

## 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 9 <sup>th</sup> July	Jun 2019 Jun 2019 Jul 2019	Jun 2019 Jun 2019 Jul 2019
Continue quarterly inspections	Agree inspection dates with AtoTC for next year	Jun 2019	Jun 2019
Nominate member for SAA Committee	Agree member and inform SAA secretary	Jun 2019	Jun2019
Review rents and charges	Review rents and charges and agree any increases	Aug 2019	Aug 2019
MEDIUM 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 2019 Dec 2019 Jun 2020 Nov 2020	
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 2019 Dec 2019 Mar 2020	
LONG TERM			

## 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 2019 Jul 2019	Jun2019 Aug 2019
Review cemetery regulations	Review regulations and agree any necessary changes	Oct 2019	
Review fees and charges	Review fees and charges and agree any increases	Oct 2019	
Increase awareness of services and facilities	Include article in BTC Newsletter Market services and facilities to Funeral Directors	Jun 2019 Aug 2019	
Provide guided nature walks	Wild Flowers – Hastings Botany Group Butterflies – Edwin Malins Bats – Edwin Malins	May 2019 Jun 2019 Aug 2019	May 2019 Jun 2019 Aug 2019
MEDIUM TERM			
Refurbishment of Mortuary	Contact training group to undertake project Undertake bat survey Agree start date Arrange risk assessments and insurance cover	Feb 2018 Jun 2019 Jun 2019 Sep 2019	Jan 2019 Jun 2019 Aug 2019
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>
<b>SHORT TERM</b>			
Ensure that play equipment is repaired and maintained	Review 2019 inspection report and agree necessary actions if required	Oct 2019	
Continue the improvements to the football pitch	Post season renovation 2019	Jul 2019	Jul 2019
Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA	Consult specialist contractors Review reports and agree plan	Dec 2018 Apr 2019	Feb 2019
Construct a petanque court	Agree specifications Agree site Obtain quotes – help offered by Battle Muffins Install court	Jun 2018 Aug 2018 Oct 2018 Jun 2019	Jun 2018 Aug 2018 Jul 2019
Review fees and charges	Review fees and charges and agree any increases	Oct 2019	
<b>MEDIUM TERM</b>			
Install zip-wire below the Adventure Play Area	Obtain quotes Obtain current quotes to agree provider Install zip-wire	Oct 2017 Oct 2019 Jul 2020	Aug 2017
Install play equipment suitable for Rec users with disabilities	Obtain designs and quotes Agree budget (for 2020/21 budget setting) Consult potential users and agree site, equipment and provider Research and apply for funding, Install equipment	Aug 2019 Oct 2019 Oct 2019 Dec 2019 May 2020	
Erect seating at appropriate sites around the site	Review provision to identify gaps, taking BHP plans into account Install as wood becomes available	Oct 2019 Apr 2020	
Collaborate with BHP project group to build the Health Pathway and with BBFC to rebuild the pavilion to include a community area with a P/T café	Obtain specifications and costs for pathway, pavilion and community area/café Complete tendering process for pathway, pavilion and community area/café Agree business plan for café Complete grant applications Start build	Aug 2018 Jun 2019 Jun 2019 Aug 2019 Aug 2020	

## 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 outdoor gym equipment appropriate to target age group(s)	Agree target age group(s) Obtain further quotes as necessary, agree provider and budget Research and apply for grant funding Install equipment	Aug 2019 Dec 2019 Mar 2020 Mar 2021	Aug 2019
Install floodlighting on the MUGA	Obtain quotes and agree provider Apply for planning consent Agree budget and research possible funding stream Install floodlights	Aug 2019 Aug 2019 Oct 2019 Sep 2020	
Install composting bins	Consult High Weald Organisation for advice Agree site Agree budget Install bins	Jun 2019 Aug 2019 Oct 2019 Apr 2020	
LONG TERM			
Provide play equipment and swings for young children near to castle and toilets	Agree site(s) Obtain quotes and agree design / provider Agree budget Request donations from local organisations Install equipment	Feb 2020 Apr 2020 Oct 2020 Oct 2020 Apr 2021	

## 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 2019 inspection report and agree which equipment should be removed and repairs to remaining equipment	Jun 2019	
MEDIUM TERM			
Ensure that play equipment is repaired and maintained	Review equipment and agree any necessary improvements/provision.	Aug 2020	
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 2019 Oct 2019	
Recommend improvements to signage	Walk the town and compile a report Review report and agree actions	Jul 2019 Oct 2019	
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 2019 Ongoing Ongoing Ongoing	
MEDIUM TERM			
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 Agree risk assessment	Jul 2019 Aug 2019	
Review Management Programme	Review and update Management Programme Agree Management Programme	Jul 2019 Aug 2019	
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 2019 Sep 2019 Oct 2019	
Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases	Aug 2019	
Replace the skate ramp on ESCC land	Obtain quotes and agree design / provider / budget Request donations from local organisations and residents Consider options to make up shortfall in budget Install equipment	Jun 2019 Jun 2019 Aug 2019 Dec 2019	Jun 2019 Jun 2019

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

<u>Specific Objective</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
MEDIUM TERM			
Continue improvement programme for Mansers Shaw	Continue staged programme during autumn and winter months Improve paths using stone if grant funding available or otherwise using wood chippings	Ongoing	
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 2020 Oct 2020 Mar 2021 Oct 2021 Apr 2020 Oct 2020 Mar 2021 Oct 2021	
Manage the Amenity Field as a wild flower meadow	Complete species survey and report to Committee	Jul 2019	
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 Obtain quotes Agree contractor Undertake works	Sep 2019 Oct 2019 Sept 2021 Oct 2021 Apr 2022	