



FISHBOURNE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday
15 January 2024 at 7pm at the Fishbourne Centre, Blackboy Lane, Fishbourne

Present: Cllr. L. Hunter (Chair), Cllr. R. Bates, Cllr. G. Hand, Cllr. H. Marshall, Cllr. G. Mason, Cllr. A. Relf.
In attendance: Mrs. L. Wright (Clerk / RFO), D/Cllr. A. Moss, C/Cllr. Joy and 1 member of the public.

24/1 Apologies for absence

Cllrs. Gubbey, Porter and Stone sent their apologies which were accepted by the Council.

24/2 Minutes of the meeting held on 11 December 2023

Cllr. Relf asked whether Cllr. Bates had completed his action concerning the CDC Transport Report for the Local Plan. He had not, but D/Cllr. Moss offered to raise this under the District Councillor's Report item.

It was unanimously resolved to approve the minutes of the meeting and the Chairman duly signed them as an accurate record.

24/3 Declarations of interest by Councillors on any of the agenda items

None.

24/4 County Councillor's Report

C/Cllr. Joy reported on two major topics concerning Fishbourne: Chemroute; and Route K. C/Cllr. Joy had attended a meeting along with stakeholders Chichester District Council (CDC), National Highways (NH) and West Sussex County Council (WSCC) to agree on producing a 'roadmap' for Chemroute so that WSCC Officers take responsibility for planning the route and this is not down to individual parishes. No date for the roadmap was agreed.

1 member of the public arrived.

Cllr. Mason asked whether to continue with the 20mph survey and was advised by C/Cllr. Joy that the Council would be better postponing the survey until after the roadmap has been produced.

Route K is making good headway and will provide a perceived safe route into Chichester.

24/5 District Councillors' Report

D/Cllr. Bates told the Council he would not be distributing the Harbour Villages District Councillors' report in future, but that another District Councillor would take this on. A report from the Harbour Villages' Councillors had been received by Councillors shortly before the meeting including: recommendation to defer for S106 then permit the Southern Access Route road layout for the Whitehouse Farm development; proposals for the Basin Road / bus station regeneration; communication with WSCC over flooding; decarbonising the Fishbourne Centre in the UK Shared Prosperity and Rural England Prosperity Fund 2023/24; future requirement for Councils to demonstrate only a four year land supply; earth bunds in parks to deter incursion; and revised dates for waste collections in early January.

Cllr. Mason asked whether it was true that there would be a booking service for the Westhampnett waste and recycling centre in the future. C/Cllr. Joy was unaware of this, but after the meeting confirmed that this will be the case. Cllr. Mason expressed concern at the meeting that this would lead to increased fly-tipping.

D/Cllr. Moss confirmed that CDC will be taking on food waste collections.

The Traffic Report which is part of the Local Plan evidence has been uploaded onto the CDC website, but there is another piece of work, currently being undertaken, which is yet to be published. D/Cllr. Moss will advise once this has been released. **AM**

A Water Summit took place at which CDC was represented where it was agreed to write to Southern Water highlighting the main issues of concern.

Cllr. Hunter asked about the Southern Gateway. D/Cllr. Moss said this would be part of a wider regeneration project including council-owned sites and other key sites such as the old Army and Navy store in the city.

24/6 Clerk's Report

It should be noted that Cllr. Mason had provided the technical part of Cllr. Hand's review of the Highgrove Farm Inspector's report discussed at the December meeting.

A planning application into 6 houses on Clay Lane has been received and will need to be discussed before the next regular meeting.

The Clerk has applied for a Highway licence for a bench at Deeside Avenue.

The Council was notified that Race to the King will take place again this year on 15th and 16th June 2024 using the same route as last year.

An email from Gillian Keegan MP was received to say that National Highways have been considering a range of possible solutions to improve the A27, including alignments to the north and south of Chichester, and that any future consultation for the scheme will be fully transparent.

The All Parishes Meeting will be taking place on Zoom on Monday 19 February from 5.00pm. Cllr. Hunter to attend. **LH**

The WSALC Chairs forum will be taking place by Zoom on Tuesday 23rd January at 7:00pm. Cllr. Hunter to attend. **LH**

The WSALC Clerks forum will be taking place by Zoom on Thursday 11th January at 11:00am. The Clerk to attend. **LW**

A meeting will take place between Trevor Leggo, CDC and CDALC shortly.

Standing orders were suspended to allow discussion with members of the public.

24/7 Questions from members of the public.

None

Standing orders were reinstated.

Due to his role as District Councillor on the Planning Committee Cllr. Bates took no part in the discussion or votes on any applications.

24/8 Planning

24/8.1 Planning Applications

The Clerk to submit the agreed responses to the Local Planning Authority. **LW**

24/8.1.1 FB/23/02230/DOM - Mandy Wheeler. 21 Godwin Way Fishbourne. Single Storey Rear Extension and change to fenestration.

AGREED RESPONSE: NO COMMENT

24/8.1.2 FB/23/02576/DOM – Mr. Tony Hicks. Oak Cottage Mill Lane Fishbourne. Front porch.

- 24/8.1.3 AGREED RESPONSE: NO COMMENT
 FB/ 24/00007/DOM - Estoril Main Road Fishbourne. Erection of detached garage.
 AGREED RESPONSE: NO COMMENT
- 24/8.2 Planning Decisions**
- 24/8.2.1 FB/23/01348/FUL - Mr A Guiry. Lowood House 2 Old Park Lane Fishbourne. Use of an existing residential outbuilding as a holiday let (part-retrospective) with proposed associated external alterations, including replacement side extension, rear dormer and new fenestration.
 FPC - NO COMMENT CDC - WITHDRAWN
- 24/8.2.2 FB/23/01972/DOM Miss Carol Thompson. 8 Mill Close Fishbourne. Boundary treatment comprising railings, hedge and entrance piers/gate and widening of existing drop kerb.
 FPC – OBJECTION Out of keeping with the street scene CDC - WITHDRAWN
- 24/8.2.3 FB/23/02168/DOM Mr And Mrs Mackay. 9 Barker Close Fishbourne. Demolition of existing single garage, removal of existing conservatory and rear wall of living room and proposed construction of front entrance porch and 2 single storey extensions.
 FPC - NO COMMENT CDC – PERMIT
- 24/8.2.4 FB/23/02525/DOM Aimee Bone 4 West View Salthill Road Fishbourne. Conversion of outbuilding to annex.
 FPC - NO COMMENT CDC - PERMIT
- 24/8.3 Appeals:** APP/L3815/D/23/3331284 FB/22/02347/DOM Linden Lea, 49 Salthill Road, Fishbourne. Demolition of existing attached garden store. Construction of two storey side extension and lean-to, and associated works. Replacement garden store/garage (revision to permitted 20/01576/DOM - revision of roof design). The Council noted **APPEAL IN PROGRESS.**

24/9 Finance

- 24/9.1** The Council noted that the accounts were checked and the bank reconciliation at 31.1.24 was checked and signed by Cllr. Porter. The Council agreed the reconciliation.
- 24/9.2** The Council noted the current financial position. There were no questions but the Clerk pointed out that the money donated towards the playground refurbishment was shown under ‘Grants’ in accordance with advice from the auditor, making this over budget.

24/9.3 Payments and Receipts

24/9.3.1 The Council noted the following payments for December totalling £2474.43

Date paid	Payee name	Transaction details	Amount paid
1.12.23	WSSC Pension Fund	Clerk's pension November	323.16
2.12.23	L Wright	Software for Village Voice	95.99
5.12.23	SRP Design and Print	Village Voice December	384.00
1.12.23	Chalkwood IT	IT Services December	93.50
27.12.23	L Wright	Clerk's Salary December plus backpay	1559.78
31.12.23	Unity Trust Bank	Service Charge	18.00
TOTAL			2474.43

- The Council authorised payment of the £6000 annual donation to the Fishbourne Playing Fields Association.
LW
- 24/9.3.2 The Council noted that £411.96 has been received into the bank in December in respect of interest.
- 24/9.4** The Council noted that that the Clerk put in a request for a precept of £65244 for the financial year 2024-25 to the District Council. This has been acknowledged.

24/10 Local Plan / Neighbourhood Plan

Cllr. Hand explained that there are two parts to the Neighbourhood Plan: the part that goes to the Inspector to be examined; and the ‘Village Plan’ which presents what the residents and

Council want to do in the future. The Council agreed that Cllr. Hand start work with the Review Group on the Village Plan using the data from the latest surveys and any other evidence. The Council also agreed to use the Mission Statement, Vision and Aims and Objectives as laid out in the Appendix. **GH/LW**

24/11 Highways and Byways

24/11.1 20mph limits / zone

It was agreed to postpone work on the survey pending release of the 'roadmap' described by C/Cllr. Joy in minute 24/4.

24/11.2 Footpaths 555 and 3059 and the sea wall.

Cllr. Hunter has contacted representatives of the Ramblers Association of West Sussex to arrange a meeting and is awaiting suitable dates. **LW/LH/AR/GM/HM**

Cllr. Mason reported that an email from Uwe Dornbusch confirmed that the freshwater stream would not be protected and Cllr. Mason is awaiting answers to his questions concerning elevations. **GM**

24/11.3 Emperor Way Lighting

The Clerk has applied to the UK Rural England Fund for the supply and installation of tall solar streetlights along the whole length of Emperor Way. The Council noted from the report that the Council would need to fund 20% of the project itself and that numbers of path users would need to be monitored before and after installation to provide proof of the outcome. Due to the high cost of digital counters, the Clerk is to arrange a rota with Councillors to count the path users manually over 3 days in a week at peak times. **LW/AR/LH**

Three quotes have been obtained. The Council agreed that Prolectric Ltd should be asked to survey the area so that an accurate quotation can be obtained. Cllrs. Relf and Mason are to be present when the survey is undertaken. The Council agreed that Sunlite Ltd also provide a survey if it is less than £300 to provide a comparable quote. **LW**

24/12 Bench at the end of Deeside Avenue

The Council agreed to pay Wilbar Associates the increased cost of £2,412.50 for the concrete base as the bench is larger than originally quoted for. The Council also agreed to pay Wilbar Associates an additional £290 for installation. **LW**

24/13 Gardening contract

The Council considered three quotes and chose J. Bennett to provide gardening services for 2024 at a cost of £2160. The Council agreed to pay 50% of the cost up front with the remainder due after 6 months. **LW**

24/14 Cycle barrier at Langrune Close

The Council considered a complaint from a regular cyclist regarding the cycle barrier at Langrune Close, which he judged was difficult for cyclists to navigate and impossible for cycles with trailers or double buggies. In his opinion the barrier contravened the disability discrimination act and numerous fair access regulations. The Council debated this issue and Councillors spoke of how they had observed mobility scooters go round the barrier and that it stopped young children on bikes or on foot from exiting at speed onto Langrune Close. It was the opinion of the Council that the barrier was a safety feature and should stay in place.

24/15 Annual Parish Meeting 2024

The format has been decided to remain the same as last year. Suggestions for topics were: Climate Change; Planning; and Sewage issues. Cllr. Hand suggested asking the public which topic would most interest them and the Clerk was asked to pose the question on Facebook and report back on the response. **LW**

- 24/16 Reports from Councillors**
- 24/16.1 The Fishbourne Centre**
No update.
- 24/16.2 Fishbourne Playing Fields Association (FPFA)**
The FPFA met with representatives of the Fishbourne Centre informally and made great strides in working together.
A grant for £5000 was obtained from the Garfield Weston foundation towards the playground refurbishment.
- 24/16.3 Meetings with outside bodies**
Cllr. Hand had attended a NALC webinar on securing funding. Lottery Heritage Grants are available starting at £10,000. The last heritage project, which was the Fishbourne Book, was very successful in promoting relationships within the community. A similar project might be worth considering.
- 24/16.4 Parklands and Fishbourne Flood Protection Group**
No update
- 24/17 Date of the next meeting**
The Council noted that the next meeting of the Parish Council will be on 19 February 2024 at 7pm in the Fishbourne Centre.

The meeting closed at 8.17pm

Signed _____ Chairman _____ Date _____

APPENDIX

Mission Statement: Fishbourne Parish Council

“To conserve and, where possible, to enhance the quality of life for all who live and work in Fishbourne now and in the future.”

OUR VISION ~ ASPIRATIONAL ~ DELIVERABLE

“By 2035, Fishbourne will be recognised as a vibrant, sustainable community which offers a safe and pleasant environment in which live and work and which has met its indicative target for new housing while successfully maintaining its separate identity as a village and conserving and enhancing the character of its historic fabric and environment. It will continue to offer a wide range of physical and cultural activities so that its residents can enjoy a healthy and rounded lifestyle without the need to travel by car. To achieve all this, its residents will increasingly have experienced involvement in the decision-making process.”

The Major Aims of Fishbourne Neighbourhood Plan are as follows:

- To maintain and enhance the rural character of the Parish within the special landscape of the coastal plain between the South Downs National Park and Chichester Harbour AONB
- To promote Fishbourne as an individual village within the new Harbour Villages Ward of the District Council

- To provide high-quality housing for all residents in small developments which reflect the area's historic pattern of settlement and in response to the Village Survey 2018
- To support and extend the limited employment opportunities within the Parish
- To improve the infrastructure and amenities within the Parish, enhancing the quality of life for all parishioners.

The Objectives

The responses to the Village Survey 2018 give an indication of the strength of feeling within the community for the future of Fishbourne. This has informed the draft objectives which were consulted on in Village Voice Issue. The following objectives are the result of this consultation.

1. The promotion of high quality development on the remaining sustainable sites in the village including affordable homes, starter homes, homes for downsizing and homes designed for the elderly who wish to retain their independence.
2. The promotion of Fishbourne as an individual village within the new Harbour Villages ward of the District Council.
3. The conservation and enhancement of the area's built and natural heritage, including a vibrant countryside and Chichester Harbour AONB
4. The promotion of farming as the major industry of the village and in view of its importance to the regional economy.
5. Provision of support for community-led groups within the village (e.g. Residents' Associations; Flood Prevention Group; Neighbourhood Watch; Fishbourne Companions).
6. Support for and enhancement of existing community, educational, sporting and recreational activities (e.g. the pre-school, Fishbourne Centre and the Fishbourne Playing Fields Association) as they expand in order to match increasing demand.
7. Promotion of accessibility within and beyond Fishbourne including the provision of safe routes for able and disabled pedestrians and cyclists and the exploration of methods of combating air pollution.
8. Support for continuation of existing businesses in the community and encouragement of new opportunities to enhance employment.
9. Promotion of developments which are environmentally sensitive and, where possible, contribute further to biodiversity including the impact of climate change.
10. Encouragement of the use of forward-looking technologies to help with energy saving and reduction in water consumption.

Although Fishbourne has developed steadily for the last 50 years, doubling in size in the last three decades of the twentieth century and increasing by a further 30% since the 2001 Census, we aim to produce a revised Neighbourhood Plan with a strategy for the promotion of further development which is "Aspirational but Deliverable".

A Plan should be needs-based but, with the shortage of suitable land as a result of decades of expansion, Fishbourne has little urgent need and certainly no need for growth to vitalise its community. Our plan, therefore, will mainly be a contribution to the housing needs of the wider CDC community.