

DRAFT DETAILED ACTION PLANS

Objective 1 To seek to improve the condition of Battle and the facilities available, in the interests of its residents and businesses.

	<u>Action to be taken</u>	<u>Cost</u>	<u>Responsibility</u>	<u>Timescale</u>	<u>Notes</u>
To propose a plan for the further development of Battle	Enable better communication between the council and residents to ascertain aspirations of residents		ER & TD Committee members		
Short term	<ul style="list-style-type: none"> • Establish working groups to aid projects identified by BTC such as: <ul style="list-style-type: none"> ❖ Aid BLAP group's survey ❖ Aid communication / development of Neighbourhood Plan ❖ Aid development of Battle Health Pathway ❖ Battle Arts Trail • To provide a council representative to attend meetings of the Battle Marketing Group and other groups identified by BTC • Timely feedback from working parties on progress • Posting of information on council website • Produce bi-annual reports to report to council on activities of committee 		Working group	<ul style="list-style-type: none"> • Early August 	To be based on Committee's strategic plans

Medium Term	<ul style="list-style-type: none"> • Identify new ways to connect with Battle residents regarding their interests to promote town development • Create engaging communications to inform residents of news, activities and businesses • Adopt a digital strategy to increase targeted communication to encourage participation in community events and local trade • Review of activities, funding and setting of new priorities 			2 years and yearly thereafter	
Short term	<ul style="list-style-type: none"> • Build relationships with above groups • Identify possible funding sources for aspirations of BTIG and other groups to improve Abbey Green 		Town Clerk Committee chairmen, Town Clerk/Deputy or Consultant		Networking essential
Medium Term	<ul style="list-style-type: none"> • Working on joint projects • Make applications for funding once projects agreed 		Committee Chairmen, Town Clerk/Deputy Town Clerk/Deputy	Ongoing	
Long Term	<ul style="list-style-type: none"> • Review after 3 years 			Ongoing	Ongoing
Undertake risk assessments	Review the ability of current staffing levels to achieve the aims required.		Committee Chairman and Town Clerk	Early July	
Short Term	<ul style="list-style-type: none"> • Consider what can be achievable with current resources 		Committee Chairman with Town Clerk	Early July	

	<ul style="list-style-type: none"> Identify any possible improvement in staff practices Identify training opportunities 				
Medium Term	<ul style="list-style-type: none"> As above 		Committee Chairman with Town Clerk	Annually	
Long Term	<ul style="list-style-type: none"> Continue to monitor and review 				

Objective 2: To ensure good communications with residents, voluntary and statutory bodies in Battle, local business and English Heritage, and vice versa

	<u>Action to be taken</u>	<u>Cost</u>	<u>Responsibility</u>	<u>Timescale</u>	<u>Notes</u>
To determine and monitor the Council's policy and strategy on communication issues, both internal and external and to ensure these comply with Quality Council Status	Review current communication within the Parish Review latest Local Council Award Scheme criteria and ensure compliance		ER & TD committee		
Short term	<ul style="list-style-type: none"> Feedback from the annual Parish Assembly Organise the four yearly Civic Service Determine and manage the development of BTC website Manage the content of the website 		Councillors Town Clerk	Ongoing	

	<ul style="list-style-type: none"> Continue to produce / develop quarterly newsletter in a timely and cost effective manner 				
Medium Term	<ul style="list-style-type: none"> Review, organise the annual Parish Assembly As above 				
Long Term	<ul style="list-style-type: none"> As above 				
Ensure that the public can see transparency in deliberations	<ul style="list-style-type: none"> At each meeting, Members be invited to declare any interest which might unduly influence their discussions Prompt upload of minutes to Council website 		Chairman of the Committee	Ongoing	
Short term	<ul style="list-style-type: none"> As above 		Chairman of the Committee	Ongoing	
Medium Term	<ul style="list-style-type: none"> As above 		Chairman of the Committee	Ongoing	
Long Term	<ul style="list-style-type: none"> Review methodology after 3 years 		Chairman of the Committee	Ongoing	

Objective 3: To work with other bodies in Battle to bring to fruition joint projects to the benefit of the people of Battle and its visitors

	<u>Action to be taken</u>	<u>Cost</u>	<u>Responsibility</u>	<u>Timescale</u>	<u>Notes</u>
Identify voluntary groups, statutory bodies etc	<ul style="list-style-type: none"> Establish a working relationship and feedback of aspirations of groups / businesses etc 		ER & TD Committee members – and councillors with membership on various groups	Ongoing	

Short Term	<ul style="list-style-type: none"> • Ensure council representation on group committees • Regular feedback from meetings to ER & TD • Identify projects and bring to Full Council for consideration • Identify possible funding sources • Provision of Mortar displays 				
Medium Term	<ul style="list-style-type: none"> • As above 			2 years and yearly thereafter	
Long Term	<ul style="list-style-type: none"> • As above 				