



FISHBOURNE PARISH COUNCIL

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

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

24/18 Apologies for absence

Cllrs. Bates, Gubbey, Porter and Stone and C/Cllr. Joy sent their apologies which were accepted by the Council. D/Cllr. Moss had notified the Clerk that he would be late arriving.
24/18.1 The Council agreed to grant Cllr. Stone three months' leave of absence from Council duties whilst he makes caring arrangements for his father.

24/19 Minutes of the meeting held on 15 January 2023

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

24/20 Declarations of interest by Councillors on any of the agenda items

None.

24/21 County Councillor's Report

C/Cllr. Joy had submitted a written report prior to the meeting concerning the WSCC Council Plan. C/Cllr. Joy also advised that the Chemroute roadmap should be due around the end of April and is seeking clarification on why so many bids for 20mph Community Highway Schemes have failed.

24/22 District Councillors' Report

A report from the Harbour Villages' Councillors had been received by Councillors prior to the meeting including: the revised [Council Corporate Plan](#); car parking charge increase; activities and events in Chichester; grants; economic initiatives; meeting with the Planning Inspector about the Local Plan; upgraded air quality monitoring; and stray dog provision.

Cllr. Hand expressed dissatisfaction with the response from Chichester District Council (CDC) to Fishbourne's concerns at its meeting with Chichester District Association of Local Councils. D/Cllr. Johnson reported that, following advice from the Planning Inspector, officers were preparing statements of common ground with National Highways to show where there is agreement and where there are still issues. There is still uncertainty regarding changes to the National Planning Policy Framework and planning regulations which have not yet been announced. Further consultation on the Plan will result in an unacceptable delay, so the strategy is to submit the Plan as soon as possible.

Cllr. Relf questioned the data used in the Transport Report and Cllr. Hand suggested reviewing Fishbourne Parish Council's Traffic Report and sending it to CDC. There was a debate about whether questioning the Local Plan at this point was a good strategy as, if the Plan is not accepted, then developers will have free reign. It was decided to await the arrival of D/Cllr. Moss for further discussion.

24/23

Clerk's Report

The Highways licence for the bench at Deeside Avenue has been issued and the bench will now be ordered and installed.

All Village Voice invoices have been sent and paid and new advertisers found.

Ash dieback works will be carried out in Fishbourne Road West on 21-23 February.

The member of the public who complained about the cycle barrier at Langrune Close is unhappy with the Council's decision on this matter and will be taking it further.

The Clerk received a report of a man with a crossbow in fields north of Clay Lane which she handed on to the Police.

A Specialized Bike, E-Scooter and can of petrol were stolen from a shed in Blackboy Lane.

The bus stop and timetable case have been restored to the Clay Lane stop on Salthill Road. A timetable is still awaited.

A booking system is now in operation in all West Sussex recycling centres.

A consultation on charge proposals for water quality permits is underway, ending on 11 March.

A meeting was held between the Chichester District Association of Local Councils and the District Council. Minutes were circulated to councillors.

WSCC is consulting on its Post-16 Transport Policy Statement. Consultation closes 17 March.

WSCC is installing about 400 real time passenger information (RTPI) displays within two years.

D/Cllr. Moss arrived

24/24

District Councillors' Report continued

Cllrs. Relf and Hand asked D/Cllr. Moss about the questionable data used in the Transport report and D/Cllr. Moss replied that although the data was becoming out of date, new work was being carried out and a decision had been taken to go ahead with the current data so as not to risk further delay. National Highways has agreed that the current data can be used provided that new data is collected going forward.

Work will start on a new Local Plan as soon as the current one has been made.

Cllr. Hand was still unhappy with going along with the Plan without challenging it, although some councillors still questioned whether further challenges would lead to delays in the Local Plan and leave Fishbourne vulnerable to developers. Despite these concerns it was agreed that Cllrs. Relf and Hand revise the Fishbourne Parish Council Traffic Report and the Clerk send it to the leader of the District Council and the Director of Planning.

GH/AR/LW

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

24/25

Questions from members of the public.

None

Standing orders were reinstated.

24/26

Planning

24/26.1

Planning Committee Meeting held on 29 January 2024

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

24/26.2

Planning Applications

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

LW

24/26.2.1

FB/23/02761/DOM - Mr Peter Woodward. 1 Halfrey Road Fishbourne. Two-storey side extension, 2 no. dormers and 2 no. roof lights to front elevation, 1 no. dormer to rear elevation, increased ridge height, replacement car port and new front porch with various alterations.

- AGREED RESPONSE: NO COMMENT
- 24/26.2.2 FB/24/00021/FUL - Messrs David Russel, John Effingham & Tony Elkin. Fishbourne Centre Blackboy Lane Fishbourne. Replace existing wooden pavilion with new log cabin pavilion. AGREED RESPONSE: NO COMMENT
- 24/26.2.3 FB/23/02891/DOM - Dr David Franklin. Turnstones 8A Old Park Lane Fishbourne. Replacement garden shed. AGREED RESPONSE: NO COMMENT

24/26.3 Planning Decisions

- 24/26.3.1 FB/23/02230/DOM - Case Officer: Miruna Turland. Mandy Wheeler. 21 Godwin Way Fishbourne. Single Storey Rear Extension and change to fenestration.
FPC - NO COMMENT CDC – PERMIT
- 24/26.3.2 FB/21/03704/EIA. Fishbourne Housing Limited. Bethwines Farm Blackboy Lane Fishbourne. The Screening Opinion is requested in order to identify whether an Environmental Impact Assessment (EIA) will be necessary to support the planning application for the proposed development to provide up to 230 residential dwellings and associated ancillary works.
FPC – OBJECTION CDC - EIA REQUIRED

24/26.4 Appeals: no updates

24/26.5 23/01972/DOM - 8 Mill Close Fishbourne.

The Council noted that this application has been withdrawn and the applicant invited to apply again under the correct scheme. The Clerk will monitor the situation and report to enforcement if nothing has been done after two months. **LW**

24/26.6 Following a request from the Save our South Coast Alliance (SOSCA) it was agreed that the Clerk should write to the District and County Councils urging them to use the Grampian Conditions where possible to ensure infrastructure is delivered before new housing. **LW**

24/27 Finance

24/27.1 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.

24/27.2 Payments and Receipts

24/27.2.1 The Council noted the following payments for January totalling £10878.01

Date paid	Payee name	Transaction details	Amount paid
2.1.24	WSCC Pension Fund	Clerk's pension December	483.10
2.1.24	Chalkwood IT	IT Services January	93.50
4.1.24	SLCC Enterprises	Clerk's training	78.00
4.1.24	David Hunt Gardens	Gardening Oct-Dec	268.36
18.1.24	HMRC	Clerks tax & NIC 3rd quarter	738.89
18.1.24	DM Payroll services	Payroll 2nd half	66.00
18.1.24	J Bennett	Gardening Jan-Jun 2024	1080.00
30.1.24	JRB Enterprise	Dog waste bags	295.20
30.1.24	L Wright	Clerk's Salary January	1214.78
31.1.24	PWLB	Loan repayment 2nd half	6560.18
TOTAL			10878.01

24/27.2.2 The Council noted that £710 has been received into the bank in January in respect of Village Voice advertising.

24/27.3 Cllr. Porter had distributed a written report prior to the meeting of a meeting between him, the Clerk and Tony Harrison, who was representing the Fishbourne Centre and the Fishbourne Playing Fields Association, to discuss formalising the undermentioned financial agreements.

24/27.3.1 The Council resolved to sign the following agreement with the FPFA: Fishbourne Parish Council will donate £1000 annually towards costs incurred by the Fishbourne Playing Field Association

- on the production of receipts for the cost of playground inspections and insurance, providing that these costs total more than £1000. This agreement has no time limit, but will be kept under review and can be terminated by either party with six months' written notice.
- 24/27.3.2 The Council resolved to sign the following agreement with the Fishbourne Centre: Fishbourne Parish Council will donate annually towards costs incurred by the Fishbourne Centre for the cost of cleaning, materials and maintenance of the outside toilets. The cost will be £1786 for 2024 and will increase annually in line with the Consumer Price Index's October figure. This agreement has no time limit, but will be kept under review and can be terminated by either party with six months' written notice.
- 24/27.3.3 The Council resolved to sign the following agreement with the Fishbourne Centre: The Parish Office at the Fishbourne Centre is for the exclusive use of the Parish Council and is free of rental charges. It may be used by Centre Staff by prior arrangement with the Clerk. The Parish Council will be invoiced quarterly for meeting room hire at 50% discount and a service charge which includes all amenities such as the telephone, electricity and WiFi. Meetings held outside of the normal schedule will be subject to the full tariff. This agreement has no time limit, but will be kept under review and can be terminated by either party with six months' written notice.
- 24/28 Highways and Byways**
- 24/28.1 20mph limits / zone**
C/Cllr. Joy was not present to give any updates on progress of the roadmap. D/Cllr. Moss said he would send the roadmap to the Council when it is ready. **AM**
- 24/28.2 Emperor Way Lighting**
The funding bid officer had contacted the Clerk and asked whether the tall lighting project would still be viable if only £23000 were allocated from the fund. The Clerk assured the officer that it would be viable.
The Clerk and Cllrs. Relf and Mason have met with both companies on site so they can provide detailed quotes for tall lights and also for removal of the old bollard lights.
- 24/28.3 Blackboy Lane nameplate**
The Council agreed CDC's request to erect an additional nameplate at the Clay Lane junction.
- 24/28.4 Footpath 555 and 3059 and the sea wall**
The Clerk is to arrange a meeting on site with the working group and representatives of ramblers' associations. **LW**
- 24/29 Annual Parish Meeting**
The Council agreed to ask Rob Bailey from the Clean Harbours Partnership to speak at the meeting and to book a date in April which was convenient for the speaker. **LW**
- 24/30 Communications strategy working group**
Due to Cllr. Stone's absence it was decided to disband the group and reform it in May.
- 24/31 Civility and Respect Pledge**
It was decided that the Clerk should start work on putting in place the requirements for the Council to sign up to the Civility and Respect Pledge. **LW**
- 24/32 Reports from Councillors**
- 24/32.1 The Fishbourne Centre**
Cllr. Relf reported that progress was being made on the five year plan. More skilled people are needed to help develop the strategies to move forward. The new manager was praised as doing a very good job.

24/32.2 Fishbourne Playing Fields Association (FPFA)

The FPFA had asked the Parish Council to consider its position on Clause 30/2/c in the FPFA's proposed new constitution: *In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO. The selection or creation of an appropriate Charity to receive the remaining assets will require the approval in writing of Fishbourne Parish Council.*

The Parish Council resolved that they would prefer: *In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO. The selection or creation of an appropriate Charity to receive the remaining assets will be the responsibility of Fishbourne Parish Council.*

The Clerk was asked to write to the FPFA with this suggested rewording.

LW

The Council resolved to approve payment of £8103.25 towards the Playground refurbishment which is the balance of the £18000 set aside for this project.

LW

24/32.3 Meetings with outside bodies

Cllr. Hunter had attended the All Parishes meeting where there were presentations on: Hyde who have 6000 homes in Chichester; flytipping; Chichester regeneration strategy. D/Cllr. Moss mentioned that the laser light show at the Canal Basis was a huge success.

24/32.4 Parklands and Fishbourne Flood Protection Group

No update.

24/33 Date of the next meeting

The Council noted that the next meeting of the Parish Council will be on 18 March 2024 at 7pm in the Fishbourne Centre.

The meeting closed at 9.05pm

Signed

Chairman

Date