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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 12th July 2023
at 7pm

Present: Cllr Timothy Firmston (Chairman), Cllr Catherine Salamons (Vice-chair)
Cllr Elizabeth Hamilton, Cllr Jan Devos, Cllr Gordon Churchill, Cllr Susan Taylor
WSCC Pieter Montyn CDC Elizabeth Hamilton CDC Iain Ballantyne
Clerk (Zoom) and 2 members of the public (Zoom)

1. Apologies

None

The newly elected District Councillor Iain Ballantyne was welcomed to the meeting by the Chairman. Cllr Ballantyne introduced himself and that before taking on this role he had been an academic at Portsmouth University and prior to that worked in HR. He lives in Birdham and owns a boat in Birdham pool. All the training at CDC had been a baptism of fire. He and Cllr Chilton are to split the area geographically and Cllr Ballantyne will lead on Birdham.

2. Declarations of interest

- i. There were no declarations of interest for matters on the agenda.
- ii. There was no dispensation requests

3. Minutes – to agree and sign the minutes of 14th June 2023 meeting.

The minutes were proposed by Cllr Taylor, seconded by Cllr Hamilton, and with the following amendment were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman. Item 11 iv: 21/01830/OUT; to read “only one of the thirteen district councillors on the planning committee lives on the Manhood”.

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

Mr David Thompson, on behalf of the Speedwatch group had sent a letter to the Parish Council asking to purchase a Speed Indicator Device for the group. He asked whether the PC had considered the request. Cllr Firmston said that following the meeting with WSCC and the parishes of Appledram and Donnington, they were to form a group and assess the danger spots from the Donnington roundabout to the mini-roundabout by the Shell fuel station. At this point they will decide what to do. Mr Thompson said that principally they wanted the SID for the local TRO in Church Lane/Crooked Lane. It was a completely separate project. He said that the requirements such as repeater signs and road-markings were no longer compulsory, and he hoped that the TRO would come in under £3000 (the cut-off point before having to apply for a Community Highways Scheme). He hoped that Pieter Montyn would use his good offices and support the TRO.

Cllr Churchill said that the first discussions on reducing speed were made many years ago and each time there was a reason why WSCC couldn't implement. He said that the variables used were always unknown which was another tactic to refuse the requests.

It was asked if the cost of the TRO could be supported by CIL funds which it can.

Mr Thompson said that the item later in the agenda had already been fully discussed last month and that now it needed to be discussed by residents, all users of the future path; cyclists, pedestrians, mobility scooters and horse-riders. The topic is being considered for the Electors' Meeting in October.

Mr Wright, a resident, said that he felt it was important that the Council support the traffic calming bid for the SID.

He also commented on the planned Birdham sign. He said that he felt people might think it was a pub; that the sign doesn't actually say "Birdham", and that it was on the wrong side of the road. He felt that a proper sign on the other side of the road saying "Welcome to Birdham" could be implemented as well as the village sign.

**5. To receive a report from WSCC member for Birdham Cllr Montyn
Deferred until later in the meeting.**

6. To receive reports from CDC members for Birdham Cllr Ballantyne

The CDC "Intuitives" newsletter (Summer edition) had been circulated.

Cllr Ballantyne had attended the appeal on on 5th July on the up to 150 swellings opposite Birdham stores.

Cllr Taylor asked what the current status of the CDC Local Plan was. Had it been submitted and if not was there a date for submission? Cllr Ballantyne said that it would be discussed by CDC councillors next week before the main council meeting.

Cllr Ballantyne said that he had read a statement to E Wittering PC re the 5 year housing supply. He intimated that as a result of the Strategic Flood Access Plan for the Manhood the 0% allocation could be maintained. Cllr Taylor said that in fact 70% of the Manhood was not in flood zone 3.

Cllr Ballantyne had also spent a considerable time discussing with Mr Clive Bush who wishes to drive the proposed campaign against the development opposite Birdham Stores.

He was asked if he were able to work with the residents' association? He said yes as an individual but not as a CDC Councillor. BVRA has asked him to write to the planning inspector; CDC is against the development as is the Harbour Conservancy. Cllr Taylor said that the Manhood Peninsula was not represented on the Planning Committee.

CDC Cllr Elizabeth Hamilton

Cllr Hamilton informed the meeting that she is now on the Housing, Community and Sports' Committee for CDC.

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

- Cllr Firmston thanked Cllr Salamons for having attended the 3rd Kelly's/Koolbergen nurseries appeal.
- The Harbour Conservancy is no longer going to represent itself under Rule 6 against the Birdham up to 150 house development for fear of having costs awarded against them.
- A letter had been sent to the Secretary of State objecting to the Compulsory Purchase Order for the affordable homes' development off Crooked Lane in Birdham.

iii. Updates on Planning Enforcements – The clerk had received an update on 21/00057/CONCOU (planning app 21/02040) where no breach had been recorded (application for 5 floating water lodges had been withdrawn). The clerk questioned once again the usefulness of sending out notifications for applications where it is impossible to trace the progress and/or dates and therefore establish whether or not there is any update of use or interest to the council.

iv. Planning applications to be decided:

Planning application number	Address	Details	Comment
BI/23/01063/DOM	Cydonia 103 Crooked Lane	Side extension single storey	NO OBJECTION

	Birdham Chichester		
23/01064/FUL	Bracklesham Lane	Traveller site	OBJECTION – SUPPORT E.WITT AND BRACKLESHAM PARISH COUNCIL
BI/23/01406/FUL	Orchard House Lock Lane Birdham Chichester	Replacement dwelling, pool house and shed outbuildings and associated works - Variations of Condition 2 of planning permission BI/22/03176/FUL - various minor amendments to originally approved dwelling (inc addition of pv panels), pool house and carport	NO OBJECTION
BI/23/01305/DOM	2 Walwyn Close,	Proposed single storey rear extension, front porch infill extension	NO OBJECTION

Two added applications:

BI/23/01410/DOM -	Cotswold House, 6 St James Close	Single storey extension to replace existing garage, 2 storey rear extension. Replace existing roof tiles with plain clay tiles and cladding and painted timber weatherboarding.	NO OBJECTION
BI/23/01557/FUL -	Land Adjacent To Cowdry Barn, Birdham	1 no. dwelling and detached garage.	The council were unable to discuss as arrived too late for examination. The council agreed to hold a planning meeting at the beginning of August.

v. Delegated decisions to be noted.

Planning Application number	Address	Details	Decision
BI/23/00241/ELD - Other Dev - Certs of Lawful Development	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))	PERMIT
BI/23/00283/ELD	Kellys Nursery, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	The stationing of 1 no. mobile home for the purpose of residential accommodation.	PERMIT
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.	PERMIT
BI/22/03067/FUL	Strathmore, Main Road Birdham	Variation of Condition 2 of Planning Permission BI/21/00980/FUL	PERMIT
BI/23/00480/ELD	Hillands Farm, Batchmere Rd	Existing Lawful Development Certificate for use of room in wooden cabin type building in a barn as dwelling.	REFUSE

It was agreed that Cllr Hamilton keep an eye out for planning applications throughout the month of August whilst the clerk is on holiday.

Cllr Hamilton notified the meeting that she had “red-carded” planning application BI/23/00909/DOM for 11 Greenacres from last month.

Item 5 was discussed here. Report from Cllr Pieter Montyn WSCC.

Cllr Montyn asked the meeting if they could change the date of their monthly meeting as it now clashed with Sidlesham. The chairman said that it was not possible as Birdham had only recently changed and the dates for the rest of the year were published. However, Cllr Montyn’s report would be moved further down the agenda in the future.

Cllr Montyn reported that he had been to the Bell Lane nurseries' appeal CDC and had spoken at length about the sewerage issues and surface water run-off. The application itself is extremely vague about how they will deal with sewerage. Southern Water has to accept the application and they say it is possible, but the County Council objects to this application on the grounds of sewerage. The document published by WSCC as the Lead Local Flood Authority was missing from the website planning portal and not declared at the appeal hearing. Cllr Montyn complained to Andrew Frost. It has since appeared.

RIS 3 and 4

Cllr Montyn had forwarded to the Chairman the extremely lengthy document from National Highways publishing their strategic plan for the South Coast which had been the subject of a full consultation. The end result is that the A27 at Chichester has been shunted into RIS 4 and is no longer in RIS 3 (2023 - 30). Arundel and Worthing remain in RIS 3. Cllr Montyn has written to Gillian Keegan as have other parishes.

Cllr Firmston read out the letter sent by Birdham Parish Council to Gillian Keegan M.P. asking her to get the A27 reinstated into RIS 3 under "Chairman's Action". Cllr Firmston will also attempt the big online consultation.

(Cllr Ballantyne left the meeting at 8.26pm).

8. Village Hall Trust – next steps

There were no representatives from the Hall present except Cllr Churchill. Cllr Hamilton said that she had been contacted for the details of the former Clerk David Siggs, to ask some questions and she had referred him to CDC.

Mr Drew is stepping down as Chairman of the trustees and Mr Richards is temporarily taking on the role.

Cllr Churchill said that the problem was finding people to be trustees. In other parishes the running of the hall has gone to a management company – which is not a good idea for Birdham. Could the Parish Council take it over?

Cllr Salamons said that an information sheet needed to be produced explaining the situation and the organisation of the hall and what it involves. Cllr Firmston said that the Parish Council had not had a formal proposal from the hall, but it would be possible to use the Electors' meeting to inform the public and try and recruit some new trustees.

9. CIL – spending of funds – new goal posts

Cllr Firmston has received two quotes for installation of a footpath around the recreation ground. The first quote had been for £14K and the second for £36K for same specification and same path. The second pair of goalposts would be in the region of £2,000.

Cllr Firmston also said that once the Scout hut had been built some landscaping around it would be required and could be covered by CIL.

It was proposed by Cllr Salamons, and seconded by Cllr Churchill that the CIL money should be used for:

- Path around the recreation ground
- Goal posts
- Speed indicator device.

This was unanimously **AGREED**.

10. Traffic Calming – Feedback from WSCC meeting with Apuldram and Donnington

Cllr Firmston had attended this meeting on 15th June to encourage the other parishes to take part in a joint traffic calming effort the length of the A286 from Donnington to the mini roundabout by the Shell fuel station.

Cllr Firmston suggested that Birdham joined this group and be the lead Parish.

Cllr Churchill proposed, and Cllr Taylor seconded the proposal which was unanimously **AGREED**.

Cllr Firmston asked Cllr Montyn to check with Mike Dare WSCC what could be achieved for £3000 for the 20mph speed limit within the TRO in Church Lane and other local lanes.

11. GLAM report – how to implement.

Joan Foster is the new Chairperson of GLAM and she sent a letter to all parishes on the Manhood asking for support and input. Everything was covered at the last meeting and now further feedback on the proposals needs to be gathered from those who will use the path (pedestrians, horse-riders, cyclists and mobility scooter users). To form part of the Electors' meeting.

Action

David Thompson

12. Clerk's report

i) Correspondence

- a) There has been a marked increase in infected tick bites which can lead to Lyme's disease. The UKHSA has developed an awareness campaign so that people can recognise the tick bite if it is infected and the action to be taken immediately.

[Tick-borne disease in the UK: stay safe this spring and summer - UK Health Security Agency \(blog.gov.uk\)](#)

- b) CDC has notified Birdham that Route 22 has been blocked by two new kissing gates at Hundredsteddle farm. This now effectively closes the footpath to people using a mobility buggy or wheelchair. The clerk to refer to WSCC Ranger.

Action

Clerk

- c) The police have forwarded joining instructions for the next 6 months Parishes' meetings if any councillor would like to attend.

- ii) **Payments for consideration.** With the addition of the Public Works Loan Repayment for the Village Hall (£8591.04) the payments for consideration were proposed by Cllr Taylor, seconded by Cllr Devos and **unanimously RESOLVED.**

Cllr Firmston confirmed that the grant from CDC for £250 was a contribution towards the Jubilee Bench

iii) Expenditure to date and Bank reconciliation – circulated.

13. Councillor Reports:

- i. **Play area and playing field** – Cllr Firmston confirmed that the Village Hall barrier has been repaired and the cost has been reimbursed by Zurich insurance.
- ii. **Village green and pond** – no report
- iii. **Communication working group** – Cllr Firmston is proposing to write the Autumn newsletter in August with details of the electors' meeting. This will be distributed in September so that all residents know about the Electors' meeting at the end of October. He proposed the following should be in the newsletter:
 - Names of councillors
 - Dates of meetings
 - 20mph speed limit update
 - GLAM
 - Parish news
 - Village sign with request for contributions
 - Village hall

The Newsletter will be put on the website.

Cllr Firmston asked Councillors to let him know which date they preferred: Sat 21st October or Sat 28th October. For the Electors' meeting he proposed the following:

- Allotments – possible discussion
- TROs
- Neighbourhood Plan Review
- Recruitment of Councillors and Trustees for Hall
- GLAM routes

It was suggested that a sub-committee for the Electors' meeting would be useful. Cllrs Salamons and Devos volunteered.

iv. Community resilience – no report

14. Reports of meetings attended by Councillors

- Cllr Firmston had forwarded his notes from the Manhood Peninsula Partnership meeting to all councillors prior to the meeting.
- Cllr Salamons had forwarded the draft minutes of the CDALC meeting.

- Cllr Churchill had attended the W Wittering Patient Participation Group and the W Sussex Health and Care partnership.

15. Items for inclusion on the next agenda

16. Date of next meeting: Wednesday 13th September 2023 at 7pm

There being no further business to discuss the meeting closed at 8.55pm

Signed: _____

Tim Firmston - Chairman

Date: _____

**Birdham Parish Council Payments for Consideration
Meeting July 12th 2023**

Balances on accounts:

Current account	£ 82,873.93
Deposit account	£ 100,440.12
NS&I	£ 7,099.85
	£ 190,413.90

Received since last meeting

cdc grant	£ 250.00
	£ 250.00

Paid since last meeting

Jacksons Fencing	height barrier repair	£ 3,292.13
betty geary	litter picking	£ 70.00
I Whitaker	clerk's salary	£ 877.59
nest	pension	£ 64.00
mh kennedy and sons	grass cutting	£ 597.12
adrian dover	grass cutting and bus stop clearance	£ 130.00
wicksteeds	ball wall installation	£ 12,406.19
wsc	street lighting	£ 1,137.28
playdale	playground installation	£ 4,867.01
jnr	ms365	£ 1,631.52
chichester tree services	cutting dangerous branch	£ 225.00
sse	street lighting	£ 101.40
		£ 25,399.24

Payments for consideration

betty geary	litter picking	£	70.00
I whitaker	salary	£	877.59
nest	pension	£	64.00
hmrc	contributions	£	64.65
mh kennedy	mh kennedy	£	597.12
adrian dover	grass cutting and bus stop clearance	£	130.00
sse	street lighting	£	107.53
pwlb	loan repayment	£	8,591.04
		£	10,501.93

Birdham Parish Council Recon 12th July 2023

Bank accounts as of 7th July 2023

Current Account	£82,873.93
Deposit Account	£100,440.12
National Savings	£ 7,099.85
Total	£90,413.90

Opening balance 1st April 2023	£101,592.77
add receipts in the year	£ 35,537.91
less expenditure to date	£ 46,716.78

Balance £190,413.90

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
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Available Funds	Total	-£ 2,588.72
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Outstanding PWLB	Total	£108,150.80
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Signed: *IXWhitaker - Clerk 7th July 2023*

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