



FISHBOURNE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday
18 March 2026 at 7pm held at the Fishbourne Centre, Blackboy Lane, Fishbourne

Present: Cllr. L. Hunter (Chair), Cllr. H. Marshall (Vice Chair), Cllr. R. Bates, Cllr. R. Burgess, Cllr. D. Copestake, Cllr. G. Mason, and Cllr. P. Stone.
In attendance: Mrs. L. Wright [Clerk to the Council/RFO] and 6 members of the public

- 26/33 Apologies for absence.** Cllrs. Hand and Thompson sent their apologies and reasons for absence which were accepted by the Council.
- 26/34 Declarations of interest by Councillors on any of the agenda items**
Cllr. Hunter declared an interest in agenda item 8.3 FB/26/00209/FUL *Mr Kevin Carter. Fishbourne Centre Blackboy Lane Fishbourne. Proposed 2 no. padel courts. To receive an objection from a member of the public and request to reconsider the proposal and to discuss at the Annual Residents' Meeting* as she is a trustee of the Fishbourne Playing Fields Association who owns the land.
Cllrs. Hunter and Mason declared an interest on agenda item 14.2 *To consider using the existing Companions lockable cabinet for GDPR sensitive material in the office and to purchase a replacement cabinet for the Companions for the Blue Room* as they are both involved in running the Companions.
- 26/35 Minutes of the meeting held on 18 February 2026**
It was unanimously resolved to approve the minutes of the meeting and the Chair duly signed them as an accurate record.
- 26/36 County Councillor's Report**
C/Cllr. Joy was absent but had submitted a written report. The Chair noted the County Council were not budgeting additional money for potholes or bus travel support.
- 26/37 District Councillors' Report**
Reports from the Harbour Villages' Councillors had been received by Councillors prior to the meeting concerning: imminent government announcement re Local Government Reorganisation; WSCC elections now due to take place on 7 May; budget; investment in leisure facilities; publication of Biodiversity Strategy and Report (2026-2036); conservation work on rare paintings; business sustainability initiatives; council tax calculations; and roll-out of food waste collections.
D/Cllr. Bates reported that no update from Southern Water has been received regarding the tankering of sewage to Appledram Waste Water Treatment Works which is causing disturbance to residents. Southern Water is being pressed on this issue. Cllr. Mason queried why the tankers were not going to Tangmere, but D/Cllr. Bates said that where the tankers are coming from and where they are going to is unknown. Cllr. Burgess commented that some tankers were parked up disturbing the privacy of residents, but not within Fishbourne parish.
- 26/38 Clerk's Report**
All Village Voice advertising slots have been filled.

The Clerk has written to local organisations to ask whether they would like a stall at the Annual Residents meeting.

The SID on Main Road/Woolpack has stopped working. The Clerk has replaced it with the spare SID. The leaning footpath sign at Mill Lane has been reported.

The Clerk gave advice to Donnington Clerk about SIDs.

An FOI request regarding precept increases and budgets since 2015 was received and dealt with by the Clerk.

Dates for Data Protection training have been distributed to Councillors.

The draft Planning Obligations and Affordable Housing SPD is published for consultation from 20 February 2026 to 23:59pm on 22 March 2026.

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

26/39 Questions from members of the public.

The Manager of the Fishbourne Centre spoke to voice her concerns about the use of the Parish Office and the positioning of the Fishbourne Companions cupboard inside the Office.

The Manager stated that the Centre now has more staff and needs more office space. She questioned the validity of the agreement from February 2024 between the Parish Council and the Fishbourne Centre which states that the office is for the exclusive use of the Parish Council and that it can be used by Centre staff with prior agreement from the Clerk. The Manager wanted to be able to put an ergonomic chair, files and stationery in the office but had been informed this was not within the agreement. This therefore led her to question why the Companions cupboard had been moved into the office following the decision that it needed to be removed from its current position in the corridor. The Manager reported that alternative storage had been offered for the contents of the cupboard, but there was no room for the large cupboard itself. She was unhappy that the cupboard had been moved into the Parish Office because this was inconsistent with the Centre staff not being allowed to leave their work supplies in it.

Cllr. Burgess left the room due to the confrontational atmosphere.

Cllr. Marshall said that it was not possible to resolve this issue at the meeting, but that a meeting should take place between representatives of the Parish Council and the Fishbourne Centre to find a solution. It was agreed to send some dates through to arrange a meeting. **HM/LW**

The Centre Manager was unhappy that the Fishbourne Centre management had not been invited to the meeting to partake in the discussions regarding the agreement between the two parties and was advised that Parish Council meetings take place in public but do not include the public in Council discussions. She requested that the Clerk send her the Council's Complaints Procedure. **LW**

Cllr. Burgess returned to the meeting.

Two members of the public left the room.

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.

26/40 Planning

26/40.1 Planning Applications

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

26/40.1.1 FB/26/00533/ELD Crooked Mead Farm, A27 Chichester Bypass Westbound, Donnington. Existing lawful development certificate for hardstanding covering of the whole site area being in place in excess of four years.

AGREED RESPONSE – NO COMMENT

26/40.1.2 26/00323/FUL Land North Of Highgrove Farm Main Road Bosham. Construction of 300 no. dwellings (including 90 affordable dwellings), community hall, public open space, associated works and 2 no. accesses from the A259 (one temporary for construction). (Variation of conditions 15

(Foul Drainage) and 21 (Vehicular Access) of permission: 24/01012/FUL - amendments to the delivery timescales of the relevant planning conditions relating to access and foul connection).
AGREED RESPONSE – OBJECTION: The Parish Council strongly objects to this application. It is inappropriate to tanker sewage in either direction along the A259. Fishbourne Parish Council is particularly concerned if the destination is Appledram Wastewater Treatment Works as this would not only cause unacceptable disturbance to residents of Appledram Lane South, who have already experienced months of 24 hour tanker deliveries due to the wet weather. Tankers are often queuing up to 10 at a time on this road and such heavy vehicles are causing damage to the road surface of Appledram Lane South which will be further worsened if this application is granted.

D/Cllr. Moss arrived.

26/40.2 Planning Decisions

The following decision by the Local Planning Authority was noted:

26/40.2.1 FB/25/02940/DOM - Case Officer: Emma Kierans. Adele Thorpe. 11 Halfrey Road Fishbourne
Replacement single storey garage with office/workshop.

FPC – NO COMMENT

CDC – PERMIT

Cllr. Hunter left the room and took no part in the discussion or vote. Cllr. Marshall took the Chair.

Cllr. Stone left the meeting due to a family emergency.

26/40.3 FB/26/00209/FUL Mr Kevin Carter. Fishbourne Centre Blackboy Lane Fishbourne. Proposed 2 no. padel courts.

The Council had already considered this application and had submitted 'no comment' and no new evidence had come to light to change this view, however the subsequent amount of public comment in the intervening period on this application prompted the Council to make the following additional comments:

The Parish Council notes the considerable interest that this application has drawn from the local community who appear to be divided in their views.

Although the Parish Council does not object to the application, it does have the following comments to make:

1. Neither the Noise Impact Assessment nor the comments from Environmental Protection take into account the proximity of the children's playground which has a new sensory area very close to the proposed padel courts and also the pre-school which is close by. The intermittent nature of the noise could be very disturbing for the children.
2. There should be a proposal for what mitigation measures are implemented if the noise proves to be unacceptable.

Due to the level of public interest in this application, the Parish Council will be requesting its District Councillor to red card the application so that it comes before the Planning Committee for thorough scrutiny.

LW

Cllr. Hunter returned to the meeting and resumed the Chair.

26/40.4 FB/26/00213/OUTEIA - Land To The West Of Centurion Way; Land At Bishop Luffa School; Land At And Adjoining Westgate And; Land To The North-east Of Old Broyle Road And St Pauls Road, Chichester. Proposal: Outline planning application with all matters except Access reserved for the second phase of development of the West of Chichester Strategic Development Location (SDL) for up to 850 homes and employment land with vehicular, pedestrian and cycle access from Westgate and via phase 1, extensions to approved phase 1 community facility and primary school, informal and formal open space (including northern Country Park), playing pitches and associated landscaping, utilities and drainage infrastructure. Closure of Clay Lane vehicular access. Application under Section 73 to (i) vary condition 6 of planning permission CC/22/01485/OUTEIA to enable an increase in the number of dwellings permitted to be occupied prior to completion of the Southern Access Road (SAR) from 150 to 424; and (ii) secure off-site highway works to the St Pauls

Road/Norwich Road/Sherborne Road junction to mitigate the impact of the revised SAR delivery trigger upon its operation.

OBJECTION: The Parish Council objects to this application. The infrastructure must be properly addressed and provided before more houses are occupied. The relocation of the school has resulted in parents driving children in from out of the area and is creating a dangerous situation at the top of St Paul's Road and Sherbourne Road for both drivers and pedestrians. A refuge crossing is totally inadequate as a solution and comprehensive measures need to be put into place to keep the schoolchildren safe. More thought needs to be given to pedestrian access as a whole to meet the needs of residents. Further, the Southern access roads and associated infrastructure must be completed before further houses are occupied which will create more and more traffic using the current inappropriate roads in and out of the development. **LW**

26/41 Travel and Transport

26/41.1 Community Highways Scheme in Clay Lane

C/Cllr. Joy has agreed to support this scheme and the application is being assembled for submission.

26/41.2 Traffic Regulation Orders (TRO) at junction of Newport Drive and Salthill Road

The Clerk is consulting on the further stretch of yellow lines on the north side of Newport Drive on the corner. Once the results are returned, the application will be submitted. **LW**

26/42 The Public Realm

26/42.1 Village Gateway Working Group

The group confirmed that they are looking at a gate for each end of the A259 and plan to leave the existing signs in place. **GM/LH/DC**

26/42.2 Soldier Silhouettes

The Council agreed to purchase and install two silhouettes 'the unknown Tommy and Woman in war' at a cost of £270.83 ex VAT (War Memorials (Local Authorities Powers) Act 1923, section 1 as extended by LGA 1948, section 33). It was suggested an indicative vote be held at the Annual Parish Meeting to decide on the wording on the base: either 'Lest we forget' or 'we will remember'. **LH**
Mike Dare from WSCC Highways confirmed that no licence will be required and that the Parish Council can install the statues at its own risk which was accepted by the Council. Cllr. Copestake offered to contact the utilities for maps of the location of pipes and cables on the green and it was agreed that a CAT pipe locator may need to be hired for installation. **DC**

26/43.3 Race to the King 2026

The Council noted that that the race will be held on 20-21 June 2026 and follow the same route as in previous years.

D/Cllr. Moss left the meeting.

26/44 Village Voice

26/44.1 The Council received the following feedback from Village Voice and the notes from the Clerk on the issues:

- Could allotments be provided?
 - Currently no available land, as WSCC sold land behind Deeside Avenue.
- Improve the roads and pavements
 - Not within the Council's gift, but continually reviewing situation and addressing issues where possible e.g. Clay Lane pavement.
- Extra bin by Hilliers bus-stop
 - The District Council will not replace or install any new bins due to lack of resources.
- Path between Fishbourne and Tesco
 - Already been applied for and rejected, but will be pursued with potential developers.
- Village Gates
 - In process.

The Council was pleased to see the community engaging through Village Voice.

- 26/44.2 The Council noted that Cllr. Mason will no longer be organising deliveries.
- 26/44.3 The Council noted that more volunteer deliverers are needed and decided to ask for volunteers at the Annual Residents' Meeting. Cllr. Burgess offered to do extra rounds. **RWSB/ LH**

26/45 Parish Council IT

- 26/45.1 The Council discussed supplying individual councillors with laptops or iPads. It was decided this would not be a good use of public money but that there could be some ways to improve security.
- 26/45.2 The Council considered three quotes for IT support and decided to stay with the current provider, Chalkwood IT, at a cost of £85.26 per month on a 5 year term. This was not the cheapest quote, but the company is local to Fishbourne and has provided good service. **LW**

26/46 Finance

- 26/46.1** The Council noted that the accounts were checked and the bank reconciliation at 28.2.26 was checked and signed by Cllr. Marshall. The Council agreed the reconciliation.

26/46.2 Payments and Receipts

- 26/46.2.1 The Council noted the following payments for February totalling £8852.34

Date paid	Payee name	Transaction details	Amount paid
2.2.26	WSSC Pension Fund	Clerk's pension January	389.99
2.2.26	The Fishbourne Centre	Room and office hire	51.25
2.2.26	PWLB	Loan - 2nd half	6560.18
2.2.26	Chalkwood IT	IT services February	90.51
17.2.26	Mulberry LAS	Councillor training	54.00
17.2.26	Garraway Gardening	Gardening February	312.50
27.2.26	L Wright	Clerk's salary February	1387.91
28.2.26	Unity Trust Bank	Service charge	6.00
TOTAL			8852.34

- 26/46.2.2 The Council noted receipt of £430 into the bank in February in respect of Village Voice advertising.

26/46.3 Grants

Although it is outside of the Council's grant schedule, the Council agreed to discuss two grant applications, but to inform the recipients that these requests have been considered extraordinarily and any future requests should be according to the grant awarding policy on the website. Payments of the grants will be delayed to the new financial year and be taken from the grants budget allocated to 2026/27.

- 26/46.3.1 The Council awarded the sum of £1475 to the Fishbourne Centre for an outdoor covered community shelter under Section 137 of the Local Government Act 1972. This award will only be made once planning permission is granted or once confirmation has been received from the Local Planning Authority that planning permission is not required. **LW**
- 26/46.3.2 The Council awarded the sum of £350 to Worthing Table Tennis Club to provide equipment and coaching to Fishbourne Primary School under the Local Government (Miscellaneous Provisions) Act 1976 S19 3a. **LW**

26/47 The Fishbourne Centre

- 26/47.1 The Council agreed and confirmed the use of the existing agreement between the Fishbourne Centre and the Parish Council dated 19 February 2024 regarding the Office which states:
This agreement has no time limit but is kept under review by the Parish Council.
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 may be terminated for any reason by the Parish Council by giving 6 months' written notice of the intention to terminate.

The Council agreed that Cllrs. Marshall and Bates meet with the Fishbourne Centre Chair and Centre Manager to discuss the status of the Parish Office, its contents and its use by Centre Staff.

HM/RB

1 member of the public left the meeting.

Cllrs. Hunter and Mason declared an interest in the following item and left the room taking no part in the discussion or vote. Cllr. Marshall took the Chair.

26/47.2 The Fishbourne Companions cupboard had to be removed urgently from its position in the corridor and had been placed in the office as a temporary measure, whilst a permanent solution was found. This was ratified by the Council. On a proposal from Cllr. Marshall seconded by Cllr. Burgess the Council resolved to purchase two cabinets at a cost of £249.99 ex VAT each for use by the Fishbourne Companions to be placed in the Centre in locations agreed with the Centre Manager in exchange for the large lockable cupboard, currently used by Companions, which will be used by the Clerk in the Parish Office (LGA 1972, section 133).

LW

Cllrs. Hunter and Mason returned to the room. Cllr. Hunter resumed the Chair.

26/48 Reports

26/48.1 The Fishbourne Centre (TFC): The refurbishment is ongoing.

26/48.2 Fishbourne Playing Fields Association (FPFA): The FPFA are about to submit a grant application for solar panels and batteries for the Centre.

26/48.3 Meetings with outside bodies:

Friends of the Foodbank: Cllrs. Mason and Hunter attended the open day. The Foodbank provides advice and support, as well as food, in a safe environment.

Cllr. Hunter also attended the Chairs Forum.

26/48.4 Parklands & Fishbourne Flood Protection Group

The Chairman of the Group reported that the winter had been exceptionally wet but no bad floods had been reported. Grills and grates have been cleared.

26/49 The following meeting dates were noted: Planning Committee Meeting on Wednesday 15 April at 7pm if required; Annual Residents Meeting on Thursday 16 April at 6.30pm; Annual Meeting of the Parish Council on Wednesday 20 May at 7pm.

The meeting closed at 9.15pm

Signed

Date