

Parish Action Plan: Estates & Facilities Management

November 2024 V6

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 created; 2 meetings have been booked in with Playground specialists to obtain initial costings for a pricing list to be created.	Nov 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	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. This will be achieved ahead of the December FGE meeting. The Monday Group have installed 2 of the 4 new benches in Hurst Meadows. The lats 2 will be installed over the coming weeks.	Nov 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.	Nov 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	Explore costs and specification.	2021 onwards	EF22/23.033 AV project not explored further at this	Nov 2024	£5,000 (Court	Budgeted for in	On hold.

Equipment for use in Meetings/by Groups at Court Bushes	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	
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.	Nov 2024 Nov 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	Awaiting additional bin quotes, funding to be sort once quotes received.	Nov 2024	TBC	S106	

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

Cemetery and Future of Cemetery Provision	Whether the Parish Council wishes to make arrangements for further burial provision in the future.	Noted	The Council agreed to place this action on hold and noted that residents can use the Burgess Hill burial ground in the parish.				
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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	