



LISS PARISH COUNCIL

Minutes of the meeting of the Facilities Committee held on 13th October 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

31/F25 Apologies

Apologies were received from Cllr Payne.

32/F25 Declarations of interest

The following non-pecuniary interests were declared:

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

33/F25 Minutes and matters arising of the Facilities Committee 14th July 2025

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

Resolved: That the minutes of the Facilities meeting of 14th July 2025 be accepted as an accurate record of the meeting (proposed by Cllr Stratford Tuke and seconded by Cllr Crane, with all in favour).

34/F25 Riverside Walk

Presentation from the Western Sussex Rivers Trust and follow up from the River Rother Parishes and Communities Event (Louise Barnettson)

Louise informed the Committee that there had been a partnership event last week about the River Rother involving Parish Councils and community groups, which included topics such as how to use water and tackling Himalayan balsam. ,

Action – the Clerk to circulate slides from the River Rother partnership event.

Louise informed the Committee about the poor ecological status of the river upstream of Petersfield and what could be done to improve it by educating people, e.g. through a ‘Love your river event’, and a ‘River Guardian’ scheme. Cllrs Olley and Williams stated that they were happy to help with testing water at the Riverside Walk.

Cllr Olley thanked Louise for coming to present to the Committee.

It was agreed that it was time to revisit actions agreed from the site meeting that took place in June with representatives from the Rivers trust, LPC, SDNPA and EHDC.

35/F25 Adjournment for public participation

Two members of the public were present.

36/F25 Liss Forest Recreation Ground

Community Composting – letter and petition

A letter and petition from residents about community composting being allowed to continue at the woodland to the rear of Liss Forest was discussed. The scheme has been stopped by LPC whilst approval is sought from the Environment Agency (EA). The Clerk advised the members of the public present who were campaigning for the scheme to continue that any advice from the EA that they had received (including the name of the contact at the EA) needed to be shared with the Parish Council.

The Committee thanked the members in attendance for their research on the matter and informed them that once further information had been received a decision could be made on how to best proceed, but at this point the scheme needed to be paused whilst confirmation was sought as to whether or not it was permitted.

Nature Reserve/Drainage update

Cllr Olley reported that the woodland at the bottom of Liss Forest Recreation Ground was inundated with Carex which excludes other species of plant from growing. He explained that the best way of getting rid of it was with in a specialist verge, flail cutter and then possibly spraying it with glyphosphate.

Action - Cllr Olley to obtain 3 quotations for the removal of Carex.

Annual play inspection report

The Clerk reported that all areas were low risk.

Review of Vision

The Clerk reported that all of the Vision documents for the recreation and green space areas around the village were in the process of being reviewed.

The original vision for Liss Forest had been written by Cllr Nick Wilson in conjunction with the Liss Forest Residents Association (LFRA).

It was agreed that Cllr Baldwin should liaise with the LFRA regarding a co-ordinated response to any changes they feel should be made to the vision.

Action - Any additional amendments to the vision to be sent through to the Projects and Funding Officer.

Table Tennis Table quotations and proposed locations

The Projects and Funding Officer presented a range of different options for table tennis tables and bases, and informed the Committee about a subsidy available through the Ping in the Community scheme.

Action – The Projects and Funding Officer to find out what colours the Ping in the Community tables come in, and how they are fixed to the ground.

Action – The Projects and Funding Officer to arrange a site visit to Newman Collard Park and Liss Forest Recreation Ground to determine the locations of the Table Tennis Tables.

34/F25 Riverside Walk (continued)

Annual play inspection report

The Clerk reported that all areas were low risk.

Surfacing quotations

The Projects and Funding Officer informed the Committee that one quote had been received for putting more scalplings down to improve the damage done to the pathway at the Riverside Walk. It was agreed that the surfacing should be left at this point in time due to the cost of the works.

Review of vision

The Clerk reported that all of the Vision documents for the recreation and green space areas around the village were in the process of being reviewed.

It was agreed that a section covering the Rivers Trust needed to be added to the Riverside Walk vision.

Action – Any additional amendments to the vision to be sent through to the Projects and Funding Officer.

37/F25 Mill Road Community Garden

Review of Vision

The Clerk reported that all of the Vision documents for the recreation and green space areas around the village were in the process of being reviewed.

Action – Any additional amendments to the vision to be sent through to the Projects and Funding Officer.

38/F25 Newman Collard Playing Fields Trust (NCPFT)

Annual play inspection report

The Clerk reported that all areas were low risk.

Table Tennis Table quotations and proposed locations

The Projects and Funding Officer presented a range of different options for table tennis tables and bases, and informed the Committee about a subsidy available through the Ping in the Community scheme.

Action – The Projects and Funding Officer to find out what colours the Ping in the Community tables come in, and how they are fixed to the ground.

Action – The Projects and Funding Officer to arrange a site visit to Newman Collard Park and Liss Forest Recreation Ground to determine the locations of the Table Tennis Tables.

Vision

The Clerk reported that all of the Vision documents for the recreation and green space areas around the village were in the process of being reviewed.

Cllr Williams has drawn up a vision for the Newman Collard Park which she will share with the NCPFT.

Action - Any additional amendments to the vision should to be sent through to the Projects and Funding Officer.

39/F25 Environmental projects

Wildlife boxes

Cllr Olley reported that he had liaised with the Men's Shed regarding the building of wildlife boxes, but they were busy working on the Lower Green Allotment Shed.

The meeting closed at 8pm.

Date of next meeting – tbc 2026.

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

DRAFT