

Minutes of the Open Spaces, Roads and Footpaths Committee Meeting held at Rusper Village Hall on Tuesday 16th September 2025 at 7.00 pm.

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

Apologies: Cllrs R. Gatt, G. Fleming, M. Fillmore.

Clerk: Lisa Wilcock.

OS010-25/26 Apologies for Absence

Apologies were received and accepted from Cllr R Gatt, Cllr M Fillmore, Cllr G Fleming.

OS011-25/26 Declarations of Interest

No declarations were made.

OS012-25/26 Approval of Minutes

The minutes of the meeting held on **15th July 2025** were approved as a true and accurate record.

OS013-25/26 Open Forum

No public in attendance.

OS014-25/26 Replacement Slide and Apparatus – Rusper Playground

UK4: Tender notice Publication reference: 2025/S 000-046297

a) The Committee reviewed the tender responses received (with the scoring matrix tabled). It was noted that the Parish Council email account had exceeded capacity during the Clerk's absence, which may have affected the tender submission period.

In order to ensure full compliance with public procurement legislation and the principles of openness, transparency, and equal treatment, the Committee AGREED that the tender period be extended by one week. Should this extension not be permissible within the statutory framework, a new Find a Tender process will be initiated to guarantee the full legally required submission period is observed.

This decision does not affect the previously agreed resolution for the contract award, which remains scheduled for consideration under the confidential section of the agenda at the meeting on 30th September.

The Clerk will ensure that all tenderers are formally notified of the revised arrangements.

b) It was **noted** that the conclusion of the tender process to full council on 30th September under a Public Bodies (Admission to Meetings) Act 1960 exclusion of press and public for final decision of award of contract.

OS015-25/26 Trees

The Committee discussed trees for potential Tree Preservation Orders (TPOs): The proposal was for all significant trees to be applied for TPO protection in the conservation area including the Glebe

Field. It was **RESOLVED** for Cllr George Sallows to meet Andrew Bush with a view to discuss TPOs in The Glebe Field.

OS016-25/26 **The Glebe Field**

The Committee discussed applying for an AVC (Asset of Community Value). It was **RESOLVED** that the Council will proceed with an AVC on The Glebe field. Carry to the next agenda.

OS017-25/26 **Parish Car Park**

It was **agreed** to recommend VIATEX for pothole repairs and for the Clerk to buy the materials subject to landowner permission to fix the potholes at the entrance of the parish council car park.

OS018-25/26 **Rusper Sports Field**

The Committee considered measures to prevent cars entering the pitch. It was **RESOLVED** to pass the issue to the sports club for resolution.

OS019-25/26 **Highways**

- a) The sink hole in Newdigate Lane was noted and Clerk to make a further enquiry to WSCC Highways.
- b) The Licence for the new SID (Speed Indicator Device) on Horsham Road was noted.
- c) The Committee the meeting with WSCC Highways to be held on 15th September 2025 was cancelled. Clerk to speak to Matt Gray WSCC Highways.

OS020-25/26 **Reports to Other Authorities**

Verbal updates were received from Councillors and the Clerk regarding reports made to other local authorities, including:

Repairs to fingerposts are now underway – councillors who are cleaning their nearest post can go ahead.

Repairs to parish assets – councillors will make minor repairs to parish assets and pass any expenditure back to the Clerk as agreed.

Tree in Lambs Green – fallen oak across the road has been reported and is due to be cleared on 17th September.

The Mount – It was reported that the hedgerow had been cut, however some loose cuttings remained scattered in the area. The Clerk advised Council that a discussion had previously taken place with Highways regarding maintenance, and confirmed that the area is scheduled for inspection as part of the routine rota in the coming weeks.

Sussex Footpath – Concerns were raised that the footpath remains closed. The Clerk was asked to liaise with WSCC Public Rights of Way to arrange a meeting with Cllr Simon White and Cllr George Sallows to discuss the matter further. This item will be carried forward to the next meeting.

OS021-25/26 **Asset Dashboard**

The Committee deferred the review of the Asset Dashboard (circulated separately).

OS022-25/26 **Date of the Next Meeting**

The next meeting will be held on **Tuesday, 21st October 2025**.

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