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Minutes of the of the Parish Council Meeting  
held on Wednesday 20th October 2021  
at 7pm

**Present:** Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton (Vice-chair), Cllr Graham Campbell, Cllr Gordon Churchill, Cllr Clive Bush, Cllr Rachel Glover

WSSC Pieter Montyn

CDC Cllr Graeme Barrett, Cllr Susan Taylor, Cllr Elizabeth Hamilton

Clerk – Zoom attendee

5 members of the public

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**The chair reminded the meeting of the Covid protocols in the Hall for the meeting.**

**1. Apologies**

Cllr Laurie Pocock

**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 15<sup>th</sup> September 2021 meeting**

The minutes, with the following amendments were proposed by Cllr Churchill, and seconded by Cllr Bush. They were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman.

Amendments: The Clerk's presence at the meeting had not been noted; and Item 11b - the village hall fencing arrangements had been visited by Cllrs Firmston and Churchill with Mr Alan Drew.

**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 WSSC member for Birdham Cllr Montyn**

- i. Cllr Montyn drew the attention of the meeting to the proposed consultation with National Highways (formerly Highways England) on the A27, to which Birdham, Selsey and East/West Wittering and Bracklesham had not been invited. The clerk has sent a letter requesting that Birdham be part of the Consultation process.
- ii. Cllr Montyn said that the Southern Water road tanker had been positioned at the Pinks Lane pumping station on Tuesday night and this Wednesday morning following the recent rain. The Drainage and Waste Water Management Plan (DWWMP) covering the Sidlesham and Pagham water treatment works was now in circulation for discussion.
- iii. The Environment Agency had identified a shortage of clean water in the northern part of the Chichester District and so planning applications for new housing had been stopped. Cllr Taylor (CDC) replied that a solution to the problem would be found, as with the recent nitrates' problem, and discussions would be continuing with the planning officers.

Cllr Firmston said that a report should be made to Southern Water about the road tanker on sewage pumping duty on Tuesday night and Wednesday morning and that the recent Birdham Neighbourhood Plan website had the facility for residents to log their concerns on sewage, traffic and any other community issues.

(Cllr Montyn left the meeting.)

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

Cllr Graeme Barrett

Cllr Barrett had circulated his report to councillors prior to the meeting.

He reported back on the Manhood Peninsula Forum meeting where each council had outlined their individual problems. Birdham PC had written to Cllr Barrett to ask that drainage and flooding issues be added to their list as Birdham suffered from both of these.

Cllr Firmston asked the CDC councillors about the lack of information flow for residents living adjacent to proposed planning applications. Formerly neighbours were notified by CDC, but this practice has stopped. A single notice is posted on the front of the property concerned; but if neighbours live at the rear of the property and will be adversely affected, they may not know about the application until it is too late. Cllr Firmston pointed out that in the letter addressed to Parish Councils advising of planning applications Mr Frost wrote, "letters will be sent out to neighbouring properties if necessary." Could the councillors ask Mr Frost what are his criteria for neighbours to receive a letter?

Action

Cllrs Barrett/Taylor CDC

## 7. Planning matters including appeals, applications and CDC delegated decisions.

- i. **Notifications of new Planning Enforcement Notices** – Notification had been received about Plot 13, northwest Birdham Business Park which has been served an enforcement notice to remove all concrete, sheds and kennels by 24<sup>th</sup> November 2021, unless an appeal is made.
- ii. **Notifications of Planning Appeals – there were none received**
- iii. **Updates on Planning Enforcements**
- iv. **Planning applications to be decided:**

Planning Application number	Address	Details	Council Comments
BI/21/02693/FUL	Harbour House , 22 Greenacres, Birdham, PO20 7HL	Demolition of existing dwelling and construction of a new dwelling, detached garage with annexe accommodation, swimming pool, boat house and workshop - Variation of Condition 1 of planning application BI/20/00223/FUL to formerly regularise minor amendments made to scheme during construction.	<b>STRONGLY OBJECT</b> – for further detail see below
BI/21/02063/DOM	Westways , Crooked Lane, Birdham, PO20 7HB	Loft conversion, single dormer front and rear	<b>NO OBJECTION</b>
BI/21/02780	Bay Tree House Westlands Estate Birdham PO20 7HJ	Conversion of garage to habitable space with single story side extension. Replacing existing windows. Replacement of tile with weatherboarding at first floor. Erection of 1 no. detached garage/storage building. Replacement of drive surfaces. New front boundary wall and gates.	<b>NO OBJECTION</b>
21/02818/FUL	Land North Of Cowdry Nursery Sidlesham Lane Birdham PO20 7QW	Change of use of land to a campsite with erection of 1 no. shepherd hut	<b>OBJECTION</b> – due to insufficient information on sewerage (public health issues), projected number of pitches; supervision of site.
BI/21/02858/FUL	Court Barn Court Barn Road	Replacement dwelling, outbuilding and associated works	<b>NO OBJECTION</b> on condition that the design and details meet with Harbour Conservancy policies. Recommend that HC

			consider automatic blinds on Harbour facing windows
BI/21/02768/PNO	Hillands Farm Batchmere	erection of one agricultural barn	<b>NO COMMENTS SUBMITTED</b>

Application BI/21/02693/FUL – Harbour House, 22 Greenacres.

Neighbours to this application attended the meeting. 5 neighbours have raised objections with CDC. The owner of the application has now been issued a Section 73 application to regularise the changes which, the neighbour pointed out, are extremely difficult to assess.

He said that there were a number of issues and inconsistencies including:

- Extensive glazing not included in original application
- None of the glazing is obscured as required in the planning regulation
- The windows on the ground floor should be aligned, which they are not
- The boat house has been built, but 1.5m from where indicated on the plan
- There are roof lights on the building which do not appear in the application
- A ramp has been constructed, as has a retaining sea wall which should be removed
- On the block site plan the property should be level with the neighbouring property which it is not
- The front of the building is bigger than the rear
- There are 19 windows on the front elevation
- As seen from the foreshore the sleepers and wall should be removed to be replaced with a green replanted bank. From here all the added glazing to the property can be seen
- He said that a proper assessment needed to be undertaken by an architect to evaluate the extent of the alterations.

Another neighbour said that they had the right to privacy and that this application made a mockery of the planning system and if allowed to go unchecked could create a precedent.

Cllr Bush said that as a principle and on the individual facts, the Parish Council should be supporting the planning principles which have been established over many years. To allow anyone to make alterations without consent – and so many alterations that they would need another planning application, is not acceptable. Had these alterations been included in the original planning application, permission would not have been granted. He said that applying for retrospective permission was the trend.

Cllr Churchill said that the light pollution will also affect the character of the area – wildlife and particularly insects - resulting in the increasing decline of bees.

Cllr Campbell said that previously the enforcement officer had visited the site and the changes at that time were not sufficient to be a problem. Since that time, she has revisited and issued a Section 73 notice. It is important that the council objects so that the message is clear.

Further objections were that the AONB is to be protected, and that this application is not respectful of the original confines of the planning application.

Cllr Firmston noted that neither the Harbour conservancy nor Natural England had commented.

The council unanimously agreed to object strongly to this application on the grounds that the dwelling is quite different to that which was proposed.

A further application was considered which was received after the agenda had been issued.

BI/21/02988/TPA	Mead House, 18 Pipers Mead	Crown reduce (height and widths) back to previous pruning points on 2 no. Oak trees (quoted as T1 & T2) within Group, G2 subject to TPO/14/BI.	No objection – to defer to CDC tree officer
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v. Delegated decisions to be noted

Planning application number	Address	Details	Decision
BI/21/00148/LBC	The Hundred House Hundredsteddle Lane	repairs to roof above back door	<b>REFUSED</b>

BI/21/01696/DOM	Ffollets thatch sidlesham lane	single storey side extension	PERMIT
BI/21/02768/PNO	Hillands Farm Batchmere Road Birdham PO20 7LJ	erection of one agricultural barn	REFUSED

(Cllrs Taylor and Barrett left the meeting at 7.50pm)

## 8. Birdham Neighbourhood Plan Review 2020 – 2035

Cllr Campbell reported:

- a) At the meeting last night (and previously) the group had discussed the housing allocation which is a big issue for Birdham. Cllr Campbell has asked Cllr Taylor (CDC) when the allocation is likely to be issued as it is crucial to the development of the plan review. She suggested that the group seek advice from Valerie Dobson at CDC
- b) The next issue had been what to do about the public consultation when the issue of housing allocation was not resolved. It had been agreed that the group would send out a questionnaire to every household in the Parish and the responses would feed the proposals for the public consultation which would be after the housing allocation had been received.
- c) Bequeathed land: all the residuary trustees have been contacted. The Royal Veterinary College have no objections, but others say that development was against the wishes of the legatee Mr Farne, and that they couldn't agree. However further discussion is underway explaining the possible uses of this land for helping those in the Parish.
- d) A letter is to be sent to Birdham Straight House asking for their views.
- e) The call for Evidence showing the failures of infrastructure in Birdham is working well with 12 responses already. He said that the claim by the planners of the proposed Koolbergen application that there were no infrastructure issues is hugely false. A copy is to be posted up on the Parish Council noticeboards

Action

Clerk/Cllr Campbell

- f) The group had commissioned an ecological survey which they have received and are now working their way through the 100+ pages. It cannot be put into the public domain, but the information can be used to inform the Neighbourhood Plan review for which it was commissioned.

Cllr Bush drew the meeting's attention to the issue of planning meetings at CDC effectively now being private. As the Councillors take up most of the available space (with social distancing) in the hall, there is little or no room for the public. He said that the democratic process was being undermined, without the democratic process for this to be instigated having been implemented. Cllr Campbell said that CDC is getting away without doing its job. If a planning officer states that there are no sewerage issues in Birdham, and no members of the public are present to contradict this, then the plan goes through without opposition. 50 members of the public in the room would have a material effect on the decisions of the planning councillors and officers.

Cllr Bush said that there should be recognition from CDC that this current system is not working and that there should be in-person representation.

## 9. Planting programme for new trees in December 2021

The trees are available to be collected on 2<sup>nd</sup> December and there will be 2x20 (small "whips" ). Church Field is happy to take some. Cllr Hamilton and Campbell to prepare a plan of Recreation Ground to indicate where the trees could be planted.

## 10. To discuss Draft Precept request (budget) for 2022 – 2023.

The final budget is to be agreed at the next meeting.

The possibility of adding a reserve fund for a car-charging point somewhere in the village was discussed. Cllr Hamilton said that those already installed by CDC in car parks were not being utilised. The clerk said when electric cars became compulsory there would be a lack of points especially for those who do not have on-street car parking or garages. To be considered further.

## 11. Clerk's report

- i. **New Homes Bonus agreement** the clerk read out the conditions of the award of the grant to the council. These were proposed by Cllr Glover, seconded by Cllr Campbell and unanimously **AGREED**.

It was also agreed that Cllr Glover would be the project leader for the installation. Clerk to ask contractors about ground surface under the swings.

### ii. Correspondence

- The Platinum Jubilee Celebrations' website is now up and running and people can log on any beacons or street parties or any other celebration they are planning to undertake.  
[The Queen's Platinum Jubilee 2022](#)

- The clerk mentioned the upcoming consultation on making two of the temporary permitted development rights permanent (moveable structures in cafes, restaurants, pubs and historic places) and permitting of markets to be held daily by local councils.  
No comment will be made by Birdham Parish on these consultations.
- In order to save 30% on costs the clerk proposed paying the Zoom subscription annually. This was agreed.
- iii. **To approve the Payments for consideration** the payments for consideration were proposed by Cllr Campbell and seconded by Cllr Hamilton and unanimously **RESOLVED**.
- iv. **Expenditure to date and Bank reconciliation - circulated**

## 12. Councillor Reports:

- i. **Play area and playing field – to appoint project leader for new swing installation/ to progress installation of football goal posts.**
  - Cllr Glover appointed in item 11i as project leader.
  - Cllr Bush had spoken to resident concerning the goal posts but no further action has taken place. The council has until Sep 2022 to implement this or the money will be returned to CDC
- ii. **Village green and pond**
  - Volunteer work will be taking place on Friday morning to clear vegetation – everybody welcome. Details on council website : [Would you like to help cut back vegetation Birdham Pond Friday 22nd October 2021 - Birdham Parish Council](#)
- iii. **Communication working group – no report**
- iv. **Community resilience – no report**
- v. **Manhood Peninsula Action Group** - the March planned a few weeks ago had to be cancelled. No further update at the moment.

## 13. Reports of meetings attended by Councillors

Cllr Campbell had attended the Manhood Peninsula Forum meeting that Cllr Barrett had mentioned earlier. He said it was very interesting the amount of work done by each parish on their plans researching sewerage issues, drainage and electricity. A big concern was the increasing number of second homes and using them as Air BnBs. After a certain amount of lettings per year a change of use application should be sought.

Cllr Firmston had attended the Chichester District Association of Local Councils' (CDALC) meeting on the 4th October and notes had been circulated.

Within the report from the Harbour Conservancy an update on houseboats and other structures was included. The consultation on a houseboat policy received a good response with the expected divergence of view between local residents, berth holders and marinas. It has been decided to delay creating a new policy until further discussions with the LPA i.e. CDC has taken place. The current LPA view is that houseboats do require planning consent.

## 14. Items for inclusion on the next agenda

- Budget
- Platinum jubilee celebrations
- TRO application for 20mph on local roads and 30mph on A286 through Birdham

## 15. Date of next meeting – 17<sup>th</sup> November 2021

There being no further business to discuss the meeting closed at 9.12pm

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

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

**Birdham Parish Council Payments for Consideration  
Meeting October 2021**

**Balances on accounts:**

Current account	128058.29
Deposit account	100007.78
NS account	7092.54
	<b>235158.61</b>

**Received since last meeting**

Precept	27399.00
	<b>27399.00</b>

**Paid since last meeting**

betty geary	litter picking july and aug	140.00
i whitaker	Clerk's salary july and aug	1439.68
nest	pension	52.50
adrian dover	grass cutting july and august	220.00
playdale	spare parts for play equipment	97.62
ico	data protection fee	35.00
l pocock	laptop for parish council	399.00
g campbell	website hosting	71.80
chris milford	handyman bench repair village green	cancelled
chris milford	handyman playground equipment repair	525.00
mh kennedy	grass cutting july and august	1021.20
sse	street lighting	107.53
wannops	advice re bequeathed land	420.00
insurance	parish council insurance	1026.16
		<b>5555.49</b>

**Payments for consideration**

betty geary	litter picking	70.00
i whitaker	Clerk's salary incl back pay	1014.53
nest	pension	52.50
nest	pension back pay	76.58
hmrc	contributions	5.31
adrian dover	grass cutting/bus stop clearance	212.00
british legion	poppy wreath	19.25
moore	external audit	480.00
t firmston	soil to repair playground	20.00
chris milford handyman	repair village pump bench	37.00
chris milford handyman	parts for playarea repair	28.38
access by design	website hosting	180.00
mh kennedy	grass mowing	697.50
sussex wildlife trust	biodiversity report	120.00

g campbell	software	14.49
SLCC and LCR	subscriptions	142.50
chris milford handyman	d shackles play area	52.80
sse	street lighting	101.40
zoom	3 months	43.17
council running costs	3 months	209.85
ringcentral	telephone 3 months	35.97
		<b>3613.23</b>

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**Birdham Parish Council Meeting 20th October 2021**

**Bank accounts as of 15th Oct 2021**

Current Account	128058.29
Deposit Account	100007.78
National Savings	7092.54
<b>Total</b>	<b>235158.61</b>

Opening balance 1st April 2021	148950.69
add receipts in the year	121561.43
less expenditure to date	35388.51
<b>Balance</b>	<b>235123.61</b>

**Less**

Reserve @ 50% of Precept	27400.00
<b>Total</b>	<b>27400.00</b>

**Ringfenced Funds**

Op Watershed	2400.00
Culvert Ditch Maintenance	7000.00
Adams bequest (Fencing)	6500.00
CIL Payments	83990.66
NHB	10595.30
Neighbourhood Plan Grant	9950.00
Neighbourhood Plan Grant	46664.00
<b>Total</b>	<b>167099.96</b>

**Available Funds**

<b>Total</b>	<b>40623.65</b>
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