



Battle Town Council



MINUTES of the EXTERNAL RELATIONS AND TOWN DEVELOPMENT COMMITTEE held on TUESDAY, 3rd NOVEMBER 2020 at 7.30pm via Zoom

Present: Cllrs H Sharman (Chairman), V Cook, G Favell, M Kiloh, C Would.

In attendance: One member of the public, Carol Harris (Town Clerk).

Public Question Time

None.

1. **Apologies for absence** – Cllr C Hartley.
2. **Disclosure of interest** – None.
3. **Minutes of the meeting held on 1st September 2020** were agreed and duly electronically signed by Cllr Sharman.
4. **To receive the Clerk's report**
 - There has been good support for the **sponsorship of the Christmas trees** and invoices are being raised.
 - Arrangements for the reinstatement of the **Council Awareness Campaign** have been delayed due to the further lockdown restrictions due to Covid-19.
 - The **newsletters** have been distributed to fewer locations due to the Covid-19 restrictions but appears to be popular.
5. **Correspondence and Communications received post agenda publication** – None.

6. Remembrance events

The notes from the previous meeting of the Remembrance Working Group had been circulated and discussed at the Full Council meeting for timing purposes. Due to the further Government restrictions announced at the weekend there had been further amendments to the plans. A short Service led by the Dean at the War Memorial will be held on Wednesday 4th November for invited guests. The Mayor of Battle will lead the laying of wreaths to be followed by representatives of the armed forces, emergency services and other recognised voluntary organisations. The wreaths and list of those to attend had been provided to St Marys Church. For Armistice Day, a bugler has been arranged and the maroons will be set off at 11.00 and 11.02. The Mayor, Pastor from the Baptist Church, Minister of the Methodist Church and the Dean of St Mary's will be accompanied by a flag bearer on the Abbey apron. It was suggested that a member of the ESFRS may take the latter role. There had been very little response on the reading of poems and this had not been taken forward.

7. To receive updates from Working Groups:

- The notes of a **Heritage Charter** meeting on 22nd October had been circulated, as attached. Cllr Kiloh reported that the proposed Battle Heritage Charter List had been submitted to Rother District Council(RDC) and comments were being considered by the HCWG. Once approved by RDC, the document will be considered for any future planning applications and will form part of the Battle Civil Parish Neighbourhood Plan.
- It was noted that the **Resilience Plan** WG will be meeting next week.

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- The number of entries for this year's **Writing Competition** had been significantly higher for both adults and children. These have been distributed to the WG for judging.

8. Forums:

- **Town** – Cllr Favell suggested a meeting via Zoom on 25th November 2020 to discuss how the town is coping with the current pandemic situation. This will be progressed.
- **Youth** – nothing to report at this time.

9. Beautiful Battle

Cllr Sharman confirmed that a meeting had been held to agree plants and colour scheme for next year: pink, lilac, purple and white for summer; yellow and oranges for autumn. It was agreed that hanging baskets should be reintroduced next year and the Council work staff will carry out the watering regime. Staff will empty the tubs and troughs in preparation for Beautiful Battle to fill this week.

10. Newsletter

- It was agreed that updates on the Almonry, Pavilion and Cycle Skills Area projects should be main **items for the next edition**. Councillor email contacts details and ward representation to be included.
- It was highlighted that there had been discussion at a Chamber of Commerce meeting about consolidating the constant stream of **advertising** requests from various groups to local businesses. However, due to the Covid-19 pandemic there had been no further meetings. Following a discussion, Members agreed that an "I am backing Battle" promotion will be included and that businesses should be offered advertising space. Previous advertisers and new businesses to be offered one free edition. Cost of advertising would remain as the previous year: £100 for one year, four editions including the Annual Report; £35 for one edition, excluding the Annual Report.

11. Post Covid Recovery Group

The notes from the previous meeting had been circulated with the Full Council minutes. Cllr Favell reported that a further meeting had been held at which the banners and a template for a corporate leaflet design had been agreed. All will include a reference to follow Government restrictions. The Christmas leaflet will include a "Follow the Star" competition that will close on 20 December and information on late night shopping.

12. Chamber of Commerce Marketing Group – No meetings.

13. Christmas 2020

- Although conscious of the environmental impact of **Christmas cards**, Members agreed that it would be appropriate to send cards this year at a maximum cost of £150. Offers were made to write and distribute where possible.
- Three quotes for **Christmas trees** had been obtained from local sources at: £567, which did not include installation and only a 20ft Abbey Green tree; £995; and £1700. **Members agreed to place the order for this year's trees with Littledown Christmas Tree Farm at a cost of £995 including installation.** It was noted that all trees had been sponsored to a value of £600.

14. Media and Communications Policy

Members agreed to recommend to Full Council the Media and Communications Policy as attached.

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15. Action Plan

The Action Plans were noted as attached.

16. Finance

- The **budget report at 30th September 2020** was noted, as attached. The Clerk highlighted:
 - **1300 Marketing & Sponsorship:** Christmas tree sponsorship is due. There has been no income from newsletter advertising to date.
 - **1305 and 1310 Activity Book / Spy Trail:** Due to Covid-19, some anticipated opportunities to promote these had been missed. Some publicity has been undertaken and this will be repeated as possible stocking fillers.
 - **1800 Grants:** Last year included donations towards the Remembrance event. A donation towards the Christmas lights from RDC is expected.
 - **4070 Competitions:** There were no In Bloom competitions this year
 - **4205 General maintenance:** this may be required for maintenance to defibrillator equipment; there has been a report that the original one based at the Memorial Hall is beginning to look uncared for. A replacement case would cost in the region of £150.
 - Some expenditure items may not be used this year due to cancelled events.
- Members noted the comments above and discussed the proposed **budget for 2021/2022** for recommendation to Finance & General Purposes Committee.
 - **4495 Mortars:** to be deleted
 - **4480 Defibrillator:** £2,000
 - **4800 Projects:** £5,000 to provide improved information signage
- **Post Covid-19 Recovery Grant application**
 Members agreed that insufficient information had been provided to consider an application from Racingsnail Creative Entertainment. The Clerk was asked to suggest a more complete submission be made.

17. Matters for information / future agenda items

- Accessibility Audit – visually impaired
- 1066 walk – interpretation panels

18. Date of next meeting: 5th January 2021

There being no further business, the meeting closed at 8.53pm.

CLLR H SHARMAN
Chairman

Minutes agreed & signed electronically 5th January 2021 – *H Sharman*