

Parish Action Plan: Estates & Facilities Management

June 2025 V3

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.	June 2025	TBC	TBC	

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	A tender document has been created for the play equipment, and we have sent this out to 3 contractors on 2 nd June 2025 with a deadline of 1 st July 2025.	June 2025	S106		
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.	June 2025			
2c. South Avenue – Drainage improvements.	To Improve the Drainage on South Avenue, Implementing the designs created by Wilbar Associates.	2025/26	Section 24 met Cllr Llewellyn and the E&F Manager on 6 th June to discuss the survey and a schedule of works for the project.	June 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	To be completed 2026/27	June 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.	June 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.	June 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 received from Greenscene Landscapes. The works have been approved and works booked in to be completed on 15 th July 2025.	June 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.	June 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	June 2025			
4c. Routine Maintenance.	To Investigate and implement Routine maintenance on all Parish Owned Streetlights.	2025/26	ongoing	June 2025			

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 still to be confirmed. Chased on 22 nd May 2025.	June 2025			
5b. Pitt Lane Door repairs	To complete repairs to the Pitt Lane Gents internal door	2025/26	Quote received and approved. Awaiting confirmation of start date.	June 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	June 2025			

6b. Update the Management plan.	To Update the Management Plan for the next 5 years	2025/26	Management Plan is being reviewed.	June 2025			
6c. Rural Payment Grants	To work with Batchelor Monkhouse to identify Grants Available through the Rural Payment Agency.	2025/26	The S106 agreement is required to be sent to Batchelor Monkhouse to see if funds can still be obtained.	June 2025			
6d. Investigate costings for installing a Cycleway.	To Investigate costs for the installation of a Cycleway in Hurst Meadows	2025/26	Plans have now been received.	June 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	2 quotes have been received, and a briefing note is to be presented at the June 2025 FGE meeting.	June 2025			
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2025/26	Ongoing	June 2025	Self-Financing	Woodland Trust	

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	June 2025			
8b. Building Extension.	Investigate a possible extension at Court Bushes.	Noted	Ongoing.	June 2025			
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.	June 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	To be reviewed in Autumn 2025	June 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 hall to a push bar lock.	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			
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			
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	Received and tree works package for 2025 is to be presented at the June 2025 FGE Meeting	June 2025			

1b. Chapel Maintenance – to install rods to prevent roof movement.	To install steel rods into the Chapel Roof to prevent movement.	2025/26	Ventham Construction has completed the installation of the steel rods in the Chapel, Ditchling Surveying services has signed off on the works.	June 2025			
---	---	---------	--	-----------	--	--	--