

Parish Action Plan: Estates & Facilities Management

Committee July 2024 V2

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	Drainage works started on 1 st July, all has gone to plan, 2 minor issues which have been resolved, including a burst water pipe and mud on the road. Works to be concluded on Friday 12 th July, Grasstex to return to repair resin	July 2024	Professional Support (5180-101)	Section 106 to funds works and enabling surveys / consultant	

			path to Play area once the ground has settled, due to drainage pipe running under the path.				
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	First meeting held on site with Cllr Majsai, Viv Aloy and Stephen Witchell. Basic plan has been started, and rough pricing list to be worked out to compare with remaining S106 funds.	July 2024	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.	August 2024 September 2024	A purchase order has been received from WSCC to purchase and install 4 new benches in Hurst Meadows. Materials and installation to be organised by end of July. Hovelfield South (Fat Pony Field), is to be mown by August, so the ground surface can be evaluated, so it can be utilised by Forest Schools. Autumn Meadow cuts have been approved and booked in for September.	July 2024			

			A meeting is booked for September with Batchelor Monkhouse to discuss our steps forward with Grants for Hurst Meadows.				
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2021 onwards August 2024	The HMWG held a meeting in Wilderness Wood and Tilley's Copse on the 4 th July 2024. Lost woods will be holding a Family Woodland Walk in Tilley's Copse on the 16 th August 2024, 10am to midday. Posters will be placed around the village on 12 th July to advertise this event, with a post on Social Media nearer the event, if spaces available.	July 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 now been delivered and the Electric cabling from the building to the container is in place. The connection to the container will be carried out shortly.	July 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.	July 2024	TBC	TBC	
	Fire door closer	September 2024	5 x Fire Door closers are required for the internal doors. Funding allocated for 2024/25	July 2024	£109.99 per unit.	TBC	

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	Bellows Nose Bins to be relocated to Sayers Common in July 2024. S106 application for additional bins is on hold due to General Elections.	July 2024	TBC	S106	

201	Cemetery						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
9. Management	To review the way in which the Parish Council	Noted	F23/24.048ii A Management Plan is to be created	July 2024	TBC	TBC	

of South Avenue Cemetery and Future of Cemetery Provision	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	for the Cemetery.				
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COMPLETED ITEMS BY Estates & Facilities committee.

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