

Parish Action Plan: Estates & Facilities Management

August 2024 V3

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 Working Group
- 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
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	Basic plan has been started, more discussion are to be held.	August 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	Materials have been ordered for the 4 new benches in Hurst Meadows. Once available The Monday group will be informed of the locations for installation. Hovel Field South (Fat Pony Field), is to be mown in September, to save on costings. Autumn Meadow cuts have been approved and booked in for September. A meeting is booked for September with Batchelor Monkhouse to discuss our steps forward with Grants for Hurst Meadows.	August 2024			
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2021 onwards August 2024	Lost woods will be holding a Family Woodland Walk in Tilley's Copse on the 16 th August 2024, 10am to midday. Posters have been placed around the village and on social media. Fire sites in the woods have been removed and rubbish collected.	August 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	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.	August 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 installed on the 21 st August 2024	August 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. Fire door closers.	Noted September 2024	EF22/23.033 Further investigation required. 5 x Fire Door closers are required for the internal doors. Retainers have been purchased for the Village Centre and Court Bushes for £106.50 per unit and £9.99 for the feet to hold in place. They will be installed once they have arrived.	August 2024 August 2024	TBC £109.99 per unit.	TBC TBC	

213	Services						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
8. Review of waste and dog bins	Street Furniture - review the current distribution and size	Summer 2021	Bellows Nose Bins to be relocated to Sayers Common in August 2024. S106 application approved.	August 2024	TBC	S106	

