

Parish Action Plan: Estates & Facilities Management

Committee June 2024 V1

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	The tenders have been evaluated and a contractor will be appointed at the next Full council meeting.	June 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	After the APM Cllr Majsai and the E&F Manager will start preparations for Phase 2	June 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 to install the last Bench in Walnut Tree field in May 2024. The HMWG are looking to improve Hovelfield South (Fat Pony Field), so it can be utilised by Forest Schools. The HMWG have discuss the Autumn cut in Hurst Meadows. The E&F manager is to come up with quote and organise these cuts. The HMWG are to discuss the Batchelor Monkhouse grants proposals.	June 2024			
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2021 onwards	The Next HMWG will be a walking meeting in Wilderness Wood and Tilley's Copse.	June 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.	June 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	The container has been ordered with an ETA of 10 th July. The E&F Manager is coordinating the Electrics connection.	June 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.	June 2024	TBC	TBC	To be completed Spring 2024.
	Fire door closer	Noted	5 x Fire Door closers are required for the internal doors. Funding allocated for 2024/25	June 2024	£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
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	Awaiting updated quotes due to not being able to use S106 funding to relocate existing bins. Once quotes are received a S106 application will be made and bins for relocation in Hurst Meadows will be booked in with Reeds lane bin and Albourne road	June 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 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. 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 good condition. Committee Members to visit Cemetery to gain better understanding of site.	June 2024	TBC	TBC	

			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