



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 11<sup>th</sup> January 2023  
at 7pm

**Present:** Cllr Timothy Firmston (Chairman,) Cllr Graham Campbell, Cllr Elizabeth Hamilton, Cllr Jan Devos, Cllr Catherine Salamons, Cllr Gordon Churchill WSCC Pieter Montyn CDC Graeme Barrett CDC Susan Taylor CDC Elizabeth Hamilton  
1 member of the public  
Clerk (Zoom) and 2 members of the public (Zoom)

---

**1. Apologies**

Cllr Glover – work conflict Cllr 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 11<sup>th</sup> December 2022 meeting**

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

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

A member of the public asked the council to read the accompanying paperwork for an application to be validated in February concerning the access track for the Hyde Housing site off Crooked Lane.

Will there be a compulsory purchase order? The CDC Cabinet would be discussing the issue at their meeting on the 7<sup>th</sup> February followed by the full CDC council on the 7<sup>th</sup> March.

A second question concerned the road flooding at the junction of the Dell Quay Lane and the Birdham Road. The surrounding ditches are full of water and drainage is slow affecting drivers on the roads and at the junction.

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

- i. Cllr Montyn said that he had two things to bring to the attention of the meeting. Firstly, he had previously sent out the new speed limit policy to all councils; and secondly that he was still working on the sewerage issues with Southern Water. Their current management theory relates to three actions – about which he was still trying to get the information.
- ii. Cllr Montyn reported that the WSCC tax increase could relate to 4.99% (to be confirmed) the same as last year which was well within the rate of inflation.
- iii. Cllr Montyn had contacted WSCC Highways about the hanging-down sign on the West Wittering Road nearly opposite Russells Nursery. This had been noted. The sign may need to be rebuilt in part and repaired. The Chairman said that the more people that contacted WSCC Highways about these issues the faster it could be dealt with.

Cllr Campbell said that following the submission of the Community Highways Scheme proposal and its consequent refusal, the highways team were coming to Birdham to discuss the implementation of some of the proposal which they felt was achievable. The meeting will be held in the Village Hall on 25<sup>th</sup> January at 11am.

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

### CDC Cllr Graeme Barrett

- i. Cllr G Barrett had circulated the Members' bulletin to all councils. The Chairman asked what was different about the edited version received by Parish Councils and the version received by District councillors? Cllr Barrett said that confidential information was redacted before sending out to PCs.
- ii. Cllr Barrett had had a discussion with a Southern Water engineer who confirmed the issues that had affected the whole area over the last two years. Cllr Montyn said that he was trying to push SW to come up with a solution for sorting it out.

### CDC Cllr Susan Taylor

- i. In answer to a question from a member of the public she confirmed that the ministerial statement issued by the Secretary of State Mr Gove was just that and before any of his proposals became law there would be a lot of work required. In the meantime, CDC was still having to work under the current system which has not yet changed.
- ii. She reported that just before Christmas the government had published its draft revised National Planning Policy Framework, which was out for consultation. The government had proposed completion by the Spring (June 2023), but some statements will require primary and secondary legislation before it can be completed. It would probably take until 2024.
- iii. With regard to the statement about Community control there were still going to be housing numbers and the Local Authority will decide on need based on housing numbers. The government will consult on a revised methodology. The government has said it is a starting point only. Local communities will take into account local issues which will prove the need for a different figure: in other words precisely what CDC does at the moment. Where a Local Plan is up to date or at an advanced stage there will be no requirements to show a 5 year housing land supply. Some LA's plans are quite advanced but not "made", and these plans will be subject to transitional arrangements. There will be a two year period to review and revise plans. To reduce the risk of speculative planning they will only have to show a 4 year supply. But all of these are in consultation and there is no guarantee that the proposals will be adopted. According to the ministerial statement there will be greater controls for the community. There will also be increased weight and importance given to a "made" Neighbourhood Plan.
- iv. CDC is moving rapidly to Regulation 19 with its Local Plan and the papers should be in the public domain hopefully within the next week or so. There will be a public consultation.

### CDC Cllr Elizabeth Hamilton

- i. Cllr Hamilton informed the meeting that there will be two full CDC meetings in January; one on 24<sup>th</sup> which will deal only with the Local plan; and a second on 31<sup>st</sup> January to deal with all other business.
- ii. On 6<sup>th</sup> February there is an All Parishes Meeting which will deal principally with the Local Plan. (5.30pm on zoom).
- iii. Next week Cllr Hamilton will finally be having a meeting with Harbour Conservancy to discuss the damaged lock at the end of the Canal.

**(Cllr Taylor left the meeting at 7.44pm).**

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

Planning application number	Address	Details	Comment
BI/22/02835/FUL -	2 - 4 Birdham Business Park, Birdham Road Birdham	Replace existing extraction plant for new.	<b>NO OBJECTION</b>

BI/22/03026/FUL	Chichester Marina, Birdham, Chichester, West Sussex, PO20 7EJ	Variation of condition 3 from planning permission BI/12/00475/FUL (as amended by S.73 permission B1/22/01742/FUL) - Class use variation on buildings A and D (Units A2 and D7) only allowing greater flexibility in the use of the existing business units, to enable retention and creation of employment opportunities.	<b>STRONGLY OBJECT</b> on grounds of should be marine trades at affordable rents
BI/22/03176/FUL - Minor Dev - Dwellings	Orchard House, Lock Lane	Replacement dwelling, pool house and shed outbuildings and associated works	<b>NO OBJECTION</b>
22/00060/FUL -	Harbour House, 22 Greenacres	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.	Request from case officer for further input. PC maintained their <b>STRONG OBJECTION</b> - dangerous precedent for ignoring confines of planning permission. 19 amendments make material difference to original application

Before Christmas the Chairman had written to the Harbour Conservancy about the risk in not following their own published planning principles. Dr Austin had replied that these were only guidelines. He said that the Harbour Conservancy was not a statutory consultee, but that the Parish Council was, therefore the PC's views should carry more weight with CDC planning. The chairman has written to ask for a meeting to discuss working together more constructively particularly with regard to the Planning Principle 19 on Houseboats which appears not to be working. (Cllr Barrett left the meeting at 8.15pm).

v. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
20/03034/FUL	Land on south side of Church Lane, PO20 7AT	Development of 25 dwellings	<b>APPEAL DISMISSED</b>
BI/22/02620/DOM	Bay tree house Westlands	Replacement of house tile hanging with external insulation and cladding at first floor, conversion of integral garage to habitable space, single storey side extension, replacement of porch and rear loggia, alterations to fenestration and	<b>PERMIT</b>

		replacement of existing roof finishes. Construction of detached garage and storage. New front boundary wall and gates. Replacement of drive surfaces and amendments to site access.	
--	--	---	--

**8. Birdham Neighbourhood Plan Review**

- a) Cllr Campbell reported that the group was anxiously awaiting the housing numbers which should be available soon.
- b) The re-visited Design Codes statement had been received from the consultants and the initial feedback is that it is much better.
- c) The Parish Council is keen to develop the bequeathed land so the group are hoping for an answer soon from the solicitors.

Cllr Devos said that she would be keen to join the Neighbourhood Plan Review Group.

**9. Traffic Calming Update**

Mr David Thompson had forwarded the following report:

Birdham Speedwatch Group Jan 2023

The group was founded at the Birdham Electors’ Meeting Saturday 25th June 2022, to which all parishioners were invited. The Speedwatch campaign was set up to support two proposals submitted by Birdham Village Parish Council to County Highways:

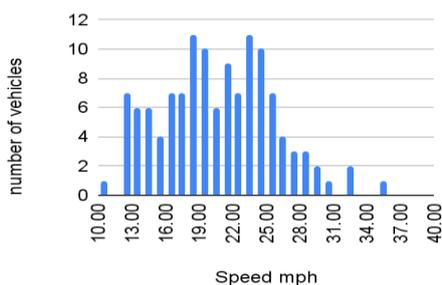
- 1) 20mph limit for Crooked Lane, Church Lane, Martins Lane, and Westlands Lane
- 2) Community Highway Scheme to slow traffic and improve safety for pedestrians and cyclists on the A286 network which has seen 7 deaths in the last 7 years, including two on the Birdham Straight.

The Speedwatch group number eleven volunteers. Initial online training was followed by face-to-face sessions with two members of the local police service. The group is affiliated to the national Community Speed Watch, CSW. They prescribe a code of behaviour, immediate call out by the local police for any threatening incidents and insurance for the volunteers. The necessary equipment is on a six-month loan from Chichester police; speed detector, hi vis jackets etc. Results are submitted to the police CSW weekly. Vehicles travelling at 36mph and above will be sent an advisory letter by the police alerting them of their excess speed.

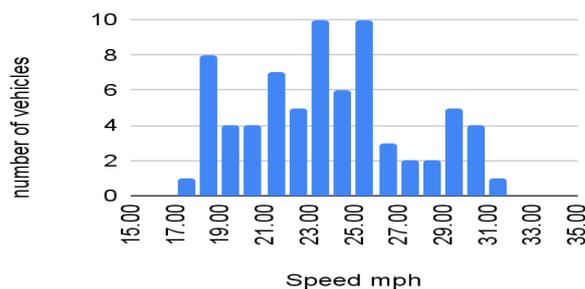
The police training emphasises that the Speedwatch campaign is about education; it is not about prosecutions, although repeat advisory letters will alert police forces to certain vehicles.

The campaign started in November 2022, with sessions on Crooked Lane and Church Lane. Sessions generally recorded 130 vehicles an hour with approximately 8% exceeding 30mph. Less than 1% travelled at 36mph or more, triggering the advisory letter from the police.

Traffic speeds Crooked Lane



Traffic Speeds Church Lane



The two histograms show the range of speeds on Church Lane and Crooked Lane. This is obviously a relatively small sample, but both charts give the impression of a double peak rather than the more likely normal gaussian distribution. The majority of vehicles travel well below the speed limit of 30 mph; in fact, the mean speeds are:

Crooked Lane 20.2mph

Church Lane 23.4mph

This suggests that the application for a 20mph limit on Church Lane and Crooked Lane is essentially in line with the actual speed of the traffic. This information may be valuable in securing a 20mph limit because it has been stated that Highways are generally reluctant to lower speed limits, where vehicles are travelling at or near the existing speed limit. The group have concluded that a speed of 36mph (30mph +10% + 2mph) is a very high bar for a village lane, required to trigger an advisory letter from the police. They have identified a site on the A286, which has been approved by the local police, but are awaiting authorisation by national CSW before they can commence monitoring.



Mr Thomson regretted that he was away for the Birdham Parish Council meeting 11th Jan 2023, but hoped to have some information from the A286 site before the end of January 2023

David Thompson and Mike Evans - 5.1.2023

---

Mr Mike Evans attended the Parish Council meeting by zoom and said that the group was going well but they needed more people – so please contact Mr Evans or the Parish Clerk if you are interested in helping. There are two to three sessions a week. As of today, there is an approved site near to Church Lane junction to monitor the northbound traffic on the A286.

Mr Evans said that the statistics they were obtaining on Church Lane itself showed that generally traffic was sticking to low twenties. Around 160 vehicles travelled along Church Lane between 8.30am and 9.30am. The lanes around Birdham were used a lot by cars, but they did reduce their speed when they saw the traffic calming operatives. Generally, they have been well-received.

Cllr Campbell asked if they counted the number of pedestrians and cyclists. Mr Evans said that there were about 15 – 20 pedestrians in the morning session but generally they were concentrating on the speed of vehicles.

Cllr Firmston asked if from the evidence they had collected thus far they thought it likely they would be successful in the request for a 20mph limit? He said that vehicles currently were at just over 20mph in Church Lane so that would make it easier for the 20mph limit to be introduced.

A site has already been approved in Bell Lane by the police - more volunteers needed!

Cllr Churchill said that a previous study had shown that the average speed on Bell Lane was 40mph.

The group was congratulated for having set up so quickly and done so much work in such a short time. It was a fantastic initiative.

Cllr Campbell said again that although the Community Highway Scheme had been rejected that some items were of interest to WSCC and anyone interested could come to the meeting in the Village Hall on 25<sup>th</sup> January for 11am.

## **10. Birdham Scouts – location of new scout hut and grant**

The Scouts are applying for grants to be able to build/install a new scout hut. They already have one grant and will be applying for the S106 community grant but this depends on whether the village hall renews their lease for a long term. Currently they have been unable to discuss this with the hall trustees. In order to facilitate their application for the S106 grant (which will expire shortly) it was agreed that the Parish Council would be prepared to have their new hut on PC land (Recreation ground).

**Cllr Campbell proposed that subject to examining where exactly the hut will be sited, with a survey to be carried out by a surveyor at the cost to the Scouts (with regards to siting of utilities), the Parish Council resolves to offer a lease to the Scouts in the event of the Village Hall not renewing the lease. Seconded by Cllr Salamons and unanimously AGREED.**

### 11. Clerk's report

i. Correspondence:

- The All Parishes Meeting will be held on 6<sup>th</sup> February at 5.30pm by zoom. Two representatives from each council are permitted. The Local Plan will be discussed. Cllr Campbell and one other to be booked on.

Action	Clerk
	<ul style="list-style-type: none"><li>- Council Elections May 4<sup>th</sup> 2023. The clerk asked how the council wanted to receive the nomination papers (for those that would be standing again). The Statutory notice would be put up in March and how nomination papers can be obtained must be on the notice. Either the Clerk emails the papers to those interested, and then they must print them out; or hard copies can be ordered from CDC to be sent to one person in Birdham who would then be responsible for handing them out to interested parties. It was agreed that the link would be emailed to the clerk for distribution to those candidates interested.</li><li>- Birdham Electors' Meeting: The chair proposed either the Saturdays 17<sup>th</sup> or the 24<sup>th</sup> June and asked councillors to get back to him with availability.</li><li>- CDC is now offering presentations about different SCAMS affecting communities including courier/internet/romance/fraud scams. This is to be considered perhaps for the Electors' meeting.</li><li>- A meeting with local police will be monthly from now on – the next meeting is on 30<sup>th</sup> January at 4pm on Teams. Anyone who wishes to attend to contact the clerk.</li><li>- The clerk asked if the council wanted to ask for further action for the bus stop opposite Church Lane junction. Cllr Campbell said that this was being dealt with by the Neighbourhood Plan Review Group.</li></ul>
ii.	To approve the payments for consideration: the payments for consideration were proposed by Cllr Churchill, seconded by Cllr Hamilton and unanimously <b>RESOLVED</b> .
iii.	Bank reconciliation - circulated

### 12. Councillor Reports:

i. **Play area and playing field – proposal for a new all-weather path**

Cllr Firmston had previously had quotes which he will ask to be updated. The path was to run 1.5m wide from the bridge close to Old Common Close, around the trees and end up at the gate by the village hall. The clerk is also awaiting a response from Edburtons the contractors.

Action Clerk and Cllr Firmston
The jubilee bench is to be ordered and Cllr Hamilton to designate exact positioning so that it can be cemented into the ground. Regard should be given to avoiding the wettest areas and the largest puddles.

Action Clerk and Cllr Hamilton
--------------------------------

### PLAY EQUIPMENT.

Cllr Firmston had received the updated quotes for the equipment. The ball wall / mini goal posts with basketball hoop is £10338, and the see-saw, monkey bars, and new suspension bridge all with 'grasslok' surface covering will cost £9471

It was proposed by Cllr Devos, seconded by Cllr Churchill and unanimously **AGREED** to proceed with ordering the equipment.

Action Clerk
--------------

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

Landbuild contractors were doing a fantastic job with improving the ditches and culverts running from near the school in Crooked Lane to the village pond.

**iii. Communication working group**

Cllr Firmston said that the newsletter was coming on nicely.

- He needed someone to write about drainage and riparian responsibilities. Cllr Campbell proposed that a member of the NPR group do this.
- The NPR is awaiting housing numbers and then will write an article
- Cllr Firmston had drawn a pie chart for the finances of the council for 2023 - 2024
- He asked for a paragraph on the traffic calming group.
- There will be something about the St James Centre Pump Café
- An update on the Landbuild drainage work
- If the newsletter comes out before the elections – a paragraph encouraging local people to join the council.
- Cllr Firmston asked for photos to put in the newsletter

**iv. Community resilience – no report**

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

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

Cllr Firmston had circulated the following report:

**Manhood Peninsula Partnership**

Monday 12th December 2022 commencing at 10.00 a.m. on Zoom. There were 24 participants.

Storm Overflows – Southern Water

Nick Mills, Keith Herbert and Claire Colburn.

When storm overflows take place there is a 6mm screen in place. A Storm Overflow Task Force has been set up to deliver five pathfinder projects over the next two years. One pathfinder project is in Bosham.

There are three main types of intervention to reduce flooding and storm discharges;

1. Source control.
2. Optimisation of the existing infrastructure.
3. Building larger infrastructure. Privatisation 30 years ago has enabled new wastewater treatment works to be built such as in Bognor Regis.

Storm overflows can be 95% rainwater from roofs and roads. Sewage discharges are permit driven from the Environment Agency. Some permits are 20 years old and too out-of-date to reflect recent housing developments. Future permits will have a restriction on how often the discharges can take place.

Pathfinder Projects. There are six steps involved:

1. Optimisation.
2. Sustainable Urban Drainage Schemes. (SUDS)
3. Misconnections.
4. Highway schemes and roadside SWALES.
5. Householder SUDS such as having slow discharge water butt.
6. Monitor results

The local planning authority (CDC) have to suggest / approve the methods to be used on new sites such as water butts and permeable surfaces. Trees need to show Biodiversity Net Gain.

The ongoing cost of and responsibility for the maintenance of SUDS is an issue. For some roadside SUDS West Sussex CC Highways are involved with maintenance.

**Road Tankering.**

Many areas are reliant on regular tanker use but no one seems to know from where and to where the tankers travel. Tankers are in use at Pinks Lane pumping station, Birdham, whenever it rains. Southern Water cannot refuse a new sewer connection only point out the consequences of doing so. Southern Water are not statutory consultees for planning applications.

**Coastal Partners & CDC – Working Together**

Alison Stevens, Divisional Manager CDC

Dom Henly Coastal Engineer CDC

CDC joined Coastal Partners to increase resilience. They operate like a local authority-based organisation such as CDC and can undertake consultancy work rather than hiring external

consultants. Coastal and land draining issues undertaken on a regional basis is beneficial particularly for large projects.

The Chichester work plan is set annually and involves:

- 1.Currently a feasibility study for Selsey is underway.
  - 2.Asset management continues.
  - 3.Out of hours cover continues.
  - 4.Work on land drainage and reducing the risk of surface flooding continues.
- There are many benefits to the partnership.

The meeting closed at 11.45 a.m. Timothy Firmston. 16-12-22

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

- **Civility and Respect Project – Councillor/officer protocol**
- **Coronation mugs**

#### 15. Date of next meeting

The next meeting will be on February 8<sup>th</sup> 2023

There being no further business to discuss the meeting closed at 9.15pm

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

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

### Birdham Parish Council Payments for Consideration Meeting 11th Jan 2023

#### Balances on accounts:

Current account	£115,726.78
Deposit account	£100,051.13
NS account	£ 7,093.25
	<b>£222,871.16</b>

#### Received since last meeting

clerk overpayment	£ 35.97
	<b>£ 35.97</b>

#### Paid since last meeting

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
			<b>2,278.59</b>

#### Payments for consideration

betty geary	litter picking	£	70.00
I Whitaker	clerk's salary	£	877.59
nest	pension	£	64.00
HMRC	contributions	£	184.40
glasdon	litter bin play area	£	302.64
sse	street lighting	£	110.60
access by design	domain management fee	£	24.00
Boxgrove Parish Council	telephone contribution	£	35.97
I Whitaker	council running costs	£	290.74
		£	<b>1,959.94</b>

### Birdham Parish Council Meeting Jan 11th 2023

#### Bank accounts as of Jan 11th 2023

Current Account	£	115,726.78
Deposit Account	£	100,051.13
National Savings	£	7,093.25
<b>Total</b>	£	<b>222,871.16</b>

Opening balance 1st April 2022	£	215,418.92
add receipts in the year	£	68,815.20
less expenditure to date	£	61,362.96
<b>Balance</b>	£	<b>222,871.16</b>

#### Less

Reserve @ 50% of Precept	£	28,331.00
<b>Total</b>	£	<b>28,331.00</b>

#### Ringfenced Funds

Op Watershed	£	2,400.00
Culvert Ditch Maintenance	£	10,500.00
Adams bequest (Fencing)	£	6,500.00
CIL Payments	£	83,990.66
NHB	£	6,404.46
Neighbourhood Plan Grant	£	8,050.00

Neighbourhood Plan Grant	£31,592.87
Car charging points	£750.00
Trees	£2,000.00
Ponds improvement long term	£1,000.00
<b>Total</b>	<b>£149,437.99</b>

<b>Available Funds</b>	<b>Total</b>	<b>£45,102.17</b>
------------------------	--------------	-------------------

Signed:

*IXWhitaker - Clerk 11th January  
2023*