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Minutes of the Remote Meeting of the Parish Council
Monday 15th June 2020 at 7pm

Present: Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice chair) Cllr Graham Campbell, Cllr Barry Richardson, Cllr Glover, Cllr Bush, Cllr Pocock
Cllr Churchill

In attendance:

The Clerk Ms Catherine Crisp Randell Design
CDC Cllr Graeme Barrett Mr David Thomson – Birdham Traffic Calming Group
WSCC Cllr Pieter Montyn 2 members of the Public

The Chairman welcomed the members of the public and guest Ms Crisp from Randell Design. He said that there would be a couple of additional items on the agenda of some urgency: the Interim Position Statement of CDC to discuss housing numbers in Birdham under Item 5vi and an additional planning application for Medmerry Park Caravan site under 5iv

1. Apologies

None

2. Declarations of interest

- i. There were no declarations of interest for matters on the agenda
- ii. There were no dispensation requests

3. Minutes – to agree and sign the minutes signed by of Annual meeting 18th May 2020

The minutes were proposed by Cllr Bush, seconded by Cllr Hamilton and 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 – 1l

There were no questions

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

- i. **Notifications of new Planning Enforcement Notices** – CDC have issued a notice for the unlawful introduction of a new mobile home at Birdham traveller site
- ii. **Notifications of Planning Appeals** – Kelly’s Farm APP/L3815/X/19/3240564: appeal allowed and CDC will issue Certificate of Lawful Use
- iii. **Updates on Planning Enforcements** – Itchenor Caravan Park – Breach of Condition 3 (use of holiday accommodation use only) BI/04/02403/FUL and blocking up of public right of way. The owners are taking steps to resolve breach of condition.
- iv. **Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/20/01237/DOM	Merrieweather 18 Greenacres	3x two storey extensions and one single storey to east elevation	No objection as long as conforms with any comments from Harbour Conservancy. There will be a 19% increase of silhouette but less than 50% increase in footprint. Will be seen principally from harbour and redesign is to meet family needs

E/19/02840/FULEIA	Medmerry Park Stoney Lane Earnley	Hybrid planning application - Full application for the redevelopment of Medmerry Park to provide 518 static holiday caravans and lodges in lieu of 308 holiday bungalows	Objection on basis of scale, increased traffic for Birdham, environmental issues and the bordering of the Medmerry alignment. There are NO supporting comments for this application from other consultees Clerk to ask for extension to allow comments from Earnley to be taken into consideration.
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Action

Clerk

v. Delegated decisions to be noted

Planning application number	Address	Details	Decision
BI/20/00795	Tides Reach 30 Greenacres	Replacement of outdoor pool with indoor pool and pool house to the south of the property	PERMIT
BI/20/00733	Land north of Cowdray Nursery, Sidlesham Lane	Erection of 1 building and use as holiday let CHANGE OF USE	PERMIT

vi. Birdham Neighbourhood Plan Review update and discussion of IPS

Cllr Campbell reported on the progress of the Neighbourhood Plan Review group.

An inaugural meeting was held on Monday 8th June to get started. Mr Clive Barrington who had been instrumental in the original plan was very helpful. There are two issues; there will probably have to be a referendum and the group wishes to do its own call for sites. Because of this it was thought best to apply for further funding from Locality. £10K is available for the review and a further £8K for the call for sites work. Consultation with residents will be very important. A possible plot will be the bequest to the Parish Council – does the village want houses on it?

The complicating aspects are the fact that there is no CDC Local Plan from July 2020 which means that the village will get applications that it doesn't want.

The formal proposal to agree funding would be on next month's agenda but the team will move forward on getting the funding application under way through Action in Rural Sussex.

Cllr Bush asked if the Birdham Neighbourhood Plan was less than two years old (and therefore wouldn't require reviewing)? The plan was completed in 2016 and in any case requires updating. Cllr Campbell said that there was a lot of reading and familiarising to be done and an extensive knowledge base to acquire and that is what the group is working on mostly at the moment. He said that they were proceeding on the basis that there would be a referendum therefore proper consultation must be undertaken.

Cllr Churchill said that it was the balancing of houses versus economic development which would be difficult if a conflict arose with a government that is promoting economic development.

Cllr Campbell said that the three things to look at were how many houses were required; how Birdham accommodates that number being imposed by CDC or how Birdham tries to influence that number in the Local Plan; and thirdly what does Birdham do if it gets an interim planning application.

Cllr Bush had looked at how to divide the work required. He said that there were 3 separate work streams. When reading the Local Plan, there is not a logical conclusion as to why Birdham has been allocated 125 homes. The coincidence here is that a site was put into the HELAA (which shouldn't have an effect), but the site's possible housing capacity is 125 - 250, therefore that is what is allocated to Birdham. In terms of infrastructure it is not logical and in terms of the settlement boundary it is not logical. 125 homes is a massive increase for Birdham. He said that a piece of work needs to be done proving why 125 is the wrong number for Birdham. He thought that this was best done by the Parish Council.

As far as the Neighbourhood Plan was concerned it raised the question do the council push forward with it or wait for the completion of the Local Plan. The Local Plan which is supposed to be complete for Spring 2021 is already running into delays, and if Birdham waits for that their own plan will be at least 2 years away. He said that the Local Plan Review must consult with Birdham and that Birdham should consult with them at length. Birdham should present well-articulated arguments on housing numbers.

He felt that Birdham should crack on with the plan and lead the debate with CDC. If Birdham achieved that then any planning application appeal would have to take that into consideration. The Neighbourhood Plan review group could do this.

He said that the site entered into the HELAA just appeared from nowhere without an opportunity for the Parish to make representation. There appears to be no requirement for CDC to share the applications for the HELAA. Once the site is included in the HELAA, it sets a very strong precedent to getting planning permission. There has been inadequate consultation with Birdham and Birdham has to work hard to articulate the right arguments. If the community thinks that 250 houses (the final capacity of the site) is a bad idea then that should be worked on. Perhaps it would be good for the Residents association to work on that aspect as they can get independent funding for this.

The Chairman thanked Cllr Bush for his work.

Cllr Firmston and three members of the Council had met with CDC on 15th May. This was immediately followed up with a letter on 22nd May to Andrew Frost, Toby Ayling and Naomi Langford, but the council has still not received a response. The clerk had also sent a follow-up email. The Chairman asked Cllr Barrett of CDC to ask the three officers concerned why Birdham has not received a response. The question which had been asked was for CDC to explain the huge discrepancy between the number of houses that have been built in Birdham and the number that CDC say have been built. So far they have not accounted for this discrepancy. Cllr Pocock said that Birdham had built 81 but CDC says 50. Cllr Bush said that Birdham must have consistency in this issue.

The council agreed to proceed with the Neighbourhood Plan Review.

The Interim Position Statement

CDC will be producing an IPS (which will replace the Facilitating Appropriate Development document) which is currently out for consultation to residents and councils. Cllr Firmston said that it was easy to make a comment – residents could go through the portal; write an email or write a letter. The imposition of a site in the HELAA which doesn't comply with the settlement hierarchy in Birdham is bad news. Birdham is a settlement village. Cllr Churchill agreed that none of CDC's assumptions are spelt out or explained.

It was agreed to respond as a council – Cllr Bush to draft a response

Action

Cllr Bush

vii. Meeting with Mr Sam Langmead

A member of the public asked if the meeting had already taken place. The chairman explained that two members of the Council had met with Mr Langmead and he had outlined his proposals for the site. The council made it clear that any further application for this site (which had previously been dismissed at appeal) would still be objected to by the Parish Council. The density of the plot, the fact that it was outside the settlement area, it is in the AONB and the traffic issues were all still objections. It is not known if Mr Langmead will reconsider his plan.

(Ms Catherine Crisp left the meeting at 8pm).

viii. Meeting with Savills June 20th 2020

Two councillors had met with Savills for the land in the HELAA at Whitestone Farm. The figure talked about was 125 homes but once the councillors had reviewed the plans the site is actually for 250 homes.

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

Cllr Montyn had previously circulated the following report:

WSCC Covid related measures-week beginning 15th June

Recorded Covid 19 Cases

There are 1,357 confirmed cases (13th June) in West Sussex (143 in Chichester District), i.e. an infection rate of 157 per 100,000 residents. This compares with the figure for England of 278 cases per 100,000 population. There have been 578 Covid registered deaths (29th May) in West Sussex (77 in Chichester District). In the Witterings, Bracklesham and Birdham district there have been 7 deaths.

Hospital capacity – residential and domiciliary care

The admission rate of Covid-19 patients is reducing with increasing admissions of non-COVID-19 cases. WSCC continues to work with other providers to secure more domiciliary care, care home and nursing home beds, and voluntary services.

Community Hub

The Community Hub continues to be very active with telephone lines open 8 am to 8 pm 7 days a week. The Team have responded to multiple urgent requests for food, medicine collection, and welfare checks

since its launch in March. Across the County it also has provided individual support to those with other needs or requests for advice. Phone number 0330 222 7980.

Household Waste Recycling Sites

The County Council Household Waste Recycling Sites - including Westhampnett- have been open for a month. Social distancing measures remain in place with a reduced number of vehicles allowed in at a time. Residents have been heeding WSCC advice to visit sites only if their waste is not suitable for kerbside collection.

In addition to household black bin type waste and green garden waste, wood, cardboard, electrical items, white goods, and furniture are accepted. For the time being soil, hardcore, plasterboard, asbestos, tyres, or textiles will not be accepted.

Private use of vans and pickup trucks is allowed, but as before, residents will need to show a permit. To apply for a permit visit: <https://www.westsussex.gov.uk/land-waste-and-housing/waste-and-recycling/van-pickup-and-trailer-waste-permit/> .

Trailers are not yet admitted, to allow for social distancing and to limit queues.

The fortnightly mobile waste service re-started at West Wittering Thursday 4th June, and in Selsey 11th June. Initially, there is a two-bin system. Residents will only be able to dispose of green (garden) waste and wood waste. Other types of waste will be re-admitted as soon as possible. Opening hours: 08.15-15.00.

Return to School County

From a low start, primary school attendance in the County across Reception and Classes 1 and 6 is increasing. The Government has postponed the phased reopening of primary schools to all year groups before the summer holidays, leaving individual schools to manage their reopening. Secondary schools will remain closed until September. A further Government announcement is expected imminently.

Children of key workers, those who are vulnerable, and those with an Education, Health, and Social Care Package remain a priority.

The government and the County are talking about finding possible other spaces for children but it is not only a question of who pays but the safeguarding of children, with more staff and teachers required.

Cycling and walking measures

£3,919,000 was allocated to WSCC from the Department of Transport's £250 million emergency active travel fund to help encourage cycling and walking, with a maximum first tranche worth £784,000. This initial funding is aimed at promoting cycling as a replacement for journeys so far made by public transport, especially for short and local journeys.

Under the criteria for allocation, in the first tranche the DfT expects to see 'swift and meaningful plans' to reallocate road space to cyclists and pedestrians.

The schemes should involve a combination of temporary measures such as cones and signing, segregation using 'traffic wands', planters, road markings, barriers, and temporary 20mph speed limits. Schemes initially are expected to be temporary.

From a list of some 270 scheme ideas coming from parishes and cycling groups, WSCC has submitted seven County-wide schemes to the DfT for the first tranche.

The scheme proposed for Chichester would run from the station to Spitalfield Lane, via Avenue de Chartres and Orchard Street, converting one lane of Oaklands Way to a cycle lane and linking with existing facilities such as the cycle path on Broyle Road, and could extend to the Hospital. A pdf of the proposed outline scheme is attached.

Public Rights of Way inspections

From 1st June WSCC has resumed Public Rights of Way inspections. Initially this will be by its Access Rangers only without volunteers, until guidance changes.

Items not related to Covid:

Operation Watershed

Birdham Parish Council's applications to WSCC have been successful with £14,552 awarded for the reinforcement of the west bank of the ditch adjacent to the Saltings in Crooked Lane, and £16,972 awarded for improvements to the western drain in Crooked Lane and other measures, including clearing and reinstating a ditch line.

West Sussex Highway funding award

Last week the Government awarded WSCC a £9.8 million boost in this year for improving West Sussex Highways' road network. This is on top of the £8 million worth of road resurfacing/pothole prevention works already planned for this financial year.

Cllr Montyn added that the costs to the County Council of the Covid Pandemic, are considerable and the current estimate is £80 – 85 million. Even with the government grant there will be a shortfall of over £45 million which will not be made up. The County is asking the government for more.

He spoke with the area manager on Friday and the lock path should be opened later this week.

Cllr Churchill asked Cllr Montyn if the rumours of funds to the primary school in Birdham being cut were true and the numbers. Cllr Montyn said that the numbers of places at the school would take into account future housing but as far as he was aware there were not any cuts planned. He said that the money came directly from the Department of Education and was forwarded on to the school.

End of report

Cllr Firmston said that Birdham had received a salt audit but that as Birdham did not have any salt bins he would do a nil return.

Action

Cllr Firmston

He also mentioned that he had noticed that 5 gullies outside the school adjacent to St James' Close were completely full. When he spoke to WSCC their response had been that if they are full of stones and debris it means they are still functioning. Cllr Firmston asked when they were emptied or when they would be emptied but had no response. He asked Cllr Montyn to find out when they will be emptied or will it flood again.

Cllr Montyn said that a lot of the problems would be eradicated once the Watershed works had been undertaken on the West side, but that he would check.

Action

Cllr Montyn

Cllr Firmston asked if there were a schedule of regular cleaning or not. Cllr Montyn said that there is an inspection schedule – if there is a problem it is dealt with then.

7. To receive reports from CDC members for Birdham

Cllr Barrett had previously circulated this report

The Members' Bulletin had been circulated earlier in the month.

Planning Committee

A further meeting has been successfully held and Parishes need to keep a close watch on the progress of new applications as some developers have already gone straight to appeal.

Parking Issues

Parking charges were reinstated from 8 June. Avenue de Chartres car park will be free on Saturdays and Sundays. In some other car parks a free hour will be offered when two hours parking is paid for. This is to encourage shoppers back to the centre. This was addressed at Cabinet on 2 June.

During the recent hot weather over 300 parking tickets were issued around the Witterings.

Council Meetings

The Annual Council meeting was virtually held on Tuesday 19th May.

Press Releases and Public Relations

CDC has been issuing material on a regular basis and if you have any issues you would like to be raised please let Cllr Barrett know.

Interim Policy Statement

Cllr Barrett urged everyone to respond to this consultation. There is a lack of infrastructure improvements and an increase in traffic of 15% - 20% along Bracklesham Lane (even though all the development is not completed yet).

Policing

Cllr Barrett had received a call from the new PCSO – Scott Wrein who is a resident in the area. With the 20% increase in the police precept there should be an increased police presence. Cllr Barrett also mentioned that in the past the police said that they couldn't issue tickets to cars but in fact they can issue tickets to illegally parked vehicles causing an obstruction. End of report

Cllr Elizabeth Hamilton – CDC

Cllr Hamilton confirmed that the Avenue de Chartres car park will be free for 3 months at the weekends. At the CDC Annual Meeting Cllr Hamilton was re-elected as Chair. The Task and Finish Group is looking into how to get motions debated and passed at meetings more quickly. End of report (Cllrs Barret left the meeting at 8.20pm).

8. Protection and maintenance of grass verges in Birdham

Cllr Richardson said that 2 years ago there had been the issue of grass verges being destroyed by developer lorries but that they had been reinstated. Now grass verges were being damaged again and some people were putting rocks and posts in to try and protect them. He asked if there were anything that the council could do.

The clerk said that if they were WSCC verges that permission should be sought to put posts in. WSCC no longer pays for this and they no longer supply wooden posts but plastic ones. The council would have to pay WSCC to install them.

It was agreed that Cllr Richardson would write to WSCC. Cllr Montyn will also enquire.

Action

Cllr Richardson/Montyn

9. Widening of the road to allow safe crossing of the A286 – Cllr Pocock

Deferred until later date

10. Clerk's report

- i. The Clerk had contacted CDC about the resurfacing of Church Lane. Mike Dare has put in a request to the Engineering department for possible inclusion in 2020 – 21. A resident who was present said that she wanted to know if it were possible to implement some traffic calming measures in Church Lane. It was being used as a rat run and cars were driving unnecessarily fast, and farm tractors regularly drove down it the wrong way. Once the school starts again in September she said that this was an accident waiting to happen. There were only 12 houses fronting the lane but in 3 hours 65 cars had sped by. Cllr Firmston said that the council had discussed this before and it was a problem. Trying to get something implemented was difficult. Ascertaining who was responsible for the land was also an issue. Cllr Richardson asked if it would help if the one way were reversed. Cllr Montyn thought that would be difficult to implement. Mr David Thomson said that if Birdham were successful in implementing 20mph through Church Road and Crooked Lane it would reduce the risk. Cllr Firmston asked the resident to continue to write to the council and to WSCC.
- ii. **Data Protection Officer**
The clerk had contacted Satswana to find out exactly what was included in the fee. It is effectively a type of insurance in case of the council receiving FOI request or other. They issue newsletters which will be of interest to councillors
- iii. **Landbuild**
The clerk had contacted Landbuild to start the implementation of the Watershed works and also to discuss a way forward for the drainage of the recreation ground. The Clerk and Chairman to meet with the representative later this week to discuss.
- iv. **NHB**
The clerk had submitted the application for the bus shelter. However as the shelter does not figure in the IDP it was a little more complicated. The cancellation of the Electors' Meeting meant that the community endorsement was not available.
- v. **Resolution to appoint Cllrs Firmston, Hamilton and Campbell as signatories for NS&I account**
Cllr Richardson asked why the council had this account. The clerk was unable to answer when or why the account was opened but said that the interest was higher. However, as it is not possible to bank electronically and she doesn't know how money could be withdrawn she prefers not to put all the council funds into it. Once the signatories have been established then she will investigate further. Cllr Churchill proposed and Cllr Pocock seconded the resolution to appoint Cllrs Firmston, Hamilton and Campbell as signatories for the NS&I account. Unanimously **RESOLVED**.

vi. To approve the Payments for consideration

Cllr Pocock proposed and Cllr Richardson seconded the payments for consideration. Unanimously
RESOLVED.

vii. Expenditure to date and Bank reconciliation – circulated to councillors

Traffic calming in Birdham

Mr David Thomson wanted to update the Parish Council on actions so far. He had met with Mike Neville from Bosham and together they had written a letter to Roger Elkins WSCC concerning the Funding and Active Pathways initiative from Central Government. The gist was that to promote more cycling the roads in Birdham (Church Road round to Crooked Lane) should all be at 20mph.

The Community Speedwatch Programme has been in abeyance due to Covid 19 but will start again shortly. They intend to have sites in Church Lane and on the main road.

He said that they had decided that having a petition was not a useful tool, so their current plan has been modified and he will send a copy to the clerk.

Action

Mr David Thomson

The Chair thanked Mr Thomson for all the work done.

11. Councillor reports:

i. Play area and playing field.

Cllr Glover had progressed the playground tractor acquisition. She said that as the company were not at all local installation costs would necessarily be high. It was agreed to try and source a local installer but one who could satisfy ROSPA safety instructions for the ground around the tractor, the making up and installation of the tractor. The clerk to send a more local playground contractor to Cllr Glover.

Cllr Richardson brought to the attention of the meeting that two large branches have fallen from trees on the Recreation ground which need to be removed but that the trees should be checked and maybe pollarded.

Action x 2

Clerk

ii. Village green and pond/condition of Village Drain/Ditch network

The information boards have been sourced, designed and costed. There will be one for the Triangle Copse and another for the village pond. The one for the pond will be sited on the green as a safety precaution. The boards have been cleared with the Harbour conservancy signage guidelines and with Church Field Ltd which own the Triangle Copse land. Mr Dover will be asked to mow around the board (carefully). Cllr Hamilton asked that special attention be paid to the yellow rattle which was planted four years ago.

The money is available in the Village Pond and Triangle Copse fund. The total cost should be in the region of £1500. Thanks were given to Jane Reeve and her team for doing all the hard work.

iii. Communication working group

No report

iv. Community resilience

Cllr Firmston has sent the report to CDC from whom he has had a response, and to WSCC from whom he has not had a response, but he felt that it was important for both district and county to be aware of Birdham's plan.

v. Manhood Peninsula Action Group – in what ways can promote this cause?

Cllr Glover reported that at the last meeting with MPAG they had talked about supporting the area and also about the South Coast Alliance which supports the area through social media channels, but principally focussing on the A27. MPAG did not want to focus solely on that. As MPAG is not formally constituted or funded they discussed how to raise the voice of anti-development on the peninsula. Could the Parish Council build support for objection to housing? But, as the PC will be getting funding for the Neighbourhood Plan Review should the Council wait until the review is finished and the community have had their say; or "jump the gun" and put something on social media – for example messages and notices which are anti-development.

The Clerk felt that it was crucial that the NP Review reflected the views of residents. Residents might not be against development and that should be established before the Council aligned itself with a "cause".

Cllr Firmston said that if and when the council got some responses from CDC that information could be passed on. Similarly once the Council knew what people thought about development the Council could lobby.

Cllr Glover agreed that given the proactive role of Birdham it might be prudent to wait and get some indication from residents.

Cllr Bush thought that this was a role that might be better suited to the Birdham Village Residents' Association as a situation could arise where the PC and the BVRA do not agree. However, if the PC goes through the process rapidly then the PC will be representing the views of its residents.

Cllr Pocock said that a questionnaire would have to be sent out to residents which shouldn't have the questions pre-empted in any way.

The Parish Council should be the driver but it must be getting the views of the community. The BVRA is good for fighting applications.

Cllr Glover said that whatever the Council does for MPAG it should tie in with what the village wants, and be acting in the best interests of the Parish.

Cllr Richardson said that even so there are a lot of things that affect the whole peninsula and if the villages don't work collectively they will be undermined by CDC. Ultimately that was the concept of MPAG - to unite and present a collective approach.

Councillors agreed that it was important to maintain the link with MPAG – Cllr Richardson felt that the Council should stay with them, but for the moment Birdham PC will not take any action.

12. Reports of meetings attended by councillors

Cllr Richardson had met with two managers from the South East Coast Ambulance Service concerning a possible hub at Birdham Village Hall. They were quite interested and both parties will continue discussion.

13. Items for inclusion on the next agenda

- + Asset register
- + Formal Resolution for Locality funding
- + Tractor: installation quotes

14. Date of next meeting

The next meeting of the Parish Council will be on Monday July 20th 2020 at 7pm on virtual platform.

There being no further business to discuss the meeting closed at 9.20pm

Signed: _____
Tim Firmston - Chairman

Date: _____

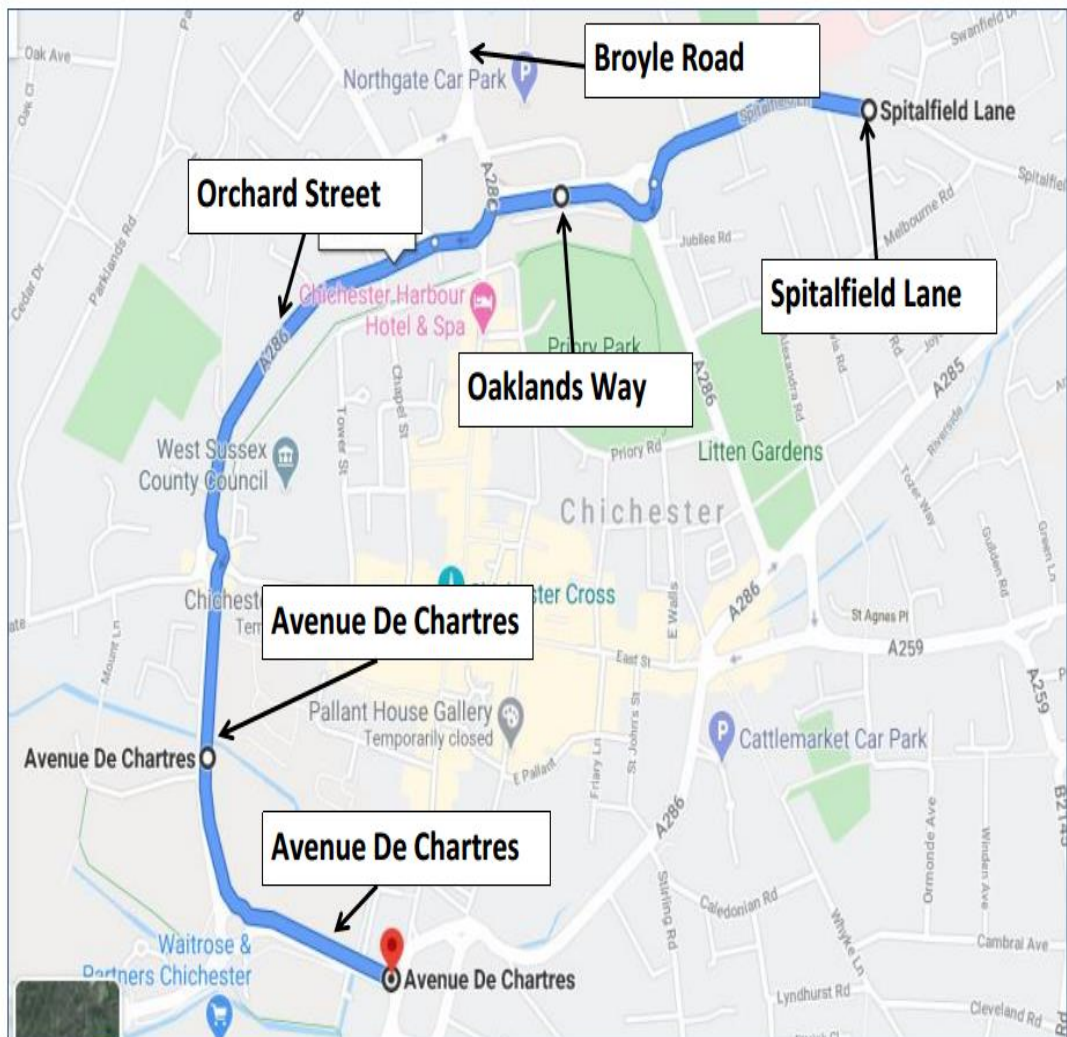
Key:

Title: Railway Station to Spitalfield Lane, Chichester – EATF Phase 1 Route

Oaklands,
Chichester –
EATF Phase 1
Route



Approx.
Distance:
2 KM



Meeting 15th June 2020

Balances on accounts:

Current account	41063.65
Deposit account	140747.91
NS account	7041.84

Total	188853.4
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Received since last meeting

W'shed funds/interest	31593.32
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Paid since last meeting

B Geary litter picking	70
Clerk's salary april	583.76
nest pension march	51.07
nest pension april	51.07
e o'flanagan auditor	228
Lake Road Landscaping	600

Total	1583.90
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Payments for consideration

B Geary litter picking	70
Clerk's salary may	583.56
Nest pension may	51.07
Data protection officer	180
Adrian Dover	132
Adrian Dover	80

Total	1096.63
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