



Battle Town Council



MINUTES of the EXTERNAL RELATIONS AND TOWN DEVELOPMENT COMMITTEE held on TUESDAY, 4th MAY 2021 at 7.30pm via Zoom

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

In attendance: Carol Harris (Town Clerk), Nicola Boarer (Deputy Town Clerk/Town Development Officer).

Public Question Time

None.

1. **Apologies for absence** – None.
2. **Disclosure of interest** – None.
3. **Minutes of the meeting held on 2nd March 2021** were agreed and duly electronically signed by Cllr Sharman.
4. **Remembrance events**
 - **Remembrance Sunday:** Members agreed that the **Remembrance Sunday** event would be **organised by the St Marys Church**. This will include the coordination of the parade and the purchase and laying of the wreaths.
 - **Remembrance Day 11th November:** Members agreed that this would be a **Town event** and well publicised as a **secular commemoration open to all**. This will be a formal event and the Clerk was asked to invite the Lord Lieutenant, MP and local schools. A social gathering will be arranged in the Memorial Hall for after the event. Format of the event to be **agreed at next meeting**.
5. **Clerk's report**
 - As there had been no update from **Cityscape Maps**, notice of 4 weeks to remove the redundant equipment had been given prior to quotes being sought to remove the equipment and make good the ground surface. An invoice would then be issued accordingly.
 - No response has been received from Costa in relation to the **Town Clock**. A letter has now been sent to the company address on the planning application.
6. **Correspondence and Communications** - None
7. **Working Groups**
 - **Resilience Plan** – Cllr Sharman reported that enquiries for the suitability of the proposed Co-ordinator had been successful. In addition, a Deputy Co-ordinator had been found. The Co-ordinator and Deputy Co-ordinator will meet with the Working Group in order to receive the Resilience Plan.
 - **Writing Competition** - A meeting is to be arranged shortly.
8. **Forums:**
 - **Town** – Cllr Favell reported on the Forum on 28th April with the topic of **Britain in Bloom Finals 2022**. Notes from the meeting had been distributed to members, as attached. Cllr Favell suggested Pollinators as a theme and requested that any further ideas be put forward. Cllr Favell also asked members to consider ideas for who or how members could help.
 - **Youth** – No plans at present.

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9. Post Covid Recovery Group

Cllr Favell reported that a leaflet is currently being produced to promote any upcoming events and the "I'm backing Battle" campaign. They are also in the process of organising a banner to go across the High Street.

10. Chamber of Commerce Marketing Group

The minutes of the recent meetings had been circulated and noted, as attached. There was no further discussion.

11. Battle in Bloom 2021

Members discussed how they could take a 'virtual' competition forward and agreed Cllr Hartley would put together a format and plan to create a **"Battle is Virtually in Bloom"** competition. The competition will be held in July/August and will encourage residents to upload photos to Facebook/Instagram to be judged by an online voting mechanism.

Members discussed ideas for the competition and how it could also engage young children and residents without access to gardens. These included Bug Hotels, Hidden Green Spaces, Garden in a Flower Pot and the possibility of co-ordinating the timing of the competition with the re-opening of the Almonry Gardens (once maintenance work has been completed).

12. Terms of Reference

A suggested amendment was approved and the **Terms of Reference agreed** for recommendation to Full Council, as attached.

13. Newsletter

Members agreed to include the following items in the June edition.

- Neighbourhood Plan Referendum
- Battle Museum of Local History
- Battle Town Festival Scarecrow competition
- Battle for Tennis – new tennis practice fence
- Information on Battle Health Pathway opening ceremony video
- Interview with runner using the Health Pathway to train for the London Marathon

It was suggested that the next edition should include reports from other local Marathon runners.

14. Action Plan 2020-21

- Co-ordinate proposals from existing documents, **Council members and other interested parties to produce Plan for recommendation to Council.** *Members agreed this should be an item for March 2023.*
- **Review condition and report buildings** in need of improvement to Rother District Council – *Members agreed to look particularly at properties above ground floor level and report to the next meeting.*
- **Review responses from surveys** and other consultations and agree most suitable methods for consultation. *The Deputy Town Clerk reported on recent consultations. It was agreed that having **multiple ways for residents to respond** (traditional and digital) was the most effective way to increase responses. It was apparent that residents only respond when it is something that is of interest to them.*
- **Review reports from Council Representatives and Forums** and agree any actions. *Members agreed this is done continuously at meetings as and when things arise.*

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- Explore ways to **facilitate a town events calendar** – Cllr Favell highlighted that events will be included in the new Chamber of Commerce website. It was agreed to **remove this item from the action plan**.
- Agree steps to **improve communication** with all residents. –Members asked the Deputy Town Clerk to approach the **Observer to discuss a regular feature for the Town Council** similar to Village Voice in the Bexhill and Battle Observer. The reintroduction of the Councillor awareness campaign should soon be possible.
- Post **sound recordings of newsletters on Council Website** – It was agreed that Cllr Cook and others record this.
- **Review information on Council website** and update as necessary – It was noted that the Deputy Town Clerk is currently **reviewing the existing website** and making updates but also looking at alternative providers with a view to developing a new website that is easier for residents to navigate and will enable information to be presented in a more digestible format. The Deputy Town Clerk will report on this at the next meeting.
- **Strengthen links with twinned town, St Valery-sur-Somme** – The Town Clerk was asked to resend an email to the new Mayor of St Valery-sur-Somme.
- **To agree risk assessment content** – **Insurance cover for volunteers, possible communication against General Data Protection Regulations, loss of funds for cancelled events** were suggested. Members were asked to forward to the Clerk any additional-content for a risk assessment for discussion at the next meeting. The Town Clerk was asked to look at risk assessments from other Committees to see if there is any cross over.

15. Action Plan 2021-22

Amendments were agreed, as attached. It was agreed to discuss a suggestion for a covered market area at the Market Square at the next meeting.

16. Finance

- The **provisional budget report at 31st March 2021** was noted, as attached.
- No Post **Covid 19 Recovery Grant applications** had been received.

17. Matters for information / future agenda items

- Accessibility Audit – visually impaired/Deaf, parents with pushchairs/wheelchairs – to be carried out post Covid restrictions
- Remembrance Day Event format
- Part time GP Surgery in Netherfield
- 1066 Information Boards
- Removal of Mortar to 1066 pathway and text for information board
- The Almonry's role in Town Development (Tourist Information Point/Heritage proposals)
- Arrangements for a petanque competition with Rother District Councillors

16. Date of next meeting: 6th July 2021

There being no further business, the meeting closed at 8.50pm.

CLLR H SHARMAN
Chairman