

Parish Action Plan: Estates & Facilities Management

May 2026 V02

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	New S Graves were agreed at the April 2026 FGE committee meeting. Additional graves were mapped out on 21st April and will be presented at the May 2026 FGE Committee meeting.	May 2026			

1b. Chapel drainage improvements	To conclude the drainage improvements around the Chapel.	2026/27		Apr 2026	EMR		Sustainability – Build resilience.
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		May 2026	EMR		Sustainability – Build resilience.

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	Play equipment is installed and the container and other items were removed on 16 th April 2026. The Monday Group have installed 3 of the 6 backed benches. Fencing started on 14 th April 2026, bins, picnic tables and large goal were installed around the same time. The Heras fencing and equipment has been removed from site. Container to be removed on 22nd April. A new pedestrian gate and large goal on the northern site were installed on 28 th April 2026. The ruts in the northern site have been filled by Sovereign as requested.	May 2026	S106 (approved)		Sustainability – Increase access to green spaces.
2b. Pitt Lane bollards	To replace the rotten bollards outside the Pitt Lane toilets.	2026/27	To be organised	May 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 have repaired the ceiling and installed the new extractor fans. We have been unable to locate a replacement Handwash system, vandal proof dispensers, these items are still being investigated. The toilets can now be opened.	May 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	Works order created and sent. To be completed on the 19 th May 2026.	May 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	Works Order created and sent. To be installed in the summer 2026.	May 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	Once stump grinding and fencing completed works. a quote will be requested for the wall repairs.	May 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	Works order created and sent. Start date to be confirmed but will be around June 2026.	May 2026			
2h. South Avenue Rec – Springer to be repaired	To repair the broken spring rocker in the South Ave, play area.	2026/27	Works order sent to Fosters, estimated 50 working day lead time for parts to be delivered.	May 2026			

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	To be organised.	May 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	To be organised.	May 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	To be reviewed later in the year	May 2026			

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		May 2026			
5b. Festive Lighting Contract	To start a new Festive lighting with a new contractor.	2026/27	Light Angels is to collect the festive lights and inspect with the E&F Manager for no extra charge. Merlin have been contacted and asked to deliver our lights to the Village Centre.	May 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		May 2026			
6b. Volunteer work parties	To organise regular weekday and weekend Volunteer work parties in Hurst Meadows.	2026/27	It is planned on the 26 th June that Hurst College will be carrying out their community action day, we have planned the clearing around the meadow in the Millennium Garden, ready for the Knee rail to be installed.	May 2026			Sustainability – Increase access to Green Spaces.
6c. Volunteer training	To coordinate with the Woodland Trust to organise coppicing training in Tilley's Copse.	2026/27	Coppicing training to be planned in Autumn 2026.	May 2026			Sustainability – Increase access to Green Spaces.

6d Hurst Meadow Cycleway missing link funding	To continue to investigate funding for the Hurst Meadows missing link.	2026/27		May 2026			Sustainability – Increase access to Green Spaces.
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		May 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	Works approved, works order created and work programmed in for summer 2026.	May 2026			
6g. new knee rail to be installed around the Millennium Garden meadow after remedial works	To install a knee rail around the Millennium Garden, once the dead hedging and bramble have been removed.	2026/27	Once the clearance works on 26 th June are completed, the knee rail will be programmed in.	May 2026			
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	A meeting is planned for September to discuss next steps.	May 2026			
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2026/27		May 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		May 2026			
8b. Decorating the whole building	To coordinate the decorating of all internal areas.	2026/27	2 x quotes available.	May 2026			
8c. New blinds and curtains for the Bifold doors in the function room	To install new blinds/curtains over the bifold doors in the Function room.	2026/27	Meeting booked for 27 th April to revise quote. Revision approved and a works order created, works to be booked in shortly.	May 2026			
8d. Decking repairs	To repair the decking side boarding using Nick Bruce Carpentry.	2026/27	Works order created and sent, start date to be confirmed.	May 2026			
8f. Sewer Pump Servicing	To organise the annual Sewer pipe service and pumping.	2026/27	Due Autumn 2026	May 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	Planned for July 2026, rooms have been blocked out for this maintenance. Costs have been approved and the equipment booked.	May 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		May 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		May 2026			
8k. Annual CCTV and Alarm system inspections	To organise the annual CCTV and Alarm system inspections with Hallmark security.	2026/27		May 2026			

212	Tools						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
9b. To review Maintenance equipment and Tools	To review the maintenance Officers tools, to determine if replacements or repairs are required.	2026/27	To be review in February 2026	May 2026			

	Village Centre						
Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
10a. Village Centre drainage Repair	To repair the sewer pipe at the Village Centre.	2026/27	Works order created and sent. Work start date to be completed.	May 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	Further investigation and costs required.	May 2026			

10c. Repairing the Club Suite Steps	To repair 3 broken steps into the Club Suite.	2026/27	Works Order created and sent. Work start date to be confirmed.	May 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	To be organised.	May 2026			
10e. Decorating the Main Foyer	To decorating all the main Foyer.	2026/27	Quotes received, to be organised.	May 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	To be organised.	May 2026			
10g. Blinds and Curtains	To install new blinds and curtains in the Main Hall, Conference room, Club Suite and main foyer.	2026/27	Meeting booked on 27 th April to revise the quote. The revised quote has been received and will be presented at the FGE Committee meeting in May 2026.	May 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	To be organised.	May 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	To be organised.	May 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	Planned to be completed later in the year.	May 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	Fire extinguisher inspection due in July. IDM a due to carry out the fire safety inspections in July and January.	May 2026			
10l. Carpet and furniture cleaning	To organise to hire a carpet cleaner and clean the Function room carpet and other areas if required.	2026/27	Planned for July 2026, rooms have been blocked out for this maintenance. Costs have been approved and the equipment booked.	May 2026			

COMPLETED ITEMS

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
10l. PAT testing	To carry out the annual PAT testing.	2026/27	Completed in April 2026	May 2026			
8e. PAT and ECIR testing	To carry out the annual PAT testing and 5 yearly ECIR testing.	2026/27	PAT testing completed – April 2026	May 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	Handle approved and ordered. Was installed on 20 th April.	May 2026			
5c. Festive lighting structural testing on Sayers Common	To carry out structural testing on 12 streetlights in Sayers Common for the Festive lighting application.	2026/27	Intratest have completed the structural testing of the Sayers Common light columns.	May 2026			

Columns							
9a. Maintenance Officer servicing	To carry out an annual service of the maintenance officer's power tools.	2026/27	All tools have been serviced. A new Electric hedge cutter has been purchased, and the petrol hedge cutter has been repaired and will be replaced next year.	May 2026			

Update Report – April to May 2026

Location	Update	Status	Notes
St Georges Lane	Bollards replaced by Greenscene	Completed	Reflectors to be attached once delivered.
Hurst Meadows	Fifteen Acre Noticeboard front glass smashed by Youths, reported to Police. A new panel has been investigated	Ongoing	
	Offensive graffiti burnt into the Fifteen Acre bench on the Southern boundary. The maintenance officer has sanded the worst off.	Completed	
	The Hovelfield Noticeboard door has been replaced.	Completed	
Trinity Road Public Toilets	The toilets have been blocked by youths 3 times so far in 2026 and cleared in house.	Completed	
South Avenue Recreation Grounds	New Oak tree planted in the Avenue of trees; Hamish is to install cage around the tree to protect it and water it if the weather becomes excessively hot/dry.	Ongoing	
Play Areas	The RoSPA inspections for this year have been approved and a works order has been submitted. Inspections are to be carried out in June.	Planned	
Reeds Lane Rec	The Oak in the Northern Site which was due to be felled in 2025/26 and delayed due to ground conditions will be completed in June/ July 2026 avoiding the booking on the 13 th June.	Ongoing	
Roadside Verges	WSCC contractors have confirmed that the roadside verges in Hurstpierpoint will not be cut and collected this year, as the green print project has now finished.	Completed	
Allotments	The vehicle gate on Western Road has collapsed, but it is agreed that a replacement is not needed	Completed	

	The first inspections were completed on the 8 th May 2026	Completed	
Village Centre	The Oak by the School is to be felled in May 2026.	Planned	
	Ant bait traps have been purchased and installed in the Village Centre	Completed	
Village Garden	The box hedge topiary was treated for box moths on 6 th May 2026.	Completed	

Monthly SID Data

Location	Cuckfield Road
Total Cars Counted	28691
Total Cars travelling under the Speed Limit	28691
Total Cars Exceeding the Speed Limit	3572 (11.1%)
Total Cars travelling more than 10 mph over the speed limit	183 (0.6%)
Next Location	Wickham Hill

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 treatment.	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. £2,640.00 plus VAT to be budgeted into 2027/28	Mar 2026			

			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			
211/FP04 Court Bushes bollards	After a year to see if the bollards survive, we will look to install more bollards with lights. Estimated cost to install 9 more bollards is approx. £2,000 plus VAT.	2027/28	Get a price from MVG to still the remaining bollards.	April 2026			