

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 7 th July | Jun 2022 Jun 2022 Jul 2022 | |
| Monitor quarterly inspections | Review reports from AtTC at following meeting unless matters are urgent | Ongoing | |
| Nominate member for SAA Committee | Agree member and inform SAA secretary | Jun 2022 | May 2022 |
| Review rents and charges | Review rents and charges and agree any increases | Aug 2022 | |
| Provide waste skips to sites | Seek quotes for the provision of 3 skips for May BH weekend and agree supplier | Mar 2023 | |
| 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 | Oct 2023 Dec 2023 Mar 2024 | |
| Review provision of water supply to Netherfield when development plans are progressed | Monitor progress of development plans Contact developer to discuss water provision to allotment site Obtain quotes and agree provider | Ongoing | |
| LONG TERM | | | |
| Review need for provision of plots for residents with reduced mobility/flexibility | Review need Agree project requirements if appropriate | Aug 2023 Aug 2024 | |

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 AtTC Undertake inspection, file report with TC to arrange necessary action Report to Committee | Jun 2022 Jul 2022 Aug 2022 | |
| Review cemetery regulations | Review regulations and agree any necessary changes | Oct 2022 | |
| Review fees and charges | Review fees and charges and agree any increases | Oct 2022 | |
| Increase awareness of services and facilities | Include article in autumn BTC Newsletter Market services and facilities to Funeral Directors | Sep 2022 Oct 2022 | |
| Provide guided nature walks | Agree topics and potential dates Approach potential leaders and finalise arrangements | Jun 2022 Jun 2022 | |
| Review maintenance of cemetery in relation to the Council's Statement on the Environment and the Estate Management Plan | Review reports and recommendations from Member with responsibility for the cemetery and agree revisions if appropriate | Apr 2023 Aug 2023 | |
| MEDIUM TERM | | | |
| Consider options for conserving the Mortuary | Obtain recommendations and quotes from colleges and builders Undertake bat survey Agree actions and, if project is to progress, contractor | Oct 2022 Jun 2019 Feb 2023 | Jun 2019 |
| Improve paths to improve access for those with disabilities | Obtain recommendations and quotes from contractors Agree contractor and seek grant funding Award contract if funding available | Oct 2022 Dec 2022 Feb 2023 | |
| LONG TERM | | | |
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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 2022 inspection report and agree necessary actions if required | Feb 2023 | |
| Continue the improvements to the football pitch | Post season renovation 2022 | Jun 2022 | |
| Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA | Review reports and agree plan for repair/replacement/improvement of surfaces and fencing | Dec 2022 | |
| Review fees and charges | Review fees and charges and agree any increases | Oct 2022 | |
| Provide item(s) of play equipment for young children near to castle | Agree suitable item(s) Research possible grant funding Install equipment | Aug 2022 Feb 2023 May 2023 | |
| Review maintenance of grounds in relation to the with Council's Statement on the Environment and the Estate Management Plan | Review reports and recommendations from Member with responsibility for the recreation ground and agree revisions if appropriate | Apr 2023 Aug 2023 | |
| MEDIUM TERM | | | |
| Erect seating at appropriate sites around the site | Review provision and install as wood becomes available | Ongoing | |
| Collaborate with BTFC to rebuild the pavilion to include a community area with a café | Obtain updated cost for pavilion demolition and rebuild Apply for / investigate funding: Local CIL Strategic CIL Football Foundation National Lottery Community Fund Partnerships Fund Sport England Strategic Facilities Fund Agree business plan, including café provision Start build | May 2022 Jun 2022 Jun 2022 Jun 2022 Jun 2022 Jun 2022 Aug 2022 May 2023 | May 2022 |

NTR RECREATION GROUND Cont'd

| <u>Specific Outcome</u> | <u>Action to be taken</u> | <u>Timescale</u> | <u>Completed</u> |
|--|--|--|------------------|
| MEDIUM TERM Cont'd | | | |
| Install floodlighting on the MUGA | Obtain updated quotes and agree provider Apply for planning consent Agree budget Install floodlights | Aug 2022 Oct 2022 Oct 2022 May 2023 | |
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| LONG TERM | | | |
| Consider floodlighting for the Cycle Skills Area | Obtain designs and quotes, agree actions Apply for planning consent if appropriate Agree budget if appropriate Agree provider if appropriate Install floodlights | Aug 2024 Oct 2024 Oct 2024 Oct 2024 May 2025 | |

TELHAM PLAYING FIELD

| <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 2022 inspection report and agree which equipment should be removed and repairs to remaining equipment | Feb 2023 | |
| Review maintenance of meadow in relation to the Council's Statement on the Environment and the Estate Management Plan | Review reports and recommendations from Member with responsibility for the recreation ground and agree revisions if appropriate | Apr 2023 Aug 2023 | |
| MEDIUM TERM | | | |
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| LONG TERM | | | |
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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 2022 Oct 2022 | |
| Recommend improvements to signage and notice boards | Walk the town and compile a report Review report and agree actions | Aug 2022 Oct 2022 | |
| Make recommendations for enhancing or reducing street lighting | Review street lighting service contract Provide any advice as requested by P&T etc Ongoing reviews as required Replace columns as required | Oct 2022 Ongoing Ongoing Ongoing | |
| MEDIUM TERM | | | |
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| LONG TERM | | | |
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DETAILED ACTION PLAN FOR REMAINDER OF BTC's ESTATE

| <u>Specific Objective</u> | <u>Action to be taken</u> | <u>Timescale</u> | <u>Completed</u> |
|--|--|--|------------------|
| SHORT TERM | | | |
| Undertake the risk assessment | Review, update as necessary and agree risk assessment | Aug 2022 | |
| Review Management Programme | Review, update as necessary and agree Management Programme | Aug 2022 | |
| Ensure that an up to date record is maintained of the land and property for which the Committee is responsible | Compiled by TC and reviewed by F&GP | N/A | N/A |
| 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 2020/21 | Aug 2022 Sep 2022 Oct 2022 | |
| Review fees, charges and rents, and recommend any increases each year | Review fees, charges and rents, and recommend any increases | Aug 2022 | |
| Manage the Amenity Field as a wild flower meadow <u>in line with Council's Statement on the Environment</u> | <u>Review reports and recommendations from Member with responsibility for the remainder of the estate and agree revisions if appropriate</u> Undertake species survey and report to Committee | <u>Apr 2023</u> <u>Aug 2023</u> May 2023 | |
| MEDIUM TERM | | | |
| Improve access to Mansers Shaw for pushchairs and wheelchair users | Obtain quotes to construct stone path with suitable gradient to bypass steps <u>Agree budget and contractor, and seek grant funding</u> <u>Award contract if funding available</u> | Jun 2023 Oct 2023 Oct 2024 | |
| Implement a sustainable composting system | Research sustainable composting system Agree plan and budget Begin implementation | Apr 2023 Aug 2023 May 2024 | |
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DETAILED ACTION PLAN FOR REMAINDER OF BTC's ESTATE Cont'd

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| LONG TERM | | | |
| Refurbish the surface of Abbey Green | Obtain quotes Research grant funding Agree timeframe and amounts to be saved annually into EMR Agree contractor Undertake works | Jun 2022 Aug 2022 Oct 2022 TBA TBA | Jun 2022 |