Parish Action Plan: Estates & Facilities Management
October 2026 V07

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 new quote has been received to include rodding with turf over the drainage trenches. Due to the increase in cost this will go to the next Full Council meeting.	October 2026	EMR		Sustainability – Build resilience.
1b. Chapel drainage improvements	To conclude the drainage improvements around the Chapel.	2026/27	The diocese has no objections to works being carried out, planning application to be completed	October 2026	EMR		Sustainability – Build resilience.
1c. Chapel Perspex window coverings	To cover the stain glass windows on the South side, to prevent water entering	2026/27	The diocese has no objections to works being carried out, planning application to be completed	October 2026	EMR		Sustainability – Build resilience.

	the building and causing damage.						

202	Recreation Grounds						
Objective	**Planned Action**	**By When**	**Status**	**Last Updated**	**Budget & Code if applicable**	**Resources**	**Notes**
2b. Pitt Lane bollards	To replace the rotten bollards outside the Pitt Lane toilets.	2026/27	To be organised	October 2026			
2c. Pitt Lane Repairs	To complete the repairs to Pitt Lane public toilets. Including extractor fans, ceiling repairs, new handwash unit.	2026/27	Further damage from ASB was reported and the gent toilet need to be repaired. Our plumber has looked at both toilets and will provide a quote.	October 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	Hedging is to be planted at the end of October.	October 2026			Partly completed
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	The gate and fencing are installed; prices will be investigated to repair the wall.	October 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	Quote received, funding being investigated as there is insufficient budget this year.	October 2026			
206	**Public Conveniences**						
Objective	**Planned Action**	**By When**	**Status**	**Last Updated**	**Budget & Code if applicable**	**Resources**	**Notes**

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. Please see briefing note at September meeting.	October 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.	October 2026			
6b. Volunteer work parties	To organise regular weekday and weekend Volunteer work parties in	2026/27	New volunteer works are to be planned for late summer. To be discuss at the Hurst meadows working meeting.	October 2026			Sustainability – Increase access to Green Spaces.

	Hurst Meadows.						
6c. Volunteer training	To coordinate with the Woodland Trust to organise coppicing training in Tilley's Copse.	2026/27	Volunteers have been asked if they are interested in the Coppicing training, 15 have responded to say they are. This has been forwarded to the Woodland Trust, who will coordinate with us when training dates are confirmed.	October 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	Funding to be confirmed	October 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	templates have been created, wording and layout to be confirmed.	October 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 has been booked for 12th October to review hedges, and plan works for the coming months if able to proceed.	October 2026			
	Ancient Woodland						
7a. Ancient Woodland	Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021.	2026/27		October 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.	October 2026			
8b. Decorating the whole building	To coordinate the decorating of all internal areas.	2026/27	Decorating was completed in the Function Room are on the 3rd September 2026. The Nursery area is planned to be started on the 9th October 2026, due to a delay.	October 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 completed on the 3rd July 2026. Fire extinguisher inspections have been completed for this year.	October 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**	October 2026			

	Village Centre						
Objective	**Planned Action**	**By When**	**Status**	**Last Updated**	**Budget & Code if applicable**	**Resources**	**Notes**
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.	October 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.	October 2026			
10e. Decorating the Main Foyer	To decorating all the main Foyer.	2026/27	Quotes approved and a works order sent to contractor. Start date to be confirmed once hatch improvements completed.	October 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	Quote approved and a works order sent to contractor. Start date is confirmed for Week commencing 26th October 2026.	October 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.	October 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 inspections have been completed for this year.	October 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 20th 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			Completed

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 15th 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			Completed
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	The last backed bench was installed on Monday 13th July 2026. This is the last item to be completed as part of Phase 2.	July 2026	S106 (approved)		Sustainability – Increase access to green spaces. Completed
10g. Blinds and Curtains	To install new blinds and curtains in the Main Hall, Conference room, Club Suite and main foyer.	2026/27	Completed on the 14th July 2026	August 2026			Completed
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	Carpet cleaning was carried out on the 30th July 2026.	August 2026			Completed

10a. Village Centre drainage Repair	To repair the sewer pipe at the Village Centre.	2026/27	Works completed on the 29th July 2026	August 2026			Completed
10c. Repairing the Club Suite Steps	To repair 3 broken steps into the Club Suite.	2026/27	Works have been completed	August 2026			Completed
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	Started on the 29th July and completed on the 31st July 2026	August 2026			Completed
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	The works were completed on the 30th and 31st July 2026	August 2026			Completed
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	Stock check completed and new items purchased.		Completed
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	Premeeting completed, new contract to start on the 1st September 2026	September 2026			Completed
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	Premeeting has been completed, the new contract starts on the 1st September 2026.	September 2026			Completed
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	Premeeting has been completed and the new contract will start on the 1st September 2026.	September 2026			Completed

5b. Festive Lighting Contract	To start a new Festive lighting with a new contractor.	2026/27	Light Angel is due to collect the lights on 7th September 2026. The E&F Manager is to visit light Angels in Ash Vale to sign off on the lights condition.	September 2026			Completed
8f. Sewer Pump Servicing	To organise the annual Sewer pipe service and pumping.	2026/27	Was completed on 25th September, a report is to follow.	September 2026			completed
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	The Maintenance Officer and E&F Manager have completed the cut back of vegetation, so that the knee rail can be installed. Approved and Works order sent to Greenscene to install. This was completed on 27th September 2026.	September 2026			completed
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 26th August 2026. Completed on the 28th August 2026.	September 2026			completed
701/FP05	Taps in the main toilets, are old and some dripping. They need replacing. The basins and waste pipes have degraded and need replacement.	2027/28	Ben Cooke has quoted for these works and it has been approved. Works were carried out on the 7th October 2026	Sept 2026			Completed

Update Report –May to June 2026

Location	Update	Status	Notes
Hurst Meadows	All grass cutting in Buckwilly, Bellows Nose, Fifteen Acre, Millennium Garden, PRoW and Forest School have been completed.	Completed	
Reeds Lane Rec	Tree works completed on 23rd September 2026	Completed	
Village Centre	AC unit has been serviced and is working perfectly	Completed	

	New toilet brushes have been purchased for all 9 toilets	Completed	
	Carbon monoxide detectors have been installed in the Main kitchen and Plant room, by the gas boilers.	Completed	
	Velux windows and electrical connection will be completed on the 28th October 2026	Ongoing	
Cemetery	Tree works completed	Completed	
	A new Parish council overlay sign has been purchased for the Cemetery noticeboard and install in house	Completed	
Lower Churchyard	Lower churchyard was cut on 21st September 2026	Completed	
South Ave Rec	Tree works completed by Timbertongs and Justin Lee	Completed	
Court Bushes	Nursery decorating completed on 28th September 2026	Completed	
	New UPS power system purchased for the Function Room shutters, installed by MVG Electrical	Completed	
	Tree works Completed Timbertongs	Completed	
	Halmark has repaired camera No. 4 which had an intermittent fault, this was due to a faulty cable.	Completed	
	The Nursery fencing posts have rotten at the base, they have been secured temporarily and quote requested to repair them.	Ongoing	
	The nursery has report rats around the play area, treatment is to be explored	Ongoing	
Streetlights	Column 10 on Highfield drive streetlight fault has been inspected and repaired	Completed	
Tree works	All the 2026 tree works will be completed by the 26th October 2026		
Festive Lighting	Festive Lighting application has been submitted to Enerveo for Approval.	Completed	
	Light Angels has inspected all the brackets on the High Street and a quote is due shortly for these repairs, including repairs to the lights	Ongoing	
	The Sayers Common Streetlights require repairs to the Commando sockets to ensure they are weatherproof and safe. These works have been approved and will be completed ahead of the lighting installation	Ongoing	

Monthly SID Data

No data this month due to staff annual leave

Location	Cuckfield Road
Total Cars Counted	
Total Cars travelling under the Speed Limit	
Total Cars Exceeding the Speed Limit	
Total Cars travelling more than 10 mph over the speed limit	
Top Speed recorded	
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 budget.	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	2027/28	Get a price from MVG to still the remaining bollards.	April 2026			

	bollards is approx. £2,000 plus VAT.						
S106 Play Space contributions possible projects	• South Ave Rec play equipment – change/ upgrade. • Further Reeds Lane Rec play area improvements.	2027/28		August 2026			
S106 Formal Sport contributions possible projects	• Inform local sporting clubs of available funds and how to apply.	2027/28		August 2026			
S106 Community Buildings contributions possible projects	• Court Bushes Community Hub extension and improvements. • Village Centre club suite refurbishment. • Air conditioning in the whole building. • Refurbishment or reconstruction of public toilets.	2027/28		August 2026			
S106 Local infrastructure contributions possible projects	• South Ave cemetery drainage improvements. • New bench in South Ave (looking at Tennis Courts). • Hurst Meadows Missing link (cycleway).	2027/28		August 2026			