

## 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 Present recommendations to Council	Aug 2019 Sep 2019	
Seek to retain, and where necessary improve, buildings of interest through the Local Heritage List and other means	Heritage Charter W/G to complete Local Heritage List Write to owners of buildings informing them of inclusion on list Review conditions and report buildings in need of improvement to RDC	Jul 2019 Nov 2019 Jan 2020	
Organise the Annual Parish Assembly	Review 2019 Annual Parish Assembly and consider changes to format Recommend format to Council and confirm date Confirm venue booking and set 2020/21 budget for Assembly Agree speakers Invite speakers and inform exhibitors Advertise event	Jul 2019 Sep 2019 Nov 2019 Jan 2020 Feb 2020 Mar 2020	
Launch Heritage Trail, develop Heritage Trail activities and market Activity Book	Launch Heritage Trail Promote Activity Book in shops, newsletter and other outlets Develop Heritage Trail activities	May 2019 Sep 2019 Sep 2019	May 2019

<u>Specific Objective</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM Cont'd			
Produce a Resilience Plan	W/G to compile list of volunteers and venues Populate draft plan Review by ER&TD, Police and RDC Emergency Planning Officer Finalise plan and distribute Review annually	Aug 2019 Sep 2019 Oct 2019 Nov 2019	
Develop floral displays to improve the overall appearance of the town	Liaise with BB and High Street retailers to prepare notes for judges Review displays and make recommendations for 2020	May 2019 Sep 2019	
Review footpath sweeping, litter collection, dog fouling etc	Review footpath sweeping, litter collection, dog fouling etc Make recommendations to RDC if necessary Review annually	Sep 2019 Oct 2019	RDC now contract 'barrow person'
Improve and arrange installation of the Christmas lights and trees in the town centre	Agree provider Confirm design Review lights	Apr 2019 Jul 2019 Jan 2020	Apr 2019 Apr 2019
Organise the annual Battle in Bloom competition and awards evening	Liaise with BB to agree date for awards evening Agree judges and dates for judging Agree arrangements for awards evening, including speaker if appropriate	Mar 2019 May 2019 Jun 2019	Mar 2019  July 2019
Organise the Remembrance Day parade	Membership of W/G to be agreed 1 <sup>st</sup> meeting of W/G Request Parade Marshall Request road closures Finalise arrangements	Jul 2019 Jul 2019 Sep 2019 Sep 2019 Oct 2019	    Nov 2019
Liaise with organisers of Marbles, Medieval Fayre, Christmas Gala	Confirm arrangements with Christmas Gala Night committee Agree details for visit to Almonry by Father Christmas	Aug 2019 Aug 2019	Aug 2019 Aug 2019

Night etc and assist if appropriate	Purchase and wrap/house presents	Nov 2019	
	Decorate Almonry and staff venue	Dec 2019	Dec 2019

MEDIUM TERM			
Explore ways to improve Market Square	Meet with leaseholders Work with leaseholders to prevent vehicles entering area for parking Work with leaseholders to undertake repairs to bandstand Support leaseholders in changes to market services	Feb 2019 April 2019 Sep 2019 Mar 2020	Feb 2019 Apr 2019
Display gunpowder Mortars in an appropriate manner	Agree style of information board Source mill stone Agree display format and obtain quotes from suppliers Install display	Jul 2019 Mar 2020 Mar 2020 Jul 2019	
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 Undertake audit for people with hearing difficulties Undertake audit for blind people Undertake audit for people on autistic spectrum Consult with carers of young children Consider improvements that could be made	Mar 2019 Jul 2019 Jul 2019 Sep 2019 Sep 2019 Nov 2019	Mar 2019
LONG TERM			
Adapt the bandstand to accommodate the Town Model	Discuss feasibility with an architect and obtain an estimated cost for outline project Seek residents' views on the project Agree architect and design Obtain planning consent Seek possible grant funding Complete adaptation and install model	Sep 2019 April 2020 Jul 2020 Nov 2020 Mar 2021 Mar 2022	

## 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	Mar 2020	
Set up a Town Forum for the exchange of ideas and mutual support	Agree possible membership Agree date and format of first forum Hold forum Review and refine format in preparation of future meetings	Jul 2019 Jul 2019 Oct 2019 Nov 2019	Nov 2019
Set up a Young People's Forum for the exchange of ideas	Agree possible membership Agree date and format of first forum Hold forum Review and refine format in preparation of future meetings	Jul 2019 Jul 2019 Oct 2019 Nov 2019	
Review Council's policy on communication issues	Review policy and agree any recommendations to Council	Jul 2019	
Review 'New Residents' Pack'	Review pack and comments from TC Agree any amendments if necessary	May 2020 May 2020	
Revitalise relations with voluntary organisations and businesses in the town	Review reports from Council Representatives and agree any actions	May 2020	

SHORT TERM Cont'd			
Seek additional ways to communicate with residents, including targeted communication using social media	<p>Review current methods of communication and use of social media</p> <p>Explore use of My Alerts, 1066 Country website, escis etc for town events calendar</p> <p>Discuss options for communication and agree steps to improve communication with all residents, but especially those under 60 years of age who do not read the local paper or seek out the newsletter.</p> <p>Review changes and refine communication methods as necessary</p>	<p>Aug 2019</p> <p>Aug 2019</p> <p>Nov 2019</p> <p>May 2020</p>	
Produce and distribute quarterly newsletter in a timely and cost-effective way	Produce newsletters in March, June, September and December	<p>Jun 2019</p> <p>Sep 2019</p> <p>Dec 2019</p> <p>Mar 2020</p>	<p>Jun 2019</p> <p>Sep 2019</p> <p>Dec 2019</p>
Post sound recordings of newsletters on Council website	<p>Investigate methods to post sound recordings on website</p> <p>Record and post all newsletters from June 2019 onwards</p>	<p>Jun 2019</p> <p>Mar 2020</p>	
Review information on Council website and update as necessary	Review information on Council website and update as necessary	Nov 2019	
MEDIUM TERM			
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			
Work proactively with Battle Marketing Group and 1066 Country to market Battle	Review reports from meetings with these groups and agree actions for ER&TD	Ongoing	
Strengthen links with twinned town, St Valery-sur-Somme	Meet with Mayor of St Valery (or representative) to discuss ways to strengthen links Report to ER&TD and agree further actions	Jul 2019 Sep 2019	July 2019
Organise the biennial Battle Twinning Association reception for visitors from St Valery-sur-Somme	Confirm date and time Agree format with BTA Councillors to host event	April 2019 May 2019 Jul 2019	Apr 2019 May 2019 July 2019
MEDIUM TERM			
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	Jul 2019	
Agree budget recommendations to F&GP	Agree budget recommendations to F&GP	Nov 2019	Nov 2019
MEDIUM TERM			
LONG TERM			