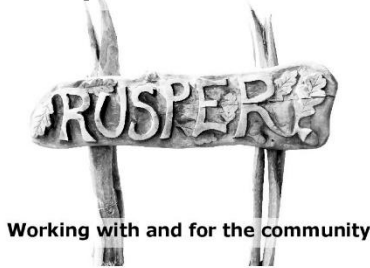


Rusper Parish Council



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Minutes of the Roads, Footpaths and Open Spaces Meeting held at Rusper Village Hall on Tuesday 15th July 2025 to start no earlier than 7.30 pm

Present: Cllrs D. Matthews (Chair) G. Sallows, M. Cooke, R. Gatt, G. Hussey, M. Fenton, and S. White.

Apologies: Cllrs G. Fleming, F. Maitland-Smith.

Clerk: Lisa Wilcock.

Meeting commenced 2000hrs

OS0011-25/26 Apologies

It was RESOLVED to accept apologies for absence Cllr G Fleming and Cllr Fenella Maitland-Smith.

OS0012-25/26 Declarations of Interest

To **receive** declarations of interest in respect of items on this agenda. No declarations were made.

OS0013-25/26 Approval of the minutes

It was RESOLVED to approve the minutes of the Roads, Footpaths and Open Spaces Committee meeting on 17th June 2025.

OS0014-25/26 Open Forum

During the meeting, and at the Chairman's discretion, members of the public will be allowed to ask questions of, and make statements to, the Council for a maximum of 15 minutes. Questions not answered at this meeting will be answered in writing or may appear as an agenda item at the next appropriate Parish Council or Committee meeting. Members of the public are asked to limit their comments or questions to three minutes each.

No comments were made.

OS0015-25/26 Tree Policy ([Document 2](#))

It was resolved to recommend the amended Tree Policy for adoption at the next full Council meeting.

- It was noted that the detailed tree condition had been updated and is now available on the Asset Dashboard.

OS0016-25/26 Liz Kitchen Memorial Bench

It was agreed to recommend the playground as the most appropriate location for the bench.

Actions:

- The Clerk will speak to District Councillor Tony Hogben to:
 - Request permission from the family.
 - Ask what wording they would like on the plaque.

- The Clerk will also consult with the donors regarding the size and style of the bench.
- Councillor Geoff Hussey will advise on the bench style and plaque design.

OS0017-25/26 Fingerposts

The committee considered the maintenance report, two quotations, and the cost of works. (Attempts to obtain a third quotation were not possible.) It was resolved to **RECOMMEND** to the council the appointment of Ralph Restorations to refurbish and maintain the fingerposts. It was noted that the Clerk will instruct Grasstex to cut the fingerpost grass at Wimlands Lane and Orltons Lane.

OS0018-25/26 Annual Grit Audit 2025/26 (Emailed on 8th July 2025)

The council acknowledged the annual grit audit and recommended that the Clerk update the bin levels online by the deadline of 1st August 2025. The council noted the request for a grit lorry to attend Ifield Wood and confirmed that the new salt bin has been added to the inventory on the grit audit system.

Rusper Parish Council labels are required on all bins. Councillors are asked to inspect the bins and email the Clerk with the levels so she can update the report before 1st August 2025.

It was resolved not to request a one-tonne bag of salt this year.

OS0019-25/26 Playground (Reports attached)

The committee reviewed the safety report on the playground. It was agreed that the playground slide is a priority and needs replacement, with other playground equipment to be reviewed afterward, subject to budget availability.

It was **agreed to recommend** to the council that a survey be conducted regarding a parish playground.

It was **agreed to recommend** to the council that the replacement of the slide equipment be carried out in accordance with Rusper Parish Council (RPC) Financial Regulations 5.7, which state:

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

It was further agreed to **recommend** to the council that the procurement process for the slide equipment should commence, adhering to RPC adopted Financial Regulations 5.1 – 5.21. This means the council will:

- Advertise the requirement for the slide.
- Publish the advertisement on the Contracts Finder Government website.
- Consider all quotations received after the closing date of the advertisement.

It was noted that funds have already been set aside for this project.

OS0020-25/26 Reports to Other Authorities

To receive verbal updates on reports made by Councillors and the Clerk to other local authorities:

- The broken footpath gate behind *The Plough* pub has been reported.
- A broken street sign in the village has been reported.
- A water leak has been reported.

Other updates:

- The tree in the sports field has been approved for cutting back.
- The Millennium Tree is to be assessed and removed if found to be dead.
- The fence at the back of the playground is under review to determine ownership. Cllr Malcolm Fillmore is reviewing all council Deeds in relation to this matter.

OS0021-25/26 Asset Dashboard (attached to email)

The committee reviewed the Asset Dashboard and agreed the following recommendations to Council:

- A First Aid training course is to be arranged at the Village Hall for multiple candidates.
- The defibrillator has been used – the Clerk is to order new spare pads.
- The Clerk will add the defibrillator location to the Parish Council website.
- The Clerk will review the Asset Dashboard with Cllr Maitland-Smith to ensure it aligns with the Scribe version.
- Cllr George Sallows will contact UK Power Networks regarding maintenance of the oak trees at the Sports Ground.
- The insurance policy held by the Sports Club is to be reviewed and cross-checked against the Parish Council's insurance policy to ensure all necessary items are adequately covered.

Date of the Next Meeting: Tuesday, 16th September 2025

Meeting closed 2112 hrs

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