

Parish Action Plan: Estates & Facilities Management

Committee 7 December 2023 V8

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						
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	

			F23/24.027 ii 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. F23/24.037 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. F23/24.048ii 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. F23/24.060.ii The Ordinary Watercourse Consent has been approved by WSCC for the drainage plans, A base quote has been requested to determine if these works will need to go out to tender. F23/24.075.ii The Committee noted i) the indicative quote for the Reeds Lane drainage project had been received	Dec 2023			
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			and it indicated the value will be over £25,000 net of VAT and therefore required to be advertised on Contracts Finder				
1b. Reeds Lane Recreation Ground Play Equipment Phase 2	Upgrade and refurbish the Reeds Lane Recreation Ground and play equipment outside of the fenced area.	2022 onwards	EF22/23.033 Awaiting completion of drainage project, plans developing for new equipment and layout of play area.	Dec 2023	TBC	Section 106	

210	Hurst Meadows						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
2. Hurst Meadows	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. 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	Dec 2023 Dec 2023	£17,000 per annum £3,947.24 ex. VAT	Ear Marked Reserves S106 Funding	

			postponed until the ground softens. EF22/23.065 The Committee agreed to install a Vehicle gate into Hovel field South and a Pedestrian gate into the north end of Ladies Walk F23/24.027 ii 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 F23/24.048ii 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. 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. F23/24.060.ii The location of two new benches	Dec 2023 Dec 2023 Dec 2023 Dec 2023	£1,180.50 ex. VAT	Ear Marked Reserve S106	
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			have been agreed by the HMWG and the cost and S106 funding is being investigated by the E&F Manager. F23/24.060.ii A meeting has been held with Helen Clouting from Batchelor Monkhouse regarding locating Countryside stewardship grants to be used in Hurst Meadows. Helen will be in contact once she has identified available grants, and a second meeting will be arranged. F23/24.067 The Hurst Society funded Walnut tree has been planted into Walnut Tree field. F23/24.075.ii stockproof fencing had been installed at Ladies Walk.	Dec 2023		S106	
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2021 onwards	EF22/23.033 Next Phase of Lost woods Project has been approved. Cllr Majsai has advised the Lost Woods project has a new Project Manager and therefore the project will be relaunched. F23/24.027 ii Once the Lost woods Team is fully staffed the next phase can progress. F23/24.048ii A Liaise meeting has been arranged with the new Lost woods Project	Dec 2023	Self-Financing	Woodland Trust	

			manager on the 2 nd October 2023 F23/24.060.ii The Liaise meeting did not take place with the new woods project manager.	Dec 2023			
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211	Court Bushes						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
4. Provide Audio Visual Equipment for use in Meetings/by Groups at Court Bushes Hub	Explore costs and specification. Apply for external funding. Proposals to Council.	2021 onwards	EF22/23.033 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.	Dec 2023	£5,000 (Court Bushes Projects)	Budgeted for in 2022/23	On hold.
6. Court Bushes Additional Storage with electrics	Addition of containers into the car park area with electrical hook for additional storage for the Community Hub	Nov 2021 onwards	EF22/23.033 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.		TBC	TBC	

			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 the future (date to be confirmed). F23/24.066 The committee have agreed to take the briefing note for the powered, heated and lined container to councillor for approval, cost of £11,225 plus VAT. F23/24.075.ii a Section106 claim has been submitted for the Court Bushes container project	Dec 2023 Dec 2023		S106	
7. Court Bushes Power assisted doors and ramp	Power assisted doors and compliant ramps for the main entrance into The Hub. Fire door closer	Noted Noted	EF22/23.033 No progress at this time, this item will be investigated further when time allows. 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.	Dec 2023 Dec 2023	TBC £109.99 per unit.	TBC TBC	

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
8. Review of waste and dog bins service	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. F23/24.027 ii The Second Bin Audit has been Completed and the results will be circulated to all the Councillors. E&F Manager to provide recommendation for moving or adding new bins. F23/24.060.ii A recommendation for the moving of Bins in the Parish will be brought to the next Committee meeting.	Dec 2023	TBC	Section 106?	Results of audit circulated. Decisions to be agreed.

201	Cemetery						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
9. Management of South Avenue Cemetery and Future of Cemetery Provision	To review the way in which the Parish Council wishes to manage the South Avenue Cemetery in future. Whether the Parish Council wishes to make arrangements for further burial provision in the future.	Noted Noted	EF22/23.067 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. 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. Exploring the possibility of creating additional ash interment plots. To explore the Chapel's future, ongoing maintenance to keep it in a good condition. It is recommended that committee members visit the cemetery and chapel to gain a better understanding of the site. F23/24.048ii A Management Plan is to be created for the Cemetery, BHTC have been successful in obtaining more	Dec 2023	TBC	TBC	

			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.				
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COMPLETED ITEMS BY Estates & Facilities committee.

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