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Minutes of the Remote Meeting of the Parish Council  
held on Monday 19<sup>th</sup> October 2020  
at 7pm

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

**In attendance:**

The Clerk	WSCC Pieter Montyn
CDC – Cllr Graeme Barrett	
CDC – Cllr Susan Taylor	
CDC – Cllr Elizabeth Hamilton	2 members of the Public

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**1. Apologies**

Cllr Glover

**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 of the 21<sup>st</sup> September 2020 meeting**

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

Item 10ii: Prior to the decision to approve telephone banking for the clerk the internal auditor had agreed that there was little risk for the clerk to pay bills in this manner.

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

There were no questions from members of the public

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

Cllr Montyn reported that last week after a long discussion E Wittering and Bracklesham Parish Council agreed to contribute to the Mobile Waste Facility. Cllr Montyn said that the contribution would cost residents £5 per annum.

Cllr Laurie Pocock will be meeting with the WSCC Cycling officer to discuss cycling routes.

**6. To receive reports from CDC members for Birdham**

Cllr Susan Taylor reported back on the CDC's response to the Government white paper "Planning for the Future". She said that CDC's responses were very "robust". Once it has been finalised it will be sent to all Parish Councils. She said that a lot of concern has been shown by all the MPs and Local Authorities in Sussex. She said that although there were some good ideas in the paper the arguments were not well thought out.

Cllr Firmston said the Cllr Campbell had circulated a draft response for Birdham Parish Council and all councillors should read it and come back with amendments if necessary. The response had been formulated at the Birdham Neighbourhood Plan Review group meetings. Cllr Campbell said that trying to describe the current planning system in three words (one of the questions) was impossible. He had been through the white paper at length and had used the useful planning presentation given

by SSALC and other sources for guidance. Essentially the government is trying to take the power to itself whilst giving away some inconsequential goodies.

Cllr Firmston thanked the review group for all the research and hard work.

Cllr Barrett had previously circulated the Members' bulletin. Any questions to be addressed to Cllr Barrett.

Cllr Barrett notified the meeting that one of the two PCSOs (Scott Wrein) that had been assigned to the peninsula has been relocated to Chichester. They are now able to attend two Parish Council meetings a year and he urged the Parish Council to invite him.

Cllr Hamilton had no report

## 7. Mobile Waste Facility

Cllr Firmston said that the last formal meeting of WSCC concerning this issue had been 25<sup>th</sup> Feb 2020. He said that all the parishes apart from Sidlesham had agreed to contribute to the mobile Waste Facility site. The cost will be an estimated £4500 per annum for Birdham for the next three years. It is planned to commence in April 2021. Cllr Montyn confirmed that the figures would remain fixed for the three-year period. He also said that the reduction in bins that had occurred during Covid had since been restored to 4 since 25<sup>th</sup> Sept. WSCC will continue to pay until March 2021.

## 8. 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**

A member of the public asked if the Court judgement on the traveller site was going to plan. Cllr Taylor said that it was, with the travellers being required to quit the site at the end of December and leave the field in a clean condition by the end of January 2021.

### iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
BI/20/02398/DOM	Loxworth, Main Road, Birdham	single storey front and side extn	<b>OBJECTION:</b> - unneighbourly over development of the plot with an increased footprint of 100% - the large flat roof design is incongruous in the rural village setting of Birdham and is adjacent to a pitched roof - no provision has been made in the treatment of the roof lights to conform to the dark skies policy
BI/20/02066/OUT	Koolbergen, Kelly's Nurseries and Bellfield Nurseries, Bell Lane, Birdham,	Outline Application with all matter reserved except for access for the erection of 77 houses, B1 floorspace, retail and open space, with the retention of 1 dwelling.	See below

BI/20/02066: **Objection on the following grounds:**

- Residential development in this location is not in accordance with the current neighbourhood plan and it is premature for BPC to comment on this as it is currently reviewing this Plan. Similarly, CDC is finalising its Local Plan both of which are instrumental to any decisions of BPC. However, the site proposed in this application will be put into the Call for Sites for the Birdham Neighbourhood Plan review and considered alongside other sites to see whether it is suitable in light of the recently published Housing and Economic Land Availability Assessment (HELAA).
- There is insufficient information provided and much of it appears to be contradictory.
- The access is not in accordance with current standards required as set out by WSCC
- Infrastructure improvements required by a development of this nature need to be identified, deliverable and funded.
- There is insufficient educational capacity at Birdham Primary School to accommodate the requirements generated by this development
- The Parish require there to be a design code agreed at the stage of the outline planning application. This is to ensure that the development is of the quality commensurate to the rural location
- The development is overly dense in this location. The site is 2.34 hectares, and the 77 houses gives a supposed density of 32.9 per hectare, but which in fact will be higher as some of the space is taken by a retail unit and some light industrial units. Unacceptably high for this location
- The draft proposals do not identify where uses will be located on the site
- The outline scheme does not clearly identify car parking allocated to each use
- There is insufficient open space identified. We need to agree a statement and baseline for this at this stage
- The impact of a further 77 homes (undesigned in size) on the road infrastructure has not been assessed

- The site should be deliverable within two years but a third of the land area of this application does not belong to the applicant and it would seem unlikely that the time scale is achievable.

**v. Delegated decisions to be noted**

Planning application number	Address	Details	Decision
BI/20/01289/DOM	Waders, Westlands Estate	Extensions, alterations, and refurbishment to existing house. New garage.	PERMIT

The Clerk informed the meeting that she had had a response from Tony Whitty (CDC Planning) concerning the cessation of planning notices formally issued by CDC to members of the public living next door to, or in the vicinity of a planning application. In future these notices will only be on public lampposts for example. He had suggested that members of the public wishing to be informed should use the CDC Planning Portal. However, if the public don't know that an application has been made, they are unlikely to use the portal.

Cllr Taylor said that CDC were not required to do this by law and as part of the Covid economy drive they were cutting back.

(Cllr Barrett left the meeting at 8.09pm)

**9. Birdham Neighbourhood Plan Review 2020 – 2035**

Fortnightly meetings have been held by the Review group. The call for sites has closed. The planning agent employed by the group will assess all the applications and then the completed list will go out for public consultation with residents of Birdham and will become a major component of the plan going forward. How this is to be achieved has yet to be decided.

The plan should be resolved by the Spring.

Cllr Pocock said that a Housing Needs Survey was being undertaken by one of the consultants.

**10. Implications of Canal Boats for sale in Marina – Cllr Bush**

Cllr Bush reported that slowly old tenants were being wheeled out of the Marina and the canal boats were being upgraded. He questioned what was going to be the use of these boats. He said that the pontoon by the lock had been altered and they were pulling in small box-like boats. Cllr Bush had questioned whether this was within their planning permission and the reply he had received back was that it was.

He said that if 30 – 40 houseboats were let as holiday-lets then that would essentially change the character of the Marina.

Cllr Firmston drew the meeting's attention to an article in the Sunday press which told of Premier Marinas supplying a new range of modern lodgings which allowed clients to enjoy the coast without having to have any sailing qualifications.

Cllr Montyn said that in his dealings with the Harbour conservancy and the AONB this was the type of practice that they were trying to limit. He suggested that the council should contact the environment officer at CDC. Cllr Bush to do so.

<b>Action</b>	<b>Cllr Bush</b>
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Cllr Hamilton had drawn the attention of Enforcement at CDC to this and as far as she knew they had spoken to the marina owners.

(Cllrs Montyn and Taylor left the meeting at 8.18pm)

**11. Village Hall Trustees**

As Cllr Richardson had resigned from the Parish Council there was no report. The Clerk had sent him information concerning trustee obligations and the details of a management company in Chichester. The management of the Village Hall is for the trustees to decide. Cllr Churchill will attend the next trustee meeting and see if any help is needed.

Cllr Hamilton had given Cllr Richardson details of the CDC Covid grant for which the village hall was eligible.

A member of the public asked if the village hall were going to be used as an ambulance base. The discussion is still ongoing.

**12. Notice Board for Shop**

The notice board at the shop is jammed shut. There is money in this year's budget to replace it. Cllr Firmston to ask the shop owners if they are happy for the notice board to be outside the shop.

The clerk asked if another councillor could please take over the posting of notices at the church, the hall, and the shop.

<b>Action</b>	<b>Cllr Firmston</b>
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### 13. Tablets for councillors – Cllr Churchill

It had come to Cllr Churchill's attention that councillors at East Wittering had all been issued tablets by the Parish Council. He asked if this was viable and a way to keep in line with the Data Protection Laws.

The clerk said that she had been aware of this when she had been researching how best to implement GDPR. There was no specific benefit to issuing councillors with tablets. Tablets get out of date quickly. Also, for councillors who do a lot of paper work it is virtually impossible to type documents successfully on a tablet. She felt that councillors were perfectly safe using the cloud-based system on their own computers as long as copies were not stored on the hard drive. There is still some work to be done with the new system – but firstly all councillors need to be on the new email address.

### 14. Clerk's report

#### i) Correspondence

- a) New Homes Bons Grant – the clerk read out the conditions of acceptance of the grant from CDC. The council unanimously **AGREED** to accept the conditions. These will be signed by the clerk and returned to CDC.

Action

Clerk

- b) Cleaning of pathways – the pathways along the A286 are becoming narrower and narrower due to encroaching vegetation. It was agreed that the Clerk should send a plan to Chris Stark (WSCC) asking for the path from Birdham stores towards the playing fields, and from Church Lane northwards to the motorhome site, to be put onto the “sidings” list for WSCC with a request that the cuttings not be dumped into the ditch.

Action

Clerk

- c) Authority Monitoring Report – the clerk to send to Cllr Cambell  
d) SSALC meeting with Chief Constable of Sussex: any questions for the Chief Constable please contact the clerk before Friday 13<sup>th</sup> November  
e) Trees: The clerk had received two of the three quotes back. With winter coming on she felt that a decision needed to be made otherwise the heavy machinery will not be able to access the site.

Cllr Churchill proposed, and Cllr Campbell seconded using Chichester Tree services.

Action

Clerk

- f) Planning: the clerk asked another councillor to take over the planning resumés for each meeting. Cllr Churchill agreed to do this.

#### ii) WSALC

The clerk had recirculated the background information concerning this dispute. With the WSALC AGM set for 10<sup>th</sup> November at 10am it was essential to have a nominated representative to be able to vote on behalf of the Council.

Cllr Campbell volunteered and was duly nominated. The clerk to notify WSALC.

Action

Clerk

- iii) **To approve the Payments for consideration** – Cllr Pocock proposed, and Cllr Campbell seconded that the payments should be made. Unanimously **RESOLVED**. (Cllr Bush left the meeting at 8.54pm)

#### iv) Expenditure to date and Bank reconciliation – circulated.

The clerk asked to fix a day for an exceptional Parish Council meeting to discuss the budget. She had amended the budget to include the payment to WSCC Mobile Waste facility. It was felt that an additional meeting was not necessary. The councillors to study the budget before the next meeting and let the clerk know of any proposed amendments. The budget will be formally voted on at the next meeting. The tax base

is usually notified to clerks by 15<sup>th</sup> December. It was generally expected that the tax base should remain the same as last year.

It was agreed that the Culvert and Ditch maintenance fund should be ringfenced in the future, allowing the fund to grow.

### 15. Councillor Reports:

#### i. Play area and playing field

- a) Cllr Churchill had met with the Playdale representative to discuss the position of the tractor and all councillors agreed with the position chosen. The clerk will notify Playdale.

Action

Clerk

- b) The Playground Inspection report had come in – there are some minor works to be done. A handyperson is required to implement these.
- c) Cllr Firmston was waiting for one more quote for the playground fencing and for reinforcing the fence next to the Scout Hut. Cllr Churchill drew the meeting's attention to the damage to the struts of the fence which he felt was deliberate. The wood used for the slats is not particularly strong.

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

- a) Cllr Firmston thanked Cllrs Bush and Campbell for installing the Interpretation Boards at the village ponds
- b) For anyone wishing to get involved the volunteers meet every 1<sup>st</sup> Friday of the month at 9.30am to help clear the 3 ponds

#### iii. Communication working group

Cllr Firmston had put down some ideas for articles in the next Newsletter and he will await councillors' contributions. He hopes that the Newsletter would be ready for the Spring.

#### iv. Community resilience – no report

#### v. Manhood Peninsula Action Group – no report

### 16. Reports of meetings attended by Councillors – no reports.

Cllr Firmston drew Councillors' attention to the Infrastructure Business Plan which has been issued by CDC. It was agreed to add the Bus shelter in Bell Lane to the list of desirable projects for the village.

Action

Clerk

### 17. Items for inclusion on the next agenda

Approval of Budget for 2021 -22

### 18. Date of next meeting

The next meeting will be held on a remote video platform on Monday 16<sup>th</sup> November 2020

There being no further business to discuss the meeting closed at 9.25pm

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

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

**Birdham Parish Council Financial statement**  
**Meeting 19th October 2020**

**Balances on accounts:**

Current account	61763.4
Deposit account	140785.12
NS account	7041.84

<b>Total</b>	<b>209590.36</b>
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**Received since last meeting**

	0
	<b>0</b>

**Paid since last meeting**

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

Total	6892.12
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### Payments for consideration

betty geary	litter picking	70
I whitaker	salary	661.76
nest	pension	51.07
I whitaker	office allowance	112.5
Council running costs	tel/stationery	90.35
zoom	3 months	43.17
Royal British Legion	11th Nov	19.25
Playdale Playgrounds	deposit	2872.2
Rospa Play safety	inspection	111.6
access by design	web hosting	180
M H Kennedy and son	grass cutting	250.38
ICO	fee	40
see	electricity	343.8
graham campbell	NP review	41.11

Total	4887.19
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