

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 (T)DTC Undertake inspection, file report with TC to arrange necessary action	June 2017 July 2017	Jul 2017
Review cemetery regulations	Review regulations and agree any necessary changes	Oct 2017	Aug 2017
Review fees and charges	Review fees and charges and agree any increases	Oct 2017	Oct 2017
Set up Battle Cemetery website	Set up website for review by Committee Go live	Jun 2017 Jun 2017	Jun 2017
Advertise Battle Cemetery within and outside BTC area	Design advertising material for review by Environment Committee Finalise, print and distribute advertising material	Jun 2017 Aug 2017	Jun 2017 Jul 2017
Hold 1 st annual service of remembrance	Discuss with stakeholders Agree date	Aug 2017 Aug 2017	Outstanding
MEDIUM TERM			
Re-surface entrance driveway	Obtain quotations for re-surfacing Ascertain whether contributions would be forthcoming from neighbours/users Agree budget Agree contractor Commence work	July 2017 Aug 2017 Oct 2017 Feb 2018 April 2018	Jul 2017 Feb 2018 Dec 2017 Jan 2018 Ongoing
Refurbishment of Mortuary	Contact training group to undertake project	Feb 2018	Outstanding
LONG TERM			

DETAILED ACTION PLAN FOR ALLOTMENTS

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
<input type="checkbox"/> Organise annual competition	Agree who will undertake the judging Agree judging criteria Advertise the date(s) of judging Judges convey results and comments to TC	Jun 2017 Jun 2017 Jun 2017 Jul 2017	Jun 2017 Jun 2017 Jun 2017 Jul 2017
<input type="checkbox"/> Continue quarterly inspections	Agree which member(s) will inspect the allotments Schedule necessary inspection dates with Michael & (T)DTC for next year	Jun 2017 Jul 2017	Jun 2017 Jul 2017
<input type="checkbox"/> Nominate member for SAA Committee	Agree member and inform SAA secretary	Jun 2017	Jun 2017
<input type="checkbox"/> Review rents and charges <input type="checkbox"/>	Review rents and charges and agree any increases	Oct 2017	Oct 2017
MEDIUM TERM			
<input type="checkbox"/> Research possibility of provision of plots for residents with reduced mobility/flexibility	Committee to review need Research funding options if appropriate Apply for funding Begin improvements	Jun 2018	
<input type="checkbox"/> Review usage of allotments with regard to rationalisation of plots/sites	Review reports from July inspections Consider options for rationalisation Report to F&GP Committee	Aug 2017 Feb 2018 Mar 2018	Aug/Oct '17 Feb 2018 Mar 2018
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>
SHORT TERM			
<input type="checkbox"/> Ensure that play equipment is repaired and maintained	Receive verbal report from TC regarding process and reporting procedures Review 2017 inspection report and agree necessary actions if required	Aug 2017 Aug 2017	Oct 2017
<input type="checkbox"/> Seek ways to ensure that only users of Battle Recreation Ground park in the car park	Review closure times of 08.00 and 10.00 Consider further actions if problem persists	Aug 2017 Aug 2017	Oct 2017 Oct 2017
<input type="checkbox"/> Install castle-themed play equipment to include a toddler play area	Agree method for further consultation Apply for grant Agree contractor Install equipment	Jun 2017 Jun 2017 Aug 2017 Feb 2018	Jun2017 Jul 2017 Oct 2017 Dec 2017
<input type="checkbox"/> Continue the improvements to the football pitch	Post season renovation 2017 Post season renovation 2018	Jun 2017 Jun 2018	Jul 2017
<input type="checkbox"/> Seek grants to fund the leveling of junior football pitch, bearing in mind route of BHP	Research grant funding options Obtain quotes and agree contractor Apply for grants Commence work	Jul 2017 Jul 2017 Aug 2017 Apr 2018	Jun 2017 Feb 2018 N/A
<input type="checkbox"/> Erect covered shelter	Obtain quotes and agree design Apply for grant Install shelter if grant application successful Install shelter	Jun 2017 Jun 2017 Aug 2017 Apr 2018	Aug 2017
MEDIUM TERM			
Install outdoor gym equipment	Investigate sources of funding and apply if appropriate Obtain quotes and agree provider Install in conjunction with Battle Health Pathway Project	Oct 2017 Oct 2017 Jul 2018	Outstanding
<input type="checkbox"/> Install zip-wire below the Adventure Play Area	Obtain quotes Apply for grant Install zip-wire if grant application successful Install zip-wire	Oct 2017 Oct 2017 Mar 2018 Apr 2019	Aug 2017 Outstanding
<input type="checkbox"/> Install outdoor table tennis equipment	Apply for grant Install equipment if grant application successful	Aug 2017 Jan 2018	Aug 2017 Ongoing

DETAILED ACTION PLAN FOR RECREATION GROUNDS Continued

<input type="checkbox"/> Install an Aeroskater (or similar) for teenagers in Battle Recreation Ground	Consult with children 12 years and over and prepare a report for Environment Committee Agree equipment to be provided Obtain quotes Research funding options and apply for funding Begin installation	Nov 2016 Jan 2017 Mar 2017 Sep 2017 Feb 2018	Feb 2017 Mar 2017 Jul 2017 Dec 2017 Ongoing
<input type="checkbox"/> LONG TERM	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
<input type="checkbox"/> Collaborate with BHP project group to build the pathway within the overall BTC plan to improve Rec (Joint long term project with the Pavilion upgrade)	Agree design and cost with BHP project group Work with Step Up Sports Consultancy to produce project plans Seek tenders Apply for grant funding Build	Sep 2016 Mar 2018 Jul 2018 Jul 2018 Apr 2020	Apr 2017 Ongoing
<input type="checkbox"/> Install a bridge at the south eastern corner of the recreation ground to allow access for all from the town to Battle Recreation Ground <input type="checkbox"/> <i>Passed to P&T Committee</i>	Consult with ESCC and land owner(s) Discuss plans with Sustrans Produce design and construction plans Obtain quotes Research funding and voluntary help Apply for funding if appropriate Begin installation	Sep 2017 Jan 2018 Feb 2018 Feb 2018 Feb 2018 Mar 2018 Feb 2019	N/A

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 2017 inspection report and agree necessary actions if required	Aug 2017	Oct 2017
MEDIUM TERM			
Work with P&T and ESCC to install a safe crossing <i>Not possible to install a crossing</i>	Consult with ESCC Agree crossing type Apply for joint funding Install crossing	Sep 2017 Dec 2017 Jan 2018 Mar 2018	Dec 2017 N/A
<input type="checkbox"/> LONG TERM			

NETHERFIELD PLAY AREA

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
MEDIUM TERM			
<input type="checkbox"/> Research ways to improve the play facilities at Netherfield	Open discussions with RDC and Optivo to discuss possible improvements Report to Committee If required, make budget recommendations to Council	Feb 2018 Aug 2018 Oct 2018	Feb 2018

PAVILION

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
<input type="checkbox"/> Install a fully accessible water drinking fountain outside the building	To be included in Pavilion improvements	N/A	N/A
MEDIUM TERM			
<input type="checkbox"/> LONG TERM			
*Upgrade pavilion to improve changing room facilities and provide community area for café	Work with Step Up Sports Consultancy to produce project plans Seek tenders Apply for grant funding Build	Mar 2018 Jul 2018 Jul 2018 Apr 2020	

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			
<input type="checkbox"/> 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 2017 Sep 2017	Feb 2018
<input type="checkbox"/> Recommend improvements to signage	Walk the town and compile a report Review report and agree actions	Jul 2017 Oct 2017	Feb 2018
<input type="checkbox"/> Review non-BTS signage within BTC area with a view to updating/tidying up/improving signage	Walk the BTC area and compile a report Review report and agree recommendations to RDC and ESCC	Jul 2017 Oct 2017	Feb 2018
<input type="checkbox"/> Make recommendations for enhancing or reducing street lighting	Review street lighting service contract Provide any advice as requested Ongoing reviews as required	Oct 2017 Ongoing Ongoing	Sep 2017 Dec 2017
MEDIUM TERM			
<input type="checkbox"/>			
LONG TERM			
<input type="checkbox"/>			

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			
Review the maintenance of St Mary's Churchyard, in particular regarding grass cutting and paths	Obtain advice regarding maintenance of access paths to church Review wildflower pilot plot Discuss options with the Dean Review Maintenance Programme	Sep 2017 Jan 2018 Feb 2018 Mar 2018	Jul 2017
Review the Agreement with Beautiful Battle pertaining to areas for which the Committee has responsibility in order to contribute to negotiations for the new one.	Review planting in areas for which the Committee is responsible Consider options for more sustainable planting Consult with EH Agree recommendations to ER&TD regarding new Agreement	Aug 2017 Aug 2017 Oct 2017 Dec 2017	Aug 2017 Aug 2017 Oct 2017 Oct 2017
<input type="checkbox"/> Undertake the risk assessment <input type="checkbox"/>	Review and update risk assessment as necessary Agree risk assessment	Jul 2017 Aug 2017	Aug 2017 Aug 2017
<input type="checkbox"/> Review Management Programme	Review and update Management Programme Agree Management Programme	Jul 2017 Aug 2017	Aug 2017 Aug 2017
<input type="checkbox"/> 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
<input type="checkbox"/> 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 2018/19	Sep 2017 Sep 2017 Oct 2017	Sep 2017 Sep 2017 Oct 2017
<input type="checkbox"/> Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases	Oct 2017	Oct 2017
<input type="checkbox"/> Build a fun 'training circuit' for children in Mansers Shaw <input type="checkbox"/>	Agree budget Agree site with Town Clerk and Grounds Staff Build	Oct 2017 Feb 2018 Sep 2018	Oct 2017 Feb 2018

MEDIUM TERM			
Continue improvement programme for Mansers Shaw	Continue staged programme during autumn and winter months	Ongoing	Ongoing
Manage the Amenity Field as a wild flower meadow	Consult Keith Datchler and report to Committee Agree initial remedial work Agree management plan Begin necessary works	Nov 2017 Dec 2017 Feb 2018 Mar 2018	Nov 2017 Dec2017
LONG TERM			