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Minutes of the Meeting of the Parish Council
held on Monday 16th March 2020
at 7pm in Birdham Village Hall

Present: Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice chair) Cllr Rachel Glover, Cllr Barry Richardson, Cllr Pocock, Cllr Churchill
Apologies: Cllr Bush and Cllr Campbell
In attendance:
The Clerk WSCC Pieter Montyn
3 members of the Public

Preamble

Given the exceptional circumstances surrounding the Coronavirus epidemic, how and when residents will be required to self-isolate is not yet fully confirmed. Whether the council will be able to hold further meetings has yet to be ascertained. Meanwhile the council is thinking of how to help the community and are thinking of inserting a leaflet in the Newsletter (which is to be distributed shortly). Nobody should feel isolated and people are asked to help their neighbours with shopping, a friendly phone call, and an offer to walk the dog for example. This is all part of resilience in its broadest sense.

1. Apologies

Cllrs Campbell and Bush

2. Declarations of interest

- i. Cllr Richardson for planning application 19/02878, 2 The Saltings.
- ii. There were no dispensation requests

3. Minutes – to agree and sign the minutes 17th February 2020 meeting

The minutes were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman.

4. Public Question time from residents of Birdham in accordance with Standing Orders 1d – 11

There were no questions

5. Planning matters including appeals, applications and CDC delegated decisions.

- i. Notifications of new Planning Enforcement Notices – there were none received
- ii. Notifications of Planning Appeals – there were none received
- iii. Updates on Planning Enforcements – there were none received
- iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
19/02878/DOM	2 The Saltings PO20 7JA	Single storey rear extension, first floor side extension and new dormer window to the east elevation	No objection with the application as presented but subject to the application being compliant with planning legislation and criteria
20/00377/DOM	Merriweather	Side extension to existing	No objection but the off-white render should

	18 Greenacres PO20 7HL	garage to include gym and store. Variation of conditions 2 of planning permission BI/19/01033/DOM to change roof design.	be replaced with natural brick or cladding as befits the local style. The roof line should be reduced and there should be a condition that this cannot be sold separately to the main property
BI/20/00481/DOM	Ambler , 12A Burlow Close, Birdham, PO20 7ES	Demolition of 2 no. garages, construction of new rear and side extensions.	No Objection
20/00551/DOM	Cornerways House , 15 Greenacres, Birdham, PO20 7HL	2 storey rear extension, open sided porch (removal of existing porch), roof pitches to existing attached flat roof garage, new external wall and roof finishes. New and replacement windows and doors.	No Objection
20/00489/DOM	Morello, Cherry Lane, Birdham, Chichester, West Sussex, PO20 7AR	Two storey side extension and alterations.	No Objection
BI/20/00185/FUL	Birdham Service Station	Demolish existing shop, bin store, car wash, vac machine and A/W unit. Erect new shop with shopfront bollards and bin store. Additional car parking with 1 no. EVC bay and new A/W unit.	Please see comments below
20/00633	The Waders, Westlands Estate	Two storey extension and conversion of garage	No objection on the proviso that the increased floor area does not exceed 50% of the current footprint of the property and that it conforms to Conservancy guidelines

BI/20/00185/FUL Birdham Service Station

A resident spoke on his and another resident's behalf.

He said that the garage site was now virtually surrounded by housing, some recently built in very close proximity to the site. The issue with the new layout is that the pollution from car fumes and possible light pollution is exacerbated.

Noise

Demolition of the existing shop and creation of parking opens up the north elevation. The bin stores are at the rear with a fence around them. Apart from this fence there are no other proposals to limit noise generated by the public, car radios and tannoys etc. Radios can be very loud and people will loiter more. The site has only thin hedging along the boundaries. Walls or attenuation screens are essential in this situation for the adjacent residents to be able to enjoy their gardens – which will also help with pollution. There is no provision for this in the design and access statement.

Other than a statement that the landscaping is proposed to be retained there is no reference on the site plan to provide any fencing other than that which is around the bin store.

CDC Planning Policy

“Planning policies and decisions should promote an effective use of land in meeting the needs for homes and other uses, whilst safeguarding and **improving the environment and ensuring safe and healthy living conditions (paragraph 117)**”. These conditions have not been met.

In 2012 an application was put in to illuminate the canopy which was objected to by Birdham Parish Council. This restriction should stay in force for this application and no lighting or illuminated signs should be allowed.

End of resident's comments.

The council discussed the application:

From the plans it did not seem possible to access the bin store with the loader – how were the bins to be accessed?

Further to the comments above the Council felt that the design was not in keeping with an AONB.

This was a standard Shell design just placed here without regard to the environment. It should have

a pitched roof and use natural materials. The glass walls of the shop will also contribute to the light pollution.

Conclusion: The council objects in principle to the design and materials used for the shop. There should be an acoustic barrier of at least 2.5 metres around the site. All design principles of the Harbour conservancy should be adhered to. There should be more than one electric vehicle charging point and there should be more female toilets.

v. Delegated decisions to be noted

Planning application number	Address	Details	Decision
BI/10/02512/LBC	Fir Trees, Shipton Green, W Itchenor	Restoration of balusters	PERMIT

vi. Following the announcement from CDC that their Local Plan is to be delayed CDC will put in other measures to deter speculative development. Clearly this delay makes Parish Neighbourhood Plans weaker. Previously CDC used a method called FAD “Facilitating appropriate development” but for the moment there is not confirmation that they will implement this again. The Chichester Local plan runs out on 15th July 2020. Cllr Pocock was at a loss to understand why a plan which was initially to last until 2029 was being reviewed now. The clerk said that the Examiner at the first round allocated a lower number of houses to Chichester on the proviso that the plan would be reviewed in 5 years to show improved infrastructure and the ability to receive the original allocation of over 600 houses. The new Housing and Economic Land Availability Assessment (HELAA) has still to be approved. The old one which was to run until 2029 is to be replaced. Cllr Montyn pointed out that after July the five-year housing land supply will fall far short.

Cllr Firmston said that Birdham has its own Neighbourhood Plan and that the housing chapter of this could be reviewed irrespective of the Local Plan and that a draft project could be ready for when the Local Plan is approved.

The areas to look at would be:

- No building in the AONB
- Supporting development on brownfield sites
- Protecting the vistas on the Manhood Peninsula
- Affordable housing in suitable locations
- Legitimate development only and no subdivision of plots

These are to be fleshed out with a number of constraints and the housing allocation for Birdham should be loaded towards the last years of the plan time-frame.

Further items needed are:

- new school
- wheelchair/buggy access for the footpaths to Chichester

The idea was to have had comments from residents at the meeting on 25th April, but Cllr Firmston felt that the review of the plan should still be launched. He suggested having 4 councillors on the review group and for the moment 3 volunteers from the residents. He suggested Cllrs Campbell, Pocock, Glover and Bush; Mr Clive Barrington has volunteered from the residents. Two others are to be asked. This was AGREED by all councillors.

A member of the public said that the government was relaxing planning law to allow further development. Cllr Hamilton said that the change of the law allowing agricultural buildings to be developed had already been taken advantage of in Birdham. The problem was that 10 – 15% of the peninsula was classified area of outstanding natural beauty and with the SDNP not taking their quota housing was being pushed into other areas. North of the park had greater possibilities than the peninsula which was bordered by the sea.

6. To receive a report from WSCC member for Birdham Cllr Montyn

- i. Cllr Montyn said that most people would have received their new council tax bills today. He reminded residents that the increase of 3.99% for WSCC included 2% for adult social care alone.
- ii. Meetings are beginning to be cancelled – the Vision for Chichester meeting was cancelled today and the Regional Flood Committee meeting will take place online. The WSCC planning committee meeting seems to be going ahead for the moment but there will not much be happening as more and more things are cancelled.
He had nothing further to report

7. To receive reports from CDC members for Birdham

- i. Cllr Hamilton reported that the last CDC meeting was on 3rd March for the budget and council tax. The Independent Remuneration panel also met to discuss members' allowances. Since the number of members has been cut from 48 to 36 the members were asking for the outstanding allowances to be re-distributed amongst all councillors as the work load has increased. It was agreed not to do this. The budget set for this coming year has a surplus of £500K which, given that the budget in ensuing years has a shortfall, will not be spent but set aside, especially in view of Covid 19 – fewer car parking spaces will be used and revenue will fall.
- ii. Two lots of affordable housing were given funding – 9 in Bracklesham and 8 in Greyfriars.
- iii. As the meeting lasted 5 hours some members were calling for evening meetings allowing the choice of representatives to be more democratic. However, this means that meetings would end after midnight.
- iv. The Overview and Scrutiny committee meeting is cancelled tomorrow.
- v. It is possible that the rules of governance may be changed for the duration of the Coronavirus to allow meetings to be held online and votes made electronically.
Cllr Pocock asked whether the new rules of self-isolation for over 70s applied to councillors?
Yes it does.
End of report

8. Discretionary Grants

The Clerk had received four requests:

- West Wittering Allotment association – £200 for a fruit-picking ladder
- Air Ambulance association - £250
- 4Sight Vision support – funds to support 3 people with the Outreach programme in Birdham and surrounding area
- The Countryside Charity – subscription of £36 up to £200 to help protect and enhance countryside

The council agreed that funds should be spent as locally as possible. The Countryside Charity was generally felt not to support West Sussex as much as East Sussex, and the Air Ambulance held a lot of reserves.

Cllr Richardson proposed supporting the W.Wittering Allotment association and 4Sight Vision.
Seconded by Cllr Glover and unanimously **RESOLVED**.

Action	Clerk
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9. Clerk's report

- i. Correspondence to include any WSCC or CDC reports not previously circulated.
There was none
- ii. To discuss implementation of GDPR – the clerk suggested doing this incrementally and after the audit will move to Microsoft Office 365 Business version which will give the requisite emails for the councillors. After that the council could look at installing Business essentials on Councillors' laptops.
- iii. To discuss Watershed – the clerk had called Sue Furlong several times and sent emails but she understood that they are currently exceptionally busy with all the flooding and a reorganisation of the highways' department at WSCC. She will keep trying in order to arrange a meeting to discuss a new Watershed application, and to confirm the funding for the two previously submitted applications. Cllr Montyn said that he will chase up Chris Dye about the Church Road issues. The clerk will also resubmit Birdham's request for a complete resurfacing of the road "through the proper channels" (online).

Action	Clerk
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Also to discuss with them would be the rife from the pond to Birdham pond – it was suggested that the Environment Agency should be involved.
(Cllr Montyn left the meeting at 8.50pm).

Cllr Richardson asked how the council were supposed to enforce Riparian ownership responsibilities if the owners refused? Cllr Pocock said that it should be raised initially with CDC who would then refer to WSCC to enforce.

Cllr Pocock had received a call from Mr Bird who has a lot of historical date concerning Birdham. To be given to the Clerk who will archive.

Action	Clerk/Cllr Pocock
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- iv. To discuss Electors' Meeting 25th April 2020 at 10.30am
After discussion concerning meetings and the coronavirus virus it was agreed to **POSTPONE** the meeting until a later date.
Cllr Pocock asked for SALC's recommendation concerning Electors' Meetings. They have issued a statement to say that they can be held later in the year.
- v. To approve the Payments for Consideration
Cllr Glover proposed and Cllr Hamilton seconded the approval of the Payments for consideration. Unanimously **RESOLVED**.
- vi. To approve Financial report to include Bank reconciliation.
The clerk circulated the Bank reconciliation which will be fully reconciled for the audit later this month.
The clerk asked about the ring-fenced Adam's bequest fencing cost of £1550. This was supposed to support fencing around the land bequest but clearly would not be enough.

10. CIL and NHB awards and grants: ideas for spending

Previously a project that has been raised is 2 footpaths around the recreation field. It was agreed however that until the recreation field is drained no projects would be able to be implemented. Someone needs to come and see what needs to be done. Cllr Pocock felt that it was important to find out where the water would go once drained off the field.

Other suggestions were the creation of a pond with trees and seating to catch the water, or putting the pond on the land bequest. Cllr Pocock reminded the council that the Recreation ground is registered.

It was agreed that the field should be drained before any thoughts of any sport equipment or pitches could be entertained.

NHB – Cllr Glover had previously had quotes for the bus-stops in Bell Lane. One bus-stop might be needed to be moved to a safer position but both require shelters. Cllr Glover also has quotations for a double child swing and will look into an “under-five’s” double swing.

Action	Cllr Glover
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11. Councillors Reports:

- i. **Play area and playing field – discussed**
- ii. **Village green and pond – to include possible tree planting**
Cllr Firmston had been advised that the two viable trees for planting for VE/VJ Memorial Day would either be a Rowan or a Spindle tree – both of which would be complimentary to the pond. To be confirmed soon – possibly before the Summer.
Thanks are due to Stirlands of Birdham for having removed the old pipework from Triangle copse – thank you.
The opening ceremony of Triangle copse is on Saturday 18th April. Any change of plan will be notified on the noticeboards and website.
- iii. **Communication working group**
The newsletter has been printed and will be distributed to all residents in the Parish as soon as the Coronavirus leaflet has been confirmed.

iv. Community resilience

As above

v. Manhood Peninsula Action Group

The next meeting is scheduled for next Monday at 7pm but remains to be confirmed. Cllr Firmston said that at the meeting he had attended they were looking for funding to support them. All councillors agreed that they would be willing to contribute £100 to this group.

12. Reports of meetings attended by councillors

- i. Cllr Richardson had attended the Waste and Recycling Mobile Unit meeting. Birdham PC, Selsey and W.Wittering have already agreed to contribute to this. However, Sidlesham will not support this initiative. Several councils have yet to propose the funding at their meetings. Sidlesham's view was that it was difficult to argue in favour with their parishioners when funding was already tight and it would mean an increase in precept.
- ii. Flood Action Group (FLAG). Cllr Churchill had attended this meeting and a talk on Climate Change had been given by C. Cobbold. The issues concern litter as well as water and there was a lot of discussion on how members of the public can be involved in tackling climate change. It was agreed to form a group to try and move forward with this initiative.
- iii. CDC environmental health is producing a Local Walking Infrastructure Plan which will link in with the Green Links across the Manhood (GLAM) group.
- iv. Cllr Firmston attended the Manhood Peninsula Partnership Meeting. A presentation was given by the Harbour Master on the amount of microfibres and plastics floating in the harbour. The salt marsh reduction has been 50% in the last 70 years. Visions for Bracklesham and East Wittering were also discussed.
- v. The RSPB has been working with dog walkers to train them not to worry wildlife.

13. Items for inclusion on the next agenda

Damage to grass verges

Choice of tractor for the playground

14. Date of next meeting

The next meeting of the Parish Council will be on Monday 20th April 2020 at 7pm in Birdham Village Hall. (To be confirmed).

There being no further business to discuss the meeting closed at 9.05pm

Signed: _____
Tim Firmston - Chairman

Date: _____

**Birdham Parish Council Financial Statement
Meeting 16th March 2020**

Balances on accounts:

Current account	10854.24
Deposit account	120680.15
NS account	7041.84
Total	138576.23

Received since last meeting

Interest	72.36
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Paid since last meeting

Clerk's salary jan	404.08
Clerk's salary feb	582.49
B Geary	70
PWLB	8591.04
access by design training	120
HMRC december payment	101
ssalc parish online sub	36
bluefish computers	125
Total	10029.61

Payments for consideration

Clerk's salary march	582.29
B Geary	70
Payroll costs for 2019 - 20	25
KJB contractors - gates	924
lollipop leaflets	138
lollipop newsletter	328
lollipop logos	96
Total	2163.29

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