



Rusper Parish Council  
c/o Rusper Village Stores  
East Street  
Rusper, RH12 4PX  
Tel: 07380 468256  
clerk@rusper-pc.org.uk  
www.rusper-pc.gov.uk

Minutes of the Open Spaces, Roads and Footpaths Committee Meeting held at Rusper Village Hall on Tuesday 17<sup>th</sup> March 2026 to commence no earlier than 7.30pm.

**Present:** Cllrs F. Maitland-Smith (Chair), D. Matthews (Vice Chair), D. Halsey, S. White, M. Cooke, G. Hussey, M. Fenton, M. Fillmore, G. Sallows.

**Apologies:** Cllr G. Fleming.

**Clerk:** Lisa Wilcock.

*Meeting commenced 1957hrs*

#### **OS64-25/26 – Apologies for Absence**

Apologies for absence were received from Cllr G Fleming, Cllr S White, Cllr Dan Halsey.

**Resolved:** That the apologies be noted.

#### **OS65-25/26 – Declarations of Interest**

No declarations of interest were made.

#### **OS66-25/26 – Approval of Minutes**

The minutes of the Committee meeting held on 17th February 2026 were considered.

**Resolved:** That the minutes be approved as a true and accurate record and signed by the Chair.

#### **OS67-25/26 – Open Forum**

Members of the public were invited to speak at the discretion of the Chair. No comment made.

#### **OS68-25/26 – Trees**

a) Cllr George Sallows provided an update regarding trees within the Parish that may be suitable for Tree Preservation Orders (TPOs). **Resolved:** That the update be noted and that further assessments be progressed as required.

b) The Committee noted the most recent Tree Survey and the outstanding works identified within the report. Cllr Geoff Hussey provided an update on anticipated timescales for completion and noted a meeting with the tree surgeon scheduled for Friday to review the survey. It was agreed to recommend that the car park fence remain as is, and that Cllr Geoff Hussey continue to manage the trees to ensure safety.

c) Members considered the proposed location for the memorial tree.

**Resolved:** That the proposed location at the new open space site be approved, with the memorial tree to be a cherry tree. This resolution will be confirmed at Full Council once the land has been transferred to the Parish Council.

#### **OS69-25/26 – Roads**

The Committee discussed matters relating to roads within the Parish. No further matters were raised.

#### **OS70-25/26 – Playground**

a) Members discussed options for the next playground inspection, due in 2027, and agreed to continue with the current inspector.

b) The Committee discussed the installation of a memorial bench within the playground, noting that the area has now been prepared.

**Resolved:** That arrangements for the installation be progressed and reported to Full Council.

**OS71-25/26 – Defibrillator**

An update was received regarding the installation and registration of defibrillators at Rusper Stores and the Sports Ground. No issues were reported with the electrical supply, and a quote is awaited. The matter will be carried forward to the next meeting.

*The Chair suspended Standing Orders to allow the Clerk to address the Council. Standing Orders were then resumed.*

**OS72-25/26 – Rusper Recreation Ground**

The Committee discussed the management of the sports ground, including the arrangements for reporting updates and information back to the Council.

**Resolved:** That a formal reporting mechanism be established and presented to Full Council.

It was further recommended that financial information be submitted to the Clerk for inclusion in Council notes. The Committee also considered the management agreement and noted the need for a signed relationship agreement with the Sports Club. It was agreed that the matter be revisited in two weeks’ time. In addition, a schedule should be prepared setting out when reports and updates will be provided to the Council. Cllr George Sallows reported that the accounts are currently in a state of transition, with two treasurers in place. It was noted that the Parish Council requires clear and consistent financial reporting. The Clerk reminded Members that the internal financial controls of the Sports Club do not currently meet the standards expected by the Council.

**OS73-25/26 – Millfields Development – Stonebond**

The Committee noted the update regarding playground provision, including the proposed addition of a toddler swing (subject to the availability of the report).

**Resolved:** That the update be noted and that the Clerk will contact Stonebond to confirm whether a toddler swing seat is available.

**OS74-25/26 – Annual Litter Pick**

Members noted the arrangements for the Annual Litter Pick scheduled for 12 April 2026.

It was agreed that Councillors would provide a trailer for the collection of bags, and that Cllr Daniel Matthews would use a trailer on the day.

**OS75-25/26 – Asset Dashboard**

The Committee reviewed the Asset Dashboard (to follow) and considered the following ongoing matters:

- The fingerpost on Horsham Road is currently undergoing refurbishment.
- Streetlamps: no action required at this time; to remain as they are.
- Telephone box refurbishment: to be deferred until Spring.
- Water trough: it was recommended that a hole be drilled to enable planting.
- Plaque by the car park: to be deferred until Spring.
- Three planters in the High Street, which have been damaged by a vehicle, are to be replaced.
- Tree inspections: conducted quarterly; the Clerk circulated the most recent report, dated 2021.

**Resolved:** That the updates be noted and that recommendations be made to Full Council, as appropriate.

**OS76-25/26 – Date of the Next Meeting**

**Resolved:** That the next meeting will be held on Tuesday, 21st April 2026.

*Meeting closed 2106hrs*

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