

Parish Action Plan: Estates & Facilities Management

July 2025 V4

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.	July 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	Only one tender was received for the play equipment by the deadline of the 1 st July. The final refreshed quotes for the other items have been requested and S106 application will be submitted once they have been received.	July 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	The ROSPA reports have now been received. The Toddler swings have been deemed a safety concern and have been removed until they can be repaired or replace. The Report has been sent to our contractor to quote for all the repairs required.	July 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 received the schedule of works and are putting together a quotation for the works.	July 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	July 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	The original quote was for replacing the mat only, a quote has been requested to replace the whole item in order to use S106 funding.	July 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	The ROSPA reports have now been received. The Report has been sent to our contractor to quote for all the repairs required.	July 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	The works are booked in to be completed on 15 th July 2025.	July 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	Site inspection planned for July 2025	July 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	July 2025			
4c. Routine Maintenance.	To Investigate and implement Routine maintenance on all Parish Owned Streetlights.	2025/26	ongoing	July 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, works to be carried out on the 8 th August 2025	July 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	July 2025			
6c. Rural Payment Grants	To work with Batchelor Monkhouse to identify Grants Available through	2025/26	Awaiting confirmation that the S106 agreement received is the correct one to pass on to Batchelor Monkhouse	July 2025			

	the Rural Payment Agency.						
6d. Investigate costings for installing a Cycleway.	To Investigate costs for the installation of a Cycleway in Hurst Meadows	2025/26	Rough costing has been received from Wilbar associates. The E&F Manager is to ask for a quote from the WSCC contractor that installed the existing cycleway through Fifteen Acre.	July 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	Works agreed at the June FGE. Both contractors have the works booked in for July and August 2025	July 2025			
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2025/26	Ongoing	July 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	Awaiting the updated quote for the sewer inspection.	July 2025			
8b. Building Extension.	Investigate a possible extension at Court Bushes.	Noted	Ongoing.	July 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	Contractor has been chased for a response.	July 2025			
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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	July 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			

5b. Pitt Lane Door repairs	To complete repairs to the Pitt Lane Gents internal door	2025/26	The new door was installed the week commencing 23 rd June 2025 and is now completed	July 2025			
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