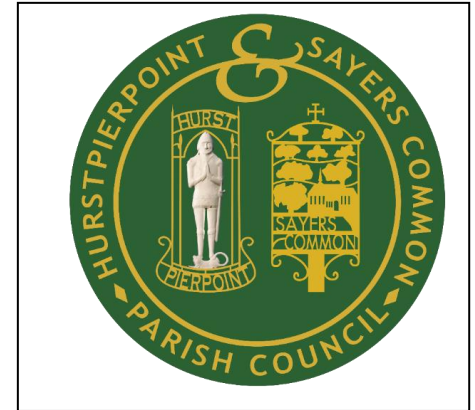


Parish Action Plan: Estates & Facilities Management

September 2024 V4

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.	Sept 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.	Sept 2024	A meeting is booked for 12th September 2024 with Batchelor Monkhouse to discuss our steps forward with Grants for Hurst Meadows. Monday Group have materials for 4 new benches in Hurst Meadows, once benches are constructed, they will be installed into the site in the agreed locations. Management Plan to be updated to include who is responsible for boundaries, hedges, ditches and Trees.	Sept 2024			
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	Sept 2024	A tour of Wilderness Wood is to be organised with the owner of Marchant's Pond, so they have a better understanding of our management and the Site.	Sept 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.	Sept 2024	£5,000 (Court Bushes Projects)	Budgeted for in 2022/23	On hold.
7. Court Bushes	Power assisted doors and ramp at Court Bushes not compliant. 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.	Sept 2024 Sept 2024	TBC £109.99 per unit.	TBC TBC	Retainers received, awaiting available time slot to install.

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	2 x larger litter bins have been delivered, awaiting the delivery of new dog bin. All bins to be installed in agreed locations once arrived.	Sept 2024	TBC	S106	

201	Cemetery						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes

