

Parish Action Plan: Estates & Facilities Management

June 2026 V03

Terms of Reference:

- Supervise routine maintenance and regulatory compliance of the Parish Council estate, including Hurst Meadows, Village Centre (separate charity) 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 and ensure the terms of the leases are being met.
- Monitor the financial performance and review charging rates for the Village Centre and Court Bushes Hub.
- Monitor winter maintenance delivered by other authorities.
- 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	A quote has been received from one contractor for £7,788.35 plus VAT. Planning application to be completed.	June 2026			Sustainability – Build resilience.
1b. Chapel drainage improvements	To conclude the drainage improvements around the Chapel.	2026/27	Planning application to be completed.	June 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	Planning application to be completed.	June 2026	EMR		Sustainability – Build resilience.
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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	2 x remaining benches have been mark and will be installed by the Monday Group. Pitch Improvements are planned for 15 th June 2026.	June 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	June 2026			
2c. Pitt Lane Repairs	To complete the repairs to Pitt Lane public toilets. Including extractor fans, ceiling repairs, new handwash unit.	2026/27	Toilets opened on Monday 18 th May, further repairs being investigated.	June 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.	June 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 fencing is installed. a quote will be requested for the wall repairs.	June 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.	June 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.	June 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	Internal meeting completed for 3 rd June 2026. Briefing note for June FGE meeting.	June 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		June 2026			
5b. Festive Lighting Contract	To start a new Festive lighting with a new contractor.	2026/27	Light Angel 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. Merlin is not going to return the lights, but Light Angels can collect from Salisbury, they are happy to do this for no extra charge and will make contact with Merlin to arrange this. Once a collection date is agreed the E&F Manager will travel to the Light Angels storage area near Guildford and sign off on the lights, before they are checked and stored.	June 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		June 2026			
6b. Volunteer work parties	To organise regular weekday and weekend	2026/27	It is planned on the 26 th June that Hurst College will be carrying out their	June 2026			Sustainability – Increase access to

	Volunteer work parties in Hurst Meadows.		community action day, we have planned the clearing around the meadow in the Millennium Garden, ready for the Knee rail to be installed.				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.	June 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		June 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		June 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.	June 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.	June 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	2026/27	A meeting is planned for September 2026 to discuss next steps.	June 2026			

	what can be laid this financial year and then program the works in.						
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2026/27		June 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	It is proposed to get a design for the proposed building extension made so an approximate cost can be obtained to help us understand our next steps forward.	June 2026			
8b. Decorating the whole building	To coordinate the decorating of all internal areas.	2026/27	2 x quotes available. Briefing Bote is to be sent to the June FGE Meeting.	June 2026			
8d. Decking repairs	To repair the decking side boarding using Nick Bruce Carpentry.	2026/27	Works order created and sent, works planned for the 15 th June 2026.	June 2026			
8f. Sewer Pump Servicing	To organise the annual Sewer pipe service and pumping.	2026/27	Planned for September 2026	June 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.	June 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	An internal meeting is planned for 3 rd June 2026. A draft tender document has been created. A briefing note is to be presented at June FGE meeting.	June 2026			
8j. Annual Fire Safety inspections	To organise the 6 monthly fire safety inspections with IDM and annual fire extinguisher inspections	2026/27	Fire extinguisher inspection was completed 28 th May 2026. This included the changing of 1 x CO2 extinguisher and 2 x fire blankets.	June 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 2027	June 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	Work start date is confirmed for the 27 th July for 2 days.	June 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.	June 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.	June 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.	June 2026			
10e. Decorating the Main Foyer	To decorating all the main Foyer.	2026/27	Quotes received, to be organised.	June 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	Work approved, and booked in for the 24 th June 2026. Not including the boiler which is still to be confirmed.	June 2026			
10g. Blinds and Curtains	To install new blinds and curtains in the Main Hall, Conference room, Club Suite and main foyer.	2026/27	Agreed to proceed as budget approved by trustees. Works are to be completed and Trustees updated. A works order has been created and sent. Awaiting installation date.	June 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.	June 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.	June 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 internal meeting is planned for 3 rd June 2026.	June 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.	June 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.	June 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			Completed
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			Completed
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			Completed
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			Completed

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			Completed
2h. South Avenue Rec – Springer to be repaired	To repair the broken spring rocker in the South Ave, play area.	2026/27	The springer was repaired on 12th May 2026.	May 2026			Completed
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 completed on the 19th May 2026.	June 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	Works order created, curtains and blinds were installed on 1st June 2026.	June 2026			Completed
8k. Annual CCTV and Alarm system inspections	To organise the annual CCTV and Alarm system inspections with Hallmark security.	2026/27	Completed on 15th May 2026.	June 2026			Completed
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	Tree Surveys have been completed, and the report has been received. A list of Tree works will be created and presented as a Briefing note.	June 2026			

Update Report –May to June 2026

Location	Update	Status	Notes
Sayers Common	The Sayers Common Village Sign has been gilded thanks to the SCVS and has been reinstalled.	Completed	
Village Centre and Court Bushes	Red 5 has completed the window washing at both sites, inside and out on Thursday 14 th May 2026.	Completed	
Village Centre	The damaged floor in the Main Hall store cupboard has been repaired	Completed	
	J. Lee Trees have removed the small oak between the Centre and School on 29 th May 2026.	Completed	
All Buildings	All Water meter readings submitted	Completed	
Court Bushes	Club Lounge wastewater blockage cleared by Section 24 on the 21 st May 2026	Completed	Reported by Kiddie Capers on 20 th May 2026
South Avenue Recreation Ground	Works order was sent for the Fallen branch in South Avenue Rec to be cleared and fractured limb to be cut back ahead of the St Lawrence fair. This was carried out on 29 th May 2026.	Completed	
Village Gateways	Greenscene Landscapes have cleaned all the Village Gateways in the parish	Completed	
Hurst Meadows	The E&F manager is to look at installing a gate on our land by Meadowview	On going	
	The Heritage Orchard water tank has been filled.	Completed	
	Cycleway verge has been cut	Completed	
	The Millennium Garden has been cut	Completed	
	The Public right of way has been cut	Completed	
	The Orchard paths have been cut	Completed	

Monthly SID Data

Location	Wickham Hill
Total Cars Counted	31450
Total Cars travelling under the Speed Limit	19792
Total Cars Exceeding the Speed Limit	11658 (37.1%)
Total Cars travelling more than 10 mph over the speed limit	1116 (3.5%)
Next Location	Albourne Road

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 budget.	Mar 2026			
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	Mar 2026			

			carried out to confirm what is useable.				
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			