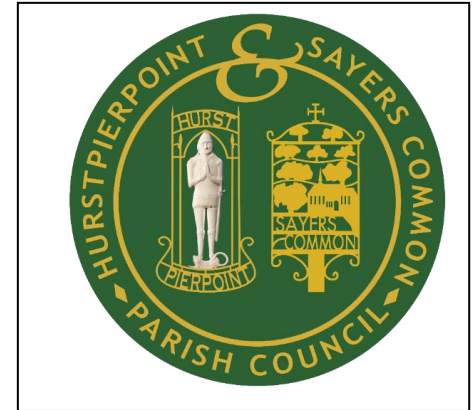


Parish Action Plan: Estates & Facilities Management

July 2026 V04

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	Two quotes have been received which will be presented to the FGE committee in July 2026. Awaiting diocese approval.	July 2026			Sustainability – Build resilience.
1b. Chapel drainage improvements	To conclude the drainage improvements around the Chapel.	2026/27	Planning application to be completed.	July 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.	July 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	Pitch improvement works postponed until 29th June. One more bench to be installed. Pitch works started on 29 th June, and was completed on 2 nd July 2026.	July 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	July 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.	July 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.	July 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.	July 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.	July 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 after the Village Centre works are completed, as works need to be reviewed.	July 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	The briefing note for June FGE meeting was agreed to go to Full Council. Once approved by Council the tender will be sent out to at least 5 contractors.	July 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	Signage list started and draft layouts created.	July 2026			
5b. Festive Lighting Contract	To start a new Festive lighting with a new contractor.	2026/27	Light Angel was scheduled to collect the festive lights from Merlin on 22 nd June, Merlin Cancelled due to not making the light accessible ahead of the collection, this collection is to be rescheduled. The E & F Manager is to inspect the lights once the lights are collected. Light Angel will be inspecting the anchor points and sites on 3 rd July.	July 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	Draft management plan 2026 is to be reviewed by the working group before being posted.	July 2026			
6b. Volunteer work parties	To organise regular weekday and weekend Volunteer work parties in Hurst Meadows.	2026/27	Due to extreme weather the Community Action Day with Hurst College was cancelled. New volunteer works are to be planned for late summer.	July 2026			Sustainability – Increase access to Green Spaces.
6c. Volunteer	To coordinate with the	2026/27	Coppicing training to be planned in	July 2026			Sustainability –

training	Woodland Trust to organise coppicing training in Tilley's Copse.		Autumn 2026.				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		July2026			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	Rough templates has been created, wording to be confirmed.	July2026			
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.	July 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	Due to Community Action Day cancelation, the vegetation is to be cleared in house, before the knee rail can be completed.	July 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 2026 to discuss next steps.	July 2026			
	Ancient Woodland						
7a. Ancient	Implement Management	2026/27		July 2026	Self-Financing	Woodland	

Woodland	Plan adopted by E&FM Cttee on 11 Feb 2021.					Trust	
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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.	July 2026			
8b. Decorating the whole building	To coordinate the decorating of all internal areas.	2026/27	Contractor A appointed and approved by Full Council. Contractor and Kiddie Capers have been informed, and start dates are being discussed.	July 2026			
8f. Sewer Pump Servicing	To organise the annual Sewer pipe service and pumping.	2026/27	Planned for September 2026	July 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.	July 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	Approved at council, tenders have been sent out to 5 contractors as agreed.	July 2026			
8j. Annual Fire Safety inspections	To organise the 6 monthly fire safety inspections with IDM and annual fire extinguisher inspections	2026/27	First 6 monthly inspection was booked for 3 rd July 2026 and is completed.	July 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	July 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.	July 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.	July 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.	July 2026			completed
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.	July 2026			

10e. Decorating the Main Foyer	To decorating all the main Foyer.	2026/27	Quotes received, to be organised.	July 2026			
10g. Blinds and Curtains	To install new blinds and curtains in the Main Hall, Conference room, Club Suite and main foyer.	2026/27	Installation booked for 3 rd July and 14 th July 2026. Should be completed by the July FGE meeting.	July 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.	July 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.	July 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	Approved at council, tenders have been sent out to 5 contractors as agreed.	July 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.	July 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 28 th to 31 st July 2026, rooms have been blocked out for this maintenance. Costs have been approved and the equipment booked.	July 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 Columns	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
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			Completed
8d. Decking repairs	To repair the decking side boarding using Nick Bruce Carpentry.	2026/27	Completed on 15 th June 2026	July 2026			Completed
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 completed on 24th June 2026. Hot water heater works order sent and was completed on 30th June 2026.	July 2026			

Update Report –May to June 2026

Location	Update	Status	Notes
Court Bushes			
Village Centre	Meetings held with 2 Velux contractors to obtain quotes to replace broken Velux windows.	Completed	Awaiting quotes
	Two new locks fitted to the Ladies cubicles in the club suite	Completed	
Hurst Meadows	Lindfield Parish Council were given a tour of Hurst Meadow on 16 th June 2026	Completed	

	Meetings held with 2 x tree surgeons to confirm tree works in 2026	Completed	Awaiting quotes
	New photos have been taken of the meadows to show how the meadows have change from the original photos in the management plan.	Completed	
	Meeting to be held with Greenscene to discuss the moving of the vehicle gate south of Hovelfield North to next to Meadowview and fence of the missing gate	Completed	Awaiting quote
	White vinegar ordered for natural weed killer trial	Completed	
South Avenue	UKPN have installed new posts to make the power cables higher.	Completed	
Trinity Road toilets	Storage cupboard door damaged and needs replacing. Hamish has carried out temporary repair and Nick Bruce has measured up to provide quote.	Completed	Awaiting Quote

Monthly SID Data

Location	Albourne Road
Total Cars Counted	20865
Total Cars travelling under the Speed Limit	17797
Total Cars Exceeding the Speed Limit	3068 (14.7%)
Total Cars travelling more than 10 mph over the speed limit	77 (0.4%)
Next Location	Reeds Lane

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 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			