



**Notice of the Hybrid Annual Parish Council Meeting  
On Wednesday 11th May 2022 at 7pm**

Tel: 01243 575094/email: [clerk@birdhamparishcouncil.gov.uk](mailto:clerk@birdhamparishcouncil.gov.uk)/[www.birdham.org](http://www.birdham.org)

**And you are Hereby Summoned to Attend**

**If you wish to attend remotely please contact the clerk**

THE PUBLIC & PRESS ARE WELCOME & ENCOURAGED TO ATTEND

AGENDA

- 1. To elect the Chair of the Council and to sign the Declaration of Acceptance of Office**
- 2. To elect the Vice-chair of the Council and to sign the Declaration of Acceptance of Office**
- 3. Apologies**
- 4. Declarations of Interest**
- 5. Minutes - To agree and sign the minutes of the meeting of 13<sup>th</sup> April 2022**
- 6. Questions from members of the public in accordance with Standing Orders 1d – 1l**
- 7. District Councillors, County Councillor & Chairman's Annual Reports**
- 8. Election of Councillors to the following outside bodies:**
  - i. Chichester District Association Local Councils
  - ii. West Sussex Association of Local Councils
  - iii. Manhood Peninsula Action Group (MPAG)
  - iv. Manhood Peninsula Partnership (MPP)
  - v. Green Links across the Manhood (GLAM)
  - vi. Surface Water Issues and Solutions (SWISH)
  - vii. Manhood Wildlife and Heritage Group
  - viii. Witterings Medical Centre Participation Group
  - ix. Staffing Committee
  - x. Village Hall Trust
- 9. To consider and approve nominations of Councillors to lead on the following:**
  - i. Communications working group
  - ii. Planning Committee sub-group
  - iii. Resilience/Emergency Planning
  - iv. Birdham Neighbourhood Plan review Group
  - v. Playground/Recreation Ground
- 10. Clerk's Report**

- i. To approve Annual Governance Statement
- ii. To approve Internal Auditor's report
- iii. To approve the Annual Return for 2021 - 2022
- iv. To confirm appointment of Internal Auditor for 2022 - 2023
- v. To approve Council Standing Orders, Council Financial Regulations, Council Asset Register, Council Risk assessment, Scheme of Delegation, Document Retention schedule
- vi. To approve the payments for consideration
- vii. Bank reconciliation

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

- i. Notifications of new Planning Enforcement Notices
- ii. Updates on Planning Enforcements
- iii. Notifications of Planning Appeals
- iv. Planning applications to be decided

Planning Application number	Address	Details	Comment deadline
22/00840/DOM	Tideways, Lock Lane PO20 7BB	new sea defence wall	12 <sup>th</sup> May
BI/22/00733/DOM	Lock Keepers Cottage , The Causeway, Birdham, West Sussex, PO20 7FG	Replacement of 2 no. velux windows with 2 no. dormer windows and 1 no. velux window on north elevation	
BI/22/00839/EIA - Screening Opinion	Home Farm, Birdham, Chichester, West Sussex, PO20 7HY	Request for a screening opinion/scoping on the proposed irrigation reservoir at Home Farm,	12 <sup>th</sup> may

- v. Delegated decisions to be noted:

Planning Application number	Address	Details	Decision
BI/22/00457/DOM	Salthouse , Martins Lane, Birdham, West Sussex, PO20 7AU	new swimming pool,paved surround, screening and associated works.	PERMIT
BI/22/00408/DOM	Bay Tree House , Westlands Estate, Birdham, West Sussex, 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 - Variation of Condition 2 of householder permission BI/21/02780/DOM - to allow for changes to include a front porch, rear loggia and minor changes to the front landscaping	PERMIT
BI/21/00980/FUL	Strathmore, Main Road Birdham	Construction of a two storey 3 bed detached self-build dwelling.	PERMIT
BI/21/00861/DOM	Strathmore , Main Road, Birdham, PO20 7HU	Erection of single storey rear extension, installation of front and rear dormer windows and garage alterations.	PERMIT
BI/22/00784/PNO	Hillands Farm Batchmere Road Birdham West Sussex	Agricultural barn	PLANNING PERMISSION REQUIRED
BI/22/00634/PA1A - Prior Approvals	5 Alandale Road, Birdham, Chichester,	Single storey rear extension (a) rear extension - 3.65m (b) maximum	PRIOR APPROVAL NOT REQUIRED

	West Sussex, PO20 7QN	height - 3.6m (c) height of eaves - 2.5m	
BI/21/03688/FUL	20 - 21 Birdham Business Park, Birdham Road, Birdham, Chichester, West Sussex, PO20 7BE	Rear extension (inc mezzanine floors) to warehouse units 20/21.	PERMIT

## 11. Birdham Neighbourhood Plan Review

### 12. Councillor reports

- |                                   |                |
|-----------------------------------|----------------|
| i. Play area and Playing field    | Cllr Churchill |
| ii. Village green and pond        | Cllr Firmston  |
| iii. Communication working group  | Cllr Firmston  |
| iv. Community Resilience          | Cllr Firmston  |
| v. Manhood Peninsula Action Group | Cllr Glover    |

### 1. Reports of meetings attended by Councillors

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

### 3. Date of next meeting

Signed: *IXWhitaker*

*4<sup>th</sup> May 2022*

## RECORDING AND FILMING OF MEETINGS

- ✚ Members of the public and press are permitted to record or film meetings to which they have permitted access including remote meetings on a remote video platform. As a general rule the council does not record these meetings. Under exceptional circumstances a meeting will be recorded but the recording destroyed once the minutes of the meeting have been formally adopted. The data is stored within the European Union as per the GDPR regulation to which UK agreed for post Brexit.
- ✚ Members of the public must be aware of Data Protection laws concerning the filming or recording of other people and respect their rights, particularly with regard to the filming or recording of minors
- ✚ Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded
- ✚ Recording or filming may only be done in a non-disruptive manner. The Chair has the right to stop proceedings and take appropriate action if she/he deems the recording or filming to be disruptive and/or it is contravening the rights of those present
- ✚ The Council asks those recording proceedings not to edit the film or recording in such a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
- ✚ These requirements will be deemed to have been accepted whether the public has read them or not.