

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	Completed Completed Completed
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	Delayed Delayed Delayed
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	Agreed ongoing
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			

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	Ongoing
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 Battle Town Football Club 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 Completed Completed

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	
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			
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 Town Clerk 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			
LONG TERM			

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 in line with Council's Statement on the Environment	Review reports and recommendations from Member with responsibility for the remainder of the estate and agree revisions if appropriate Undertake species survey and report to Committee	Apr 2023 Aug 2023 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 Agree budget and contractor, and seek grant funding Award contract if funding available	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	

DETAILED ACTION PLAN FOR REMAINDER OF BTC's ESTATE Cont'd

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