

# Parish Action Plan: Estates & Facilities Management

## October 2025 V7

### 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                                                                                                                                                                                                  |         |                                                                                                                                                                                                                          |              |                             |           |       |
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| Objective                                                                       | Planned Action                                                                                                                                                                                            | By When | Status                                                                                                                                                                                                                   | Last Updated | Budget & Code if applicable | Resources | Notes |
|                                                                                 |                                                                                                                                                                                                           |         |                                                                                                                                                                                                                          |              |                             |           |       |
| <b>1a. Management of South Avenue Cemetery and Future of Cemetery Provision</b> | To review the way in which the Parish Council wishes to manage the South Avenue Cemetery in future.<br>Whether the Parish Council wishes to make arrangements for further burial provision in the future. | Noted   | <b>F23/24.048ii</b><br>A Management Plan is to be created for the Cemetery.<br><br><b>The Council agreed to place this action on hold and noted that residents can use the Burgess Hill burial ground in the parish.</b> | Oct 2025     | TBC                         | TBC       |       |

| 202                                                                      | Recreation Grounds                                                                                                                                                                                                 |             |                                                                                                                                                                                                                                                                                                                                                          |              |                             |           |       |
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| Objective                                                                | Planned Action                                                                                                                                                                                                     | By When     | Status                                                                                                                                                                                                                                                                                                                                                   | Last Updated | Budget & Code if applicable | Resources | Notes |
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| <b>2a. Reeds Lane Recreation Ground Play Equipment Phase.</b>            | 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 | S106 Funding has been requested for the Play Equipment on 1 <sup>st</sup> August 2025 and other items including Bins, Benches etc submitted on 1 <sup>st</sup> September 2025. On 22 <sup>nd</sup> September we received an update to inform us that all applications have been sent to the assistant Director at MSDC for approval,                     | Oct 2025     | S106                        |           |       |
| <b>2b. Reeds Lane Recreation Grounds ROSPA Works.</b>                    | To carry out a ROSPA inspection annually and employ a contractor to complete all repairs highlighted.                                                                                                              | Oct 2025    | Will be completed as part of the Phase project. Will be placed in completed at that time.                                                                                                                                                                                                                                                                | Oct 2025     |                             |           |       |
| <b>2c. South Avenue – Drainage improvements.</b>                         | To Improve the Drainage on South Avenue, Implementing the designs created by Wilbar Associates.                                                                                                                    | 2025/26     | Section 24 have provided a quote to improve the drainage around the Chapel on 21 <sup>st</sup> July 2025, which is being investigated for S106 funding (19 <sup>th</sup> Sept 2025) Sub Contractors are to provide quotes to complete the road works, major item was missed in the quote, so this has been queried, and we are awaiting a updated quote. | Oct 2025     |                             |           |       |
| <b>2d. South Avenue – To Resurface the Cemetery section of the road.</b> | To Resurface and reset kerb sets South Avenue, implementing designs by Wilbar Associates.                                                                                                                          | 2026/27     | This Item has been placed on Hold and is to be completed 2026/27                                                                                                                                                                                                                                                                                         | Oct 2025     |                             |           |       |

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| <b>2e. South Avenue Recreation Grounds Trampoline repairs.</b> | To carry out repairs to the Trampoline in South Avenue Recreation Grounds. Delayed due to the cost.   | 2025/26 | S106 has been applied for on 1 <sup>st</sup> August 2025, we are awaiting approval, On 22 <sup>nd</sup> September we received an update to inform us that all applications have been sent to the assistant Director at MSDC for approval, | Oct 2025 |  |  |  |
| <b>2f. South Ave Recreation Grounds ROSPA Works.</b>           | To carry out a ROSPA inspection annually and employ a contractor to complete all repairs highlighted. | 2025/26 | Fosters Landscapes have ordered the parts required on 26 <sup>th</sup> August 2025 and will complete the works once they have been received.                                                                                              | Oct 2025 |  |  |  |

| 203                    | Chantry Stables                                                                                            |         |                                                                                                                 |              |                             |           |       |
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| Objective              | Planned Action                                                                                             | By When | Status                                                                                                          | Last Updated | Budget & Code if applicable | Resources | Notes |
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| <b>3a. Fire Safety</b> | To investigate any Fire safety requirements in Chantry Stables and Install any fire safety items required. | 2025/26 | A site meeting was held with MVG Electrical on 2nd September 2025 and he is to provide a quote to install this. | Oct 2025     |                             |           |       |

| 204                              | Streetlights                                                                       |         |                                                                                                                                                          |              |                             |           |       |
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| Objective                        | Planned Action                                                                     | By When | Status                                                                                                                                                   | Last Updated | Budget & Code if applicable | Resources | Notes |
|                                  |                                                                                    |         |                                                                                                                                                          |              |                             |           |       |
| <b>4b. Streetlight Cleaning.</b> | To investigate the Cleaning of all Parish Owned Streetlights on a rolling program. | 2025/26 | Enerveo were asked to provide a quote on 31 <sup>st</sup> July 2025, they updated that the quote would follow shortly on 5 <sup>th</sup> September 2025. | Oct 2025     |                             |           |       |
| <b>4c. Routine Maintenance.</b>  | To Investigate and implement Routine maintenance on all Parish Owned Streetlights. | 2025/26 | Enerveo were asked to provide a quote on 31 <sup>st</sup> July 2025, they updated that the quote would follow shortly on 5 <sup>th</sup> September 2025. | Oct 2025     |                             |           |       |

| 210                                   | Hurst Meadows                                                                                   |         |                                                                                                                                                                                                |              |                             |           |       |
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| Objective                             | Planned Action                                                                                  | By When | Status                                                                                                                                                                                         | Last Updated | Budget & Code if applicable | Resources | Notes |
|                                       |                                                                                                 |         |                                                                                                                                                                                                |              |                             |           |       |
| <b>6a. Implement Management Plan.</b> | To Implement Management Plan                                                                    | 2025/26 | To update the management as required and implement the management plan.                                                                                                                        | Oct 2025     |                             |           |       |
| <b>6b. Rural Payment Grants</b>       | To work with Batchelor Monkhouse to identify Grants Available through the Rural Payment Agency. | 2025/26 | S106 agreement has been passed on to Batchelor Monkhouse. Chased on 19 <sup>th</sup> September 2025. They will review the agreement and get back to us asap (25 <sup>th</sup> September 2025). | Oct 2025     |                             |           |       |
| <b>6c. Investigate costings for</b>   | To Investigate costs for the installation of a Cycleway in                                      | 2025/26 | Land Build have provided a rough costing for installing a new cycleway.                                                                                                                        | Oct 2025     |                             |           |       |

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| installing a Cycleway.      | Hurst Meadows                                                   |         |                                |          |                |                |  |
|                             | <b>Ancient Woodland</b>                                         |         |                                |          |                |                |  |
| <b>7a. Ancient Woodland</b> | Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021. | 2025/26 | Implement the management plan. | Oct 2025 | Self-Financing | Woodland Trust |  |

| 211                                 | Court Bushes                                                                                                                                               |         |                                                                                                                                                                                                                                   |              |                             |           |       |
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| Objective                           | Planned Action                                                                                                                                             | By When | Status                                                                                                                                                                                                                            | Last Updated | Budget & Code if applicable | Resources | Notes |
|                                     |                                                                                                                                                            |         |                                                                                                                                                                                                                                   |              |                             |           |       |
| <b>8b. Building Extension.</b>      | Investigate a possible extension at Court Bushes.                                                                                                          | Noted   | Awaiting feedback on whether the Parish Council wish to proceed with creating extra space at Court Bushes Community Hub.                                                                                                          | Oct 2025     |                             |           |       |
| <b>8c. Driveway Bollard repairs</b> | 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 | On 1 <sup>st</sup> September 2025 MVG were asked for a quote to repair 3 bollards only and remove all the other bollards which have been broken. To look at a option to light the vehicle gates which will be protected from ASB. | Oct 2025     |                             |           |       |

| <b>212</b>                                          | <b>Tools</b>                              |                |                                                                                                                               |                     |                                        |                  |              |
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| <b>Objective</b>                                    | <b>Planned Action</b>                     | <b>By When</b> | <b>Status</b>                                                                                                                 | <b>Last Updated</b> | <b>Budget &amp; Code if applicable</b> | <b>Resources</b> | <b>Notes</b> |
|                                                     |                                           |                |                                                                                                                               |                     |                                        |                  |              |
| <b>9. Maintenance Office replacement equipment.</b> | To purchase Hamish a new Saw and Strimmer | 2025/26        | All Hamish's powered tools will be serviced in the Autumn and if the strimmer requires replacement, it will be reviewed then. | Oct 2025            |                                        |                  |              |

#### COMPLETED ITEMS

| <b>Objective</b>                             | <b>Planned Action</b>                                                                                                                                                                                           | <b>By When</b> | <b>Status</b>                                                                                                                                            | <b>Last Updated</b> | <b>Budget &amp; Code if applicable</b> | <b>Resources</b> | <b>Notes</b> |
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|                                              |                                                                                                                                                                                                                 |                |                                                                                                                                                          |                     |                                        |                  |              |
| <b>701/10a. Main Hall Floor Maintenance.</b> | 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 <sup>th</sup> April 2025                                                                                                                    | May 2025            |                                        |                  |              |
| <b>701/10b. Fire Door improvements</b>       | 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 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> April due to a delivery issue. works were completed on 25 <sup>th</sup> April. | May 2025            |                                        |                  |              |
| <b>701/10c. Urinal Timers.</b>               | 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            |                                        |                  |              |

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| <b>204/4a. Streetlight management- Structural Testing.</b>                | 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  |  |  |  |
| <b>7b. Tree Risk Assessment</b>                                           | 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 |  |  |  |
| <b>1b. Chapel Maintenance – to install rods to prevent roof movement.</b> | 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 |  |  |  |
| <b>5b. Pitt Lane Door repairs</b>                                         | To complete repairs to the Pitt Lane Gents internal door                                                             | 2025/26 | The new door was installed the week commencing 23 <sup>rd</sup> June 2025 and is now completed                                                                                                    | July 2025 |  |  |  |
| <b>5a. Public Conveniences – Lighting Upgrade.</b>                        | To carry out a Full lighting upgrade to LED lights. This will increase lighting levels and reduce power usage.       | 2025/26 | Completed August 2025                                                                                                                                                                             | Aug 2025  |  |  |  |
| <b>6d. Tree Risk Assessment</b>                                           | To carry out a Tree Risk Assessment of trees within Hurst Meadows and carry out all recommended works as instructed. | 2025/26 | Completed, all works have been completed.                                                                                                                                                         | Aug 2025  |  |  |  |
| <b>8a. Annual Sewer Maintenance.</b>                                      | To coordinate an Annual Sewer inspection, ensuring the pump is functioning properly.                                 | 2025/26 | Completed                                                                                                                                                                                         | Sept 2025 |  |  |  |

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| <b>2g. South Ave Recreation Grounds – New Gates and Locks.</b> | To replace all the gates and locks on the gates into the Play Area. | 2025/26 | Completed on 29 <sup>th</sup> September 2025 | Oct 2025 |  |  |  |
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