

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	
Review fees and charges	Review fees and charges and agree any increases	Oct 2017	
Set up Battle Cemetery website	Set up website for review by Committee Go live	Jun 2017 Jun 2017	Jun2017
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	Jun2017
Hold 1 st annual service of remembrance	Discuss with stakeholders Agree date	Aug 2017 Aug 2017	
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	Requested Jul
Refurbishment of Mortuary	Contact training group to undertake project	Feb 2018	
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			
· 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
· 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
· Nominate member for SAA Committee	Agree member and inform SAA secretary	Jun 2017	Jun 2017
· Review rents and charges ·	Review rents and charges and agree any increases	Oct 2017	
MEDIUM TERM			
· Research possibility of provision of plots for residents with reduced mobility/flexibility	MK & GF to meet with SAA to discuss the need and feasibility Prepare a report Committee to agree way forward if appropriate Research funding options Apply for funding Begin improvements	Jul 2017 Sep 2017 Oct 2017 Dec 2017 Jan 2018 Mar 2018	TBA
· 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	
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			
· 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	
· 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	
· 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
· Continue the improvements to the football pitch	Post season renovation 2017 Post season renovation 2018	Jun 2017 Jun 2018	Jul 2017
· 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
· 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	
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	
· 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	
· Install outdoor table tennis equipment			

DETAILED ACTION PLAN FOR RECREATION GROUNDS Continued

· 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	Mar 2017 Jul 2017
· Collaborate with BHP project group to build the pathway within the overall BTC plan to improve Rec	Agree design and cost with BHP project group Research funding options and apply for funding Put work out to tender Begin installation	Sep 2016 Sep 2017 Jan 2018 Jun 2018	Apr 2017
· LONG TERM	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
· Install a bridge at the south eastern corner of the recreation ground to allow access for all from the town to Battle Recreation Ground ·	Consult with ESCC and land owner(s) Produce design and construction plans Obtain quotes Research funding and voluntary help Apply for funding if appropriate Begin installation	Sep 2017 Dec 2017 Feb 2018 Feb 2018 Mar 2018 Feb 2019	

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	
MEDIUM TERM			
Work with P&T and ESCC to install a safe crossing	Consult with ESCC Agree crossing type Apply for joint funding Install crossing	Sep 2017 Dec 2017 Jan 2018 Mar 2018	
· LONG TERM			

PAVILION

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
· Open a café at the Pavilion	Obtain quotes for upgrading foyer and kitchen equipment Research funding (and voluntary help if required) Apply for funding Agree contractor Advertise for volunteers Train volunteers Appoint manager Open café	Jul 2017 Jul 2017 Sep 2017 Sep 2017 Oct 2017 Feb 2018 Feb 2018 Apr 2018	
· Install a fully accessible water drinking fountain outside the building	Obtain quotes Agree supplier Install drinking fountain	Nov 2017 Feb 2018 Apr 2018	
MEDIUM TERM			
Upgrade changing facilities OR see below*	Obtain quotes for upgrading facilities and for upgrading the pavilion & changing rooms Research funding sources In collaboration with BBFC, decide on course of action Complete improvements	Jul 2017 Aug 2017 Oct 2017 Aug 2018	
· LONG TERM			
*Upgrade pavilion and improve changing room facilities	See above	Aug 2019	

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 2017 Sep 2017	
· Recommend improvements to signage	Walk the town and compile a report Review report and agree actions	Jul 2017 Oct 2017	TBA
· 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	TBA
· 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	
MEDIUM TERM			
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LONG TERM			
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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	
· Undertake the risk assessment ·	Review and update risk assessment as necessary Agree risk assessment	Jul 2017 Aug 2017	
· Review Management Programme	Review and update Management Programme Agree Management Programme	Jul 2017 Aug 2017	
· 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	
· 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	
· Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases and agree increases as		
MEDIUM TERM			
Continue improvement programme for Mansers Shaw	Continue staged programme during autumn and winter months	Ongoing	
LONG TERM			