

# Parish Action Plan: Estates & Facilities Management

## December 2024 V7

### 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 |
|                                                                |                                                                                                       |              |                                                                                                                                                      |              |                             |             |       |
| <b>1b. Reeds Lane Recreation Ground Play Equipment Phase 2</b> | Upgrade and refurbish the Reeds Lane Recreation Ground and play equipment outside of the fenced area. | 2022 onwards | Basic plan has been created; 2 meetings have been booked in with Playground specialists to obtain initial costings for a pricing list to be created. | Dec 2024     | TBC                         | Section 106 |       |

| 210                        | Hurst Meadows                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                             |                |       |
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| Objective                  | Planned Action                                                  | By When   | Status                                                                                                                                                                                                                                                                                                                                                                                                                                    | Last Updated | Budget & Code if applicable | Resources      | Notes |
|                            |                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                             |                |       |
| <b>2. Hurst Meadows</b>    | Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021. | Sept 2024 | <p>Management Plan to be updated to include who is responsible for boundaries, hedges, ditches and Trees.</p> <p>We are to register with the Rural Payment Agency, before we can start applying for Grants to assist with Hurst Meadows. This will be achieved ahead of the December FGE meeting.</p> <p>The Monday Group have installed 2 of the 4 new benches in Hurst Meadows. The lats 2 will be installed over the coming weeks.</p> | Dec 2024     |                             |                |       |
| <b>3. Ancient Woodland</b> | 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.                                                                                                                                                                                                                                                                                       | Dec 2024     | Self-Financing              | Woodland Trust |       |

| 211                            | Court Bushes                     |              |                                                                          |              |                             |                 |          |
|--------------------------------|----------------------------------|--------------|--------------------------------------------------------------------------|--------------|-----------------------------|-----------------|----------|
| Objective                      | Planned Action                   | By When      | Status                                                                   | Last Updated | Budget & Code if applicable | Resources       | Notes    |
|                                |                                  |              |                                                                          |              |                             |                 |          |
| <b>4. Provide Audio Visual</b> | Explore costs and specification. | 2021 onwards | <p><b>EF22/23.033</b></p> <p>AV project not explored further at this</p> | Dec 2024     | £5,000 (Court               | Budgeted for in | On hold. |

|                                                                |                                                              |       |                                                                                                                                        |          |                  |         |  |
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| <b>Equipment for use in Meetings/by Groups at Court Bushes</b> | Apply for external funding. Proposals to Council.            |       | time, due to lack of demand. If the demand increases, then the Parish office will commence investigation into purchasing AV equipment. |          | Bushes Projects) | 2022/23 |  |
| <b>7. Court Bushes</b>                                         | Power assisted doors and ramp at Court Bushes not compliant. | Noted | <b>EF22/23.033</b><br>Further investigation required.                                                                                  | Dec 2024 | TBC              | TBC     |  |

| 213                                            | Services                                                                                                       |             |                                                                          |              |                             |           |       |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------|--------------|-----------------------------|-----------|-------|
| Objective                                      | Planned Action                                                                                                 | By When     | Status                                                                   | Last Updated | Budget & Code if applicable | Resources | Notes |
|                                                |                                                                                                                |             |                                                                          |              |                             |           |       |
| <b>8. Review of waste and dog bins service</b> | Street Furniture - review the current distribution and size of waste and dog bins, upgrade or move as required | Summer 2021 | Awaiting additional bin quotes, funding to be sort once quotes received. | Dec 2024     | TBC                         | S106      |       |

| 201                                                                  | Cemetery                                                                                                                                                                  |         |                                                                                                                                                                                                              |              |                             |           |       |
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| Objective                                                            | Planned Action                                                                                                                                                            | By When | Status                                                                                                                                                                                                       | Last Updated | Budget & Code if applicable | Resources | Notes |
|                                                                      |                                                                                                                                                                           |         |                                                                                                                                                                                                              |              |                             |           |       |
| <b>9. Management of South Avenue Cemetery and Future of Cemetery</b> | To review the way in which the Parish Council wishes to manage the South Avenue Cemetery in future.<br>Whether the Parish Council wishes to make arrangements for further | Noted   | <b>F23/24.048ii</b><br>A Management Plan is to be created for the Cemetery.<br><br><b>The Council agreed to place this action on hold and noted that residents can use the Burgess Hill burial ground in</b> | Dec 2024     | TBC                         | TBC       |       |

|                  |                                 |       |                    |  |  |  |  |
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| <b>Provision</b> | burial provision in the future. | Noted | <b>the parish.</b> |  |  |  |  |
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#### COMPLETED ITEMS

| Objective                                                     | Planned Action                                                                                                  | By When          | Status                                                                                                                                                                                  | Last Updated       | Budget & Code if applicable     | Resources                                                    | Notes                                                    |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------|--------------------------------------------------------------|----------------------------------------------------------|
| <b>1a. Reeds Lane Recreation Ground Drainage improvements</b> | 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. |
| <b>6. Court Bushes Additional Storage with electrics</b>      | 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                                                         |                                                          |
| <b>7. Court Bushes</b>                                        | Fire door closers.                                                                                              | September 2024   | All Fire retainers Purchased and installed                                                                                                                                              | Nov 2024 Completed | £109.99 per unit.               | TBC                                                          |                                                          |