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Minutes of the Open Spaces, Roads and Footpaths Committee Meeting held at Rusper Village Hall on Tuesday 21st July 2026 to commence no earlier than 7.30pm.

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

Apologies:

Clerk: Lisa Wilcock.

There was 0 members of the public present for the meeting.

Meeting commenced 1935hrs

Prior to the meeting
A representative from a telecommunications provider attended the meeting to provide an overview of the proposed full fibre broadband rollout within the parish. The Council noted that the project aims to deliver gigabit-capable Fibre to the Premises (FTTP) broadband to homes and businesses throughout Rusper, with a range of residential and commercial service packages available. Residents will be able to register their interest directly with the provider to receive updates on the rollout and service availability.

Members asked questions regarding the proposed coverage, any landowner permissions required, and any potential costs or implications for the Sports Club.

During the discussion, it was noted that permission for the installation had been granted by the Sports Club. The Council queried whether this consent was sufficient, given that the proposed installation relates to land leased by the Parish Council only and was owned by the Chichester Diocese, and agreed that the necessary permissions under the terms of the lease should be clarified before any works proceed.

OS22 - 26/27 Apologies for Absence
Apologies for absence were received from Cllr Richard Beckmann and Cllr Gill Fleming.
Resolved: To accept the apologies for absence.

OS23 - 26/27 Declarations of Interest
Cllr George Sallows declared a personal interest in the presentation during the public session by virtue of his membership of the Sports Club. He also declared an interest in relation to the proposed broadband installation, as the connection to the Sports Club would be provided via infrastructure associated with his property.

OS24 - 26/27 Approval of Minutes
The minutes of the Roads, Footpaths and Open Spaces Committee meeting held on 19th May 2026 were considered.
Resolved: That the minutes of the meeting held on 19th May 2026 be approved as a true and accurate record and signed by the Chairman.

OS25 - 26/27 Open Forum
No members of public in attendance.

OS26 - 26/27 Trees

a) Cllr George Sallows provided a brief update on trees within the parish that may be suitable for Tree Preservation Orders. As no written report was available, the item was deferred to the next meeting.

Cllr Geoff Hussey requested that appropriate training be arranged to enable him to undertake tree inspections on behalf of the Council. This training is to be recommended to full Council.

b) The Committee noted that the outstanding tree works identified in the most recent professional tree survey had now been completed.

Resolved: That the tree works identified in the professional survey be noted as completed.

The Committee also noted that the hedges adjacent to the playground and along the footpath between the car park and the sports field require cutting back.

Resolved: That the Clerk contact Grasstex to arrange for the necessary hedge maintenance to be undertaken.

OS30 - 26/27 Playground

a) Picnic Benches – Millfields Playground

The Clerk reported that the May Day Committee had kindly offered to fund the purchase of two picnic benches for the playground. The Committee considered the type and style of benches that would be most suitable and discussed arrangements for their installation.

It was agreed that Cllr Geoff Hussey would provide the Clerk and Cllr Daniel Matthews with examples of suitable picnic benches to enable the Clerk to consult further with the May Day Committee before a final selection is made.

Resolved: That the Clerk progress the matter in consultation with the May Day Committee and report back to Full Council where appropriate.

b) Toddler Swing – Millfields Playground

The Committee considered the proposed replacement of the toddler swing at Millfields Playground. It was agreed that the Clerk would liaise with the developer regarding the replacement of the toddler swing.

Resolved: That the Clerk be authorised to liaise with the developer regarding the replacement of the toddler swing and report back to Full Council where appropriate.

c) Memorial Bench

The Committee noted the update regarding the memorial bench and that its installation has now been completed.

d) Playground Inspection Report

The Committee received a verbal update on the latest playground inspection report and considered the maintenance and safety issues identified. It was noted that the hopscotch markings within the playground require renewal.

Members further noted that the Council holds an Earmarked Reserve for playground improvements and that any expenditure arising from the inspection report will be subject to the approval of Full Council.

Cllr Geoff Hussey agreed to identify any maintenance works arising from the inspection report and submit recommendations for consideration by Full Council.

Resolved: That Cllr Geoff Hussey identify the maintenance works arising from the playground inspection report and submit recommendations to Full Council for approval and, where appropriate, funding from the Playground Earmarked Reserve. It was further resolved that the renewal of the hopscotch markings be referred to Full Council for consideration and approval.

OS28 - 26/27 Defibrillator

The Committee noted the latest update regarding the parish defibrillator which has now been installed at the Sports Club but requires updated signage on the door as that refers to the Shop being the nearest location.

OS29 - 26/27 Rusper Recreation Ground

a) The Committee discussed matters relating to the sports ground, including the requirement to report recommendations to Full Council. Members considered the need to establish an appropriate

rental amount for the Sports Club and emphasised the importance of receiving regular financial information in accordance with the existing Relationship Agreement.
It was recommended that a formal letter be issued to the Sports Club requesting the submission of quarterly financial accounts, as required under the Relationship Agreement. Members requested that the information be provided in time for consideration at the next meeting of the Full Council.
b) The Committee noted the website update confirming the latest HSE inspection and testing records which are uploaded onto the website.
c) The Committee noted that repairs to the tennis court fence had been completed.
d) The Committee discussed repairs to the pavilion ceiling following water leaks and considered any additional maintenance issues requiring attention.
The Committee also considered proposals to improve security at two access points to the sports field and pavilion in order to reduce unauthorised access by cars and motorbikes. Members noted that concerns regarding unauthorised vehicle access had been reported to the local Police Community Support Officer (PCSO).

Access Point 1 – Pavilion

The first location is situated to the left of the pavilion, adjacent to the iron storage shack. The proposal will retain pedestrian access for dog walkers while preventing vehicle access. The Sports Club has agreed to fund the expenditure for a new gate, which has been ordered. The gate will be installed by Councillors and a team of volunteers. The Chair will organise a suitable padlock and chain for the gate.

Access Point 2 – Tennis Courts

The second location is on the sharp right-hand bend at the end of the tennis courts, in the corner adjacent to the hedge and trees, where there is currently unrestricted access to the field. It was proposed that the existing iron barriers located by the bins be relocated to the hedge line to create a low-level vehicle barrier. In addition, two corrugated planters will be installed with appropriate pedestrian gaps to prevent vehicle access while maintaining accessibility. Ongoing maintenance arrangements for the planters will be considered. Existing posts at the site will be removed and re-sited where necessary. This was not agreed and will be carried to the next meeting.
It was agreed that these proposals be referred to Full Council for consideration and approval.
Resolved: That the Council progress the necessary repairs and security measures where authorised as the Clerk had obtained permission from the landowners.
The Council also agreed that the matter relating to the container storage/shipping container cabinet be carried to the next meeting.
The Clerk reminded Members of the Council's statutory duty to ensure that all buildings owned and managed by the Council are maintained in a safe condition for public use.

Sports Club

The Council discussed the ongoing position of the Sports Club, including the lack of regular financial reporting and the continuing financial contribution made by the Parish Council towards the facility. Members acknowledged the challenge of agreeing a lease payment that reflects the Sports Club's financial position whilst ensuring that the Parish Council is not placed under an unreasonable financial burden. It was recognised that any lease arrangement should be sustainable and proportionate to the Club's income, without placing the organisation at risk.
During the discussion, concerns were raised that the Clerk had pre-empted the Health and Safety Executive (HSE) electrical testing. The Clerk clarified that the electrical inspection and HSE water testing had been commissioned following a resolution of the Council. The initial inspection identified failures requiring remedial works. Following completion of those works, a satisfactory Electrical Installation Condition Report (EICR) was obtained and a satisfactory HSE water test report and arrangements are now in place for regular testing and compliance monitoring. The current EICR certificate is published on the Council's website, together with inspection information, and a defibrillator has since been installed at the site as part of the Council's ongoing commitment to public safety.

The Clerk left the meeting – the meeting continued in the Clerks absence.

OS31 - 26/27 Annual Grit Audit 2026/27 – Salt Bins and Hippo Bags
a) The Committee reviewed the salt levels in parish salt bins.
Resolved: That the Clerk submit the Annual Grit Audit using the agreed salt levels.
b) The Committee considered the storage of a one-tonne Hippo Bag at the Recreation Ground or another suitable location. Clerk to issue salt levels to WSCC.

OS32 - 26/27 Street Naming – East Street Development
The Committee considered the proposed street names submitted by Devine Homes:

- Broadwood Keys
- Broadwood Falls
- The Broadwood
- Manor Place

Resolved: That The Broadwood be submitted to the addressing authority as the Parish Council's preferred option.

OS33 - 26/27 Parish Award Cup
The Committee considered the proposal from Cllr Marion Fenton regarding the donation of a Parish Council Community Award Cup and the introduction of an annual award recognising an individual for outstanding contribution to the local community. To be carried to the next meeting following a proposal from Cllr Marion Fenton.

OS34 - 26/27 Asset Dashboard
The Asset Dashboard was reviewed.

OS35 - 26/27 Date of the Next Meeting
The date of the next meeting of the Roads, Footpaths and Open Spaces Committee was confirmed as 15th September 2026.

Meeting closed 2045hrs

Signed…… Dated…….