

Draft - 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



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	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

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			

Proposed Future Projects

Proposed Projects	Location	Costing	Proposed Funding	Date Agreed	Proposed year of completion
Increase tree surveys to every other year, starting with Open spaces (2026/27), Hurst Meadows (2027/28).	Open Spaces and Hurst Meadows		Budget line		
Structural testing of festive lights in Sayers Common and bracket testing on the High Street	Sayers Common and High St, Hurstpierpoint		Budget Line		
Hurst Meadows Missing Link	Hurst Meadows				
2d. South Avenue – To Resurface the Cemetery section of the road.	South Avenue				
Bi-annual Main Hall floor maintenance	Village Centre		Budget Line		April 2027

Blinds and Curtain refurb – to replace blinds and curtains in both buildings which are broken or faulty.	Village Centre and Court Bushes		Budget Line		2025 or 2026
Ground Penetrating Radar of areas in the Cemetery to see, if possible, about adding additional graves and ash interments with gravestones into this site.	South Ave Cemetery		Budget Line		2026
Cycleway fence extension – to extend the cycleway fence towards the Millennium Garden to prevent to groundcover plants being walked over and killed.	St George's Green		Budget Line		2026
Planned tree works – *Oak removal by ST Lawrence school, *millennium garden deadwood removal. *Cutting back of branches overhanging neighbouring property in Bishop's close.	Multiple areas		Budget Line		2026
Stump grinding and wall repairs following survey	War Memorial		Budget Line		
Installation of Gate, fencing and Yew hedge around the war memorial steps leading to Brighton Road.	War Memorial		Budget Line		2026
New fence to be installed by the trinity road public toilets – between the road, Gents and Ladies toilets.	Public toilets		Budget Line		2026
New flushing systems in the Main Hall Ladies toilet – due to damaged water tank. All if budgets allow to get them replaced at the same time.	Village Centre		Budget Line		
New reception wall/area – raise the hatch window, making it easier to speak to residents and allow space on the wall for the large picture.	Village Centre		Budget Line		
Replace the water boiler in the Caretaker cupboard	Village Centre		Budget Line		
Signage – to review and update signage in Hurst meadows and other Parish Council sites. To update ensure the website	All Parish Council Sites		Budget Line		

address is correct and add QR codes linking to our website for specific location (Millennium Garden)					
Millennium Garden Knee Rail – to install a knee rail around the wildflower meadow in the Millennium Garden	Millennium Garden		Budget Line		
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 plan for further burial provision in the future.	South Ave Cemetery				
8b. Building Extension. - Investigate a possible extension at Court Bushes.	Court Bushes				