



Rusper Parish Council
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Minutes of the Parish Council Meeting on Tuesday 27th May 2025 at 7.00pm. This meeting was held at Rusper Village Hall.

Present: Cllrs M Cooke (Chair), G Hussey (Vice Chair), G Sallows, R Gatt, F Maitland-Smith, S White, G Fleming, M Fillmore.

Apologies: Cllr Marion Fenton.

Also present: District Councillor Tony Hogben and there was 1 member of the public for part of the meeting.

Meeting commenced 1900hrs

24-25/26 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

- a) It was RESOLVED to elect Cllr Michelle Cooke as Chair of the Parish Council. The Chair duly signed the Declaration of Acceptance of Office.
- b) It was RESOLVED to elect Cllr Geoff Hussey as Vice Chair of the Parish Council.

25-25/26 CREATION OF A NEW COMMITTEE – ROADS FOOTPATHS AND OPEN SPACES

- a) It was RESOLVED to **adopt** the terms of reference for a new Roads, Footpaths and Open Spaces Committee with some amendments which were made during the meeting and uploaded to the website Documentation section.
- b) It was RESOLVED to **elect** Cllr Fenella Maitland-Smith as Chair and Cllr Daniel Matthews as Vice Chair of the Roads, Footpaths and Open Spaces Committee.
- c) It was RESOLVED to hold the meeting monthly after the Planning Committee meeting but to review this order after a 6-month period.

26-25/26 REVIEW APPOINTMENT OF MEMBERS TO COMMITTEES AND COUNCIL REPRESENTATION

It was RESOLVED to appoint the following members to committees or council representation as follows:

- a) Planning Committee Chairman and Vice Chairman - Cllr George Sallows, Chair, Cllr Simon White, Vice Chair.
- b) Accounts verification – Cllr Malcolm Fillmore
- c) Gatwick representative and a substitute, to include GATCOM and all Gatwick related meetings – Cllr Malcolm Fillmore, Cllr Simon White.
- d) WSALC representative (two representatives) – Cllr Michelle Cooke, Cllr Geoff Hussey
- e) HALC representative (two representatives) – Cllr Fenella Maitland-Smith, Cllr Ritchie Gatt
- f) Playground – Cllr Geoff Hussey
- g) Roads, Footpaths and Open Spaces Committee – all Councillors have membership to this Committee.
- h) Sports Club representative (two representatives) – Cllr Simon White and Cllr George Sallows
- i) Village Hall Committee representative – Cllr Ritchie Gatt
- j) Winter Management – Cllr Geoff Hussey
- k) Community Emergency Plan – Cllr Geoff Hussey
- l) Technology and Communications – Cllr Michelle Cooke
- m) Public Rights of Way – Cllr Marion Fenton
- n) Trees (two representatives) – Cllr George Sallows, Cllr Geoff Hussey.
- o) Book swap (two volunteers) – Cllr Gill Fleming
- p) West of Ifield liaison - Cllr George Sallows

- q) Land North of Horsham liaison – Cllr Ritchie Gatt, Cllr Malcolm Fillmore
- r) Biodiversity/Environmental representative – Cllr Fenella Maitland-Smith, Cllr Michelle Cooke
- s) Procurement representatives (two representatives) – Cllr Simon White, Cllr Michelle Cooke.
- t) Incinerator – Cllr Ritchie Gatt
- u) Bus Shelters – Cllr Marion Fenton

27-25/26 **POLICIES AND CODE OF CONDUCT**

- a) It was **RESOLVED** to adopt policies that have remained unchanged apart from the new Parish Council website details, code of conduct.
- b) It was **RESOLVED** to adopt the Financial Regulations based on the NALC model.
- c) It was **RESOLVED** to adopt the Standing Orders based on the NALC model.
- d) It was **RESOLVED** to adopt the Risk Assessments and Dark Skies Policy which have been updated since last May.
- e) It was **RESOLVED** to continue to receive agendas and reports via email.

28-25/26 **APOLOGIES**

- a) It was **RESOLVED** to accept apologies from Cllr Marion Fenton.
- b) It was **NOTED** that no councillor has been absent from Council for a period of more than 6 months.

29-25/26 **DECLARATION OF INTERESTS**

To **receive** declarations of interest in respect of items on the agenda. None.

30-25/26 **MINUTES OF PREVIOUS MEETINGS**

It was **RESOLVED** to approve the Minutes of the previous Council meeting held on 29th April 2025. The Chair signed the minutes.

31-25/26 **CLIMATE CRISIS**

The Council **acknowledged** that there is currently a climate crisis, and to ensure that all decisions made within meeting have consideration to this.

32-25/26 **PUBLIC SESSION**

Cllr Tony Hogben gave a verbal report to Council:

Elections - Cllr Hannah Butler won the District Councillor seat, noted that Reform split the Conservative vote. County Councillor Katie Nagel has now stepped down and there is a by-election vote on 5th June 2025.

HDC planning committee – changes to the HDC Planning Committee in May mean there are fewer members on the Committee who are better trained, more professional and there will be more site visits. This means that other Councillors can now be more vocal on planning applications. Water credits are coming on-line which will be allocated to the relevant district council, white paper went to cabinet last week to approve a change.

Devolution – Crawley did put an application in to create a Unitary Authority with Reigate, but this is unlikely to go through. Cllr Martin Boffey will expand on this at the Rusper APM. Noted that Parish Councils can take on additional assets as part of Devolution and the parish council will be offered assets as the process goes along.

Local Plan – it has been recommended that HDC withdraw their Local Plan. The options are to write a report and take back it back to full council, withdraw or go to a Judicial Review. West of Ifield is putting their Planning Application in place in October, noted that Ifield Golf Course has a lease of 3 years. Noted that if the Local Plan is withdrawn it means if a development goes forward, it does put housing in favour of approval.

Horsham Golf and Fitness have applied for 800 houses, noted there is an objection for sustainability. Thakeham Homes is expected to come forward at Buck Barn.

Horsham Town Centre – There is an online consultation for feedback on Town Centre plan, noted there is a drive to get rid of the cobbled streets.

33-25/26 PLANNING

DC/25/0523 Land North of East Street Rusper West Sussex

Erection of 18no. 2, 3 and 4 bedroom dwellings, (including 6no. affordable housing units), together with access from East Street, vehicle and cycle parking, landscaping and open space, and sustainable drainage.

Air Quality Assessment, largely in response to the air quality comments provided by the Council's Environmental Health team, council can comment if they feel it is appropriate, but the officer has the objection submitted at the last meeting.

It was RESOLVED that the previous submission made again with some amendments, action Cllr George Sallows to issue amendments to the Clerk.

34-25/26 RUSPER SPORTS GROUND

The underlease is now with Surrey Hills Solicitors and waiting for a response. It was agreed to carry the item to the Roads, Footpaths and Open Spaces Committee meeting.

35-25/26 GATWICK

The Gatwick report was noted and is available on the parish council website. ([See website](#))

36-25/26 PARISH GATES – RUSPER ROAD ([Document 2](#), [Document 3](#), [Document 4](#))

It was considered to replace the parish gates at the entrance to Rusper Road at the Ifield end. The Clerk supplied costs for a new gate and sign which would match the signs installed in Horsham Road. It was **resolved** to order the new gates at a cost of £1091 from the same supplier as Horsham Road so they match, council agreed that it was not possible to find 3 quotes for a sign that matched. Clerk to arrange quotations for installation from Kenward and Wilbar Associates Ltd. It was discussed that a SID could be placed along this stretch of road in the future however the Clerk advised that a licence for this will be required from WSCC Highways. Carry to next meeting.

37-25/26 LIZ KITCHEN MEMORIAL BENCH

The kind offer from a member of public to offer a new bench to commemorate Liz Kitchen needed further consideration as to its best location. The Clerk reminded council that it must be on parish council owned land or a landowner would need to be approached if it is not. Some ideas were to place the bench outside Ghyll Manor, Millfields or the Playground. It was agreed to raise this in the Roads, Footpaths and Open Spaces Committee meeting for detailed consideration and recommendation to council. Carry to Roads, Footpaths and Open Spaces Committee.

38-25/26 REPORTS FROM REPRESENTATIVES

- a) Cllr Ritchie Gatt – Village Hall - planning permission was granted for the disabled access plans. Work to start this year and to be done by the Winter.
- b) Cllr Daniel Matthews – Hope Keith room in the Village Hall – kitchen has been chosen and work will commence in the next few weeks.
- c) Cllr Geoff Hussey – Playground – during the May Day celebration, the swings chains were wound over the top bar which caused the chains to become twisted when it was put back. Consider sealing off the area for the next event. Noted that there is no paper Playground safety survey, Clerk has reminded councillors of the need for a regular visual survey of the playground to ensure its safety.
- d) Police - It was reported that there was a rave at weekend in Rusper but unsure if there were complaints or a licence for a planned event.

- e) Village Shop – the parish asses of the camera was agreed to the used at the sports club. Clerk to update the asset register. Shop are asking if there can be second bin with a split. Clerk to ask about bin and emptying with a double recycling and waste.
- f) Defibrillator – Clerk enquired about a login to the Circuit website. Clerk does not have the log in but it was reported that the expiry and maintenance dates are up to date. Clerk reminded council that a paper log of this data must be made available to the council and public.
- g) Cllr George Sallows – VE Day Beacon Lighting – it was a well attended with no incidents and a success.
- h) Cllr Michelle Cooke (Chair) – reminded councillors that the APM is on Thursday and some councillors were invited to speak. A request that councillors arrive early to set up Chairs and tables.

39-25/26 **NEW .GOV.UK WEBSITE**

The council were shown the draft version of the new website as produced by Hugo Fox. It was resolved to **adopt** the new website for roll out on 28th May 2025. Clerk to contact Hugo Fox.

40-25/26 **SUBSCRIPTIONS**

The following subscriptions were **resolved** to be spent in the coming financial year:-

- a) West Sussex/National Association of Local Councils - £700
- b) SLCC - £146
- c) Horsham Association of Local Councils - £15
- d) Information Commissioners Office - £40
- e) Gatwick Area Conservation Campaign - £15
- f) Communities Against Gatwick Noise and Emissions PC Forum - £4
- g) Parish On-Line - £60
- h) Microsoft 365 - £70
- i) Clerk and Councils Direct £120

41-25/26 **GRANTS**

The following Grants Application were **resolved** to be awarded:-

- a) Rusper Village Hall – Solar Panel grant application £5000 – it was resolved to change the EMR for LED streetlights to EMR Rusper Village Hall Solar panel with a further £1000 transferred from the General Fund for this grant application.
- b) Citizens Advice Bureau – £100
- c) Air Ambulance – £400

42-25/26 **DIRECT DEBITS AND STANDING ORDERS**

- a) The following variable standing orders and direct debits were **resolved** to be awarded:-
- b) IONOS variable (Parish email and website) *to be concluded after email switch to .gov.uk.*
- c) HugoFox Gold website/email service - £39.99
- d) Zen Internet (Village Hall Internet) £34.80
- e) SSE variable (Street light electricity)
- f) Horsham District Council – car park rates £100
- g) Horsham District Council – dog bins - £28.70
- h) Three mobile phone – parish phone - £38.40
- i) Hugo Fox - £39.99

43-25/26 **FINANCES**

- a) It was **resolved** to **approve** the reports as attached - Reconciliation, Budget and Unity Bank transactions for the month of May. ([Document 10](#), [Document 11](#), [Document 12](#))
- b) It was **resolved** to **approve** the updated EMR. ([Document 13](#)) – agreed as changed in earlier minutes.
- c) It was **resolved** to **accept** the updated Parish Action Plan. ([Document 14](#)). Refer Open Spaces Committee.

d) It was **resolved** to **adopt** the Notice of Public Rights must be displayed/advertised on 5th June 2025.
([Document 15](#))

44-25/26 INSURANCE POLICY QUOTATION

It was **resolved** to **accept** the insurance quotation from Clear Insurance on a 3 year term.

45-25/26 SCHEDULE OF PAYMENTS

It was **resolved** to **approve** the payments as shown on the schedule.

46-25/26 MATTERS ARISING

It was **resolved** to **approve** the meeting dates for the remaining financial year.

Circulation: All Parish Councillors Members of the public should be aware that being present at a meeting of the Council or one of its Committees or sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording) at the meeting by any person present.