, linked by the Market Cross, which acts as a central hub.

The nine areas are:

INTRA-MURAL

- 1 North-east quadrant: St Martin's Square, Priory Park, Little London and East Street
- 2 South-east quadrant: The Pallants and South Street
- 3 South-west quadrant: the Cathedral, Market Cross, and West Street
- 4 North-west quadrant: County Hall and North Street

EXTRA-MURAL

- 5 St Pancras, The Hornet and the eastern suburbs
- 6 Southgate, Chichester College and the Canal Basin
- 7 Westgate and the western suburbs
- 8 Northgate and Somerstown
- 9 Whyke

Each area is described in turn, considering its historic significance, its morphology (form of development), and its most important buildings, open spaces and landscape features. Additionally, any negative features or problem areas are noted and these are further considered in *Chapter 7 Issues*.

AREA 1 THE NORTH-EAST QUADRANT - ST MARTIN'S SQUARE, PRIORY PARK, LITTLE LONDON, AND EAST STREET

SUMMARY OF PRINCIPAL FEATURES

- Sense of enclosure created by City Walls on two sides
- North Street and East Street define other boundaries
- Greyfriars Church and St Mary's Hospital the most important buildings
- Priory Park provides the only open green space with mature trees
- Curve of Priory Road marks line of outer bailey to Norman castle
- Survival of Saxon street plan, including twittens
- Built-up area divided by St Martin's Square/St Martin's Street, and Little London
- St Martin's Square widens to create a 'square', lined with prestigious grade II* listed buildings
- Oxmarket Arts Centre, the former Church of St Andrew Oxmarket, an important community facility
- Continuous terraces along Little London, mainly 18th and early 19th century two storey houses, set on the back of the pavement or with small front gardens
- Commercial uses along North Street and East Street
- Residential uses in back streets
- Historic grain has been adversely affected by over-scaled modern development, service yards and surface car parking
- Cohesion of street frontages, evident from 1898 map, has been lost as back gardens and orchards have been developed over the last 100 years
- Provision of public car parking creates traffic congestion

HISTORICAL DEVELOPMENT

This area forms one of the four quadrants within the City Walls. It is bounded by the Walls, North Street and East Street. Most of the northern section forms what was once the Norman motte and bailey castle, of which only the motte (in a somewhat denuded form) remains. The line of Priory Road marks the boundary of the bailey. Beyond this is a network of medieval streets, based on the Saxon layout with narrow twittens connecting into North Street and East Street.

At the start of the 17th century, there were three medieval parish churches remaining: St Peter The Less (demolished); St Martin's (demolished, but now a walled garden) and St Andrew in the Oxmarket. Before the Dissolution, much of the land was also owned by the Church. The Greyfriars Franciscan monastery was located on the Priory Park but sold into private ownership in the 1550s when a substantial new house (since demolished) was built on the north side of the Church. The Church became a Guildhall or Town Hall and was sold to

the Duke of Richmond in 1824. Eventually the site was given to the people of Chichester by the Duke in 1918. The Church of St Andrew in the Oxmarket and St Mary's Hospital date from the 11th or 12th and 14th centuries respectively. St Mary's Hospital occupied a major site in this quadrant in the 14th century and its almshouses facing St Martin's Square were rebuilt in a sympathetic form in 1905.

Prestigious houses were built in St Martin's Square and Little London in the 17th, 18th and 19th century, some of which are now listed grade II*. Nos. 92 and 93 East Street were built as houses in the late 17th century and contain important plaster ceilings. In the 19th century, a variety of buildings for different uses were added including the Corn Exchange in East Street, with its attendant warehouse facing Baffins Lane and warehouses in Little London and East Row.

In the early part of the 20th century the more eastern part of the area became more industrialized and this culminated in the construction of the Shippams Factory in two stages, the most prominent corner building in East Street being built in 1914. The Shippam's factory has recently been demolished, save for the **façade and clock of the** 1914 building on the corner of East Walls and East Street and the site redeveloped for a mixture of commercial and residential uses. The National and Provincial Bank (now the Halifax Building Society) constructed prominent new premises in East Street in 1929 and in 1936 Marks and Spencer provided a new store close by in a style redolent of Edwin Lutyens.

Today this is a very mixed use area: shops and other commercial premises facing East Street; community uses in the Oxmarket Arts Centre, residential properties in the back streets and leisure uses in Priory Park.

SUMMARY OF HISTORICAL SIGNIFICANCE

- Roman and medieval City Walls on two sides (grade I LB and SM)
- Survival of Norman motte and line of bailey
- Survival of Saxon and early medieval street plan
- Church of the Greyfriars (grade I)
- St Mary's Hospital (grade I)
- Church of St Andrew in the Oxmarket (grade II*)
- Purbeck Limestone paving in St Martin's Square

MORPHOLOGY

The survival of the historic street pattern and the large number of listed buildings has provided areas of well detailed townscape, but modern development and the creation of large off-street car parks and service areas has had a negative effect by building over what were gardens and orchards until the end of the 19th century. Narrow, winding streets lie behind the main routes, East Street and North Street, and separated from them by the continuous line of terraced properties, through which occasional twittens (Crooked S, St Andrew's Court) break through. East Street is much wider, and almost straight, with the Corn Exchange and the retained part of the former Shippams factory being the most prominent buildings. Both St Martin's Square and Little London are also lined with development, but of a more varied date and form. Here, the mainly listed buildings are in domestic uses, two storeys high, and are set

on the back of the pavement (or with small front gardens) with hidden gardens to the rear. To the north-east, Priory Park provides a contrast with its trees and wide open grassed area.

PRINCIPAL FEATURES

- Historic form of development still retained in parts of St Martin's Square and most of Little London
- East Street and North Street are both wide and straight with busy, commercial character, taller buildings, and no trees or open spaces of any significance
- Residential uses in backstreets with more industrial character to east
- St Martin's Square winds and opens out to create a much wider space outside the almshouses to St Mary's Hospital
- Use of red brick, clay roofing tiles, and flint (especially for boundary walls)

LANDSCAPE AND TREES

This part of the Conservation Area is dominated by Priory Park and its castle motte. It is defined to the north east by the city walls which are essentially bare of trees as a result of their Scheduled Monument Status. This means that the trees immediately outside the walls in Jubilee Park provide a significant element in the setting of the area. The southern boundary of Priory Park is established by an avenue of trees which further enhance the green character of the park. Within the park, the Norman motte provides a relief to the otherwise flat area. Outside the park to the south and west in the built-up area small pockets of greenery provide a contrast to the density of buildings. The hidden gem of St Martin's gardens is especially charming. In the garden of St Mary's Hospital there are important trees which complement those in the Little London car park. Even single trees are important in this part of the Conservation Area and the Holm Oak (*Quercus ilex*) in East Row is of particular note.

NEGATIVE FEATURES

- The bulk and massing of some new development is overly dominant
- Some of the other modern buildings marked on the Townscape Appraisal map
- Traffic congestion especially in the Little London car park
- Poor quality modern paving
- Street clutter from highway signage, parking meters etc
- Inappropriate replacement windows to rear of Franklin terrace visible from the City Wall

ISSUES

- Rear service areas can be untidy and cluttered
- Large modern developments (Shippams, Sadlers Walk) have destroyed the historic grain of development

- The Little London car park is very popular which creates additional traffic problems in East Street and Little London
- Service vehicles create problems for residents and pedestrians, and can cause structural damage to historic buildings
- Rear service area off St Martin's Street generates traffic and rubbish
- 'Crooked S' twitten is a popular walkway but the rear service yard through which it passes, and the route through to the Little London car park, could be improved
- **Untidy displays in fronts of some shops and prolific use of closing down notices are harmful to the area's character**

AREA 2 THE SOUTH-EAST QUADRANT - THE PALLANTS AND SOUTH STREET

SUMMARY OF PRINCIPAL FEATURES

- Southern and part of the eastern boundary defined by the City Walls
- South Street and East Street (in Area 1) define western and northern edges
- Proximity of Cathedral Close important – entrance to Canon Lane from South Street
- Roman and Saxon street pattern and City Walls
- The four Pallants create cross roads in centre of the area and were laid out by the 13th century
- South Street a busy commercial street, partially pedestrianised, and terminating in the Market Cross
- Continuous terraces of high quality mainly 18th and 19th century buildings
- Survival of 18th century stone paving in the Pallants
- Late Georgian 'New Town' around St John's Street
- Pallant House, North Pallant is listed grade I
- Nos. 17-23 South Street listed II* and significant for their connections with the Cathedral
- Several other grade II* listed houses
- Mainly residential back streets with commercial uses along South Street and East Street
- East Pallant House (Council offices) with its modern additions and surrounding car park takes up large part of the area
- Three former churches or chapels: All Saints (13th century) in West Pallant; St John the Evangelist in St John's Street (1820s **1812/13**); and the Presbyterian Chapel, Baffins Lane (1721)
- Historic grain adversely affected by the loss of rear gardens and the creation of four large car parks
- Public gardens to south of East Pallant House provide the only open public space with important views from the City Walls walk

HISTORICAL DEVELOPMENT

This area forms the north-eastern quarter of the Roman town. The name Pallant was first recorded as early as 1193 and is supposed to mean 'a fenced place'. However, it may possibly be derived from 'Palatinat', meaning an area of property belonging to the church and was a peculiar of the Archbishop of Canterbury. The Vicars' Hall in South Street was built in the 14th century on a 12th century undercroft; nos. 17-23 South Street once formed part of the Vicars' Close, facing westwards towards the Cathedral, with some of the buildings in the group dating back to the 15th century; and All Saints Church in West Pallant was built in the

13th century on the site of a late 11th century church and is the only Chichester church mentioned in the Domesday Book.

Also in the late 13th century, the Blackfriars acquired the eastern portion of the area, beyond East Pallant, subsuming the medieval Pouke Lane within their site. At the Dissolution, the land was sold into private ownership and the land became a garden to a large mansion which faced East Street. This was split up and sold for building land from 1809 onwards, creating a development of three streets known as Newtown.

From the ~~16th~~ **18th** century onwards, the Pallants became the most fashionable residential location in the City and several houses of this period remain, although they were re-fronted during the 18th century. Between the late 17th and early 19th centuries, a number of prestigious new houses were also built, of which Pallant House (1712), on the corner of North Pallant and East Pallant is the most impressive. East Pallant House was probably built in about 1750 for Robert Bull, a wealthy lawyer who ultimately became mayor of Chichester. A Presbyterian Chapel was built in Baffins Lane in 1721 and St John's Chapel in 1813. A theatre was provided for the entertainment of the populace in 1791 in South Street. However, there were also a number of more industrial uses within the quadrant as evidenced by the Corn Exchange of 1833 with its corn stores to the rear in Baffins Lane and new corn store in St John's Street.

Today, commercial uses are concentrated along East Street and South Street, with mainly residential properties lining the Pallants and Newtown, with only a few of the houses now in use as offices. The offices of the District Council, based in East Pallant House, an extended listed building, take up a large proportion of the south-eastern quarter of the area. The northern extension designed by ... is an interesting modern addition. Pallant House, used as a museum and art gallery, was extended in 2006 by a large modern addition designed by Long and Kentish with Colin St John Wilson.

SUMMARY OF HISTORICAL SIGNIFICANCE

- Roman and medieval walls and street plan
- The four Pallants date to the 12th century or even earlier
- Historic links with the Cathedral and much of the land owned by the Dean and Chapter
- Vicars' Hall and Crypt, South Street, is the oldest building (12th and 14th century)
- All Saints Church, West Pallant, is 13th century
- Nos. 17-23 South Street were built as part of the Vicars' Close and date in part to the 15th century
- Prestigious 18th and early 19th century houses of which Pallant House is the most important
- St John the Evangelist Chapel (grade I) the most significant religious building
- Purbeck Limestone paving in all four Pallants

MORPHOLOGY

This quadrant is defined by the cross pattern of the four Pallants; by the southern boundary created by the City Walls and the public gardens; and less attractively, by the insertion within the last fifty years of four large car parks which have resulted in the loss of historic boundaries and gardens.

The most coherent, complete streetscape lies along the principal streets: South Street, the Pallants, and St John's Street. Here, rows of varied buildings sit mainly on the back of pavement without any front gardens. The buildings are generally two or three storeys high, with pitched tiled roofs in a variety of forms. Dormers are not uncommon, but fortunately are usually discretely sized. Parapets sometimes hide the roofs (as in St John Street) but more usually the roofs and their important chimney stacks are clearly visible. The south-eastern section of the Pallants, around the Council offices, is far more open with pathways, trees and the public gardens which lie just inside the City Walls.

PRINCIPAL FEATURES

- Cross pattern of the four Pallants
- East Street and South Street are both wide and straight with a busy commercial character, more prestigious buildings, and no trees or open spaces of any significance
- The four Pallants contain almost continuous rows of varied listed buildings, mainly dating to the 18th and early 19th centuries
- Use of red brick, sometimes with blue to create a chequer pattern, or painted stucco
- More occasional use of yellow brick (e.g. St John the Evangelist Church and nos. 11-14 St John Street) and sandstone (e.g. no. 4 New Town)
- Use of clay roofing tiles, slate and flint, especially for boundary walls
- Cast and wrought iron balconies and railings in St John Street
- Ornate wrought iron railings and gate, with brick gate piers surmounted by stone birds to Pallant House
- **St John's St and at 3 East Pallant are the only areas with basements facing the street in Chichester**
- Residential character to the Pallants
- Council offices in East Pallant House have noticeable impact on the character of the area especially during office hours

LANDSCAPE AND TREES

Many of the fine mature trees in this area are survivors from the gardens of the large houses such as Crawley Priory and East Pallant House that were dominant in the past. As such, they are both important reminders of the city's historic form and provide a special relief to the hard surfaces of the car parks that have replaced those historic spaces. Still exerting an influence on the character of the area is the City Walls upon which are the gardens of St John's Street and Market Avenue. Of special note is the so-called 'Stride's Beech' (*Fagus sylvatica purpurea*) located at the southern end of St John's Street. The entrance of which is marked by significant trees which act as a form of gateway.

NEGATIVE FEATURES

- East Pallant House Carpark
- Post-War development in Friary Lane and the south end of St John's Street
- Poor quality modern paving
- External treatment of 55 South Street (former cinema) could be enhanced
- Some poor quality shopfronts in South Street

ISSUES

- Need for more, better quality paving, including restoration of historic paving and strategic approach to intervention in the highway
- Traffic generated by public car parks causes congestion and pollution
- Damage caused to buildings and paving by heavy goods vehicles accessing the rear of shops in South Street
- **Untidy displays in fronts of some shops and prolific use of closing down notices are harmful to the area's character**

AREA 3 THE SOUTH-WEST QUADRANT - THE CATHEDRAL CLOSE AND WEST STREET

SUMMARY OF PRINCIPAL FEATURES

- Bounded by City Walls, West Street and South Street
- Most of this quadrant is owned by the Church and in ecclesiastical uses
- Views of the Cathedral from all directions
- West Street is dominated by the Cathedral Church of the Holy Trinity and its Bell Tower
- West Street is a mixture of shops (closest to the centre), offices and some residential
- Canon Lane is more private and contains a variety of private houses and offices, all associated with the Cathedral, set in spacious gardens
- Bishop's Palace Garden is open to the public during the day and is an important landscaped space
- Commercial uses in the mainly listed buildings along West Street, with shops concentrated closer to the centre
- Prebendal School in West Street provides another use
- Painted render, red brick, and clay tiled roofs predominate
- City Walls are particularly visible from the south
- Very little vehicular traffic in Canon Lane, creating a sense of peace
- Historic street lights in Canon Lane
- High flint walls are a particular feature
- Crenellated red brick garden wall to courtyard in front of the Bishop's Palace
- Limestone pavements (historic and modern) important
- Sense of peace and tranquility throughout the Cathedral precinct
- Cathedral Green faces West Street
- Historic lampposts within the Cathedral Precinct

HISTORICAL DEVELOPMENT

There are remains of a Roman building beneath the Cathedral and a Saxon church, dedicated to St Peter the Great, already existed on the site when, in 1075, the See (the Bishop's seat) was moved to Chichester from Selsey. The surviving early masonry and early Romanesque architectural details strongly suggest that Bishop Stigand started to construct the present Cathedral soon after the move. The material used was Quarr stone from Binstead on the Isle of Wight. It is likely that most of the church, at least to the fourth bay in the nave, was finished by the time of Ralph de Luffa, who succeeded to the see in 1091. The Cathedral was not formally consecrated until 1108. A serious fire in 1114 led to Bishop Luffa rebuilding part of the building and it is also probable that he completed the western four bays of the nave and the two westerly towers before he died in 1123. Over the next 50 years, this building was repaired using Caen stone from France.

The Romanesque Cathedral was finally consecrated in 1184 under Bishop Seffrid II, but only three years later, in 1187, an even more serious fire gutted the Cathedral and destroyed much of Chichester, including the Bishop's Palace and the canons' houses. Between 1188 and 1199 Bishop Seffrid II instigated a rebuilding programme, using Purbeck and Sussex marble for the piers, shafts and flooring, and although not complete the Cathedral was re-consecrated in 1199. Because the see was vacant from 1207 to 1215, no further work was done, and the situation was made worse by a great storm in 1210 which brought down two towers. In 1215, when Richard Poore was consecrated Bishop of Chichester, work was restarted. The towers were repaired and in 1224 lead 'for the roof of the church' was provided. A document of 1240 records that money had been set aside to maintain the windows, so the glazing must have been complete by this time.

Further work continued throughout the 13th century with the addition of chapels and porches, but in the early 14th century it is likely that the Black Death caused some delays in further work although a tall spire, which fell down in 1861, was built during this period. Later in the 14th century, the final stages in the rebuilding of the Cathedral were carried out, principally under the control of Bishop William Reede. The cloisters were added in c.1400, and the detached sandstone bell tower dates to between 1375 and 1430. During the 15th and 16th centuries, the building was therefore complete and remained largely untouched apart from minor repairs and alterations. In the 19th century, both Pearson and Gilbert Scott carried out extensive restoration.

The Bishop's Palace and chapel were rebuilt by Bishop Seffrid II following the fire of 1187. The Palace's double height hall was floored over in the Middle Ages and given a new roof, but during the Civil War in the mid-17th century it was allowed to fall into disrepair and was eventually demolished and the space left open, creating an H-shaped building. However, the chapel has remained in use for over 800 years and remains largely unaltered since its original building in c.1200 although Bishop Ralph Nevelle did remodel the interior some twenty years later. Both are approached through a gatehouse facing Canon Lane, built in c.1327.

The nearby kitchens, which form a wing to the Palace, have a hammer-beam roof and are also probably 13th century, with a 15th or 16th century range which links it to the gatehouse. Bishop Sherbourne remodeled the western part of the Palace in the 16th century, and much of the building was refaced or remodeled in the Georgian style in the late 18th century. Most of these buildings are faced in flint with some stone.

Around the Cathedral, are several other early buildings – St Faith's Chapel of the 13th century, now subsumed within the cloisters and St Faith's House; the Vicars' Hall and crypt, of the 14th and 12th centuries, facing South Street; and the houses facing Vicars' Close, a narrow lane of mainly 15th century houses. In 1825 the eastern range of houses were turned back to front to become shops facing South Street and the gatehouse on Canon Lane was partially rebuilt in 1894. Early 19th century maps show a row of houses along the south side of West Street, and the line of a precinct wall, which were demolished in the mid-19th century to widen West Street which also had the effect of presenting a more public face to the Cathedral.

Off Canon Lane are a number of prestigious houses for the clergy: The Chantry, an early 13th century building considerably altered to create two houses; the Deanery, early 18th century; and The Residentiary, an over-thorough rebuilding of a 12th century building in the 1870s.

The Treasury, on the north side of Canon Lane, was rebuilt by Canon Wagner in 1835. Returning towards the Cathedral, no. 1 St Richard's Walk looks 18th century but is in fact the House of Wiccamical Prebendaries and disguises a medieval structure, including an undercroft, probably of the 14th century.

Beyond the Cathedral Close, in 1501 Bishop Storey built the Market Cross in the Market Place at the junction of West Street and North Street as a place where the poor could sell their produce. The buildings which line West Street are mainly of the 18th or 19th centuries. The exception is John Ede's House, dated 1696, which sits back slightly from the street. The Church of St Peter the Great, listed grade II*, dates to 1852 and was built to replace the former church, which since 1075 had been contained within the Cathedral. It was designed by R C Carpenter and has been converted for use as a bar/restaurant.

SUMMARY OF HISTORIC SIGNIFICANCE

- Roman and medieval City Walls on two sides (grade I and SAM)
- Roman and medieval buildings lie below the Cathedral
- Site in religious use since Saxon period
- Cathedral Church of the Holy Trinity (11th century onwards) the most important building
- Other significant buildings date to the 12th to the 16th centuries, with further buildings of the 18th and 19th centuries
- Cathedral and its associated buildings mostly listed grade I or II* listed
- Purbeck Limestone paving throughout the Cathedral Close

For further detailed information about the history of the Cathedral and its buildings, please see Mary Hobbs' book 'Chichester Cathedral'.

MORPHOLOGY

This quadrant has strong and obvious boundaries created by West Street, South Street (Area 2), and the City Walls. It is dominated by the Cathedral and its associated buildings, most of which, apart from the Cathedral and its cloisters, are on a domestic scale. Again, the buildings on both sides are very varied but usually three storeys high and located on the back of the pavement. The south side of West Street is bounded along nearly half its length by the Cathedral, set back from the street, and separated from it by the tall stone Bell Tower. Further west, the buildings are arranged in a terraced form, close to the pavement, and are three or sometimes four storeys high, becoming lower and more domestic in scale nearer to the site of West Gate. On the north side of the street, there is an almost continuous group of listed buildings with some further unlisted buildings of merit, the most important of which is the Post Office, a neo-Georgian building of 1937. Other significant buildings include the former Dolphin and Anchor Hotel, a substantial three storied stuccoed building close to the Market Cross and now in a retail use; part of the Army and Navy Stores (nos. 15 and 16), built as a school in 1702, and remodelled by Sir Reginald Blomfield in 1904; and St Peter the Great, now in a commercial use, which creates a break in the almost continuous facades on this side of the street. These buildings contrast with the openness of the green area in front of the Cathedral and the long line of mature trees terminate in the Market Cross, which lies approximately at

the intersection of the four principal streets in Chichester. This is somewhat blighted by the Post-War development on the corner of West Street and South Street.

The Cathedral precinct can only be entered by vehicle along Canon Lane, accessed through a narrow gateway facing South Street. Otherwise, the Close area is largely accessed by foot and provides a variety of quiet, almost private walkways through the whole site. Canon Lane has a rural quality, with large, mainly detached houses set in large gardens some distance from the street. Vicars' Close is more constrained by the tall stone wall which lies along the eastern side of the street, although the attractive front gardens to the long terrace of listed buildings provide some softening. The area immediately around the Cathedral is paved in limestone and the long ranges of the cloisters provide a pleasant connection through to St Richard's Walk, and thus to Canon Lane.

To the south-west, the Bishop's Palace Garden has been divided to provide some private space and some public, with access available throughout the year. The present layout of the public gardens is 150 years old, with winding pathways, mature trees and pretty flower gardens. Some of these trees are particularly old and rare and together with the Victorian-style planting make this garden one of Chichester's best kept secrets.

PRINCIPAL FEATURES

- Roman and Saxon streets and City Walls provide boundaries
- Area is dominated by the Cathedral Church of the Holy Trinity with its associated buildings
- Cathedral spire and the adjoining copper roof the most important focal point
- Open green area facing West Street links Cathedral to City centre
- Market Cross another important focal point
- Mainly listed buildings dating principally to the 18th and 19th centuries
- Canon Lane notable for its mainly detached houses set in spacious, landscaped gardens
- Arched gateways to either end of Canon Lane
- Hidden twittens connect through from Canon Lane and South Street to the Cathedral Close
- Bishop's Palace Garden provides an attractive, landscaped space

LANDSCAPE AND TREES

The city walls form a firm southwestern edge to this area which is dominated by views of the cathedral and by the horticultural delight of the Bishop's Garden which contains many special trees that enhance the setting of Chichester Cathedral.

The southern boundary of West Street is marked by an avenue of Lime trees (*Tilia cordata*) which help to demarcate the public and ecclesiastical realms, however, they also screen views of the Cathedral from the Cross and further down West Street, The whole area between the Cathedral and the West Street frontages would benefit for a comprehensive review of its design in advance of any proposal to replace any of the trees to better connect the space to the wider city and open up views of the Cathedral. From West Street there are

important views between buildings to large specimen trees in the gardens of the Prebendal School and to the Bishop's Garden beyond.

NEGATIVE FEATURES

- Poor quality paving and street furniture between West Street and Cathedral
- Busy bus stops in West Street fulfil useful public service but are detrimental to the historic environment due to noise and pollution

ISSUES

- Need for more, better quality paving, including restoration of historic paving and strategic approach to intervention in the highway
- Cohesive approach to street furniture is required
- **Untidy displays in fronts of some shops and prolific use of closing down notices are harmful to the areas character**

AREA 4 THE NORTH-WEST QUADRANT - NORTH STREET AND COUNTY HALL

SUMMARY OF PRINCIPAL FEATURES

- Area defined by City Walls to north-west, North Street and West Street (Area 3)
- North Street contains long terraces of mainly listed building dating to the 18th and 19th century, with some earlier timber-framed buildings behind more recent features
- **There are a number of historic 18th Century Townhouses at the southern end of Tower Street**
- North Street mainly shops and other commercial premises
- The Market Cross (Area 3), the Council House and Assembly Room, and the Buttermarket, all in North Street, are the most important buildings
- Chapel Street almost totally rebuilt from 1942 onwards with few older buildings remaining, except for Providence Chapel of 1809 and the northern part Tower Street redeveloped from 1964 onwards to provide new housing and, on its west side, additional offices for West Sussex County Council and other commercial organizations
- County Hall the largest single use site in Chichester
- Pleasant walks along tree-lined City Walls with good views over the north of the City and the County Hall site
- Modern buildings, service roads and car parking have intruded and destroyed the grain of parts of the area
- New museum building of 2012 (The Novium) in uncompromisingly modern style, and very tall, incorporates Roman baths
- Further prominent new buildings providing retirement flats under construction on the former Tower Street car park site

HISTORIC DEVELOPMENT

This quadrant lies within the Roman and medieval City walls and remains of the Roman baths and forum have been found to the north of West Street, the forum lying below the junction of the four main streets. Traces of this were discovered in 1934 when the foundations for the Post Office were being dug. In 1731, when the new Council House was being built in North Street, workmen unearthed a dedication stone to the Roman gods of Neptune and Minerva.

Tower Street and Chapel Street are at least 12th century in date, Chapel Lane Street marking the end of medieval plots which stretched back from North Street, the remains of which can still be seen on the 1898 map. The name is recent: it derives from the Independent Chapel which was built in 1774, and Providence (Calvinist) Chapel built in 1809 and before this it was variously known as East Lane, and Upper West Lane.

This area was never as intensively developed as the rest of Chichester, with much of the

land, particularly to the west, remaining as orchards and market gardens into the 20th century. Other uses, such as malt houses, tallow manufacturers and stables were also common in the 18th and 19th centuries, and by 1900 the wool stapling trade was centred on Tower Street. Inevitably, much of the land and buildings were owned by the Dean and Chapter. A large house, The Grange, was built on the site of an earlier mansion off Tower Street in 1837 and this remained the most important building in the quadrant throughout the 19th century.

Small houses and cottages lined Tower Street and Chapel Street until the 1960s when most were swept away under the aegis of 'slum clearance'. The expansion of County Hall started in 1936 when a new, neo-Georgian office block was completed to the designs of the county architect, Cecil G Stillman. In 1943 enemy action demolished a number of buildings in Chapel Street, North Street and St Martin's Street, and further losses occurred in the 1950s including the demolition of the Central Junior Girls' School in Chapel Street in 1973. New housing was constructed in the 1950s and 1960s off North Walls and between Tower Street and Chapel Street, fortunately retaining the 19th century chapel, but this is the only listed building which remains in the whole quadrant apart from three cottages in Providence Place, off Chapel Street, and a few listed cottages at the extreme eastern end of North Walls. The circular library in Tower Street was built in 1967 (listed grade II in 2015), and further offices for the County Council have been added to the north-west side of Tower Street between the 1960s and 1990s. The pedestrianization of North Street in 1975 required the creation of rear service yards which obliterated some of the historic gardens and boundaries to the listed buildings facing North Street. More recently, a large new Health Centre has been built off Chapel Street. In 2012 a controversial new building opened in Tower Street to house the District Museum, formerly located in Little London. The building is much taller than its neighbours and clad in white 'Techcrete' with large areas of blank wall. It can be seen from the Trundle. The adjoining former car park to the north of the site is about to be developed as an apartment block on a similar scale.

North Street was by contrast always a busy, commercial street which still retains many of its early buildings. It is likely that it was always the most important of the four radial streets, with two early churches, St Olav (11th and 13th century) and St Peter The Less (in existence in the mid-14th century and demolished in 1957). There is documentary evidence of a market at the south end of North Street in the 12th century and it is almost certain that the Roman market was larger than present and encapsulated nos. 1-8 North Street, which might explain the misalignment of North Street and South Street. The Market Cross was built in 1501, and there was also a larger, three bay timber-framed building, the Old Market House, which lay on the west side of North Street where the street widens outside nos. 72-80. This was open at ground level with a meeting room above.

North Street was also the centre for local government, with the City Offices being next door to St Peter's Church from the 14th century to 1541, after which they moved to the old Guild Hall in North Street. Subsequently, they moved to the former Franciscan Friary, now known as the Guildhall in Priory Park, as well as using the upper room of the Old Market House until 1731 when the building was demolished and the new Council House, designed by Roger Morris, was built on the east side of North Street. The Assembly Room was added in 1783. In 1773 the North Gate was demolished (along with the west and south gates), opening up the City to the surrounding area. During the 18th century, a clock was also added to the Market Cross, one of many changes to this important historic building over the centuries.

Throughout the 18th and 19th century, North Street continued as the primary commercial street and many of the listed buildings contain good quality shopfronts of this period. The Market House, known locally (but erroneously) as the Buttermarket, was built to a design by John Nash in 1808. Originally there was a single-storey timber market hall behind the portico but this was demolished and replaced with a two-storey structure in 1900 whose upper storey housed a technical institute and art school. In 2010 this building ceased to be a market house and was converted into three large commercial units to the ground floor with a restaurant occupying the entire first floor. Also in 1811, a number of buildings were demolished on the corner of North Street and West Street to enable the easier flow of horses and carriages. To force local traders to use the new Market House, railings were erected around the Market Cross which were not removed until 1872. However, the Market Cross continued to be used for public proclamations and other functions.

There were also a number of prestigious town houses such as nos. 41/42 and 43, and Fernleigh (no. 40) was built in 1806, and opposite what is now the Ship Hotel was built in 1804-6 as the impressive townhouse of Admiral Sir George Murray, Captain of the Fleet to Lord Nelson. However, most of the wealthier residents preferred the relative tranquility of The Pallants and St Martins, away from the street markets and noise.

The east side of North Street now contains almost continuous listed buildings apart from a block provided by St Peter's House to no. 66. In ~~1936~~ **1928** the Old Cross Inn was built and following the demolition of St Peter the Less in 1957 a shop with offices above was constructed on the site for the Portsmouth Co-Operative Society. On the west side, there are more 20th century buildings, dispersed along the street. The most significant are nos. 14-21, a group of shops and offices mainly dating to 1948. The former Woolworths (nos. 10-12), now Boots, dates to the 1930s. North Street was pedestrianised in 1975, and the Council House was recently restored and its facilities greatly improved.

SUMMARY OF HISTORICAL SIGNIFICANCE

- Roman and medieval walls along two sides (grade I and SAM)
- Remains of Roman baths, forum and temple beneath
- Survival of medieval street plan
- St Olav's Church (grade I)
- Council House and Assembly Room (18th century – grade II*)
- Further grade II* listed houses in North Street
- Providence Chapel, Chapel Street 1809
- The Ship Hotel, built 1804-6 as the townhouse of Admiral Sir George Murray, Captain of the Fleet of Lord Nelson and former mayor of Chichester

MORPHOLOGY

This is the least complete of all of the nine character areas in the Chichester Conservation Area in terms of its historic townscape. West Street (Area 3) and North Streets both contain a high number of mainly 18th and 19th century buildings, creating densely built-up street frontages. North Street is a relatively wide street and narrows in places, reflecting its antiquity and past use as a street market. The frontage is lined with continuous terraces of very mixed two, three or occasionally four storey buildings, lying on the back of the pavement. There is

only one front garden, at no. 40 (Fernleigh). Most of the buildings are listed and were built as residential properties but nearly all of them are now either shops or offices. The earlier examples are usually timber-framed, although often re-fronted in the Georgian period in red brick. This provides a consistency in house width, although later examples break away from this pattern, and are wider (no. 61). Rooflines are varied in form and height, although the general use of handmade clay tiles provides a consistency. Occasionally, the rhythm of these is broken by a municipal or religious building, such as the Council House, the Market House or the church of St Olav.

However, to the west of North Street, within the north-west quadrant, the effect of modern development, partly to provide office accommodation for the County Council, has resulted in the demolition of most of the historic buildings in Tower Street and Chapel Street. These modern buildings are very mixed in terms of usage, scale, and architecture with large office blocks (County Hall, Northleigh House, The Grange) set back from the road within spacious curtilages contrasting with the finer grain and more domestic scale of 1960s terraces in Tower Street. Of these buildings, County Hall does have the most coherent and attractive facade, with an 'H'-shape plan which has remained relatively unaltered since the 1930s. The County Library is another building of some distinction. Overall, streets are more open in this quadrant, with none of the tight urban grain which characterizes the rest of Chichester. However, this does provide opportunities for very good long views, especially from the City Walls.

PRINCIPAL FEATURES

- West Street (Area 3) and North Street provide good examples of closely packed, historic streetscape
- Both Streets are wide and relatively straight although North Street has variations in its width, reflecting its historic development
- Small cottages at western edge of City Walls provides example of previous historic character
- Council House, Market House (Buttermarket), and the Ship Hotel provide North Street with its two most important focal buildings
- County Hall and the Public Library both 20th century buildings of some merit
- Tree-lined City Walls walk provide pleasant, traffic-free environment and excellent views (apart from the rear views of the County Hall site)
- Mature trees along City Walls walk and in North Walls
- Chapel Street links to Orchard Street through an opening in the City Walls, but only for pedestrians and one-way vehicular traffic
- Residential uses towards North Walls, with more commercial uses in Tower Street especially the County Council offices
- Tower Street and Chapel Street have survived but with very few historic buildings
- Large blocks, mainly in office use, predominate in some areas
- Modern buildings, service roads and car parking has intruded and destroyed the

historic form of development

LANDSCAPE AND TREES

The city walls define the north western edge of this area where there are still significant specimen trees on this part of the walls. However these are being lost over time and because of the Scheduled status of the walls are unlikely to be replaced. This means that the importance of existing trees in the back gardens of houses in Orchard Street and in the front of houses in North Walls and Regnum Court will grow in significance. A high proportion of this area is occupied by County Hall where trees are under the control of West Sussex County Council. A full schedule and map of these trees is available.

NEGATIVE FEATURES

- Modern development has obliterated tight urban form and urban gardens shown on late 19th century maps
- Some unsympathetic modern development
- Telephone Exchange in Chapel Street is negative
- Modern street surfaces and street lighting of no merit
- Poor quality paving along City Walls

ISSUES

- Some of the modern buildings are large and bulky and do not follow the more intimate, domestic scale of the rest of Chichester
- Challenges relating to the controversy surrounding introduction of prominent new modern buildings such as the new Novium Museum perceived by many as being out of scale and character
- **Untidy displays in fronts of some shops and prolific use of "closing down" notices are harmful to the area's character**
- **Poor maintenance of some buildings, particularly at the southern end of Tower Street.**

AREA 5 ST PANCRAS, THE HORNET AND THE EASTERN SUBURBS

SUMMARY OF PRINCIPAL FEATURES

- Historic extra-mural suburb lies along Roman *Stane Street* to the east of the city
- Views of the City Walls from Market Avenue/Market Road and New Park Road extremely important
- Landscaped area to north (Jubilee Park, Recreation Ground, The Litten Gardens) laid out in the late 19th century
- St Pancras Church the most important building (grade II)
- Prevailing character of St Pancras and The Hornet defined by 18th and 19th century buildings in a mixture of commercial and residential uses
- Cattle Market car park provides valuable public car parking and weekly traders' market
- Late 19th century housing in the Caledonian Road area provides good quality terraces and houses
- Heavy traffic at most times of the day which also gives rise to pollution and conflict with pedestrians at junctions

HISTORICAL DEVELOPMENT

This area lies to the east of Eastgate along the line of the Roman road (St Pancras is *Stane Street*) to London and follows Market Avenue (Snag Lane) around to the south, taking in the predominantly 19th century development behind the cattle-market including Caledonian Road, Clydesdale Avenue, Lyndhurst Road and the eastern side of Whyke Lane.

Historically the main roads of St Pancras and The Hornet provided the most developed of the four suburbs immediately outside the city gates. Evidence of its earlier occupation can be found in two Roman cemeteries located on the north side of St Pancras as well as a Roman **amphitheatre** under the recreation ground in Whyke Lane. Subsequently, the area became a medieval suburb to the City, encouraged by the location on a main route out of Chichester, with two great common fields known as Portfield and Guildenfield divided into strips until the 19th century.

Until it became fashionable to live outside the walls in the 19th century, St Pancras was for the poorer classes. Much of the land was owned by the Dean and Chapter and the City Corporation, and consequently buildings were provided for the less fortunate, such as burial grounds, a fever hospital, almshouses, and a house of correction.

St James' Leper Hospital lay on the north side of St Pancras, well outside the City Walls, and was built during the 12th century. Closer to East Gate, a graveyard (or *litten*) was provided in the early part of the 12th century on land given by Henry I to the Church. St Pancras Church is first recorded in the 13th century.

In the 17th century, there were almshouses in both St Pancras and The Hornet, and a House of Correction is recorded in St Pancras in 1647. At this time, the area appears to have been populated by a variety of craftsmen and skilled labourers: bricklayers, brick makers, wheelwrights, and other trades including the many needle makers. Mills and mill houses also feature in records of this period. The River Lavant was crossed by a bridge at the junction of St Pancras and The Hornet, overlooked by the Unicorn Inn.

The area was devastated as a result of the Civil War in December 1642. Many of the existing buildings close to East Gate, including St Pancras Church and the Unicorn Inn, were destroyed. Consequently, the area declined in status,

During the 18th and 19th centuries pressure for new housing led to development along both principal streets, illustrated on Gardner's map of 1769. This shows the two principal streets radiating out from Eastgate, a new Unicorn Inn (apparently constructed around 1670) with the more continuous development along St Pancras **built in 1750 to the designs of William Ride, surveyor to the Duke of Richmond**. To the north lies Michelmas Fair Field and to the east Port Field. These were only enclosed in 1849. Whyke Lane is shown, connecting to Rumboldswick, and along The Hornet are more open fields, with the Friends Burial Ground and agricultural buildings.

In 1745 The Second Duke of Richmond erected a stone obelisk known as St James Post (grade II) at the junction of St Pancras and Spitalfield Lane when he was mayor to mark the boundary of the city to the east. Of note is the unenclosed route of the River Lavant, defining the boundaries of properties along the south side of St Pancras, and flowing along the edge of Snag Lane (modern-day west end of Market Road). During the 18th century, the area became a centre for malting and brewing. A pond fed by the River Lavant existed in the middle of Eastgate Square and was used for baptisms by the Baptist Chapel built in Market Road (the old Snag Lane) in 1671 and subsequently rebuilt in 1725..

In the early 19th century, Dear's Almshouses (no. 19 The Hornet) were rebuilt as the previous buildings on the site were in an advanced state of dilapidation. A Chapel (now Jasmine House) **was built for the Bible Christians (a branch of Methodism) to a design by George Draper**. It was moved from Orchard Street to The Hornet in 1865 and closed in 1968. Further houses and industrial buildings were added, but the area never became as fashionable as The Pallants or the Little London areas and retained a more industrial character. Evidence of this remains today with buildings such as Draymens Mews and the Needlemakers. To the north of St Pancras, a new school for the boys of Chichester was built in 1812 on the former Bishop's Garden, just beyond the St Michael's graveyard.

From the late 1820s, the need for a connecting road around the City Walls became evident as new housing was being built. Litten Road (now New Park Road) was built to connect St Pancras with the north-east of the City. New public parks were created between New Park Road and the City Walls in the late 19th century. The Boys' School in New Park Road was demolished in the 1880s and a new, bigger school constructed; now the New Park Centre operated by the Chichester Film Society which was formed in 1982 to bring films to Chichester following the closure of Chichester's many various cinemas.

Around the same time in 1871 the Cattle Market site became a focal point for the commercial activities of the City, removing the difficulties caused by holding animal markets in the inner City streets. The Market survived, almost unchanged, until **1990 when it closed**. ~~the latter half of the 20th century,~~ **The site** and still holds a traders market in this historic location twice

a week. This is bounded to the east by a twitten, historically linking St Marys and St Pancras when they had a common priest. This is now locally listed. On the east side of the Twitten, adjacent to the Christian Science Society is an earlier Quaker burial ground from 1673.

A new Fire Station at the east end of the Cattle Market accompanied extensive new in the Caledonian Road area after about 1880, between the Caledonian Iron Works on Stirling Road (now Forum House) and Gordon Terrace on the western side of Whyke Lane. Further housing was provided in the early 20th century on the south side of Caledonian Road, the west side of Clydesdale Avenue, the north side of Lyndhurst Road as well as the east side of Whyke Lane. These were constructed using a variety of materials including stone, stucco, brick and flint and relate closely with the buildings of Character Area 9. The housing in Cawley Road within Character Area 6 was also developed at this time.

The **civil** parish of Chichester's first Roman Catholic Church was built in 1855. Prior to this, mass was celebrated in a room of the Bedford Hotel in Southgate. This first church was a small Victorian Gothic building which stood at the junction of Market Avenue and Southgate, built with funds from private donation on land given by Anne, Countess of Newburgh who was a member of the fervently Catholic Ratcliffe family. The present church, also funded by parishioners, was built on a new site near to the old one, at the junction of Market Avenue and Cawley Road in 1958 by Messrs A Booker and Son of Walberton to a design by Tomei and Maxwell of London. While the architecture of the church is not of especial merit, it forms a simple foil for the intricate stained glass by Gabriel Loire, a major figure in post-war stained-glass design, and is the reason for its designation at grade II.

A war memorial was erected in Eastgate Square in 1921, designed by the distinguished local architectural practice of Unsworth & Triggs of Petersfield. Subsequently, the Gaumont Cinema was built in 1937 on the north side of Eastgate Square. A year later the Unicorn Inn and other historic buildings in The Hornet and St Pancras were demolished as part of a road widening scheme, which also saw the war memorial moved a short distance to its current site in The Litten in 1940.

The Gaumont of 1937 was converted into a swimming pool in 1967 but was demolished in c.2004 and the site comprehensively redeveloped with a mixture of housing and restaurant use. This includes a square behind St Pancras church. A replacement for the Unicorn Inn was also built in 1938 reflecting the design of the Gaumont, later became the offices of the Chichester Observer and is now a local supermarket.

In 1871, the River Lavant was covered over, disappearing into a culvert at the back of no. 19 The Hornet and re-emerging at the east end of Market Avenue. In the 1970s a number of listed terraced cottages in St Pancras were demolished to allow for the construction of the Eastgate gyratory system. More recently, the former Baptist Chapel on the east side of Market Road has been converted into a betting shop (Coral) having been used as a community hall for some time.

SUMMARY OF HISTORICAL SIGNIFICANCE

- Extra-mural suburb dating to Roman occupation
- Roman and later cemeteries lie to the north of St Pancras
- Roman road (Stane Street) runs through the area

- Roman amphitheatre lies underneath southern part of this section
- Much of the land given to the Church by Henry I in the early 12th century
- Medieval almshouses, cemeteries, leper hospitals in the area
- St Pancras Church first recorded in the 13th century and is the most important building, rebuilt in ~~1754~~ **1750**
- Buildings in Eastgate Square area destroyed in 1642 and have subsequent history of redevelopment
- 18th and 19th century rebuilding provided very mixed use area: residential, community (schools, almshouses) and industrial (mills, warehouses, breweries, maltings)
- 19th century landscape improvements: Jubilee Park, Recreation Ground and Litten Gardens
- Road building in the late 1930s and 1970s resulted in demolition of buildings and the loss of parts of the medieval street layout
- High quality 19th century residential developments in Caledonian and Whyke areas

MORPHOLOGY

The morphology of the St Pancras area is defined by the two radiating streets (St Pancras and The Hornet); by the open public parks to the north, facing New Park Road and the City Walls; and by the late 19th century housing, somewhat hidden behind the Cattle Market site, which is now a public car park.

St Pancras and The Hornet are the principal built-up streets and both lined with a mixture of historic and more modern buildings, largely two or three storeys high, set on the back of the pavement. The buildings vary greatly, usually with tiled pitched roofs facing the street. Most of them were built as houses but now have ground floor shops or other commercial premises. This creates an enclosed, urban character, reinforced by the busy traffic. There are no front gardens in this part, but further along St Pancras, going out of the City, the character changes from urban to suburban with a more open townscape created by terraced cottages and modest houses facing the street set behind small front gardens. No. 25 St Pancras is the only example of an (almost) detached mid-19th century villa with some pretensions.

The Caledonian Road area is densely developed, primarily with terraced or semi-detached properties with strong frontages behind shallow forecourts bounded by low walls. The majority of these retain sizeable gardens behind. There is an historic backland area, occupied as a building yard, accessed from Stirling Road

PRINCIPAL FEATURES

- St Pancras Church in Eastgate Square is the most notable listed building
- Good quality townscape along St Pancras and The Hornet, interrupted by modern development and road widening of the 1930s and 1970s
- Poor quality street surfaces in Eastgate Square
- Openness of the parkland areas to either side of New Park Road

- Cattle Market car park (this area is also regularly used as a traders' market)
- Terraced late 19th century housing in Caledonian Road, Lyndhurst Road, , Clydesdale Road and Whyke Lane
- Historic flint walls and paving

LANDSCAPE AND TREES

This is an area of contrasts. Close to the city walls the Jubilee Gardens provide a foil against which the walls are viewed. Further east Little Fields and War Memorial Gardens are surrounded by trees that both define these open areas and provide a tree lined setting to major roads within the area. An especially important feature is the line of young Plane trees (*Platanus x hispanica*) in the Litten Fields which provide a succession to the increasingly old Lime (*Tilia cordata*), Plane and Horse Chestnut (*Aesculus hippocastanum*) trees in New Park Road. The large open area of the Market Street car park is lined by semi-mature trees that both shade cars and soften the otherwise hard nature of the car park. Further east into Whyke there are few trees but these are especially important both as sign posts through the area and as a relief to the close grain of development that defines its character.

NEGATIVE FEATURES

- Intrusion of poor quality modern buildings: Eastgate Square; no. 12 St Pancras; the Kwikfit building (no. 161 St Pancras); recent housing in Peter Weston Place; Bishops Courtyard, The Hornet
- Excess of street clutter (road signs, lighting columns CCTV masts, etc)
- Buildings in need of repair in St Pancras and The Hornet
- Busy traffic in Eastgate Square, St Pancras and The Hornet
- Little pedestrian priority
- Street surfaces, street lighting and street furniture all need improvement

ISSUES

- Traffic management scheme for Eastgate, St Pancras and The Hornet needed, especially to provide greater pedestrian priority
- Encourage new uses and repairs for poorly maintained buildings in St Pancras and The Hornet
- Tree Management programme for Jubilee Park required
- Street design guide/manual to inform future signage and highways works
- Many of the 19th century buildings to the east of the Cattle Market have replaced their historic windows in unsympathetic modern materials
- Pressures for parking and extensions has resulted in the loss of front gardens and impacted spatial qualities

AREA 6 SOUTHGATE, CHICHESTER COLLEGE, AND THE CANAL BASIN

SUMMARY OF PRINCIPAL FEATURES

- *Extra mural* area to south of Chichester
- Route of Roman road to the coast
- Railway and canal development of the 19th century have left their mark
- Historic street plan and buildings largely lost as a result of Interwar and 1960s development
- Commercial and transport uses (railway and buses) predominate
- Fewer listed and other historic buildings
- Canal basin and the canal itself have historic significance, in addition to providing an important public open space and nature reserve
- Open green spaces in the remains of Westgate Fields and in front of Chichester College Campus, particularly significant for their recreational uses and also as an attractive setting for the City Walls beyond
- Southgate is an important entrance into Chichester
- Old orchard walls along boundary
- Important views to the Cathedral

HISTORIC DEVELOPMENT

The River Lavant flows through the northern edge of this *extra mural* area, a late Saxon deviation of the original course which originally passed to the east of the City to the sea at Pagham. Southgate was one of the main Roman roads out of the City, but is first recorded in AD 930 when it was called *Fore Street*. Stockbridge, a small hamlet south of Chichester, was referred to in 1376. This was the principal route out of the City southwards to the sea and ribbon development along Southgate was a feature from the late medieval period or even earlier. To the west of Southgate, all of the land around to Westgate was the Deanery Farm, although during the Civil War most of the buildings associated with the farm were demolished.

An 1877 map shows Southgate lined with terraces of houses to either side, backing onto water meadows, the eastern boundary being created by Canal Road. This was built in the 1820s to link Southgate to the newly constructed Canal Basin, and then extended in 1871 to link through to the new cattle market in Market Road, in part following the route of an old track, Snag Lane. The western boundary is created by a branch of the River Lavant running parallel to Southgate and marking the edge of Deanery Farm.

The principal influences on this area have been provided by the various changes to modes of transport which occurred in the 18th and 19th centuries, starting with the turnpiking of the road to Dell Quay in the late 18th century and followed by the building of the canal from Chichester to Hunston (which connected to the main Portsmouth to Arundel Canal) in 1822. This was designed and constructed by the respected civil-engineer John Rennie, also known for his designs of bridges over the River Thames in London. In 1846 a railway line was

completed, connecting Chichester to Brighton, and in 1847, to Portsmouth. This effectively took over from the canal and in 1855 the Ford to Hunston section of the canal was abandoned, although the canal was used into the late 19th century to bring coal into Chichester. The last commercial load (of shingle) was brought by barge along the canal in 1906.

In the 1940s demolition of many of the older properties facing Southgate took place and a variety of new buildings provided; the most important of which are the Law Courts, designed by the County Architect, C G Stillman in 1939, on the east side of the street. More buildings were demolished to make way for the new ring road, including the Avenue de Chartres. In the 1970s the Magistrates Court (now the Chichester Crown Court) designed by local architect Geoffrey Claridge of Stanley Roth & Partners, and the City Gates building, were constructed. The Southgate gyratory system into Basin Road also dates from this period.

The original 1846 Italianate railway station was demolished in 1958 to make room for a new station. Chichester Railway Station is a good example of 'Festival of Britain' architecture designed by the BR-SR Architectural Department in 1958. The railway line crosses over both Southgate and Basin Road. The area of sidings to the south of the station, partly the site of the former Selsey Tramway terminus, was redeveloped in 2003 with a dominant office building for John Wiley, the publisher. A number of supporting structures remain; including a converted goods shed, now Smith & Western and the 'Saxby & Farmer Type 5' signal box of 1882 to the south of the line which is listed grade II. Adjacent to the signal box is an unusually elaborate sewer vent pipe erected as part of Chichester Corporation's sewerage system between 1892 and 1894. This is also listed grade II. Other examples in Chichester include Canon Lane, Tower Street, The Fountain Public House in South Street, and The Three Chestnuts on the Bognor Road.

In 1956 the Southdown Bus Station was built in place of the Police Station (which moved to Basin Road in 1935) and a bus depot of a similar date sits back from Basin Road. The bus depot, designed by engineers Alfred Goldstein and R. Travers of Morgan & Partners is a very good example of a thin shell pre-stressed concrete roof providing a clear span and unobstructed floor space. As a result, it is of great engineering interest particularly for its shell roof which is unusually thin for the period.

To the south along Basin Road the 1935 Police Station serves as a good example of public architecture of the period, particularly in wider context with other civic municipal buildings such as the Boys High School in nearby Kingsham Avenue (outside the Conservation Area). In the 20th century Neo-Georgian was favoured for its restrained style and seen to possess the dignity and timelessness appropriate to public architecture.. Chichester displays a notable presence of these early twentieth-century buildings including County Hall on West Street (c.1960), the Crown Court, as well as a number of commercial buildings within the city centre.

The canal basin is virtually surrounded by unsympathetically scaled and unattractive modern buildings, including the sorting office of 1964 on the north side, a 21st century weather-boarded housing development to the east (Nos 7-25 Canal Wharf) and the more recent housing development along John Rennie Road to the south. Relief is provided by the listed Richmond Arms Public House, 91 Basin Road, historic canalside buildings converted into a visitor centre and recently built Canal Basin shop and café to the west, as well as No 31-41 Canal Wharf in a converted warehouse.

The Canal Basin is included within the Conservation Area as far down as the A27, where significant views of the Cathedral spire can be appreciated. The locally listed Poyntz Swing Bridge, situated at the end of South Bank is the last remaining example of the 14 swing bridges on the Portsmouth & Arundel Canal. Built in 1820, the bridge was originally situated at Hunston and named after W. S. Poyntz MP. The bridge has been restored to working order and remains a significant feature of the industrial revolution in this region. The canal is now used for a variety of recreational purposes and the Chichester Canal Society has been formed to preserve and promote the canal's leisure potential.

A multi-storey car park designed by Birds Porchmouth Architect, was built to the south of the Avenue de Chartres in 1991 as a result of an architectural competition. This links, via an integral pedestrian bridge, directly into Deanery Farm Lane and thence to Southgate. It has distinctive circular plan stair tower features, incorporating glass block walling and won a Civic Trust award in 1992.

SUMMARY OF HISTORIC SIGNIFICANCE

- Line of historic main route from Chichester to the sea
- Late medieval or earlier suburb to the City
- Deanery Farm lay to west
- Canal and canal basin of 1822
- Railway station and railway line of 1846
- 20th century redevelopment including ring road
- Golden age of bus and coach travel in the 1950s reflected in the locally listed transport buildings
- Railway station is a quintessential example of 1950s public architecture.
- The concrete shell roof of the bus garage is a significant early example of the development of this technology

MORPHOLOGY

The historic form of development, common to the rest of Chichester Conservation Area, is largely lacking in Area 6 because of the insertion of the railway in 1846 and 20th century development and road building. The only part of the area where this remains is in the northern part of Southgate where there are three groups of listed buildings which help to define and enclose the street. 1940s development towards the railway line and the creation of the ring road in the 1960s have also contributed to a somewhat discordant street frontage along Southgate. To the west, the Avenue de Chartres carries heavy traffic across the old water meadows of Westgate Fields.

The canal basin has largely lost its pleasant, rural quality as a result of the recent residential development, by contrast the canal and its towpath to the south retains its rural character and relative tranquil character. Trees, views to open fields, and the presence of water make this an area unique within the City.

PRINCIPAL FEATURES

- Historic streetscape only evident in northern part of Southgate

- Railway line cuts across Southgate
- Road improvements of the 1940s and 1960s have opened up the area
- Canal Basin and canal provide contrast to busy streets
- Boundary walls

LANDSCAPE AND TREES

This area is marked by the green open spaces of the Westgate Fields. These set the scene for iconic views of the Cathedral. Avenues of trees along the Avenue de Chartres define these areas and provide a further green enhancement to the overall scene. Running east to west through the area are courses of the River Lavant which provide shady tree-lined walks that screen the bulky college buildings from general view. The southern part of the area and its extension to the A27 along the canal continue this theme of tree-lined waterside walks. The trees planted recently in association with the canalside development will grow in significance and will act as an important entrance to the Conservation Area with its noted view of the Cathedral and the Canal.

NEGATIVE FEATURES

- Since the 1980s a number of large commercial buildings have been built on the edges of the Conservation Area
- The development of Chichester College on a campus immediately to the west of the Conservation Area boundary has also had a substantial impact in terms of land usage, activity and character.
- Northern end of Southgate is the only area which retains any historic streetscape
- Poor quality 20th and 21st century development, particularly Chichester Gate
- Poor quality 21st century development to the south of the canal basin
- Effect of road improvements of the 1930s and 1960s resulting in a loss of enclosure
- Traffic congestion around railway crossing and along main roads
- Car parking areas predominate
- Pedestrian environment generally of poor quality
- Traffic noise along canal from by-pass
- Area has been adversely affected since the 1930s by the insertion of a number of large buildings which are out of scale with much of Chichester
- The Post Office sorting office site immediately adjacent to the conservation area adversely impacts on the character of the northern frontage to the canal basin

ISSUES

- Domination by traffic, including buses
- Station building and forecourt and bus station need improving
- Traffic and pedestrian management scheme required
- Poor quality pavements and street furniture
- Large modern buildings out-of-scale with rest of historic Chichester
- An integrated plan is required, updating the District Council's Southern Gateway Planning Framework, published in 1999
- Potential redevelopment of the former Boys High School site within the setting of the Conservation Area
- Potential future redevelopment of the Royal Mail depot site
- Uncertainty over the future of the Crown and Magistrates Courts resulting from closure plans

AREA 7 WESTGATE AND THE WESTERN SUBURBS

SUMMARY OF PRINCIPAL FEATURES

- Presence of City Walls with excellent views across them into City and to Cathedral
- Westgate lined with long terraces of varied 18th and 19th century buildings, some refronted concealing earlier timber framed buildings, mostly listed and majority still in residential use
- Westgate is an historic main route (*olim* the A27) now downgraded to local traffic only
- Traffic calming in Westgate has provided pedestrian-friendly environment
- Mount Lane is popular walkway for the students of Chichester College
- Busy ring road traffic along Orchard Street and Avenue de Chartres
- The Church of St Bartholomew (grade II) and Westgate House (no. 52) the most important buildings
- Orchard Street is lined with good quality 19th century houses, some of them listed
- Site of former Westgate Brewery at the rear of Westgate House
- Former Tannery site with surviving tannery building

HISTORICAL DEVELOPMENT

Westgate is probably on the line of a minor Roman road that connected the City to Fishbourne (the main road to Winchester apparently ran further to the north). A suburb is recorded in the 13th century, with much of the surrounding land, which was owned by the Dean and Chapter, being used as orchards and farmland. During the Civil War in the mid-17th century, many buildings were destroyed, including St Bartholomew's, formerly St Sepulchre's Church.

As with Eastgate, the area along Westgate was comprehensively redeveloped in the 18th century with large houses such as Westgate House (1757) being built. Some of the buildings, nos. 19 and 22-26, are known to date to before the 18th century, retaining elements of timber-frames. The West Gate was demolished in 1773, opening up the entrance to the City.

Maps of the 18th and 19th centuries confirm that the River Lavant at this stage flowed northwards past West Gate, turning westwards where the Pentecostal Church in Orchard Street is now located, and then continued in a south-westerly direction towards Westgate House. The river then passed under Westgate and beneath what is now nos. 31-35 Westgate, owned in the mid-18th century by Shipston Shippam, an ex-soldier who had set up a business selling butter, cheese and bacon. On Shippam's death in 1778 his son Charles took over but the site proved too small and the business was moved first to North Street, and then in 1873 to East Street, now shops and new development though the corner of the former building is retained.

The area between Westgate and the River Lavant was the former site of Chichester Tannery of which the Tannery building is the main surviving structure dating from 1910, which replaced an earlier, slightly smaller building on the site. There are a number of associated buildings on the Westgate frontage, including the former tannery office, a single-storey building to the west of the pedestrian entrance from Westgate.

Westgate House was also the site of Westgate Brewery which became Chichester's largest brewery operated from the late 18th century until 1975. The site included malt houses, brewery buildings, stabling and cellars. It was originally owned by John Dearling who leased it to two brothers, William and Edward Humphrey. The site was sold to George Henty in 1827 who ran the brewery with his sons. The brewery continued to be run by the Henty Family until it was acquired by Friary Mieux who ran it until it closed in 1955.

In the early 19th century Westgate was still a fashionable suburb although in very mixed uses. The Church of St Bartholomew was built in 1832 on the site of the earlier church to the east of Shippam's House, but a map of 1812 shows a pair of large buildings, probably maltings, behind Westgate House and clearly the area was becoming increasingly industrialized, helped by the presence of the River Lavant. By 1846 the brewery had grown to a substantial size, with brew houses, maltings, and a cellar. The brew master lived in Westgate House. Further west, a tannery was established on the other side of the street, also utilizing water from the river. However, by 1877 the River had been diverted along its present course, presumably to improve its flow. An 1877 map shows development concentrated along the eastern end of Westgate, with Broyle Farm (owned by the Bishop) to the north.

Orchard Street was called Scuttery Lane until the 19th century, and follows the line of a lane which connected Westgate to Northgate from the 12th century or even earlier. Early 19th century maps show scattered development as far as the turn of the River Lavant, after which a narrow track continues up to Northgate..

The lower section of Orchard Street is less cohesive, explained by this part of the street being developed in the late 18th century before more rational 19th century expansion. Prior to the Civil War the western side of the street remained relatively open, providing nurseries, allotment gardens and orchards.

The name was changed to Orchard Street in the early 19th century when the lane was widened and terraces of well detailed houses were built at the northern end. The southern end was a close with barns and a stable in the 18th century, and part of Silverlock's nursery up to 1874, with a recreation ground to the north open to the scholars of the Free Grammar School. As the population expanded, more houses were added in a linear fashion backing onto the City Walls in the mid to late-19th century.

~~In the early 20th century, the Junior School was built on the former Scuttery common field.~~ **The school in Orchard St was built in 1911 as two Lancastrian schools one for boys and one for girls. They did not become the Central Junior School until 1968 when the two separate buildings were linked.** The school retains some 20th century buildings of historic interest. To the north-west of the School site is an historic footpath ("**twitten**") leading from Orchard Street (Chichester Family Church) to Parchment Street which retains historic boundary walls enclosing what was Potters Field to the west side (now developed). On the corner of Orchard Gardens is a former Chapel, **best remembered for being the Salvation**

Army Citadel in the 20th century, established about 1835 by the Bible Christians. ~~It is much altered, but retains some hints of its former use.~~ **The chapel was completely demolished earlier this century and replaced by a lookalike, but larger building. It does carry the name Citadel House as a reminder of the past.**

Orchard Avenue was laid out in the early-mid 20th century, encouraged by an earlier access to the former North Gate nursery from 1846. This appears to have been developed in two phases, but overall has a cohesive character and appearance. It retains a number of buildings with period features, including doors known locally as 'Chichester Doors'. The narrow road retains some of the vegetated character as a former nursery site by the many trees which line it.

Orchard Gardens developed in the mid-20th century and is comprised of distinctive and cohesive 20th century semi-detached buildings, with quality flint boundary walls enclosing front gardens.

A bottleneck remained at the western end of West Street until 1963 when road improvements resulted in the demolition of further houses in Westgate to create a new roundabout.

SUMMARY OF HISTORICAL SIGNIFICANCE

- Westgate is probably a Roman route, connecting to Fishbourne Palace
- St Sepulchre's Church mentioned in 1227 and demolished during the Civil War
- Westgate contains a number of good quality 18th and 19th century houses, most of which are listed
- The Church of St Bartholomew dates to 1832 (listed grade II)
- Orchard Street is largely a 19th century creation with terraces of well detailed houses
- Southern end of the twitten by the Pentecostal Church is shown on early 19th century maps and marks site of Squitry Bridge, where the River Lavant turned westwards.
- Historic use as orchards and gardens is referred to in the name of the streets
- Early-mid 20th century development along Orchard Avenue and Orchard Gardens

MORPHOLOGY

Westgate is an historic route which winds gently away from the site of West Gate. The road is lined with mainly two storied 18th and 19th century houses providing special interest in views along the street. Towards the westerly end, Westgate House breaks the rhythm of terraced properties and sits back from the pavement with a spacious front and side garden with some notable trees. On the south side, the former graveyard to St Bartholomew's Church provides the only interruption to continuous terraced houses apart from one front garden, hidden behind a high brick wall to no. 15 Westgate.

Orchard Street contains more dispersed properties along the southern stretch, reflecting its earlier development. The houses are generally paired, with a mixture of listed and unlisted properties, all on a domestic scale. The Maltings, built on the site of the former brewery behind Westgate House, and the new County Record Office are both large, modern buildings, fortunately set back from the street. On the east side, the existence of a car park provides excellent views of the City Walls.

Further north along Orchard Street, are terraces of houses dating to the 1880s, with some 20th century infill in a pastiche style. The pre-1840, listed houses are located closer to Northgate. These sit back slightly from the street, are two storeys high, with symmetrical late Georgian fronts and pitched slated roofs. The use of painted stucco for many of the buildings, interspersed with red brick or flint, provides a cohesive and attractive townscape.

PRINCIPAL FEATURES

- 18th and 19th century houses along Westgate, set on the back of the pavement
- Domestic scale of the historic buildings
- Mainly two storeys, with a variety of clay tiled pitched roofs facing the streets
- Use of red brick and painted stucco for the front elevations
- Flint and brick boundary walls
- St Bartholomew's Church almost hidden from the street due to the trees in front of it
- Orchard Street notable for its long terraces of early to mid-19th century houses, two storeys high, set back slightly from the pavement
- Use of varied colours for stucco
- 20th century development facing roundabout has tried to reflect historic forms of development
- A K6 telephone box at the end of Parklands Road

LANDSCAPE AND TREES

There are few trees in this area but their scarcity increases their importance. The Holm Oaks (*Quercus ilex*) outside the County Record Office and the recently planted London Plane (*Platanus x hispanica*) in the Westgate roundabout are important signpost trees. Well-trained Ashes (*Fraxinus excelsior*) in the Record Office car park and the range of mature specimen trees in Henty Fields provide a setting to this flank of the Conservation Area.

NEGATIVE FEATURES

- Poor quality paving including use of modern red brick paviors for carriageway in Westgate and concrete slabs for the pavement
- Paviors replaced with black tarmacadam in patches
- Poor quality street furniture
- Busy traffic along Orchard Street and Avenue de Chartres creates barrier in linkages between Westgate and City
- Many timber windows in Orchard Terrace and Orchard Avenue have been unsympathetically replaced with uPVC

ISSUES

- Street surfaces
- Out of scale modern development
- Pressure for redevelopment of Tannery site in Westgate

- The K6 telephone box, which is an asset to the Conservation Area, needs proper maintenance

AREA 8 NORTHGATE AND OLD SOMERSTOWN

SUMMARY OF PRINCIPAL FEATURES

- Extra-mural suburb based on Roman road to Silchester
- Mainly 19th century buildings
- Old Somerstown is only example of 'town planning' with rows of grade II listed cottages ~~dating to the 1830s and 1840s~~ **built between 1810 and 1835**
- Franklin Place another continuous terrace of grade II cottages
- Very mixed uses – residential, leisure, educational and commercial
- Abundance of trees and public open spaces
- St Paul's Church and University College Chichester (both listed grade II) the most important buildings
- Important views of private gardens from the City Walls northwards
- Gyrotory system around Northgate of the 1970s has produced a fragmented townscape
- Busy traffic along northern ring road

HISTORICAL DEVELOPMENT

This area, unlike the other three extra-mural suburbs outside each of the other gates, remained largely undeveloped until the 19th century. In the 13th century much of area was a forest, and the name broyle means a forest enclosure, which contained animals for hunting and was enclosed by a wall or hedge. This land was granted by Henry III in 1229 to the Bishop of Chichester and subsequently was divided up and let out as separate farms.

The early development of this area is allied to the provision of facilities for the poor and sick. In 1625 William Cawley, the **future** regicide, built some almshouses on the east side of Broyle Road which were converted into a workhouse in 1681. In 1753 it became the poor house for eight united parishes, and by the mid-19th century over 124 paupers were registered. A Pest House (a kind of isolation hospital) was built in 1665 in College Lane, and was in use until 1920. A Dispensary for the Sick Poor was provided in 1784 off Broyle Road and in 1825 this was replaced by the Royal Sussex Hospital. Bishop Otter, then Bishop of Chichester, founded a new teacher-training college off College Lane in the mid-1850s, which has since expanded and is now called University College, Chichester. At this time, the only house of any substance was Northgate House, located on what is now the centre of the gyrotory system.

In the early 19th century the Somerstown area was developed with new artisans' housing being provided between St Paul's Road and Broyle Road. By 1835 Parchment Street, Cavendish Street, and Washington Street on the west side of St Paul's Road had also been completed. St Paul's Church was built as a chapel of ease in 1836 to provide for the rapidly increasing population. Franklin Terrace, closer to the City Walls, is dated 1849.

There was rapid change in the 20th century. In the 1930s Oaklands Park was established,

and in 1962 the Chichester Festival Theatre was completed in the park to the designs of Powell and Moya. In 1964 the City Council demolished the eastern side of Somerstown, an act which many still regret, and built new housing. Metro House and the Fire Station, opposite Northgate, were built in the **1960s** ~~early 1970s~~, and ~~at about the same time~~ the northern ring road and Northgate gyratory system were created **in 1974**, cutting through St Paul's Churchyard and isolating several listed buildings on the newly-created traffic island.

To the east of College ~~Read~~ **Lane Road**, the University of Chichester (formerly Bishop Otter Memorial College) has greatly grown over the last twenty years. Oaklands Park is now a major centre for various leisure activities – the theatres, football, tennis and a fitness centre. A large car park serves shoppers and visitors to the City and more recently, William Cawley's almshouses and their surrounding area have been redeveloped for housing, retaining parts of the earlier buildings including the chapel.

SUMMARY OF HISTORICAL SIGNIFICANCE

- Area used for agriculture well into the 19th century
- Various buildings provided for the sick and poor in the 17th and 18th centuries
- Old Somerstown dates to the period **1810-1835** ~~1830-40~~
- St Paul's Church of 1836 (grade II) the most important building
- **The locally listed former Olympia Electric theatre is also a significant building**

MORPHOLOGY

This area has been adversely affected by road improvements of the 1970s which have resulted in the demolition of historic buildings facing Northgate and the creation of the gyratory system. Modern blocks (the Fire Station and Metro House) dominate Northgate, much to the detriment of the character of the area. the redevelopment of the demolished east side of Somerstown, known as 'Somerstown' is also detrimental to the area's character. On the south side of Northgate, a greater variety of historic buildings provides almost continuous, built-up frontages of varied heights and widths, although still to a domestic scale. Most of these buildings are listed. Alderman's Walk is a modern development, adjacent to some 19th century warehouses which have been sympathetically converted. To the north, St Paul's Church is now adjacent to the 1970s gyratory system, separated by only a line of trees that does little to shield the building from the busy traffic.

The best townscape is along Franklin Place, which is separated from Oaklands Way by mature trees and verges. This is a long, two storey terrace of painted stucco houses, simply detailed, with slate roofs facing the street. The three streets which make up historic west side of Somerstown are also most attractive, with a variety of narrow-fronted mainly two storey late Georgian houses, faced in red or yellow brick, flint or painted stucco.

To the north of Oaklands Way, the wide open spaces of the car park and Oaklands Park contrast with the more enclosed streets within the City Walls. However, good views of the Chichester Festival Theatre, and the hill that rises to the north, can be obtained. College Lane still retains a strong rural quality, with its flint walls, mature trees and winding pathways.

PRINCIPAL FEATURES

- Northgate has been adversely affected by the gyratory system

- Modern buildings on north side - Metro House and the Fire Station - are negative
- The replacement housing on the east side of Somerstown is also negative
- Franklin Place and the west side of Somerstown both good examples of early Victorian and late Georgian development respectively
- St Paul's Church the most dominant building
- Bishop Otter College is a large complex of modern buildings centred on the grade II listed main building, but is hidden from view
- Rural quality to College Lane

LANDSCAPE AND TREES

This area contains the largest area of open space in the Conservation Area. At its northern end it provides one of the rare elevated views down the Conservation Area. Oaklands Park is defined by rows of fine trees of mixed species down Broyle Road and College Lane. On Broyle Road in particular, there are some poor specimens that should be part of a programme of replacement.

At the Northgate gyratory the trees in the grounds of St Paul's Church form an especially important gateway marking the entry to the core of the city from the north and west. A similar signpost function is served by the trees at the bottom end of College Lane and on the Oaklands Way roundabout.

There is a strong rural quality along College Lane's tree-lined link with the Graylingwell Conservation Area to the north.

NEGATIVE FEATURES

- Busy traffic around gyratory system
- Poor pedestrian movement across Oaklands Way, Spitalfield Lane, Orchard Street and Northgate
- Poor quality modern buildings on the round-about

ISSUES

- Buildings in need of repairs around North Lodge
- Need for improved pedestrian movement
- Boundary walls to Oaklands Park House in need of repair
- Olympia Electric Theatre is in need of maintenance
- Pressure for development of Bishop Otter Campus

AREA 9 WHYKE

SUMMARY OF PRINCIPAL FEATURES

- Extra-mural suburb
- Mainly 19th century buildings
- Whyke developed as mainly ribbon development along the main road from Bognor Regis and associated side streets fairly densely developed with a combination of semi-detached and short terraces of houses dating to the 19th and early 20th Centuries
- Mainly residential, with some retail and commercial along the south side of the Hornet
- Suburban character with streets lined with small enclosed front gardens
- South Coast railway line to the south with an historic footbridge

HISTORICAL DEVELOPMENT

This area lies to the east of Eastgate and south of the Roman road (St Pancras is Stane Street) to London focused on Bognor Road and Whyke Road. A Roman amphitheatre is located to the west of the area within the Conservation Area, under the recreation ground in Whyke Lane.

The Hornet, or Harnet, the street leading to the Oving and Bognor Roads, is composed of houses and shops of the 18th and 19th centuries. The name occurs as 'Hurnett hill' in 1660.

The area to the east of the city, outside the walls, originally comprised three large fields known as the North Field, the Portfield, and the Gildenfield; the latter was possibly a subdivision of the Portfield. These names appear in 12th-century deeds in a 13th-century cartulary which would seem to suggest their early origin. To the south was probably the meadow land (the Garston), and on the west there was a small area of arable land.

Currently within Chichester **Civil** Parish the area extended over part of the former separate parish of Rumboldswyke, within the ecclesiastical control of the Dean and Chapter of the Cathedral, which covered an area on outskirts of the City of Chichester to the east before it was absorbed into the civil administration of the City in 1880. **Most of Whyke is in St George's ecclesiastical parish.**

Rumboldswyke was a small hamlet, south of the current railway line strung along the east side of the road that ran from the East gate of Chichester to Selsey, now Whyke Road, which some records show was in 1250 known as Newick Street.

The name of Rumboldswyke was of Anglo-Saxon origin, derived from the Old English 'Rumbold's Wik' a 'wik' being a farm. This may suggest that the earliest habitation could have been a pre-conquest settlement focused on a property owned by a farmer whose name was Rumbold.

The former parish Church of St Rumbold's which was renamed St. Mary in the early 20th Century survives to the south of the Conservation Area on the south side of the railway line. A new Church, St George's, in Cleveland Road which is within the proposed Conservation Area extension was opened in 1901. The Old Church which is Grade II* listed and of late Saxon origin was made redundant. It briefly opened again in the 1950s but was finally ceased as a place of worship in the 1970s and has since been converted into office use.

The area to the east of the City was devastated as a result of the Civil War in December 1642. Many of the existing buildings close to East Gate, including St Pancras Church and the Unicorn Inn, were destroyed. However, during the 18th and 19th centuries pressure for new housing led to new development along the Hornet, illustrated on Gardner's map of 1769. This shows the two principal streets radiating out from Eastgate with the more continuous development along the south side of the Hornet including Eastgate House, formerly Hornet House, other larger houses within large plots, much smaller cottages arranged in terraces with rear gardens. A small Friends burial ground is also located on the south side of the Hornet which survives as a small public garden. Whyke Lane is shown, connecting to Rumboldswick, bounded by fields and also the road to Bognor Regis.

Up until the latter part of the 19th Century, the area to the south of The Hornet/Oving Road remained undeveloped, mainly as open fields with the only buildings to appear being the Roundabout Public House at the junctions of Whyke and Bognor Roads and a building on the corner of the Hornet and Oving Road. It was the arrival of the South Coast railway in the latter part of the 19th Century which saw the area being gradually built over with residential development. The first area to be developed was the area between Bognor and Whyke Roads with a new road, Wickam Road, now York Road, laid out. Further development continued and by the end of the 19th Century new housing had been constructed to the west of Whyke Road along another new road, Cleveland Road linking Whyke Road with Whyke Lane, which by then had been upgraded from a footpath to a residential street. Expansion of the city continued into the 20th Century with further new roads and housing development, to the west of Whyke Road, resulting in gradual coalescence of the area with the earlier city suburbs.

In 1918 a War Memorial was erected within the grounds of St George's Church to commemorate 65 men from Rumboldswyke who lost their lives in the first World War. It was paid for by public subscription following an appeal. In 1945 the names of those who died in action in the Second World War were added. There are two further memorials within the porch which were relocated from All Saint's Church, Portfield after its closure in 1981

The proposed Conservation Area extension covers the surviving elements of the earliest phases of the development of the area comprising mainly late 19th Century suburban housing

SUMMARY OF HISTORICAL SIGNIFICANCE

- Extra-mural suburb occupying a former rural area with possibly some early Saxon settlement.
- Much of the land given to the Church by Henry I in the early 12th century
- 19th century early suburban residential development giving the area a cohesiveness but with a degree of variety reflecting the phases of development
- Later 20th Century developments resulted in demolition of buildings and often replacement with less sympathetic development forms in townscape terms.
- The most significant buildings are Eastgate House and St George's Church, built to replace the historic St. Mary's Church still located to the south of the railway.

MORPHOLOGY

The morphology of the Whyke area is defined by the Hornet running east from the East gate of the City linking with the roads running south towards Selsey and Bognor, Whyke and Bognor Roads and by the mid to late 19th century housing development in the form of traditional streets forming an irregular perimeter block arrangement.

The Hornet is the main urban street with a mix of historic retail and modern housing developments, some that have undermined its original character.

The Bognor and Whyke Roads are the principal built-up streets with secondary streets of Cleveland Road and York Road, all fairly densely developed, lined with a mixture of short terraces, semi-detached and modest detached houses facing the street, set back from the pavement behind small front gardens. The buildings are mainly two storeys high and occur in groups of similar style reflecting the way the land was parceled up and developed by different builders, these provide both a cohesive character but with a degree of architectural variety between the groups. They mainly have tiled pitched roofs facing the street, and most of them were built as houses but some have been subdivided into flats. This creates an enclosed, suburban character.

PRINCIPAL FEATURES

- Eastgate House is the most notable listed building, now converted into flats. Other listed buildings include 98 The Hornet, 18 to 23 Whyke Road and 27 Whyke Road.

- St George's Church represents another significant community building within the area
- The War Memorial at St George's Church is an important local landmark
- Good quality townscape along The Hornet, interrupted by modern development and road widening of the 1930s and 1970s
- Mid - late 19th century housing arranged in short terraces, semi-detached pairs and some modest detached houses
- Historic brick and some flint walls

LANDSCAPE AND TREES

The area does not benefit from any significant public open spaces but the small private front gardens of the residential streets contribute to the area's suburban character. Most trees are located within private gardens but some street trees, particularly in the verges at road junctions and along Whyke Road make an important contribution to that suburban character. Front gardens are mainly enclosed by low mainly brick walls, some with low brick gate piers and feature brick courses. Some in Bognor Road are rendered. Some older walls also survive some with flint enclosing rear gardens at corner plots and there are some timber close boarded fences.

NEGATIVE FEATURES

- Some unsightly garages
- Poor pedestrian movement in places
- Poor quality modern buildings

ISSUES

- Need for improved pedestrian movement
- Better maintenance of some properties
- Some loss of character from unsympathetic alterations and removal of original features
- Parking pressure on residential streets leading to loss of front boundary walls

CHAPTER 7 ISSUES

A number of 'Issues' have been identified as part of the appraisal process. These are as follows:

7.1 OVERALL VISION FOR CHICHESTER

- An overall vision of the way in which the City will develop over the next 50 years is needed
- There is a need to balance the conflicting needs of City's status as a sub-regional shopping centre and the conservation of the historic City

7.2 TRAFFIC RELATED ISSUES

- The effect of 20th century traffic management schemes (ring road and gyratory systems) with noisy traffic around City Walls
- Creation of rear service yards and large extensions and the subsequential loss of historic buildings and their gardens
- The creation of public car parks within the City Walls, leading to traffic congestion and pollution
- Gyratory systems all require some improvements

7.3 BUILT FORM RELATED ISSUES

- Some poor modern interventions within historic street frontages
- Poor quality modern development in some parts of the City
- Failure of some modern schemes to reflect historic form of development
- North-West quarter has lost most of its historic plan form and early buildings
- County Hall and Chichester District Council offices create large areas in a single use
- Pressure for the over-development of some vacant sites

7.4 PUBLIC REALM ISSUES

- Poor quality pedestrian environment in places, particularly paving and street lighting
- Pedestrianization scheme of the late 1970s now needs some improvement
- Some of the green spaces within the City require some improvements
- Some of the trees in the public parks are in need of tree surgery or replacement
- Tree Management Plan required

- Improved co-ordination of Street Furniture
- Better Wayfinding
- A-boards adding to street clutter
- Street Clutter - public realm schemes generally do not include removal of superfluous signage due to ownership/responsibility changes

CHAPTER 8 - RECOMMENDATIONS

The following recommendations have been drawn up after consultation with Chichester District Council, Chichester City Council, and local organisations, and build on some of the 'Issues' raised in the previous chapter. They are provided as a basis for future action, principally by the District Council in collaboration with West Sussex County Council. Many of them depend on additional funding being made available and it is hoped that a phased programme of improvements can be agreed between the various interested parties as part of an overall vision for the Chichester Conservation Area.

8.1 SETTING OF THE CONSERVATION AREA

The Conservation Area, as proposed for extension is surrounded by more recent housing and other development and the Graylingwell Conservation Area to the north-east. The few green spaces which surround the conservation area boundary must be protected and enhanced. These include the entrance along Broyle Road and the green areas forming the Chichester College campus to the west and the Roussillon Barracks and Graylingwell Park developments to the north.

Recommendation 1

Green spaces forming part of the setting of the conservation area should be protected, particularly the open spaces around Chichester College, Chichester University and within the Graylingwell Park and Roussillon barracks developments.

8.2 DISTANT VIEWS OF CHICHESTER

Long distance views of the City, especially from the sea, the South Downs and the principal entrance routes into Chichester, must be preserved and enhanced.

New development should also protect, or where possible better reveal the setting of the City Walls and where possible new buildings should not be allowed which would intrude into existing views of the City Walls.

Recommendation 2:

Long distant views towards the City and Cathedral spire should be protected.

8.3 ARRIVING IN CHICHESTER

Most of the visitors to the City arrive by car and park either in Northgate car park, to the north, the Cattle Market car park, to the south-east, or the multi-storey car park off Avenue de Chartres, to the west. These are the three most convenient long-term car parks. Currently the Northgate car park is devoid of trees and it has already been noted that the pedestrian route below Oaklands Way into the City is disappointingly mundane and uses modern materials. These are definitely areas for improvement.

There are a number of smaller short stay car parks mainly within the City Walls, these generate traffic congestion and pollution at busy times. The Little London car park has been redesigned and capacity increased which has relieved traffic in the surrounding streets. A controlled parking system, with information being provided for visitors as they enter the City area, could be considered as long as the required signage was carefully sited and well designed. The Local Authorities are also working to improve cycling and pedestrian routes to encourage healthier travel options and to improve congestion and pollution which will help to alleviate some of these problems.

The Southern approach to the city from the A27 is uninspiring, marred by the recent developments of the student flats, Chichester Gate Leisure Centre and John Rennie Road which line Stockbridge Road all of which are very negative.

Improvements are under consideration to improve the flow of traffic along the A27 around the City including the junctions from the A27 into the city.

Recommendation 3:

Where opportunities arise the District Council and West Sussex County Council should work together to seek Improvements to the public realm, carparks and signage within and along the approaches to the City.

8.4 SITE SPECIFIC PROPOSALS

All new development should follow the general advice contained within Appendix 3 'Design guidance for new development'. More detailed design advice might be appropriate on a number of sites where development is planned or is likely to occur. It is important that where Development Briefs are drawn up by the District Council, or proposals put forward by either the District Council or the County Council, that full public consultation is built in to the process.

NORTHGATE

A comprehensive scheme to improve this area is required. Traffic movement is **far too fast** and pedestrians feel isolated from the town centre despite the provision of a pedestrian underpass. Crossing Oaklands Way is dangerous and at times impossible, especially around the roundabout with Spitalfield Lane. Landscaping and surface materials are poor.

EASTGATE GYRATORY SYSTEM

A variety of schemes to improve the gyratory system and therefore the appearance of this part of Chichester have been prepared by West Sussex County Council, and currently there are two preferred schemes. Ideally, any scheme should improve the setting of St Pancras Church, reduce traffic speeds, improve pedestrian flows, provide improved cycling facilities, and widen pavements. Improvements to building

condition and shopfronts should be sought at the same time. New street furniture and paving should be installed, with stone paving being specified as far as possible.

KWIKFIT, ST PANCRAS

The District Council should, **if opportunities arise**, consider commissioning a Design Brief in anticipation of redevelopment. A small scale, mixed use scheme could be appropriate. Any new buildings should adhere to the guidance contained later within this document.

WESTGATE

The Westgate roundabout and its surrounding area would benefit from better quality paving, more trees, and improvements to the car park off Orchard Street. An area of modern garages is another potential area for enhancement. Along Westgate, the improvement of the existing clay paviers, where they have been badly repaired, would be welcome.

SOUTHGATE

This area has been blighted by out of scale modern development. The District Council prepared a Southern Gateway Planning Framework in **2001** but requires updating. This includes some detailed design guidance for those sites which are yet to come forward. Any review of the document should include the provision of a bus/rail interchange and proposed improvements to traffic and pedestrian circulation.

Recommendation 4:

The Council should as opportunities arise prepare in consultation with partners development and planning briefs to inform future developments and infrastructure improvement in relation to sites within or in close proximity to the conservation area.

8.5 CONSERVATION AREA BOUNDARY REVIEW

A number of changes are proposed to the Conservation Area boundary, following a careful review of the existing boundaries (see map page 90).

Recommendation 5:

That the Conservation area boundary be amended to designate the following additional areas for inclusion in the conservation area.

PROPOSED ADDITIONS ARE AS FOLLOWS:

1. Extension to Character Area 8: Chichester University
2. Extension to Character Area 8: two small areas along Broyle Road added - groups of positive buildings / boundary walls along the western side of Broyle Road
3. Extension to Character Area 7:

- a. Brewery Field (including local list nominee Parchment Street Twitten)
 - b. Orchard Avenue
 - c. The Tannery site on Westgate
4. Extensions to Character Area 6:
- a. ~~Train~~ **Railway** Station - rationalize boundary around locally listed building, its setting and supporting structures
 - b. take in two recently listed buildings - sewer vent pipe and signal box - relationship to train station
 - c. Basin Road - take in Police Station and rationalize around the Sorting Depot
 - d. South Bank and Canal Basin - locally listed buildings and views along canal
5. Extensions to Character Area 5:
- a. St Richards Church (listed grade II) on Cawley Road
 - b. Forum House (positive building) on Caledonian Road
 - c. a small addition of the former Baptist Cemetery along the Whyke Lane Twitten (locally listed)
6. Revise boundary of Character Area 5 at St Pancras to take in the River Lavant
7. New Character Area 9 adjacent to Character Area 5: Whyke - to include Whyke Lane, Cleveland Road, Whyke Road, Bognor Road, York Road

Recommendation 6:

That the Conservation area boundary be amended to exclude the following areas from the conservation area.

PROPOSED DELETIONS ARE AS FOLLOWS:

- 1. Buildings on the Northern side of Parchment Street omitted from Character Area 8 - modern buildings of limited merit
- 2. ~~Mount Lane where the Powell buildings were demolished omitted from Character Area 7~~ **Adjust boundary to align with historic wall to west of Mount Lane and exclude gardens to 3 – 5 St Bartholomew's Close**

3. Modern development on the south side of the canal basin omitted from Character Area 6
4. Lyndhurst House (flats) omitted from Character Area 5
5. Modern infill development on Litten Terrace omitted from Character Area 5

All the proposed boundary changes are shown on the Townscape Analysis maps

8.6 BUILDINGS OF LOCAL SIGNIFICANCE

Buildings of Local Significance are important because they provide an opportunity of identifying locally important buildings which might not quite meet the national criteria for statutory listing but are nonetheless considered to be non-designated heritage assets. This means that when proposals to alter or demolish them are received by the Council, the significance of these buildings can be taken into consideration, and have been given a degree of protection by the National Planning Policy Framework (NPPF).

A Local List for Chichester City was established in 2009 in collaboration with the Chichester Conservation Area Advisory committee to recognize buildings which are important in a local context but not nationally significant as to benefit from statutory listing. Prior to this, the 2005 Conservation Area Appraisal identified a number of structures which might be considered significant in a local context. Recently, a number of buildings nominated by the CCAAC and the public have been added to the list, however, a significant number of those previously suggested have not been assessed.

The appraisal identifies both the structures that have **already** been adopted and suggests a number of **additional** structures which could be considered, including:

- 112-126 (inclusive) The Hornet
- The Cottage, Westgate - Powell extension
- 8A, 8B and 8C East Pallant
- The Obelisk at the former Roussillon Barracks
- 46 - 55 (inclusive) St Pancras
- Friends Meeting House, Priory Road
- Druid Statue in Priory Park (adjacent to the Bowling Club) - Made of Coade Stone. Bought in 1777 to sit over a water conduit in South Street. The statue was moved to the Cathedral for a short time, and eventually settled in Priory Park. There is an identical statue at the National Trust property Erddig in

Wales

- 20 The Hornet (CMW Motor Cycles)
- 22 The Hornet
- 24 The Hornet
- 35 The Hornet
- The Old Mill, Northgate
- New Park Community Centre, New Park Road
- Former Coach & Horses PH, 125B St Pancras
- The Park Tavern, 11 Priory Road30A East Street
- 27 East Street
- Gold Arts, 1 East Street
- 7 - 8 Bognor Road
- 100 - 101 Bognor Road
- Nos 130, 131 and April Cottage (No. 132) Bognor Road
- Outbuilding to the rear of 146 Bognor Road and adjoining 11 Whyke Road
- 11 Whyke Road and attached outbuilding to north
- 146 Bognor Road
- Wickham Cottage, 145 Bognor Road as well as its garage to the east
- 144 Bognor Road
- 1 - 2 Cleveland Road
- 14 Cleveland Road
- 19 Cleveland Road
- 23 and 24 Cleveland Road
- 90 Whyke Lane
- 25 - 26 Whyke Road which has group value with 20-24 Whyke Road
- 53 - 56 (inclusive) York Road
- Courtney Cottage (No 31) York Road
- Wickham Arms, 102 Bognor Road
- Cloister at Chapel (locally listed), Chichester University
- The Rainbow, 56 St Pauls Road
- Nos 5, 7, 9 and 11 St Pauls Road

This needs to be updated promptly when new buildings are identified.

8.7 BUILDINGS OF TOWNSCAPE MERIT

The appraisal also identifies buildings of townscape merit. This identifies buildings which positively contribute to the Conservation Area, either in terms of their character and appearance or their historical interest. Opportunities for enhancement are also identified, along with negative structures.

A number of structures identified in the 2005 appraisal have been re-assessed, with the result that their status has now changed, whether due to unsympathetic alterations, changing perceptions on design quality or because the issues previously raised have been addressed. In the residential areas, particularly within Character Area 5, there has been substantial change to buildings previously identified as positive, largely as a result of unsympathetic replacement windows. Another significant trend is the view taken towards twentieth-century buildings, with many of these now considered positive. Buildings which have been re-assessed are discussed below:

- **Marks and Spencer's, East Street** - Previously identified as a negative building, though the building is now locally listed as a powerful neo-Georgian façade of the early 20th century, ~~reputed~~ **once believed** to be by Edwin Lutyens, with a high quality brickwork façade and original windows to the first and second floors. The massing behind this façade, and blank eastern elevation, however are negative.
- **Stocklund House, East Street** - Following a scheme in 2010, the building's appearance has improved such that it is no longer considered negative.
- **5A and 6 St Martins Square** - Previously identified as positive, these modern buildings have been reassessed as making a neutral contribution to the Conservation Area.
- **St Peter's House, North Street** - A later 20th century building (post-1963) of good detail and architectural integrity which contrasts strongly with its poorer quality modern neighbour. The northern part has a concrete base with white painted columns and brick upper stories relieved by narrow 'negative pilasters' aligned with the columns below and has been reassessed as making a positive contribution, while the southern portion remains a negative building.
- **Shippam's Development, East Street** - The Shippam's site has been comprehensively redeveloped since the 2005 appraisal. Whilst it has retained part of the former façade, some of the development along Shippam Street has been identified as negative due to its the scale, massing and detailing.
- **14 and 14A South Pallant** – Following a sensitive scheme of restoration in 2006, these dwellings make a neutral contribution to the Conservation Area.
- **Iceland, South Street** - Odeon (formerly Plaza) Cinema, retaining much of its interior at first floor, the building has both heritage interest and a strong presence architecturally. Chichester was one of the earliest places in the

country to enjoy cinematograph shows, with numerous cinemas throughout, including The Corn Exchange (later The Exchange and then Granada), Olympia Electric Theatre, Picturedrome (later known as The Plaza, South Street), Gaumont Cinema (Eastgate Square) It was previously identified as negative, but is now marked for enhancement, particularly as seen from West Pallant and in terms of the shopfront.

- **1-3 South Street, Russell & Bromley** – Although, previously identified as negative, Russell & Bromley is a later 20th century building Influenced by Sir Hugh Casson and which responds to the "Gold Arts" building, see below, designed by him diagonally opposite. This is now considered to be positive.
- **12-14 West Street** - previously grouped with the listed buildings at 15-16 West Street and 17-18 West Street, Nos 12-14 is unlisted but has a positive Neo-Georgian façade.
- **Gold Arts** - designed by the noted architect, Sir Hugh Casson who was the architectural advisor to the City Council throughout the 1950s and 1960s. Casson was engaged in 1960 to design a building to replace an earlier 18th century building which was demolished due to structural failure.
- **6-8 Lyndhurst Road** - The traditional windows have been lost. Nos 6 and 8 have been painted, which tends to detract from the cohesiveness of the terrace. These can no longer be considered to positively contribute.
- **9 Lyndhurst Road** - The windows have been unsympathetically replaced and the building painted, which also detracts from No 10, such that it now makes a neutral contribution to the Conservation Area, but could be improved.
- **11 Lyndhurst Road** - plastic windows and can no longer be considered to positively contribute
- **14 Lyndhurst Road** – Dormers and unsympathetic replacement windows have compromised the building's quality, and it is no longer considered positive.
- **16, 18 and 21 Lyndhurst Road** - A substantial dormer at No 18, as well as unsympathetic tiles and the loss of traditional windows along the terrace has compromised its cohesiveness, though those with historic windows remain positive.
- **22-23 Lyndhurst Road** - The building has suffered from replacement windows in an unsympathetic design and material and now makes a neutral contribution to the Conservation Area. They also appear to be of a consistent design with Nos 24-29 adjacent, though they have been painted.
- **26-28 Lyndhurst Road** – The semi-detached pair at Nos 26 and 27, and neighbouring No 28 have had replacement windows which detract from the larger group of 24-25 and No 28's pair at No 29 and can no longer be considered to positively contribute.

- **45 Lyndhurst Road** - The traditional windows have been replaced and can no longer be considered to positively contribute.
- **26 and 26A Caledonian Road** - The traditional windows have been replaced, the building rendered in a pebble-dash with modern roof tiles, such that the building is no longer considered positive. The form of the single-storey addition could also be improved through a more sympathetic roof.
- **1, 6, 8 Caledonian Road** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute.
- **21 Caledonian Road** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute.
- **29 and 30 Caledonian Road, 1 Lyndhurst Road** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **35 and 36 Caledonian Road** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **41 Caledonian Road** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **44 and Clydesdale Lodge, 44A Caledonian Road** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **45 Caledonian Road** – No longer a positive building due to unsympathetic cement render and loss of traditional windows at ground floor (but extant historic timber windows at first floor are noted).
- **1 Clydesdale Avenue** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **6 - 12 (even) and No 2 Whyke Lane** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **14 and 16 Whyke Lane** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **18 - 22 (even) Whyke Lane** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **24 Whyke Lane** - the traditional windows have been replaced with poor quality metal windows in an unsympathetic design.
- **28 Whyke Lane** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute
- **30 - 42 (even) Whyke Lane** - The traditional windows have been replaced with uPVC and can no longer be considered to positively contribute

- **Train Railway Station** - The train station was added to the Local Buildings List in 2009. Designed by the British Railways Architect's Department In 1958, it is a good example of 'Festival of Britain' architecture and retains many of its original interior features.
- **Southdown Buildings (Stagecoach bus station)** – Whilst previously considered negative, The Southdown Bus Station is a double fronted mid-twentieth century building which could be enhanced through more active shopfronts and controls on signage.
- **Magistrates Court** – Designed by the local architecture firm Stanley, Roth and Partners, the Magistrates Court was added to the Local Buildings List in 2009 for its proportions and positive interaction with its location.
- **34 Southgate** - Following a scheme of enhancements, No 34 no longer detracts from the Conservation Area.
- **Christ Church** – In the context of other notable 20th century buildings within Chichester, Christ Church is not considered to be negative building. It has been identified as neutral, but may be found to be of greater interest as our understanding and appreciation of later 20th Century architecture Increases.
- **39 Basin Road** – Whilst of a generally unaltered form, the loss of traditional windows means that the building no longer makes a positive contribution to the Conservation Area.
- **Avenue de Chartres multi-storey car park** - Designed by architects, Bird, Portchmouth and Russum in 1991, the Avenue De Chartres Multi-storey was the recipient of an RIBA Regional Award and is now a locally listed building, making a positive contribution to the Conservation Area.
- **43 Broyle Road** – The traditional windows have been replaced in unsympathetic modern materials and design. The bay window has been altered and the elevation rendered, contrasting with the adjacent properties at Nos 41-42, No 44 and No 45-46 which form a group.
- **2-3 East Street** – Previously identified as a negative building, Nos 2-3 has recently been taken over by RL Austen with a comprehensive scheme to address the shopfront.

In addition to the above amendments, further buildings have been identified by this appraisal, particularly in Character Area 4 which was poorly surveyed for the previous appraisal. There are three categories of positive buildings, those that are buildings of townscape merit, those suggested as candidates for the Local Building List, and others where a specific potential heritage interest could be considered to contribute. Some in this latter category may also be candidates for the Local Building's List. Buildings making a negative contribution and opportunities for enhancement are also noted and discussed below. These are identified on the Townscape Appraisal Maps, with some notes below.

Positive Buildings of Townscape Merit	
Character Area	Address
1	1 East Walls Close
	Chichester Bowling Club, Priory Park
	St Peters House, 64 North Street
	North House, North Street
3	1-3 South Street (Russel & Bromley)
4	1A St Cyriacs / 2 Crane Street
	25 Chapel Street / 8 Crane Street
	7 and 7A Crane Street
	WSCC Hall, Tower Street
	St George's House 12-18 West Street
	Northleigh House, County Hall, Tower Street
5	124 St Pancras
	Forum House, Stirling Road / 46 Caledonian Road
	Two structures at 3 Market Road
	140 St Pancras
	Corner House, 138 St Pancras
	Unicorn House, 8 Eastgate Square
	145-146 St Pancras
	Victoria Court 22 St Pancras and 24 St Pancras
	Park Store and Garage, Priory Road
6	2 Canal Wharf
	Chichester Canal Trust and Stables Store (Hickey Building), Canal Wharf
	Lucky House, 31 Southgate
	The Foundry (Formerly The Globe), 1 Southgate
	Smith & Western, The Goods Shed
	19 South Bank
	Sussex Police Authority, 105 Kingsham Avenue
	22 South Bank
	12-13 South Bank
	Laburnum Villas (Nos 1-3, Wingrove), South Bank
	14-15 South Bank
7	8 North Walls
	1 Orchard Avenue
	Nos 3 and 9 Orchard Avenue
	154-168 (even) Orchard Street
	1 Orchard Street
	Pre-fab structures south-west of the CofE Junior School, Orchard Avenue
	Outbuilding north-west of CofE Junior School, Orchard Avenue

	Crate & Apple Pub, 12-14 Westgate
	8 North Walls
	Nos 37 and 41 Orchard Avenue
	23 Orchard Avenue
	Nos 27 and 33 Orchard Avenue
	The Tannery, Westgate
	Nos 11 and 17 Orchard Avenue
8	5 and 6 St Pauls Gardens
	Music School at Chichester University
	13 Wellington Road
	17, 19 and 21 Wellington Road
	36 and 37 (Pennywort) Broyle Road
	31 St Pauls Road and 5 Avenue Approach
	The Old Mill, Northgate
	2 The Gardens, College Lane
	57 St Pauls Road
	33 and 35 St Pauls Road
	The Gardens, College Lane
	20 Parchment Street
	Steven Pimlott Building at Chichester Festival Theatre
9	18 Bognor Road
	23 Bognor Road
	28 - 31 (inclusive) Bognor Road
	32 - 35 (inclusive) Bognor Road
	36 - 37 Bognor Road
	42 - 43 Bognor Road
	110 - 114 (inclusive) Bognor Road
	119 - 120 Bognor Road
	134 - 135 Bognor Road
	136, 137 and 138 Bognor Road
	3 - 4 Cleveland Road
	9 and 10 Cleveland Road
	15 - 16 Cleveland Road
	23 - 24 Cleveland Road
	28 -31 (inclusive) Cleveland Road
	33 and 34 Cleveland Road
	Dorset House 46 Cleveland Road
	83 Cleveland Road
	86 Cleveland Road
	88 Cleveland Road
	Former Burial Ground, The Hornet - positive space
	110 The Hornet
	10 and 11 Oving Road

	1, 2 and 3 Pound Farm Road
	2 Whyke Road
	5, 6 and 7 Whyke Road
	10 Whyke Road
	28 Whyke Road
	30 and 31 Whyke Road
	206 Whyke Road
	Hope Cottage 4 York Road
	35, 36 and 37 York Road
	Hapenny Cottage 39 York Road
	44, 45 and 46 York Road
	Dinnett Cottage 50 York Road
	Bay Tree Cottage 51 York Road
	49 and 51 Whyke Lane
	54 Whyke Lane
	76 and 78 Whyke Lane

Negative Buildings Lacking Townscape Merit	
Character Area	Address
1	77 - 117 Shippam Street
2	3A Old Market Ave / 10 Theatre Lane
4	North Lodge and Martlets, County Hall
	Nos 7-14 (inclusive) and Nos 19-22 (inclusive) Chapel Street
	Nos 11-18 (inclusive) North Walls
	Nos 1-5 and 6-10 (inclusive) Lancastrian Grange and Lancastrian Grange Flats in Tower Street
	Ambassador House, Crane Street
	The Old Glassworks, St Cyriac's
	Extension to the rear of 33-34 North Street (C&H Fabrics)
5	Norfolk Rod, Keats Way
	Kwik Fit, 151 St Pancras
	Nos 20 - 28 New Park Road
	Nos 1 - 10 Lower Walls Walk
	Nos 11 - 13 Market Avenue
	Basil Shippam Centre, Tozer Way
	Newell Centre, Riverside
	Linked building at Chichester Science Church 1 Whyke Lane
	Public Conveniences Market Road
6	Nos 1 - 9 Wharf House, Canal Wharf
	Avenue House, 8-10 Southgate
	Southern Self Drive Ltd, Station Approach

	Nos 7 - 25 (odd) Canal Wharf
	35 Basin Road
	Nos 1, 3 and 5 Canal Wharf
	16, 17 and 17A South Bank
7	Principals House, Chichester College, Mount Lane
	The Yard, 64-72 (even) Orchard Street
	86, 88 and 90 Orchard Street
	22 Orchard Avenue
	Denison Court, Orchard Avenue
8	Additions to east (rear) of College House
	9A Northgate and Aldermans Walk
	Parchment Corner
	William Cawley Mews
	Pascoe Court
	3 Northgate (Henry Adams)
	49 Broyle Road
	Seasons, St Pauls Road
9	25 (Westside) 26 and 27 Cleveland Road
	21 Cleveland Road
	2 Bognor Road
	4 Bognor Road
	Lime Grove, 140 Bognor Road
	139 Bognor Road
	Eastgate Court and the garages to the south

Opportunity for Enhancement	
Character Area	Address
1	Open area to the east of 3 Guildhall Street
4	The Rectory, Tower Close (Formerly, St Peter's Vicarage)
	26 North Street and 9-12 (inclusive) Crane Street
5	32 Lyndhurst Road
	37 and 38 Caledonian Road
	16 Caledonian Road
	19 Caledonian Road
	4 and 4A Clydesdale Avenue
	31 Caledonian Road
	33, 33A and 34 Caledonian Road
	8 Whyke Lane
	50 Whyke Lane
	15 and 15A Lyndhurst Road
	19 Lyndhurst Road

	Rear of Nos 37 - 44 (inclusive) Caledonian Road
	Parking area to front of Nos 2 and 4 Whyke Lane
	129 St Pancras
	St Pancras Court
	Public Conveniences, Priory Road
6	45 Basin Road
	Area of grass to south side of access road
	Southdown Buildings (Bus Station)
7	Land W of Mariott House, Mount Lane
	Nos 1-16 (inclusive) Orchard Gardens
	16 Orchard Avenue
	34 Orchard Avenue
8	Garden to 21A Cavendish Street
	57A St Pauls Road
	19 and 21 St Pauls Road
9	112 - 126 (inclusive)
	110 The Hornet
	garages to west of Eastgate House
	24 Whyke Road
	12-13 Oving Road

8.7 ARTICLE 4 DIRECTIONS

A number of the unlisted positive historic buildings have been adversely affected by the replacement of traditional windows with inappropriately designed and detailed new windows and doors and by the use of modern materials. Certain minor works and alterations to unlisted buildings in use as family dwellings can be carried out without planning permission from the Council. Development of this kind is called 'Permitted Development' and falls into various classes which are listed in the Town and Country Planning (General Permitted Development) Order ~~1995 (as recently amended)~~ 2015. These minor alterations can cumulatively have an adverse effect on the character and appearance of a Conservation Area. Powers exist to the Council to withdraw some of these permitted development rights in the interests of preserving and enhancing the character and appearance of the Conservation Area. These changes can be brought back into planning control by the Council through the imposition of Article 4 Directions. These are usually used to control minor changes to unlisted family dwellings in conservation areas. It does not mean that development, such as changes to windows or doors, will necessarily be unacceptable impossible. It does, however, mean that planning permission has to be sought and this allows for the merits of a proposal to be considered against the conservation interests.

In Chichester there is a high survival of original detailing such as the original tiled and slate roofs, finely detailed timber windows, and panelled timber front doors which make a significant contribution to the individual character of buildings in the

Conservation Area. It is therefore proposed that permitted development rights are withdrawn for all of the unlisted family dwelling houses in the Conservation Area. This will ensure the preservation of unique architectural features and traditional materials by requiring an application for planning permission before carrying out any work.

Article 4 Directions ~~are made under the General Permitted Development Order 1995 (as recently amended), and~~ can be served by a local planning authority to remove permitted development rights where there is a real threat to a particular residential building or area due to unsuitable alterations or additions. An Article 4 Direction is accompanied by a Schedule that specifies the various changes to ~~family~~ dwellings, which will now require planning permission. Usually, such Directions are used in conservation areas to protect unlisted houses ~~in use as a family unit,~~ rather than flats or bedsits where permitted development rights are limited.

Under an Article 4 Direction, planning permission can be required for the following, depending on the permitted development rights removed:

HOUSE EXTENSIONS – Planning permission will be required for the enlargement, improvement or other alteration of a dwelling house including entrance porches, any part of which fronts a highway, private road or open space (this lowers the limit of ‘permitted development’ already imposed by conservation area designation).

PAINTING OF DWELLING HOUSES – Planning permission will be required for the painting of a dwelling house.

ROOFS – A planning application will be required for alterations to a roof slope which fronts a highway, private road or open space, including a change in the roof materials and the insertion of roof lights. Dormer windows already require planning permission under separate legislation.

CHIMNEYS – The removal of a chimney or its partial demolition will require planning permission.

SOLAR PANELS - Fixing of a solar panel on a roof fronting a highway or other public space can require planning permission.

REPLACEMENT WINDOWS AND DOORS – The replacement of existing windows and doors which front a highway, private road or open space will require planning consent – note that part L of the Building Regulations, requiring double glazing for new windows, does not apply in the conservation area (or listed buildings).

CREATION OF CAR PARKING IN FRONT GARDENS AND REMOVAL OR REPLACEMENT OF FRONT BOUNDARIES – The creation of a parking space in a front garden, and or the removal of a front boundary, such as a low stone wall, will require planning permission.

SATELLITE DISHES - The installation of a satellite dish on any building or structure within the curtilage of a family house in a Conservation Area will only be permitted development if certain conditions are met.

There are a number of ‘positive’ buildings and unlisted family dwellings in the

Chichester Conservation Area which would benefit from these additional constraints. Whilst an Article 4 Direction cannot be retrospective, the serving of one would incrementally improve the character and appearance of the Conservation Area, through control of future alterations even where original features have been lost. An Article 4 Direction can also be focused on groups of buildings, rather than the whole Conservation Area, such as locally listed buildings or positive buildings. Any Direction will require a photographic survey to record the present condition of the buildings concerned, and written guidance will need to be provided to householders.

Recommendation 7:

The District Council will consider serving of Article 4 Directions on the Chichester Conservation Area, to cover all unlisted dwelling houses.

It is proposed that the restrictions will only relate to development visible from a public highway (this includes a footpath). It will not affect residential property which is in use as flats (i.e. in 'multiple occupation') which are already controlled more rigorously as they have far fewer permitted development rights than family houses.

8.8 SHOPFRONTS

Chichester City Council and Chichester District Council have already provided written guidance on the design of shopfronts within the Conservation Area which should be followed. Further detailed advice on the design of shopfronts is included in Appendix 2 of this document.

8.9 IMPROVEMENTS TO THE PUBLIC REALM

The Chichester Conservation Area contains a number of stone flagged streets, which must be protected. This appraisal has identified the most important examples of these surfaces and the Council should ensure that all of these surfaces are protected and repaired as necessary, using traditional techniques and materials.

Requirement for a public realm strategy which can then be used to attract CIL finance to fund Implementation of improvements.

Further areas of natural stone paving might be considered, as funds permit, for the City centre, particularly for The Pallants, Westgate, Northgate, Southgate and Eastgate Square.

8.10 TREE MANAGEMENT PROGRAMME

A Tree Trail has already been prepared for the Chichester City Centre under the auspices of the National Grid Tree Warden Scheme. This is extremely useful in identifying the area's most significant trees and in drawing visitors around the City. Examples include many trees which were planted in the 19th century which are typical of this period: giant sequoia, limes, holm oaks and wellingtonia.

However, many of the more mature trees in the area are now reaching the end of their life and will need to be replaced in due course. The preparation of a Tree

Management Programme, involving the identification of all mature trees within the Conservation Area (privately as well as publically owned), would ensure that priorities are agreed and funding set aside for the costs involved.

Further written guidance to the public, detailing how trees are controlled within the Conservation Area, would be helpful.

Recommendation 8:

The District Council will seek to protect significant trees within the conservation area and where opportunities arise encourage additional tree planting to complement green spaces, street character and garden areas.

8.11 POORLY MAINTAINED BUILDINGS IMPACTING ON THE CHARACTER OF THE CONSERVATION AREA

Poorly maintained, semi-derelict buildings and untidy sites can have a negative impact on the character of the conservation area. There are various powers available to the District Council to seek improvements to buildings or sites that are harmful to the amenity of the area or listed buildings that have been left to fall into disrepair.

Recommendation 9:

The District Council will seek to secure improvements to buildings and sites that are harmful to local amenities and the character of the conservation area and to secure appropriate urgent repairs to listed buildings through the use of its Statutory Powers.

8.12 MONITORING

It is recommended that the Council instigates the regular review of the Conservation Area and produce additional guidance to ensure the character of the Conservation Area is not eroded by inappropriate development and alterations to buildings and spaces.

These could include:

- Site specific development briefs
- Review and updating of shopfront guidance
- Listed building control
- Guidance on Development within Conservation Areas
- Advice on the the use of materials
- Article 4 Direction guidance

Additionally, the condition of the fabric (buildings and spaces) of the historic City should be constantly monitored to ensure that no further losses are sustained.

APPENDIX 1

THE CONTROL OF SHOPFRONTS

The Chichester Conservation Area contains a large number of shops, some of which retain good examples of historic shopfronts and are located within listed buildings. These have been identified earlier in this document. However, many have been altered or are completely modern and these often display a variety of poorly designed details. The most common problems are:

- Over deep fascias, hiding original features such as string courses, windows, and window cills
- Use of garish colours
- Use of plastic lettering and over dominant lighting

When considering replacing a shopfront, the following guidelines should be followed:

- New shopfronts should be built from timber and painted
- New shopfronts should follow the traditional relationship of pilaster, fascia, and moulded cornice above a stallriser and glass window
- The use of uPVC or other modern materials should be avoided

Occasionally, a simple modern shopfront may be more appropriate than a reproduction 19th century design, However, these should still follow the basic principles governing the historic relationship between the fascia, glazing, pilasters and stallriser, as well as the use of colour, materials, and signage.

Security is another difficult issue which needs to be resolved. Roller shutters are generally undesirable, as they give a 'dead' appearance to the street when in use. However, if roller shutters must be provided, they should fit neatly between existing features, with open lattice grilles rather than solid shutters. Ideally, these shutters should be positioned internally, to avoid the flat, feature-less appearance of external shutters. Another alternative is a concertina type of shutter, which slides sideways rather than vertically. These can be used to protect recessed doorways. All such shutters should be painted or colour finished to match the decoration of the rest of the shopfront.

Simple fabric roller blinds are another traditional feature which should be encouraged, as opposed to the modern plastic canopies, which too reflective and detract from the historic character of the building.

GRADE II LISTED SHOPFRONTS IN THE CHICHESTER CONSERVATION AREA

No. 29 East Street – 19th century shop window

Nos. 34 and 35 East Street – 19th century jewellers shop front

No. 87 East Street – small plate glass shop window flanked by narrow pilasters

No. 15 Eastgate Square – parts of 19th century shopfront remain (pilasters and fascia)

No. 30 North Street – good early 19th century projecting shopfront

No. 46 North Street – late 19th century shopfront

No. 47 North Street – small early 19th century shopfront

No. 54 North Street – late 19th century shopfront

Nos. 74 and 75 South Street – 18th century fronts

No. 75 dated 1709 and has late 19th century shopfront pilasters, cast iron columns and entablature similar to no. 74

No. 1 West Street – early 19th century shopfront

Nos. 39-41 West Street – 19th century plate glass shopfront

No. 71 North Street – early 19th century shopfront

Nos. 74, 75 and 75a North Street – 19th century shopfronts

Nos. 5 and 5 St Pancras – 19th century shopfronts flanked by pilasters with fascias over

No. 14 St Pancras – 19th century shopfront

Nos. 13, 14 and 15 Southgate – remnants of 19th century shopfronts – pilasters, dentilled moulded wooden cornice above the shopfront and carriage-way

No. 14 South Street – late 19th or early 20th century plate glass shopfront

No. 21 South Street – plate glass shopfront flanked by pilasters

No. 23 South Street – early 19th century oriel shopfront, glazing bars, 19th century fascia

No. 48 South Street – small 19th century 3 light canted oriel shop window on ground floor, boxed in below and with modern facing to fascia

No. 75 South Street – mid-19th century shopfront

No. 16 Westgate – early 19th century shopfront

APPENDIX 2

DESIGN GUIDANCE FOR NEW DEVELOPMENT IN THE CHICHESTER CONSERVATION AREA

3.1 INTRODUCTION

It has already been noted that there are a number of development opportunities within the Chichester Conservation Area, mainly on *extra-mural* sites. However, some improvement or enlargement of the existing *intra-mural* buildings may be possible subject to very rigorous controls and there may occasionally be sites where completely new development is acceptable. However, in the Conservation Area, where the quality of the general environment is already acknowledged by designation, the community expects the Council to insist on good quality schemes which respond positively to their historic setting.

The following guidance will apply to most schemes, including the creation of parking areas, extensions to existing properties and new houses or commercial buildings. It is based on central government advice, contained in the National Planning Policy Framework (NPPF) and the National Planning Practice Guide (NPPG), policies contained within the Adopted Chichester Local Plan: Key Policies 2014-2029 , and Supplementary Planning Guidance, also produced by the District Council.

3.2 THE NEED FOR CONTEXTUAL DESIGN

In Thomas Sharp's book about Chichester, 'Georgian City', he commented that the City was remarkable for its 'diversity in harmony'. He says:

"...by virtue of the variety which is the city's architectural essence, (bad and indifferent buildings) are less obtrusive than they would be in a more formal town, for the varied can absorb the non-conforming far more easily than can the place whose whole character depends on conformity. There is a danger in that, of course, if it is accepted too simply. Such bad buildings as there are now, and as may be proposed in the future, cannot be defended on this or any other ground. Variety in itself is not necessarily good. It may produce nothing but discord. It is not variety itself that is good, but variety in harmony....In the extent of all this variety in harmony, pervading all its parts, disturbed so little by discordances, Chichester has no rival in England".

Sharp's words can be interpreted as supporting a more traditional approach where new buildings respect and to a degree mimic the existing historic townscape. However, there will be some sites where a well-designed, modern building is likely to be acceptable, but only where the new building responds to its immediate environment, in terms of scale, density, and general form. Materials and detailing must also be carefully considered. All applicants for planning permission must also provide a 'Design Statement', to justify the design decisions that have been made as the scheme was developed and to show how the building relates to its context.

Most development opportunities within the Chichester Conservation Area will be on small, enclosed sites where the 'context' – the surrounding positive buildings and the form of historic plot development – may be obvious but still needs to be acknowledged. The following are general principles which should be adopted for all development in all parts of the Conservation Area.

3.3 URBAN GRAIN

The 'urban grain', or form, of historic development, is particularly important in Chichester on *intra-mural* sites where the tight urban grain, including the remaining urban gardens, provides a townscape of great individuality, characterised by a mixture of narrow and wide streets, with long terraces of varied brick or stuccoed properties on either side. Sadly, this has already been compromised on a number of sites, particularly where modern service yards, car parks and new development has intruded. The roofscape is also particularly important, with handmade clay tiles, laid on steeply pitched roofs, being an important local feature.

This 'urban grain' is an important part of the character of the Conservation Area and should be protected. Proposals for new development must include a detailed analysis of the locality and demonstrate that there is a full appreciation of the local townscape and how it has developed, including prevailing building forms, materials and plot ratios. This is particularly important on 'backland' sites where new development potential is very limited and must always be secondary in character to the more important primary buildings facing the main street. Large, bulky buildings are unlikely to be appropriate in the centre of the City, where a smaller, more domestic scale predominates.

3.4 SCALE AND DENSITY

Scale is the combination of a building's height and bulk when related to its surroundings. The scale of any development should respect surrounding development, so, for instance, three storey office buildings may not be considered appropriate in a Conservation Area where most of the buildings are two storeys and in residential use. However, some modest changes in scale may actually be advantageous, as this reflects the variety of form in the town centre of Chichester where the buildings have developed individually for a variety of functions over a long period of time. For such schemes, the applicant must provide accurate elevations of the surrounding buildings, showing how the new development will relate to them.

Density is the amount of development (measured in terms of floor space or number of housing units) related to the site area it occupies. In practice, it is the combination of density with layout, landscaping and other factors which determines the quality and 'feel' of new developments. As set out in recent government guidance in PPG 3, high density development, if carefully chosen and sensitively sited, can make good use of land and in principle the Council supports such schemes, where appropriate, in existing settlements. However, where the proposal lies within a Conservation Area

such as Chichester, the requirements of the developer need to be more than usually sensitive to the environment. In taking account of existing densities within the Conservation Area, care must be taken to ensure sites are not overdeveloped. Developments which have a detrimental effect on the character of the Conservation Area will be resisted. It is especially important to consider how the area has developed over time and to recognise the differences in building form which can be attributed to different periods.

3.5 HEIGHT AND MASSING

Within the Conservation Area, a number of buildings are already prominent because of their height and massing, particularly the Cathedral with its tall spire. Other noticeable buildings include the Bell Tower in West Street, St Peter's Church in West Street, the Corn Exchange in East Street, and the Council House and Assembly Room in North Street. Domestic and commercial buildings are historically of lesser importance within the townscape and new development should reflect this hierarchy. Generally, the height of new development should match the adjoining buildings, although allowing for the inevitable variations in height and bulk which are natural to historic towns. For Chichester, this generally means two or three storeys, with lower heights in backland sites, and it may be, therefore, that no further large or bulky development should be allowed within the Conservation Area.

Massing is the combination of the scale of the development, its layout and its site coverage. For larger schemes, poor massing and over-intensive development leads to the creation of over-shadowed areas, with poor quality spaces between the buildings. These create a threatening environment for pedestrians and reduce the opportunities for good quality landscaping. However, the majority of redevelopment sites in the Chichester Conservation Area will be modest in size, perhaps only large enough to accommodate one or two buildings at the most and the issue of massing is less relevant than scale, density and height.

3.6 APPEARANCE, MATERIALS AND DETAILING

The emphasis in any new development or alterations must always be on the need to provide a high quality of design. This might be an innovative modern design, providing a dramatic contemporary statement, or more usually, a traditional design in the local vernacular which fits less obtrusively into the existing historic townscape. However, all new development in the Chichester Conservation Area, whether modern or traditional, should carefully consider the prevailing form of existing development, taking into account scale, density, height and massing. These elements may be used to set out the basic form of the new building(s), including roof shape, roof pitch, height, depth of plan and, most importantly, the relationship of the new buildings to existing surrounding buildings and to the street. These elements are all controlled by the existing surrounding historic environment. Once this basic framework has been established and the general form and siting of the building agreed, the actual appearance of any new building may be either traditional or

modern, providing some opportunities for a good designer to experiment with new materials and details. In all cases, a design statement should be submitted.

Where a more traditional approach is appropriate, the Council will expect new buildings which are designed in a traditional form within the Conservation Area to be detailed in a manner appropriate to the adopted architectural style and historic setting. Window and door openings, including the depth of reveals, window/door-heads and cills should be detailed appropriately. Roofs should be pitched and covered in handmade clay tiles, or natural slate. Local features such as full or half hips may be suitable. Dormers and rooflights should usually be avoided, unless modestly sized and away from the public viewpoint. Chimneys may sometimes be required in certain locations where they add to the existing variety of rooflines.

Walls will usually be brick, tile-hung or weather-boarded. Occasionally, traditional feather-edged boarding (not modern ship-lap) might be appropriate, especially on rear elevations. This can be painted or stained an appropriate colour. Painted brick or render are more modern alternatives which are rarely appropriate. The inclusion of small decorative details, such as string courses, shaped cills or lintels, recessed panels and other features can add interest and a sense of place but must be based on local precedent and used correctly.

Windows should be timber, painted not stained. Their design should reflect local styles relevant to the architectural approach, usually simple side-hung casements or vertically sliding sashes. If windows are to be double glazed, then these must be carefully designed. Avoidance of glazing bars can assist in achieving a satisfactory solution. Consideration should be given to alternative ways of complying with Building Regulations if traditional windows are to be used. In all cases joinery details must be submitted with planning applications. Modern top-hung lights and modern materials, such as uPVC or aluminium, are generally unacceptable in the Chichester Conservation Area, particularly where the new building abuts a listed building or faces a principal street. Front doors should also be painted timber, again reflecting local historic styles.

3.7 EXTENSIONS TO EXISTING BUILDINGS

Extensions to existing buildings require a similar approach to more major schemes in that they must take into account the prevailing forms of development, complement the form and character of the original house and use high quality materials and detailing. For listed buildings this is particularly important. Design should be of high quality, whether modern or traditional. Roof lines, roof shape, eaves details, verge details and the creation of new chimneys are important considerations. Extensions should not overlook neighbouring properties, lead to an unacceptable loss of garden space, or result in the loss of historic plot boundaries. Extensions should not dominate, and in most cases be subordinate to the original building.

3.8 BOUNDARY TREATMENTS

Traditionally, most boundaries in the Conservation Area are defined by brick or flint walls, with trees, soft hedging and timber fencing being more prevalent in the residential areas outside the town centre. For new development in Chichester, it is important that local materials and detailing are used and new boundaries following the historic precedent of brick and flint will help development to fit in to its context. Modern alternatives, such as concrete blocks, ranch-style timber fencing, or post-and-rail type fencing are not acceptable. Simple, close-boarded fencing, with timber posts, may be an alternative to brick in certain locations away from the public viewpoint but such fencing should be simply detailed, without any decoration such as a curved top or trellis.

APPENDIX 4 – SOURCES OF FURTHER INFORMATION AND BIBLIOGRAPHY

For more information about the Chichester Conservation Area, please contact:

Design and Conservation Team
Chichester District Council
East Pallant House
East Pallant
Chichester
West Sussex PO19 1TY
Tel: 01243 785166
[www:chichester.gov.uk](http://www.chichester.gov.uk)

For further information relating to listed buildings and Conservation Areas, contact:

Historic England - South-East
Eastgate Court,
195-205 High Street,
Guildford
Surrey
GU1 3EH
General telephone inquiries:
01483 252020
Web: <https://historicengland.org.uk/about/contact-us/local-offices/south-east/>

For the 'Care for Victorian Houses' leaflet, contact:

The Victorian Society
1 Priory Gardens
Bedford Park
London W4 1TT
Tel: 020 8994 1019
Web: <http://www.victoriansociety.org.uk/publications/category/care-for-victorian-houses/>

For an excellent range of technical advice leaflets, contact:

The Society for the Protection of Ancient Buildings (SPAB)
37 Spital Square
Spitalfields
London E1 6DY
Tel: 020 7377 1644
<https://www.spab.org.uk/publications/the-bookshop/>

The Gardens Trust
70 Cowcross Street
London EC1M 6EJ
Tel: 020 7608 2409
<http://www.thegardenstrust.org/index.html>

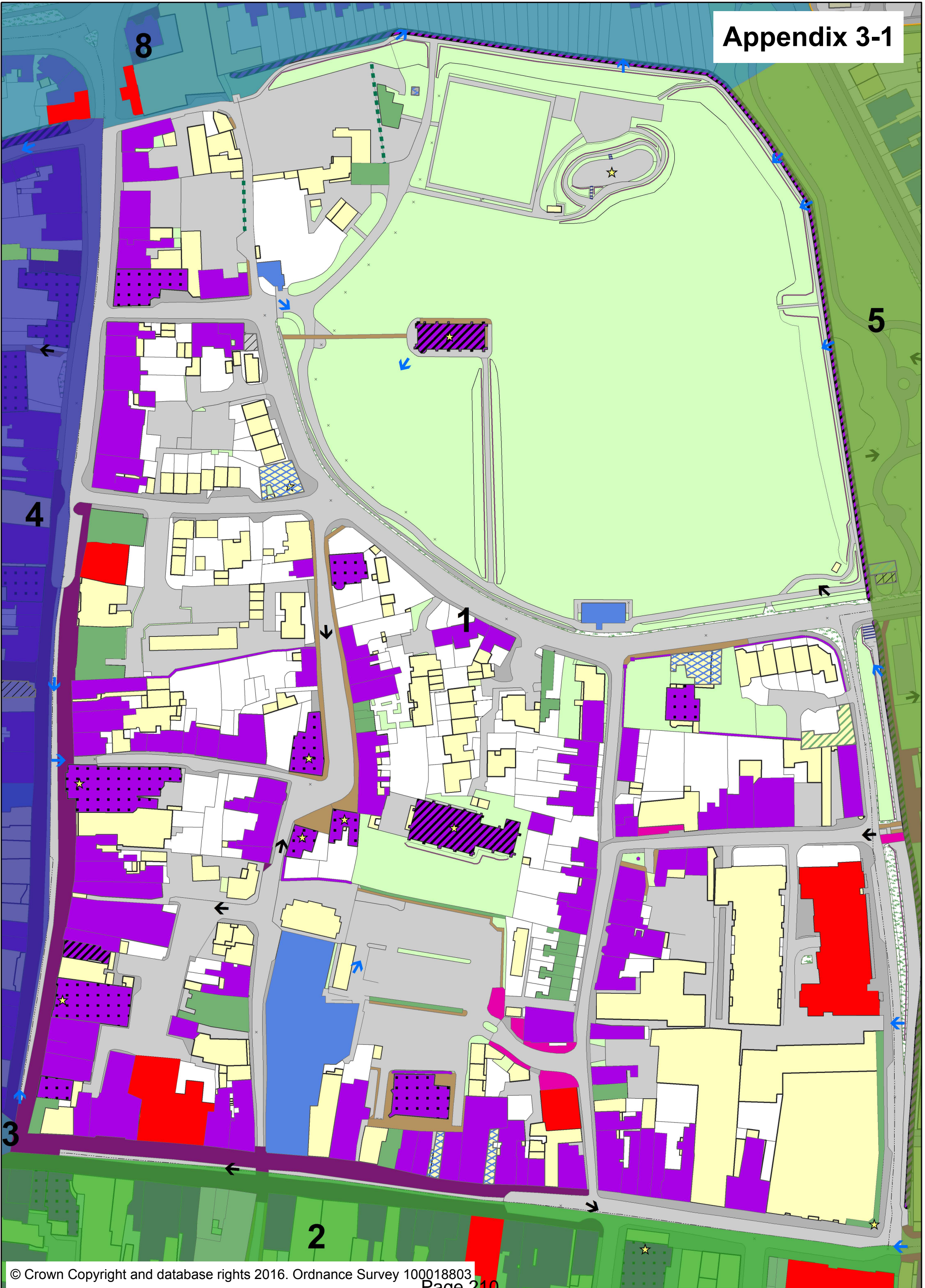
The Georgian Group
6 Fitzroy Square
London W1T 5DX
Tel: 020 7529 8920
www.georgiangroup.org.uk

The 20th Century Society
70 Cowcross Street
London EC1M 6EJ
Tel: 020 7250 3857

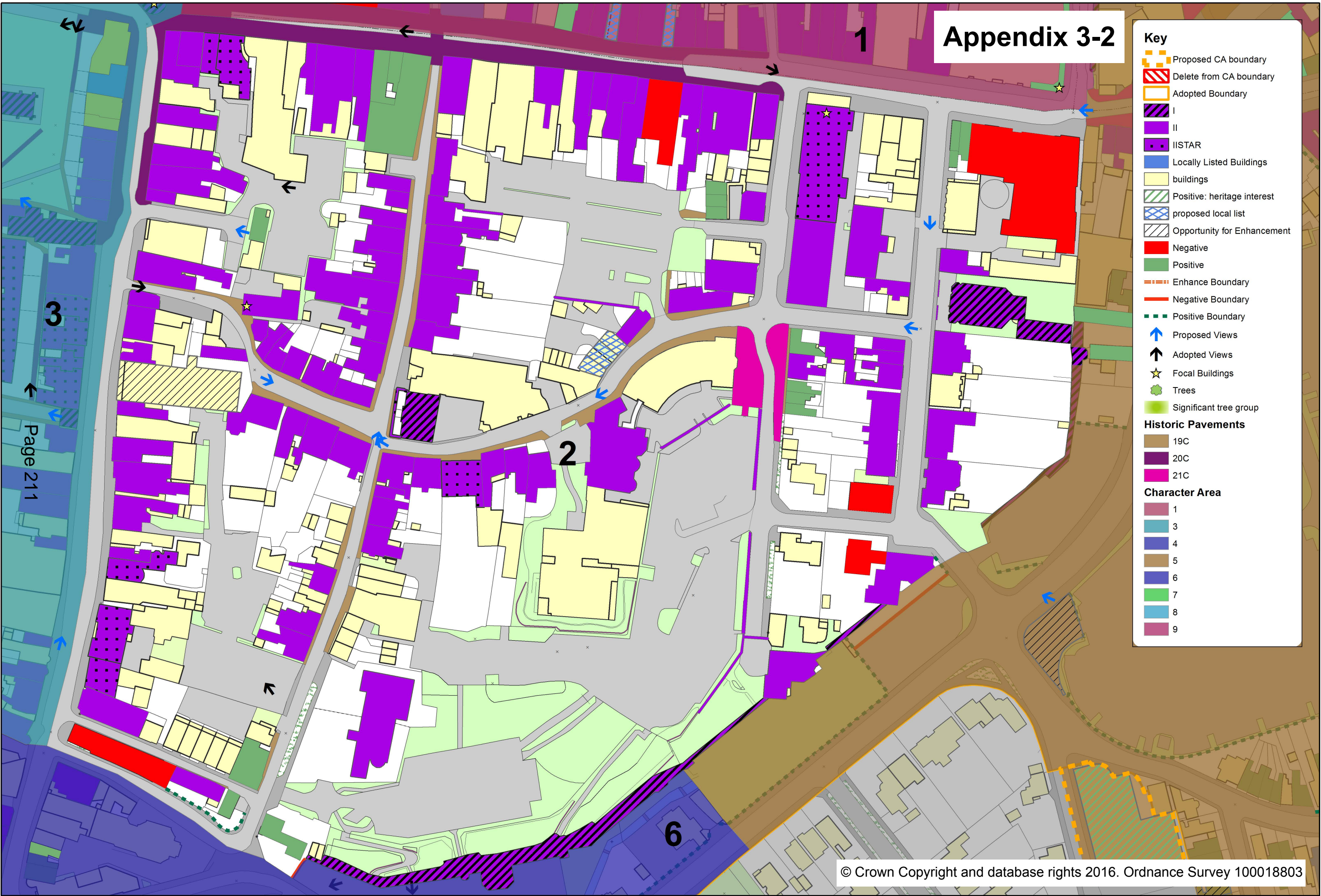
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Appendix 3-2



Key

- Proposed CA boundary
- Delete from CA boundary
- Adopted Boundary
- I
- II
- IISTAR
- Locally Listed Buildings
- buildings
- Positive: heritage interest
- proposed local list
- Opportunity for Enhancement
- Negative
- Positive
- Enhance Boundary
- Negative Boundary
- Positive Boundary
- Proposed Views
- Adopted Views
- Focal Buildings
- Trees
- Significant tree group

Historic Pavements

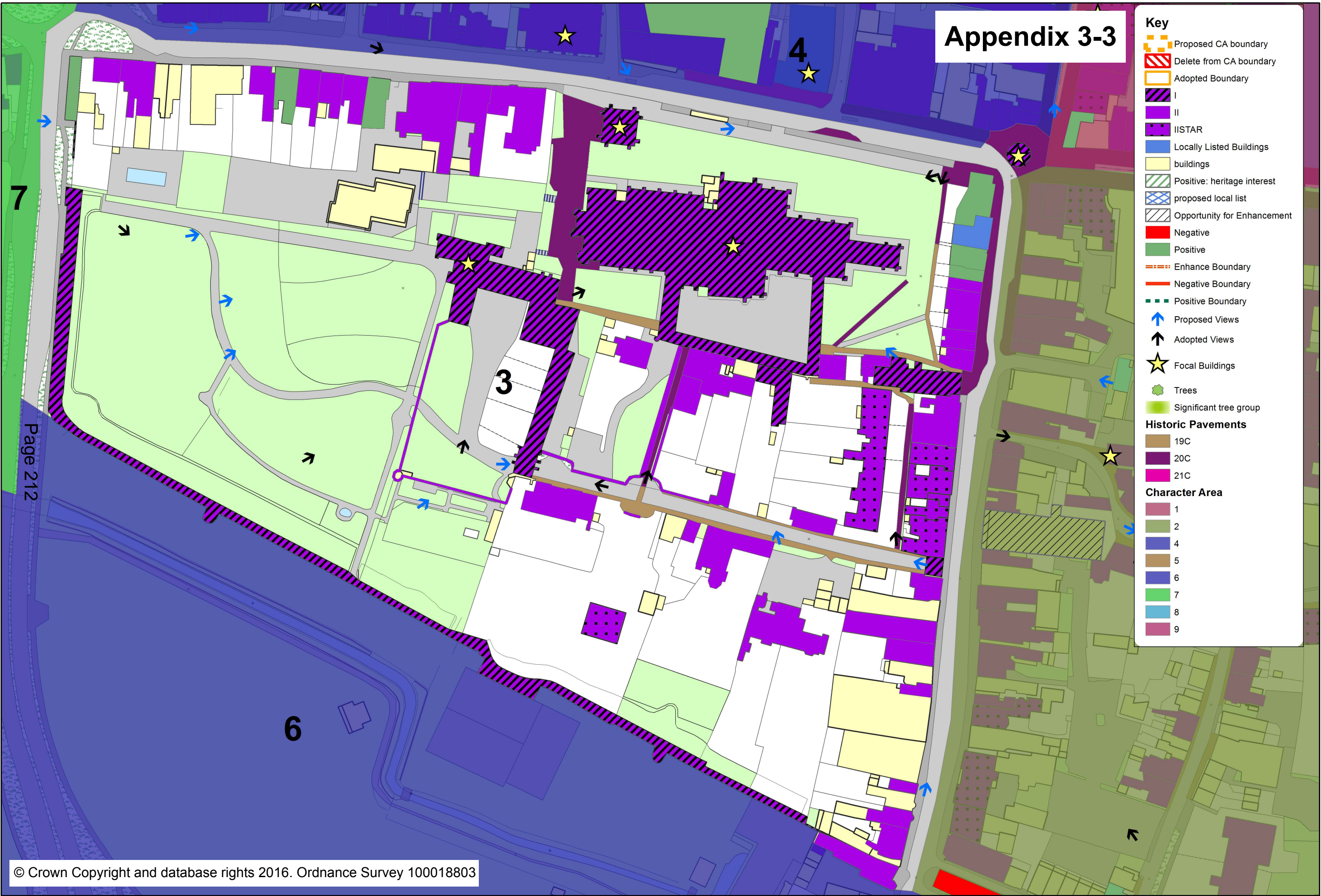
- 19C
- 20C
- 21C

Character Area

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- 3
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- 9

Chichester Conservation Area Character Area 2

Appendix 3-3



Key

- Proposed CA boundary
- Delete from CA boundary
- Adopted Boundary
- I
- II
- IISTAR
- Locally Listed Buildings
- buildings
- Positive: heritage interest
- proposed local list
- Opportunity for Enhancement
- Negative
- Positive
- Enhance Boundary
- Negative Boundary
- Positive Boundary
- Proposed Views
- Adopted Views
- Focal Buildings
- Trees
- Significant tree group

Historic Pavements

- 19C
- 20C
- 21C

Character Area

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Page 212

Chichester Conservation Area Character Area 3

Appendix 3-4

Key

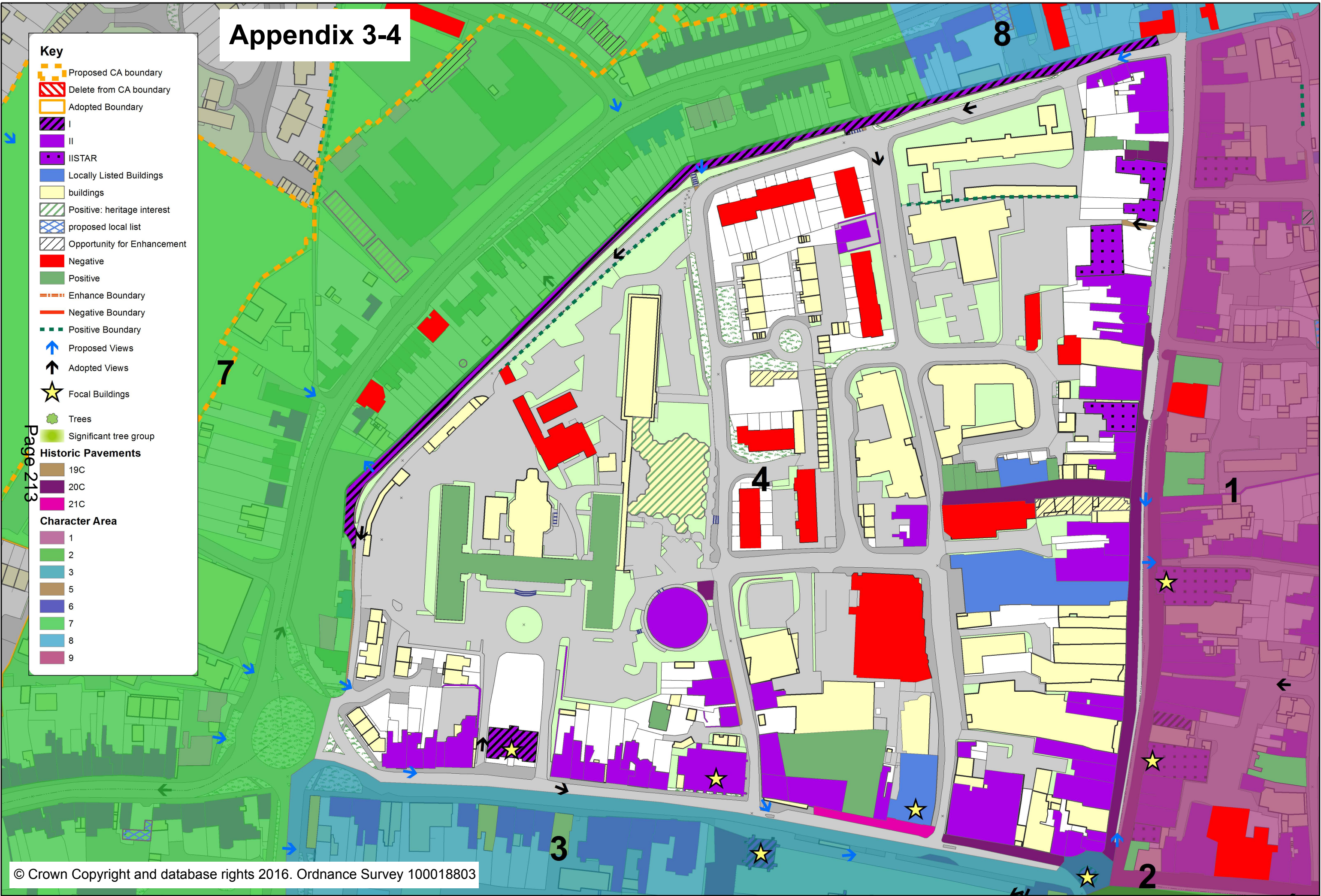
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- Locally Listed Buildings
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- Positive: heritage interest
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- Proposed Views
- Adopted Views
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- Trees
- Significant tree group

Historic Pavements

- 19C
- 20C
- 21C

Character Area

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Key

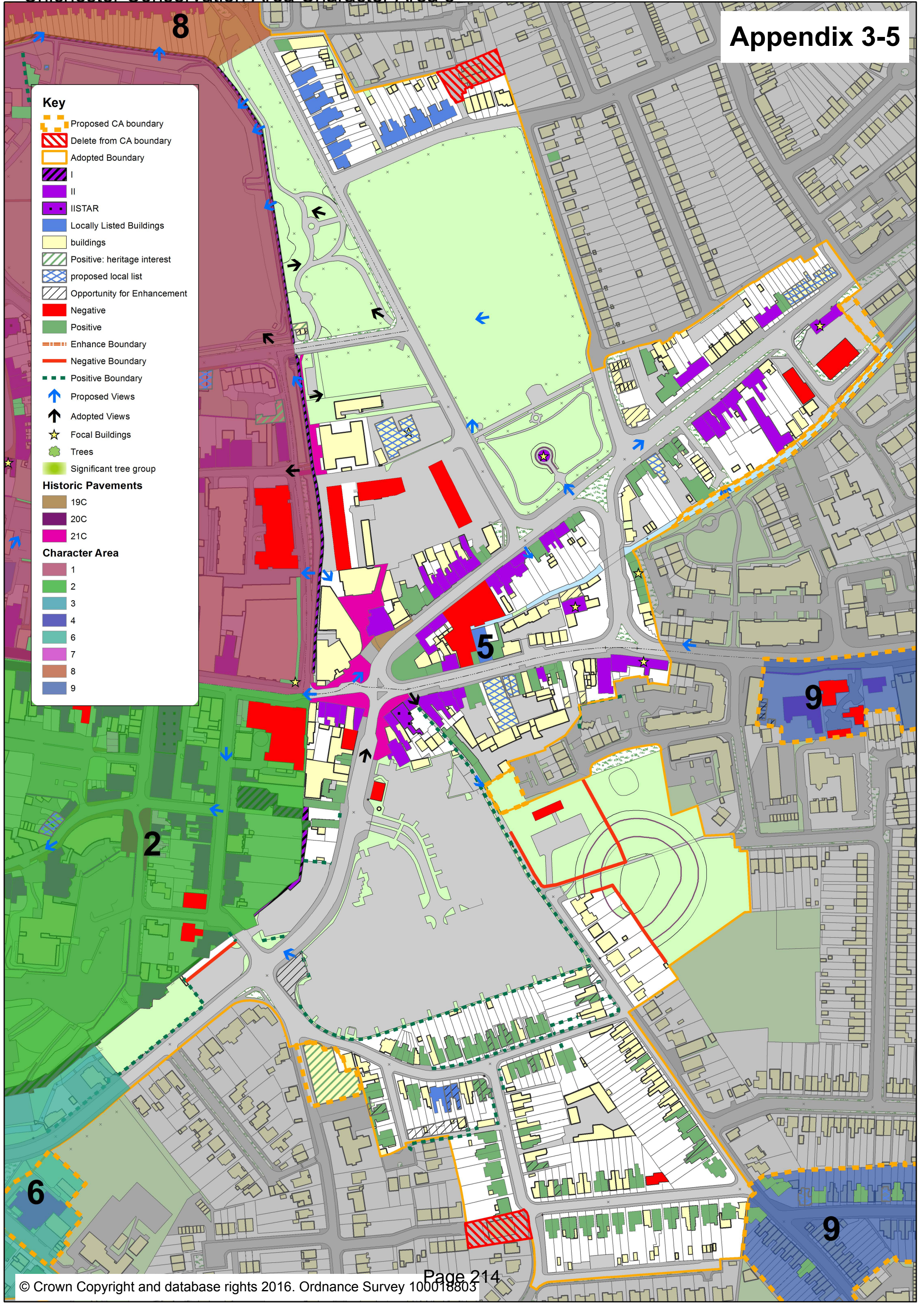
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- IISTAR
- Locally Listed Buildings
- buildings
- Positive: heritage interest
- proposed local list
- Opportunity for Enhancement
- Negative
- Positive
- Enhance Boundary
- Negative Boundary
- Positive Boundary
- Proposed Views
- Adopted Views
- Focal Buildings
- Trees
- Significant tree group

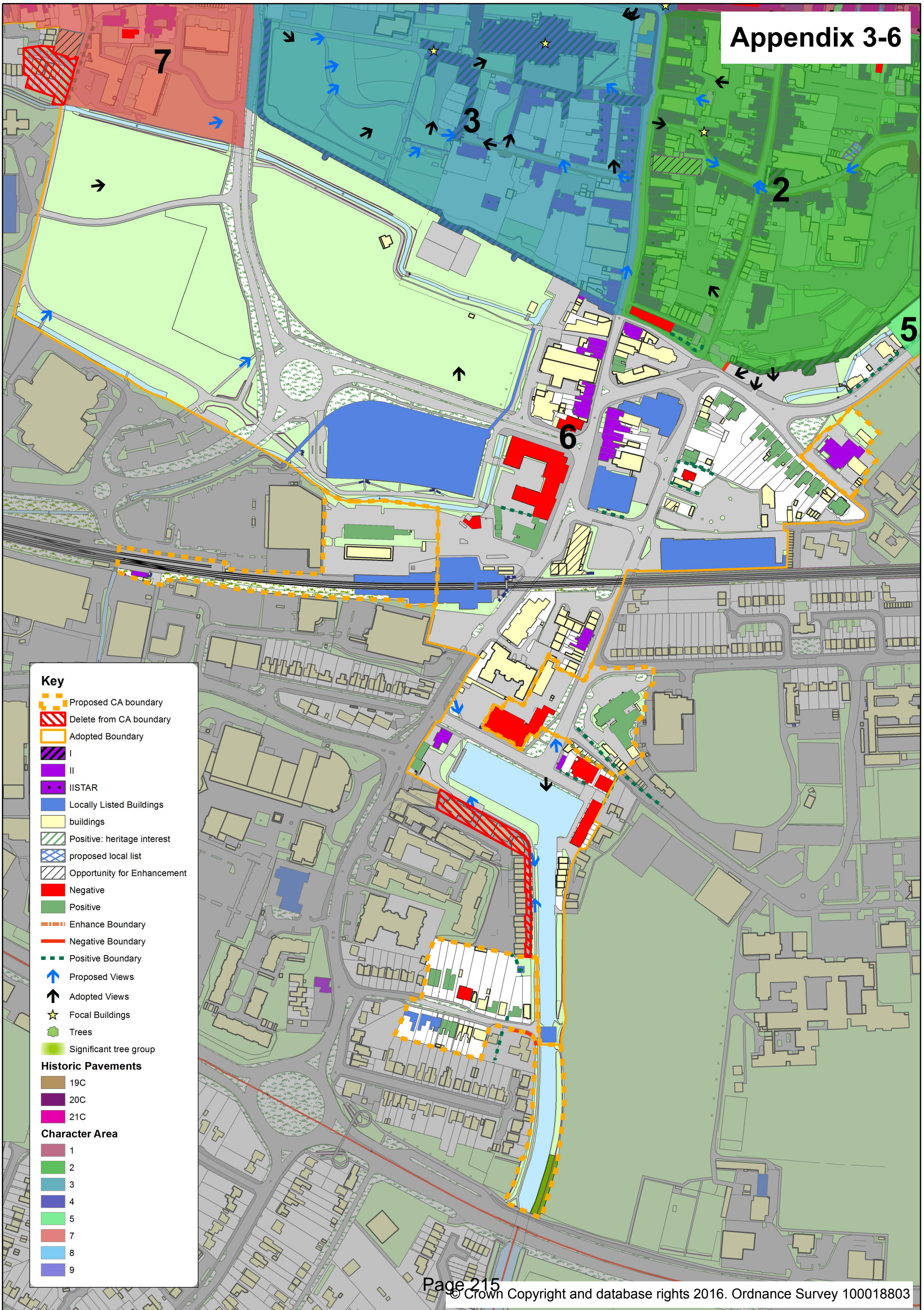
Historic Pavements

- 19C
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Character Area

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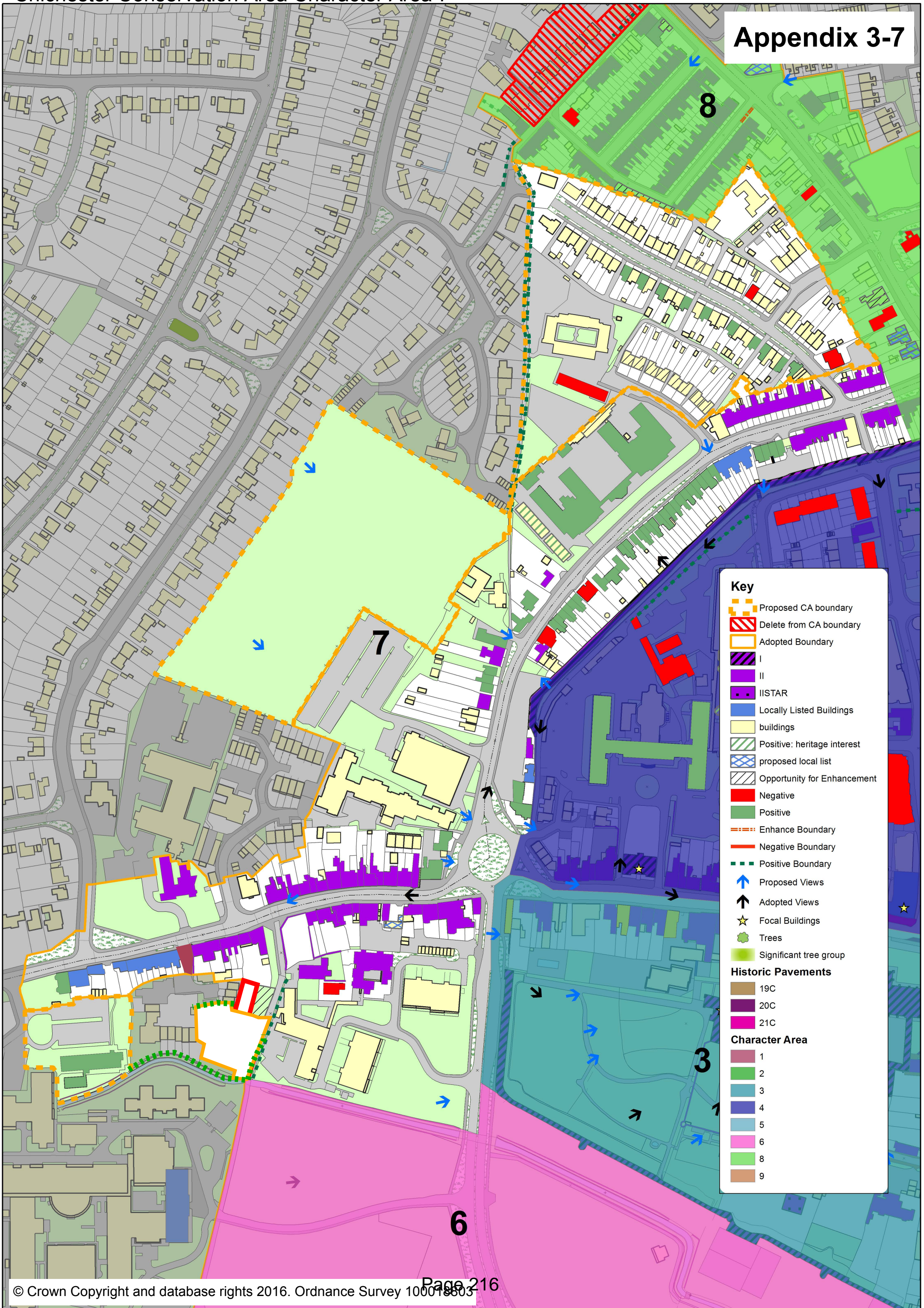
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- Locally Listed Buildings
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- Positive: heritage interest
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- Opportunity for Enhancement
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- Enhance Boundary
- Negative Boundary
- Positive Boundary
- Proposed Views
- Adopted Views
- Focal Buildings
- Trees
- Significant tree group

Historic Pavements

- 19C
- 20C
- 21C

Character Area

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Key

- Proposed CA boundary
- Delete from CA boundary
- Adopted Boundary
- I
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- IISTAR
- Locally Listed Buildings
- buildings
- Positive: heritage interest
- proposed local list
- Opportunity for Enhancement
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- Enhance Boundary
- Negative Boundary
- Positive Boundary
- Proposed Views
- Adopted Views
- Focal Buildings
- Trees
- Significant tree group

Historic Pavements

- 19C
- 20C
- 21C

Character Area

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Key

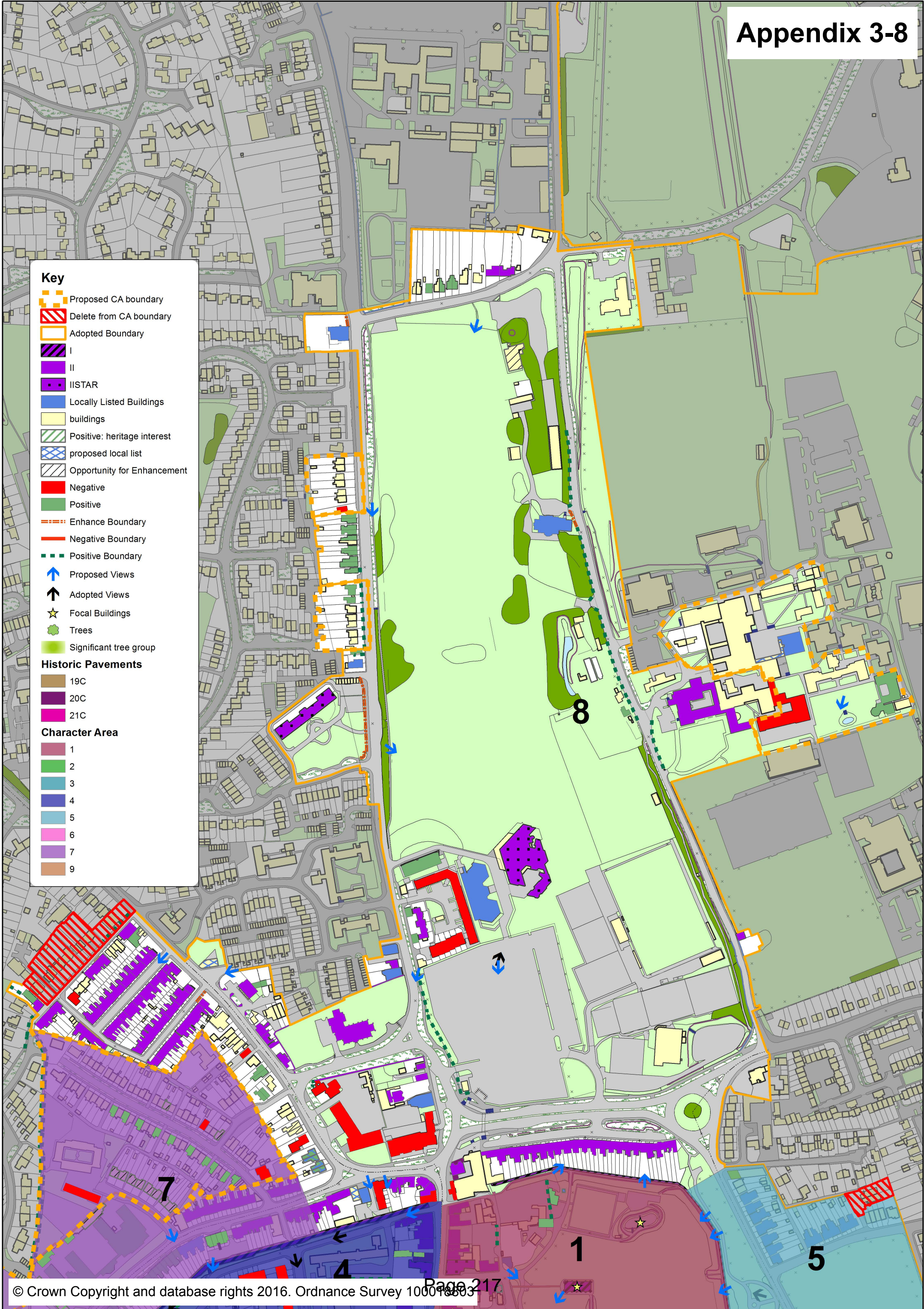
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- Delete from CA boundary
- Adopted Boundary
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- IISTAR
- Locally Listed Buildings
- buildings
- Positive: heritage interest
- proposed local list
- Opportunity for Enhancement
- Negative
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- Enhance Boundary
- Negative Boundary
- Positive Boundary
- Proposed Views
- Adopted Views
- Focal Buildings
- Trees
- Significant tree group

Historic Pavements

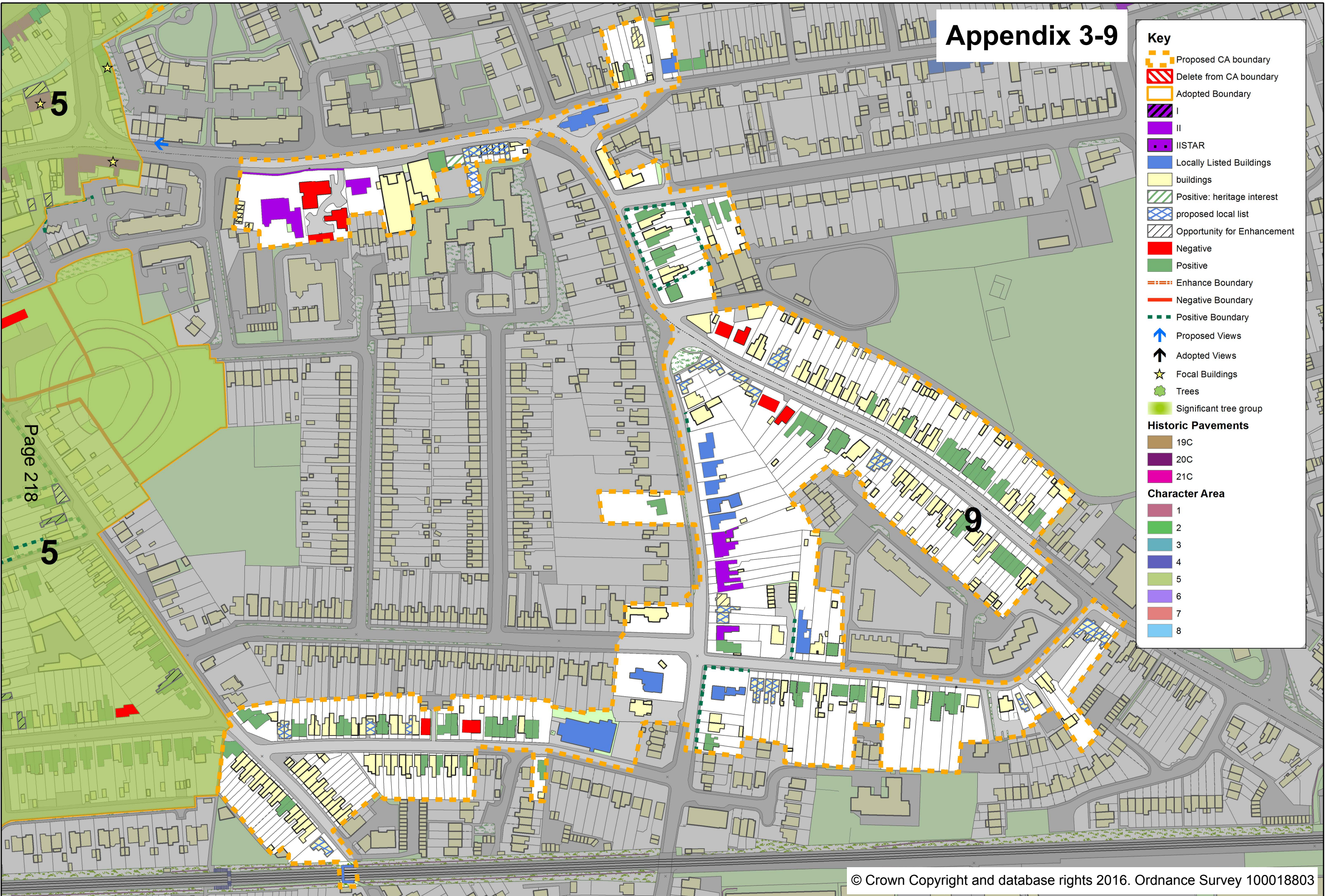
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Character Area

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Appendix 3-9



Key

- Proposed CA boundary
- Delete from CA boundary
- Adopted Boundary
- I
- II
- IISTAR
- Locally Listed Buildings
- buildings
- Positive: heritage interest
- proposed local list
- Opportunity for Enhancement
- Negative
- Positive
- Enhance Boundary
- Negative Boundary
- Positive Boundary
- ↑ Proposed Views
- ↑ Adopted Views
- ☆ Focal Buildings
- Trees
- Significant tree group

Historic Pavements

- 19C
- 20C
- 21C

Character Area

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1. Details of the Article 4 Direction covering Chichester
 - 1.1. It is suggested that an immediate Article 4 Direction be served withdrawing the following classes of "Permitted Development" as outlined in **the Town and Country Planning (General Permitted Development) Order 1995:-**
 - i) **Part 1 of Schedule 2:** consisting of the erection, alteration or removal of a chimney on a dwelling house or building within the curtilage of a dwellinghouse
 - ii) **Class A, Part 1 of Schedule 2:** consisting of the enlargement, improvement or other alteration to a dwelling house, where any enlargement or improvement would front a public highway or other public space. Including replacement of doors or windows with a different style or material, new front porches or changes to external finishes such as wall surfaces or roof tiles which would affect the appearance of the property.
 - iii) **Class C of Part 1 of Schedule 2:** consisting of alteration to the roof of a dwelling house where the roof slope would front a public highway or other public space.
 - iv) **Class D of Part 1 of Schedule 2:** Consisting of the erection of a porch outside any external door that would front a public highway or other public space.
 - v) **Class E of Part 1 Schedule 2,** consisting of provision within the curtilage of a dwellinghouse of any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such, or the maintenance, improvement or other alteration of such a building or enclosure where the building or enclosure, swimming or other pool to be provided would front a public highway or other public space, or where the part of the building or enclosure maintained, improved or altered would front a public highway or other public space.
 - v) **Class F, Part 1 of Schedule 2:** consisting of the provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse, where the hard surface would front a highway or other public space.
 - vi) **Class H, Part 1 of Schedule 2:** consisting of the installation, alteration or replacement of a satellite antenna on a dwellinghouse or within the curtilage of a dwellinghouse where the part of the building or other structure on which the satellite antenna is to be installed, altered or replaced fronts a public highway or other public space.
 - vii) **Class A of Part 2 of Schedule 2:** involving the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure to a dwellinghouse where the gate, fence, wall or other means of enclosure would front a highway or other public space.

viii) **Class B of Part 31 of Schedule 2:** involving any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure

1.2. It is suggested that due to the fairly unified and the predominantly residential character of the Chichester Conservation Area that the Direction if approved should cover the whole of the conservation area including any additions to the areas agreed by Cabinet.

2. It is suggested that a non-immediate Article 4 Direction be served withdrawing the following classes of "Permitted Development" as outlined in **The Town and Country Planning (General Permitted Development) Order 1995 as amended:-**

i) **Part 40 of Schedule 2:** consisting of the installation, alteration or replacement of solar PV or solar thermal equipment on any roof slope fronting a public highway or other public space.

2.2 It is suggested that to preserve the character of the conservation area that the Direction if approved should cover the whole of the area including any additions agreed by Cabinet.

3. Procedures for making an Article 4 Directions

3.1. The procedure for making Article 4 directions requires a Notice in relation to the Direction to be:-

- Advertised in a local paper. The Direction will take effect as soon as this has been done;
- Displayed on site at no fewer than two locations within the area to which the direction relates for a period of not less than six weeks; and
- Served on the owner and occupier of every dwelling house within the area in so far as this is practicable.
- Served on West Sussex County Council; and
- In the case on non-immediate Directions notified to the Secretary of State for Communities and Local Government

3.2. Immediate Directions come into force as soon as the Notices are issued. A period of at least 21 days is given to those affected by the direction to make representations to the Council and they must be given some consideration before confirmation. If there are no objections then the Council can seek to confirm the direction, but at least 28 days must have lapsed since the notice was given. Confirmation of the Direction must be done within 6 months. Non-immediate Directions only come into force once the Direction has been confirmed. As soon as practicable after the Direction has been confirmed the local planning authority shall send a copy of the confirmed Direction to the Secretary of State.

3.3. It is also recommended that, in addition to formal, legally required consultation, the Council also sends explanatory leaflets and letters to affected households informing them in plain English how the Article 4s affect them and why the Council is issuing them. The leaflet will explain the restrictions but would also point out some of the potential positive implications. A letter will detail the intrinsic benefit of helping to

preserve the character of the area, along with less obvious effects such as the potential positive effect on the value of properties that fall within the enlarged Conservation Area.

- 3.4. A further Notice confirming the Direction will also need to be advertised in a local paper and served on the owner and occupier of every dwelling house within the area in so far as this is practicable.
- 3.5. If the Direction is made it is intended that the effectiveness of the controls should be monitored and reviewed through recording the present and future condition of the buildings concerned to help inform future decisions regarding rolling out Article 4 Directions more widely across the District's conservation areas.

**CHICHESTER CONSERVATION AREA
CHARACTER APPRAISAL AND MANAGEMENT PLAN
RESULT OF PUBLIC CONSULTATION**

APPENDIX 5

Draft 1 11th May 2016

No.	Name	Comment	Response	Action
1	City Council	The District Council to be asked to consider undertaking an assessment of the Summersdale area, particularly The Drive and The Avenue and also the Whyke area.	Summersdale is north of the Graylingwell Conservation area and would not connect with the Chichester Conservation Area. It is therefore proposed that this area be assessed in connection with the review and appraisal of the Graylingwell conservation area at a future date. It is proposed to review Graylingwell once all the new development is completed.	No Change - include Summersdale in the review of the Grayling
Page 222		Councillor Dignum welcomed the Article 4 initiative to remove permitted development rights in the Conservation Area	Noted	No Change
2	Resident	Agrees with key characteristics of the conservation area, but disagrees that the County and District Council Offices have impacted on the character of the city.	Noted	No Change
		Agrees with the Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Would like to see additional controls over extensions visible from public areas	Use of the conservation area type Article 4s is limited to works to fronts of buildings. Most extensions are subject to planning.	No Change
		Agrees with recommendations in the Management proposals	Noted	No Change
		Suggest HGV access should be restricted with Character Area 2 to prevent damage to buildings and pavements	Noted, the impact of HGVs damaging buildings as an issue for Character Area 2 is identified as an issue.	No Change
		Recommends restricting on street parking to residents only instead of the usual week-end free-for-all	Noted - the Character Appraisal is probably not the vehicle for seeking changes to on-street parking controls.	Refer to Parking Services for consideration

No.	Name	Comment	Response	Action
3	Resident	Would like the problems of untidy areas/good displayed in front of shops, particularly close to the Cross. (The Works and Sports Diirect)	Agree that these are harmful to the character of the area and setting of nearby listed buildings. To be raised with the Enforcement team	Add untidy pavement displays as a issue for the conservation area (character area 1 - 4) and action to work to enforce any breaches of planning/street trading
		Similar concern at prolific use of "Closing Down" notices also at The Works.	Agree that these are harmful to the character of the area and setting of nearby listed buildings. To be raised with the Enforcement team	Add untidy pavement displays as a issue for the conservation area (character area 1 - 4) and action to work to enforce any breaches of planning/street trading
4	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary except deletion of Lyndhurst House. Is neutral on proposed extension to include St Richard's Church and deletion of modern infill development on Litten Terrace and former site of locally listed buildings in Mount Lane.	Noted. We have reviewed the proposed deletion of the new development in Mount Lane. There are a number of historic walls and/or railings along Mount Lane and between 1 - 4 Mount's Lane and St Bartholemews Close. There are also a number of significant trees.	Amend map to retain existing conservation area boundary, but with minor adjustment to align it with the historic wall on the West side of Mount Lane. Highlight the positive walls and trees
Page 223		Strongly agrees to the Article 4 Direction, these types of developments have already harmed the character of the area	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		Would like a requirement for bins to be stored at the rear of buildings where access is available. Refuse bins in front gardens is blighting character of the conservation area. It is appreciated where there is no rear access there is little alternative.	Noted, probably not a planning control, but guidance could be issued. Where properties are terraces and there is limited area for storing wheelie bins we could investigate a communal bin approach similar to Edinburgh.	Raise with the Council's Waste and Recycling Team
		Should maximise on-street parking opportunities to reduce pressure to pave over front gardens. There also need to be tighter control over issuing of residents permits particularly for residents with off-street parking to increase spaces for those without off-street parking.	Noted	Refer to Parking Services for consideration
5	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas. Suggests that there should be a further character area covering Priory Park	Noted: Priory Park is within Character area 1. Not sure what would be gained by further breaking down of the character areas to smaller areas. It can be treated as a positive feature within that area.	No Change

No.	Name	Comment	Response	Action
		Agrees with all the proposed changes to conservation area boundary except deletion of Lyndhurst House and buildings on the northern side of Parchment Street on which she is neutral. .	Noted	No Change
		Agrees to the Article 4 Directions	Noted	No Change
		Agrees with recommendations in the Management proposals	Noted	No Change
6	Resident	Agrees with key characteristics of the conservation area, except that the County and District Council Offices have impacted on the chracater of the city on which she is neutral.	Noted	No Change
		Agrees with the Character Areas	Noted	No Change
Page 224		Agrees the proposed changes to conservation area boundary, except the extensions to the west of the railway station and along the railway line to include signal box and vent pipe, extension to include the Police Station, the extensions to include additional properties in Broyle Road and deletion of buildings on the north side of Parchment Street on which she is neutral.	Notes	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Would like to have controls extended bins which should be stored out of site.	Noted, probably not a planning control, but guidance could be issued. Where properties are terraces and there is limited area for storing wheelie bins we could investigate a communal bin appraoach similar to Edinburgh.	Raise with Waste and Recycling Team
		Agrees with recommendations in the Management proposals, except positive enhancements to public realm on which she is neutral	Noted	No Change
7	Residents (joint submission)	Agrees with all key characteristics of the conservation areal.	Noted	No Change
		Agrees with the Character Areas. Character Area 4 also has 18th Century town houses in Tower Street, House of Fraser and old Oliver Whitby School. The Metro block at the centre of the Northgate Gyratory in Character Area 8 is singled out as being particularly hideous. Suggest a separate Character area for Priory Park and Guildhall and identified a corrugated iron gate that should be replaced with something nmore sympathetic.	Noted. Add reference to 18th Century Town Houses in Tower Street. The modern buildings at the centre of the Northgate Gyratory are alsready identified as negative features. Priory Park is within Character area 1. Not sure what would be gained by further breaking down of the character areas to smaller areas. It can be treated as a positive feature within that area.	Add reference to 18th Century Town Houses in Tower Street to principle features of Character Area 4 (page 39)

No.	Name	Comment	Response	Action
		Agrees with most of the proposed changes to conservation area boundary, except the extensions to include St Richards Church, Forum House and the Police Station and they are neutral on suggested extensions around railway station and deletion of modern housing on south side of the canal basin	Noted. The majority of respondednt have supported the changes in relation to St Richards Church, Forum House and the Police Station.	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Identified the condition of the 18th Century Townhouses and parts of the House of Fraser Building south of the Novium Museum are poorly maintained and harmful to the character of the area	Noted. Agree to reference being added to their condition and identifying opportunity for enhancement.	Add condition of Tower Street buildings as an issue (page 43) and identify opportunity for enhancement on character area map
		Agrees with recommendations in the Management proposals	Noted	No Change
		Character of historic terraces is being harmed by Council waster bins cluttering up tiny front gardens. Alternative provision should be considered for properties with no side or rear garden areas to store bins.	Noted, probably not a planning control, but guidance could be issued. Where properties are terraces and there is limited area for storing wheelie bins we could investigate a communal bin appraoach similar to Edinburgh.	Raise with Waste and Recycling Team
Page 225		Hot food stalls in the City Centre create strong smells and are detrimental to the streetscape. Amplified buskers are loud and invasive.	Noted, probably not a planning issue. Could raise with Street Trading	Raise with Street Trading
		The Council should not have permitted changes of the Butter market from the variety of stalls and food outlets.	Noted	No Change
8	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary except deletion of Lyndhurst House on which he is neutral.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
9	Residents (joint submission)	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the Character Areas, except Southgate, Westgate and Whyke on which they are neutral	Noted	No Change

No.	Name	Comment	Response	Action
		Agrees with the proposed changes to conservation area boundary to delete Lyndhurst House, the modern infill development at Litten Terrace and modern housing on the south side of the canal basin, and inclusion of Brewery Field, the Tannery site on Westgate and two small areas of housing along Broyle Road. They disagree with addition of St Richards Church, the former Baptist Cemetery along Whyke Lane, including of listed signal box and vent pipe, the Police Station, areas at Chichester University Campus and Whyke. They are neutral on the other proposed extensions	Noted. The majority of respondents support proposed boundary changes	No Change
		They are neutral on the proposed Article 4 Directions	Noted	No Change
		Agrees with recommendations in the Management proposals, except improvements to public realm on which they are neutral.	Noted	No Change
1	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
Page 226		Green spaces are also provide attractive vistas of the cathedral and the city, enhancing and balancing the built environment	Agreed	Added reference to vistas of catherdar and City to last bullet under General description (page 13)
		Agrees with the all Character Areas, except St Pancras and Eastern Suburbs and Whyke on which he is neutral	Noted	No Change
		Agrees with most the proposed changes to conservation area boundary except addition of St Richard's Church, Forum House, the Baptist Cemetery on Whyke Lane, deletion of Lyndhurst House, addition of the Tannery site at Westgate and deletion of site of demolished local list building in Mount Lane on which he is neutral.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Extend controls to include additions to front gardens where these would impact on the historic or visual attractiveness of the environment	Noted. The proposed Article 4s should control porches. Other front extension would be subject to planning controls in any event	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		Appraisal recognises importance of wooded areas and green spaces. Should preseve and add to the many valuable trees in the area.	Noted.	Add recommendation to 8.10, regarding protection of important trees and additional tree planting where opportunities arise

No.	Name	Comment	Response	Action
		The document is extremely interesting account and assessment of the city, including its history. Suggest we arrange for some printed versions to be published and made available for sale.	Noted.	The possibility of printing some good quality paper copies for sale to be investigated
11	Residents (joint submission)	Agrees with all key characteristics of the conservation area, except influence of the regular grid pattern of the Roman city on historic road pattern on which they are neutral.	Noted	No Change
		Agrees with the all Character Areas, except they disagree with St Pancras, the Hornet and Eastern Suburbs Character area due to impact of modern development and Whyke on which they are neutral.	Noted	No Change
Page 227		Agrees with most the proposed changes to conservation area boundary except addition of St Richard's Church, Forum House, the Baptist Cemetery on Whyke Lane, deletion of Lyndhurst House, addition of areas around the station, deletion of modern housing on the south side of the canal basin, addition of the Brewery Field and deletion of site of demolished local list building in Mount Lane on which they are neutral. They disagree with deletion of modern development in Litten Terrace.	Noted.	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals with respect to control of shopfronts and design guidance for new development in the conservation area..	Noted	No Change
		The convenience store in the former Observer Offices is dangerous in terms of location for both pedestrian and traffic.	Noted. Not an issue for the character appraisal	Noted
12	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the aCharacter Areas, excepty the North-East Quadrant, Northgate and Old Somerstown and Whyke on which she is neutral.	Noted	No Change

No.	Name	Comment	Response	Action
		Agrees with most of the proposed changes to conservation area boundary except extensions to include St Richard's Church and Forum House, deletion of Lyndhurst House, all extensions to Character Area 7 (Westgate), extensions to include part of Chichester University campus, deletion of houses on north side of Parchment Street and extension to cover new character area 9 Whke on which he is neutral.	Noted	No Change
		Agrees to the Article 4 Direction, except removal of front boundaries on which she is neutral	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		She is relatively new to area and hasn't had time to explore everywhere so unable to comment on details of proposals	Noted	No Change
13	Resident	Agrees with key characteristics of the conservation area except is neutral on importance as a well preserved historic city and impact of the County and District Council offices on the character of the area.	Noted	No Change
Page 228		Agrees with the all Character Areas.	Noted	No Change
		Suggests a new character area to cover Summersdale. The Broadway dates from 1910 and houses were all built in the same style and look distinctive. Also to cover Brandy Hole lane and Copse.	Summersdale is north of the Graylingwell Conservation area and would not connect with the Chichester Conservation Area. It also has a character of its own distinctly different from the City. It is therefore proposed that this area be assessed in connection with the review and appraisal of the Graylingwell conservation area at a future date. It is proposed to review Graylingwell once all the new development is completed. Brandy Hole Lane is also too remote from the existing conservation area to merit inclusion. The Brandy Hole Copse comprises more of an important natural environment than built environment	No Change. Summersdale to be reviewed in conjunction with Graylingwell Conservation Area
		Agrees with all the proposed changes to conservation area boundary except addition of St Richards Church, deletion of Lyndhurst House, modern development on Litten Terrace, the site of the demolished locally listed buildings and buildings on the northern side of Parchment Street on which she is neutral. .	Noted	No Change

No.	Name	Comment	Response	Action
		Agrees to the Article 4 Directions in relation to removal of chimneys, alterations to front roof pitches, removal of front boundaries, as is neutral regarding the other controls.	Noted	No Change
		Agrees with recommendations in the Management proposals	Noted	No Change
		Asks what happens to buildings like the Wellington Pub that have been left to become semi-derelict and which had been considered of historic importance.	Various powers exist where the condition of buildings becomes an amenity issue, such as under S215 of the Planning Act (Tidy Site notices)	Additional recommendation added to management proposals (page 84)
		Would like to know about the missing Obelisk in Wellington Road, it disappeared during landscaping works at the new Wellington Grange development. Also suggests the smuggler's stone in Broyle Road should be listed	Noted. Specific query to be responded to separately	No Change
14	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with extension to Character Area 7 to include Orchard Avenue.	Noted	No Change
15	Resident	Please preserve the conservation area	Noted	No Change
16	Residents (joint submission)	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary except extension to include St Richard's Church, deletion of Lyndhurst House and modern infill development on Litten Terrace and additional areas at Chichester University Campus on which they are neutral. Disagrees with omission of buildings on northern side of Parchment Street.	Noted. There is broad support for all proposed changes to the conservation area.	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
17	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with all all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.		

No.	Name	Comment	Response	Action
		Planning Department has been too liberal with their planning agreements in recent years with existing conservation area, eg old print house next to Grade I Listed St John's Church	Noted - specific comment relating to Planning generally	No Change
		Their needs to be reduction/weight restrictions for HGVs with the conservation area	Noted - impact of HGVs have been identified as an issue	No Change
		There needs to be more pedestrianisation within the conservation area	Noted. Reference is made in the management proposals to working with partners on a public realm strategy which could include pedestrianisation, where achievable	No Change
18	Resident	Agrees with the Key Characteristics	Noted	No Change
19	Resident	Agrees with the key characteristics of the conservation area except on the impact of the County and District Council Offices on the character of the area and the reference to the Market Cross being an important survival of the original market place since encroached on by modern development.		
Page 230		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary except the extensions around the railway station and deletion of the modern housing on the south side of the Canal Basin, on which he is neutral and disagrees with deletion of the site of Lyndhurst House, modern infill at Litten Terrace, the demolished locally listed buildings in Mount Lane and buildings on the north side of Parchment Street.	Noted. Broad support for boundary changes, We have agreed to retain the Mount Lane site within the CA	Omit deletion of Mount Lane former locally listed buildings site from CA
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		To eliminate uncertainty the whole city should be designated as a conservation area.	Conservation Area designation needs to be selective to have weight. The purpose of the review was to identify those areas that meet the standards for conservation area designation	No Change
		Extend conservation area to Whitehouse Farm to protect the setting of the conservation area as has been done in Bath	Generally we do not designate areas comprising the setting of the conservation area. As a consequence the designated setting would also have a setting and could lead to pressure to designate that as well. Development within the setting of the conservation area would have its impact on the setting assessed in accordance with Historic England Guidance.	No Change

No.	Name	Comment	Response	Action
20	Resident	Agrees with all key characteristics of the conservation area, except as an important well-preserved historic city on which he is neutral.	Noted	No Change
		Other Characteristics include the Festival Theatre, Oaklands Park, Priory Park and Havenstoke Park which are attractive historic green spaces. These are unusual in other cities.	The importance of open spaces and trees are recognised in the appraisal document (Page 14) and in the notable features of the conservation area (page 13)	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with most of the proposed changes to conservation area boundary except deletion of Lyndhurst House and buildings on the north side of parchment Street on which he is neutral and disagrees with the deletion of modern development on Litten Terrace, modern development on the south side of the canal basin and the sites of demolished locally listed buildings on Mount Lane.	Noted. Broad support for boundary changes, We have agreed to retain the Mount Lane site within the CA	Omit deletion of Mount Lane former locally listed buildings site form CA
		Agrees to the Article 4 Direction	Noted	No Change
Page 231		Agrees with recommendations in the Management proposals.	Noted	No Change
		Keeping the character of Chichester is important. The fact that it is pleasant and historically interesting attracts families to settle in the area even though there are few well-paid jobs. Allowing the character to deteriorate would make it less attractive and people will choose to live elsewhere nearer good employment.	Noted	No Change
21	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with proposed changes to conservation area boundary to take in the River Lavant at St Pancras and at the station to take in supporting buildings and structures.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Suggests better seating on south side of West Street. There is not a good pedestrian approach to the Cathedral. Car Parks are frequently as cut throughs for pedestrian - more sympathetic planting needed.	Noted - could be addressed through the public realm enhancements	No Change

No.	Name	Comment	Response	Action
		Needlemakers is a very busy road, yet the Needlemakers is a very interesting and important building, a new pedestrian crossing would help. Greater emphasis on pedestrian need particularly those living in the City centre. They do not even need a car.	Noted - not for the conservation area appraisal	No Change
22	Resident	Agrees with the majority of key characteristics of the conservation area except the commercial character of the centre of the city on which he is neutral.	No Change	No Change
		Small independent shops get pushed out by the big chains which is harmful to the character of the city.	Noted and agree it does affect character of area. Issue is usually a result of the rents being sought by freeholders. Can be raised with Economic Development	No Change
		Agrees with the all Character Areas	Noted	No Change
		Concern raised about large loft extension and electric gates in the Whyke area.	Speciific issue -CA designation should provide a basis for seeking better designed development	No Change
Page 232		Agrees with most of the the proposed changes to conservation area boundary except extension around the railway station, extension to include South Bank and along the canal to the south and deletion of buildings on the north side of Parchment Street on which he is neutral.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Suggest additional controls over front gardens of buildings facing buildings in the conservation area.	Noted. The proposed article 4s are specific to conservation areas	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		He likes good modern architecture like the Novium and pallant House gallery. Some modern houses are fine like the new one near the Chestnut Pub in Whyke Road, but dislikes the tall locked gate.	Noted	No Change
		More trees should be planted in Priory park "near bank"	Noted - will raise with Parks Team	Add recommendation to 8.10, regarding protection of important trees and additional tree planting where opportunities arise
		Cycling should be made safer for people to cycle from outer suburbs of Chichester into the city centre. Healthier than mobile scooters. There should also be dedicated cycle lanes to the villages to reduce impact on traffic.	Noted -	No Change
23	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change

No.	Name	Comment	Response	Action
		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary except deletion on buildings on north side of Parchment Street (No choice).	Noted	No Change
		Oving Road has interesting properties that could be included in the conservation area. The model railway and garage next to it are a feature of Blackberry Lane	Noted - can be considered at a future review	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
24	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
25	Resident	Agrees with key characteristics of the conservation area, but is neutral on the commercial character of the centre of the city.	Noted	No Change
		Agrees with the all Character Areas except Whyke (no choice)	Noted	No Change
		Agrees with proposed changes to conservation area boundary in respect of St Richard's Church, the River Lavant at St Pancras, extensions around the railway station to take in supporting buildings and structures and to take in listed signal box and vent pipe and to include Orchard Avenue.	Noted	No Change
		Agrees to the Article 4 Direction in respect of solar panels and satellite dishes on fronts of buildings, replacement doors and windows, porches and removal of front boundaries	Noted	No Change
		Like good modern buildings like the Novium which sits well with the Library which he also likes.	Noted	No Change
26	Resident	Agrees with all key characteristics of the conservation area but "none preserve or improve the city.	Noted	No Change

No.	Name	Comment	Response	Action
		Agrees with the all Character Areas, except Soutgate, Chichester College and the Canal Basin, on which he is neutral.	Noted	No Change
		Agrees with most of the proposed changes to conservation area boundary, except deletion of Lyndhurst House, modern infill development on Litten Terrace, modern development on the south side of the canal basin on which he is neutral. Disagrees with deletion of the sites of the demolished locally listed buildings in Mount Lane.	Noted	Omit deletion of Mount Lane former locally listed buildings site form CA
		Agrees to the Article 4 Direction in relation to solar panels and satellite dishes, replacement windows and doors and construction of porches but disagrees with Article 4 in relation to painting of exterior of buildings, removal of chimneys and removal of front boundaries.	Noted, but there is overwhelming support for Article 4 for all types of development suggested	No Change
Page 234		Agrees with most of the recommendations in the Management proposals, except recommendations for local listing and controls of shopfronts, on which he is neutral.	Noted	No Change
		Only by recommendation and discussions should work be done - freedom of choice.	Noted - Article 4 brings these works within planning control which would facilitate discussion.	No Change
27	Resident	The green spaces around the old Graylingwell sports field and the University campus have already been allocated to building? Isn't this too late.	Noted. Within Graylingwell Conservation Area - to be taken up in connection with review of that area	No Change
		It would be fantastic if someone could stop this erosion of the once beautiful Graylingwell Grounds and Orchards with sweeping views towards Chichester and the Downs. The tranquility of this area was once spectacular. Also pedestrian walk ways are being shut off.	Noted. Within Graylingwell Conservation Area - to be taken up in connection with review of that area	No Change
		They are building houses without providing adequate parking let alone landscaping it. Please stop them.	Noted - this appears to relate to Graylingwell developments	No Change

No.	Name	Comment	Response	Action
		It would be fantastic if the open spaces could be made into interconnected accessible loops for walking. i.e. Oaklands Park, Havenstock, The old Barracks, The Old Sports Field, the area round the old Anna Sewell Farm. This way all residents could walk around and appreciate their city not just those in the centre. People could do short loops, medium loops and the whole whammy.	Noted. Within Graylingwell Conservation Area - to be taken up in connection with review of that area	No Change
		I think the local plan is quite shocking and the readiness of the current council to meet Government Building quotas on lower Graylingwell and the University campus is shocking. Their view is that they can't stop people building if it is their land. Which is nonsense. The land is worth less if it isn't given planning permission to smother it in housing. The ghastly fencing that has been erected is also an eye sore.	Noted - not a specific comment relating to the Chichester Conservation Area Appraisal	No Change
Page 235		I could write a book on the awfulness of it. Please include the Anna Sewell Farm in your Conservation area.	Graylingwell Farm is located within the Graylingwell Conservation Area	No Change
28	Resident	Agrees with most of the key characteristics of the conservation area, except "Attractive setting between the South Downs and the Coast on which he is neutral. He disagrees with the Commercial character of the of the city centre.	Noted	No Change
		The reason he disagrees with the character of the city centre is because it has become a clone town full of national chains and eateries. The Conservation area policies should also be as far as possible about preserving small local shops	Noted and agree it does affect character of area. Issue is usually a result of the rents being sought by freeholders. Can be raised with Economic Development	No Change

No.	Name	Comment	Response	Action
		Agrees with most of the Character Areas. Except the North-West Quadrant and Southgate on which he is neutral. Attention need to be paid to vegetation on the city walls and getting WSCC to smarten up their back yard. Doesn't consider there is much to conserve at Southgate and proposed development at the Post Office site need careful monitoring. Disagrees with Northgate and Old Somerstown and suggest this should be split in two. Bishop Otter is unrecognisable as a focus of a conservation area with its moden buildings and quite different in character from what remains of Somerstown.	Noted. Sub-division of Northgate and Old Somers Town could be considered at a future date, but in the context of this review and otherwise broad support we keep the structure of the document as has bee drafted.	No Change
Page 236		Agrees proposed changes to conservation area boundary in respect of St Richard's Church, Forum House, Baptist cemetery, the River Lavant at St Pancras, around the railway station to include locally listed building and supporting structures, Brewery Field, the Tannery Site and new character area at Whyke. He disagrees with deletion of area of demolished locally listed buildings in Mount Lane and inclusion of additional areas at Chichester university. he is neutral regarding athe suggested boundary changes..	Noted	Omit deletion of Mount Lane former locally listed buildings site form CA
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals for control of shopfronts and design guidance for new development. Is neutral on the other recommendations..	Noted	No Change
		He feels document is over critical of the more recent 1950s and 1960s development in the NW Quadrant, they are all of a piece with one and other so should not be identified as negative. He likes the former BT Telephone Exchange but accepts he is probably in a miniority	Noted. Views do change as our understanding of different architectural eras increases. This will be reviewed in future appraisals.	No Change
		It is all very well having a conservation document, but concerned that rest of planning department will not enforce the guidelines.	Noted. The document once approved will be a material consideration in planning.	No Change
29	Residents of 1-4 Mount Lane	Agree with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change

No.	Name	Comment	Response	Action
		Agrees with most of the proposed changes to conservation area boundary except deletion of modern infill development on Litten Terrace, deletion of modern development on south of the Canal Basin, deletion of the site of demolished locally listed buildings in Mount Lane. They are neutral on deletion of Lyndhurst House and buildings on the northern side of Parchment Street and addition of two small areas of housing on west side of Broyle Road.	Noted. We have reviewed the proposed deletion of the new development in Mount Lane. There are a number of historic walls and/or railings along Mount Lane and between 1 - 4 Mount's Lane and St Bartholemews Close. There are also a number of significant trees.	Amend map to retain existing conservation area boundary, but with minor adjustment to align it with the historic wall on the West side of Mount Lane. Highlight the positive walls and trees
		Agrees to the Article 4 Direction, except in respect of alterations to front roof pitches on which they are neutral	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
Page 287		Further recommendations with respect to local list and positive buildings - Area 4 – What about Jack Wills Building - Area 5 – What about Majestic Wine Building? - Area 7 – Nos 15 and 19 Westgate are significant houses – the latter the Farmhouse for the area. - Westgate House is also significant.	These buildings are all Statutory listed in their own right	No Change
Page 287		Area 7 - The residents of 1-4 Mount Lane strongly disagree with the proposal to delete the new development in place of the Powell and Moya buildings. The development is considered to be of 'architectural interest' and it was awarded a Chichester Heritage Award in 2013. This is not considered consistent with the proposal to delete it from the Conservation Area.	Noted. We have reviewed the proposed deletion of the new development in Mount Lane. There are a number of historic walls and/or railings along Mount Lane and between 1 - 4 Mount's Lane and St Bartholemews Close. There are also a number of significant trees.	Amend map to retain existing conservation area boundary, but with minor adjustment to align it with the historic wall on the West side of Mount Lane. Highlight the positive walls and trees
		The area is also surrounded by attractive old brick walls and iron railings (in part) all alongside Mount Lane. On the southern side of the development, which is the northern bank of the River Lavant, there are attractive walls and more iron railings – the walls are in various states of disrepair.	Noted. We have reviewed the proposed deletion of the new development in Mount Lane. There are a number of historic walls and/or railings along Mount Lane and between 1 - 4 Mount's Lane and St Bartholemews Close. There are also a number of significant trees.	Amend map to retain existing conservation area boundary, but with minor adjustment to align it with the historic wall on the West side of Mount Lane. Highlight the positive walls and trees
		Inside the front courtyard of 1-4 there is one wall which retains the plaster work from the Powell and Moya buildings. This could carry a plaque establishing the existence of the previous buildings.	Noted.	No Change

No.	Name	Comment	Response	Action
		The suggestion is made of the area alongside Mount Lane, currently leased to two owners, that this could offer an 'Opportunity for enhancement'. It is suggested that the Design Team should review this in the light of recent considerable improvements to these areas.	Noted. The fact that it is currently being restored is noted. Things do constantly change and the appraisal is a snapshot in time. Hopefully it will no longer be identified as in need of enhancement at the next review	No Change
		There is a further area which is hatched, with a green background and for which there does not appear to be an appropriate key. This area is in fact part of the rear garden of No 27 Westgate and is currently being restored by the new residents. The garden was designed in 1911 and the owners have the drawings.	This is the area between Mount Lane and the Historic Wall and is identified for improvement. The fact that it is currently being restored is noted. Things do constantly change and the appraisal is a snapshot in time. Hopefully it will no longer be identified as in need of enhancement at the next review	No Change
Page 238		Area 7 – Landscape and Trees – the survey is inadequate and does not address National Trees such at the Tree of Heaven in the garden of no 27 Westgate.	Further mapping of trees is being undertaken, following survey work undertaken by the Chichester Conservation Area Advisory Committee and will be included on the published versions of the character maps	Townscape Appraisal map will be amended to show trees from the tree survey.
		Area 8 – Consider St Pauls (Vicarage) to be a very significant property and of interest as is the old Catholic Church opposite.	St Pauls's vicarage is statutory listed in its own right	No Change
		Additional buildings already mentioned above. In addition all previous churches and chapels should be identified.	Noted most appear to be listed	No Change
		Wherever brick pavements have been used in the road surfaces, they should be reinstalled whenever repairs are carried out. At moment they are a mess and spoil the appearance of the city.	This appears to relate to the temporary re-instatement in South Street. The understanding is that the brick paving will be reinstated once all the gas works are completed.	No Change
		St Bartholomews Church – why not cut down some of the trees/bushes restricting the view.	Likely to be controversial and would need to be considered as part of a wider improvement scheme	No Change
		It is recommended that some form of Stone 'Monuments' are erected to mark the former gate entrances to the city	This would need to be given wider consideration and could be looked at in relation to general public realm enhancements	No Change
		All local Residents Associations should be actively consulted.	Noted. We have consulted the ones we are aware of maybe there should be a register of Residents Associations, with the area of coverage possibly mapped so we know which ones to consult	No Change
		Point 8.4 – Westgate – modern garages – not sure where these are.	These relate to the garages behind 63 Westgate, off the Tannery car park.	No Change

No.	Name	Comment	Response	Action
30	Resident	Agrees with key characteristics of the conservation area, except impact of County a District Council offices on which he is neutral.	Noted	No Change
		Independent/speciality retailers are an important part of the fabric of Chichester	Agreed	
		Agrees with the all Character Areas. Suggests a separate character area to cover Eastgate Square, Church Square and Shippams Building (Keats building and proposed sculpture)	Noted, but area extend over character areas 1, 2 and 5, which are defined by alignment of City Walls and not sure if there is much ro be gained by further fragmentation of character areas given we already have 9.	No Change
		Agrees with all the proposed changes to conservation area boundary.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		Recommends pedestrianisation of St Pancras including relocation of Kwikfit tyres	Noted - potential for additional pedestrianisation could be taken forward through the recommended co-ordinated approach to the Public Realm	No Change
Page 239		Lower Walls Walk, Keats Way and New Park Road Town Houses as positive. They area constantly admired and replace poor brownfield buildings	Noted, Some of the detailing is poor and the window proportions and detailing does not rely reflect the character of Chichester. The next review will provide an opportunity to see how they have settled in to the surrounding townscape	No Change
		Should include repointing/refurbishment and restoration of archway through the Roman Wall	Noted. Condition of archway from East Walls is not considered so bad to merit a specific action in the Management Proposals	No Change
	31	Resident	Agrees with key characteristics of the conservation area, except impact of County a District Council offices on which he is neutral.	No Change
		A key characteristic of Chichester Buildings is their proportions in relation to human scale	Agreed reference added to proportion in notable features	Add "The human scale and proportions of the buildings" to notable features (page 13)
		Agrees with the all Character Areas	Noted	No Change
		Agrees with most of the proposed changes to conservation area boundary except deletion of modern infill development on Litten Terrace, the sites of demolished locally listed buildings and buildings on north side of Parchment Street. Is neutral on deletion of Lyndhurst House and deletion of modern development on south side of canal.	Noted	No Change

No.	Name	Comment	Response	Action
		Suggest we have a policy to restrict to Brewery Field to the present single access to this important new area, equivalent to a Village Green.	Noted, possibly not a matter for a character appraisal	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Suggest using Article 4 to limit parking in areas open to public access	Noted, but probably not within the scope of Article 4 application	No Change
		Agrees with recommendations in the Management proposals in respect of recommendations for local listing and positive enhancement of the public realm.	Noted	No Change
		Shopfronts should have to street numbers displayed and it should be enforced	Noted. Guidance advises on display of street numbers but there are no powers available to the Council to enforce it	No change
32	Resident	Agrees with all key characteristics of the conservation area, except the impact of the County and District Council offices on which he is neutral. Trees are also an important characteristic including near or close to the city centre (West Street)	Noted - further considerations and recommendations have been added into the appraisal and management recommendations	No Change
Page 240		Agrees with the all Character Areas		
		Agrees with all the proposed changes to conservation area boundary except deletion of the former locally listed buildings at Mount Lane .	Noted. We have reviewed the proposed deletion of the new development in Mount Lane. There are a number of historic walls and/or railings along Mount Lane and between 1 - 4 Mount's Lane and St Bartholemews Close. There are also a number of significant trees.	Amend map to retain existing conservation area boundary, but with minor adjustment to align it with the historic wall on the West side of Mount Lane. Highlight the positive walls and trees
		Suggests including Graylingwell estate, registered historic garden and many old buildings and splendid collection of trees	Noted. Graylingwell is already designated as a separate conservation area	No Change
		Agrees to the Article 4 Direction	Noted	No Change
33	Resident	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas	Noted	No Change
		Agrees with all the proposed changes to conservation area boundary except deletion of Lyndhurst House, the modern infill on Litten Terrace, the modern development on south side of the Canal Basin, deletion of site of demolished locally listed buildings on Mount Lane and buildings on the north side of Parchment Street on which he is neutral.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change

No.	Name	Comment	Response	Action
		Thinks Brewery Field should be a village green	Noted	No Change
34	Resident	Agrees with key characteristics of the conservation area, except impact of County a District Council offices on which he is neutral.	Noted	No Change
		Agrees with the all Character Areas except Westgate and Western suburbs, Northgate and Old Somerstown and Whyke on which he is neutral.	Noted	No Change
		Agrees with proposed changes to conservation area boundary in respect of St Richards Church, the Baptist Cemetery and deletion of modern infill development at Litten Terrace. Disagrees with extensions to include listed signal box at the rail station and police station. Is neutral on extensions to include River Lavant off St Pancras, deletion of Lyndhurst House and modern development on south side of the Canal Basin.	Noted	No Change
Page 241		Agrees to the Article 4 Direction, except in respect of removal of chimneys and construction of porches on which he is neutral.	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change
		Ideally the Pallants should be pedestrianised an if this is not possible commercial traffic should be restricted. Suggest an experiment comprising: a ne double yellow line on teh north side of West Pallant, the flow in East Pallant should be reversed one-way west of the entrance to Baffin's lane Car Park. South Pallant should be one-way only north to south as far as entrance to South Pallant Car park. Commercial vehicles should be restricted in size to only those comparable with teh Council's recycling trucks.	Noted, could be explored in more detail with public realm enhancements	No Change
35	Chichester Conservation Area Advisory Committee	P9 the on-site bricks were made in clamps rather than kilns.	Noted	Text amended - Page 9
		P13 The Pallants are described as a 'quiet area' but this should be qualified to the effect that the peace is frequently disturbed by intrusive HGVs, many having got lost, trying to access rears of businesses in South and East Streets	Agreed	Text amended - Page 14

No.	Name	Comment	Response	Action
		P20/21 The list of typical features could usefully include Fareham chimneypots which are described elsewhere in the text.	Agreed	Text amended page 20
		P21 Flintwork. It would be worth adding the flintwork on St Pancras church (1750) which is the finest in the City. The flints are cubes being knapped on all six faces and laid with very thin joints. The flints were imported by sea, probably from East Anglia	Agreed	Text amended page 21
		P27 Shippams. The surviving portion of the fine 1914 building is in fact only the façade with its famous clock. Everything behind it was destroyed.	Agreed	Text amended page 27
		P30 (in green panel). St John's Chapel was built 1812/13 not 1820s	Agreed	Text amended page 30
Page 242		P31 The Pallants only became fashionable in the 18th C. Prior to the Georgian rebuilding/refacing works most houses were pretty mean and there was industry here – see Spershott's description!	Noted	Text amended page 31
		P32 Principal features worth adding are that in St John's St and at 3 East Pallant are to be seen the only basement areas facing the street in Chichester – the pavements were generally too narrow to allow this fashionable London feature. Ibid the gates of Pallant House are, sadly, missing: only their fine wrought iron overthrow with the entwined HP monogram, survive.	Noted	Additional bullet added Page 32
		P39 . 2nd para, first line "Chapel Street Lane" ??	Noted	"Lane" deleted
		P41 The Old Cross dates from 1928 not 1936	Noted	Date amended
		P44 2nd para "Amphitheater" should read Amphitheatre	Noted	Typo corrected
		P45 para 2. No mention of the fact that St Pancras was not rebuilt until 1750 to the designs of William Ride, surveyor to the Duke of Richmond, ibid para 5 the chapel, now Jasmine House, was built for the Bible Christians (a branch of Methodism) to a design by George Draper . ibid para 6 "Boys" should be Boys'. Ibid last para The Cattle Market closed in 1990	Noted	Amendments made page 45

No.	Name	Comment	Response	Action
		P46 2nd para The first line does not make sense, I think some wording must be missing. Ibid 3rd para 'The parish of Chichester' – Roman Catholic parishes (and I don't think Chichester alone is one anyway) have no standing in law. As such this should be amended to read either the City of Chichester or the civil parish of Chichester.	Noted	"civil added to page 46
		P47 3rd bullet point. The date of the rebuilt St Pancras is 1750 not 1751	Agreed	Date amended
		P52 negative features. Chichester Gate is, in fact, 21st century	Noted	Date amended
Page 243		P55 last para They did not become the Central Junior School until 1968 when the two separate buildings were linked. Ibid, the 'historic path' is known as The Twitten. Ibid, the chapel referred to is best remembered for being the Salvation Army Citadel in the 20th century. The chapel was, in fact, completely demolished earlier this century and replaced by a lookalike – but larger – building. It does carry the name Citadel House as a reminder of the past.	Noted	Amendments made to page 55 and 56
		P56 I am unfamiliar with the term "Chichester doors".	Noted	No Change
		P58 (green panel) Old Somerstown was actually built 1810-1835 not 1830s-40s. Ibid, 2nd para, William Cawley was not actually a regicide in 1625 when he built the almshouses, indeed it probably wasn't even on his mind at that time! He signed the death warrant in 1649 so he is best described as the future regicide.	Noted	Amendments made
		P59 1st para Metro House and the fire station were 1960s developments not 1970s, and the northern ring road was cut through in 1974. Ibid, second para "College Road" should read College Lane. Ibid second set of bullet points, (again) Somerstown is 1810-1835. Ibid The former Olympia Electric theatre – locally listed – ought to be described here as it is quoted as being in need of attention on p60.	Noted	Amendments made
		P61 "Chichester parish" should read Chichester Civil Parish – most of Whyke is in St George's ecclesiastical parish.	Noted	Amendments made
		P68 Northgate " too far fast" should read far too fast,	Noted	Typo corrected

No.	Name	Comment	Response	Action
		P70 That hideous term "train station" has crept in here. Trains leave from a RAILWAY station. The correct term has been used elsewhere in the document and on the display boards and must be used here.	Noted	Wording amended
		P73 M&S was reputed to be by Lutyens but research by CCAAC has come up with no evidence to support this. It is probably safest cited as ...once believed to be by Edwin Lutyens...	Noted	Text amended
		P76 "Train station" again - yuk	Noted	Wording amended
		P81 last para – a large number of original tiled roofs have also survived.	Noted	Wording amended
Page 244		P83 and Appendix 1. Much of the problem with bad shopfronts arises from the excellent CDC guidance not being applied by the Council's own officers when determining applications; they frequently approve things which are totally non-complaint. CCAAC are constantly making this point when commenting on applications.	Noted. Issue for Planning	No Change
		Acknowledgements: I was disappointed to note that CCAAC is merely quoted as having been a consultee for the CACA in the list on P3, and the significant input by Geoff King and Richard Cole on the tree surveys and John Templeton on the paving survey has not been acknowledged. Their work has saved CDC much time and money.	Noted	Further acknowledgement added to page 4
		Suggest including references to Alan Green's published works in the bibliography at Appendix 4. The general history of Chichester by Ken Green, referred to is, in fact, the least reliable.	Noted	Update references in the published version
36	Summersdale Residents Association	Agrees with most of the key characteristics of the conservation area, except the impact of the County and District Council offices on the character of the city and the influence of the regular grid of the Roman city on the historic road pattern on which they are neutral.	Noted	No Change
		Agrees with the all Character Areas except Southgate, Chichester College and the Canal Basin	Noted	No Change

No.	Name	Comment	Response	Action
		Feels that there are many parts of Summersdale that have properties that make up a quality character area that need conservaing, in particular the Broadway and parts of Summersdale Road, Highland Avenue. This would require an extension to Area 8.	Summersdale is north of the Graylingwell Conservation area and would not connect with the Chichester Conservation Area. It also has a character of its own distinctly different from the City. It is therefore proposed that this area be assessed in connection with the review and appraisal of the Graylingwell conservation area at a future date. It is proposed to review Graylingwell once all the new development is completed. Brandy Hole Lane is also too remote from the existing conservation area to merit inclusion. The Brandy Hole Copse comprises more of an important natural environment than built environment	No Change in respect of Chichester Conservation Area
Page 245		Agrees with deletion of the modern development on the south side of the Canal Basin, the extension to cover parts of the Chichester University Campus and the two small areas of housing along Broyle Road. Disagrees with extension to include parts of South Bank and the canal to the A27. Suggests Character Area 8 should be extended to include of Summersdale or as Conservation Area of its own.	Noted. See response above regarding conservation area designation at Summersdale.	No Change
		Agrees to the Article 4 Direction	Noted	No Change
37	Councillor John Ridd	Agrees with all key characteristics of the conservation area.	Noted	No Change
		Agrees with the all Character Areas, except Southgate, Chichester Coolege and the Canal Basin (No preference)	Noted	No Change
		Agrees with the proposed changes to conservation area boundary except deletion of Lybdhurst House and modern infill development on Litten Terrace on which he is neutral.	Noted	No Change
		Agrees to the Article 4 Direction	Noted	No Change
		Agrees with recommendations in the Management proposals.	Noted	No Change

No.	Name	Comment	Response	Action
		General state of roads and pavements are undermining the character of the area. HGVs navigating narrow city centre streets are also harmful to the areas character. Particular problems include broken paving in front of the Pallant House Gallery - damaged prior to opening 8- 10 years ago and still not repaired and sunken uneven road surfave at southern end of South Street and Market Avenue a hazard to pedestrian and cyclists and a huge eyesore, potholes and poorly maintained surfaces in Baffin's lane, poorly maintained surfaces in St John's Lane. Well maintained roads and pavements are an essential element of a conservation area. CDC should press WSCC for comprehensive and properly supervised repairs.	Noted - could be addressed through the recommended co-ordinated approach to the public realm	No Change
Verbal comments made at Exhibition				
A				
B		South and West Pallant – paving bricks are inappropriate	Noted	
C		Arrange for printed copies of document which could be made available for sale	Agreed - will be investigated	
D		Chapel Street / Crane Street – pavements are poor	Noted	
E		Pedestrian crossing at the needlemakers required	Noted - see above	
F		Extend the Conservation Area further along Oving Road?	Noted - see above	
		CA7 – include Mount Lane to the Tannery, north of the river – walls of high quality, industrial past etc.	Noted - housing is modern mock-Georgian in style with inappropriate windows. Have retained Mount lane properties in CA and will identify the important walls on the maps	Omit deletion of Mount Lane former locally listed buildings site form CA
		Deliveries for stores in the city centre, especially larger stores such as M&S have negative impact on historic environment	Noted - and is mentioned	
		Whitehouse Farm development (strategic) – will have a traffic impact on Westgate	Noted	
		Terminology of negative buildings is hurtful to owners – ‘buildings’ should be ‘neutral’ (HH to amend on map)	Noted. Appriaisal guidance is to identify features and buildings that do not contribute to the area's character	Final maps to be amended with different terminology
		Road names on maps	Noted. Annotations layer is rather busy - will need to dee if we can selective on annotations	Add Road names if feasible to final published maps

No.	Name	Comment	Response	Action
		OS base maps are incorrect	We rely on maps provided by Ordnance Survey	No Change
		Royal West Sussex Hospital Terraces to the west and south of the green space – should be included within the conservation area to ensure that alterations do not affect the square and public space as a whole (I.e. would benefit from the Article 4).	There seems to be merits in including front gardens to the terraces, but the terraces themselves do not reflect character	Adjust boundary to include front gardens
Page 247		Extend the conservation area to include Summersdale or designate a new CA - There seems to be some argument in favour of this, which would have to be linked via Roussilon Barracks (wall, keep, good urban spaces etc) if it were not a separate area. It has at least one locally listed building by a notable local early 20C architect (there may be another here...) and has strong Edwardian character in a verdant setting. Most of the buildings are currently not protected.	Summersdale is north of the Graylingwell Conservation area and would not connect with the Chichester Conservation Area. It also has a character of its own distinctly different from the City. It is therefore proposed that this area be assessed in connection with the review and appraisal of the Graylingwell conservation area at a future date. It is proposed to review Graylingwell once all the new development is completed. Brandy Hole Lane is also too remote from the existing conservation area to merit inclusion. The Brandy Hole Copse comprises more of an important natural environment than built environment	No Change. Summersdale to be reviewed in conjunction with Graylingwell Conservation Area
		there is a potential need to get the various Councils together to come up with a better streetscape policy. One that is cohesive.	Noted and recommended in the Character Appraisal document	No Change
		Mapping queries raised regarding the north end of Tower Street	Noted - based on OS Base maps	
		Can the character appraisal maps be stitched together to create an online zoomable version of the Townscape Appraisal map for whole of the conservation area.	Will investigate this - should be possible	
		Waste and recycling bins in front of terraced houses clutter the area and are harmful to the area's character	Noted, probably not a planning control, but guidance could be issued. Where properties are terraces and there is limited area for storing wheelie bins we could investigate a communal bin approach similar to Edinburgh.	Raise with the Council's Waste and Recycling Team

Chichester District Council

CABINET

7 June 2016

S106 Community Facilities - Chidham and Hambrook Village Hall

1. Contacts

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Cabinet Member:

Eileen Lintill, Cabinet Member for Community Services

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2. Recommendation

- 2.1. That £84,000 of S106 Community Facilities contributions is released to Chidham and Hambrook Village Hall Management Committee for identified enhancements to their building.**

3. Background

- 3.1. In January 2013 the Council received £131,499.20 in S106 contributions towards the provision of community facilities from the development of land at Broad Road, Hambrook.
- 3.2. At the time of the planning application, officers had made representations to the developer regarding the payment of the contribution, citing the need for improvements to the Chidham and Hambrook Village Hall.
- 3.3. The Hall Committee has an ambitious programme of improvements it wishes to make to the Village Hall to accommodate new residents and improve facilities for existing users. Following extensive local consultation, plans were agreed and Planning Permission granted in July 2012 (CH/12/02439/FUL). At the time the total works were estimated to cost in the region of £350,000.
- 3.4. The redevelopment has had to be delivered in phases and subsequent projects (funded through local fundraising, the use of S106 contributions and New Homes Bonus (NHB) awards) have achieved a new kitchen, a new terrace and a major toilet refurbishment. £41,483.14 of the above S106 receipt has been allocated to previous phases under delegated authority leaving a balance of £90,010.06 for allocation.

4. Outcomes to be achieved

- 4.1. In receiving this particular S106 contribution, the Council is charged with providing or enhancing community facilities in the Parish of Chidham and Hambrook.

5. Proposal

- 5.1. The Hall Committee has been developing proposals for the next phase of the redevelopment of the Hall, specifically the creation of a two storey tower that would provide a lift and new staircase to the first floor, as well as a disabled toilet and new storage area. Based on Quantity Surveyor estimates of £155,000 for these works, Chidham and Hambrook Parish Council secured £42,430 NHB for the project, approved by Cabinet in October 2015, ahead of a full tender exercise.
- 5.2. The Management Committee has recently concluded a tender exercise and the resultant top three tenders are summarised below:
 - (a) Tender A - £116,264.86 incl. VAT
 - (b) Tender B - £142,853.94 incl. VAT
 - (c) Tender C - £148,311.60 incl. VAT
- 5.3. The Management Committee wishes to contract with their preferred contractor (Tender A) as a matter of urgency as they would wish works to be completed by October 2016. They have identified the total costs of the works, including all related professionals fees and a 5% contingency to total £137,055. With the existing commitment of NHB monies via the Parish Council and local fundraising of around £10,000, they seek formal allocation of £84,000 from the previously identified S106 receipt. As this sum exceeds the level of delegation it requires the consideration and approval of Cabinet.

6. Alternatives that have been considered

- 6.1. Chidham and Hambrook Village Hall is the only existing built community provision within the Parish. While local aspirations have hoped for an additional Hall in Hambrook, no proposals for such a development have been developed.
- 6.2. The Council has 5 years from receipt to allocate this money to a project, but the value of the money will depreciate over time and it seems unlikely that an alternative proposal will come forward in the next 18 months.

7. Resource and Legal Implications

- 7.1. In providing this funding to Chidham and Hambrook Village Hall, the Council is discharging its duty under the S106 Agreement without directly undertaking the improvements. The Hall Committee will manage the project and have undertaken a robust tendering exercise to ensure best value. The Committee have an established track record of delivering previous enhancements to their facility, but via monitoring, officers will be able to ensure that the money has been spent appropriately.

8. Consultation

- 8.1. The project, presented for consideration for NHB grant in July 2015, had the full support of the Parish Council and was fully endorsed by the Grants and Concessions Panel at its meeting in September 2015. As the only allocation to exceed the Panel's delegation, it was further supported by Cabinet in October 2015 where funds were allocated to the project.

9. Community impact and corporate risks

- 9.1. The proposed allocation of section 106 community facilities contributions is in line with representations made to the developer and the subsequently negotiated S106 Agreement, and demonstrates direct benefit both to residents of the relevant development and the wider community of Chidham and Hambrook Parish.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change		X
Human Rights and Equality Impact Positive – the provision of disabled access to the first floor.	X	
Safeguarding and Early Help:		X

11. Appendices - None

12. Background Papers - None

Chichester District Council

CABINET

7 June 2016

The Novium Forward Plan 2016/17

1. Contacts

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Gillian Keegan, Cabinet Member for Commercial Services
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2. Recommendation

- 2.1. To approve the forward plan for The Novium Museum (2016/17).**
- 2.2. To note the responses to the questions raised by the Overview and Scrutiny Committee at their meeting on 15 March 2016 set out at paragraph 3.5.**
- 2.3. To approve the appointment of a member of Overview and Scrutiny Committee to any Task and Finish Group set up to consider the Novium Museum option appraisal.**

3. Background

- 3.1 The Novium Forward Plan and Annual Report were presented to the Overview and Scrutiny Committee (OSC) on the 15 March 2016. The report gave background information relating to the performance of the museum and tourist information services since the introduction of free admission in November 2014. The report also highlighted the increase in visitor numbers, the positive feedback from the customers and the increase in event and wedding bookings.
- 3.2 Cabinet Members should refer to the Appendices in the OSC report relating to the Novium Museum Annual Review 2015 and Novium Museum financial information.
- 3.3 The OSC asked a number of questions and recommended to Cabinet that:
 - a. The update on The Novium Museum and Tourist Information Centre business strategy progress since the introduction of free admission in November 2014 be noted.
 - b. The questions raised for clarification be addressed in the Cabinet report.
- 3.4 The committee also recommended that if an option appraisal task and finish group is established an OSC representative be appointed.

3.5 Questions from OSC:

3.5.1 *How does the museum (and TIC) generate £1.4 million for the local economy?*

This figure is based on an assessment toolkit provided by AIM- The Association of Independent Museums (http://www.aim-museums.co.uk/content/research_papers/). This is being used by museums all over this country.

Assuming the Novium has 50,000 visitors of which 40% are local visitors, 40% day trippers and 20% overnight visitors, using this toolkit calculator the economic value of the Novium to the local economy (based on 2014 figures) is estimated at £1,403,000. As part of the option appraisal work the economic impact value will be reassessed.

3.5.2 *How has a fourfold increase in the number of visitors been recorded?*

The museum admission figures from Nov 2013-Nov 2014, including ticketed admission, room hire, learning, Guildhall (when there was an admission fee) were total 13,252.

The museum entry figures (as counted by radar counter) in the period Nov 2014-Nov 2015 were 49,822. This is around a fourfold increase.

Please note these figures do not include TIC enquiries by phone/ email/ letter or in person which are counted separately. The in person figure is included in the 49,822 figure above.

3.5.3 *What are the Heritage Lottery Funding figures (HLF) and is funding likely to be achieved in the future?*

Now the Novium has raised its visitor numbers and improved its local and national profile there is potential for the Novium to achieve funding from a variety of grant funders and corporate sponsors.

The HLF grant for the Admiral Murray project was £63,000. The Novium has got through Round 1 of the competitive Arts Council Resilience fund and has a live application in Round 2 for £54,000. If approved this will enable further investment in the museums learning service and grow it into profitable and sustainable heritage learning business.

The Novium also has a live application for £10,000 for the Arts Council "Grants for the Arts" fund for artists in residence and community work, an application for £1,200 for the Pilgrims Trust for conservation of the Shippam's coin hoard and is preparing an expression of interest to HLF to support the Tim Peake exhibition.

3.5.4 *Is the name of the museum fit for purpose?*

The name of the museum although unpopular and confusing at first has now become established locally and nationally. The addition of the word "museum" has helped immensely. The cost of rebranding would be high. All city centre

signage and maps would need to be changed and the sign on the museum. All work we have branded “Novium museum” would lose its association. It would confuse funders; the facility is accredited under the name “Novium”; we have won awards under the name “Novium “ and the service sells copyright for images from the collection under the name Novium.

3.5.5 What level of increase is expected from donations?

Donations currently average around £600-900 per month. However, visitors are reluctant to donate to Local Authorities. There is also no incentive to leave large legacies or for companies to gain tax relief as the Novium is not a charity. We believe this form of income could increase significantly if the Novium was a charitable trust. The options appraisal will provide further information on this.

3.5.6 What is the net income per sleepover?

Sleepovers range from 20-40 in numbers at £20 per person. An average sleepover of 30 people generates £600 in revenue. Average expenditure related to staffing, craft materials and breakfast for 30 people is £135. Therefore on average the sleepover will generate £465 net income.

3.5.7 What is the depreciation figure for the current building?

£214,209

3.5.8 Has the sale of the previous building been included in the figures?

No these figures are not included in the current operational budgets the disposal income is returned to the capital reserve.

4. Outcomes to be achieved

- 4.1. The outcomes for the Forward Plan are set out under the service descriptions relating to: collection management and academic research, learning and community outreach, venue hire and events, exhibition and galleries and Novium Museum TIC shop and café.

5. Proposal

- 5.1 Cabinet to note the progress to date and approve the Forward Plan (Appendix 1) and note the responses to the questions raised by OSC 15 March 2016 in section 3 above. Cabinet are also recommended to agree to the OSC request for member of OSC committee to sit on any Task and Finish Group established to consider the outcomes from the Option Appraisal.

6. Alternatives that have been considered

- 6.1 Cabinet have agreed to undertake an option appraisal of The Novium service. This is a separate piece of work from this internal review of the forward plan. The results of the option appraisal will be reported back to OSC and Cabinet in July. This may result in a refresh of the forward plan which is consistent with

the outcome of the option appraisal.

7. Resource and legal implications

- 7.1. No additional resource requirements are required to deliver the forward plan or Option Appraisal.

8. Consultation

- 8.1 The Annual report and forward plan was presented to OSC on 15 March 2016.
- 8.2 Staff and volunteers have been consulted and attended planning development meetings. Visitors are consulted on a regular basis and their feedback is used to refine the forward plan.
- 8.4 The Novium regularly consults and works with the Arts Council, regional Museum Development Officer, Visit Chichester, Chichester City Centre Partnership and Tourism South East.

9. Community impact and corporate risks

- 9.1. The forward plan sets out the main service delivery area to increase visitor numbers and income. There is a potential financial risk to the Council if visitor numbers or spend do not increase. The actions within the forward plan have a positive impact on the local community.
- 9.2 The Corporate risks regarding the future delivery of the museum will be set out in a separate option appraisal report to OSC and Cabinet in July.

10. Other Implications

	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓

11. Appendices

- 11.1 Appendix 1 – The Novium Forward Plan

12. Background Papers

- 12.1 Overview and Scrutiny Committee agenda 15 March 2016 – the agenda is published on the Council's website. Please bring these papers with you to the meeting.

Draft -The Novium Museum & TIC Service Forward Plan 2014-2019



Updated March 2016



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Vision, Mission Statement, Aims & Objectives

“Chichester District: a place where businesses can flourish; where communities are active happy places; where residents and visitors can find good cultural, leisure and sporting activities; and where a good quality of life is open to all.”

Chichester District Council’s Vision- Corporate Plan 2013-16

Mission Statement

The Novium’s mission is to act as the official custodian of Chichester district’s heritage, to preserve and promote it, to provide as many local people and visitors as possible with an inspiring gateway for learning and discovery and to develop innovative heritage resources that will benefit communities of the present and the future.

Aims & Objectives

- **Access:**
To use the collections and facilities to inspire and amaze, promoting opportunities for people of all ages, abilities and backgrounds to participate in and enjoy exhibitions, educational programmes and events both within the museum and through outreach.
- **Collections:**
To safeguard and develop the collections so that they can be made as accessible as possible now and into the future.
- **Enabling:**
To effectively manage our resources so we are able to protect, develop and share our collections for the benefit and enjoyment of our museum audiences now and into the future.
- **Sustainability**
To place our visitors at the heart of everything we do and develop the Novium’s commercial services to ensure that the service is sustainable.

Executive Summary

The intention of this forward plan is to set out the actions to be delivered by the Novium team with the support of Chichester District Council enabling them to work productively together to achieve business growth and development over the next 5 years.

The forward plan outlines the vision, aims and objectives of the Novium as well as its key services, organisational structure, and development opportunities.

The strategy considers the Novium's strengths and weaknesses, opportunities and threats and existing market and audience research.

The strategy presents the current position and options for business growth in each of the Novium's service areas. The accompanying action plans for each service area are working documents which will be updated annually in line with the service action plan.

The strategy includes the:

1. The continuation of the free admissions policy– to increase visitor numbers, repeat visits and secondary spend
2. The introduction of charges for touring exhibitions – to encourage repeat visits and generate income from the exhibition charges and sponsorship
3. Improvements to the entrance/ Shop/ TIP area – to increase secondary spend and dwell time.
4. Improvements to the galleries and visitor experience – to increase visitor numbers
5. The development of formal partnerships
6. The introduction of new income generating activities – to offset the loss of the admission income and reduce total operating costs
7. The expansion of existing services e.g. educational services

Background

The Novium is the District Museum for the Chichester District in West Sussex. The Novium also houses the Chichester Tourist Information Centre and manages the Guildhall in Priory Park. The Collections Discovery Centre at Fishbourne Roman Palace is used as the Novium Museum's archaeological store.

In July 2012, as a result of a Chichester District Council £7 million capital infrastructure investment, The Novium opened its doors to the public for the first time.

The origins of the Chichester Museum

The first museum in Chichester was founded in 1831 in the Royal West Sussex Hospital by Dr John Forbes. The museum society purchased No. 7 North Pallant for £400, and plans were drawn up by a leading architect to provide a museum, lecture room, elegant staircase and ornate lantern dome. The alterations were never carried out as the museum was struggling financially.

Interest in the museum was again stimulated in 1851 by the Great Exhibition in London, and by the decision of the Archaeological Institute of Great Britain and Ireland to hold its annual meeting in Chichester. This inspired local people to excavate the Bronze Age burial mounds on Bow Hill and Monkton Down. There is little information about the next twenty years, but the museum obviously continued to grow, as in 1872 it had 480 members, and 1100 visitors.

A time of decline

By the 1890s the museum was again short of funds. Visitor numbers had dropped to 600. The committee began to sell items from the collection - only duplicates to start with, but collection objects soon followed. In 1914 the army commandeered the museum, and there were complaints of wanton damage to what exhibits were left and by 1924 the museum collection had been completely sold. In 1936 a two-week exhibition was set up in the Guildhall in Priory Park, using items which had been collected and stored in the City Library over the previous three years. The Guildhall became a store for artefacts found over the next quarter of a century, and in 1961 an exhibition entitled "Changing Chichester" was mounted in the Assembly Rooms. The demand stimulated by this exhibition led local architect Stanley Roth to purchase a disused Corn Mill in Little London. He suggested the council should lease it from him for a museum.

The move to Little London

The first exhibition in the museum was in 1962, with a display of paintings by local 18th Century artists. Since then the collections have grown enormously, partly because of the continuous excavations taking place around the city. In 1974 it changed from being the Chichester Museum to the Chichester District Museum with a remit to provide educational and advisory services. The museum remained at Little London until the move to the Novium in 2012.

Current Position

The Novium Museum building also contains the Chichester TIC. This grouping provides the Novium with mutually supportive services that share in Chichester District Council's objective of attracting visitors to the district, increasing opportunities for economic development and ensuring that the council will "make the best use of the District's natural and cultural assets".

The Museum was awarded full accredited status in May 2014 and again in November 2015 by the Arts Council. The Accreditation Scheme sets nationally agreed standards for UK museums. To qualify museums must meet standards on how they are managed, the services they offer and how they care for collections. This was a significant step forward for the Novium as it has enabled the museum team to apply for significant amounts of funding from organisations such as the Esme Fairbairn Foundation, the Arts Council and the Heritage Lottery Fund. The museum building has also won several architectural awards including the CIVIC Trust awards and most recently the RIBA award.

The Novium also manages the Guildhall in Priory Park and leases the Collections Discovery Centre at Fishbourne Roman Palace from Sussex Past as its archaeological store. The Guildhall is a fantastic asset for the Novium. In addition to being part of a rare and impressive medieval Friary that dates from 1269, its central location in Priory Park makes it an ideal venue for promotional and educational activities as well as a desirable venue for events. The Novium was awarded a wedding license for the Guild hall in April 2015 and is attracting much interest and generating significant income for the service.

The Novium is operated as part of the District Council's Commercial Services section. Other services sitting alongside the Museum and TIC are Estates, Parking Services and Economic Development. The Museum and TIC provide a wide range of services to local people and visitors to the area. These are described in the Service Description part of this document. There are currently 37 registered volunteers working at the museum who collectively contributed an estimated 7,200 hours of work during 2015.

Following the introduction of free admission visitor numbers have quadrupled to 50,000 in 2015 establishing the Novium as one of Chichester's leading visitor attractions. In 2015 the museum has secured business sponsorship, grant funding, launched several new exhibitions, received national and global media coverage and launched several new popular exhibitions. A major touring exhibition has been secured from the V&A. This strategy aims to continue to improve visitor numbers and increase income so that the community can obtain the maximum benefit from the Council's investment. The Novium offers a unique range of services in a city centre location and is in strong position to maximise the potential of its services over the coming years to benefit the Chichester District and its economy.

The Way Forward

The Novium is a “stunning” (RIBA) iconic building which will with time undoubtedly become one of Chichester Districts most treasured assets and attractions.

The Novium is perfectly placed to take full advantage of a range of opportunities over the next 5 years which will provide much benefit and enjoyment for the residents of Chichester District and visitors to the area promoting economic development and wellbeing. The TIC location in the Novium alongside is a mutually beneficial one and has been proven to work to great advantage in other venues such as the Beany Museum in Canterbury.

A museum is undoubtedly a great visitor attraction and the joint provision of the Museum and TIC services under one roof provide convenience and opportunities to attract higher numbers of visitor and increased income generation. The full range of opportunities for each service areas are discussed in the next section. A recent consultation and SWOT analysis has been carried out by Novium staff and volunteers to inform this strategy.

The Novium ‘s visitor numbers in 2015 generated an estimated £1.4 million of economic value for the local economy. (Association of Independent Museums Economic Impact Assessment).

In 2014 the top 4 free attractions in the South East with the highest visitor numbers were Museums & Art Galleries. The South East attracts the highest tourism spend for any region outside London. In Chichester District, tourism and leisure generates significant direct expenditure and is the largest private sector employer. According to Visit England data, tourism produces the following in Chichester District:

- 5.2 million day trips each year generating a spend of £144 million
- 405,000 “staying trips” each year, equating to 1.3 million “bed nights”, and generating a spend of £75 million
- 7,500 jobs in tourism and leisure, plus numerous support jobs.

The Novium is taking full advantage of visitor spending by continuously developing its commercial services.

The Novium has to continue to become more innovative and open to new partnerships in order to become economically viable. Progress is being made in all service areas. Improved marketing, new events and activities are increasing income generation as is venue hire of both Novium and the Guildhall.

The museum team have worked tirelessly to gain the support of the local communities in the Chichester District. The Novium is now a place that local people

enjoy coming to on a regular basis. We are providing a museum that is interesting and welcoming enough for local people to visit several times a year. Repeat local visits have ensured local peoples support and affection for the museum; increased secondary spend and will generate higher income in the long term.

The Novium is perfectly placed to become an invaluable asset to Chichester. A continued programme of significant changes over the next 5 years as proposed in this document will however have to take place in order for the Novium to achieve its full potential.

As a result of the free admissions policy, the introduction of a sales and marketing team, and the increase in visitor numbers new opportunities have opened up for the Novium, the most promising of which are:

- **Corporate Sponsorship**
- **University Partnerships**
- **Securing major touring exhibitions from national museums**
- **Growing income through retail/ café/ TIC & learning services**
- **Securing major grant funding**

Service Description - Current Position & Future Growth

This section examines opportunities for future growth and development in more detail.

Collections Management & Academic Research

Over the coming years the Novium aims to:

- Promote and support research, engagement, conservation and access to The Novium's unique collections.
- Ensure the collections are adequately conserved, preserved and securely housed.

A museum is nothing without its collection and the Novium is fortunate to have a fascinating, unique collection of over 500,000 objects under its care. By enabling the move from Little London to the purpose built Novium, Chichester District Council has ensured that the collection will be preserved for many future generations to enjoy.

This year the museum has maintained its Arts Council accredited status, upholding high standards of collections care. The museum has an active Collections Development Policyⁱ. This document is a framework for the responsible and ethical acquisition and disposal of collections and outlines the themes for the museum's future collecting. What should be highlighted is that in order for the museum to continue developing its collection into the future, adequate collections storage space and resources must be addressed.

The museum also facilitates access to our vast collections for researchers and undertakes archiving and deposition work for archaeological finds in the district. In 2015 the museum's collections staff worked with researchers, staff and students from 11 different Universities and higher educational facilities on a range of projects.

University of Bournemouth
University of Southampton
University of Chichester
University of Reading
University College London Institute of Archaeology
University of Leicester
University of Winchester
University of Bradford
University of Portsmouth
University of Cambridge

West Dean College

A total of 17 research visits to both The Novium's Social History and Archaeology stores took place throughout last year. There were an average of 19 collections related enquiries per month ranging from object identifications to archaeological notifications, depositions, image requests, object donation offers, treasure cases and research enquiries. 16 notifications of archaeological fieldwork have been received and a total of 480 boxes of archaeological material deposited at the museum's archaeology store.

Looking forward the museum's collections staff will be focussing on developing avenues for facilitating further access to the collections. The main approach for this will be through the process of continued digitisation of the collections. A small amount of digitisation has already been achieved through the Object of the Month feature on the museum's website. Throughout 2016 however, we will be looking to create and develop an online searchable database, via a web hosting service offered by Modes, who currently provide the museum with its collections management software. Providing digital access to the collections will enable researchers an improved understanding of what may be useful for their topic of study.

A good example of this is the Racton Bronze Age burial archive. No report was produced on the archive when it was excavated in 1989. A project in 2014, which began as a result of a chance meeting between Stuart Needham, a bronze age specialist and James Kenny, district archaeologist for Chichester resulted in a funding application for £1980 from the South Downs National Park Authority to thoroughly research the archive. This study led to the discovery of the fascinating story behind the burial, leading to international media coverage and an archaeological discovery of national importance, proving to be a wonderful resource for use in learning based activities and a popular exhibition amongst museum visitors.

An additional focus for collections management staff will be improving the museum's collections documentation backlog. This is important as it will ensure the museum has a better understanding and knowledge of its own collections, which will in turn lead to improved knowledge of Chichester District History, better usage of the collections, better standards of exhibition and display and an improved educational resource for learning programmes at the museum. Work on the documentation backlog project is ongoing; however this year the museum has been awarded a development grant of £4000 from the South East Museums Development Programme for a project to develop a sustainable partnership with the University of Brighton to provide structured student volunteer opportunities for undergraduates and postgraduates at The Novium. The focus of this volunteer programme will be on the documentation and digitalisation of the Museum's collections.

Learning & Community Outreach

The learning services provided by the museum are very well received with many schools visiting us or using our learning resources year on year. Since November 2014, 59 different schools have used our service, with 1928 pupils taking part in on-site activities. The museum provides an extensive programme of workshops, loans boxes, tours and sleepovers to schools in Hampshire, Surrey and East and West Sussex, which complement the national curriculum and offer a 'hands-on' approach to learning.

The museum is currently undertaking a review of the education offer using user data and feedback to develop an improved offer which will focus on the current strengths of the education programme as well as taking steps to develop an 'all day' education offer which will encourage longer visits to the museum and city area through city walks, sleepovers and working with other cultural organisations. The education offer currently generates a good level of income however increasing this is a central aim of the new programme. The museums new focus on 'all day' activities (as opposed to half day sessions) as well as sleepovers, will allow the museum to benefit from higher income and increased engagement with local schools and organisations.

The marketing of the museums learning programme is in the process of being improved with clearer marketing material, making it easier for teachers to see what is on offer. These will be distributed to schools in Sussex, Hampshire and Surrey along with targeted marketed aimed at schools who do not visit the museum or take advantage of the services we provide. It is also our intention to heavily promote sleepovers to other community organisations such as scouts and brownies as the museum now has the capacity to run more of these events. It is also our intention to recruit a bank of casual learning assistants to ensure that sleepovers, as well as school sessions, can be run as often as required.

In 2015/16, approximately 3800 hours were given to the museum which we hope to build on in the coming years. A core aim is to build the volunteer workforce by reviewing current procedures, in particular the recruitment and training of volunteer staff. Volunteers undertake a range of essential roles in support of staff and ensuring their happiness and wellbeing is paramount to ensure their continued support. Identifying new roles and opportunities and ensuring that volunteers are well equipped to do their job is a priority. As well as permanent volunteers, the museum has a well-established placement programme which welcomes students from local schools and universities and offers the opportunity to use their knowledge and skills in a real world environment and the opportunity to actively contribute to the activities of the museum and gain valuable experience.

Over the last few years, the museum has successfully undertaken extensive outreach projects with the local community. In 2014, leftover funding from the initial development was used in an innovative community project that involved over 50

people from across the district. Over the period of a year, 12 different groups came together to create a patchwork quilt that represented people and places across the district. A wide range of skill sets were present, with some of the groups experienced in quilting, and some who had never sewn before. Each group designed a patch that represented exactly what they believed was exceptional about their area. Over 800 hours of work went into making the quilt, which is currently on display in the museum.

In September 2014 the museum worked with West Sussex Music and local schools on a successful First World War project called the 'Singing Museum'. The project was designed to engage schools through music and enable them to work with us in a creative capacity, not normally associated with museums, and to link it with our First World War exhibition. Initially meant for three schools, we ended up working with five different schools, each doing an interactive session at the Novium, music workshops back at school, and culminated in a sold out performance at St Pauls Theatre.

Autumn 2015 saw the introduction of a writing competition for schools and individuals. More than 300 children entered from 32 schools, 9 of which came from outside both East and West Sussex. Ages ranged from 6 to 12, and the level of work was outstanding.

In the coming years we aim to develop further resources and events to engage with local community groups and organisations. A recent Heritage Lottery Funded project celebrating the life of the former resident and Mayor of Chichester, Admiral Sir George Murray, is still underway. Various outreach projects related to this are scheduled for the coming year. These include a touring exhibition around West Sussex, an associated exhibition of embroidery, craft activity days, creating a story book with the support of University of Arts students, activities at local care homes and educational talks at the Museum using local experts.

The Novium Museum is one of the founding organisations of the Chichester Cultural Learning Partnership (CCLP) along with Pallant House Gallery, Chichester Festival Theatre, Weald and Downland Museum and Fishbourne Roman Palace, although other organisations have since joined. The CCLP is an innovative partnership whereby the learning providers for each organisation have come together to offer a more comprehensive and complimentary educational offer across the district. We are an informative hub, and have been used as an example of innovation for other museums to follow. The organisations work together on national campaigns such as Arts Award, and in 2015 ran our first Dementia Festival, coinciding with Dementia Awareness Week. This festival was hugely popular, and had massive social impact for the well-being of the district. We are now in the final planning stages of the festival for 2016, and hope it will become embedded in the offer Chichester district has.

Improving the learning offer and increasing income by developing a high quality service that offers schools and other organisations a unique and enjoyable experience as well as building up a capable volunteer workforce that will support staff and allow us to expand the museums activities are key.

A grant application has been submitted to the Arts Council Resilience fund in February 2016 for a capital grant to help develop the learning service into a bigger more profitable business model.

Venue Hire & Events

The Novium is a striking and unique building and has huge potential as a venue for hire. There have recently been successful evening events held at the museum which have generated income and publicity and welcomed new audiences. The Novium also hosts a regular series of well received academic lectures.

The Woolstaplers room at the Novium is a popular venue for meetings and talks and will become increasingly busy as it is marketed more widely.

The Guildhall is also a unique and beautiful venue which has in the past been underused. Steps have been taken to address this. It is now being opened regularly at weekends and hired out more frequently for events. Many local residents have been delighted to enter the Guildhall for the first time and have been happy to offer donations. The income from weddings at the Guildhall is a significant part of the strategy to offset the costs of the museum service. There is a shortage of comparable historic venues offering themselves as a wedding venue in the vicinity

These venues are perfectly placed to generate more income than at present. The evening event hire has already proved to be popular and will raise the profile of the venue and attract new business. The introduction of a new sales team in 2015 has already seen results.

Over the next 5 years the Novium will publicise its capacity as a venue and become more flexible in the type of events it holds whilst ensuring the protection of the collection remains a priority. The Novium will continue to expand its range of income generating events starting with Sleepovers and developing Birthday Celebration packages, private dining and private tours, and wedding venue services. We can learn a lot from the success of other heritage venues without losing our unique identity.

The Novium must market its services efficiently, continuously and effectively to achieve maximum income generation. Options for online bookings will be explored to improve efficiency.

Exhibitions & Galleries

The Novium's exhibitions must be attractive and interesting enough to drive up and sustain increased visitor numbers. Over the next 5 years we will carefully consider what exhibitions we choose to deliver and provide a strong case to evidence they will be of greater benefit to the Novium and its audiences as a whole.

The Novium team have implemented extensive changes to the galleries over the last year and this has resulted in much positive feedback. Several popular temporary exhibitions have been installed.

Focus groups are held on a regular basis to ensure that our audiences are at the heart of everything we do. Only then can we assure "Customer Delight" and earn repeat visits generating secondary spend and donations.

From 2018 onwards the museum will deliver a programme of regular touring exhibitions. This will not be possible until 2018 due to construction blocking the rear access road and our loading bay. One of the upper galleries will remain as a local history display whilst the other will host a variety of touring exhibitions generating new audiences and income. Visitors will then enter the museum for free but will be charged if they wanted to view the touring exhibition. This model is used successfully by many other museums. We have secured a major V&A touring exhibition for March-July 2018.

A scheme of continuous improvements is constantly in place to improve the visitor experience and increase visitor dwell time. Over the next 5 years the Novium team will ensure that visitor satisfaction is at the heart of everything we do. The Novium has achieved the Visit England Quality Assurance Award in 2015. The museum galleries are vibrant, changing and welcoming places. The displays continue to involve and inspire our local communities and provide an engaging introduction to Chichester's history for visitors to the area.

Tourist Information Centre/ Novium Shop & Café

Novium TIC

The Chichester TIC is well placed in the Novium for the services to work together in a mutually beneficial way. Tourism generates £144 million ⁱⁱ for the local economy and we must develop our services further to maximise our TIC income and income for the Chichester District.

The Chichester Tourist Information Centre at the Novium must become the first point of call for visitors to the District, continuing to offer a professional and well –informed welcome to the area. In order to achieve this services offered by the TIC must be better advertised and it must improve its links with other local agencies such as the Chichester Visitors Group Chichester Bid team, Chichester CCI and Visit Chichester.

The service has benefited from a thorough evaluation of its services and a new action plan to help it to increase its productivity. We must emulate successful TICs . Staff has been given the opportunity to visit other centres and learn from their experience.

Over the next 5 years the TIC and the museum must improve ways of working in a non-competitive mutually beneficial way. The shop offering will become more integrated and the Front of House welcome to the Novium re-evaluated. There is often a conflict of interest between TIC visitors, phone enquiries, shop customers and museum visitors. Front of house staff often have multiple customer service demands placed upon them. With the placement of a volunteer at the entrance to the Roman Baths area some of this pressure has been reduced.

The main areas of focus for the TIC for the coming year are:

- **Maintaining the highest possible level of customer service**
- **Generating income, with particular focus on accommodation bookings, ticket sales, retail and café.**

Museum Shop

The value of a museum shop is more than purely financial, museum shops are part of the whole visitor experience. At the Novium the shop is at the entrance and exit to the museum and is part of the welcome and farewell visitors receive..

Over the next 5 years we must display goods which complement our exhibitions and plan our retail selection in advance. Customers and visitors will be regularly consulted to evaluate what they would like to purchase in the shop. The shop will become a key source of income for the Novium and a reason in itself for people to visit the building. Above all the shop must become profitable.

Significant improvements have taken place in the shop and retail income has increased month on month for the past 8 months.

Once we have achieved a high level of success in the museum shop we must develop an online retail presence. With the increase in footfall now the admission charge has been removed we can expect the shop to become an extremely important source of income generation.

Museum Café

A Museum Café is not only an integral part of the visitor experience but an essential source of income generation. With visitors spending longer in the museum as improvements/additions are made to the galleries a café facility becomes even more essential.

Over the past year we have successfully trialled a self-service hot drinks facility. Although there are some severe restrictions due to there being no designated café area in the building we are working to make best use of our resources and are have launched a café area with service in March 2016.

Partnerships

Partnerships are becoming increasingly important to the survival of the museum/ heritage attraction sector and can be instrumental in attracting high levels of grant funding.

Over the next 5 years the Novium must be open to exploring all opportunities for partnership working to reach its full potential and offer as excellent a service as possible to its visitors. The museum is already involved in a wide range of successful informal partnerships with a variety of organisations.

The Novium continue to host and expand Chichester District Attractions networking events where all local Chichester District attractions can brainstorm ideas for better partnership working. The Novium hosts the bi-monthly Chichester Visitors group meetings. The Novium will also explore improved ways of working with Visit Chichester over the coming 5 years.

This strategy also proposes exploring partnerships between the Novium and Chichester University, Chichester College, PHG and CFT.

The Novium works with many universities each year and is committed to developing a more formal partnership agreement with the University of Chichester in 2016.

There are also opportunities for partnership working between the Cathedral and the Novium as two major free city centre attractions. The Novium has been working closely with the Cathedral on joint education projects. The Novium is developing closer links with other Sussex museums such as Littlehampton and Worthing as well as with other local attractions such as the Weald & Downland museum and expanding its partnership with Fishbourne Roman Palace.

One way in which the Novium is developing closer ties with other cultural organisations and local businesses is through Chichester Roman Week which is being led by the museum in partnership with the Chichester BID.

Audience Development

Audience development is about ambition. It is a planned and managed process that involves taking proactive steps to develop audiences. It is about taking action to put people centre-stage. It involves making an effort to understand what they want and presenting your museum in a way which is accessible, inviting and meaningful to them. It involves changing people's perceptions of heritage and building on-going relationships to encourage participation and support from as broad a range of people as possible for the long- term. ⁱⁱⁱ

The Novium Museum is committed to reaching new audiences as well as encouraging repeat visits from existing service users. The team is committed to delivering outreach sessions to those who cannot travel to the museum as well as increasing direct access to the Novium, the Guildhall and the Collections Discovery Centre.

In order to understand who its users are the Novium continue to collect visitor feedback and the majority of it is extremely positive.

This strategy proposes building on the feedback collected so far over the coming 5 years by establishing regular focus groups who will be invited to the museum to suggest areas for improvement. We can thereby make better use of our marketing resources by targeting particular market segments in a more coordinated manner.

The museum has recently been actively attracting new audiences with the introduction of sleepovers, events such as the dementia awareness day and evening events such as the "24 Hour Inventive Factory", Kathakali performance, Casino night and Fashion shows.

Over the next 5 years in order to maximise footfall and income generation we will place our audiences at the heart of everything we do.

Funding Strategy

As the Novium Museum has now achieved accredited museum status the museum must become proactive in its pursuit of grant funding from various organisations to deliver larger and more ground breaking projects.

Over the next 5 years the Novium will actively pursue all potential donations, business sponsorship and grant funding.

The Novium must aim to deliver District wide community and educational projects and first rate academic research and requires adequate financial support to do so. Grant funding can also be used to deal with the museum's collection documentation backlog and to fund additional members of the museum team to lead projects on temporary contracts.

The Novium has received funding from the Heritage Lottery Fund, The Arts Council, Culture 24, The South East Museums Development Grant, and the South Downs National Park Authority.

There are currently 2 application submitted to the "Grants for the Arts" and the Arts Council Resilience Fund.

We are working on attracting significant corporate sponsorship from a variety of companies.

Donations have increased and we are exploring all opportunities for philanthropic giving.

References

ⁱ The Novium Collections Development Policy 2014-2019

ⁱⁱ Visit England

ⁱⁱⁱ HLF "Thinking about audience development"

Chichester District Council

CABINET

7 June 2016

Report of Urgent Decision: Chichester Careline

1. Contact

Report Author:

Steve Hansford head of Community Services

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E-mail shansfords@chichester.gov.uk

2. Recommendation

- 2.1. **That use of the urgent decision process to approve an exception to tender for the Careline monitoring equipment, maintenance and upgrade arrangements is noted.**

3. Background

- 3.1 Chichester Careline operates a 24/7 365 day call monitoring service of personal alarms to vulnerable clients. The response to such calls is critical and can be lifesaving. Emergency maintenance arrangements are therefore imperative.
- 3.2 The Careline Control Room Telecare Monitoring equipment is supplied, installed and maintained by Tunstall, one of the leaders in the field, though other suppliers have entered the market over the years. The software and some hardware is bespoke to the operating system. Any change of system would involve a large investment to replace the bespoke hardware and software which supports the operating system.
- 3.3 In 2011, following Cabinet authority, Careline sought an upgrade to the operating system software for efficiency reasons, which was supplied by Tunstall as a package of new software and additional hardware, together with the maintenance arrangement. A five year lease hire agreement with Tunstall was entered into via Siemens who provided the lease financing. This agreement expired at the end of February 2016 and negotiations were entered into for a further upgrade and renewal of the maintenance agreement, following research to ensure this was still the most effective and viable equipment. Maintenance support continued. Due to the length of negotiation for the latest upgrade and costings approval, the new agreement was only received on 17 April 2016.
- 3.4 In accordance with the constitution Legal Services have been consulted and consider that the EU threshold for tender is not met and that the circumstances accord with the exclusivity exception to tender (see paragraph 6.2 on page 161 of the Constitution) on the grounds of sole supplier of the software and maintenance. Subsequently, due to equipment warranty considerations, the contracts have been separated for maintenance and software provision but the overall principle of the requirement for an urgent decision remains the same.

- 3.5 Timely negotiations were commenced regarding the continuation of the maintenance agreement, however it was indicated that new software would soon be available and discussion began about incorporating an upgrade. The upgrade includes the potential for remote updating by installers from site and automated stock management, both offering efficiencies. The new upgrade had been in field trials since autumn 2015 and Careline managers were reluctant to commit until the outcome was known. This led to protracted negotiation of the contract terms creating urgency to securing the maintenance arrangements.
- 3.6 It was acknowledged that the exception to tender decision needed to be approved by the section 151 officer and the Monitoring Officer and reported for Cabinet approval pre contract award. However, that would have meant waiting until this Cabinet meeting for approval and expecting the supplier Tunstall to await confirmation of terms and contract potentially putting at risk the urgent response arrangement should a fault in the Careline monitoring equipment arise. It was therefore felt necessary to use the emergency procedure for approval as set out in the Constitution (see 3.4 above)
- 3.7 In accordance with the Constitution, the Head of Finance and Governance Services, in consultation with the Leader of the Council and the Chairman of the Overview and Scrutiny Committee, gave approval on 9th May 2016 to the completion of the agreement with Siemens/Tunstall prior to reporting to Cabinet for noting.

4. Alternatives that have been considered

- 4.1 Careline constantly scan the market for new technology, products and suppliers and conduct cost benefit exercises against existing equipment. For our alarm equipment we use a variety of products and suppliers. However, the control room monitoring equipment represents significant investment in hardware and software to support the bespoke operating system which cannot be maintained by other suppliers.

5. Resource and legal implications

- 5.1. The costs of the maintenance arrangement and upgrade are included in the Careline base budget and represent a small saving on the previous arrangement.

6. Background Papers

- 6.1. Urgent decision (exempt)

Chichester District Council

CABINET

7 June 2016

Appointments to Panels and Forums 2016-2017

1. Contacts

Bambi Jones – Principal Scrutiny Officer
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Tony Dignum - Leader of the Council
Telephone: (01243) 538585
E-mail: tdignum@chichester.gov.uk

2. Recommendations

- 2.1. That the membership of Panels and Forums for 2016-2017 be as set out in the appendix to this report.**

3. Context

- 3.1. The establishment of most Panels and Forums and their membership is constitutionally the responsibility of the Cabinet.
- 3.2. Panels are internally constituted and have specific objectives set out in the Constitution.
- 3.3. Forums are used to inform on-going policy debates from an external perspective. Forums have members representing external interests, as well as the appointed members of the District Council proposed in Appendix 1.

4. Appendices

Appendix 1 – List of Panels and Forums

5. Background Papers

None

PANELS AND FORUMS
(Appointed by the Cabinet)

* = chairman

BUSINESS ROUTEING PANEL (5)

Membership: Leader, Deputy Leader, Leader of the Opposition, Chairmen of Overview & Scrutiny Committee and Corporate Governance & Audit Committee

2015-16 membership:

Mr Tony Dignum (C)	Mrs C Apel (LD)
Mrs Eileen Lintill (C)	Mrs T Tull (C)
Mr Andrew Shaxson (Ind)	

The Chief Executive chairs this Panel.

2016-17 membership: No change required.

BOUNDARY REVIEW PANEL (6)

Membership: Six elected members of the District Council

2015-16 membership:

Mr John Ridd (C)*	Mr Simon Oakley (C)
Mr Myles Cullen (C)	Mr Josef Ransley (C)
Mr Gordon McAra (Ind)	Mr Simon Lloyd- Williams (C)

2016-17 membership: No change required.

DEVELOPMENT PLAN & INFRASTRUCTURE PANEL (10)

Constitution: Cabinet Member for Housing and Planning (Chairman of Panel), Leader of the Council, and up to eight other District Council members

2015-16 membership:

Mrs Susan Taylor (C)*	Mr Bob Hayes (C)
Mr Myles Cullen (C)	Mr Simon Oakley (C)
Mr Tony Dignum (C)	Mr Richard Plowman (LD)
Mrs Janet Duncton (C)	Mrs Carol Purnell (C)

Mr Mark Dunn (C)	Mr Darren Wakeham (C)
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2016-17 membership: No change required.

GRANTS AND CONCESSIONS PANEL (8)

Constitution: Nominated member of the Cabinet. Seven other District Council members

2015-16 membership:

Mrs Eileen Lintill (C)*	Mrs Norma Graves (C)
Mrs Clare Apel (LD)	Mrs Denise Knightley (C)
Mr Ian Curbishley (C)	Mrs Penny Plant (C)
Mr John F Elliott (C)	Mrs Tricia Tull (C)

2016-17 membership: Mr John W Elliott replaces Mrs Denise Knightley

Mrs Eileen Lintill (C)*	Mr John W Elliott (C)
Mrs Clare Apel (LD)	Mrs Norma Graves (C)
Mr Ian Curbishley (C)	Mrs Penny Plant (C)
Mr John F Elliott (C)	Mrs Tricia Tull (C)

JOINT EMPLOYEE CONSULTATIVE PANEL (5)

Constitution: Cabinet Member for Support Services and four other District Council members

2015-16 membership:

Mr Bruce Finch (C)*	Mr Josef Ransley (C)
Mr Roger Barrow (C)	Mrs Sandra Westacott (LD)
Mr Bob Hayes (C)	

2016-17 membership: No change required.

STRATEGIC RISK GROUP (6)

Constitution: Three members from each of the Cabinet and the Corporate Governance and Audit Committee to meet at least twice a year with the Senior Leadership Team (SLT) to consider key strategic risks affecting the Council.

2015-16 membership:

Cabinet representatives:	CGAC representatives:
Leader – Mr Tony Dignum (C)	Mr Graeme Barrett (C)
Deputy Leader – Mrs Eileen Lintill (C)	Mr Graham Hicks (C)
Cabinet Member for Finance & Governance (with responsibility for risk management)– Mrs Philippa Hardwick (C)	Mrs Tricia Tull (C)

2016-17 membership: No change required.

CHICHESTER DISTRICT PARKING FORUM (6)

Membership: Cabinet Member whose portfolio includes parking and up to five other District Councillors

2015-16 membership:

Mrs Gillian Keegan (C)*	Mr Nigel Galloway (C)
Mr John Connor (C)	Mr Stephen Morley (Ind)
Mr Tony Dignum (C)	Mrs Penny Plant (C)

2016-17 membership: Add Mrs Eileen Lintill (C) representing Petworth

Mrs Gillian Keegan (C)*	Mrs Eileen Lintill (C)
Mr John Connor (C)	Mr Stephen Morley (Ind)
Mr Tony Dignum (C)	Mrs Penny Plant (C)

WASTE & RECYCLING PANEL (6)

Constitution: Cabinet Member for the Environment (who serves as the chairman) and 5 other District Council members.

2015-16 members:

Mr Roger Barrow (C)*	Mrs Penny Plant (C)
Mr John Connor (C)	Mr Andrew Shaxson (Ind)
Mr Francis Hobbs (C)	Mrs Tricia Tull (C)

2016-17 membership: No change required.

INFRASTRUCTURE JOINT MEMBER LIAISON GROUP

Constitution: Cabinet Members for Finance and Governance and Housing and Planning plus a member from the Development Plan and Infrastructure Panel.

2015-16 members:

Mr Tony Dignum (C)	Mr Simon Oakley (C)
Mrs Susan Taylor (C)	

2016-17 membership: No change required.

Chichester District Council

CABINET

7 June 2016

Appointments to External Organisations

1. Contacts

Report Author:

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Cabinet Member:

Tony Dignum - Leader of the Council

Telephone: (01243) 538585 E-mail: tdignum@chichester.gov.uk

2. Recommendation

- 2.1. **That the Cabinet appoints representatives to serve on the external organisations for 2016-2017, as set out in the Appendix to this report.**

3. Main Report

- 3.1 Appointments to some external organisations were made by the Council at the Annual Meeting held on 17 May 2016 and the remaining nominations shown in the Appendix are dealt with by the Cabinet as they relate to the functions of Cabinet.
- 3.2 The Cabinet is asked to approve the appointments to the various external organisations.
- 3.3 Previously appointments have been made for a Historic Buildings Champion and to the Solent Forum. These bodies have been deleted from the list of outside organisations, as following a review of all organisations, it has been agreed that there is no merit in a member being appointed.
- 3.4 Rolls Royce Liaison – This appointment has been renamed as “Rolls Royce Liaison” as the Committee no longer meets. Liaison between Rolls Royce and a Member representative will continue.
- 3.5 Pallant House Gallery – Trust and Review – Pallant House Gallery has asked the Council to reappoint Mr T James for one further year to September 2017 pending the outcome of their governance review.
- 3.5 Members appointed to these organisations are asked to report annually, including on whether there is continued merit in a member being appointed.

4. Appendix

- 4.1 External Body Appointments – Cabinet

5. Background Papers: None.

CHICHESTER DISTRICT COUNCIL

APPOINTMENTS TO OUTSIDE ORGANISATIONS

(Number of representatives shown in brackets)

2016-2017

ORGANISATION	CURRENT REPRESENTATIVES 2015-2016	PROPOSED APPOINTMENTS 2016-2017
1. Brandy Hole and East Broyle Copse – Local Nature Reserve Management Board (1)	Peter Budge (C)	Peter Budge (C)
2. Chichester Boys Club (1)	John Ridd (C)	John Ridd (C)
3. Chichester City Centre Partnership (1)	Gillian Keegan (C)	Gillian Keegan (C)
4. Chichester Community Development Trust (1)	Pam Dignum (C)	Pam Dignum (C)
5. Chichester Festival Theatre (1)	Tricia Tull (C)	Tricia Tull (C)
6. Chichester Ship Canal Restoration Project Board (1)	Simon Oakley (C)	Simon Oakley (C)
7. Coastal West Sussex Partnership (1)	Gillian Keegan (C)	Gillian Keegan (C)
8. Coastal West Sussex and Greater Brighton Strategic Planning Board (1)	Susan Taylor (C)	Susan Taylor (C)
9. Coast to Capital Joint Committee (1)	Gillian Keegan (C)	Gillian Keegan (C)
10. Community Safety Partnership (1)	Eileen Lintill (C)	Eileen Lintill (C)
11. Goodwood Airfield Consultative Committee (1)	Mike Hall (C)	Mike Hall (C)
12. Goodwood Motor Circuit Consultative Committee (1)	Peter Budge (C)	Peter Budge (C)
13. Historic Buildings Champion (1)	Janet Duncton (C)	No nomination
14. Local Government Association – Coastal Issues Special Interest Group (1)	Roger Barrow (C)	Roger Barrow (C)
15. Local Government Association – General Assembly (1)	Tony Dignum (C)	Tony Dignum (C)
16. Local Government Association – Sparsity Partnership for Delivering Rural Services (1)	Gillian Keegan (C)	Gillian Keegan (C)

17. Manhood Peninsula Partnership (1)	Graeme Barrett (C)	Graeme Barrett (C)
18. Midhurst Community Partnership (1)	Steve Morley (IND)	Steve Morley (IND)
19. Petworth Vision Ltd (1)	Janet Duncton (C)	Janet Duncton (C)
20. Partnership for Urban South Hampshire (PUSH) (a) PUSH Joint Committee (2) (b) Solent Recreation Mitigation Partnership Project Board (1) (c) Planning & Infrastructure Panel (2)	(a) Roger Barrow (C) Diane Shepherd - Chief Executive (b) Mike Allgrove - Planning Policy, Conservation & Design Service Manager (c) Susan Taylor (C), Mike Allgrove - Planning Policy, Conservation & Design Service Manager	(a) Susan Taylor (C) Diane Shepherd Chief Executive (b) Mike Allgrove - Planning Policy, Conservation & Design Service Manager (c) Susan Taylor (C) Mike Allgrove - Planning Policy, Conservation & Design Service Manager
21. Rolls Royce Liaison (1)	Francis Hobbs (C)	Francis Hobbs (C)
22. Rural Mobile Youth Trust (1)	Eileen Lintill (C)	Eileen Lintill (C)
23. Selsey Community Leisure Centre (2) <i>(Officer only appointment)</i>	Mrs J Hotchkiss - Head of Commercial Services Mr J Ward - Head of Finance and Governance Services	Mr S Hansford - Head of Community Services Mr J Ward - Head of Finance and Governance Services
24. Solent Forum (1)	Bob Hayes (C)	No nomination
25. South East Employers (1 + substitute)	Bruce Finch (C) <i>Substitute – Roger Barrow (C)</i>	Bruce Finch (C) <i>Substitute – Roger Barrow (C)</i>
26. South East England Councils (1)	Myles Cullen (C)	Myles Cullen (C)
27. Standing Conference on Problems Associated with the Coastline (SCOPAC) (1 + deputy)	Roger Barrow (C) <i>Deputy – John Connor (C)</i>	Roger Barrow (C) <i>Deputy – John Connor (C)</i>
28. The Parking and Traffic Regulations Outside London Adjudication Joint Committee (1 + deputy)	Eileen Lintill (C) <i>Deputy – Peter Budge(C)</i>	Eileen Lintill (C) <i>Deputy – Peter Budge(C)</i>
29. Tourism South East (1)	Gillian Keegan (C)	Mrs J Hotchkiss - Head of Commercial Services
30. Visit Chichester Ltd (1)	Paul Over - Executive Director	Paul Over - Executive Director
31. West Sussex Cooperative (1)	Tony Dignum (C)	Tony Dignum (C)
32. West Sussex Cooperative Armed Forces Sub-Group (1)	John Ridd (C)	John Ridd (C)
33. West Sussex Forum for Accessible Transport (1)	Clare Apel (LD)	Bob Hayes (C)

34. West Sussex Rural Partnership (1)	Gillian Keegan (C)	Gillian Keegan (C)
35. West Sussex Think Family Partnership and the Local Safeguarding Children Board (2) <i>(Officer only appointment)</i>	Steve Hansford – Head of Community Services Paul Over – Executive Director	Steve Hansford – Head of Community Services Paul Over – Executive Director
36. Wey and Arun Canal Trust Completion Strategy Steering Group (1)	Janet Duncton (C)	Janet Duncton (C)
37. Wittering Youth Centre Management Committee (1)	Graeme Barrett (C)	Graeme Barrett (C)

Longer Term Appointments

ORGANISATION	CURRENT REPRESENTATIVES 2015-2016	PROPOSED APPOINTMENTS 2016-2017
38. Pallant House Gallery – Trust and Company (2)	(Up to 4 year appointment expiring on any 30 September) Josef Ransley (C) <i>(due for renewal 2019)</i> Mr T James <i>(pending outcome of governance review)</i>	(Up to 4 year appointment expiring on any 30 September) Pam Dignum with immediate effect (C) <i>(due for renewal 2020)</i> Mr. T James <i>(appointment for one year to September 2017 pending outcome of governance review)</i>