

Parish Action Plan: Estates & Facilities Management

April 2026 V01

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 drainage improvements	To investigate improving the drainage at the Cemetery to improve the ground conditions in the wet weathers.	2026/27	An estimate has been received from Greenscene landscapes to install a French drain on the Southern boundary and between the ashes interment area to guide surface water to the Western ditch and away from site.	Apr 2026			

1b. Chapel drainage improvements	To conclude the drainage improvements around the Chapel.	2026/27	Planning permission is required. An application is to be submitted to MSDC and works programmed once approved. FGE committee have signed off on works already.	Apr 2026	EMR		
1c. Chapel Perspex window coverings	To cover the stain glass windows on the South side, to prevent water entering the building and causing damage.	2026/27	Works approved by Council. Planning permission is needed and an application is to be submitted to MSDC and works programmed once approved.	Apr 2026	EMR		

202	Recreation Grounds						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
2a. Reeds Lane Recreation Ground Phase 2	To complete the additional works as part of the Phase 2 project. Installation of Benches, Bins, fencing, and pitch improvements.	2026/27	Monday Group are building the benches and will install when ready. Picnic benches and bins have been delivered and will be installed by Greenscene Landscapes from 13 th April including fencing. Grasstex will carry out the pitch improvements in the summer months after the SCVC event. The E&F Manager is to organise the installation of the old goal at the western end of the North site.	Apr 2026	S106 (approved)		
2b. Pitt Lane bollards	To replace the rotten bollards outside the Pitt Lane toilets.	2026/27	Greenscene Landscapes has quoted to replace the bollards. Works will be organised from April 2026.	Apr 2026			

2c. Pitt Lane Repairs	To complete the repairs to Pitt Lane public toilets. Including extractor fans, ceiling repairs, new handwash unit.	2026/27	MVG is programmed in to repair the extractor fans and ceiling. A new handwash station is required but proving difficult to locate a replacement. A new disabled toilet cushion and handle are required before it can be reopened. Anti vandal toilet paper dispensers are being researched.	Apri 2026			
2d. War Memorial stump grinding	To stump grind the removed trees along Brighton Road and a planting plan along the wall is to be investigated and programmed.	2026/27	A Quote has been received and budgeted for the stump grinding. A planting plan has been investigated along the Brighton Road wall.	Apr 2026			
2e. War Memorial Gate and fencing	To install a gate at the top of the steps into Brighton Road with fencing either side, including shrubs on either side of the gate.	2026/27	A Quote has been received and budgeted for; the works will be programmed in after April 2026.	Apr 2026			
2f. War Memorial Wall repairs	To carry out repairs to the war memorial wall on Brighton Road as highlighted in Clive Voller's survey.	2026/27	Clive Voller has highlighted works required to repair the War Memorial wall; the works are to be investigated after the stump grinding is completed.	Apr 2026			
2g. Tree safety inspection	To arrange for a tree safety inspection of all trees in both recreation grounds, Cemetery, BT exchange, Village Centre and Millennium Garden.	2026/27	A quote has been requested from PJC consultancy to carry out the tree survey. Once confirmed and approved the works will be programmed in. any resulting tree works will be actioned.	Apr 2026			

2h. South Avenue Rec – Springer to be repaired	To repair the broken spring rocker in the South Ave, play area.	2026/27	A quote has been received from Fosters. Once approved the works will be programmed in.	Apr 2026			
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203	Chantry Stables						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
3a. Charity Shop Entry door replacement	The charity door has become rotten at the base, which is spreading to the base of the windows. This is the responsibility of the Parish council to repair.	2026/27	A quote has been received from Nick Bruce carpentry, and the works will be programmed in after April 2026.	Apr 2026			

206	Public Conveniences						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
4a. Trinity Road Toilets drainage repairs.	To repair the sewer pipes to ensure they are working properly and adjust them to stop blockages.	2026/27	Section 24 provided a quotation to carry out these works, they have been budgeted for, and works will be programmed in after April 2026.	Apr 2026			

4b. Cleaning Contract	To carry out a tender exercise and go out to a few cleaning companies to get a fresh estimate for our cleaning contract.	2026/27	A list of local cleaning companies has been compiled, and they will be contacted with tender details from May 2026	Apr 2026			
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209	Street Furniture						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
5a. Parish asset signage improvements	To update signage on bus shelters, toilets and Recreation grounds.	2026/27	A stock check is required for all the signs on our sites and buildings. A basic format will be needed, and a discussion about whether to have one sign for all sites or if an individual sign will be required for each site.	Apr 2026			
5b. Festive Lighting Contract	To start a new Festive lighting with a new contractor.	2026/27	Quotes were requested from 6 Festive lighting contractors, we received 2 quotes on the deadline of the 1 st March. Light Angels have been recommended to FGE to take over the contract for a 3 year period for approx. £2,700 per year.	Apr 2026			
5c. Festive lighting structural testing on Sayers Common Columns	To carry out structural testing on 12 streetlights in Sayers Common for the Festive lighting application.	2026/27	Intratest will be asked for a up to date quotation and once received and approved will be programmed in.	Apr 2026			

210	Hurst Meadows						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes

6a. Implement Management Plan.	To Implement Management Plan.	2026/27	Review underway, a HMWG meeting is to be organised to finalise the updated management plan.	Apr 2026			
6b. Volunteer work parties	To organise regular weekday and weekend Volunteer work parties in Hurst Meadows.	2026/27	The E&F Manager is to help organise Volunteer work parties in Hurst Meadows, including bramble control, invasive weed control and vegetation removal.	Apr 2026			
6c. Volunteer training	To coordinate with the Woodland Trust to organise coppicing training in Tilley's Copse.	2026/27	Woodland Trust have confirmed they will organise training in Autumn 2026.	Apr 2026			
6d Hurst Meadow Cycleway missing link funding	To continue to investigate funding for the Hurst Meadows missing link.	2026/27	We have received a design and a rough estimate for the works has been received from Landbuild for approx. £150k.	Apr 2026			
6e. Hurst Meadows Signage	To create new signage for Hurst Meadows and Millennium Garden, including a QR code to provide information on the sites.	2026/27	The QR code information has been started for the Millenium Garden.	Apr 2026			
6f. additional fencing to be installed in St George's Green	To install a small section of fencing by the cycleway to prevent foot traffic over the ground cover plants as agreed by the Hurst Meadows Working Group.	2026/27	Quotes have been received from Greenscene Landscapes and CDC fencing. Quotes are to be updated, approved and programmed in.	Apr 2026			
6g. new knee rail to be installed around the Millennium	To install a knee rail around the Millennium Garden, once the dead hedging and bramble have been	2026/27	Quotes have been received from Greenscene Landscapes and CDC fencing. Quotes are to be updated, approved and programmed in.	Apr 2026			

Garden meadow after remedial works	removed.		Volunteers work parties are to be programmed into remove the dead hedging and bramble.				
6h. Hedge Laying in Hurst Meadows	To organise a meeting with the Hedge laying society, to review the Buck willy and Hovelfield Hedges to see what can be laid this financial year and then program the works in.	2026/27	Hedge laying society planning to return in Autumn 2026, if able to proceed works will be programmed for Spring 2027.	Apr 2026			
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2026/27	HMWG are due to inspect the tree works in Tilley's copse asap. Coppicing training works being discussed to be implemented in Autumn 2026.	Apr 2026	Self-Financing	Woodland Trust	

211	Court Bushes						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
8a. Building Extension.	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.	Apr 2026			
8b. Decorating the whole building	To coordinate the decorating of all internal areas.	2026/27	2 x quotes have been received, and this will be presented to the FGE Committee for approval.	Apr 2026			
8c. New binds for the Bifold doors in the function room	To install new blinds/curtains over the bifold doors in the Function room.	2026/27	A quote was received in 2025 but will need to be revised before the works can be completed.	Apr 2026			
8d. Decking repairs	To repair the decking side boarding using Nick Bruce Carpentry.	2026/27	The quote from Nick Bruce will be updated, approved and works programmed in.	Apr 2026			

8e. PAT and ECIR testing	To carry out the annual PAT testing and 5 yearly ECIR testing.	2026/27	A quote has been received from MVG Electrical, this will be updated, approved and programmed in.	Apr 2026			
8f. Sewer Pump Servicing	To organise the annual Sewer pipe service and pumping.	2026/27	Section 24 carry this service out for us. It is normally carried out in September, and they will be contacted nearer the time to carry this out.	Apr 2026			
8g. Function Room carpet cleaning	To organise to hire a carpet cleaner and clean the Function room carpet and other areas if required.	2026/27		Apr 2026			
8h. To get the bifold door central opening handle repaired.	To arrange for the broken central opening handle to be repaired by a specialist.	2026/27	Replacement part has been identified, and approval will be requested from April 2026.	Apr 2026			
8i. Cleaning Contract	To carry out a tender exercise and go out to a few cleaning companies to get a fresh estimate for our cleaning contract.	2026/27	A list of local cleaning companies has been compiled, and they will be contacted with tender details from May 2026	Apr 2026			
8j. Annual Fire Safety inspections	To organise the 6 monthly fire safety inspections with IDM and annual fire extinguisher inspections with Pyrotex.	2026/27	IDM and Pyrotex are programmed in to carry out the inspections.	Apr 2026			
8k. Annual CCTV and Alarm system inspections	To organise the annual CCTV and Alarm system inspections with Hallmark security.	2026/27	Hallmark are programmed in to carry out the annual inspection of the CCTV and Alarm system.	Apr 2026			

212	Tools						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
9a. Maintenance Officer servicing	To carry out an annual service of the maintenance officer's power tools.	2026/27	All tools will be serviced in the spring 2027.	Apr 2026			
9b. To review Maintenance equipment and Tools	To review the maintenance Officers tools, to determine if replacements or repairs are required.	2026/27		Apr 2026			

	Village Centre						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
10. Village Centre drainage Repair	To repair the sewer pipe at the Village Centre.	2026/27	An estimate for the works has been submitted by section 24.	Apr 2026			
10b. power flushing the main radiator system.	To carry out a power flush of the main radiator system, to remove all debris making the system more efficient.	2026/27	An estimate has been requested from West Sussex Heating and Ben coke plumbing.	Apr 2026			
10c. Repairing the Club Suite Steps	To repair 3 broken steps into the Club Suite.	2026/27	Greenscene Landscapes have provided a quote to repair the broken steps and works will be programmed in from April 2026.	Apr 2026			

10d. Repairing the Guttering by the Conference room	To repair the guttering by the Conference room and apply sealer to the brick work to prevent further damp from entering the building.	2026/27	Ventham Construction has provided a quotation to carry out these repairs. If we go with a PVC option, it would be cheaper.	Apr 2026			
10e. Decorating the Main Foyer	To decorating all the main Foyer.	2026/27	JDP have provided a quotation to carry out this decorating, as they have done in the rest of the building. Works are to be programmed in from April 2026.	Apr 2026			
10f. internal plumbing repairs.	To change the water boiler in the caretaker's cupboard, repair the toilet cistern in the main ladies and Club suite drainage pipe.	2026/27	Ben Cooke has quoted for the plumbing works, and it has been budgeted for, works to be planned for after April 2026.	Apr 2026			
10g. Blinds and Curtains	To install new blinds and curtains in the Main Hall, Conference room, Club Suite and main foyer.	2026/27	Two quotes we investigated in 2025, will be revised and budgeted for. The works will be programmed from April 2026.	Apr 2026			
10h. parish office hatch improvements	To improve the Parish Office hatch to the public. Raising the window to bending and make it easier to communicate with the public.	2026/27	A quote has been received from Ventham constructions. To be taken to the FGE and Trustees	Apr 2026			
10i. Replace the broken extractor fans in the Club Suite toilets	To replace the broken extractor fans in the Club Suite toilets.	2026/27	A quote is to be requested from MVG electrical. Once approved the works will be programmed in.	Apr 2026			
10j. Cleaning contract	To carry out a tender exercise and go out to a few cleaning companies to get a fresh estimate for our cleaning contract.	2026/27	A list of local cleaning companies has been compiled, and they will be contacted with tender details from May 2026	Apr 2026			

10k. Annual Fire Safety inspections	To organise the 6 monthly fire safety inspections with IDM and annual fire extinguisher inspections with Pyrotex.	2026/27	IDM and Pyrotex are programmed in to carry out the inspections.	Apr 2026			
10l. PAT testing	To carry out the annual PAT testing..	2026/27	A quote has been received from MVG Electrical, this will be updated, approved and programmed in.	Apr 2026			

COMPLETED ITEMS

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

FUTURE PROJECTS

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
701/FP01 Village Centre Boiler replacement	To investigate changing the Village Centre Boilers to new, easily manageable systems.	Ongoing	Ben Cooke plumbing to advise and provide a rough costing for installing a more domestic boiler. It is debatable whether to change both boilers or just the main kitchen boiler.	Mar 2026			
701/FP02 Village Centre Main Hall flooring	To carry out the bi-annual treatment of the Main Hall Floor	2027/28	Mid Sussex Flooring have quoted for these works and will be contacted nearer the time to organise. Approx.	Mar 2026			

treatment.			£2,640.00 plus VAT to be budgeted into 2027/28 budget.				
701/FP03 Village Centre Christmas decorations	To invest in some new Christmas decorations for the Village Centre, due to the old decorations becoming unusable.	2027/28	String lights are still usable, but small tree is unstable, tinsel is broken or falling to pieces. A stock check is to be carried out to confirm what is useable.	Mar 2026			