

## 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 <sup>th</sup> July	Cancelled due to Covid-19 restrictions	Cancelled
Continue quarterly inspections	Agree inspection dates with AtoTC for next year	(delayed) Aug 2020	<b>Completed</b>
Nominate member for SAA Committee	Agree member and inform SAA secretary	(delayed) Aug 2020	06-10-2020
Review rents and charges	Review rents and charges and agree any increases	Aug 2020	04-08-2020
MEDIUM TERM			
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	Aug 2020 Dec 2020 Mar 2021	04-08-2020 01-12-2020
LONG TERM			
Review need to provide plots for residents with reduced mobility/flexibility	Committee to review need Research funding options if appropriate Apply for funding Begin improvements	Aug 2020 Dec 2020 Jun 2021 Nov 2021	04-08-2020 Postponed

## 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 AtoTC	<i>(delayed)</i> Aug 2020	<b><u>04-08-2020</u></b>
	Undertake inspection, file report with TC to arrange necessary action	Aug 2020	<b><u>08-09-2020</u></b>
Review cemetery regulations	Review regulations and agree any necessary changes	June 2020	June 2020
Review fees and charges	Review fees and charges and agree any increases	Oct 2020	<b><u>04-08-2020</u></b>
Increase awareness of services and facilities	Include article in BTC Newsletter	Aug 2020	<b><u>Agreed</u></b>
	Market services and facilities to Funeral Directors	Aug 2020	<b><u>04-08-2020</u></b>
Provide guided nature walks	Wild Flowers – Hastings Botany Group	Cancelled due to Covid-19 restrictions	<b><u>Cancelled</u></b>
	Butterflies – Edwin Malins		
	Bats – Edwin Malins		
MEDIUM TERM			
LONG TERM			
Refurbishment of Mortuary	Contact training group to undertake project Undertake bat survey Agree start date Arrange risk assessments and insurance cover	Monitor	Postponed

## 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>
<b>SHORT TERM</b>			
Ensure that play equipment is repaired and maintained	Review 2020 inspection report and agree necessary actions if required	Jan 2021	<b><u>Completed</u></b>
Continue the improvements to the football pitch	Post season renovation 2020	Jun 2020	<b>Completed</b>
Prepare a medium/long term plan for repair/replacement of tennis courts and MUGA	Consult specialist contractors Review reports and agree plan	Dec 2020 Apr 2021	
Review fees and charges	Review fees and charges and agree any increases	Oct 2020	<b><u>04-08-2020</u></b>
<b>MEDIUM TERM</b>			
Install zip-wire below the Adventure Play Area	Obtain current quotes to agree provider Install zip-wire	Oct 2020 INSTALL	<b>Postponed until BHP/CSA complete</b>
Install play equipment suitable for Rec users with disabilities	Obtain designs and quotes Agree budget (for 2021/22 budget setting) Consult potential users and agree site, equipment and provider Research and apply for funding, Install equipment	Aug 2020 Oct 2020 Oct 2020 Dec 2020 May 2021	<b>Completed</b>    <b>Swing due June 2021</b>
Erect seating at appropriate sites around the site	Review provision to identify gaps, taking BHP plans into account Install as wood becomes available	Oct 2020 Apr 2021	<b>Postponed until BHP/CSA complete</b>
Collaborate with BTFC to rebuild the pavilion to include a community and refreshment area	Obtain specifications for pavilion with community and refreshment area Complete tendering process for pavilion with community and refreshment area Agree business plan for café Complete grant applications Start build	Jul 2020 Sep 2020 Sep 2020 Oct 2020 Dec 2020	<b>Delayed</b>

Install outdoor gym equipment appropriate to target age group(s)	Agree target age group(s) Obtain further quotes as necessary, agree provider and budget Research and apply for grant funding Install equipment	Aug 2019 Aug 2020 Oct 2020 Mar 2021	01-12-20  Install due June 2021
Install floodlighting on the MUGA	Obtain quotes and agree provider Apply for planning consent Agree budget and research possible funding stream Install floodlights	Aug 2020 Aug 2020 Oct 2020 Feb 2021	Agreed to postpone for budget purposes
Install composting bins	Consult High Weald Organisation for advice Agree site Agree budget Install bins	Jun 2019 Aug 2019 Oct 2019 Apr 2020	<b>Considered and not feasible at this time</b>
Install tennis practice wall			completed
LONG TERM			
Provide play equipment and swings for young children near to castle and toilets	Agree site(s) Obtain quotes and agree design / provider Agree budget Request donations from local organisations Install equipment	Aug 2020 Sep 2020 Oct 2020 Oct 2020 Apr 2021	Delayed due to Covid-19 restrictions  New swing due June 2021

#### 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 2020 inspection report and agree which equipment should be removed and repairs to remaining equipment	Feb 2021	<b>Completed</b>
MEDIUM TERM			

Ensure that play equipment is repaired and maintained	Review equipment and agree any necessary improvements/provision.	Aug 2020	
LONG TERM			

### 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 2020 Oct 2020	Completed Ongoing
Recommend improvements to signage	Walk the town and compile a report Review report and agree actions	Aug 2020 Oct 2020	06-10-20 06-10-20
Make recommendations for enhancing or reducing street lighting	Review street lighting energy & service contract Provide any advice as requested by P&T etc Ongoing reviews as required Replace columns as required	Oct 2020 Ongoing Ongoing Ongoing	Completed
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	Aug 2020 Oct 2020	06-10-20
Review Management Programme	Review and update Management Programme Agree Management Programme	Aug 2020 Oct 2020	06-10-20
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 2020/21	Aug 2020 Sep 2020 Oct 2020	Nov 20 Completed
Review fees, charges and rents, and recommend any increases each year	Review fees, charges and rents, and recommend any increases	Aug 2020	04-08-20
Replace the skate ramp on ESCC land	Obtain quotes and agree design / provider / budget Request donations from local organisations and residents Consider options to make up shortfall in budget Install equipment	TBC	
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	

Improve access to Mansers Shaw for pushchairs and wheelchair users	<ul style="list-style-type: none"> <li>Draw up plans to widen bridge across the stream in conjunction with P&amp;T Committee</li> <li>Agree budget in conjunction with P&amp;T Committee</li> <li>Apply for funding</li> <li>Install bridge</li> <li>Obtain quotes to construct stone path with suitable gradient to bypass steps</li> <li>Agree budget</li> <li>Apply for funding</li> <li>Install path</li> </ul>	<ul style="list-style-type: none"> <li>Apr 2021</li> <li>Oct 2021</li> <li>Mar 2022</li> <li>Oct 2022</li> <li>Apr 2021</li> <li>Oct 2021</li> <li>Mar 2022</li> <li>Oct 2022</li> </ul>	
Manage the Amenity Field as a wild flower meadow	Complete species survey and report to Committee	Aug 2020	Postponed to next year due to Covid-19
LONG TERM			
Refurbish the surface of Abbey Green	<ul style="list-style-type: none"> <li>Obtain advice on surfacing in consultation with EH and obtain estimates</li> <li>Agree amounts to be saved annually into EMR</li> <li>Obtain quotes</li> <li>Agree contractor</li> <li>Undertake works</li> </ul>	<ul style="list-style-type: none"> <li>Sep 2020</li> <li>Oct 2020</li> <li>Sept 2021</li> <li>Oct 2021</li> <li>Apr 2022</li> </ul>	