



Battle Town Council

MINUTES of the EXTERNAL RELATIONS AND TOWN DEVELOPMENT COMMITTEE held on TUESDAY, 1st SEPTEMBER 2020 at 7.30pm via Zoom

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

In attendance: Two members of the public, Carol Harris (Town Clerk).

Public Question Time

None.

1. Apologies for absence – None.

2. Disclosure of interest – Cllr Cook declared a personal interest in item 4.

3. Minutes of the meeting held on 7th July 2020 were agreed and duly electronically signed by Cllr Sharman.

4. Remembrance Day

As the Dean was on annual leave, the Chairman welcomed Mrs Dixon to the meeting as the representative for St Mary's Church. There was a great deal of discussion about the social distancing restrictions this year due to Covid-19. This will have an impact on the Parade and number of attendees for the Church Service. Some groups, including the 1st Battle Scouts, had confirmed a wish to join the Parade, subject to any Covid-19 restrictions. Alternative formats for the 11am Remembrance Silence and laying of wreaths were considered and it was highlighted that this must be fully inclusive for as many as possible. The Remembrance Silence on 11th November at 11am was also debated. It was emphasised that this remains important but is not accessible to all due to work and school commitments. Members were reminded that the Action Plan includes the formation of a Remembrance Event Working Group to take this forward. Cllrs Cook, Favell and Sharman agreed to convene this group and invite the Dean to join them.

Cllr Would and Mrs Dixon left the meeting at this point.

5. Clerk's Report

- Last year's **sponsor of the Christmas trees** wish to sponsor the Abbey Green tree this year. This was agreed at a sum of £200. Other trees will be offered for sponsorship at £100 each.
- The reinstatement of the **Council Awareness Campaign** was agreed.

6. Correspondence and Communications – None.

7. Terms of Reference

Minor amendments were approved and the document, as attached, will be **recommended to Full Council**.

8. To review membership of and receive updates from Working Groups:

- **Heritage Charter** – Cllr Kiloh confirmed that the Local Heritage list had been submitted to Rother District Council for consideration.

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- **Resilience Plan** – Membership of the group was agreed as Cllrs Cook, Favell and Sharman. The list of volunteers that had agreed to have their data retained for the Resilience Plan had been passed to Cllr Sharman, as previous convener.
- **Writing Competition** – further entries had been received and a reminder of the closing date will be published on the website and social media.

9. Forums:

- **Town**
- **Youth**

No meetings had been held due to Covid-19. Cllr Favell agreed to research how meetings may be held remotely.

10. Beautiful Battle

The previous minutes had been circulated. Cllr Favell, as Mayor of Battle, had sent a letter of thanks to Beautiful Battle Committee. The autumn planting schemes for the town and Almonry garden were noted, as attached.

11. Covid-19 Recovery

- Cllr Favell confirmed there had been no further Group meetings. A cost analysis for leaflet printing had shown a cost saving by using a professional printing company. This will be discussed at the next meeting.
- Members considered an application from the Battle Museum of Local History for a **Covid-19 Recovery Grant** to contribute towards equipment and materials recently purchased to allow a limited opening within Government guidelines. **Members agreed to grant £500 to the Battle Museum of Local History.**
- **Battle Festival** had received a Sussex Recovery Fund grant to allow for a reduced programme of online and open-air events for Battle residents who have been affected by social isolation during the Covid-19 lockdown. Councillors were encouraged to submit a favourite poem for reading by Anton Lessor. A photographic exhibition of past Festival events would be held in the Memorial Hall on 4th October and it is proposed to consecutively hold a day of music on the Abbey Green, subject to formal permission. Members agreed to support the Battle Festival via media links.

One member of the public left at this point.

12. Newsletter

A first draft had been circulated to Members. It was agreed that more photographs are needed, with fewer words and more bullet points. Additional items were suggested. It was agreed that a final draft be circulated for comment prior to print.

Cllr Hartley agreed to discuss with the Marketing & Town Development Officer alternative formats for social media.

Cllr Would re-joined the meeting.

13. Representative for the Chamber of Commerce Marketing Committee

Cllr Hartley agreed to represent the Council on this group.

14. Action Plan

- Members confirmed that the **Parish Assembly** is scheduled for Saturday 24th April 2021 and will follow proposals for this year.
- The **Heritage Trail Activity Book** and **Spy Trail** have been marketed on social media and will be

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included in the Newsletter.

- The Clerk was asked to request that the **RDC 'barrow person'** clear the Twitten between High Street and Mount Street of cobwebs and debris.
- Cllr Favell confirmed that she is a member of the **Chamber of Commerce Christmas Committee** and discussions are ongoing.
- It was noted that the **Bandstand** has recently been appropriately used by practising bands/music groups. The Clerk reported that there had been a few complaints by neighbours. Members felt that this use should be encouraged on a short term, organised basis. In light of this, it was felt that **no funds should be expended for a change of use at this time**.
- The Clerk was asked to research a model **Communication Policy** for consideration at the next meeting. Cllr Hartley agreed to forward sample graphics for social media.
- The M&TD Officer was investigating how **sound recordings of newsletters** may be published on the website. Cllr Cook offered to record this.

15. Finance

- The **final budget report at 31st March 2020** was noted, as attached.
- The **budget report at 31st July 2020** was noted, as attached.

16. Matters for information / future agenda items

- Accessibility Audit – visually impaired
- To consider the purchase of Christmas cards
- Communications policy

17. Date of next meeting: 3rd November 2020

There being no further business, the meeting closed at 9.04pm.

CLLR H SHARMAN
Chairman

Minutes agreed & signed electronically 3rd November 2020 – *H Sharman*