



Imogen Whitaker - Clerk & RFO to the Council  
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 of the Hybrid Parish Council Meeting  
held on Wednesday 16<sup>th</sup> February 2022  
at 7pm

**Present:**

Cllr Timothy Firmston (Chair) Cllr Graham Campbell, Cllr Laurie Pocock, Cllr Gordon Churchill, Cllr Rachel Glover

WSCC Pieter Montyn CDC Cllr Susan Taylor 2 Members of the Public

**Zoom Attendees:** Clerk, Cllr Elizabeth Hamilton. Mr Piers Smerin – Agent

---

**The Chairman opened the meeting by reminding those present of the change in Covid rules.**

**1. Apologies**

Cllr Bush is on holiday.

**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 19<sup>th</sup> January 2022 meeting**

The minutes were proposed by Cllr Pocock, seconded by Cllr Campbell and were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman.

The Chair informed the meeting that the March meeting would take place on the second Wednesday of the month – 9<sup>th</sup> March. He also proposed that, with councillor agreement, meetings for the council should be switched permanently to the second Wednesday of the month (if switching arrangements can be made with yoga teacher at hall). To be confirmed later in the meeting.

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

There were no questions.

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

- i. Cllr Montyn said that the Chichester County Local Forum would take place on 1<sup>st</sup> March at The Grange Centre Midhurst (venues to change at each meeting). Questions can be submitted in advance.
- ii. It was a very disappointing message that had been received about speed limits in Birdham. He has spoken to the Highways manager Mike Thomas who would be willing to come to Birdham and do a “walk around” and discuss options.
- iii. Cllr Montyn had received today the Cabinet Members’ decision on the new procedures of Traffic Regulation orders which he has sent to the Clerk.
- iv. Cllr Montyn reported that on 1<sup>st</sup> March 2022 at 10am the Appeal for the Church Farm development (on the boundary of East and West Wittering) will start and will continue for 6 days. The Appeal will be held in the Memorial Hall in West Wittering. The first day is for anyone to make their comments. He urged as many people as possible to go and show their support even if they don’t speak. It was agreed that Birdham Parish Council would submit an objection as all cars that go to W Wittering have to drive through Birdham to get there.

Cllr Campbell thanked Cllr Montyn for the information on TROs. He has arranged a meeting with two members of the Boxgrove Traffic Calming group to walk around Birdham.

Cllr Campbell also felt that Birdham PC should address the W Wittering and Bracklesham councils as they did not support the initiative on the grounds that it would take them longer to get to Chichester. He said the assessment of WSCC Highways that the correct speed for a road was the speed you could drive if there were no traffic, was not conducive to reducing speed.

Cllr Campbell asked if the WSCC database was up to date on traffic speeds etc as his research had come up blank. Cllr Montyn said that it was up to date.

Cllr Churchill expressed his surprise at the non-support of W Wittering and Bracklesham PCs. Most traffic studies across the world show that slowing traffic down does not increase journey time. He also expressed concern about the speed that vehicles drive down Crooked Lane after leaving the A286.

#### Bell Lane Bus shelter

Cllr Firmston reported that WSCC have agreed to implement and pay for the bus shelter base and that this would be happening in the next two to three months. The bus company had also agreed the works. It remains for the PC to choose the bus shelter supplier.

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

Cllr Taylor said that work was still progressing tirelessly behind the scenes on the Local Plan. The article which had appeared in the Guardian about the Manhood Peninsula Action Group march in Chichester and the problems on the peninsula had been very balanced except for the statement issued by the department for Levelling up, Housing and Communities. This had been disingenuous in leading people to believe that the Local Authority decided on housing numbers; not the reality which is that the government issues the quota, and the LA must do all in their power to meet that number.

Cllr Montyn asked whether CDC had written to the dept to ask them to issue an apology. Cllr Taylor said that the department hadn't told a lie but had not given a full and clear picture.

Cllr Campbell said that he was glad that CDC had reduced the housing numbers on the Manhood Peninsula to 50 overall, but disappointed that all of these houses had been allocated to Birdham – a village of only 800 houses. He said that they would be writing to CDC.

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

- i. Notifications of new Planning Enforcement Notices – there were none received**
- ii. Updates on Planning Enforcements**
- iii. Notifications of Planning Appeals – Plot 12 Land northwest of Premier Business Park, Birdham Road 8<sup>th</sup> Feb 2022** – proposed development without planning permission change of use of the land to the storage of a caravan and a highway maintenance vehicle used for white line painting. Linked to 8 other appeals.

Cllr Pocock asked Cllr Taylor to ask for a formal report from CDC legal team on the progress and situation of the Birdham Traveller site appeal.

- iv. Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/21/03007/FUL	Pict Fenn Court Barn Road	Replacement of the existing single family dwelling house with attached garage and separate outbuildings with a new single family dwelling house with separate outbuildings and associated landscaping works.	This application was difficult to read and to identify the right information. The gross internal area is being replaced by 83% in a footprint area increase of 49%. The outbuildings will be replaced with like for like (2 stables/log shed/1 boat house) of the same size. There will be no replacement garage. After clarification of footprint size, the Council made a <b>REVISED DECISION : NO OBJECTION</b>

BI/21/03543/DOM	Creekside , 28 Greenacres, Birdham, PO20 7HL	Demolition of conservatory, front single storey extension in addition to consented scheme, reference 20/02589/DOM	NO OBJECTION
BI/22/00060/FUL	Harbour House 22 Greenacres Birdham PO20 7HL	Application for planning permission for amendments to BI/20/00223/FUL - Demolition of existing dwelling and construction of a new dwelling, detached garage with annexe accommodation, swimming pool, boat house and workshop - (variation of condition 2 of planning permission BI/19/01408/FUL - Variation to the house, boat house and garage / annexe.) Retrospective planning permission is also sought for a retaining wall.	There are a total of 19 changes which taken together constitute an application far removed from the original. It is setting a dangerous precedent for ignoring the confines of planning permission. BP is asking district councillor to red card this application. BPC STRONG OBJECTION

v. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
BI/21/03423/DOM	Cowdry Barn , Birdham Road, Birdham, PO20 7BX	Single storey hipped roof side extension to existing dwelling.	PERMIT
BI/21/02822	Tideways Lock Lane Birdham	proposal of rear extn	PERMIT
BI/21/02858/FUL	Court Barn, Court Barn Lane	Replacement dwelling and outbuilding with associated works	PERMIT
BI/21/02063/DOM	Westways , Crooked Lane, Birdham, PO20 7HB	Loft conversion, single dormer front and rear	PERMIT
BI/20/02184/DOM	Nightingales, 1 Florence Close	Single storey rear extension and change of use of loft to habitable accommodation.	FINALLY DISPOSED OF ART 40
Bi/21/03037/FUL	Houseboat Karibuni	Replacement of Berth 30 Houseboat Karibuni with a Bluefield Houseboat and installation of H column cored and grouted anchoring system.	REFUSED

**8. Birdham Neighbourhood Plan Review to include report from CDC Panning Committee meeting Koolbergen Nurseries BI/20/02066/OUT**

- a) Cllr Campbell reported that the questionnaire and report have both been published on websites. So far, no comments, no complaints or feedback. The main issues (as expected) were road speed, sewerage, flooding and the rural aspect of the village. Most respondents felt smaller developments were better and below 50 was reasonable.
- b) Birdham's housing allocation has been reduced from 200 to 50 houses – which is the entire allocation for the Manhood. The group will write to CDC to say that it is unfair for all 50 houses to be allocated to Birdham.
- c) Regarding the bequeathed land there is extreme difficulty in contacting the trustees and executors to see if the covenants can be broken. The beneficiaries do not have any objection and a proposal will be made; however without the consent of the executors this will be a significant issue resulting in the council not being able to progress its plans.
- d) It was unanimously **AGREED** to clear the bequeathed land for the sum of £620 and for this to be completed before end of February.

(Cllr Taylor left the meeting at 8.23pm)

## 9. Clerk's report

- i) **Date of Electors' Meeting** it was hoped that this would be before the end of June. This depends on knowing the definitive numbers for the housing allocation, when sites could then be allocated. These would then be presented to residents. It was agreed that the meeting would be held on a Saturday when most residents are able to attend.
- ii) **Correspondence**
- ✚ once a new handyperson has been identified the clerk will purchase the football goals
  - ✚ £250 grant is available for the Queen's Platinum Jubilee
  - ✚ Birdham Parish Council's official address will be changed to that of the Village Hall. A new post box will be purchased and clearly labelled.
  - ✚ A safety harness for the DDA seat on the toddler swing set will cost £158 – this will take the council £140 over budget. It was unanimously **AGREED** to purchase the harness which will be kept separately and given to those parents needing it when required.
  - ✚ Health and Wellbeing survey WSALC – clerk to complete
  - ✚ Planting a tree for the Queen on the 70<sup>th</sup> day of the 70<sup>th</sup> year of her reign – March 11<sup>th</sup> 2022. It was **AGREED** that Birdham Parish Council would take part in the national tree planting event. Location of planting to be confirmed.
  - ✚ Earnley Parish Council Parish Plan – had been sent in hard copy to the Chair. Cllr Campbell to read for any information relevant to Birdham Neighbourhood Plan.
  - ✚ It was agreed that at the next meeting Councillors would pass a motion to write to Secretary of State asking for remote meetings and hybrid meetings to be legalised for Parish Councils.
- iii) **Payments for consideration** – Cllr Churchill proposed, and Cllr Campbell seconded the payments for consideration. Unanimously **RESOLVED**.
- iv) **Expenditure to date and Bank reconciliation – circulated.**

## 10. Councillor Reports:

- i. **Play area and playing field to include:**
- **request to use field for fitness classes**
  - **ways to improve biodiversity on recreation ground**

### Request to use field for fitness classes

It was AGREED to allow the recreation ground to be used for Boot Camp without charge but on the understanding that the Parish Council can terminate the agreement at any time and that the trainer has full public liability insurance.

### Ways to improve Biodiversity on the Playing Field

Cllrs Firmston and Hamilton with Mr David Thompson met with Jane Reeve for a walk around the recreation ground to discuss potential ideas.

Building on the recent tree planting and the bulb / flower planting the proposals were:

1. To mow the grass along the side of Longmeadow Gardens hedge to maintain a walkway but not to mow between the nearby new and existing trees.
2. To leave a three-metre-wide strip of unmown grass on the field side adjacent to the newish hedge parallel to the main road.
3. To leave an area of grass unmown by the long fence of the playground but to continue mowing for access through the double metal gates.
4. To leave the corner of the field by the footbridge leading to the main road in the direction of Old Common Close unmown.
5. For the unmown areas to avoid straight lines and introduce sweeps and curves between and around the trees.

### Additional tree planting.

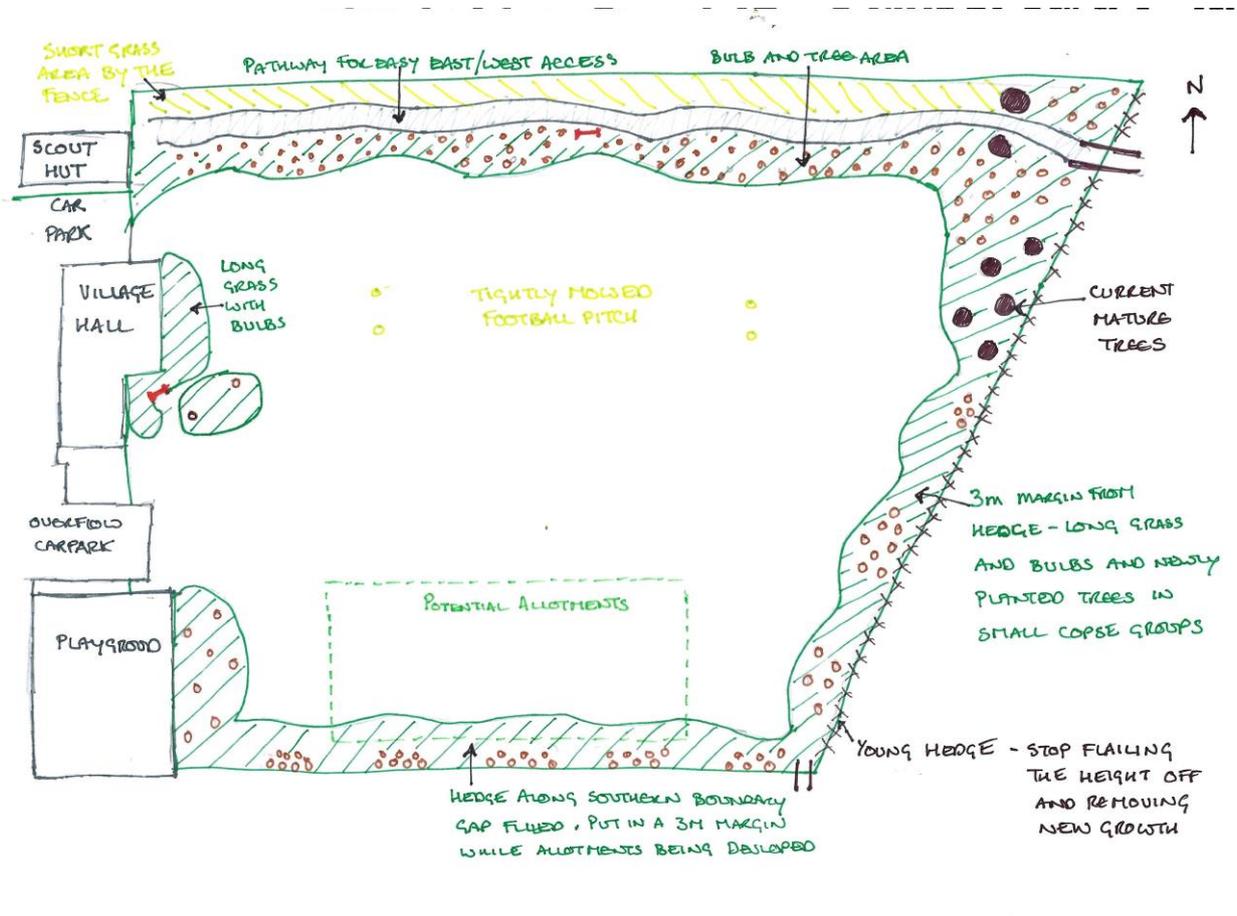
6. To continue to infill the gaps in the existing tree line by the ditch running parallel to Farne Close.
7. To avoid any further trees being planted in straight lines.
8. Scouts / Cubs. They can help with tree planting on Saturday 5<sup>th</sup> March under the supervision of Jane Reeve. This activity will count towards the Scout's Environment badge.

### Benches.

9. Elizabeth Hamilton proposed applying for one / two wooden benches using the £250 Queen's Platinum Jubilee grant from CDC. The additional bench(s) to be sited adjacent to an existing bench to create a cluster.

### Grass Mowing Contractor Briefing.

10. David Thompson and Elizabeth Hamilton have met with Mr. Kennedy the contractor to explain the mowing plan for the year ahead. A second meeting will be arranged to clarify the mow / no mow areas during the second week of March. This will be informed by the walk around with Jane Reeve and after the tree planting by the Scouts / Cubs can be seen.
11. A poster(s) can be designed to inform the field users of the intention to create a better and more attractive area for wildlife and residents.



Cllr Firmston also mentioned that Fields in Trust (of which Birdham PC is a member) offers a service to help lay out recreation grounds; use for sport; pitches; planting etc. This service costs £500. It was agreed that for the moment that as there is no member of the community to pick up and help with implementing such a plan that it was not useful at this time.

### Playground checks:

Cllr Churchill will continue to check the state of the equipment in the play area on a weekly/ fortnightly basis and note each visit and any possible problems into a notebook, dated for each check.

**ii. Village green and pond**

The working party had a successful morning clearing and maintaining ready for the Spring/Summer months. The meeting that was to be held on Friday 18<sup>th</sup> February is cancelled due to high winds forecast. The March workshop will be the last maintenance until the Autumn.

The fallen Ball Wall fence is to be removed tomorrow – access permitting.

**iii. Communication working group – no report**

**iv. Community resilience – no report**

**v. Manhood Peninsula Action Group**

The group had held a highly successful march in Chichester which was reported by the Guardian newspaper. The tone was peaceful, educational and not at all confrontational. A move to get more young people involved. It was generally felt that linking with Extinction Rebellion would change that dynamic.

It was important to support the Church Farm appeal on 1<sup>st</sup> March. If the appeal goes against the Manhood that would be a catalyst for more developers to come on board. MPAG is asking for as much support as possible on 1<sup>st</sup> March – just being there is sufficient.

**11. Reports of meetings attended by Councillors**

**Witterings Medical centre meeting** – postponed until 7<sup>th</sup> March.

**All Parishes Meeting** – attended by Cllr Firmston notes previously circulated

**CDALC** – attended by Cllr Firmston notes circulated. Keith Martin of the Harbour Conservancy is retiring, and they are looking for a replacement to sit on the Board. It was agreed to ask Cllr Bush if he would be prepared to apply for this post.

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

✚ Motion to write to Secretary of State re remote meetings

✚ Harbour Conservancy vacancy

**13. Date of next meeting**

The next meeting will be held on 9<sup>th</sup> March 2022 at the Village Hall at 7pm.

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

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

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

**Birdham Parish Council Payments for Consideration  
Meeting Feb 16th 2022**

**Balances on accounts:**

Current account		11389.67
Deposit account		100010.27
NS account		7093.25
		<b>118493.19</b>

**Received since last meeting**

National Savings	interest	0.71
		<b>0.71</b>

**Paid since last meeting**

betty geary	litter picking	70.00
i whitaker	clerk's salary	807.18
nest	pension	59.31
hmrc	contributions	127.28
access by design	domain management fee (.org.uk)	24.00
sse	street lighting	113.66
adrian dover	grass cutting/bus stop clearance	50.00
pwlb	loan repayment	8591.04
g campbell	sound equipment for hall meetings	54.04
boxgrove pc	telephone	35.97
zoom	3 months	43.17
zoom	annual sub	94.44
i whitaker	council running costs	227.26
		<b>10297.35</b>

**Payments for consideration**

betty geary	litter picking	70.00
i whitaker	clerk's salary	807.18
nest	pension	59.31
sse	street lighting	95.10
		<b>1031.59</b>

**Bank accounts as of**

Current Account	113289.67
Deposit Account	100010.27
National Savings	7093.25

**Total** 220393.19

Opening balance 1st April 2021	148950.69
add receipts in the year	126364.63
less expenditure to date	54922.13

**Balance** 220393.19

**Less**

Reserve @ 50% of Precept	27400.00
--------------------------	----------

**Total** 27400.00

**Ringfenced Funds**

Op Watershed	2400.00
Culvert Ditch Maintenance	7000.00
Adams bequest (Fencing)	6500.00
CIL Payments	83990.66
NHB	15395.30
Neighbourhood Plan Grant	8020.00
Neighbourhood Plan Grant	46664.00

**Total** 169969.96

**Available Funds**

**Total** 23023.23

Signed:

*IXWhitaker - Clerk 15th Feb  
2022*