

Parish Action Plan: Estates & Facilities Management

October 2024 V5

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 is to be held. Awaiting feedback from the Community Engagement Committee.	Oct 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. We are to register with the Rural Payment Agency, before we can start applying for Grants to assist with Hurst Meadows. The Monday Group have completed the bench construction, the installation locations have been marked out on 7th October 2024 and the works will commence on Monday 14th October 2024.	Oct 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.	Oct 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.	Oct 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. Most of the retainers have now been installed, the remaining will be installed when the areas are free from Hirers.	Oct 2024 Oct 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	The 2 x litter bins for South Avenue have been installed, the new dog bin has been installed on the Eastern boundary of Reeds Lane Recreation grounds. The dog and General waste bins from Bellows Nose have been relocated to opposite Bullfinch Lane and Langton Lane. Other bin issues have been highlighted and quotes have been requested to complete these works.	Oct 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	F23/24.048ii A Management Plan is to be created for the Cemetery. The Council agreed to place this action on hold and noted that residents can use the Burgess Hill burial ground in the parish.	Oct 2024	TBC	TBC	

COMPLETED ITEMS

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 completed 15 July 2024.	August 2024	Professional Support (5180-101)	Section 106 to funds works and enabling surveys / consultant	Section 106 funds have covered full cost of the project.
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 21st August 2024	Completed	S106 application approved.	S106	