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Minutes of the of the Hybrid Parish Council Meeting
held on Wednesday 11th September 2024
at 7pm

Present: Cllr Timothy Firmston (Chairman), Cllr Elizabeth Hamilton, Cllr Jan Devos,
Cllr Gordon Churchill
WSCC Pieter Montyn CDC Elizabeth Hamilton
Clerk (Zoom) and 2 members of the public

1. Apologies

Cllrs Taylor and Salamons – on holiday. Absent: Cllr Ballantyne

2. Declarations of interest

- i. There were no declarations of interest for matters on the agenda

3. Minutes – to approve and sign the minutes of July 10th 2024 Parish Council meeting and the 26th July 2024 Extraordinary Planning Meeting.

The minutes of July 10th 2024 meeting were proposed by Cllr Hamilton, seconded by Cllr Devos and were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chair. The signature of the 26th July meeting is deferred until October when the Chair of that meeting will be present (Cllr Salamons).

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 CDC member for Birdham Cllr Hamilton

- i. Cllr Hamilton reported that the Council is discussing at length the changes to the planning laws which are extensive
- ii. The climate change consultation is still open for anyone wishing to take part and closes on 30th September 2024.
- iii. At the Cabinet meeting it will be decided whether to award £50K to Chichester as a contribution help with Christmas festivities and encourage people into Chichester. This is in part to compensate for the cancelled ice-rink which proved to be too expensive. Cllr Hamilton will query this as it makes everything Chichester-centric. She felt that if they really wanted to encourage people into town then free parking would be a better way to do.

6. Planning matters including appeals, applications and CDC delegated decisions.

- i. Planning Enforcement Notices – new and/or updates**
- ii. Notifications of Planning Appeals – there were none received**
- iii. Planning applications to be decided:**

Planning application number	Address	Details	Comment
BI/24/01422/FUL - Other Dev - Change of Use	Unit 4A, Premier Business Park, Birdham Road,	Change of use of existing business premises from Use Class E(a) to Use Class E(d) where there is	extn to 11th refused. No comment submitted. Applicant made comments (see below). Cllr Hamilton has red-carded the application so that it will go to CDC Planning committee.

	Appledram, Chichester,	a restrictive condition on an historic change of use permission.	
BI/23/02616/FUL	Creek cottage	Replacement dwelling and associated works - variation of Condition 2 of Planning	APPEAL was this morning - no decision yet known
BI/24/01437/DOM	Pescotts Close AMENDMENTS	Due to amended plans, the single storey rear extension is proposed to be larger by a further 500mm.	No objection
BI/24/01526/ELD	Carthagena Farm	Residential use and occupancy.	No objection
BI/24/01679/DOM	Montys Oak Church Lane Birdham Chichester	Carport, pool and pool enclosure	No objection
BI/24/01937/PNO	Holt Place Farm Shipton Green Lane West Itchenor Chichester	Building for machinery storage, hay/straw storage and temporary grain store at harvest.	No comment

BI/24/01422/FUL - Other Dev - Change of Use

Despite the council no longer being able to comment the applicant wished to inform the meeting of the reasons for this application. He said that as everyone knew the former health Club in Harbour Way had closed a few years ago leaving no fitness facilities within the budget of most people. There were no other gym facilities south of the A27 and as everyone knew a trip into Chi was at least ½ hour there and ½ back.

Four locals had therefore decided to try and find a location to create a social fitness facility for exercise including GP referrals. This was not a “loud music for 24 hours” concept for a gym. The idea was to have a more senior clientele using it to keep mobile and fit. They had explored units at the Marina (they wouldn’t even discuss it with them even though they have several units available) and the main difficulty had been finding somewhere with parking facilities. The manager at Premier Park had been accommodating and the application made. Unfortunately, the classification is for marine trades only and this is the decision that they are trying to reverse.

They have had no contact with the planning officer, but they had been led to understand that it would be refused.

iv. Delegated decisions to be noted

Planning Application number	Address	Details	Decision
BI/24/01065/DOM	Swallow Cottage Crooked Lane	Erection of a two storey rear extension to replace existing conservatory.	PERMIT
24/01077/FUL	Orchard House Lock Lane Birdham	(Variation of condition 2 of permission 22/03176/FUL -	PERMIT
BI/24/00677/DOM	Oak Cottage, Martins Lane, Birdham	Home office studio	WITHDRAWN
BI/24/01496/TPA	Dragonsfield, Westlands Estate, Birdham	tree works	PERMIT
BI/24/01519/DOM	Westways, Crooked Lane	detached single garage	REFUSED
BI/24/01184/ELD	Pool House Lock Lane Birdham West Sussex	Existing lawful development - use of existing 4 no. buildings as dwellings/flats	PERMIT
BI/24/01065/DOM	Swallow Cottage Crooked Lane	Erection of a two storey rear extension to replace existing conservatory.	PERMIT

7. SOSCA – proposal by SW to replace Hampshire spring-water fed reservoir with recycled effluent. Motion to support MP’s Early Day Motion against this proposal.

Deferred until arrival of WSCC P Montyn.

8. Proposal for a TRO for No Parking lines within parts of Crooked Lane.

Cllr Firmston had circulated the following:

PROPOSED TRAFFIC REGULATION ORDER (TRO) FOR PARTS OF CROOKED LANE, BIRDHAM.

Context

The traffic and parking along the northern end of Crooked Lane by the primary school has increased in volume with the relocation of the nursery school from the Village Hall to the primary school in recent years and with the extended school day.

Drop-off and two collection periods during each day now has added after school activities and clubs which create more vehicles parking over a longer day.

Vehicle Parking

Parking can at times be haphazard and often in incorrect places, particularly at the junctions of the side roads and Crooked Lane. Parking at the radius curves of these side roads is against the Highway Code as it narrows the entrances and obstructs the sight-lines of drivers.

WSCC Highways Meeting

On the 18th July 2024 a site meeting on Crooked Lane was convened at the time of 2.30 to 3.30 p.m. to coincide with the end of the school day and to view the parking particularly close to the primary school entrance / exit. Those people attending were the local WSCC Highways engineer, the local WS county councillor, three residents from adjoining roads and the Chair of Birdham Parish Council.

Proposal for a TRO within Crooked Lane

The meeting considered various options and thought the most likely to succeed in reducing the danger from parked cars would be a TRO applying to the three junctions of Prescotts Close, the end of Church Lane and Kewells Corner with Crooked Lane.

At each of these three junctions double yellow lines would be painted on the road on both sides of the junctions extending around the radius.

Consultation

To provide evidence of local support for the TRO a questionnaire form would be hand delivered to the properties adjacent to the roads covering;

St. James Close, Kewells Corner, the end of Church Lane up to the cricket club, Prescotts Close and those on both sides of Crooked Lane from Church Lane to Longmeadow Gardens this being the extend of the parking issues along Crooked Lane.

Drafting of the TRO

The outcome of the consultation and the references from the Highway Code would be included in the TRO prior to submission to West Sussex County Council.

Cllr Devos proposed implementing the TRO and Cllr Hamilton seconded. This was unanimously **AGREED.**

9. To receive a report from WSCC for Birdham.

Deferred until his arrival

10. Village meeting: date and content.

It was agreed to push forward the date to 16th November as there would not be time to complete the newsletter and circulate it before that time. Clerk to notify Betty.

Action	Clerk
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It was agreed to ask CDC Richard Moorey to taylor a shorter presentation about scams and how to avoid them, for the residents' meeting.

Action	Cllr Hamilton
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It was agreed try and have a positive discussion concerning the teen shelter with both teens and adults. It was agreed that a good facilitator would be essential – the clerk to research.

Action	Clerk
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11. Donations to local Charitable institutions

Three charities had requested support this year: Homestart (helps local families with parenting issues offering support and guidance); 4Sight Vision (supports locals with sight issues, helping them continue normal lives); Tyler's Trust (Chichester based charity offering support to families with children with tumours or other life-threatening conditions. Support includes gifts, food for families staying in hospital with children etc).

It was **AGREED** to send £133 to each of the charities.

12. Community Orchard

Cllr Hamilton said that someone had visited the site and said that it was too dark for fruit trees. However, she had contacted RHS, and they had said that some varieties like shade, and it would be a case of spreading out the trees, so they had more space and light. They asked for more precise information. Cllr Hamilton to discuss with Cllr Salamons and action.

Action	Cllrs Hamilton/Salamons
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13. Birdham Teen Shelter – consultation with local teens.

Item covered above (Item 10).

14. National Planning Policy Framework consultation

WSALC had employed a consultant, Steve Trice to “decipher” the consultation and make it clearer to understand what was required, so that Parish Council’s could respond. It is a lengthy and complex document and Cllr Firmston’s view was that it was out of the scope of any of the councillors. Another local council is possibly going to employ a consultant to respond on their behalf. It might be possible to share that response. The Clerk will investigate. The closing date is 24th September 2024.

Action	Clerk
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(Cllr Montyn arrived at 8.18pm)

Item 7: SOSCA – Cllr Montyn said that SOSCA did not understand the full implications of the proposal. The eventual plan is to use recycled waste water but only after it has spent several years in reservoirs. This was a joint project with Portsmouth water and Southern Water. The proposals will be going to OFWAT for the financing of the project and other agencies will be involved such as Health and Safety Executive. Cllr Churchill said that this system was used in other countries around the world but only where there was a lack of natural resources. Cllr Montyn said that in the future there would be a shortage of water here too.

The council voted on whether to support the motion:

1 in favour

1 abstention

2 against.

There is no support for the motion.

Item 9 – report from WSCC Pieter Montyn

- a) Cllr Montyn had forwarded information about WSCC anti-spamming talks ‘Are you scam savvy?’. Sessions can be attended either in-person or online and the dates available are:
Witterings Library: Monday 23 September 10am - 11.30am
Worthing Library: Monday 14 October 10am - 11.30am
Chichester District Council: Thursday 24 October 10am - 11.30am

Attendance is in-person or online, but it is essential to book a free ticket [Eventbrite](#)

- b) Cllr Montyn had met with Southern Water again and was still awaiting proper responses. It is too early to confirm whether the lining of the pipes has been successful or not.

(Cllr Montyn left the meeting at 8.36pm)

15. Clerk’s report

i) Correspondence

- The external audit has been completed and no issues were raised. The auditor had commented on an error in transcribing the PWLB figure. Cllr Firmston congratulated the clerk on the work done for the audit.
- Meals on wheels are available for those needing them: [Meals on Wheels - Support at Home - HILS \(hils-uk.org\)](#)
- The council had received a letter of thanks from Ray Nye for all its support of the building of the new Scout Hut.

- All Parishes meeting is on 23rd September at CDC at 5pm Cllrs Firmston and Hamilton to attend.
- CDC has sent its annual request for support in funding the Manhood Peninsula Project Officer. Birdham usually contributes £438. For next meeting.
- A company has asked to put a textile recycling bin in the Council car park. There is already a Salvation army bin. No further bin required.

Action

Clerk

ii) To approve the Payments for consideration: Cllr Devos proposed, and Cllr Churchill seconded the payments for consideration. Unanimously **RESOLVED**.

iii) Bank reconciliation – circulated.

Cllr Firmston asked if any news had been received from Barclays re the change of mandate. Clerk to chase.

Action

Clerk

16. Councillor Reports:

- Play area and playing field** – Cllr Firmston said that the installation of the second part of the footpath would begin late September. Cllr Hamilton had checked up on the saplings that had been planted. She said that there were some self-seeding oaks which it would be a shame to cut. Cllr Firmston said that Jane Reeve had been optimistic that more trees had survived than thought of the planting 2 -3 years ago.
- Village green and pond** – the Manhood Wildlife and Heritage working party starts again cutting back vegetation to help water voles. Cllr Firmston will ask Jane to look at the saplings on the recreation ground.

Action

Cllr Firmston

- Communication working group** – Cllr Firmston has mapped out the headings for the next newsletter which must be delivered before the village meeting on 16th November.
 - Residents'/village meeting
 - CDC Local Plan
 - 3 parishes TRO Appledram, Donnington and Birdham
 - teen shelter
 - footpath
 - community orchard
 - what does PC do and what can it do?
 - list of councillors and reminder of vacancies

iv. Community resilience – no report

17. Reports of meetings attended by Councillors

- Cllr Churchill had attended the Witterings Medical Centre Patient Participation group meeting. They had discussed the comparison document of what was provided by other local medical centres, and the ease of transitioning from the usual model of health care which was clinical to a social preventative model and social proscripting. For example, more physical exercise. There was a shift in the ways of prescribing.
- Cllr Firmston had attended the Manhood Peninsula Partnership meeting (see notes Appendix 1).

18. Items for inclusion on the next agenda:

Community Orchard

Village meeting

19. Date of next meeting

The next meeting will be on Wednesday 9th October 2024

There being no further business to discuss the meeting closed at 9.00pm.

Signed: _____

Tim Firmston - Chairman

Date: _____

Appendix 1:

Manhood Peninsula Partnership Meeting

Monday 22nd July 2024 commencing at 10.00 a.m. on Teams. There were 16 participants. These are some of the highlights of the various presentations as the amount of information forthcoming was considerable.

Climate Emergency Action Plan - James Brigden, CDC.

In 2019 CDC declared a Climate Emergency with an action plan that ends in 2025. Hence consultation and a review are underway for a plan from 2025.

CDC have measured their own emissions with:

the CDC waste teams' vehicles – worst polluters,

Westgate Leisure Centre – second worst

Other CDC vehicles - third worst.

Work on improvements has been achieved at the Leisure Centre using government grants.

Housing improvements are on-going.

Economy and Jobs.

Need to encourage businesses to decarbonise and to install renewable energy equipment
25,000 trees have been planned in the district through the 'Trees Outside the Woodland' scheme.

A greater number of items are being recycled and a food waste service is to be introduced. Additional EV charging points are to be installed by WSCC at various locations. Gareth Warner is the WSCC contact for EV charging locations contacted via Steve Hill.

Consultation

This is now available and can be completed by residents on-line or on paper from the recent CDC Initiatives newsletter of the Summer 2024.

Actions within the Plan are grouped in to three according to their cost:

High-cost proposals over £50,000 for a Local Area Energy Plan including increase in car clubs and more pool cars for the council, land-based carbon offsets and marine based carbon offsets and to implement a housing decarbonisation strategy.

Medium cost proposals £5,000 to £50,000

Low-cost proposals under £5,000.

Low Carbon Chichester Fund.

CDC are to receive £250,000 from the S106 money arising from the Graylingwell housing development in the north of Chichester. The Council will consult on how to use the money. Reduction of vehicle speeds does reduce emissions. Too much tourism on the Manhood creates more emissions. There will be a CDC climate change newsletter published soon. In West Wittering 22% of dwellings are second homes. Most are company owned so no Council Tax is paid. It appears these are no longer being used as Airbnb properties and no longer occupied. With Airbnb properties there is a lack of regulation.

ESPACE Climate Adaption Plan – Update

Jill Sutcliffe, Manhood Wildlife and Heritage Group.

The 2008 Climate Adaption Plan was published and circulated to various organisations, but nothing happened. An update would now be appropriate as the current interest in climate matters has increased.

Partner Updates.

These had been circulated previously and it was recognised how many different activities by partners and organisations are happening to benefit the Manhood area in general.

The next MPP meeting will be held on Monday 23rd September 2024
The meeting closed at 11.20 a.m.

Birdham Parish Council Payments for Consideration Meeting Sept 11th 2024

Balances on accounts:

Current account	£79,619.62
Deposit account	£71,933.44
NS&I	£7,154.78
	£158,707.84

Received since last meeting

interest	£268.01
vat rebate	£10,871.40
	£11,139.41

Paid since last meeting

betty geary	litter picking	£70.00
imogen whitaker	clerk's salary	£877.59
nest	pension	£64.00
imogen whitaker	council running costs	£233.09
hmrc	contributions	£64.65
sse	street lighting	£186.34
adrian dover	grass cutting/bus stop clearance	£130.00
wsc	street lighting maintenance	£1,280.66
Boxgrove PC	telephone contribution	£35.97
mh kennedy	grass cutting	£411.73
smith and co ltd	payroll	£120.00
Jacksons fencing	height barrier repair	£2,166.00
Birdham Wwitt Scouts	CIL donation	£10,000.00
		£15,640.03

Payments for consideration

betty geary	litter picking july	£70.00
betty geary	litter picking august	£70.00
imogen whitaker	clerk's salary	£877.59
imogen whitaker	clerk's salary	£877.59

nest	pension	£64.00
nest	pension	£64.00
PWLB	Loan repayment	£8,591.04
Moore	External Audit	£504.00
sse	streetlighting	£180.35
sse	streetlighting	£186.34
Zurich	insurance premium (2 of 3)	£1,378.21
mhkennedy and son	grass cutting	£646.63
adrian dover	grass cutting/bus stop clearance July	£95.00
adrian dover	grass cutting/bus stop clearance Aug	£95.00

£13,699.75