

## 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<br>Agree judging criteria<br>Judges convey results and comments to TC by 9 <sup>th</sup> July | Cancelled due to Covid-19 restrictions       |                  |
| Continue quarterly inspections   | Agree inspection dates with AtoTC for next year  | <i>(delayed)</i><br>Aug 2020                 |                  |
| Nominate member for SAA Committee  | Agree member and inform SAA secretary  | <i>(delayed)</i><br>Aug 2020                 |                  |
| Review rents and charges   | Review rents and charges and agree any increases   | Aug 2020                                     |                  |
| MEDIUM TERM  |  |  |                  |
| Review need to provide plots for residents with reduced mobility/flexibility | Committee to review need<br>Research funding options if appropriate<br>Apply for funding<br>Begin improvements                     | Aug 2020<br>Dec 2020<br>Jun 2021<br>Nov 2021 |                  |
| Review usage of allotments with regard to rationalisation of plots/sites     | Review reports from past inspections<br>Consider options for rationalisation if appropriate<br>Report to F&GP Committee            | Aug 2020<br>Dec 2020<br>Mar 2021             |                  |
| 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<br><br>Undertake inspection, file report with TC to arrange necessary action                     | <i>(delayed)</i><br>Aug 2020<br>Aug 2020 |                  |
| Review cemetery regulations                   | Review regulations and agree any necessary changes  | June 2020                                | June 2020        |
| Review fees and charges                       | Review fees and charges and agree any increases   | Oct 2020                                 |                  |
| Increase awareness of services and facilities | Include article in BTC Newsletter<br>Market services and facilities to Funeral Directors  | Aug 2020<br>Aug 2020                     |                  |
| Provide guided nature walks                   | Wild Flowers – Hastings Botany Group<br>Butterflies – Edwin Malins<br>Bats – Edwin Malins   | Cancelled due to Covid-19 restrictions   |                  |
| MEDIUM TERM                                   |   |  |                  |
|   |   |  |                  |
| LONG TERM                                     |   |  |                  |
| Refurbishment of Mortuary                     | Contact training group to undertake project<br>Undertake bat survey<br>Agree start date<br>Arrange risk assessments and insurance cover | Monitor                                  |                  |

## 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 2020 inspection report and agree necessary actions if required  | Oct 2020   |                  |
| Continue the improvements to the football pitch   | Post season renovation 2020  | Jun 2020   |                  |
| Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA          | Consult specialist contractors<br>Review reports and agree plan  | Dec 2020<br>Apr 2021   |                  |
| Review fees and charges   | Review fees and charges and agree any increases  | Oct 2020   |                  |
| <b>MEDIUM TERM</b>  |  |  |                  |
| Install zip-wire below the Adventure Play Area  | Obtain current quotes to agree provider<br>Install zip-wire  | Oct 2020<br><b>INSTALL</b>   |                  |
| Install play equipment suitable for Rec users with disabilities                           | Obtain designs and quotes<br>Agree budget (for 2021/22 budget setting)<br>Consult potential users and agree site, equipment and provider<br>Research and apply for funding,<br>Install equipment   | Aug 2020<br>Oct 2020<br>Oct 2020<br>Dec 2020<br>May 2021               |                  |
| Erect seating at appropriate sites around the site  | Review provision to identify gaps, taking BHP plans into account<br>Install as wood becomes available  | Oct 2020<br>Apr 2021   |                  |
| Collaborate with BTFC to rebuild the pavilion to include a community and refreshment area | Obtain specifications for pavilion with community and refreshment area<br>Complete tendering process for pavilion with community and refreshment area<br><b>Agree business plan for café</b><br>Complete grant applications<br>Start build | Jul 2020<br>Sep 2020<br><b>Sep 2020</b><br>Oct 2020<br><b>Dec 2020</b> |                  |

|   |   |  |          |
|---|---|--|----------|
| Install outdoor gym equipment appropriate to target age group(s)                | Agree target age group(s)<br>Obtain further quotes as necessary, agree provider and budget<br>Research and apply for grant funding<br>Install equipment | Aug 2019<br>Aug 2020<br>Oct 2020<br>Mar 2021             | Aug 2019 |
| Install floodlighting on the MUGA   | Obtain quotes and agree provider<br>Apply for planning consent<br>Agree budget and research possible funding stream<br>Install floodlights              | Aug 2020<br>Aug 2020<br>Oct 2020<br>Feb 2021             |          |
| Install composting bins   | Consult High Weald Organisation for advice<br>Agree site<br>Agree budget<br>Install bins  | Jun 2019<br>Aug 2019<br>Oct 2019<br>Apr 2020             |          |
| Install tennis practice wall  |   |  |          |
| LONG TERM   |   |  |          |
| Provide play equipment and swings for young children near to castle and toilets | Agree site(s)<br>Obtain quotes and agree design / provider<br>Agree budget<br>Request donations from local organisations<br>Install equipment           | Aug 2020<br>Sep 2020<br>Oct 2020<br>Oct 2020<br>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 2020 inspection report and agree which equipment should be removed and repairs to remaining equipment | Oct 2020         |                  |
| 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<br>Notify Committee of any gaps in provision   | Aug 2020<br>Oct 2020                      |                  |
| Recommend improvements to signage   | Walk the town and compile a report<br>Review report and agree actions  | Aug 2020<br>Oct 2020                      |                  |
| Make recommendations for enhancing or reducing street lighting            | Review street lighting energy & service contract<br>Provide any advice as requested by P&T etc<br>Ongoing reviews as required<br>Replace columns as required | Oct 2020<br>Ongoing<br>Ongoing<br>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> |
|---|--|----------------------------------|------------------|
| <b>SHORT TERM</b>   |  |                                  |                  |
| Undertake the risk assessment   | Review and update risk assessment as necessary<br>Agree risk assessment  | Aug 2020<br>Oct 2020             |                  |
| Review Management Programme   | Review and update Management Programme<br>Agree Management Programme   | Aug 2020<br>Oct 2020             |                  |
| Make recommendations regarding the replacement of equipment and the purchase of new equipment | Meet with TC and grounds staff to discuss needs<br>Obtain necessary quotes<br>Review report and agree budget requirement for 2020/21   | Aug 2020<br>Sep 2020<br>Oct 2020 |                  |
| Review fees, charges and rents, and recommend any increases each year                         | Review fees, charges and rents, and recommend any increases  | Aug 2020                         |                  |
| Replace the skate ramp on ESCC land   | Obtain quotes and agree design / provider / budget<br>Request donations from local organisations and residents<br>Consider options to make up shortfall in budget<br>Install equipment | TBC                              |                  |
| <b>MEDIUM TERM</b>  |  |                                  |                  |
| Continue improvement programme for Mansers Shaw   | Continue staged programme during autumn and winter months<br>Improve paths using stone if grant funding available or otherwise using wood chippings                                    | Ongoing                          |                  |

|  |   |  |  |
|--|---|--|--|
| Improve access to Mansers Shaw for pushchairs and wheelchair users | <ul style="list-style-type: none"> <li>Draw up plans to widen bridge across the stream in conjunction with P&amp;T Committee</li> <li>Agree budget in conjunction with P&amp;T Committee</li> <li>Apply for funding</li> <li>Install bridge</li> <li>Obtain quotes to construct stone path with suitable gradient to bypass steps</li> <li>Agree budget</li> <li>Apply for funding</li> <li>Install path</li> </ul> | <ul style="list-style-type: none"> <li>Apr 2021</li> <li>Oct 2021</li> <li>Mar 2022</li> <li>Oct 2022</li> <li>Apr 2021</li> <li>Oct 2021</li> <li>Mar 2022</li> <li>Oct 2022</li> </ul> |  |
| Manage the Amenity Field as a wild flower meadow                   | Complete species survey and report to Committee   | Aug 2020   |  |
| LONG TERM  |   |  |  |
| Refurbish the surface of Abbey Green                               | <ul style="list-style-type: none"> <li>Obtain advice on surfacing in consultation with EH and obtain estimates</li> <li>Agree amounts to be saved annually into EMR</li> <li>Obtain quotes</li> <li>Agree contractor</li> <li>Undertake works</li> </ul>  | <ul style="list-style-type: none"> <li>Sep 2020</li> <li>Oct 2020</li> <li>Sept 2021</li> <li>Oct 2021</li> <li>Apr 2022</li> </ul>  |  |