

ACTION PLAN FOR THE ENVIRONMENT COMMITTEE

Objectives

- 1 To ensure as far as is practicable that the town provides an attractive environment for those living and working in it and for visitors to it.
- 2 To provide the best practicable services to those dependent on the Council in respect of the allotments and cemetery
- 3 To develop and regularly review a 3 year strategic plan for the estate and, in particular, a maintenance regime to ensure that the estate is kept in a good and safe state of repair;

SPECIFIC OBJECTIVES FOR THE CEMETERY

1. Ensure the good management and maintenance of the cemetery and associated buildings;
2. Periodically to review the cemetery regulations;
3. Make annual budget recommendations relating to these activities, including cemetery charges, and thereafter to monitor performance against the approved budget.
4. Provide the best practicable services to those dependant on the Council in respect of the cemetery.

CEMETERY

<u>Outcomes</u>	<u>Objective</u>	<u>Notes</u>	<u>Cost</u>	<u>Timescale</u>
SHORT TERM				
Undertake annual gravestone inspection	1	Staff to undertake formal training course if possible	F&GP	Ongoing
Review cemetery regulations	2	Review regulations annually.	N/A	Ongoing
Review fees and charges	6	Annual review in October.	N/A	Ongoing
Hold 1 st annual service of remembrance	4			TBD
Re-surface entrance driveway	1	Contributions requested from adjacent property owners	£8,500 (PWLB)	Apr 2018
MEDIUM TERM				
Refurbishment of Mortuary	1	Contact training group to undertake project	TBD	Dec 2019
LONG TERM				

SPECIFIC OBJECTIVES FOR THE ALLOTMENTS

5. To ensure good management of the allotment sites at Cherry Gardens (including the amenity garden at Cherry Gardens), Virgins Croft, Watch Oak and Netherfield Hill, and such other sites as may be acquired or leased;
6. To set and monitor the level of allotment rents and charges;
7. To develop and regularly review a strategic plan for those sites;
8. To nominate a member of the Committee as its representative on the Committee of the Senlac Allotment Society;
9. To organise the Town Council's annual competition for the best large and small allotments, and the most improved allotment.

<u>Outcomes</u>	<u>Objective</u>	<u>Notes</u>	<u>Cost</u>	<u>Timescale</u>
SHORT TERM				
Organise annual competition	9	Judge by 6 th July 2018	£150	Ongoing
Continue quarterly inspections	5	Jan, Apr, Jul, Oct	N/A	Ongoing
Nominate member for SAA Committee	8	In May/June each year	N/A	Ongoing
Review rents and charges	6	Annual review in August	N/A	Ongoing
MEDIUM TERM				
Review need for provision of plots for residents with reduced mobility/flexibility	7	Joint project with SAA Grant funding required	TBD	Oct 2019
Review usage of allotments with regard to rationalisation of plots/sites	7	Periodic reviews to monitor usage and upkeep costs	N/A	Mar 2019
LONG TERM				

SPECIFIC OBJECTIVES FOR RECREATION GROUNDS

10. To ensure good management and maintenance of the Council's estate – recreation grounds

NORTH TRADE ROAD RECREATION GROUND

<u>Outcomes</u>	<u>Objective</u>	<u>Notes</u>	<u>Cost</u>	<u>Timescale</u>
SHORT TERM				
Ensure that play equipment is repaired and maintained.	10	Review annual inspection report (TC reviews regular staff reports)	N/A	Ongoing
Ensure that routine renovation of the football pitch is undertaken	10	In consultation with BBFC Rec maintenance budget	N/A	Ongoing
Level the junior football pitch, bearing in mind the route of the BHP	10	To increase possibilities for informal use - not intended as a high spec pitch. (Funding from 2017/18 budget 4205)	£6,500	Aug 2018
Erect a covered shelter	10	Seek grant funding (Some funding in EMR – minutes 05 Dec 2017 - plus funds in 2018/19 budget)	£12,000	Oct 2018
MEDIUM TERM				
Install a zip-wire below the Adventure play area in Rec	10	Most requested equipment in B&L School questionnaire – possible grant funding. (Some funding in EMR – minutes 05 Dec 2017 - plus funds in 2018/19 budget)	£10,500	Jul 2019
Install outdoor table tennis equipment	10	Popular request on CCC questionnaire. Grant application made to Tesco Bags of Help - response still awaited (Some funding in EMR – minutes 05 Dec 2017 - plus funds in 2018/19 budget)	£6,000	Jul 2019
Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA	10		To be agreed	Jun 2019
LONG TERM				
Collaborate with BHP project group to build the Health Pathway and with BBFC to rebuild the pavilion to include a community area with a seasonal café	10	BHP raising 20% community contribution for Pathway build Possible grant funding applications through BBFC Community area with café (£7.5k in EMR from 2017/18 budget)	To be confirmed	Aug 2020
Install outdoor gym equipment	10	In conjunction with BHP (£5k in EMR from 2016/17 budget)	£10,000	2019/20

TELHAM RECREATION GROUND

<u>Outcomes</u>	<u>Objective</u>	<u>Notes</u>	<u>Cost</u>	<u>Timescale</u>
SHORT TERM				
Ensure that play equipment is repaired and maintained.	10	Review annual inspection report (TC reviews regular staff reports)	N/A	Ongoing
Review use of playing field and make recommendations to F&GP.	10	Pedestrian crossing not possible (ESCC) Playground warning sign not permitted (ESCC) Public parking not possible as vehicular access is too long and narrow onto a 40MPH road with poor visibility Safe parking not possible in Telham Lane for access via public footpath	N/A	Mar 2019

SPECIFIC OBJECTIVES FOR STREET FURNITURE & LIGHTING

11. To be responsible for the repair and maintenance of the street lights for which the Council is responsible;
12. To consider the need for the enhancement or reduction of street lighting in areas for which the Council is responsible;
13. In association with the Planning Committee, to consider whether street lighting should be provided in new developments and, if so, in what style; and to recommend to Council in cases where it is thought appropriate to accept future responsibility for repair and maintenance;
14. To provide advice on street light provision in Battle to other organisations;
15. To provide public benches in and around the town and to ensure that repairs and maintenance are carried out to these and other benches for which the Council has accepted responsibility
16. To provide, maintain and repair signage and notice boards (eg fingerposts) which are defined as street furniture.

<u>Outcomes</u>	<u>Objective</u>	<u>Notes</u>	<u>Cost</u>	<u>Timescale</u>
SHORT TERM				
Make recommendations to TC regarding provision and maintenance of benches	15	Maintenance is covered in Estate Management Programme	N/A	Ongoing
Recommend improvements to signage	16	Review signage annually	N/A	Ongoing
Make recommendations for enhancing or reducing street lighting	11,12,13,14	Review lighting service contract regularly Provide advice as requested Respond to P&T Committee as required	N/A	Ongoing
MEDIUM TERM				
LONG TERM				

SPECIFIC OBJECTIVES FOR BTC's ESTATE excluding the cemetery, allotments, recreation grounds and street furniture & lighting

17. To ensure good management and maintenance of the Council's estate;
18. To develop and to regularly review a three-year strategic plan for the estate and, in particular, a maintenance régime to ensure that the estate is kept in a good and safe state of repair;
19. To ensure that an up to date record is maintained of the land and property for which the Committee is responsible;
20. Under agreement with English Heritage to monitor the condition of the Abbey Green and ensure that minor repairs and maintenance are carried out
21. To undertake risk assessments relating to the Committee's area of responsibility;
22. To make annual budget recommendations which reflect the strategic plan, including proposals for fees, charges and rent increases, and thereafter to manage performance against budget.

<u>Outcomes</u>	<u>Objective</u>	<u>Notes</u>	<u>Cost</u>	<u>Timescale</u>
SHORT TERM				
Undertake the Risk Assessment	21	Review annually in August	N/A	Ongoing
Review Management Programme	18	Review annually in August	N/A	Ongoing
Ensure that an up to date record is maintained of the land & property for which the Committee is responsible	19	Compiled by TC and reviewed by F&GP	N/A	Ongoing
Make recommendations regarding the replacement of equipment and the purchase of new equipment	22	Review in August in preparation for budget setting Money into reserves each year	N/A	Ongoing
Review fees, charges and rents and recommend any increases each year	22	Review annually in August	N/A	Ongoing
MEDIUM TERM				
Continue improvement programme for Mansers Shaw	17	BTC staff and volunteers Staged programme over several winters	Nil	2020
Manage the Amenity Field as a wild flower meadow	17	Management options will be dependent upon success of grant funding applications	To be agreed	Ongoing
Work with Parchment Trust to improve Guild Shaw	17	Charity runs a horticultural scheme for people with a variety of disabilities	N/A	Ongoing
LONG TERM				