

Parish Action Plan: Estates & Facilities Management

January 2025 V8

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	4 contractors have been met and 2 quotes have been received, with a 3 rd to be supplied shortly. Greenscene have provide a quote for fencing and Grasstex are to supply a quote for the works to the football playing area.	Jan 2025	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. The Rural Payment Agency registration has been started, once the area is registered by post, the bank details can be added. The Monday Group has one remaining bench to install in Fifteen acres as part of the Cycleway project, this has been delayed by weather conditions and sickness.	Jan 2025			
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. This will be conducted in the Spring 2025.	Jan 2025	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.	Jan 2025	£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.	Noted	EF22/23.033 Further investigation required.	Jan 2025	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 service	Street Furniture - review the current distribution and size of waste and dog bins, upgrade or move as required	Summer 2025	Awaiting additional bin quotes, funding to be sort once quotes received.	Jan 2025	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	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.	Dec 2024	TBC	TBC	
		Noted					

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	
7. Court Bushes	Fire door closers.	September 2024	All Fire retainers Purchased and installed	Nov 2024 Completed	£109.99 per unit.	TBC	