

DRAFT DETAILED ACTION PLANS

Objective 1 To ensure the efficient and cost effective use of resources

| | <u>Action to be taken</u> | <u>Cost</u> | <u>Responsibility</u> | <u>Timescale</u> | <u>Notes</u> |
|--|---|-------------|-------------------------|--|--|
| <u>Outcome 1</u> Ensure efficient and cost effective use of resources | Review budgets annually and produce a desired profile of expenditure | | P & T Committee members | Budget has been agreed for the first year. Profile to be agreed by early July | Annually for the setting of the budget and three monthly for expenditure comparison against profile |
| Short term | <ul style="list-style-type: none"> Identify needs and where additional income sources can be sought Agree annual amount and incorporate in next year's budget | | | <ul style="list-style-type: none"> Early July By end of November | To be based on Committees' strategic plans Lower Mount Street carpark resurfacing need agreed and funded by PWLB loan |
| Medium Term | <ul style="list-style-type: none"> Review of activities, funding and setting of new priorities | | | 2 years and yearly thereafter | |
| Long Term | <ul style="list-style-type: none"> Review after 5 years | | | | |
| <u>Outcome 2</u> To seek to obtain grants, income and to recover costs wherever possible to use on highways maintenance | Town Clerk to advise committee of funding opportunities | | Town Clerk | Ongoing | |
| Short term | <ul style="list-style-type: none"> Identify projects – consider if any appropriate for Community Payback Team | | Committee | Report September 2018 | |

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| | <ul style="list-style-type: none"> Identify possible funding sources??? Make applications | | Town Clerk/(t)Deputy Committee Chairman, Town Clerk/Deputy or Consultant | Report Nov 2018 | May be a need for training |
| Medium Term | <ul style="list-style-type: none"> Build relationships with funders/sponsors Make applications | | Committee Chairman, Town Clerk/Deputy Town Clerk/Consultant | Ongoing | Networking important |
| Long Term | <ul style="list-style-type: none"> Review after 3 years | | | Ongoing | Ongoing |
| <u>Outcome 3</u> To identify any training necessary for the staff together with the Town Clerk so that work can be conducted efficiently | Review the ability of current staffing levels to achieve the aims required. | | Committee Chairman and Town Clerk | September | |
| Short Term | <ul style="list-style-type: none"> Consider what can be achievable with current resources Identify any possible improvement in staff practices Identify training opportunities | | Committee Chairman with Town Clerk | October | |
| 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: Ensure that committee recommendations on Planning Applications are transparent and soundly based and that staff provide feedback to the Planning Authority in an efficient and timely manner

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|---|--|-------------|--|-------------------------------|--|
| <u>Outcome 1</u> Ensure that responses to RDC on Planning Applications are soundly based | <ul style="list-style-type: none"> Careful consideration of all documents in applications Ensure up to date knowledge of planning policies | | P & T Committee members – advice from Town Clerk | Ongoing | |
| Short term | <ul style="list-style-type: none"> Identify any training needs and seek information / courses | | | Early July | New P&T members to receive training from SSALC |
| 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 | | | | |
| <u>Outcome 2</u> 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 | | 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 | |
| <u>Outcome 3</u> Feedback to RDC is given in good time and in a clear manner | Responses to be unambiguous and based upon planning policies at the meetings of the committee so that the TC can send them off promptly to the Planning Authority | | Committee Chairman and Town Clerk | Ongoing | |

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| Short Term | <ul style="list-style-type: none"> As above | | Committee Chairman with Town Clerk | Ongoing | |
| Medium Term | <ul style="list-style-type: none"> As above | | Committee Chairman with Town Clerk | Ongoing | |
| Long Term | <ul style="list-style-type: none"> Continue to monitor and review | | Committee Chairman and Town Clerk | Ongoing | |

Objective 3: Become a prime influencer in respect of transportation policies and schemes in the Battle and surrounding area by active and closer links with ESCC, the Highways Agency, railway interests and the bus companies

| | <u>Action to be taken</u> | <u>Cost</u> | <u>Responsibility</u> | <u>Timescale</u> | <u>Notes</u> |
|--|---|-------------|--|--------------------------------|--|
| <u>Outcome 1</u> That the best possible result is achieved for the residents of Battle and the surrounding villages in any new highways or transportation schemes | <ul style="list-style-type: none"> Ensure an awareness of proposed schemes Careful consideration of all documents in applications Ensure up to date schemes and a knowledge of the relevant planning policies Ensure consultation responses are made in good time | | P & T Committee members – advice from RTAG representative/Town Clerk | Ongoing | |
| Short term | <ul style="list-style-type: none"> Arrange meetings with transportation partners to build personal relationships Obtain an understanding of those partners forthcoming schemes | | Committee Chairman Committee Chairman | Early September Ongoing | Ongoing with SLR and other Highways officers |
| Medium Term | <ul style="list-style-type: none"> As above | | | 2 years and yearly thereafter | |

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| Short term | <ul style="list-style-type: none"> • Agree costs for the necessary Traffic Management Order (TRO) • Seek funding from Full Council for our contribution • Contract ESCC to make the TRO | | Town Clerk / ESCC Highways | Ongoing | Timing dependent upon Link completion |
| Medium Term | <ul style="list-style-type: none"> • As above | | Chairman of the Committee to drive this forward | Ongoing | |
| Long Term | <ul style="list-style-type: none"> • Review traffic flows after 3 years | | Committee members / ESCC | Ongoing | |
| <u>Outcome 3</u> Seek additional parking provision within the town environs | Work with appropriate landowners to identify potential sites for parking / park and ride If possible, work with partners to develop site(s) to reduce the call upon BTC finances | | Committee Chairman and Town Clerk | Ongoing | Only suggested site by the cricket ground voted down by Full Council |
| Short Term | <ul style="list-style-type: none"> • As above • Assess planning considerations • Assess financial implications | | Committee Members with Town Clerk | Ongoing | |
| Medium Term | <ul style="list-style-type: none"> • If a site partner can be found, develop the concept and finances, seek consents from all parties. Construct the facility. | | Committee Chairman with Town Clerk | Ongoing | |
| Long Term | <ul style="list-style-type: none"> • Monitor costs and ensure affordability | | Committee and Town Clerk | Annually after scheme is in place | |

Objective 5: Encourage the better use of the existing footpaths and footways by ensuring their appropriate maintenance by all means possible to both encourage a healthy lifestyle and to reduce the dependence upon mechanical transportation methods

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|--|---|-------------|--|--|---|
| Outcome 1 Maintain a safe footpaths and footways system around the Battle and surrounding villages of the civic area | <ul style="list-style-type: none"> Have the council staff work on the paths and footways as necessary to ensure a satisfactory surface without undue trip hazards or restrictions Seek volunteer partners to undertake specific tasks | £1.8k | Town Clerk P & T committee members | Ongoing | |
| Short term | <ul style="list-style-type: none"> Conduct a condition survey of the pathways Establish which input will be dealt with by ESCC Highways staff Establish a priority list Have volunteers trained by ESCC Highways for working on the 'Highway' Arrange for works to be undertaken | | P & T Members Town Clerk P & T Members Town Clerk Town Clerk | Early August By end June Late August | Aim for 100% of paths to be assessed. Advice on state of fps by Footpath Adviser on regular basis to committee Complete at least 33% of the worst condition paths before winter Work undertaken both by grounds staff and by Community Payback Team |
| Medium Term | <ul style="list-style-type: none"> Establish secondary list for action | | P & T Members | 2 years and yearly thereafter | Complete at least 50% of pathways |
| Long Term | <ul style="list-style-type: none"> Review of Condition Survey | | P & T Members | 4 yearly | 100% of poor condition footpaths completed |

Objective 6. Develop sound planning policies and guidelines within a Neighbourhood Plan (NP) as soon as practical to ensure that any developments are constructed only in areas accepted by our residents and to standards deemed reasonable both with current planning law and with local wishes

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|--|---|-------------|--|--------------------------|--|
| <p><u>Outcome 1</u> That Battle and the surrounding villages are protected from unwarranted development and that the area is encouraged to be changed only in the way that most residents wish</p> | <ul style="list-style-type: none"> • Register the civic area of Battle as the 'Designated Area' • Publicise for members to join the NP group • Ensure members of the group have knowledge of the relevant planning policies • Seek representations on sites and the aspirations of the residents, businesses and organisations for the designated area • Produce a draft NP for initial consultation • Develop the NP with the Planning Officers at RDC • Review responses and seek RDC to publish the final draft for consultation • Review and agree final document | | P & T Committee members – advice from Town Clerk | Achieved | <p>Done</p> <p>Done</p> <p>At this point, the BTC P & T Committee as a whole will step back Achieved</p> <p>Achieved</p> |
| | | | Town Clerk | End of May | |
| | | | Chairman of P& T Committee | End of June | |
| | | | NP Group | To be agreed by NP Group | |
| | | | NP Group | As above | |
| | | | NP Group | As above | |
| | | | NP Group | As above | |
| NP Group / RDC | As above | | | | |
| Short term | <ul style="list-style-type: none"> • Set up the NP Group and have sufficient number of members to make it a practical entity | | Committee Chairman | Early July | Done |

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| Medium Term | <ul style="list-style-type: none">• Monitor progress of the NP Group and offer assistance as necessary | | P & T Committee | | |
| Long Term | <ul style="list-style-type: none">• Review NP | | | | |