DETAILED ACTION PLAN FOR OBJECTIVE 1

Specific Objective	Action to be taken	Timescale	Completed
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 2020 Sep 2020	
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 2020 Nov 2020 Jan 2021	Sent to RDC
Organise the Annual Parish Assembly	Review 2019 Annual Parish Assembly plans and draft proposals for 2021 Confirm venue booking and set 2021/22 budget for Assembly Recommend format to Council Agree potential speakers Invite speakers and inform exhibitors Advertise event	Nov 2020 Nov 2020 Jan 2021 Jan 2021 Feb 2021 Mar 2021	
Market Heritage Trail Activity Book	Promote Activity Book in shops, newsletter and other outlets	Sep 2020	Completed. Ongoing

Specific Objective	Action to be taken	Timescale	Completed
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	Oct 2020 Nov 2020 Dec 2020 Jan 2021 Annually	
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 2021	N/A Sep 2020	
Review footpath sweeping, litter collection, dog fouling etc	Review RDC 'barrow person' service annually	Sep 2020	Completed
Review and improve installation of the Christmas lights and trees in the town centre	Agree improvements for 2020 Review lights and suggest improvements Agree improvements	Sep 2020 Jan 2021 May 2021	Completed
Organise the annual Battle in Bloom competition and awards evening	Agree date for 2021 awards evening Agree judges and dates for judging Agree arrangements for awards evening, including speaker if appropriate	Jan 2021 Mar 2021 May 2021	
Organise the Remembrance Day parade	Membership of W/G to be agreed 1st meeting of W/G Request Parade Marshall Request road closures Finalise arrangements	Jul 2020 Jul 2020 Sep 2020 Sep 2020 Oct 2020	Completed Completed Cancelled due to Covid 19 restrictions
Liaise with organisers of Marbles, Medieval Fayre, Christmas Gala Night etc and assist if appropriate	Confirm arrangements with Christmas Gala Night committee Agree details for visit to Almonry by Father Christmas Decorate venue and staff it	Sep 2020 Sep 2020 Dec 2020	Cancelled due to Covid 19 restrictions

MEDIUM TERM		Timescale	Completed
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 Apr 2019 Sep 2019 Sep 2020	Feb 2019 Apr 2019 2019
Display gunpowder Mortars in an appropriate manner	Agree style of information board Agree display format and obtain quotes from suppliers Install display	Sep 2020 Sep 2020 May 2021	
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 2020	Mar 2019 2019
LONG TERM		Timescale	Completed
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 2020 April 2021 Jul 2021 Nov 2021 Jan 2022 May 2022	Agreed to postpone

DETAILED ACTION PLAN FOR OBJECTIVE 2

Specific Objective	Action to be taken	Timescale	Completed
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 2020	
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 2020	
Review 'New Residents' Pack'	Review pack annually and agree any amendments if necessary	Nov 2020	
Revitalise relations with voluntary organisations and businesses in the town	Review reports from Council Representatives and Forums and agree any actions	May 2021	

SHORT TERM Cont'd		Timescale	Completed
Seek additional ways to communicate with residents, including targeted communication using social media	Review current methods of communication and use of social media Explore ways to facilitate a town events calendar Agree steps to improve communication with all residents. Review changes and refine communication methods as necessary	Aug 2019 Nov 2020 Nov 2020 May 2021	Aug 2019
Produce and distribute quarterly newsletter/annual report in a timely and cost-effective way	Produce annual report in March; newsletters June, September and December	Jun 2020 Sep 2020 Dec 2020 Mar 2021	N/A
Post sound recordings of newsletters on Council website	Investigate methods to post sound recordings on website Record and post all newsletters	Sep 2020 Dec 2020	
Review information on Council website and update as necessary	Review information on Council website and update as necessary	Nov 2020	
MEDIUM TERM		Timescale	Completed
LONG TERM		Timescale	Completed

DETAILED ACTION PLAN FOR OBJECTIVE 3

Specific Objective	Action to be taken	Timescale	Completed
SHORT TERM			
Progress the Tourist Information Point	Agree what should be provided within the TIP and report to Almonry Development Working Group	Sep 2020	Agreed within Almonry project
Work proactively with Battle & District Chamber of Commerce Marketing Committee 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	Finalise the draft Joint Declaration for review by Mayor of St Valery Sign Charter	Nov 2020 April 2021	
MEDIUM TERM		Timescale	Completed
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 2022 May 2022 Jul 2022	
LONG TERM		Timescale	Completed

DETAILED ACTION PLAN FOR OBJECTIVES 11 & 12

Specific Objective	Action to be taken	Timescale	Completed
SHORT TERM			
Undertake risk assessment	Agree risk assessment	Mar 2021	
Agree budget recommendations to F&GP	Agree budget recommendations to F&GP	Nov 2020	
MEDIUM TERM			
LONG TERM			