



Imogen Whitaker - Clerk & RFO to the Council
T: 01243 575094/E: clerk@birdhamparishcouncil.gov.uk
www.birdham.org.uk

Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 14th December 2022
at 7pm

Present: Cllr Timothy Firmston (Chairman), Cllr Graham Campbell, Cllr Laurie Pocock
Cllr Elizabeth Hamilton Cllr Gordon Churchill Cllr Jan Devos Cllr Catherine
Salamons
CDC Elizabeth Hamilton CDC Susan Taylor
Clerk (Zoom) and 0 members of the public

1. Apologies

Cllr Glover; Cllr Graeme Barrett CDC; Cllr Pieter Montyn WSCC

2. Declarations of interest

- i. Cllrs Pocock and Campbell declared an interest in item 7iv: BI/11/02554
- ii. There were no dispensation requests

3. Minutes – to agree and sign the minutes of 9th November Finance Meeting

The minutes were proposed by Cllr Salamons, seconded by Cllr Pocock and were unanimously **AGREED** to be a true and accurate record.

To agree and sign the minutes of 9th November Parish Council meeting. The minutes were proposed by Cllr Devos, seconded by Cllr Campbell and were unanimously **AGREED** to be a true and accurate record. Both sets of minutes were 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. To receive a report from WSCC member for Birdham Cllr Montyn

There was no report.

6. To receive reports from CDC members for Birdham

- i. Cllr G Barrett
Cllr Barrett had circulated the Members' bulletin to all councils and had forwarded this report to councillors:

Council Matters Arising December 2022

Southern Water

Cllr Barrett had received a response from the MP regarding issues arising across the local sewage network. The letter was from the CEO of Southern Water and within the letter there was a point of contact. In Cllr Barrett's view the response had been unacceptable because it did not adequately address some of the issues raised. Cllr Barrett suggested that the Parishes study the letter and send responses to Claire Colburn Stakeholder Manager for Sussex. She could be emailed using the email address: Claire.Colburn@Southernwater.co.uk

Cllr Barrett suggested that to support the responses local residents should be contacted.

Local Plan

Provided there were no further delays it was planned to present the Local Plan to Cabinet and Council during January 2023. An “All Parishes” meeting covering the Local Plan Area would also be held, for Parishes to be informed.

Council 22 November 2022

Boundary review

Cllr Barrett had forwarded to Councils the response CDC had submitted to the Boundary Commission. In general, the preferred approach had been the removal of Pagham and Bersted from the Chichester constituency, replacing them with Parishes in the north of the district.

Proposed Motions

In the light of issues arising from holiday homes being registered as Businesses, which then only pay Business Rates where the Rateable Value is over £12000, Cllr Barrett had submitted the following Motion:

That this Council write to the Member of Parliament for Chichester to raise this matter with the Secretary of State for Department for Levelling Up, Housing and Communities to have this matter addressed and propose a solution whereby Councils are reimbursed for the services they provide.

It had been seconded and fully supported.

Letter to the MP

Further to the issues below relating to the infrastructure there was a concern among many residents that planning appeared to be out of control especially within Cllr Barrett’s Ward.

His main issue was the lack of data correlation between two Government organisations: the Department for Levelling Up, Housing and Communities and the Office of National Statistics. Between 2011 and 2021 the Chichester Local Plan Area had delivered around 4400 new dwellings plus those delivered in the SDNP Area, about 800, bringing the total for Chichester District to 5200. The ONS Census 2011 to 2021 data showed a population increase of around 10,500 which equated to 2.0 per household against the local average of 2.3.

He said that it should also be noted that for Chichester District the ONS population prediction in 2012 for 2021 had matched well with the 2021 Census results.

He said that looking forward to 2037 the ONS demographics showed a slowing in growth, with an increase to 10021 in Chichester District of which roughly 7115 would be in the Chichester Local Plan Area. Over this period the Local Plan Area was required to deliver 650 new dwellings per annum so between 2021 and 2037 this would equate 10,400. In the case of the SDNP the delivery rate was around 80 dwellings per annum bringing the total for Chichester District to 730 per annum to meet a predicted population growth of 626 per annum within the district. These figures did not correlate.

Cllr Barrett reported that of greater concern was the predicted population growth against age ranges. The ONS data showed the following:

| Age Range | Census 2011 to 2021 | ONS Prediction 2021 to 2037 |
|-----------|---------------------|-----------------------------|
| 0 to 19 | 600 | 400 |
| 20 to 64 | 4000 | -3991 |
| 65 to 90+ | 5900 | 13612 |
| 0 to 90+ | 10600 | 10021 |

The question Cllr Barrett asked of Gillian Keegan, which he felt could be addressed by her researchers, was that it would appear that the two departments were not communicating with each other, thereby wasting public money. He asked why there was such a discrepancy between the

Department for Levelling Up, Housing and Communities directive and the Office of National Statistics data. Cllr Barrett had yet to receive a response.”

End of report

Cllr Taylor CDC

Cllr Taylor was asked if she had any comments on Cllr Barrett’s report. She said that it was his interpretation of the statistics and that she had not seen the report.

Cllr Taylor referred to the latest ministerial statement concerning planning. She said that she wanted to emphasise at this point that the Local Authority still had to use the existing system. What is being proposed requires an update to the National Planning Policy Framework document. She hoped that a draft would be forthcoming before Christmas and that perhaps by late spring a revised NPPF would be available. Other items would require primary and secondary legislation through parliament. CDC were still adhering to the current system. She said that in the press release they had stated that they were to keep the numbers system but that the “top-down” number was “advisory” and that Local Authorities could suggest an alternative number (very much what happens now). They have said that in future Local Authorities with up-to-date Local Plans will not have to show a 5 year available land supply but a four year supply. They have acknowledged that some local authority plans are very far advanced but not made but the implication was that the plans might be taken into consideration from regulation 19 onwards.

Cllr Campbell asked where in the planning rules and regulations was the desired number of 300,000 new homes a year cited? He said that the algorithm was worked out to achieve this number but where was this written? Cllr Taylor said that she didn’t know.

Cllr Taylor said that what set their housing quota was the ratio of house prices to wages which was 14 in the district. Cllr Campbell said that this was extremely high because most people don’t work locally. The 65 – 90 year olds would be tripling in the next 10 years.

Cllr Campbell said that it all sounded reasonable, but that time would tell. Cllr Taylor said that they had spent a lot of time lobbying for change; Cllr Campbell felt that the lobbying could have started earlier.

Cllr Pocock asked if the public would have access to the proposed NPPF? That was not known at this time.

7. 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 – an appeal had been received today for the houseboat Karibuna on Chichester Canal against refusal of planning permission.**

The appeal will be heard on written statements.

BPC objected strongly in 2021. Since then, Planning Principle 19 had been issued by the Harbour Conservancy, which particularly mentions Chichester canal. On the canal, boats will require planning permission. The HC is unlikely to object if the footprint is the same and the height is less than a 25% increase. Cllr Campbell said that the Parish Council objection should stand but that the inspectorate should be made aware of the new Policy 19. The council view has always been that a boat should be a boat, not a container. An amendment is to be submitted.

| | |
|---------------|-----------------------|
| Action | Clerk/Chairman |
|---------------|-----------------------|

- iii. Updates on Planning Enforcements – there were none to be reported**
- iv. Planning applications to be decided:**

| Planning application number | Address | Details | Comment |
|-----------------------------|---|--|---|
| BI/22/02554/DOM | Heron, Cherry Lane, Birdham, West Sussex, PO20 7A | Erection of two storey front extension; single storey side extension; and single storey and first floor rear extensions including rear balcony and associated works. | Cllrs Pocock and Campbell declared their interest and did not vote. OBJECTION on grounds of footprint and east west elevation exceeds the % increase permitted in NP. Draw attention to Harbour Conservancy comment disregarding their own guidelines. |

| | | | |
|-----------------|---|--|--|
| BI/22/02938/DOM | West Winds, Westlands Lane | Construction of a boat store/garage to front of dwelling and new building for home office/ancillary accommodation in rear garden following demolition of existing garden room/boat store | No objection on condition that the home office is not used as a separate dwelling or for residential accommodation. |
| BI/22/02598 | Creekside 28 Greenacres Birdham PO20 7HL | Installation of 2 no. air source heat pumps (ASHP) behind the garage. | No objection on condition that CDC is happy that no disturbance will be caused to neighbours (reviewed last meeting) |
| BI/222620 | Bay Tree House, Westlands | Sundry works | No objection (reviewed last meeting) |

It was agreed that the Parish Council would write to the Harbour Conservancy expressing their dismay that the HC has disregarded its own guidelines – particularly after having been at pains to issue them to all the local parishes. Cllr Pocock said that back in 2006 a 30% increase in footprint was the acceptable norm which then rose to 50% and the HC had to rewrite their plans. This was the first opportunity they had had to follow their own guidelines and they had disregarded them. Cllr Devos asked how the Parish Council could express their concern at this. It was not the first time that the Parish Council had had issues with the HC planning decisions. They are not being consistent in their approach and are causing discrepancies and problems. Birdham Parish Council agrees with the 19 guidelines, but they need to be supported and strictly adhered to except in truly exceptional circumstances.

| | |
|---------------|----------------------------|
| Action | Cllr Firmston/Clerk |
|---------------|----------------------------|

Cllr Campbell reported that he had contacted the case officer for the Church Lane appeal and had been told that the result should be coming out very shortly.

v. Delegated decisions to be noted

| Planning Application number | Address | Details | Decision |
|-----------------------------|-----------------------------|---|-----------|
| BI/22/02381/DOM | Bartons Crooked Lane | rear and side extension with porch | PERMIT |
| BI/22/01344/DOM | Apple Trees Burlow Close | Single storey front extension, proposed rear dormers, and internal/external alterations. Retrospective permission for flat roof to garage/study (amendments to 16/04076/DOM). | PERMIT |
| BI/21/02040/FUL | Birdham Marina | Change of use to enable the installation of 5 no. waterlodges to be used as holiday accommodation | WITHDRAWN |
| BI/22/02263/DOM | 1 Bell Lane | single storey side extension | PERMIT |

(Cllr Taylor left the meeting at 7.55pm)

8. Birdham Neighbourhood Plan Review to include discussion of Bequeathed land and current planning application for Birdham Straight House.

- Cllr Campbell reported that the NP group had not had a meeting recently as they are awaiting the housing numbers from CDC. They are still also awaiting the revised design codes report.
- Regarding the bequeathed land he had hoped that Cllr Glover would be here to report. He will ring her tomorrow and see what the situation is.

Cllr Salamons asked if a resume of the bequeathed land situation could be sent to herself and Cllr Devos so that they could be up to date with what was happening and the history of the land.

| | |
|---------------|----------------------|
| Action | Cllr Campbell |
|---------------|----------------------|

Cllr Hamilton said that a couple of years ago the council had discussed the possibility of a housing trust for this land. She had been contacted by an organisation interested in the possibility of socially accessible housing. Cllr Campbell said that the principle had to be established first before finalising the detail.

9. Birdham Parish Council Precept for 2023 – 2024.

The clerk had circulated the draft precept with the final taxbase figures included, for councillors to adjust. Birdham's taxbase has increased from 848 to 859.6.

The estimated expenditure for next year was only slightly above last year's. A tax band D property will pay £1.45 per week as against £1.29 last year. There is an added £1000 for a contingency fund. The chairman proposed accepting this budget for the financial year 2023 – 24. This was seconded by Cllr Campbell. 5 voted in favour with 1 abstention.

10. The King's Coronation: to discuss commemorations and commemorative sign

The chairman had spoken to the owners of the former Bird in Hand pub. The old pub-sign frame is empty, and the chairman suggested that this be filled with the Birdham Parish logo. It was suggested that the school children could colour it in and find the best combination of colours before having the sign made. It would have to be vandal and theft proof. The house is listed, and the frame and sign should also be listed as added protection.

The sign will not be paid for out of the council precept. Residents of Birdham will be asked to donate.

No other parish plans for the King's Coronation are known at this stage.

Action

Cllr Firmston

11. Clerk's report

i) Correspondence

- ✚ CDC has confirmed that Birdham does have a Sport and Leisure allocation S106 for £28K. The clerk will forward the updated grants and funding sheet. There is also some interest £121.02 which must be spent before the end of the financial year. This could go towards the Jubilee Bench.
- ✚ The new safety harness for the inclusive swing is £196 + VAT. The clerk to order.
- ✚ The bus stop opposite Church Lane is quite dangerous as the pavement is so narrow. The clerk has contacted WSCC to see whether they could improve it, and WSCC highways to ask that the vegetation is always cut back. WSCC say that they are limited as to what they can do because the hedging and vegetation don't belong to them.
- ✚ The Clerk asked the council whether they wished to continue their support of the Local Electricity Campaign and write a letter to the House of Lords. Cllr Pocock said that he was against this and that he felt that supporting a plan to cover the land with renewable energy systems was not acceptable. Cllr Salamons said that the council was not only voting for what was best for Birdham but what would be best for everyone, and if, at a later date, Birdham could benefit from it, then that would be good. Cllr Pocock said that Birdham didn't have the money for that type of infrastructure. Cllr Churchill disagreed and said that several years ago the council looked at installing such a system to help with climate change and help locals get electricity. Cllr Pocock said he was not against green energy but against the piecemeal installations which took resources and had a negative effect on the land. The two newer councillors asked for further information about the campaign which the clerk will forward. No agreement was reached, and a letter will not be written.
- ✚ Mr Dan Burt the new Police Inspector for the area has been active in trying to find ways to keep the Parish Councils in the loop and confident in their police. To this end he is organising a monthly meeting with himself and Parish Council's to discuss any issues. Up to two councillors can attend. Any questions for Inspector Burt/or attendance please contact the clerk.
- ✚ Chichester County Local Forum (the forum for meeting with WSCC councillors) has been disbanded. For the moment it is not known if there will be a replacement forum.
- ✚ The clerk had received an information pack about "The Hedgehog Highway". This is to try and reverse the decline in hedgehogs in the UK. The pack consists of 50 metal hedgehog "doorways" to be fitted over holes in fences to allow hedgehogs to move from garden to garden – particularly in roads with lots of semi-detached houses. The cost to the council for the doorways is £150. The clerk has written to Jane Reeve to ask if she thinks it worthwhile and it will be on the next agenda. (Cllr Churchill said that the last time it had been instigated locally it had been extremely successful.) The clerk will forward the information to councillors.

Action

Clerk

- ii. **Model Councillor Officer Protocol – simplified version adoption** the clerk had circulated the Civility and Respect Project’s Councillor Officer protocol for consideration. She said that a motion had been tabled in government the 23rd November 2022 asking the government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards and introduce the report’s recommendations including tougher sanctions for poorly behaving councillors. The poor behaviour of small numbers of councillors (including harassment, bullying and intimidation), is leading councillors and staff to leaving the sector and creating difficulties in recruiting to these roles. Cllr Churchill said that trust was becoming a serious issue in public sector life – not only in central government, and on those grounds, he would be in favour.

Cllr Pocock said that he didn’t see the difference between this and the Code of Conduct. The clerk said it was to try and keep the issue in the public eye. Whilst a council didn’t have a problem it seemed not important, but the day the council has a problem they will find it useful to have some guidance.

Cllr Churchill said that the Code of Conduct was about proper procedures, and the protocol was about good manners.

Cllr Pocock is to compare the Code of Conduct with the Councillor/Officer protocol for the January meeting.

Action

Cllr Pocock

- iii) **Payments for consideration:** the payments for consideration were proposed by Cllr Pocock, seconded by Cllr Hamilton, and were unanimously **RESOLVED**.

- iv) **Bank reconciliation – circulated.**

12. Councillor Reports:

i. **Play area and playing field:**

- The replacement trees had been planted on 2nd December by Jane Reeve and team.
- hedge cutting around the field had also been completed
- the Jubilee bench for the recreation ground will be a classic park bench. The Broxap Buckingham bench for £654 was decided upon and the clerk to order

Action

Clerk

- Cllr Firmston had circulated a list of possible additions to the playground and recreation ground. On the advice of the young person at the Elector’s meeting there was a ball wall with basketball net; a see-saw ;and some monkey bars. Cllr Firmston to firm up the prices for a decision at the next meeting.

Action

Cllr Firmston

- ii. **Village green and pond/condition of Village Drain/Ditch network** – the work party with staff from the Environment Agency worked hard on 24th November to smarten up the Triangle copse and also worked on Kingfisher pond.

- iii. **Communication working group** – Cllr Firmston encouraged councillors to put pen to paper over the Christmas break for an article for the village newsletter.

- iv. **Community resilience – no report**

- v. **Manhood Peninsula Action Group - no report**

13. Reports of meetings attended by Councillors – Cllr Firmston had circulated his report on meetings attended. See below

14. Items for inclusion on the next agenda:

- **Civility and Respect Project Councillor/Officer protocol**
- **Bequeathed land – next steps**

15. Date of next meeting – Wednesday 11th January 2022

There being no further business to discuss the meeting closed at 9.18pm

Signed: _____
Tim Firmston - Chairman

Date: _____

Report of Meetings Attended in November / December 2022 - Chairman BPC

West Sussex Association of Local Councils AGM

Friday 25th November 2023 held at Billingshurst Community and Conference Centre. There were 48 participants from parish councils plus the speakers.

The speakers followed the AGM.

Queen's Green Canopy

The period for planting trees has been extended to the end of March 2023. 200 organisations have taken part and planted trees 42.000 in West Sussex. The aim is to plant 70.000 to recognise the Queen's 70 years on the throne.

Of the 142 parish councils in West Sussex 50 have been involved so far.

Public Realm Campaign

This campaign was previously called the Sussex Buildings Trust and it was this scheme that was involved in saving and repurposing the old BT red telephone boxes. The intention is to identify, record and protect the village and town artifacts that are important to each community.

The Sussex Historic Trust will be writing a letter to each parish council on the scheme.

WSALC Report for 2021 / 2022

Following the recent lobby day held on Zoom for the Sussex MPs two issues remain to be determined by the government. The continuing use of Hybrid meetings and their status for councillors on Zoom to vote. Having no sanctions available for monitoring officers to impose on wayward and misbehaving councillors.

WSCC Local Highways Operations

For reporting highway issues the previous 'Love West Sussex' is no longer being used. Instead use the on-line reporting form, 'Report a Problem with a Road or Pavement' found on the WSCC website.

Community Highway Partnerships are possible between parish councils and district councils to help decide which organisation carries out which tasks.

Highway Stewards are allocated to each parish / area. For Birdham this officer is Tony Tibbott.

Community TRO Schemes. Scheme applications are reviewed on a regular basis.

Community Highway Schemes. A new scoring mechanism has been used this year. For simple schemes the intention is for such schemes to be delivered more quickly. There is updated guidance available on the WSCC Highways website.

Parish Councils can contribute to the cost of highways work in their area. Indicative costs of road maintenance tasks are on the WSCC website.

The meeting closed at 12.30 p.m.

Timothy Firmston. 07-07-22

Birdham Parish Council Payments for Consideration Meeting 14th December 2022

Balances on accounts:

| | |
|-----------------|--------------|
| Current account | £ 117,945.98 |
| Deposit account | £ 00,051.13 |
| NS account | £ 7,093.25 |
| | £ 25,090.36 |

Received since last meeting

£ -

Paid since last meeting

| | | |
|----------------------|---------------------------------------|------------|
| betty geary | litter picking | £ 70.00 |
| I whitaker | clerk's salary | £ 827.67 |
| nest | pension | £ 60.36 |
| | ramp next to foot bridge and post box | |
| Chris Milford | install | £ 375.00 |
| A Dover oct 22 | grass cutting and bus stop clearance | £ 95.00 |
| A Dover 5th november | grass cutting and bus stop clearance | £ 130.00 |
| ICO | renewal | £ 35.00 |
| parish on line | subscription | £ 60.00 |
| sse | street lighting | £ 98.33 |
| | | £ 1,751.36 |

Payments for consideration

| | | |
|-------------------------|-------------------------------|------------|
| b geary | litter picking | £ 70.00 |
| I Whitaker | clerk's salary | £ 1,201.80 |
| nest | pension | £ 89.67 |
| Boxgrove Parish Council | clerk and councils direct sub | £ 55.00 |
| mulberry and co | training C Salamons | £ 60.00 |
| mulberry and co | training j devos | £ 60.00 |
| mulberry and co | training j devos planning | £ 48.00 |

| | | | |
|-----------------------|-----------------|---|----------|
| mhkennedy and son Ltd | grass cutting | £ | 286.36 |
| mhkennedy and son Ltd | grass cutting | £ | 286.36 |
| sse | street lighting | £ | 101.40 |
| royal british legion | poppy wreath | £ | 20.00 |
| | | £ | 2,278.59 |