

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 2018 July 2018	June 2018 July 2018
Review cemetery regulations	Review regulations and agree any necessary changes	Oct 2018	Aug 2018
Review fees and charges	Review fees and charges and agree any increases	Oct 2018	Oct 2018
Hold 1 st annual service of remembrance	Discuss with stakeholders - hold autumn event instead of service of remembrance Agree date – October 2018	Aug 2018 Aug 2018	Aug 2018 Aug 2018
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 May 2018
MEDIUM TERM			
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			
Organise annual competition	Agree who will undertake the judging Agree judging criteria Judges convey results and comments to TC by 9 th July	Jun 2018 Jun 2018 Jul 2018	Jun 2018 Jun 2018 Jul 2018
Continue quarterly inspections	Agree which member(s) will inspect the allotments Schedule necessary inspection dates with (t)DTC for next year	Jun 2018 Jul 2018	Jun 2018 N/A
Nominate member for SAA Committee	Agree member and inform SAA secretary	Jun 2018	Jun 2018
Review rents and charges	Review rents and charges and agree any increases	Aug 2018	Aug 2018
MEDIUM TERM			
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	Jun 2018 N/A N/A N/A
Review usage of allotments with regard to rationalisation of plots/sites	Review reports from past inspections Consider options for rationalisation if appropriate Report to F&GP Committee	Oct 2018 Dec 2018 Mar 2019	Oct 2018 N/A N/A
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	Review 2018 inspection report and agree necessary actions if required (Inspections scheduled for Sep 2018)	Aug-2018 Oct 2018	Oct 2018
Continue the improvements to the football pitch	Post season renovation 2018 Post season renovation 2019	Jun 2018 Jun 2019	Jul 2018
Level the junior football pitch, bearing in mind route of BHP	Research grant funding (funds found within Committee budget, seek RDC match funding) Obtain quotes and agree contractor Commence work (RDC has awarded grant of £1,593)	Jul 2017 Aug 2017 Apr 2018	Feb 2018 Apr 2018 Ongoing *
Erect covered shelter	Obtain quotes and agree design Apply for grants (RDC & Police) Install shelter (RDC has awarded grant of £3,000, Police have awarded scheme £500)	Jun 2017 Jun 2017 Apr 2018	Aug 2017 Jul 2018 Ongoing **
MEDIUM TERM			
Install zip-wire below the Adventure Play Area	Obtain quotes Monitor use of zip-wire in Coronation Gardens Research funding & apply for grant if available Install zip-wire	Oct 2017 Oct 2018 Dec 2018 Jul 2019	Aug 2017
Install outdoor table tennis equipment	Apply for grant (Tesco – customer voting during Sep & Oct 2018) Agree contractor Install equipment	Aug 2017 Aug 2018 Jul 2019	Jul 2017 Oct 2018
Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA	Consult specialist contractors Review reports and agree plan	Dec 2018 Apr 2019	
Construct a petanque court	Agree specifications Agree site Obtain quotes Research funding & apply for grant if available Install court	Jun 2018 Aug 2018 Oct 2018 Dec 2018 Jun 2019	Jun 2018 Aug 2018

*Junior football pitch – RDC awarded grant of £1,593, now decision needs to be made regarding start date for works – Nov 2018 or wait until spring 2019

**Shelter – RDC grant of £3,000 is conditional upon Claverham Community College raising £700 towards the cost, but Police awarded BTC £500 (£200 expected), so now only £400 needs to be raised.

<u>Specific Outcome</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
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	Obtain specifications and costs for pathway, pavilion and community area/café Complete tendering process for pathway, pavilion and community area/café Complete grant applications Start build	Aug 2018 Dec 2018 Apr 2019 Feb 2020	Ongoing *
Install outdoor gym equipment	Obtain quotes and agree provider Investigate sources of funding and apply if appropriate Install in conjunction with Battle Health Pathway Project	Oct 2018 Feb 2019 2019/20	

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 2018 inspection report and agree necessary actions if required (Inspections scheduled for Sep 2018)	Aug 2018 Oct 2018	Oct 2018
Review use of playing field and make recommendations to F&GP.	Review previous report (Mar 2016), collate ideas for use of area & report to Committee Report to F&GP	Jan 2019 Mar 2019	
MEDIUM TERM			
LONG TERM			

* Specifications for Pathway and the Pavilion are awaited

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 2018 Oct 2018	Aug 2018 N/A
Recommend improvements to signage	Walk the town and compile a report Review report and agree actions	Jul 2018 Oct 2018	Oct 2018 Oct 2018
Make recommendations for enhancing or reducing street lighting	Review street lighting service contract Provide any advice as requested by P&T etc Ongoing reviews as required	Oct 2018 Ongoing Ongoing	Oct 2018
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>
SHORT TERM			
Undertake the risk assessment	Review and update risk assessment as necessary Agree risk assessment	Jul 2018 Aug 2018	Jun 2018 Jun 2018
Review Management Programme	Review and update Management Programme Agree Management Programme	Jul 2018 Aug 2018	Jun 2018 Jun 2018
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
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	Aug 2018 Sep 2018 Oct 2018	Sep 2018 Sep 2018 Oct 2018
Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases (deferred to Oct 2018)	Aug 2018 Oct 2018	Oct 2018
MEDIUM TERM			
Continue improvement programme for Mansers Shaw	Continue staged programme during autumn and winter months Improve paths using stone if grant funding available or otherwise using wood chippings	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 Complete species survey and report to Committee (deferred to 2019)	Nov 2017 Dec 2017 Feb 2018 Jul 2018 Jul 2019	Nov 2017 Dec 2017 Apr 2018
Work with Parchment Trust to improve Guild Shaw	Review and agree plans from Parchment Trust Agree budget	Aug 2018 Oct 2018	N/A
LONG TERM			

Sussex Lund has awarded a grant of £10,000 to extend the stone path in Mansers Shaw and maintain the Amenity Field as a wild flower meadow