



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 12th April 2023
at 7pm

Present: Cllr Timothy Firmston (Chairman), Cllr Graham Campbell, Cllr Rachel Glover,
Cllr Catherine Salamons, Cllr Jan Devos, Cllr Gordon Churchill
WSCC Pieter Montyn CDC Graeme Barrett CDC Susan Taylor
Clerk (Zoom)

The Chairman opened the meeting by reminding everyone that next month's meeting would be held exceptionally on the third Wednesday of the month on May 17th 2023

1. Apologies

Cllr Hamilton **Absent:** 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 8th March 2023

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

- i. Cllr Montyn reported on recent meetings held with Southern Water. Their current investment involves the sealing of sewers in Itchenor by inserting tubing through the existing sewer which is then expanded by hot water to form a seal. Slots are cut through to allow the lateral drains to discharge in to the main sewer. The sealing of the sewers in Birdham is scheduled but a start date is not yet known. The work is to reduce the infiltration of ground water into the sewers.
- ii. The storm water capacity at Sidlesham and Summer Lane WWTWs is to be increased. Both these waste water treatment works discharge in to Pagham Harbour
- iii. Road surface – The short length of Church Lane from the Church to where it joins Crooked Lane has been resurfaced having taken 2 years to plan and finance. However, a lip of tarmac where the new surface joins the existing gravel areas has been identified as an issue and remedial work is planned.
- iv. Finally, appointments have been made at the Chichester Harbour Conservancy. The CEO is to be Matt Briers and the replacement Harbour Master is to be Joanna Cox who starts in the middle of May.

6. To receive reports from CDC members for Birdham

- i. Cllr Susan Taylor said that as everyone was aware the draft Chichester Local Plan had completed its public consultation. The idea had been to only respond to three specific

questions as set by the government but in the event the responses had covered a wide range, which were now taking time to collate for the examiner. But the most important thing was that Regulation 19 had now been achieved and this gave the plan more weight.

- ii. In regard to the planning application that had gone to Appeal through non-determination by CDC after two years, the Regulation 19 status will help Chichester defend against this application of 150 homes opposite Birdham Stores, as it is in an area that has been designated with no new dwellings at all.
- iii. Cllr Taylor went on to say that there had been confusion following the ministerial comments made about the revisions to the National Planning Policy Framework which had been out for consultation. It had been supposed to be published in the Spring but there is nothing to report for the moment. The rumours were that it was to be much watered down but in reality, no one has any idea at this time.

Cllr Taylor said that the government was really worried about the need for growth. She said that the whole engine of British economy rested on London and the South east and restricting growth in the South east could have a dramatic knock-on effect.

CDC Graeme Barrett

- i. Cllr Barrett said that he had circulated the April edited edition of the CDC Bulletin.
- ii. He is still concerned about the lack of visible police officers and PCSOs in The Witterings area which is disturbing for the residents. The Police precept has increased considerably year on year for some time yet the invisibility of police staff remains.

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 was one received for discussion later for Koolbergen and any comments to be received before May 1st.**
- iii. Updates on Planning Enforcements – Birdham Traveller update had been forwarded to councillors.**

The parish council is not receiving the monthly update lists from CDC of the enforcements that show the current status of each enforcement in the parish and the recent action that has been taken. These lists were sent out but the system has lapsed. Cllr. Barrett to contact CDC to request this system is reinstated.

Action	Cllr. Barrett
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iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
BI/23/00034/DOM	Sixpenny Cottage Crooked Lane	Proposed single storey outbuilding comprising of garden store/workshop, studio/garden room and gym	OBJECTION on the grounds of not following CDC planning guidelines and too large an outbuilding compared to size of house within AONB
BI/22/03067/FUL	Strathmore, Main Road Birdham	Construction of a two storey 3 bed detached self-build dwelling - Variation of Condition 2 of Planning Permission BI/21/00980/FUL for design alternations and changes to fenestration including the addition of 1 no. window and 1 no. rooflight to south elevation, apex glazing to the east and west elevation and enlarged dormer window to west	Insufficient new information to make an informed decision.

		elevation, reduction to the width and increase in to the height and additional timber cladding	
BI/23/00520/DOM	Hawkesbury Cottage, Alandale Road, Birdham, Chichester, West Sussex, PO20 7QN	Installation of 24 solar panels comprising an area of 46.9m2.	NO OBJECTION
BI/23/00241/ELD - Other Dev - Certs of Lawful Developmen	Kellys Nursery, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	Lawful Development Certificate for the existing use of Building A as workshop/units (Class E(g))	OBJECTION on grounds of insufficient evidence of what constitutes "gentleman's agreement" and proof of business rates paid. On 10 th Dec 2014 there was reference made to "storage" so not true that it has not changed use for over 10 years
BI/23/00640/DOM	Farne House Court Barn Road Birdham Chichester	Glazed link between extension and pool house, and minor fenestration changes to main house.	NO OBJECTION
Cllr. Montyn was concerned that a large residential caravan used whilst building work at Cambridge House, Bell Lane was still on site even though the building work had finished.	Cllr. Montyn was concerned that a large residential caravan used whilst building work at Cambridge House, Bell Lane was still on site even though the building work had finished.	Cllr. Montyn was concerned that a large residential caravan used whilst building work at Cambridge House, Bell Lane was still on site even though the building work had finished.	Cllr. Montyn was concerned that a large residential caravan used whilst building work at Cambridge House, Bell Lane was still on site even though the building work had finished.
APP/L3815/W/22/3300814 Application No: BI/20/02066/OUT	Koolbergen, Kelly's Nurseries And Bellfield Nurseries, Bell Lane, Birdham, Chichester West Sussex PO20 7HY	APPEAL Outline Application with all matters reserved apart from access for the erection of up to 73 dwellings, open space and associated works, Class E(g) employment floorspace and Class E(a) retail floorspace	OBJECTION – CDC local plan allocates 0 housing to Birdham

Cllr Firmston had been contacted by residents who were concerned about the withdrawal of two planning applications concerning Harbour House, 22 Greenacres. The owner had put in retrospective planning applications for nineteen amendments to their plan as well as retrospective planning for displacing the sea wall. What happens now? Cllr Taylor said that she would seek further information next Monday but that if prior to these retrospective applications they were in breach then it would go to enforcement.

Action	Cllr. Taylor
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Cllr. Montyn was concerned that a large residential caravan that had been used whilst building work was taking place at Cambridge House, Bell Lane, was still on site even though the building work had finished.

v. Delegated decisions to be noted.

Planning Application number	Address	Details	Decision
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BI/22/01791/FUL	Creek Cottage Westlands Lane	Replacement dwelling	REFUSE
BI/22/02580/FUL	Wheelhouse , 16 Greenacres, Birdham, West Sussex, PO20 7HL	replacement dwelling	PERMIT
BI/22/02554/DOM	Heron's , 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.	PERMIT (PC OBJECTED)
BI/23/00197/DOM	2 Florence Close Birdham West Sussex PO20 7DX	Removal of the existing canopy porch replaced with new entrance porch and cloakroom with pitched roof including alterations to fenestration.	PERMIT
BI/23/00238/TPA	White Water Lock Lane	Tree works	PERMIT
BI/23/00240/TPA	White Water Lock Lane	Tree works	PERMIT
BI/22/02320/ADV	Shell Petrol Station	Signage	PERMIT

(Cllr Devos and Cllr Barrett left the meeting at 20.25).

8. Birdham Neighbourhood Plan Review to include update on Bequeathed Land

- a) Cllr Campbell reported that the group had completed the draft plan and also the draft design code to go with the Neighbourhood Plan. They were still awaiting some final photographs and then the draft would be circulated to Councillors and then be posted onto the website for consultation by residents. Cllr Campbell said that the work on the review was complete, and that the Neighbourhood Plan website would be updated accordingly. He said it had taken 2 years to review the plan. He said that the grant would have to be repaid now.

Action	Clerk
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(Cllr Taylor left the meeting at 20.30pm)

Bequeathed Land

Advice had been sought on the Parish Council's position with regard to the bequeathed land. It was clearly complicated and there will be a valuation of the land sought so that a meeting can be held with the developers of Birdham Straight House in due course. Once a value has been established the parish council can decide on what should be done.

9. Motion to agree Councillor Officer Protocol (omission from last meeting).

The Protocol was proposed by Cllr Campbell, seconded by Cllr Salamons, and unanimously **RESOLVED**.

10. King's Coronation – gift for Primary School children and afternoon tea plans

Cllr Hamilton had not sent any further information on the proposed gifts.

In the light of the Church organising a coronation tea on the Monday 8th May it was agreed that the council should forego their tea on the Sunday. The clerk to cancel the Hall booking.

Action	Clerk
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It was agreed to encourage residents to attend the church celebration instead and ask the church what items would help them prepare for the tea. Some of the grant money could be used for non-food items but if a gift were still planned for the children there would not be enough for everything. Receipts were needed in any event.

11. Birdham Village Sign update

Cllr Firmston has acquired two quotes – one for £1128 to include installation and one for £768 also to make and install. For the moment there has been no comments from any of the residents.

The clerk is to confirm whether planning permission will be required.

Action

Clerk

12. Bus stop repairs

Church Lane bus stop shelter is in a poor state and the Bell Lane bus shelter also has the shingles falling off the roof. Quotes are to be sought for repairs and the estimate was probably in the region of £2000 per bus shelter which is not budgeted for in 2023 / 2024.

Cllr Glover had acquired a quote for the new bus stop shelter in Bell Lane and thought that maybe they could help with the repair. The shingles are “red cedar.”

Action

Cllr Firmston

13. Clerk’s report

i) Correspondence

- The clerk reminded those councillors who would be continuing not to forget to send in their expenses’ forms – even a nil return must be filled out and sent back. The clerk is to find out whether they can be sent in by email or whether they have to be delivered in person.

Action

Clerk

- The clerk had received a justified complaint from a resident about the appalling conditions they are living under whilst the Shell garage is renovated. Cars and vans are parked all over the verges and pavements, children unable to cross the road safely nor walk along the pavements. The clerk will contact CDC and Shell.

- Action

Clerk

- ii) **Payments for consideration** – fencing bill for the play area for £720 had been paid before the year end; the Lollipop bill for the newsletter was to be added for £678 and the repayment of the Locality grant for £7523. The payments were proposed by Cllr Campbell, seconded by Cllr Glover and unanimously **RESOLVED**.

- iii) **Expenditure to date and Bank reconciliation – circulated.**

14. Councillor Reports:

- Play area and playing field** – both new sets of play equipment should be delivered and installed towards the end of May.
- Village green and pond** – there has been much excitement and enthusiasm from residents on seeing water voles in the village pond and in Triangle Copse. All the hard work is paying off.
- Communication working group** – the Spring 2023 newsletter had been published and Cllr Firmston thanked all those for the hand deliveries to all the residents.
- Community resilience – nothing to report**
- Manhood Peninsula Action Group** – it was agreed to remove from future agendas.

15. Reports of meetings attended by Councillors – Cllr Firmston had circulated his report of a meeting attended, the Manhood Peninsula Partnership.

Cllr Churchill had attended the Village Hall’s extra ordinary GM. There had been a call for volunteers as trustees, but nobody had responded. This leaves the hall in a difficult position especially as the Chairman has suffered a car accident and is not fully recovered. The discussions with the ambulance service are still ongoing.

The Parish Council wished a speedy recovery to Alan Drew.

16. Items for inclusion on the next agenda.

None were identified.

17. Date of next meeting – 17th May 2023

The Chairman closed the meeting thanking those councillors who will be stepping down from the Council and will not be returning in May.

He thanked Cllr Glover for all her legal advice which was much appreciated and for the involvement with MPAG. Also, with the help with the bus shelters.

Cllr Campbell was also thanked for all the hard work on planning, the Birdham Neighbourhood Plan review and seeing this through to the end. His contacts and knowledge had all been invaluable.

Cllr Pocock as predecessor to the Chair was also thanked for his years of service to the council particularly during the difficult A27 bypass discussions where he had promoted all the best cases for the Peninsula including writing to politicians.

There being no further business to discuss the meeting closed at 9.10pm

Signed: _____ Date: _____
Tim Firmston - Chairman

APPROVED

Birdham Parish Council Payments for Consideration
Meeting 12th April 2023

Balances on accounts:

Current account	£ 94,218.37
Deposit account	£ 100,231.15
NS account	£ 7,093.25
	£ 01,542.77

Received since last meeting

£ -

Paid since last meeting

betty geary	litter picking	£ 70.00
I Whitaker	clerk's salary	£ 877.59
nest	pension	£ 64.00
AMS contracting ltd	hedge cutting	£ 1,449.00
sse	street lighting	£ 95.10
timothy firmston	expenses	£ 19.25
		£ 2,574.94

Payments for consideration

betty geary	litter picking	£ 70.00
I Whitaker	clerk's salary	£ 877.59
hmrc	employer contributions	£ 64.65
cdc	litter bin emptying	£ 736.31
wsc	mobile waste facility	£ 5,007.65
rs hall accountants	payroll	£ 120.00
sse	street lighting	£ 110.60
wsalc	Wsalc/Nalc subs	£ 579.56
I Whitaker	council running costs	£ 234.76
boxgrove pc	contribution to telephone	£ 35.97
zoom	annual sub	£ 143.00
Locality	NP grant repayment	£ 7,627.53
AiRS	subscription	£ 50.00
		£ 15,657.62

Bank accounts as of April 7th 2023

Current Account	£ 94,268.37
Deposit Account	£ 100,231.15
National Savings	£ 7,093.25
Total	£201,592.77

Opening balance 1st April 2022	£201,592.77
add receipts in the year	£ -
less expenditure to date	£ -
Balance	£201,592.77

Less

Reserve @ 50% of Precept	£ 32,458.50
Total	£ 32,458.50

Ringfenced Funds

Op Watershed	£ 2,400.00
Culvert Ditch Maintenance	£ 14,000.00
Adams bequest	£ 6,500.00
CIL Payments	£ 83,990.66
NHB	£ 6,404.46
NP Grant Parish Land	£ 39,749.00
Car charging points	£ 1,500.00
Trees	£ 4,000.00
Ponds improvement long term	£ 2,000.00
Total	£160,544.12

Available Funds

Total	£ 8,590.15
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Outstanding PWLB

Total	£108,150.80
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Signed:

*IXWhitaker - Clerk 7th April
2023*