

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
1a. 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.	Apr 2025	TBC	TBC	

1b. Chapel Maintenance – to install rods to prevent roof movement.	To install steel rods into the Chapel Roof to prevent movement.	2025/26					
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202	Recreation Grounds						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
2a. Reeds Lane Recreation Ground Play Equipment Phase.	Upgrade and refurbish the Reeds Lane Recreation Ground and play equipment outside of the fenced area, improve the football area, improve access to the Northern site and install fencing around the new play area.	Summer 2025	Quotes received for play equipment, football improvements and fencing. Display information being collected to present to residents with 3 options for the large equipment.	Apr 2025			
2b. Reeds Lane Recreation Grounds ROSPA Works.	To carry out a ROSPA inspection annually and employ a contractor to complete all repairs highlighted.	Oct 2025					
2c. South Avenue – Drainage improvements.	To Improve the Drainage on South Avenue, Implementing the designs created by Wilbar Associates.	2025/26					

2d. South Avenue – To Resurface the Cemetery section of the road.	To Resurface and reset kerb sets South Avenue, implementing designs by Wilbar Associates.	2026/27					
2e. South Avenue Recreation Grounds Trampoline repairs.	To carry out repairs to the Trampoline in South Avenue Recreation Grounds. Delayed due to the cost.	2025/26					
2f. South Ave Recreation Grounds ROSPA Works.	To carry out a ROSPA inspection annually and employ a contractor to complete all repairs highlighted.	2025/26					
2g. South Ave Recreation Grounds – New Gates and Locks.	To replace all the gates and locks on the gates into the Play Area.	2025/26					

203	Chantry Stables						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
3a. Fire Safety	To investigate any Fire safety requirements in Chantry Stables and Install any fire safety items required.	2025/26		Apr 2025			

204	Streetlights						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
4a. Streetlight management-Structural Testing.	To carry out Structural Testing on all Parish owned Streetlights, including the Village Signs and Flagpole.	2025/26		Apr 2025			
4b. Streetlight Cleaning.	To investigate the Cleaning of all Parish Owned Streetlights on a rolling program.	2025/26					
4c. Routine Maintenance.	To Investigate and implement Routine maintenance on all Parish Owned Streetlights.	2025/26					

206	Public Conveniences						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
5a. Public Conveniences – Lighting Upgrade.	To carry out a Full lighting upgrade to LED lights. This will increase lighting levels and reduce power usage.	2025/26		Apr 2025			
5b. Pitt Lane Door repairs	To complete repairs to the Pitt Lane Gents internal door	2025/26					

210	Hurst Meadows						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
6a. Implement Action Plan.	To Implement Action Plan	2025/26		Apr 2025			
6b. Update the Management plan.	To Update the Management Plan for the next 5 years	2025/26	Management Plan is being reviewed.				
6c. Rural Payment Grants	To work with Batchelor Monkhouse to identify Grants Available through the Rural Payment Agency.	2025/26					
6d. Investigate	To Investigate costs for the installation of a Cycleway in	2025/26	Wilbar Associates have been commissioned to create a Project design				

costings for installing a Cycleway.	Hurst Meadows		with approximate costings.				
6e. Tree Risk Assessment	To carry out a Tree Risk Assessment of trees within Hurst Meadows and carry out all recommended works as instructed.	2025/26	Quote received from PJC Consultants. Works Order to be sent.				
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2025/26		Apr 2025	Self-Financing	Woodland Trust	
7b. Tree Risk Assessment	To carry out a Tree Risk Assessment of trees within Hurst Meadows and carry out all recommended works as instructed.	2025/26	Quote received from PJC Consultants. Works Order to be sent.	Apr 2025			

211	Court Bushes						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
8a. Annual Sewer Maintenance.	To coordinate an Annual Sewer inspection, ensuring the pump is functioning properly.	2025/26					

8b. Building Extension.	Investigate a possible extension at Court Bushes.	Noted					
8c. Driveway Bollard repairs	To repair all lit bollards on the driveway to Court Bushes, following them all being vandalised. A more robust options to be investigated and implemented.	2025/26					

212	Tools						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
9. Maintenance Office replacement equipment.	To purchase Hamish a new Saw and Strimmer	2025/26	9a.	Apr 2025			

701	Village Centre						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
10a. Main Hall Floor Maintenance.	To carry out Maintenance on the Main Hall Floor in 2025 and then every 2 years (2027), to prolong the life of the floor for another 14 years approx.	2025/26	Booked in to take for 9 th , 10 th and 11 th April 2025.	Apr 2025			

10b. Fire Door improvements	To upgrade the old fire doors within the Village Centre to modern Fire doors in keeping with the other doors in the building. Changing the access to the Club Suite door into the main hall to a push bar lock.	2025/26	Booked in to take place on 14 th & 15 th April 2025.	Apr 2025			
10c. Urinal Timers.	To add flush controls to the Urinals in the Main Hall and Club Suite Gents toilets, to reduce water usage.	2025/26	Quotes received for plumbing and electrical connection.	Apr 2025			

COMPLETED ITEMS

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

