

## ACTION PLAN – COUNCIL

**S106 funding – available**

**Budgeted**

**Unknown/unconfirmed funding source**

Aim	Objective & Success Indicator	Responsibility	Action Plan	Timeline	Resources
Effective street lighting	<p>Ensure safety, efficiency, value for money and adequacy throughout Parish.</p> <p>Success is achieved when all lanterns are LEDs, lights are routinely assessed for safety and maintenance issues and the community agrees that the areas of the parish are lit that need to be.</p>	<p>Amenities &amp; Assets</p> <p>Chief Officer</p>	<p>Annual audit of current streetlights conducted by contractor. This informs the Council what remedial work needs to take place.</p> <p>Upgrade all lanterns to LEDs for better energy and maintenance efficiency. Cophorne – 90 Crawley Down - 50</p> <p>Ensure lighting is adequate throughout Parish, find this out through resident surveys.</p>	<p>Ongoing</p> <p>2025-2028</p> <p>2028 after LEDs paid for</p>	<p>Annual contract fee of £6,800, currently budgeted</p> <p>Approx. £30,000 of remedial work to be completed – budgeted from 25-27</p> <p>Approx. £365 per lantern = £51,100 to be budgeted 25-28 Grant of £5,000 applied for CD lanterns</p> <p>Staff time and then resulting requirements to be budgeted for</p> <p><b>Budgeted</b></p>
Youth Provision – Provide youth services for children in school years 5 to 9	<p>Success is achieved when youth clubs are thriving in both villages and the team consists of a youth supervisor and two youth workers.</p> <p>Sessions are planned a term in advance, and half term activities are planned and advertised. Children and parents are happy with the provision provided</p>	<p>Amenities &amp; Assets</p> <p>Cllr Pointer</p> <p>Cllr Stewart</p> <p>Assistant Clerk</p>	<p>Follow steps in the Youth Strategy:</p> <p>Play on the Green sessions to be delivered weekly through summer/spring school holidays</p> <p>Continue to offer weekly youth clubs for</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Staff</p> <p>Staff</p>

	<p>Success is achieved when both villages have a thriving older session in place with youths attending each session. Sessions are planned a term in advance. Youths and Parents are happy with the provision provided.</p> <p>Success is achieved when a design has been agreed and the logo has been printed on the bus.</p>		<p>years 5 and 6 in each village term time only.</p> <p>Develop a hang out session for years 7-9 in each village</p> <p>Logo to be printed onto youth bus. There are unknown variables currently.</p>	<p>To be in place by January 2026 in Copthorne, no venue is currently available in Crawley Down but youths from both villages are welcome to attend the session in Copthorne</p> <p>April – June 2026</p>	<p>Hall hire (currently budgeted)</p> <p>£1,927 26-27 budget for supplies, activities, training.</p> <p>May require increase in supervisor time, consider for addition to 26/27 budget</p> <p>A Grant for £3,500 has been applied for to fund the equipment for these sessions.</p> <p>Cost currently unknown, but £1,000 budgeted for 26-27.</p> <p><b>Budgeted</b></p>
S106 – to understand, shape and influence	<p>Ensure funds are spent and are provided towards known needs</p> <p>Success is achieved when all S106 funds are allocated towards relevant projects, are spent in a timely manner and new funds are allocated in accordance with this Business Plan.</p>	<p>Village Working Parties</p> <p>Finance &amp; General Purposes</p> <p>Planning &amp; Highways</p> <p>Chief Officer</p>	<p>Village Working Parties to discuss requirements and amounts required</p> <p>Capture needs of local groups</p> <p>Agree list, link to projects tracker and share with MSDC</p>	<p>Sept-Dec 25</p> <p>Jan-Mar 26</p> <p>Apr-Jun 26</p> <p>Jan-Dec 26</p>	<p>Staff/Working Party/Committee time</p>

			<p>Consider what projects may need funds that S106 doesn't provide for, and begin discussions with MSDC for variation</p> <p>Investigate possibility of taking over responsibility of funds</p> <p>Encourage move to CIL process in UA</p>	<p>Sept-Dec 26</p> <p>Jan-Dec 27</p>	<p>Legal fees for deed of variation – add £5,000 to 26-27/27-28 budget</p> <p><b>Budgeted</b></p>
Improve forward planning	<p>To ensure Council, staff and community are aware of plans for the future and how this can be achieved</p> <p>Success is achieved when there is a clear plan and budget for the next 3-5 years, and performance against this is regularly monitored.</p>	<p>Full Council</p> <p>All staff</p> <p>All Committees</p>	<p>Create 3-5 year financial forecast and budget</p> <p>Complete review of Neighbourhood Plans</p> <p>Update Vision Document and Business Plan each year, reporting on the outcomes of objectives</p>	<p>Budget to be linked to Business Plan</p> <p>Underway</p> <p>May annually</p>	<p>Staff/Committee time</p> <p>See action below</p>
<p><del>Priorities agreed with Chief Officer delivered</del></p> <p><del>Note: already covered in this action plan</del></p>					
Delivery of four major projects	CCTV – Copthorne	<p>Assistant Clerk (Projects)</p> <p>Full Council</p>	CCTV – Copthorne, phase 1 complete, to be reviewed, phase 2 to be fully scoped and priced	Jan-Mar 26	<p>S106 - £32,510 approved and remaining for phase 2</p> <p>£3,500 available in EMR</p> <p><b>S106 funding</b></p>

	CCTV – Crawley Down	Village Working Parties Chief Officer Cllr Cruickshank Cllr Dymond Cllr Casella Cllr Williams	CCTV – Crawley Down, phase 1 to be completed once agreements entered with shops  Phase 2 to be fully scoped and priced, then added to the projects tracker and a timeline agreed	Ongoing – Jan 26 for completion  Jan-Mar 26	<b>Budgeted</b> Phase 1 cost - £15,795, to be paid from approved S106 Note: £10,000 already paid for UKPN works that is no longer needed so this is additional funds available <b>S106 funding Budgeted</b>  S106 - £48,056 approved and remaining for phase 2 £23,500 available in EMR <b>S106 funding</b>
	Copthorne Recreation Ground Rejuvenation Project		Copthorne Recreation Ground – funding plan now in place, project to proceed subject to S106 funding being approved	Ongoing - est. End date summer 26	S106 - £199,706 (TBC) S106 - £164,300 approved PWLb - £150,000 Sponsorship – TBC EMR – £57,400 currently available <b>S106 funding Budgeted</b>
	Bowers Place Parking Solution		Bowers Place – planning permission, S278 agreement, tender for contractor and then instruct work	Ongoing – est end date early 26	PWLb - £50,000 EMR - £24,100 <b>S106 funding Budgeted</b>

	<p>Crawley Down Play Area Improvements</p> <p>Success is achieved when all of these projects are complete.</p>		<p>Crawley Down Play Area – to be fully scoped and priced, then added to projects tracker and a timeline agreed</p>	Jan-Mar 26	<p>S106 - £100,000 available EMR - £50,000 approx. depending on any overspends from Bowers Place</p> <p><b>S106 funding Budgeted</b></p>
Shape plan with MSDC/maximise benefits of Local Government Review	<p>WPC gets full benefits of Local Government Review</p> <p>Success is achieved when all assets in the parish are adequately maintained whether this is by ownership or positive communication with the relevant authorities.</p>	<p>LGR Working Party</p> <p>Chief Officer</p> <p>Full Council</p>	<p>Resume Cluster Group with a view to having a larger voice in the north of the County</p> <p>Keep up to date with progress</p> <p>Attend local workshops held by WSALC/MSALC</p> <p>Invite key local stakeholders to attend LGR Working Party meetings (note: no political candidates)</p>	<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>Jan-Dec 2026</p>	<p>Staff/Councillor/Working Party time</p> <p>Build up EMR to deal with any new assets or responsibilities that are currently unknown, suggest adding £3,000 each financial year</p> <p><b>Budgeted</b></p>
Ensure the Neighbourhood Plans are up to date	<p>Relevant to local and national policy</p> <p>Success is achieved when the review of both the Copthorne and Crawley Down plans is complete.</p>	<p>Planning &amp; Highways</p> <p>Ast. Clerk</p> <p>Village Working Parties</p>	<p>Consultant instructed</p> <p>Be aware of any renouncement of plans</p> <p>Source funding/budget for expenditure</p>	Ongoing	<p>Budget requirement of approx. £15,000 per village, no funding currently available</p> <p>Add to 26-27 budget, may be able to stretch to 27-28 budget</p> <p><b>Budgeted</b></p>

Restore civic pride in the Parish	Community feels a strong sense of place resulting in higher levels of volunteering  Success is achieved when there is a strong list of local volunteers to call upon for village events, the community feels engaged and informed.	Village Working Parties	Ensure all civic events are marked and celebrated appropriately:		Staff/Working Party time
		Grounds Team			
		Chief Officer	Remembrance – contact churches to find out who is organising these events and how WPC could be involved	Sept 25	Budget of £1,000 for Remembrance <b>Budgeted</b>
		Ast. Clerk			
		Youth Team	Organise some low-level events, such as an art display and the Parish Awards	Mar-Jun 25	Add £1,800 to budget for publicity <b>Budgeted</b>
		Comms Administrator	VE/VJ Day – organise ceremony at flags, online celebrations.	May 26 – VE Aug 26 – VJ	
			Encourage culture of volunteering through regular community engagement, e.g. litter picks. Use youth team to encourage this from an early age.	Ongoing	
			Ensure villages look clean, tidy and well maintained	Ongoing on parish owned land	
			Ensure Comms Strategy is adequate to fulfil this vision	Ongoing	
Asset ownership & management program	All assets within parish are fit for purpose and suitable for community use	Amenities & Assets	Items on asset register to be reviewed annually by	Autumn each year	Staff/councillor time

	Success is achieved when all assets are in good maintainable order, and the budget target has been reached.	Village Working Parties  Grounds Team	Grounds Team, other staff and allocated councillors  Maintenance budget to be implemented so that issues can be dealt with efficiently	Begin in 26-27 budget	£5,000 to be added each financial year until a £20,000 allocation has been reached, then maintain at that level <b>Budgeted</b>
Self-maintenance of village infrastructure	Maintain control over infrastructure, to ensure standards are maintained and enable quick resolution or development  Success is achieved when all assets are in good working order and visually pleasing.	Amenities & Assets  Village Working Parties  Full Council  LGR WP	Maintain list of publicly owned infrastructure within Parish, including those owned by WPC, MSDC and WSCC  Decide which of those assets WPC could take control of, considering cost/risks/benefits  Consider what infrastructure would be feasible and legal for WPC to take control of  Begin discussions with shadow Unitary Authority  Consider impacts of this action on resources	Jan-July 26  July-Dec 26  July-Dec 26  27  26-27	Staff time          Include income/expenditure in 27-28 budget
Northern boundary change	Retain control of amenities outside of parish	Amenities & Assets	Ascertain public desire for this action	27-28	Staff time

	<p>boundaries, but are funded by/serve Worth communities</p> <p>Success is achieved when the boundaries reflect the needs of the parish.</p>	<p>Village Working Parties</p> <p>Full Council</p>	<p>Find out process and costs for boundary change</p> <p>Consider viability</p>		
Developing people & resources	<p>Ensure staff and councillors are well trained and able to <del>provide</del> meet the needs of the community</p> <p>Success is achieved when there is adequate capacity and knowledge within the team to deliver the actions listed in this business plan, within the timescales proposed.</p>	<p>HR Committee</p> <p>All staff</p>	<p>Review staff training</p> <p>Consider staff resources and knowledge through each step of the Business Plan</p> <p>Consider when growth is necessary in terms of capacity and knowledge</p>	<p>Ongoing</p> <p>Review to take place annually as part of budgeting process</p> <p>Ongoing</p>	<p>Staff/Committee time</p> <p>Budget considerations for staff time and training costs</p>



## ACTION PLAN - COPTHORNE

Aim	Objective & Success Indicator	Responsibility	Action Plan	Timeline	Resources
<p>Improve road safety:</p> <p>Resolve junction issues around Church Road/Copthorne Bank/Shipleigh Bridge Lane</p> <p>Add additional 30mph painted signs on Brookhill</p>	<p>To improve road safety and traffic flow</p> <p>Success is achieved when the traffic flows smoothly around these areas, without pinch points at busy times of day, and road users (e.g. motorists, pedestrians, etc) feel safe.</p>	<p>Copthorne Working Party</p> <p>Chief Officer</p>	<p>Community engagement to find out local need and wants, results to support any applications to Highways</p> <p>Consider one way system outside Copthorne School, double yellow lines at various places, 30mph painted on road at Brookhill</p> <p>Engage with Highways Manager to ascertain viability</p> <p>Apply for Community Highways Scheme</p>	2026-2027	<p>S106 sustainable transport funding</p> <p><b>Unknown/unconfirmed funding source</b></p>
<p>Improve signage and identity of village</p>	<p>Improve identity of village creating a sense of place and belonging</p> <p>Success is achieved when the entry points to the village are clearly marked, and the visual aspect of the village is well maintained and visually pleasing.</p>	<p>Copthorne Working Party</p> <p>Grounds Team</p>	<p>Replace bins with logos and wording</p> <p>Planting at entrances to village</p> <p>Village gates/entry signs</p>	<p>Ongoing</p> <p>October 25</p> <p>Sept- Dec 26</p>	<p>CWP budget</p> <p>Approx. £1,000 per gate</p> <p><b>Budgeted</b></p>

Improve footpaths, roads, twittens and cycle paths	<p>Create sustainable transport links Increase access to walking routes Improve wellbeing for community</p> <p>Success is achieved when there is a safe and official walking link to the Worth Way.</p>	<p>Copthorne Working Party</p> <p>Grounds Team</p>	<p>Create team of volunteers/councillors who will log issues</p> <p>Once issues are logged, create plan to address</p> <p>Engage with PRow team and Highways Authority</p> <p>Add lighting to footpath from DHL to garden centre</p>	<p>Summer 26</p> <p>Winter 26</p> <p>Throughout</p> <p>June -Dec 26</p>	<p>Staff/councillor time</p> <p>Unknown costs until plan is created</p> <p><b>Unknown/unconfirmed funding source</b></p>
Integration of Hawthorns/Heathy Wood developments	<p>Improve community cohesion</p> <p>Success is achieved when residents of these developments routinely engage with meetings and the working party is represented by at least one resident.</p>	<p>Copthorne Working Party</p> <p>Chief Officer</p> <p>Ast. Clerk</p> <p>Cllr Phillips</p>	<p>Hold drop-in sessions and CWP meetings on site (location?) and invite residents to attend. Find out needs of residents through engagement.</p> <p>Resume regular meetings with Miller Homes.</p> <p>Take on maintenance of playgrounds and open land</p> <p>At next elections highlight need for a representative of this development</p>	<p>Early 2026</p> <p>Sept 25</p> <p>26-27</p> <p>2027</p>	<p>Staff time</p> <p>Meeting room facility cost <b>Budgeted</b></p> <p>Additional staff time</p> <p>Play inspection costs <b>Budgeted</b></p>
Establish war memorial	Remember and honour the sacrifice made by those	Copthorne Working Party	Community engagement to find out needs/wants and		S106 LCI, unknown amount required, none currently available

	<p>who fought and died in wars</p> <p>Success is achieved when there is a war memorial and associated landscaping on Copthorne Bank.</p>	<p>Cllr King</p> <p>Ast. Clerk (Projects)/Chief Officer</p> <p>*Note: CVA may be taking this forward.</p>	<p>importance when deciding when to deliver this</p> <p>Fully scope project and put together timeline</p>	<p>Mar 26-Sept 26, with project deliverable 2027 if taken forward by CVA. If not, timeline to be adjusted to reflect.</p>	<p>Some funding available for war memorials</p> <p><b>Unknown/unconfirmed funding source</b></p>
Lashmere	<p>Decide on an outcome for the WPC owned parcel of land at Lashmere</p> <p>Success is achieved when that land is either in use as a community space, or is no longer in the ownership of WPC</p>	<p>Copthorne Working Party</p> <p>Amenities &amp; Assets</p> <p>Cllr Stewart</p> <p>Ast. Clerk (Projects)/Chief Officer</p> <p>Grounds Team</p>	<p>Community engagement to find out needs/wants and importance when deciding when to deliver this</p> <p>Fully scope project and put together timeline</p>	<p>Sept 27</p> <p>Dec 27</p>	<p>S106 LCI, unknown amount required, none currently available</p> <p><b>Unknown/unconfirmed funding source</b></p>
Sports facilities	<p>To coordinate and support evolving needs</p> <p>Success is achieved when there are suitable sports facilities in the village so that residents do not need to travel to neighbouring areas to access training or coaching.</p> <p>Wish list: Swimming pool (teaching and recreational)</p>	<p>Copthorne Working Party</p> <p>Ast. Clerk (Projects)/Chief Officer</p>	<p>Create list of local facilities</p> <p>Facilitate meeting between stakeholders</p> <p>Establish local need through available information and local engagement</p> <p>Create plan to satisfy need</p>	<p>Jan 27</p> <p>Mar 27</p> <p>June 27</p> <p>Oct 27</p>	<p>Staff time</p> <p>Approx. £250,000 Formal Sports S106 available, depending on location of facility as needs to be within parameters of agreement</p> <p><b>Unknown/unconfirmed funding source</b></p>

	County League football ground (Crabbet Park) Grass roots youth football pitches Tennis courts Padel courts Boules pitch				
Copthorne Brook	To open up the brook and maintain the headwall	Copthorne Working Party  Grounds Team  Ast. Clerk (Projects)/Chief Officer	Community engagement to find out needs/wants and importance when deciding when to deliver this  Fully scope project and put together timeline	Jan 27  Mar 27  NOTE: Headwall maintenance may need to be brought forward	S106 LCI, unknown amount required, none currently available  <b>Unknown/unconfirmed funding source</b>

## ACTION PLAN – CRAWLEY DOWN

Aim	Objective & Success Indicator	Responsibility	Action Plan	Timeline	Resources
Support the creation of a vibrant and well-maintained village centre  Help improve the quality of the village's retail offering	Create a more welcoming atmosphere and to encourage spending within village, creating a more sustainable community  Success is achieved when the village centre is visually pleasing, well maintained and all units are in use and providing needed resources for the community	CDWP  Grounds Team  Amenities & Assets  Ast. Clerk (Projects)/Chief Officer	Engage with landowners of vacant property  Engage with MSDC/WSCC to find out opportunity for revitalising façade of shops. If this is not possible, find out opportunity for WPC to fund this and take ownership of land.  Begin programme of cutting back of foliage in car parks, and plant with wildflowers.  Maintain planters.  Consider leasing land by Morrisons for a portable cabin – potentially needs adding to the projects list	Royal Oak – ongoing Velvety Ginger – ongoing  Once Unitary Authority is established & play area is complete 27-28  Spring 26  Ongoing  Jan 26-Sept 26	CDWP time  Staff time S106/budgeting    Grounds Team time Budget for purchase of seeds/plants  To be fully scoped for costs  <b>Unknown/unconfirmed funding source</b>
Maintain allotments to a high standard	Ensure welcoming atmosphere  Success is achieved when the allotments are clearly marked.	Grounds Team  Amenities & Assets  Ast. Clerk	Create allotment markers  Annual check of allotments to ensure being worked	Winter 25-26  Ongoing  Ongoing	Grounds Team  Councillor time

			Annual allotment award to encourage holders to maintain to a high standard		Minimal amount for prizes and shield, currently budgeted for <b>Budgeted</b>
Improve Memorial Car Park with wildflowers throughout	Create a welcoming atmosphere  Success is achieved when the foliage in the car park is well maintained and routinely flowers.	CDWP  Grounds Team	Wildflowers to be planted and maintained, weeded as needed  Woodchip on sections in front of cars?	Ongoing  Ongoing	Staff time
Review road safety Support a peak time one-way system in Hophurst Drive & review road safety generally: 20mph speed limit Bus route and speeds Dangerous car parking School crossing points Enclosed space at ends of Burleigh Way/Hophurst Road/Station Road Build out scheme at Crawley Down Shops Double yellow lines Sandy Lane/Hophurst	Promote safer travel  Success is achieved when the traffic flows smoothly around these areas, without pinch points at busy times of day, and road users (e.g. motorists, pedestrians, etc) feel safe.	CDWP  Planning & Highways Committee  Ast. Clerk (Projects)/Chief Officer	Engage with school to find out if this is something they want in place  Liaison with Highways to ascertain viability  Community engagement  Application process  Review of other road concerns	Mar-May 26  Jun-Aug 26  Sep-Dec 26  Jan 27  Feb 27	Staff/councillor time
Ensure medical centre delivers for local residents	Increase wellbeing of community and improve access to medical services  Success is achieved when residents are able to access medical appointments in a	CDWP  Chief Officer	Engagement with WSCC and medical centre  Communicate any concerns with MP	Ongoing  Jan-Jun 26  Jan-Dec 26	CDWP/Staff time

	timely manner at their local surgery		Keep community updated		
Improve signage at village car parks	<p>Improve visibility of assets Encourage use of village centre Set parameters of use</p> <p>Success is achieved when there is a clear set of enforceable rules in place for the car parks.</p>	<p>CDWP</p> <p>Amenities &amp; Assets</p> <p>Ast. Clerk (Projects)/Chief Officer</p>	<p>Ascertain needs</p> <p>Find out legal position re. signage and towing of vehicles</p> <p>Design signs</p>	<p>Jan 26</p> <p>Feb 26</p> <p>Mar-Apr 26</p>	<p>Staff/CDWP time Minimal funding via CDWP budget required</p> <p><b>Budgeted</b></p>
Work with relevant authorities to restore Worth Way pond to its former glory	<p>Improve amenity of pond and attract visitors</p> <p>Success is achieved when the pond is within the control of WPC, either through ownership or via positive communication with other authorities, and the pond is a well maintained and pleasing area to visit.</p>	<p>CDWP</p> <p>Amenities &amp; Assets</p> <p>Cllr Kipps</p> <p>Ast. Clerk (Projects)/Chief Officer</p>	<p>Community engagement to find out needs/wants and importance when deciding when to deliver this</p> <p>Fully scope costs of taking on ownership of pond</p> <p>Put together timeline and add to projects tracker</p>	<p>Late 26/early 27</p> <p>Jan-Mar 27</p> <p>Mar-May 27</p>	<p>Staff/CDWP time S106 funding Maintenance budget</p> <p><b>Unknown/unconfirmed funding source</b></p>
Promote usage of the Worth Way	<p>Improve community wellbeing</p> <p>Success is achieved when the Worth Way attracts visitors to Crawley Down, and encourages the community to use the Worth Way to improve wellbeing. Note – this will be difficult to measure.</p>	<p>Office staff</p> <p>Comms Administrator</p>	<p>Engage with WSCC to find out what promotion they already undertake</p> <p>Create communications plan promote usage</p>	<p>Jan 28</p> <p>Jan 28</p>	Staff time

<p>Improve cycling routes to Crawley and East Grinstead</p>	<p>Improve sustainability of village</p> <p>Success is achieved when there is a safe and accessible route to enable cycling between the village and East Grinstead/Crawley.</p>	<p>CDWP</p> <p>Amenities &amp; Assets</p> <p>Chief Officer</p>	<p>Engage with PRow team and Highways Authority to establish any plans already in motion</p> <p>Engage with CBC, EGTC and community to establish need</p> <p>Scope for viability and put together action plan</p>	<p>Sept-Nov 27</p> <p>Dec 27-Feb 28</p> <p>Mar-May 28</p>	<p>Staff/councillor time</p> <p>Unknown costs or sources of funding at this time</p> <p><b>Unknown/unconfirmed funding source</b></p>
<p>Help find a solution to the Royal Oak site and adjoining area</p>	<p>Enhance look of village centre</p> <p>Success is achieved when the Royal Oak appears to be in good visual order, is safe for the community and has a community use.</p>	<p>CDWP</p> <p>Planning &amp; Highways</p> <p>Ast. Clerk</p>	<p>Engage with landowner</p>	<p>Ongoing</p>	<p>Staff/councillor time</p>