

## DETAILED ACTION PLAN FOR OBJECTIVE 1

| <u>Specific Objective</u>  | <u>Action to be taken</u>   | <u>Timescale</u>   | <u>Completed</u>                 |
|--|---|--|----------------------------------|
| SHORT TERM   |   |  |                                  |
| Prepare a plan for the further development of Battle to recommend to Council         | Co-ordinate proposals from existing documents, Council members and other interested parties<br>Present recommendations to Council   | Aug 2021<br>Sep 2021   | To be discussed when DTC in post |
| Organise the Annual Parish Assembly  | Review 2019 Annual Parish Assembly plans and draft proposals for 2021<br>Confirm venue booking and set 2021/22 budget for Assembly<br>Recommend format to Council<br>Agree potential speakers<br>Invite speakers and inform exhibitors<br>Advertise event | Nov 2020<br>Nov 2020<br>Jan 2022<br>Jan 2022<br>Feb 2022<br>Mar 2022 |                                  |
| Market Heritage Trail Activity Book  | Promote Activity Book in shops, newsletter and other outlets  | Sep 2021   | tbc                              |
| Produce a Resilience Plan  | Populate draft plan<br>Review by ER&TD, Police and RDC Emergency Planning Officer<br>Finalise plan and distribute<br>Review annually  | Nov 2020<br>Dec 2020<br>Jan 2021<br>May 2022                         |                                  |
| Develop floral displays to improve the overall appearance of the town                | Make recommendations for 2022<br>Liaise with BB and High Street retailers to prepare for S/SE in Bloom  | Sep 2021<br>Jan 2022   | Jun 2021                         |
| Review footpath sweeping, litter collection, dog fouling etc                         | Review RDC 'barrow person' service annually   | Sep 2021   | Completed                        |
| Review and improve installation of the Christmas lights and trees in the town centre | Agree any improvements for 2021<br>Review lights and suggest improvements<br>Agree improvements   | Sep 2021<br>Jan 2022<br>May 2022                                     | Completed                        |



| <u>Specific Objective</u>  | <u>Action to be taken</u>  | <u>Timescale</u>   | <u>Completed</u>                       |
|--|--|--|--|
| SHORT TERM Cont'd  |  |  |  |
| Organise the annual Battle in Bloom competition  | Agree judges and dates for judging   | Jul 2021   |  |
| Organise the Remembrance Day observance  | Agree format and contributors<br>Book bugler<br>Book flag bearer<br>Finalise arrangements  | Jul 2021<br>Jul 2021<br>Jul 2021<br>Sep 2021                         | Rehearsal to be scheduled              |
| Liaise with organisers of Marbles, Medieval Fayre, Christmas Gala Night etc and assist if appropriate                              | Confirm arrangements with Chamber of Commerce Christmas committee<br>Agree details for visits by Father Christmas if required  | Sep 2021<br>Nov 2021   | Completed                              |
| MEDIUM TERM  |  |  |  |
| Explore ways to improve Market Square  | Meet with leaseholders<br>Support leaseholders in changes to market services   | Feb 2019<br>Sep 2020   | Feb 2019                               |
| Display gunpowder Mortars in an appropriate manner   | Agree style of information board<br>Agree display format and obtain quotes from suppliers<br><br>Install display   | Sep 2021<br>Sep 2021<br><br>May 2022                                 | Postponed<br>Response awaited from RDC |
| Make Battle more accessible and welcoming by taking account of the needs of very young, elderly or disabled residents and visitors | Undertake audit for wheelchair users<br>Undertake audit for people with hearing difficulties<br>Undertake audit for blind people<br>Undertake audit for people on autistic spectrum<br>Consult with carers of young children<br>Consider improvements that could be made | Mar 2019<br>Sep 2021<br>Sep 2021<br>Sep 2019<br>Sep 2021<br>Jan 2022 | Mar 2019<br><br>Agreed 2019            |
| LONG TERM  |  |  |  |
|  |  |  |  |

## DETAILED ACTION PLAN FOR OBJECTIVE 2

| <u>Specific Objective</u>   | <u>Action to be taken</u>  | <u>Timescale</u> | <u>Completed</u>                 |
|---|--|------------------|----------------------------------|
| SHORT TERM  |  |                  |                                  |
| Establish regular consultation with residents through surveys and other means | Review responses from surveys and other consultations and agree most suitable methods for consultation | Nov 2021         |                                  |
| Facilitate the Town Forum for the exchange of ideas and mutual support        | Hold meetings quarterly and report back to Committee   | Ongoing          |                                  |
| Facilitate the Young People's Forum for the exchange of ideas                 | Hold meetings once a term  | Ongoing          |                                  |
| Review Council's policy on communication issues                               | Review policy and agree any recommendations to Council   | Sep 2021         | To be discussed when DTC in post |
| Review 'New Residents' Pack'  | Review pack annually and agree any amendments if necessary   | Nov 2021         |                                  |
| Revitalise relations with voluntary organisations and businesses in the town  | Review reports from Council Representatives and Forums and agree any actions                           | Ongoing          |                                  |
|   |  |                  |                                  |
|   |  |                  |                                  |
|   |  |                  |                                  |

| SHORT TERM Cont'd   |  | <u>Timescale</u>                 | <u>Completed</u>                 |
|---|--|----------------------------------|----------------------------------|
| Seek additional ways to communicate with residents, including targeted communication using social media | Agree steps to further improve communications with all residents                             | Sep 2021                         | To be discussed when DTC in post |
|   | Review changes and refine communication methods as necessary                                 | Nov 2021                         |                                  |
| Produce and distribute quarterly newsletter/annual report in a timely and cost-effective way            | Produce newsletters June, September and December.  | Jun 2021<br>Sep 2021<br>Dec 2021 | Completed<br>Agreed              |
|   | Produce annual report for Full Council approval<br>Distribute annual report to all residents | Feb 2022<br>Mar 2022             |                                  |
| Post sound recordings of newsletters on Council website   | Record and post all newsletters  | Jul 2021                         |                                  |
| Review information on Council website and update as necessary   | Review information on Council website and update as necessary                                | Nov 2021                         |                                  |
| MEDIUM TERM   |  |                                  |                                  |
| Review Council website and consider change to provider/platform   | Receive report from DTC-TDO and agree actions and budget                                     | Sep 2021                         | Postponed                        |
|   | Implement agreed actions   | May 2022                         |                                  |
| LONG TERM   |  |                                  |                                  |
|   |  |                                  |                                  |

### DETAILED ACTION PLAN FOR OBJECTIVE 3

| <u>Specific Objective</u>   | <u>Action to be taken</u>  | <u>Timescale</u>                 | <u>Completed</u> |
|---|--|----------------------------------|------------------|
| SHORT TERM  |  |                                  |                  |
| Progress the Tourist Information Point  | Agree what should be provided within the TIP and report to Almonry Development Working Group   | Sep 2021                         | Postponed        |
| Work proactively with Battle & District Chamber of Commerce Marketing Committee and 1066 Country to market Battle | Review reports from meetings with these groups and make suggestions for BTC representative to take to C of C Marketing Committee meetings<br>Agree actions for ER&TD | Ongoing<br><br>Ongoing           |                  |
| Strengthen links with twinned town, St Valery-sur-Somme   | Discuss whether to proceed with signing the Joint Declaration with the Mayor of St Valery<br>Sign Charter  | Sep 2021<br>Nov 2021             | Delayed          |
| MEDIUM TERM   |  |                                  |                  |
| Organise the biennial Battle Twinning Association reception for visitors from St Valery-sur-Somme                 | Confirm date and time<br>Agree format with BTA<br>Councillors to host event  | Mar 2023<br>May 2023<br>Jul 2023 |                  |
| LONG TERM   |  |                                  |                  |
|   |  |                                  |                  |

## DETAILED ACTION PLAN FOR OBJECTIVES 11 & 12

| <u>Specific Objective</u>            | <u>Action to be taken</u>            | <u>Timescale</u> | <u>Completed</u> |
|--------------------------------------|--------------------------------------|------------------|------------------|
| SHORT TERM                           |                                      |                  |                  |
| Undertake risk assessment            | Agree risk assessment                | Mar 2022         |                  |
| Agree budget recommendations to F&GP | Agree budget recommendations to F&GP | Nov 2021         |                  |
| MEDIUM TERM                          |                                      |                  |                  |
|                                      |                                      |                  |                  |
| LONG TERM                            |                                      |                  |                  |
|                                      |                                      |                  |                  |