



LISS PARISH COUNCIL

Minutes of the meeting of the Facilities Committee held on 14th July 2025, 7pm,
Village Hall

COMMITTEE MEMBERS

*C. Olley (Chair), *K. Budden, *R. Crane, 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) – clerking meeting

20/F25 Election of Chair

It was resolved that Cllr C Olley be re-elected as Chair of the Facilities Committee (proposed by Cllr A Smith and seconded by Cllr Budden, with all in favour).

21/F25 Apologies

Apologies were received from Cllr R Smith and Cllr Payne.

22/F25 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Williams and Cllr Olley as Newman Collard Playing Fields Trustees.

23/F25 Adjournment for public participation

No members of the public were present at the meeting.

24/F25 Minutes and matters arising of the Facilities Committee 14th April 2025

There were no matters arising from the minutes of 14th April.

Resolved: That the minutes of the Facilities meeting of 14th April 2025 be accepted as an accurate record of the meeting (proposed by Cllr Williams and seconded by Cllr A Smith, with all in favour).

25/F25 Riverside Walk

General Management, including site visits and volunteering

The Clerk reported that a first volunteer session had been supervised by Cllr Payne and that the legal agreement relating to volunteering was being looked at by a solicitor and would likely be signed shortly. The Clerk also reported that she had had a site meeting with members of the West Sussex Rivers Trust, South Downs National Park Authority and East Hants District Council regarding a joined up approach to the management of the Riverside Walk.

Action – The Clerk to circulate notes of the Riverside Walk partners meeting to the Committee.

Gate quotation

The Projects and Funding Officer reported that 3 quotations had been received for a gate to prevent unauthorised vehicular access along the Riverside Walk.

Resolved – that a quote for £595 be accepted from DRB contractors, to be paid from the EMR as approved at June Council (proposed by Cllr Budden and seconded by Cllr Williams, with all in favour).

The Projects and Funding Officer reported that the Lengthsman had been tasked with repairing the memorial bench at the station end entrance to the Riverside Walk.

26/F25 Mill Road Community Garden

It was reported that an orchard pruning follow up training day had found that trees in the orchard were suffering from an aphid infestation and that extra pruning was required, in addition to tree guards. Products to treat the aphid infestation had already been purchased.

The Clerk reported that one of the trees had died, and that the groundsman would be doing extra watering for the duration of the heatwave.

It was agreed that Karen Tordoff who helped set up the orchard should be asked if she wanted to become an Orchard Champion.

Action – The Clerk to ask Karen Tordoff if she wants to become the Mill Road Orchard Champion.

27/F25 Liss Forest Recreation Ground

Nature Reserve/Drainage update

Cllr Olley reported that he was still waiting for a date to meet with Ruth Taylor from the Liss Forest Residents Association to discuss a potential nature reserve in the woodland area.

It was agreed that costings to do an initial clear up of the site should be sought so that a proposal could be put to the Liss Forest Residents Association.

Action – Cllr Olley to seek quotations to do an initial clearance of the overgrown vegetation in the woodland area at Liss Forest.

The Chair reported that since the ditch was cleared, there had not been any drainage issues at the recreation ground.

It was agreed that the ditch should be regularly cleared by the groundsman to prevent any future drainage issues, and that no further intervention was necessary at this time.

Composting

The Clerk reported that she had been approached by East Hants District Council about communications received from a Liss Forest resident regarding a community composting project.

It was agreed that any composting activities to the rear of the Liss Forest Recreation Ground site should cease as the necessary permits were not in place with the Environment Agency. Any future scheme would need to be approved by Liss Parish Council as landowner.

Action – the Clerk to write to the LFRA and resident who had enquired about community composting to inform them that permission would be required for future composting, including the issuing of a licence by the Environment Agency.

28/F25 Newman Collard Playing Fields Trust (NCPFT)

Car park remedial works

Cllr Williams confirmed that remedial works to the car park had been completed.

29/F25 Environmental projects

Wildlife boxes

It was reported that the Men's Shed had now completed the making of the bug hotels.

It was agreed that the Men's Shed should be approached to build other wildlife homes, such as bird and bat boxes for green spaces in Liss.

Resolved: Council should be asked to allocate £500 of CIL monies to the creation of wildlife boxes.

National Lottery Grant Funding – Environment

The Projects and Funding Officer reported that an 'Awards for all – environment' pot of money was available to be bid for from the National Lottery for community led projects that improve the environment and help people to connect with nature. Funds of between £300 and £20,000 are available to bid for prior to the deadline of 17th December 2025. Cllr Williams reported that she had bid for grant monies for the Newman Collard pond, and that Cllr Payne was looking at bidding for monies for the SANG pond at Hillier's.

30/F25 Consideration of possible projects for CIL funding

The Committee discussed possible projects for funding such as works at the Riverside Walk and table tennis tables at Newman Collard and Liss Forest.

Resolved – to request the remaining unallocated CIL funding for Charities projects from Council (proposed by Cllr Williams and seconded by Cllr Budden, with all in favour.

The meeting closed at 1930.

Date of next meeting – 13th October 2025.

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