

Parish Action Plan: Estates & Facilities Management

Committee February 2023 V11

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	F23/24.122 The committee have agreed the quote from the Drainage specialist to oversee the drainage works. A draft letter and EOI have been provided by the consultant and sent out to 4 contractors.	Apr 2024	Professional Support (5180-101)	Section 106 to funds works and enabling surveys / consultant	

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.	Mar 2024	TBC	Section 106	
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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	Monday Group have been booked in to build and install 1 x perch bench in Buck willy and 1 x Backed perch bench in Walnut Tree field. Benches have been constructed, awaiting ground conditions to improve before installation.	Apr 2024			
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2021 onwards	The Lost Woods Project manager has been asked for further details on Training Courses and plotting trees in the Parish Council Woodland.	Apr 2024	Self-Financing	Woodland Trust	

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.	Apr 2024	£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	S106 Application funded confirmed January 2024. All prices have been confirmed and the installation logistics are being worked out. There is a 6 to 8 week turn around from the point of purchase.	Apr 2024	S106 application approved.	S106	
7. Court Bushes Power assisted doors and ramp	Power assisted doors and compliant ramps for the main entrance into The Hub.	Noted	EF22/23.033 Further investigation required.	Apr 2024	TBC	TBC	
	Fire door closer	Noted	5 x Fire Door closers are required for the internal doors. Funding allocated for 2024/25	Apr 2024	£109.99 per unit.	TBC	To be completed Spring 2024.

213	Services						
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	Bin Recommendation received by the Committee and agreed including Langton Lane (sayers Common) addition. S106 Application has been submitted to MSDC for approval for the purchase and installation of new bins. Relocating old bins is not covered by S106 funding, funds to be allocated from 2024/25 budget.	Apr 2024	TBC	S106	

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	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. Holy Trinity Churchyard volunteers to be approached. Exploring the possibility of creating additional ash interment plots. To explore the Chapel's future, ongoing maintenance to keep it in a	Apr 2024	TBC	TBC	

	burial provision in the future.		good condition. Committee Members to visit Cemetery to gain better understanding of site. F23/24.048ii A Management Plan is to be created for the Cemetery.				
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COMPLETED ITEMS BY Estates & Facilities committee.

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	F23/24.037 The committee has agreed to accept drainage design P2. F23/24.048ii Ordinary Watercourse Consent is required. F23/24.060.ii The Ordinary Watercourse Consent approved by WSCC. F23/24.075.ii The Committee noted i) the indicative quote is over £25,000 net.	Dec 23		S106	
2. Hurst Meadow	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.		EF22/23.065 The Committee agreed gates in Hurst Meadows. F23/24.027 ii Gates in Hurst Meadows installed September 2023 F23/24.048ii 2 of 3 Greenbarnes Noticeboards purchased , installed and S106 funding received.	Dec 23		S106	

			F23/24.060.ii Two new benches agreed by the HMWG, S106 funding applied for. F23/24.060.ii Batchelor Monkhouse meeting held r.e. Countryside stewardship grants. F23/24.067 The HS funded Walnut tree planted in Walnut Tree field. F23/24.075.ii Stockproof fencing installed at Ladies Walk. 1 x Greenbarnes Noticeboards has now been installed in Buckwilly.				
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.		EF22/23.033 Next Phase of Lost woods Project has been approved. New Lost Woods project Manager and therefore the project will be relaunched. A Liaise meeting held with the new Lost woods Project manager on 14th Dec 2023.				

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
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 3 x containers placed in CB car park. Quotes received for 4 th Container with electrics etc. Planning permission granted for 5 years. F23/24.066 The committee agreed powered, heated and lined container at cost of £11,225 plus VAT. F23/24.075.ii a Section106 claim has been submitted for the Court Bushes container project				
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 completed. F23/24.027 ii The Second Bin Audit has been Completed and the results calculated for Bin Recommendation. Bin Recommendation received and approved including missed bin on				

			Langton Lane (Sayers Common).				
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