



LISS PARISH COUNCIL

Minutes of the meeting of the Facilities Committee held on 30th March 2026, 7pm,
Liss 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 and Responsible Finance Officer)

Katrina Burns (Projects and Funding Officer) – clerking meeting

10/F26 Apologies

Apologies were received from Cllr Payne and Cllr Crane.

11/F26 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Olley and Cllr A Smith as Newman Collard Playing Fields Trustees.

12/F26 Adjournment for public participation

There were no members of the public present.

13/F26 Minutes and matters arising of the Facilities Committee of 26th January 2026

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

Resolved: That the minutes of the Facilities meeting of 26th January 2026 be accepted as an accurate record of the meeting (proposed by Cllr Olley and seconded by Cllr Smith, with all in favour).

14/F26 Riverside Walk

EHDC access for works to the 'White Bridge'

Cllr Olley reported that EHDC were planning to do works on the 'White Bridge' in April and had requested access to it from the Riverside Walk to bring in heavy machinery and materials. A discussion took place in which concerns were raised with regards to the ground conditions of the Walk and possible dangers to public safety. It was pointed out that contractors had undertaken a risk assessment which included having a banksman to manage access.

Members voted 4 (in favour) 1 (against) to allow EHDC to access the site to do the works.

As regards vehicular access to the Riverside Walk in general, it was agreed that notice should be given where possible for any vehicular access requirements to the Riverside Walk and that there should be a formalised system in place, in the form of an agreement and risk assessment

Action – the Clerk to discuss the requirement for an agreement for future vehicular access with EHDC - to be based on the risk assessment already carried out for access to the 'White Bridge'.

Riverside Walk event

The Projects and Funding Officer informed the committee about that an event was being planned by the West Sussex Rivers Trust, in partnership with LPC, EHDC and SDNPA to celebrate the Riverside Walk and raise awareness of river and wildlife issues in a fun and engaging way. It was noted that the date of Saturday 20th June should be avoided as this was the date of the local school fayre.

Cllr A Smith informed the committee that LPC had been approached about buying a plot of land by a housing estate near the Riverside Walk. Whilst there was no interest in purchasing the land, members agreed that residents could be supported with the registering of the footpath.

15/F26 Mill Road Community Garden

The Clerk informed the committee that the replacement apple tree was currently too young to be planted at the community orchard and was being tended to by fruit tree expert Peter Barwick.

16/F26 Liss Forest Recreation Ground

Nature reserve - removal of carex

It was reported that two quotations out of the three sought had been received to clear carex from the rear of the woodland at Liss Forest Recreation Ground. Cllr Olley stated as it was currently the wrong time to carry out the work due to lots of new plant growth, work should be put on hold until January time.

Resolution – it was agreed that Hampshire Grounds Ltd should be approached to see if they can hold the price of the works at £1,180 if possible (if not, any uplift on costs to be agreed between the Clerk and the Chair of Facilities/Chair of Finance Committee), and asked to programme in the works for January 2027 - proposed by Cllr Olley, and seconded by Cllr Williams, with all in favour. NB since the meeting took place Hampshire Grounds Ltd have agreed to hold the price of the works until January 2027.

Table tennis table

The Clerk reported that she had met with Redlynch at Liss Forest Recreation Ground to obtain a quotation for a path to access the planned table tennis table. The Clerk stated that there was £10,355.14 of CIL available for the table tennis table (at Liss Forest and Newman Collard) and path (at Liss Forest) and that the two tables cost £11,775 and the path £3,168, totalling £14,943.

Resolution – it was agreed to ask Council to endorse funding a shortfall of £4,587.86 to fund the table tennis tables (at Liss Forest and Newman Collard) and path at Liss Forest–proposed by Cllr Olley and seconded by Cllr Williams, with all in favour.

17/F26 Newman Collard Playing Fields Trust (NCPFT)

Table Tennis Table

Resolution – it was agreed to ask Council to endorse funding a shortfall of £4,587.86 to fund the table tennis tables (at Liss Forest and Newman Collard) and path at Liss Forest–proposed by Cllr Olley and seconded by Cllr Williams, with all in favour.

18/F26 Environmental projects

Wildlife boxes - update

The Projects and Funding Officer reported that the Men's Shed were in the process of constructing 27 bird boxes and 15 bat boxes. Cllr Olley reported that he could give the wildlife boxes to Pic a lily once they had been delivered who would be told where to put them up.

Action – Cllr Olley and Cllr Williams to draw up a list of places to put up the wildlife boxes.

The meeting closed at 19:35

Date of next meeting – 13th July 2026

Signed.....

Dated.....