

ACTION PLAN FOR THE ESTATES COMMITTEE 2023-27

Objectives

- 1 To ensure as far as is practicable that the town provides an attractive environment for those living and working in it and for visitors to it.
- 2 To provide the best practicable services to those dependent on the Council in respect of the allotments, cemetery and recreation grounds.
- 3 To develop and regularly review a 3 year strategic plan for the estate and, in particular, a maintenance regime to ensure that the estate is kept in a good and safe state of repair;
- 4 Investigate opportunities for generate renewable energy
- 5 Introduce a dark skies policy

ALLOTMENTS

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
Organise annual competition	Agree who will undertake the judging Agree judging criteria Judges convey results and comments to TC by 27 June	April April June	
Monitor quarterly inspections	Review reports from AtTC at following meeting unless matters are urgent	June / Sept / Dec / Mar	March 2023 inspection completed
Review rents and charges	Review rents and charges and agree any increases	August	2023 Completed
Provide waste skips to sites	Seek quotes for the provision of 3 skips for May BH weekend and agree supplier	February	Order placed
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	October December March	Completed Discussed
Review need for provision of plots for residents with reduced mobility/flexibility	Review need Agree project requirements if appropriate	August	Ongoing
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	

CEMETERY

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
Undertake annual gravestone inspection	Arrange date for inspection with AtTC Undertake inspection, file report with TC to arrange necessary action Report to Committee	July August October	2023 Completed 2023 Completed
Review cemetery regulations	Review regulations and agree any necessary changes	December	Completed
Review fees and charges	Review fees and charges and agree any increases	October	Completed
Increase awareness of services and facilities	Include article in winter BTC Newsletter Agree method to market services and facilities to Funeral Directors	October April	
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	December	Discussed
Consider options for conserving the Mortuary	Obtain recommendations and quotes from colleges and builders Agree actions and, if project is to progress, contractor	February	Ongoing

NTR RECREATION GROUND

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
Ensure that play equipment is repaired and maintained	Review inspection report and agree necessary actions if required	May	
Ensure that routine renovation of the football pitches is undertake	Receive report on condition of pitches Agree post season renovation	February	Discussed & agreed
Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA	Review reports and a agree plan for repair/replacement/improvement of surfaces and fencing		
Review fees and charges	Review fees and charges and agree any increases	October	Completed
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 January 2024 October 2023	Completed Completed Completed Delayed
Install floodlighting on the MUGA	Consider requirement Obtain updated quotes and agree provider	October	Recommendation to

	Apply for planning consent Agree budget Install floodlights		terminate plan Oct 2023
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	Recommend terminate to Full Council 17-10-2023

TELHAM PLAYING FIELD

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
Ensure that play equipment is repaired and maintained	Review inspection report and agree which equipment should be removed and repairs to remaining equipment	May	
Review maintenance of the open space 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 grounds and agree revisions if appropriate	December	Noted

STREET FURNITURE & LIGHTING

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
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	August October	
Recommend improvements to signage and notice boards	Walk the town and compile a report Review report and agree actions	August October	Completed 2023
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	August Ongoing Ongoing Ongoing	

REMAINDER OF BTC's ESTATE

<u>Specific Objective</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
Undertake the risk assessment	Review, update as necessary and agree risk assessment	February	To April meeting
Review Management Programme	Review, update as necessary and agree Management Programme	February	To April meeting
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 2023-24	August September October	Completed
Ensure that an up-to-date record is maintained of the land & property for which the Committee is responsible	Review report compiled by Clerk Recommend to F&GP	February March	To April meeting
Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases	October	Completed 2023
Manage the Amenity Field as a wildlife meadow	Commission ecological survey Review recommendations and agree action and maintenance schedule	October December	Noted
Refurbish the surface of Abbey Green	Obtain quotes Agree timeframe and amounts to be saved annually into EMR Research grant funding Agree contractor Undertake works	June 2022 October	Completed