

GREEN LIST FORWARD PLAN JUNE 2026

1 Introduction

Ahead of any confirmed information from Rother DC about exactly what assets will be transferred and when, we need to continue to make the necessary preparations now.

This means making sure we know all of the following:

- Everything we can about each asset [more details in the report below]
- Identifying the risks and how to manage them
- Understanding the work to be done in each case
- Having the necessary staff in place
- Having the funds we need in place
- Making connections to the organisations involved in each of the sites

This is no mean task but vital to ensure that the Cllrs can make informed decisions about each asset, especially in relation to management of risk, and also that they will be managed well after we take them on.

Therefore, in the report below, more details are set out about:

- Information we need for each asset
- Work to be completed before a decision is taken by the Town Council
- Asset Mapping we are undertaking
- Work we will have to undertake to manage each asset
- Funding and Budget
- Staffing Arrangements Required
- Summary of Next Steps
- Conclusion

2 Information We Will Need for Each Asset

We need to know ALL of the following about each asset. This is essential to make sure that, as Cllrs, you have the information you need to make the best decisions going forward. Here is the list:

- Size of land
- Buildings present
- Building condition surveys for all buildings
- Fire safety certificates, legionella records, any asbestos etc ?

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- Other equipment on site e.g. outdoor gym equipment or anything else there?
- What Leases and licenses?
- Utility arrangements
- Insurance arrangements
- What Contractors e.g. grounds maintenance - and length and value of contracts
- Other users e.g. volunteer groups
- What happens there e.g. horse shows!
- Management records of each site
- Covenants, bye laws, listed buildings, any other restrictions
- SSSI sites; fields in trust; any other protections
- Any CCTV arrangements
- Specific information needed for cemeteries.
- Break down of financial figures they sent [unless we already have this?]
- CIL funding being used and pending; any other funds available
- Any TUPE arrangements

We have therefore asked RDC to make sure we have all of this information in each case.

3 Work to be Completed Before a Decision is Taken by the Town Council

In order for Cllrs to be able to make a decision to take on an asset, we must first:

- Confirm all records needed from RDC
- Review all documents
- Conduct a risk assessment
- Set out the program of works to manage each asset we take on
- Confirm staffing and third party arrangements for this work
- Connect with all relevant third parties involved at the site
- Have all paperwork checked by the solicitor
- Confirm the actual date of transfer with RDC

We are therefore creating a checklist for each asset to make sure these steps are followed.

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4 Our Own Asset Mapping

In addition to gathering the information needed to make the decision on taking the assets, we are also forward planning for the work to be done if they are taken on.

As a starting point, we are putting together an 'asset map' for each item on the green list. An early draft example, is shown at Appendix One. Please bear in mind there are currently 36 assets on the Green List and this example is for just one of them.

This is still a work in progress and we'd welcome any feedback you have about this appendix.

5 Funding and Budgets

For every asset we take on, we must make sure we set correct budgets and have funds in place.

The RFO has worked on budgets for the years ahead, reflecting the plans to take on more assets. She will continue to manage and update these as we learn more and as more decisions are taken by the Town Council. She will continue to present annual budgets to Council.

We are also in discussions with Rother about any CIL or other funding already allocated to each asset, and/or what any other potential sources of funding may be.

6 Staffing Arrangements

We will only be able to manage these assets well with the necessary staffing in place.

Therefore, the RFO and I have been working on identifying the roles and posts that will be needed by the Council going forward, and working that into possible future staffing structures for the Council.

We will bring these staffing structures to Council for decision later in the year but we're confident that we can identify what will be needed.

To inform what staff we have need, we have used the table that is shown below – as you can see, this is a checklist of work that will need to be done and who will do it:

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WORK TO BE DONE	WHO BY
Management of contracts, contractors and service providers e.g. Ide Verde, tree specialists etc.	DTC/Ops Manager/Contracts Admin for the storing of documents
Management of leases, licenses and relationship with tenants and licensees.	Town Clerk & DTC
Building surveys.	External Contractor
Building repairs and maintenance and sites repairs and maintenance e.g. response to vandalism, programme of regular repairs etc.	Town Rangers, Toilet Operatives, Building Operative and Ops Manager and External Contractors where needed i.e Electrics/Plumbing. It depends on the need.
Project management of any building works, construction of new playgrounds etc	Project Officer
Daily inspections of playground equipment etc.	Town Rangers
Bins and dog bins.	External Contractor or Town Rangers
Fire Safety, Legionella and other legally required inspections.	External Contractor overseen by DTC/Ops Manager or Events Administrator – Grow Pauls Role?
Day to day working with users of parks, recs, woods etc e.g. cricket club, bowls club , High Woods preservation society etc.	DTC/Ops Manager
Adherence to byelaws, covenants, listed buildings and other restrictions.	Town Clerk
Insurance, utilities, internet for every building.	Users and RFO
Management of CCTV and security.	Town Clerk or our current contractor - Chromavision
SSSI and protected sites management	Town Clerk/Conservation groups i.e Wildlife Trust

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Events - making sure people holding events on land we own meet all of our requirements e.g. horse show	Events Manager and Events Administrator
Booking of our spaces, rooms, outside venues.	Events Bookings administrator
Collection of rents, hire fees etc	RFO
Please add anything else you think is missing:	
Staff Management for TUPE & Staff file management.	HR Officer
Pond Management	Pond Warden/external contractor retainer
Tree Management	Tree Warden/external contractor retainer
Burial Bookings, grave purchase, ashes burials, Documents such as Burial register, Dealing with Funeral directors both parishioners and non-parishioners, public grave purchases. Memorial Cemetery/closed cemetery records.	Burial Officer/Cemetery Warden
Cemetery Management – Horticultural, grave plans, war graves, commoner graves/burials, exhumations, ashes burials. Garden of remembrance management. Management of memorial/closed cemetery Inform and liaise with the public about the new portfolio of assets	Burial Officer/Cemetery Warden/Town Clerk/DTC Communications Team

So, these requirements will be borne in mind as we prepare the possible staff structures for you to consider.

In addition, as you can see, we are also identifying where there will need to be additional external expert support to complement the work of the staff. Some of the changes will also include any staff TUPE'd across from RDC.

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Finally, as well as staffing changes, changes to governance will also be considered and brought to Council to decide.

7 Summary of Next Steps

These include:

- Seek the necessary information from RDC
- Compile and consolidate all the information we have for each asset
- Amend and adjust budgets as needed and confirm necessary resources are in place
- Work up possible staffing structures and bring to Council
- Bring forward any initial assets that are ready to be considered
- Prepare a further report for Council in September.

8 Conclusion

This report shows Cllrs the work being undertaken to prepare for:

- Decisions on whether to take on assets
- Management of assets that are taken on.

Cllrs are asked to consider the contents of the report.

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APPENDIX ONE: EXAMPLE ASSET MAP: EGERTON PARK

	Egerton Park – Central Ward
Address	45 Egerton Rd, Bexhill-on-Sea TN39 3HN
What is there? (buildings, land, etc)	Covers 20 acres – large public park large boating lake (not currently used) five tennis courts Egerton Park Café sensory garden fitness area nature walks hard surfaced court (two mini goals), Egerton Indoor Bowls Club Egerton Outdoor bowls Club, Egerton Park Toilets Egerton Park Changing Places Toilet Community Paediatrics centre Bexhill Museum
Tenants?	Two tennis courts leased by Bexhill Tennis Club, Egerton Indoor Bowls Club
Other users of land?	Families, sport groups, tennis coaching, tourists.
Condition e.g. equipment	Public feedback – gym equipment is rusted, broken and two pieces of equipment are cordoned off. Boating lake – previously boats have been available for hire, due to algae this have been prevented. According to RDC it is unlikely this will go ahead.
Contractors/service providers	RDC maintain grass cutting

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Covenants/byelaws/restrictions	Byelaws for Egerton Park and Polegrove Recreation Ground – Rother District Council
Work to be done when we have it?	Maintain Green Flag Park award