

Parish Action Plan: Estates & Facilities Management

April 2025 V1

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



201	Cemetery						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
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.	Feb 2025	TBC	TBC	

Chapel	Chapel Roof repair works						
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202	Recreation Grounds						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1. Reeds Lane Recreation Ground	Phase 2			Apr 2025			
	ROSPA Works						
2. South Avenue	Drainage improvements	2025/26					
	Resurfacing	2026/27					
3. South Avenue Recreation Grounds	New gates and locks						
	Repair Trampoline						
	ROSPA Works						

203	Chantry Stables						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
4. Fire Safety	Install any fire safety items required.			Apr 2025			

204	Streetlights						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
5. Streetlight management	Structural Testing Cleaning Routine maintenance			Apr 2025			

206	Public Conveniences						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1.	Full lighting upgrade Repairs to Pitt lane Gents internal door			Apr 2025			

210	Hurst Meadows						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes

2. Hurst Meadows	Implement Action Plan Update the Management Plan for the next 5 years Rural Payment Grants Investigate costs for the installation of a Cycleway in Hurst Meadows	Sept 2024		Apr 2025			
3. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	Sept 2024		Apr 2025	Self-Financing	Woodland Trust	

211	Court Bushes						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes

7. Court Bushes	Power assisted doors and ramp at Court Bushes not compliant. Annual Sewer inspection Investigate possible extension at CB	Noted	EF22/23.033 Further investigation required.	Apr 2025	TBC	TBC	
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212	Tools						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
8.	Purchase Hamish a new Saw and Strimmer			Apr 2025			

701	Village Centre						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1.	Floor maintenance Fire door improvements Timers for urinals	June 2025		Apr 2025			

COMPLETED ITEMS

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