

Parish Action Plan: Estates & Facilities Management

May 2025 V2

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.	May 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	2 of 3 Quotes received for the works. Briefing note on FGE agenda 15 th May 2025.	May 2025			
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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	Votes for Multi use equipment received. Tender process to be started.	May 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	Programmed, Inspections to take place in June 2025.	May 2025			
2c. South Avenue – Drainage improvements.	To Improve the Drainage on South Avenue, Implementing the designs created by Wilbar Associates.	2025/26	Section 24 have supplied the surveying documents and video footage of the cleaned drainage system.	May 2025			

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	Ongoing	May 2025			
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	A quote has been received to replace the trampoline, funding is being investigated.	May 2025			
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	Programmed, Inspections take place in June 2025.	May 2025			
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	A quote has been requested from Greenscene Landscapes.	May 2025			

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	Being investigated.	May 2025			

204	Streetlights						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
4b. Streetlight Cleaning.	To investigate the Cleaning of all Parish Owned Streetlights on a rolling program.	2025/26	Ongoing				
4c. Routine Maintenance.	To Investigate and implement Routine maintenance on all Parish Owned Streetlights.	2025/26	ongoing				

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	MVG Electrical has been booked in to carry out this upgrade, A date is to be confirmed.	May 2025			
5b. Pitt Lane Door repairs	To complete repairs to the Pitt Lane Gents internal door	2025/26	Nick Bruce Carpentry has inspected the site and will provide a quote shortly.	May 2025			

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	Ongoing	May 2025			
6b. Update the Management plan.	To Update the Management Plan for the next 5 years	2025/26	Management Plan is being reviewed.	May 2025			
6c. Rural Payment Grants	To work with Batchelor Monkhouse to identify Grants Available through the Rural Payment Agency.	2025/26	Site meeting with Ellie Matheson from Batchelor Monkhouse has been booked Completed. This meeting introduced Ellie to the site. The Parish Council is to provide her with the S106 Agreement in order to see if we are still able to apply for funding through the Countryside stewardship.	May 2025			
6d. Investigate costings for installing a Cycleway.	To Investigate costs for the installation of a Cycleway in Hurst Meadows	2025/26	Wilbar Associates have been commissioned to create a Project design with approximate costings. A second site meeting has been booked in for 30 th April.	May 2025			
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	PJC Consultants have completed their survey and submitted their findings. The E&F Manager is creating a tree works package for this year.	May 2025			
	Ancient Woodland						
7a. Ancient	Implement Management	2025/26	Ongoing	May	Self-Financing	Woodland	

Woodland	Plan adopted by E&FM Cttee on 11 Feb 2021.			2025		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	PJC Consultants have completed the tree survey for this year. A works package has been created and sent to Tree surgeons for estimates for the works.	May 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	The inspection will be planned to take place in June 2025	May 2025			
8b. Building Extension.	Investigate a possible extension at Court Bushes.	Noted	Ongoing.				
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	A suggestion of a cast iron bollard has been sent to MVG for his opinion.	May 2025			

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	Hamish uses the strimmers daily, leading to it wearing out. we will review the condition of the Strimmer later in the year and look to service all the tools in the Autumn.	May 2025			

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

COMPLETED ITEMS

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
701/10a. 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	Completed 11 th April 2025	May 2025			
701/10b. 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	2025/26	Delayed due to the 16 th , 17 th , 18 th April due to a delivery issue. works were completed on 25 th April.	May 2025			

	hall to a push bar lock.						
701/10c. Urinal Timers.	To add flush controls to the Urinals in the Main Hall and Club Suite Gents toilets, to reduce water usage.	2025/26	Works completed on the 30th April.	May 2025			
204/4a. Streetlight management-Structural Testing.	To carry out Structural Testing on all Parish owned Streetlights, including the Village Signs and Flagpole.	2025/26	Intratest has carried out the structural testing in April 2025, a certificate has been provided for 2 years, meaning that the streetlights will require retesting in 2027. No Works are required.	May 2025			