



Imogen Whitaker - Clerk & RFO to the Council  
 2 McAdam Close, Hambrook, PO18 8FG  
 T: 01243 575094/E: [clerk@birdhamparishcouncil.gov.uk](mailto:clerk@birdhamparishcouncil.gov.uk)  
[www.birdham.org.uk](http://www.birdham.org.uk)

Minutes of the Remote Meeting of the Parish Council  
 held on Monday 21<sup>st</sup> September 2020  
 at 7pm

**Present:** Cllr Elizabeth Hamilton (Acting chair) Cllr Graham Campbell, Cllr Barry Richardson, Cllr Bush, Cllr Pocock, Cllr Churchill

**In attendance:**  
 The Clerk  
 CDC – Cllr Graeme Barrett                      1 member of the Public

**1. Apologies**

Cllr Firmston, Cllr Glover and WSCC P Montyn

**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 20<sup>th</sup> July 2020 meeting**

The minutes were unanimously **AGREED** to be a true and accurate record and will be 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 – notice from CDC to say that the case of travellers at Birdham Farm had been heard. Cllr Hamilton said that the travellers have been given notice to quit by 31<sup>st</sup> December 2020, and to leave the field in the state it was occupied by end of January 2021
- iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
BI/20/01806/DOM	Well House Lock Lane Birdham PO20 7BB	Part conversion of loft, dormer and 4 number conservation roof lights	<b>NO OBJECTION on condition that the dark skies policy is adhered to and blinds are installed on the roof windows</b>
BI/20/01807/LBC	Ditto	Ditto	<b>Ditto</b>
BI/20/01932/ELD	Kelly's Farm Bell Lane Birdham PO20 7HY	Existing lawful development - that permission BI/08/01690/FUL was lawfully implemented.	<b>NO COMMENT</b>
BI/20/01822/TPA	23 Longmeadow Gardens,	Re-pollard to previous points	<b>REFER TO TREE OFFICER</b>

	Birdham		
BI/20/02125	Farthings, Westlands	Renovation and extension of existing dwelling	NO OBJECTION

**v. Delegated decisions to be noted**

Planning application number	Address	Details	Decision
BI/20/01588/PA30	Allman Property Partnership Cedar Barn Birdham Road Birdham Chichester	Change of use of a building and any land within its curtilage from Office (B1) to 1 no. dwelling house (C3).	WITHDRAWN
BI/20/01616/DOM	Ambler 12A Burlow Close Birdham PO20 7ES	Demolition of 2 no. garages, construction of new rear and side extensions and new garage.	PERMIT
BI/20/01482/DOM	Tides Reach, 30 Greenacres	kitchen extension	PERMIT
BI/20/00859/DOM	The White Cottage, Sidlesham Lane	Demolition of existing single storey bed, dining / kitchen. Erection of two storey extension,	PERMIT

**vi. Report back from All Parishes Meeting re new Permitted Development Rights.**

The clerk had forwarded the power point presentations from CDC and the planning documents associated with it. One of the consultations has already closed having left no time for Parishes to respond. The “Changes to the Current Planning System” consultation closes on 1<sup>st</sup> October. Cllr Campbell said that he and Cllr Pocock would write a response from the council in line with the Birdham Neighbourhood Plan Review on this consultation. They would address the two main issues: the general principal and the change to the housing allocation algorithm. The new algorithm would impose on CDC housing numbers in the region of 1100 homes (as opposed to the current 648). CDC are also writing to government as the allocation does not take into account that CDC sites are “squeezed” between the SDNP and the AONB on the peninsula.

E Wittering and Bracklesham had forwarded to the Parish Council, a copy of their letter addressed to Gillian Keegan and a copy of their Planning Position Statement, both of which are fully supported by Birdham Parish Council.

<b>Action</b>	<b>Cllrs Campbell/Pocock</b>
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**6. Birdham Neighbourhood Plan Review: Updates and to discuss the future use of the land bequeathed to the Parish Council. To include discussion of “safe cycle routes across the peninsula” as part of the review.**

Cllr Campbell reported that the Neighbourhood Plan Review group is proceeding as planned and have recently issued a “Call for Sites”. This document, which is encouraging anyone who has land they wish to put forward for development, to contact the group. The group has written to all those whom they know already have an interest inviting them to put forward their sites; notices have been pinned up on the boards; and an advert placed in the Chichester Observer. The closing date is 18<sup>th</sup> October. Once all the sites have been received a Planning Consultant will assess all the pros and cons of each site and then these will be presented to residents for consultation.

Anyone who would like to submit a site should contact

<mailto:g.campbell@birdhamparishcouncil.gov.uk>

Cllr Campbell said that over the years the council has not found a suitable use for the land bequeathed to the council (which has covenants) and proposed that this land be put forward for the “Call for Sites”.

There was some discussion about what type of housing should be seen on the land (for young people, affordable homes, or a community trust), however those decisions will come much further down the line. A Housing Needs Assessment is being done for the Parish and will be ready in 8 – 12 weeks’ time.

Cllr Campbell proposed, and Cllr Pocock seconded that the bequeathed land should be included in the “Call for Sites”. Unanimously **AGREED**.

Cllr Campbell said that the Review group had already included cycling routes into their review and formed a sub-committee to research this to be part of the Neighbourhood Plan.

It was noted that GLAM has a list of things that they have done – this was agreed as useful but now everything needs to be joined up. The review group has a meeting with Harbour Conservancy on Friday to ask how they can take this forward.

Cllr Pocock wanted to ask WSCC how the cycle route from Birdham to Chichester could be implemented. Saltern's Way is powder in the summer and mud and puddles in the winter. Could this not be tarmacked? Cllr Bush felt that the canal footpath should also be tarmacked. These items need to be on someone's list. The Clerk to contact Cllr Montyn for input.

Action

Clerk

Cllr Campbell and Cllr Bush had met with Toby Ayling and Valerie Dobson from CDC to tell them what the Birdham Review group was doing and informing them of the "Call for Sites". Toby Ayling talked about the Housing and Economic Land Assessment Availability (HELAA) and how there would be a new definition of brownfield sites. Cllr Campbell reiterated that 125 houses for Birdham was more than the definition of a "service" village warranted. The next stages of the CDC Local plan will include a new "Housing and Economic Needs' Assessment" and they expect to publish their plan in Spring 2021.

Cllr Campbell said that the Locality grant had come in for the Birdham review and was slowly being spent.

Cllr Hamilton said that all Referenda in the Chichester District would not be able to be held until May 2021. In any case the Birdham plan will not be ready by then, as the CDC plan must be "made" beforehand.

#### **7. To receive a report from WSCC member for Birdham Cllr Montyn**

Cllr Montyn had previously circulated the WSCC Members' bulletin to councillors

#### **8. To receive reports from CDC members for Birdham**

- a) Cllr Barrett had previously circulated the Members' Bulletin.
  - b) Cllr Barrett, Cllr Montyn and James Crespi had met with Chief Inspector Carter of the Police to discuss the lack of policing in the area – the Minutes of this meeting had been circulated
  - c) Parish Council's should invite the PCSOs to a Parish Council meeting but due to their time constraints they would probably only be able to attend one annually
  - d) Parking – a lot of work has been done at W.Wittering car park and there is now space for 3000 cars a day. This number will not now increase, and all these spaces must be pre-booked.
  - e) Parking wardens have been very pro-active although Cllr Montyn is looking into using a private contractor at peak times
  - f) There is a consultation on pavement parking which has gone out to councils. Parking on the pavement is only illegal in London now.
  - g) At the Manhood Peninsula Partnership Meeting it was noted that the water treatment plant in Sidlesham is reaching capacity due to future surge tides and sea level rise and may have to be relocated as it is sited at -4m AOD. Efforts to get some response from Southern Water have proved fruitless but they are continuing to ask. The Thornham plant has a problem with nitrates as does Sidlesham in respect of Pagham Harbour.
- End of report

#### **9. Tree Management Programme**

The Clerk had circulated a report on the state of the Poplar trees at the top of the Recreation Ground bordering the road. Several branches have already failed. Cllr Churchill felt that these trees were a hazard. A tree surgeon had submitted a report. The trees could either be inspected and pruned annually or the trees could be felled and replaced. The consensus was that felling would be the better and cheaper long-term option but that it was felt that independent advice should first be sought from Henry Whitby (CDC tree officer) before a decision is reached.

Action

Clerk

#### **10. Clerk's report**

##### **i. WSALC and its decision to "go it alone".**

The clerk had circulated background information on this issue. For Birdham to have access to National Association of Local Councils it must belong to an association at County level.

The decision for WSALC to break away has caused some consternation amongst member councils and some FOIs. At the very least the Clerk felt that a request should be sent to WSALC asking for any vote to be a postal ballot of all 138 member councils. This was unanimously agreed.

Action Clerk

**ii. Telephone banking – motion to approve the use of telephone banking by the clerk**

Due to Covid there is only one councillor able to authorise payments by the clerk. The clerk asked for the council to apply for telephone banking. The clerk can then pay the bills without needing authorisation (as can any other signatory). Long-term the clerk suggested that the council should change banks.

Action Clerk

**iii. SSE bill/Watershed left over funds**

Currently the council pays £1575 a year for electricity as it pays the standard rate without a contract. The council could enter a contract for 1, 2 or 3 years. A three-year contract would cost the council £1177.16 annually.

It was unanimously **AGREED** to enter a contract for 3 years

Action Clerk

There is £350 left over from last year's Watershed works. At that time WSCC were to replace the hedging after their works. However, in the event they have not done this, and this has left the ground open to traveller incursion. WSCC are to install fencing and have asked for Birdham to contribute the £350 to the fence.

This was unanimously **AGREED**

Action Clerk

**iv. To approve the Payments for Consideration**

Cllr Churchill proposed, and Cllr Pocock seconded the payments for consideration. This was unanimously **AGREED**.

**v. Expenditure to date and Bank reconciliation**

Circulated

**11. Birdham Village Hall – future running of the premises and the Public Works Loan.**

Cllr Richardson said that the Hall had had a trustee meeting and AGM. There are now only 5 out of the 12 trustees required to run the hall. As the Parish Council were paying the loan for the hall, were they responsible? The clerk said that they were not responsible and that the hall was an independent body and was governed by the Charity Commission. Cllr Richardson said that they had advertised for trustees, but no one would come forward.

He said without more trustees nothing got done at the hall. Cllr Bush felt that a last push should be made to encourage some locals to take an interest in the hall and if a Job Description could be produced that would help.

The Clerk will forward details of a management company and the role of a trustee from the Charity Commission. This to be on the agenda again for next month's meeting.

Action Clerk

**12. Councillor reports**

**i. Play area and Playing field – to agree contractor for installation of play area**

It was unanimously **AGREED** to use Playdale (suppliers of the tractor) to install the equipment in the play area. As there will still be some funds remaining it may be possible to ask them to supply a mat for underneath the equipment.

Action Cllr Glover

Cllr Firmston had previously circulated his report. The fence around the playground has 19 missing or broken staves and a few more ready to break. Quotations are on the way. The clerk will try to locate the original contractor.

Action Clerk

**ii. Village Green and Pond**

(Cllr Firmston's report) For the three ponds the volunteers are to carry out regular species surveys and to pass on their results to the Manhood Wildlife and Heritage Trust.  
The two interpretation boards are complete. Cllrs Campbell and Bush to install the boards.

Action	Cllrs Bush/Campbell
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**iii. Communication working group**

Possible autumn newsletter when Cllr Firmston returns from holiday.

**iv. Community Resilience**

Cllr Firmston had requested the clerk to have some copies printed. The clerk was a little worried about GDPR concerns, but it was agreed that it was more risky not to have access to the plan in the case of a power cut.

Action	Clerk
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**v. MPAG**

No report

**13. Reports of Meetings attended by Councillors**

Cllr Firmston had attended a virtual meeting of the Manhood Peninsula Partnership covering:

- Flooding predictions on the Manhood in years to come. Communities by their nature are temporary so may have to move and /or build houses on stilts or have floating houses. Changes at Medmerry are happening faster than was expected due to rising water level and more severe storms.
- Manhood Economic Redevelopment. Holiday sites and shops on the Manhood are really busy and camping and caravan sites are full. Footfall in Chichester is picking up. The "hotspots" need better visitor management. Church Norton is terrible for car parking since it appeared in the Times newspaper "Secret Places".

The Visit Chichester website is to be rebranded, new website, new leaflets. Likely booking ahead will be required for more and more places.

Selsey Vision are deciding what to do.

East Wittering and Bracklesham Vision have the consultants Terra Firma in post and operating.

English Coastal Path: The West Itchenor to Bosham section has been approved. The four other sections around the harbour are subject to planning consents and inspections as some landowners are objecting.

Selsey Fishermen have sediment issues affecting their crab and lobster catches. Two organisations, Channel Coast and University of Brighton are researching the issues.

**14. Items for inclusion on the next agenda**

- Village Hall
- Tablets for councillors
- Canal boats for sale at Marina
- Mobile Waste facility
- Notice board for shop
- Autumn Newsletter

**15. Date of next meeting**

The next meeting of the Parish Council will be on Monday October 19th, 2020 at 7pm by remote video platform

There being no further business to discuss the meeting closed at 8.55pm

Signed: \_\_\_\_\_  
Tim Firmston - Chairman

Date: \_\_\_\_\_

**Birdham Parish Council Financial Statement**  
**Meeting 14th September 2020**

**Balances on accounts:**

Current account	68445.85
Deposit account	140785.12
NS account	7041.84

<b>Total</b>	<b>216272.81</b>
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**Received since last meeting**

Precept	25304
Locality grant	9912
interest	37.21

<b>Total</b>	<b>35253.21</b>
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**Paid since last meeting**

Clerk salary	817.76
Home office allowance 3 months	112.50
Council running costs	134.13
nest	51.07
PWLB	8591.04
Adrian Dover	60.00
Adrian Dover	20.00
salc cllr training Cllr Richardson	36.00
salc cllr training Cllr Glover	36.00
St James Churchyard maintenance grant	325.00
sse	714.56
mh kennedy & son (paid in June)	500.76
mh kennedy & son (paid in June)	500.76
betty geary	70.00
National Playing field association	35.00
Zoom	43.17
chichester tree services	240.00
New laptop	683.33
MS 365	112.80
Support	600.00
domain registration	80.00
vat at 20%	295.23

<b>Total</b>	<b>14059.11</b>
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## Payments for consideration

hmrc	paye	203.60
hmrc	paye	203.80
I whitaker july	salary	661.56
I whitaker august	salary	661.56
nest july	pension	51.07
nest august	pension	51.07
ladywell accountancy	payroll	75.00
mh kennedy & son	grass cutting	250.38
mh kennedy & son	grass cutting	250.38
mh kennedy & son	grass cutting	250.38
ssalc	Chairmanship training	36.00
g campbell	NP review website	57.46
MWHG FLOW	interpretation boards	988.00
	NP advert Chi	
g campbell	Obs/forms	229.92
b geary aug	litter picking	70.00
b geary sept	litter picking	70.00
cdc	contrib to MPP officer	438.00
adrian dover	grass cutting	80.00
came and co	insurance	1255.69
wsc	lampost maintenance	1008.25
	<b>Total</b>	<b>6892.12</b>

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