

MEMBERS OF RUSPER PARISH COUNCIL ARE HEREBY SUMMONED TO ATTEND THE PARISH COUNCIL MEETING OF RUSPER PARISH COUNCIL, WHICH WILL TAKE PLACE ON 30TH SEPTEMBER 2025 AT 7:00 PM IN RUSPER VILLAGE HALL.
L Wilcock, Clerk to the Council, 24th September 2025.

AGENDA

1. Apologies

To receive apologies from absent Councillors.

2. Declaration of Interests

To receive declarations of interest in respect of items on the agenda.

3. Climate Crisis

To acknowledge that there is currently a climate crisis, and to ensure that all decisions made within the meeting have consideration to this.

4. Minutes of Previous Meeting

To approve the minutes of the Council meeting held on 29th July 2025. ([Document 1](#))

5. Open Forum

At the Chairman's discretion, members of the public may ask questions or make statements for up to 15 minutes. Individual contributions should be limited to three minutes. Questions not answered during the meeting will be addressed in writing or added to the agenda of a future meeting.

6. CAGNE Legal and Expert Team Opposition to Proposed Gatwick Airport Runway & Airspace Change – CAGNE Update on Gatwick Proposal

- To receive an update from CAGNE regarding the current Gatwick Airport proposal.

CAGNE Funding Application (attached to email)

- To review and consider the completed funding application form submitted by CAGNE.

7. Reports from Other Authorities

To receive verbal reports from District and County Councillors.

8. Financial

a) To approve the following reports: Reconciliation, Budget Report, and Unity Bank Statements, Transactions Reports for July and August 2025. ([Documents 1, 2, 3, 4, 5, 6, 7](#))

b) To approve the schedule of payments. (to follow)

c) To approve the cost of a Poppy Wreath. (to follow)

9. Planning Matters

a) **DC/25/1312 West of Ifield, Charlwood Road, Ifield, West Sussex** To agree the Parish Council's response to the planning application. Resolution required: to meet the response deadline of 12th October 2025

b) **Planning Committee - DC/25/0447 - 4 new builds on Hilly Barn Road – Appeal** to discuss the points raised in the appeal and to agree any further evidence to the planning inspectorate.

10. Rusper Sports Club

a) To **receive** a verbal update on the Sports Club underlease.

b) To **discuss** that the Sports Club committee in accordance with the council's duty to ensure transparency, to **consider** next steps in relation to monitoring compliance with the lease terms and financial reporting obligations.

c) To **discuss** Sports Club security following cars accessing the pitch at night on 2 occasions.

11. Gatwick

To note the Gatwick report (published on the Parish Council website).

12. Roads, Footpaths and Open Spaces Committee – Update on previous recommendations.

a) Liz Kitchen Memorial Bench

No update available – item deferred to next meeting.

b) Fingerposts Maintenance

To note that the contractor has been appointed, works will commence in October, and to note the additional costs for repairs to the telephone box hinge and the Lambs Green fingerpost.

13. Rusper Parish Council – TRO Application: 20mph, 30mph and 40mph Zones – WSCC Highways

a) To note that the TRO application was rejected.

b) To consider supporting the Licence for the SID socket on Horsham Road. ([Document 8](#))

14. Reports from Representatives

Councillors to provide updates on any representation or working party activity since the last meeting.

15. Code of Conduct Training

To note that HDC Democratic Services request all councillors reserve 2nd October 2025 at 7.30pm for an online Code of Conduct training session. Details are on the parish council website calendar.

16. New .gov.uk Website and Email Transition

To agree to terminate the contract with IONOS now that councillors have migrated to the new email address from 31st October 2025.

17. Award of Contract – Procurement Act 2023 Compliance

Replacement Slide and Apparatus – Rusper Playground

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded during consideration of this item due to commercially sensitive information.

a) The Council is asked to **consider** the award of contract for the replacement of the slide and associated playground apparatus.

In accordance with the Procurement Act 2023 and RPC Financial Regulations, the following process has been undertaken:

- **Contract Value:** Over £30,000 but below the public procurement threshold.
- **Transparency:** Opportunity notice published on Contracts Finder.
- **Timescale:** 28-day minimum submission period observed.
- **Evaluation:** Bids assessed against pre-published scoring matrix (quality, safety, sustainability, community benefit, price).
- **Award:** Preferred contractor identified.
- **Standstill Period:** An 8-day mandatory standstill (cool-off) period observed before contract signing.
- **Publication:** Contract Award Notice to be published on Contracts Finder within 30 days of award.

Resolution:

Recommendation that Rusper Parish Council approves the award of contract for the replacement slide and apparatus at Rusper Playground to the recommended supplier, and instructs the Clerk/RFO to issue the award and publish the notices in line with the Procurement Act 2023.

b) To agree the funding sources for the purchase and installation of new playground equipment.

18. Matters Arising

To note any items for inclusion on the agenda of the next meeting.

Next Meeting: Planning Committee – Tuesday 15th October 2025.

Circulation: All Parish Councillors

Note for Public Attendance: Please be aware that by attending this meeting you give consent to being recorded (photograph, film, or audio) by any person present.

***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.*