

# Parish Action Plan: Estates & Facilities Management

## Committee 19 September 2023 V5

### Terms of Reference:

- Supervise routine maintenance and regulatory compliance of the Parish Council estate, including Hurst Meadows, Village Centre and Court Bushes Hub, and the appointment of contractors and the implementation of new projects approved by the Council
- Review operational and management issues relating to streetlights, toilets, recreation grounds, waste and dog bins, cemetery trees and allotments
- Oversee the day to day operation and use of the Village Centre (as delegated by Council as sole trustees of the charity) and the Court Bushes Community Hub
- Monitor the financial performance and review charging rates for the Village Centre and Court Bushes Hub
- Ensure the terms of the lease are being met at the Village Centre and Court Bushes Hub
- Consider recommendations and advice from the Hurst Meadows Advisory Board and the Advisory Groups for the Village Centre and Court Bushes Hub
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year



| 202                                                    | Recreation Grounds                                |              |                                                                                                                                                                                              |              |                             |             |       |
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| Objective                                              | Planned Action                                    | By When      | Status                                                                                                                                                                                       | Last Updated | Budget & Code if applicable | Resources   | Notes |
| 1a. Reeds Lane Recreation Ground Drainage improvements | Improve the drainage within the Recreation Ground | 2021 onwards | Awaiting final drainage designs, once receive they will be sent to 3 contractors for quotes. Once Quotes received the committee will appoint the preferred contractor and book in the works. |              |                             | Section 106 |       |

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|                                                                |                                                                                                       |              | <p><b>F23/24.027 ii</b><br/>The Committee noted updates on the drainage designs for Reeds Lane Recreation Grounds and the section 106 funding that will be available once the designs are approved.</p> <p><b>F23/24.037</b><br/>The committee has agreed to accept drainage design P2 and to seek estimates from drainage contractors for the new drainage system. Depending on the estimated value of the works an advert will have to be placed on contract finder if over £25,000 net.</p> <p><b>F23/24.048ii</b><br/>Ordinary Watercourse Consent is required for the proposed drainage designs from WSCC at a cost of £150 ex. VAT. Once received the designs can be sent out to contractors for Quotes.</p> | Oct 2023 |     |             |  |
| <b>1b. Reeds Lane Recreation Ground Play Equipment Phase 2</b> | Upgrade and refurbish the Reeds Lane Recreation Ground and play equipment outside of the fenced area. | 2022 onwards | <p><b>EF22/23.033</b><br/>Awaiting completion of drainage project, plans developing for new equipment and layout of play area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Oct 2023 | TBC | Section 106 |  |

| 210                     | Hurst Meadows                                                   |              |                                                                                                                                                                                                                                                                                                                                                                                        |              |                             |                     |       |
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| Objective               | Planned Action                                                  | By When      | Status                                                                                                                                                                                                                                                                                                                                                                                 | Last Updated | Budget & Code if applicable | Resources           | Notes |
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| <b>2. Hurst Meadows</b> | Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021. | 2021 onwards | Autumn cut in Heritage Orchard to be changed to cut and collect as per cut in Sept 2022.                                                                                                                                                                                                                                                                                               | Oct 2023     | £17,000 per annum           | Ear Marked Reserves |       |
|                         |                                                                 |              | 3 x Greenbarnes Noticeboards have been purchased and received. The Estates and Facilities Manager is arranging for 2 of them to be installed in June 2023, in the location agreed by the Hurst Meadow Working Group and the third placed into storage while the last location is confirmed. Due to the ground conditions the installation has been postponed until the ground softens. | Oct 2023     | £3,947.24 ex. VAT           | S106 Funding        |       |
|                         |                                                                 |              | <b>EF22/23.065</b><br>The Committee agreed to install a Vehicle gate into Hovel field South and a Pedestrian gate into the north end of Ladies Walk                                                                                                                                                                                                                                    | Oct 2023     | £1,180.50 ex. VAT           | Ear Marked Reserve  |       |
|                         |                                                                 |              | <b>F23/24.027 ii</b><br>The Vehicle Gateway into Hovel field South has been installed. The Pedestrian gate in Ladies Walk needs the position to be adjusted. Pedestrian gate to be installed September 2023                                                                                                                                                                            | Oct 2023     |                             |                     |       |

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|                            |                                                                 |              | <p><b>F23/24.048ii</b><br/>Two of the Greenbarnes Noticeboards have been installed into Hovel field and Fifteen Acres, the third location is to be confirmed by the HMWG. Temporary information in the noticeboards will be changed to permanent information. S106 funding has been received.</p> <p>The Ladies walk gateway was installed In September 2023 following the adjustment. Advise is being sought on Countryside Stewardship grant from Batchellor Monkhouse, that might be available to help fund maintenance of Hurst Meadows.</p> | Oct 2023 |                |                |  |
| <b>3. Ancient Woodland</b> | Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021. | 2021 onwards | <p><b>EF22/23.033</b><br/>Next Phase of Lost woods Project has been approved.</p> <p>Cllr Majsai has advised the Lost Woods project has a new Project Manager and therefore the project will be relaunched.</p> <p><b>F23/24.027 ii</b><br/>Once the Lost woods Team is fully staffed the next phase can progress.</p> <p><b>F23/24.048ii</b><br/>A Liaise meeting has been arranged with the new Lost woods Project manager on the 2<sup>nd</sup> October 2023</p>                                                                              | Oct 2023 | Self-Financing | Woodland Trust |  |

| 211                                                                                        | Court Bushes                                                                                                    |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                   |                         |          |
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| Objective                                                                                  | Planned Action                                                                                                  | By When          | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Last Updated | Budget & Code if applicable       | Resources               | Notes    |
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| <b>4. Provide Audio Visual Equipment for use in Meetings/by Groups at Court Bushes Hub</b> | Explore costs and specification.<br>Apply for external funding.<br>Proposals to Council.                        | 2021 onwards     | <b>EF22/23.033</b><br>AV project not explored further at this time, due to lack of demand. If the demand increases, then the Parish office will commence investigation into purchasing AV equipment.                                                                                                                                                                                                                                                                                                                                                                | Oct 2023     | £5,000<br>(Court Bushes Projects) | Budgeted for in 2022/23 | On hold. |
| <b>6. Court Bushes Additional Storage with electrics</b>                                   | Addition of containers into the car park area with electrical hook for additional storage for the Community Hub | Nov 2021 onwards | <b>EF22/23.033</b><br>Three containers have now been placed in CB car park. Football club one has been relocated to North east corner, the other two have been sited next to this container along the Northern boundary. Quotes received for purchasing a lined, lit and heated container and for connecting this container to the electrics.<br><br>The Three Containers require planning permission to be in their location. The Clerk and Chair have meet the MSDC planning officers on Site. The containers will be discussed at the MSDC Planning committee in | Oct 2023     | TBC                               | TBC                     |          |

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|                                                      |                                                                              |       | the future (date to be confirmed).                                                                                                                                                                              |          |                   |     |  |
| <b>7. Court Bushes Power assisted doors and ramp</b> | Power assisted doors and compliant ramps for the main entrance into The Hub. | Noted | <b>EF22/23.033</b><br>No progress at this time, this item will be investigated further when time allows.                                                                                                        | Oct 2023 | TBC               | TBC |  |
|                                                      | Fire door closer                                                             | Noted | The Estates & Facilities Manager has noted that at least 3 to 5 Fire Door closers are required for the internal doors. So internal doors can be wedged open by Hirers and remain compliant to fire regulations. | Oct 2023 | £109.99 per unit. | TBC |  |

| 213                                            | Services                                                                                                       |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                             |              |                                                             |
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| Objective                                      | Planned Action                                                                                                 | By When     | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Last Updated | Budget & Code if applicable | Resources    | Notes                                                       |
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| <b>8. Review of waste and dog bins service</b> | Street Furniture - review the current distribution and size of waste and dog bins, upgrade or move as required | Summer 2021 | EF22/23.033 The second audit still to be completed. First Audit highlighted that most issues were due to capacity and scheduled emptying. Pizzas highlighted as a big concern. We may be able to move less used bins to areas where they are needed more. The Second Audit is to be completed by the July 2023 Committee Meeting.<br><b>F23/24.027 ii</b> The Second Bin Audit has been Completed and the results will be circulated to all the Councillors. | Oct 2023     | TBC                         | Section 106? | Results of audit circulated.<br><br>Decisions to be agreed. |

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|  |  |  | E&F Manager to provide recommendation for moving or adding new bins. |  |  |  |  |
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| 201                                                                     | Cemetery                                                                                                                                                                                                             |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                             |           |       |
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| Objective                                                               | Planned Action                                                                                                                                                                                                       | By When                   | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Last Updated | Budget & Code if applicable | Resources | Notes |
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| 9. Management of South Avenue Cemetery and Future of Cemetery Provision | <p>To review the way in which the Parish Council wishes to manage the South Avenue Cemetery in future.</p> <p>Whether the Parish Council wishes to make arrangements for further burial provision in the future.</p> | <p>Noted</p> <p>Noted</p> | <p><b>EF22/23.067</b> Future maintenance of South Ave Cemetery needs to be discussed, whether to allow it to be a wild area, part maintained or kept to a high standard.</p> <p>To speak to volunteer groups that maintain Holy Trinity Churchyard for advice and see if they would be interested in helping in the future at the cemetery.</p> <p>Exploring the possibility of creating additional ash interment plots.</p> <p>To explore the Chapel's future, ongoing maintenance to keep it in a good condition.</p> <p>It is recommended that committee members visit the cemetery and chapel to gain a better understanding of the site.</p> | Oct 2023     | TBC                         | TBC       |       |

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|  |  |  | <p><b>F23/24.048ii</b></p> <p>A Management Plan is to be created for the Cemetery, BHTC have been successful in obtaining more provision for burial sites at the Burgess Hill burial site, which are within our Parish and usable by our residents. The subsidence around the Workshop door will be monitored and advise sought from building contractors.</p> |  |  |  |  |
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**COMPLETED ITEMS BY Estates & Facilities committee.**

| <b>Objective</b>                              | <b>Planned Action</b>                                                  | <b>By When</b> | <b>Status</b>                         | <b>Last Updated</b> | <b>Budget &amp; Code if applicable</b> | <b>Resources</b>     | <b>Notes</b> |
|-----------------------------------------------|------------------------------------------------------------------------|----------------|---------------------------------------|---------------------|----------------------------------------|----------------------|--------------|
| <b>5. Court Bushes Community Hub Car Park</b> | Re-surface the car park to include rework to car park edges/ boundary. | 2022           | <b>All works completed April 2023</b> | April 2023          | TBC                                    | Section 106 - Banked | Completed    |