

DETAILED ACTION PLAN FOR ALLOTMENTS

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Organise annual competition	Agree who will undertake the judging Agree judging criteria Judges convey results and comments to TC by 15 th July	Jun 2021 Jun 2021 Jul 2021	Completed Completed Completed
Continue quarterly inspections	Agree inspection dates with AtoTC for Council year	Jun 2021	Completed
Nominate member for SAA Committee	Agree member and inform SAA secretary	Jun 2021	Completed
Review rents and charges	Review rents and charges and agree any increases	Aug 2021	<u>Ref'd to F&GP</u>
To consider provision of waste skips	Seek best prices and arrange delivery/collection for May BH weekend	Apr 2022	<u>Completed</u>
MEDIUM TERM			
Review usage of allotments with regard to rationalisation of plots/sites	Review reports from past inspections Consider options for rationalisation if appropriate Report to F&GP Committee	Aug 2020 Dec 2020 Mar 2021	04-08-2020 01-12-2020
LONG TERM			
Review need to provide plots for residents with reduced mobility/flexibility	Committee to review need Research funding options if appropriate Apply for funding Begin improvements	Aug 2021 Dec 2021 Jun 2022 Nov 2022	Completed 3.8.21, no requests at this time
Review provision of water supply to Netherfield when development plans progressed	Contact developer for possible water supply provision Obtain quotes for supply to allotments Agree provider	Oct 2021 TBA TBA	Update recv'd Aug 21 – not yet proposed

DETAILED ACTION PLAN FOR CEMETERY

CEMETERY

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Undertake annual gravestone inspection	Arrange date for inspection with AtoTC Undertake inspection, file report with TC to arrange necessary action	Jun 2021 Jul 2021	Completed Completed
Review cemetery regulations	Review regulations and agree any necessary changes	Oct 2021	Completed
Review fees and charges	Review fees and charges and agree any increases	Oct 2021	Completed
Increase awareness of services and facilities	Produce new cemetery leaflet	Aug 2021	Completed
	Market services and facilities to Funeral Directors	Oct 2021	
Provide guided nature walks	Agree topics	Aug 2021	Completed
	1 st walk - Trees in Autumn	Oct 2021	Postponed
Digitise cemetery burial records and ensure accessibility	Agree method of digitisation and storage of cemetery records	Aug 2021	Ongoing
	Undertake imaging	Feb 2022	Ongoing
MEDIUM TERM			
LONG TERM			
Refurbishment of Mortuary	Research college to undertake project <u>or</u> Obtain quotes from builders Carry out repair & refurbishment	Ongoing Aug 2023 Jun 2024	

DETAILED ACTION PLAN FOR RECREATION GROUNDS

NTR RECREATION GROUND

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Ensure that play equipment is repaired and maintained	Review 2021 inspection report and agree necessary actions if required	Feb 2022	<u>Completed</u>
Continue the improvements to the football pitch	Post season renovation 2021	Jun 2021	<u>Completed</u>
Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA	Consult specialist contractors Review reports and agree plan	Dec 2021 Apr 2022	<u>Completed</u> <u>Completed</u>
Review fees and charges	Review fees and charges and agree any increases	Aug 2021	<u>Ongoing</u>
MEDIUM TERM			
Install play equipment suitable for Rec users with disabilities	Obtain quotes for an additional piece of accessible equipment and agree supplier Research and apply for funding, Agree budget (for 2023/24 budget setting) Install equipment	Feb 2022 * Aug 2022 Oct 2022 May 2023	<u>*Postpone consideration for 12 months</u>
Erect seating at appropriate sites around the site	Review provision to identify gaps, taking BHP into account Install as wood becomes available	Oct 2021 Apr 2022	<u>Completed</u> <u>Ongoing</u>
Collaborate with BTFC to rebuild the pavilion to include a community and refreshment area	Obtain specifications for pavilion with community and refreshment area Complete tendering process for pavilion with community and refreshment area Agree business plan for café <u>Complete grant applications</u> Start build	Jul 2020 Sep 2020 Sep 2021 <u>Apr 2022</u> Dec 2022	<u>Completed</u> <u>Dec 2020</u>
Install floodlighting on the MUGA	Obtain quotes and agree provider Apply for planning consent Agree budget and research possible funding stream Install floodlights	Aug 2021 Oct 2021 Oct 2021 May 2022	<u>postponed</u>

Seek environmentally friendly composting solution	<p>Research options</p> <p>Agree solution</p> <p>Agree budget if required</p> <p>Implement</p>	<p>Jun 2022</p> <p>Aug 2022</p> <p>Oct 2022</p> <p>Jun 2023</p>	
LONG TERM			
Provide play equipment for very young children near to castle	<p>Agree site</p> <p>Obtain quotes and agree design / provider</p> <p>Agree budget for 2023/24</p> <p>Request donations from local organisations</p> <p>Apply for grants</p> <p>Install equipment</p>	<p>Jun 2022</p> <p>Aug 2022</p> <p>Oct 2022</p> <p>Oct 2022</p> <p>Oct 2022</p> <p>Jun 2023</p>	
Install zip-wire below the Adventure Play Area	<p>Agree site for zip-wire</p> <p>Obtain current quotes to agree provider</p> <p>Install zip-wire</p>	<p>Aug 2022</p> <p>Oct 2022</p> <p>Mar 2023</p>	
Provision of floodlighting at Cycle Skills Area	To consider this provision	Jun 2023	

TELHAM RECREATION GROUND

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Ensure that play equipment is repaired and maintained	Review 2021 inspection report and agree which equipment should be removed and repairs to remaining equipment	Feb 2022	<u>Postponed until questionnaire completed</u>
MEDIUM TERM			

Ensure that play equipment is repaired and maintained	Review equipment and agree any necessary improvements/provision.	Aug 2021	Ongoing
LONG TERM			

DETAILED ACTION PLAN FOR STREET FURNITURE & LIGHTING

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Make recommendations to TC regarding provision and maintenance of benches	Undertake a review of current seating provision Notify Committee of any gaps in provision	Aug 2021 Oct 2021	Completed Completed
Recommend improvements to signage	Walk the town and compile a report Review report and agree actions	Aug 2021 Oct 2021	Completed Completed
Make recommendations for enhancing or reducing street lighting	Provide any advice as requested by P&T etc Ongoing reviews as required Replace columns as required	Ongoing Ongoing Ongoing	
MEDIUM TERM			
Make recommendations for street lighting maintenance contract	Review street lighting energy and seek service contract quotes Issue termination notice, if required, by 30 th September 2023 New 3 year contract commences	Aug 2023 Aug 2023 Apr 2024	
LONG TERM			

DETAILED ACTION PLAN FOR BTC's ESTATE excluding the cemetery, allotments, recreation grounds and street furniture & lighting

<u>Specific Objective</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Undertake the risk assessment	Review and update risk assessment as necessary	Aug 2021	Completed
Review Management Programme	Review and update Management Programme	Aug 2021	Completed
Make recommendations regarding the replacement of equipment and the purchase of new equipment	Meet with TC and grounds staff to discuss needs Obtain necessary quotes Review report and agree budget requirement for 2022/23	Aug 2021 Sep 2021 Oct 2021	Scheduled Ongoing Completed
Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases	Aug 2021	Completed
MEDIUM TERM			
Improve access to Mansers Shaw for pushchairs and wheelchair users	Draw up plans to widen bridge across the stream in conjunction with P&T Committee Agree budget in conjunction with P&T Committee Apply for funding Install bridge Obtain quotes to construct stone path with suitable gradient to bypass steps Agree budget Apply for funding Install path	Apr 2022 Oct 2022 Mar 2023 Oct 2023 Apr 2022 Oct 2022 Mar 2023 Oct 2023	scheduled
Manage the Amenity Field as a wild flower meadow	Complete species survey and report to Committee	Aug 2021	Delayed to 2022

LONG TERM			
Refurbish the surface of Abbey Green	Obtain advice on surfacing in consultation with EH and obtain estimates Agree amounts to be saved annually into EMR Research grant funding Obtain quotes and agree contractor and budget Undertake works	Sep 2021 Oct 2021 Jun 2022 Aug 2023 May 2024	Completed