



## FISHBOURNE PARISH COUNCIL

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

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Present: Cllr. A. Relf (Vice Chair), Cllr. R. Bates, Cllr. D. Gubbey, Cllr. G. Hand, Cllr. H. Marshall, Cllr. A. Porter  
In attendance: Mrs. L. Wright (Clerk / RFO) D/Cllr. A. Moss, D/Cllr. S. Johnson and 3 members of the public.

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In the absence of Cllr. Hunter, Cllr. Relf chaired the meeting.

**24/34 Apologies for absence**

Cllrs. Hunter and Mason and C/Cllr. Joy sent their apologies which were accepted by the Council.

**24/35 Minutes of the meeting held on 19 February 2024**

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

**24/36 Declarations of interest by Councillors on any of the agenda items**

None.

**24/37 County Councillor's Report**

C/Cllr. Joy was not present to deliver a report.

**24/38 District Councillors' Report**

A report from the Harbour Villages' Councillors had been received by Councillors prior to the meeting including: support for businesses; funding for financially vulnerable residents; advice on damp and mould; wellbeing initiatives; consultations on planning policies; and environmental protection schemes.

D/Cllr. Moss reported that the District Council (CDC) intended to submit the Local Plan for examination in April. The budget was agreed by full council in February. It is a balanced budget and does not require the use of reserves. As well as statutory duties there will need to be expenditure on Supporting You, children's play areas and waste food collection in 2024/25.

Cllr. Bates drew attention to the Climate Champions initiative and the Clerk confirmed that she had filled in the survey on behalf of the Parish Council.

**24/39 Clerk's Report**

Work has begun on the resurfacing of footpath 555 along the millstream. The path will be closed whilst the work takes place.

The concrete base for the Deeside Avenue bench will take place on 28 March. The bench has been ordered and will be installed shortly thereafter.

More damage has been done to the solar bollards and has been reported to the police.

Complaint received regarding parking outside Cornelius House.

The Clerk received an enquiry about progress of the potential bus shelter at Blackboy Lane. This will be on a future agenda.

8 Mill Close reported to enforcement as no application has been received regarding the gate and fence.

Tall street lights on Emperor Way has been submitted as a project for the Infrastructure Business Plan.

Two replacement trees have been ordered for the ones which died at Creek End (as agreed min 23/113.3)

A response to the Three Harbours Strategy was submitted by the Clerk.

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

#### **24/40 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 planning applications.

#### **24/41 Planning**

##### **24/41.1 Planning Applications**

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

24/41.1.1 FB/24/00342/DOM - Mrs Thorpe. The Roselands 61 Salthill Road Fishbourne. Single storey rear extension - (Variation of Condition 2 of Planning Permission FB/23/01179/DOM to raise height of flat roof to extension).

AGREED RESPONSE: OBJECTION The Council would like to see the extension better visually integrated into the existing dwelling house.

24/41.1.2 FB/ 24/00320/DOM - Ms Mary Carruthers. 61 Deeside Avenue Fishbourne. Extension of an existing annex and the addition of an enclosed porch, with associated minor internal alterations.

AGREED RESPONSE: NO COMMENT

##### **24/41.2 Planning Decisions**

24/41.2.1 FB/23/02576/DOM - Mr Tony Hicks. Oak Cottage Mill Lane Fishbourne. Front porch.

FPC - NO COMMENT

CDC - PERMIT

24/41.2.2 FB/24/00007/DOM - . Dr A Meyer. Estoril Main Road Fishbourne. Erection of detached garage.

FPC - NO COMMENT

CDC – REFUSE

24/41.2.3 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.

FPC - NO COMMENT

CDC - PERMIT

24/41.2.4 FB/24/00189/TCA - Mr Jonathan Rodwell. Boundary Wall Between 85, 87 And 89 Fishbourne Road West Fishbourne. Notification of intention to fell 1 no. Sycamore tree (quoted as T1).

FPC - NO COMMENT

CDC – NOT TO PREPARE A TPO

##### **24/41.3 Appeals: no updates**

#### **24/42 Finance**

**24/42.1** The Council noted that the accounts were checked and the bank reconciliation at 29.2.24 was checked and signed by Cllr. Porter. The Council agreed the reconciliation.

## **24/42.2 Payments and Receipts**

24/42.2.1 The Council noted the following payments for February totalling £8102.91

<b>Date paid</b>	<b>Payee name</b>	<b>Transaction details</b>	<b>Amount paid</b>
2.2.24	WSCC Pension Fund	Clerk's pension January	344.43
5.2.24	Chalkwood IT	IT Services February	93.50
13.2.24	Sunlite Ltd	Lights survey	300.00
27.2.24	L Wright	Clerk's Salary February	1214.98
29.2.24	FPFA	Annual donation	6000.00
29.2.24	The Fishbourne Centre	Office services / room hire Jan-Mar	150.00
		<b>TOTAL</b>	<b>8102.91</b>

The Council authorised payment of £1246.09 to Glasdon UK Ltd for the new bench at Deeside Avenue.

24/42.2.2 The Council noted that £150 has been received into the bank in February in respect of Village Voice advertising.

**24/42.3** On a proposal by Cllr. Marshall seconded by Cllr. Hand the Council agreed a donation of £100 to a young Fishbourne resident who is raising money to attend a musical theatre course. **LW**

**24/42.4** On a proposal by Cllr. Porter seconded by Cllr. Bates the Council agreed that Clerk completed online training in the desktop publishing software and produced the March edition of Village Voice and is therefore eligible to receive the £300 one-off payment as agreed at the November meeting (min ref 23/160.3.3). **LW**

## **24/43 Local Plan / Neighbourhood Plan**

**24/43.1** The Council noted the reply from Andrew Frost (CDC Director Planning and Environment) addressing the concerns of the Parish Council about the Transport aspect of the Local Plan. Having ascertained that further action would not delay the Local Plan it was agreed that Cllrs. Hand and Relf write a letter for the Clerk to send to National Highways summarising the current situation and how this affects Fishbourne. **LW/AR/GH**

**24/43.2** Cllr. Hand was of the view that future funding bids from large organisations, such as the National Lottery, would require organisational Risk Assessment including financial management and organisational need as part of the Neighbourhood Plan, as the cost of living crisis continues. It was noted that Cllr. Porter and the Clerk implement robust financial controls throughout the year and these should be referenced in whatever format is required for the Neighbourhood Plan. Cllr. Hand offered to draft policies which would strengthen any future funding bids by the Council and this was agreed. **GH**

## **24/44 Highways and Byways**

**24/44.1** The Council noted an email from National Highways to D/Cllr. Moss confirming that any upgrades to the A27 would not enter the construction phase until 2030 at the earliest.

### **24/44.2 20mph limits / zone**

C/Cllr. Joy was not present to give any updates. D/Cllr. Moss said WSCC had met and would shortly be sending through information. **AM**

### **24/44.3 Emperor Way Lighting**

On a proposal from Cllr. Relf seconded by Cllr. Marshall the Council agreed that Sunlite Ltd be the preferred contractor to supply and install the solar lighting and remove the existing bollards, subject to funding. It was also agreed to include the anti-climb spikes and protective cages. It was agreed to approach the Men's Shed to see whether they would take on the repair of the lights so that they could be used by the Fishbourne Playing Fields Association (FPFA). **LW**  
No quotes to provide the archaeological watching brief have yet been received.

- 24/44.4 Footpath 555 and 3059 and the sea wall**  
Footpath 555 along the Millstream has been partially repaired. Parts of the path have been shored up and the bank reinforced, but this leave other stretches still vulnerable. The scalplings which have been laid do not extend all along the path which means that puddles still form along the path. Overall the Council was disappointed that the work carried out was not along the whole path and the Clerk was asked to write to the Harbour Conservancy and ask express the Council's concerns. **LW**
- 24/45 Annual Residents' Meeting**  
The Council noted that the new date for the Annual residents' Meeting would be Thursday 4 April at 6pm and the guest speaker would be Rob Bailey from the Clean Harbours Partnership.
- 24/46 Civility and Respect Pledge**  
The Council agreed to adopt the Dignity at Work Policy.
- 24/47 Reports from Councillors**
- 24/47.1 The Fishbourne Centre**  
Cllr. Relf reported that work is continuing on the five year plan. Two members of the FPFA have joined the Board. There are significant events booked at the Centre and the new bar manager is excellent.
- 24/47.2 Fishbourne Playing Fields Association (FPFA)**  
Cllr. Hand reported that the refurbishment of the children's play area should be completed by Easter. Work continues on the five year plan. A meeting is taking place this week to look at ways to improve close working with the Fishbourne Centre.
- 24/47.3 Meetings with outside bodies**  
CDALC: Cllr. Marshall reported that she is on the steering group to look at ways to improve effectiveness of this group.  
Sussex Local Nature Recovery Strategies: Cllr. Marshall reported that this strategy will join up existing environmental projects in Sussex.
- 24/47.4 Parklands and Fishbourne Flood Protection Group**  
Despite the excessive rainfall the drainage system appears to be coping well.  
A Chichester Water Conference with Gillian Keegan MP will take place on Friday 22 March via Teams, 5pm-6.30pm. The invitation will be circulated to Councillors.
- 24/48 Date of the next meeting**  
The Council noted the following meeting dates:
- 24/48.1 Annual Residents' Meeting on Thursday 4 April at 6pm in the Fishbourne Centre.  
24/48.2 Planning Committee meeting – Monday 15 April at 7pm in the Fishbourne Centre TBC  
24/48.3 Annual meeting of the Parish Council on 20 May at 7pm in the Fishbourne Centre

The meeting closed at 9.05pm

Signed

Chairman

Date