



LISS PARISH COUNCIL

Minutes of the meeting of the Facilities Committee held on 12th February 2024, 7:45pm,
Village Hall

COMMITTEE MEMBERS

*C.Olley (Chair), *K. Budden, *R Smith
*A. Smith, *C. Williams, P.Payne, *S Stratford-Tuke

*Present

Also present:

Sarah Smith (Clerk to Liss Parish Council)

Katrina Burns (Projects and Funding Officer – Clerk to Facilities Committee).

1/F24 Election of Chair

Resolved: It was resolved that Cllr Olley be appointed to Chair of the Facilities Committee (proposed by Cllr A. Smith and seconded by Cllr Williams, with all in favour).

2/F24/Apologies

Apologies were accepted from Cllr P.Payne.

3/F24 Declarations of interests

The following non-pecuniary interests were declared:

Cllr Williams and Cllr Olley as Newman Collard Trustees.

4/F24 Minutes and matters arising of the Facilities Committee 25th September 2023

Liss Village Hall

The Clerk reported that an insurance claim could be made for the re-instatement of flooring at the Village Hall following the leak there.

Riverside Walk – request to site information board

The Clerk reported that she had received some content relating to the new information board relating to Stodham Park which she would circulate to Members.

Action – the Clerk to circulate content relating to Stodham Park information board.

Resolved: That the minutes of the Facilities meeting of 25th September 2023 be accepted as an accurate record of the meeting (proposed by Cllr Williams and seconded by Cllr Budden, with all in favour).

5/F24 Mill Road Community Garden update

The Projects and Funding officer reported that the water mains had now been connected on site, and a new Mill Road Community Gardens sign had been installed. A watering can holder and board to display a Community Orchard information sign were being installed at the end of the week (funded

by a EHDC grant from Cllr Mullenger), and the mound of earth at the rear of the play area would be flattened at the weekend and wildflower seed scattered in March. As HCC were unable to work on the design of the Community Orchard information sign until August, an increase in District Councillor grant funding would be requested.

The Clerk reported that, due to problems of dog fouling in the area, temporary signs had been put up in relation to picking up after one's dog but had unfortunately failed to rectify the problem.

6/F24 Liss Forest Recreation Ground

Resident's questionnaire results

The Projects and Funding Officer told the Committee that 35 questionnaires, devised by the late Cllr Wilson, on behalf of the Liss Forest Resident's Association, had been received back out of the 500 delivered to residents at the end of October 2023. The questionnaires gauged residents' opinion relating to the vision of the Liss Forest Recreation Ground and its future development. Most respondents supported the vision for the area, the installation of additional seating and the creation of a nature reserve to the rear of the Recreation Ground. The Clerk reported that she had had a request for a memorial bench in the Recreation Ground so that this would help to fulfil the desire for additional seating.

Action – Cllr Olley to talk to Cllr Baldwin to ask the Chair of the Liss Forest Resident's Association to set up a small group to look to establish a nature reserve, made up of residents who have expressed an interest in getting involved.

Play and leisure enhancements – quotations for play area and fencing

Following an inspection of Liss Forest play area in November 2023, which highlighted several repairs to some of the equipment, most notably the junior swings, quotations had been sought from three contractors to replace both sets of swings, the springer, and the roundabout, in addition to some surfacing and pathway works. The maintenance of the play area was a key feature of the vision for Liss Forest which respondents had supported in their responses to the Liss Forest resident's questionnaire. Liss Parish Council had been successful in its application for SDNPA CIL funding and was awarded £40,000 for Liss Forest improvements and so funds were available for the works required. Quotations for the fencing of the play area would be dealt with separately to those of the play equipment, and there were monies left from the LPC CIL allocation to Liss Forest improvements to cover this.

The Clerk asked for endorsement to analyse the quotations received and take a proposal forward to Council regarding the works and a recommended contractor. The Committee agreed that they were happy to proceed in this way.

Action – The Clerk would make a recommendation on the preferred option for Liss Forest play area works to Council following receipt of a third quotation and consultation with the Chair and Project Officer.

Action - It was agreed that the Clerk should write to the Liss Forest Resident's Association and inform them of the refurbishment which aligned with the vision for the Recreation Ground and was supported by consultation via the Liss Forest resident's questionnaire.

7/F24 Newman Collard Playing Fields Trust (NCPFT)

Memorandum of Understanding – update

Cllr Williams reported that the revised MOU was working well, but that some of the trustees needed

to familiarise themselves with the contents of it. It was agreed that emergency and out of hours responses needed to be factored in to the MOU going forward.

Repairs to play equipment – quotations and contractor recommendations for works

The Clerk reported that following a play inspection at the Newman Collard Park site in November 2023, quotations had been sought for repairs to the swing and the zip wire, and recommended Ava Recreation be commissioned to undertake the works.

Resolved: That the quotation for £2,938 from Ava Recreation be accepted to carry out remedial repairs to the swing and zip wire at Newman Collard Park (proposed by Cllr Williams and seconded by Cllr Budden, with all in favour).

Groundsmen’s hut – fire safety improvement works update

The Projects and Funding Officer reported that all recommendations had now been completed.

The fire safety improvement works to the groundsmen’s hut were noted. These would be re-inspected in the next planned round of fire safety assessments to Parish Council owned buildings.

8/F24 Environmental project group

Green toolkit matrix

The Committee noted Cllr Tordoff’s update of the work of the Environmental project group. The Miyawaki Mini Forest project and Ten Acre Field project had now been released from the green list. The Environmental project group were looking to get involved with the Renewable Energies Asset, in conjunction with Cllr A Smith and Cllr James, which could involve an audit of LPC assets and a wider piece of work on renewable energy for the wider community.

The Committee expressed their thanks to the Men’s Shed for the work done in making the watering can holder and Community Orchard board at Mill Road Community Garden, and to Cllr Mullenger for the grant given for these items.

9/F24 Priorities for 2024/25 Action Plan

The Clerk presented the first draft of the Action Plan for 2024/25 to the Committee for comment prior to it going to Council. The Mill Road Community Gardens project and Pump Track project have been removed following completion, and a new priority added in relation enhancing recreation grounds in line with visions. It was suggested that there could be another key project added around the installation of the Hall Master system, and a change in the wording of one of the priorities to a less specific ‘Working with partners on improvement programmes.’

The Committee agreed that, subject to the above changes, they were happy for the action plan to be submitted to Council.

10/F24 Riverside Walk

The Clerk informed Members that storm Henk (30th December 2023) had a significant impact on trees at the Riverside Walk; the Clerk inspected the site the following day in response to reports of damage. One tree had fallen across the river and hit a garage on Yorkwood with some reported damage to cars parked outside the garages. Contractors were brought in to undertake works on trees at the site which were assessed as high risk and trees which had fallen into the river were reported to the Environment Agency. Following the initial works the Clerk also attended the site with the LPC tree consultant – his advice was that the damage was consistent with a mini tornado but that

there was no further risk evident from trees on the other side of the river from Yorkwood properties and garages. Removal of two trees in the river was also subsequently commissioned by LPC (to mitigate against flood risk) as the Environment Agency had declined to action its removal.

Cllr Williams reported that EHDC had not shared the Management Plan for the Riverside Walk. The Clerk stated that they had only shared the operational part of the Plan but had not been allowed to share further.

Action – Cllr Budden to raise the lack of sharing of the EHDC Riverside Walk Management Plan with Cllr Millard.

11/F24 Tree management

The Clerk advised that, in addition to the above, the Groundsman undertook an informal visual inspection of all trees on LPC managed sights after both storms Isha and Henk.

It was also agreed that the formal Tree Condition Survey, scheduled to take place at the end of 2024, would be brought forward due to the exceptional nature of the winter storms. This took place at the end of January and identified works required (one high priority and several of medium priority). The Clerk advised that quotes were being sought in line with the Financial Regulations and the works carried out within the recommended timeframes.

12/F24 Any other business

Cllr Budden reported that there had been a lot of clearance recently around the pond at Newman Collard. It was agreed that any queries regarding this should be directed to the Newman Collard Playing Fields Trust.

The meeting closed at 8.50pm.

Date of next meeting: 29th April 2024 at 7.45pm.

Signed..... Dated.....