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

The Estates Committee will endeavour to manage the estate in a way that is as efficient, effective, economical and environmentally friendly as practical, seeking to:

- Minimise resource consumption in functions under the management of the Committee (e.g. fuel, power and water)
- Reduce waste generation across functions under the management of the Committee by reusing, recycling and composting whenever possible, along with reducing the volume of waste
- Conserve, enhance and, if appropriate, restore habitats for wildlife

ALLOTMENTS (August; December; April)

Specific Outcome	Action to be taken	Timescale	Completed
Organise annual competition	Agree who will undertake the judging	April	Completed 2024 Completed 2025
	Agree judging criteria	April	Completed 2024 Completed 2025 Completed 2026
	Judges convey results and comments to TC by 27 June	June	Completed 2024 Completed 2025 **No competition held 2026**
Monitor quarterly inspections	Review reports from AtTC at following meeting unless matters are urgent *(no longer requested October 2024 meeting)*	June / Sept / Dec / Mar	All 2023 completed June 24 completed Sept 24 completed
Review rents and charges	Review rents and charges and agree any increases	August	Completed 2024 Completed 2025 Completed 2026
Provide waste skips to sites	Seek quotes for the provision of 3 skips for May BH weekend and agree supplier *Agreed at August 2026 meeting, skips not to be provided in 2027*	February	Order placed 2024 Order placed 2025 Order placed 2026
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 2023 Discussed 2024 Discussed 2025 Discussed 2025 Completed 2026

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 (June; October; February)

Specific Outcome	Action to be taken	Timescale	Completed
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 2024 agreed 2023 completed 2024 completed 2025 completed 2023 Completed 2024 completed 2025 completed
Review cemetery regulations	Review regulations and agree any necessary changes	December To be discussed October	Completed 2023 Review ongoing February 2025 Completed Aug 2025 Discussed Feb 2026
Review fees and charges	Review fees and charges and agree any increases	October	Completed 2023 Completed 2024 Completed 2025
Increase awareness of services and facilities	Include article in winter BTC Newsletter Agree method to market services and facilities to Funeral Directors	October April	Compiled Oct 2024 Completed 2025 Noted 2023 Completed 2025
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 2023 Deferred to Feb 2024 – Completed April 2025

			Completed Feb 2026
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 Discussed Feb 2026

NTR RECREATION GROUND (August; December; April)

Specific Outcome	Action to be taken	Timescale	Completed
Ensure that play equipment is repaired and maintained	Review inspection report and agree necessary actions if required	May	2024 inspection completed, 2025 completed 2026 completed
Ensure that routine renovation of the football pitches is undertake	Receive report on condition of pitches Agree post season renovation	February	Discussed & agreed 2024 Discussed & agreed 2025. Works due early June Discussed & agreed Feb 2026
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		2024 inspection completed,
Review fees and charges	Review fees and charges and agree any increases	October	Completed 2023 Completed 2024 Completed 2025 Completed 2026
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 Commencing May 2025 Rebuild completed January 2026

TELHAM PLAYING FIELD (August; December; April)

Specific Outcome	Action to be taken	Timescale	Completed
Ensure that play equipment is repaired and maintained	Review inspection report and agree which equipment should be removed and repairs to remaining equipment	May	2024 inspection completed, 2025 inspection completed 2026 completed
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 2023 Reviewed April 2025 Discussed Dec 2025

STREET FURNITURE & LIGHTING (August; December; April)

Specific Outcome	Action to be taken	Timescale	Completed
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	Completed 2024 No action req'd 2024 Completed 2026
Recommend improvements to signage and notice boards	Walk the town and compile a report Review report and agree actions	August October	Assigned 2025 Completed 2023 No action req'd 2024 Discussed Dec 2025 Completed 2026
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	Completed 2026

REMAINDER OF BTC's ESTATE (June; October; February)

Specific Objective	Action to be taken	Timescale	Completed
Undertake the risk assessment	Review, update as necessary and agree risk assessment	February	To June meeting Completed June 25 Completed 2026
Review Management Programme	Review, update as necessary and agree Management Programme	February	To June meeting Completed June 25

			Completed 2026
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 (2024-25, 2025-26, 2026-27)	August September October	 Completed 2023 Completed 2024 Completed 2025
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	Agreed Feb 2025 Completed June 2026
Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases	October	Completed 2023 Completed 2024 Completed 2025
Manage the Amenity Field as a wildlife meadow	Commission ecological survey Review recommendations and agree action and maintenance schedule	October December	Completed Completed 2025
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 EMR agreed 2024 EMR agreed 2025