

1. Name

- 1.1. The 'Neighbourhood Plan **Editorial Board**' (EB) is established, to support the Town Clerk (TC) and Deputy Town Clerk (DTC) in drafting and delivering to all media outlets public information regarding details and progress of the BTC's Neighbourhood Plan (NP), as required.

2. Purpose

- 2.1. The EB's key objective is to achieve easily comprehended, positive messages for Battle CP residents about the NP that supports BTC policy, which explains to Council Tax payer's the pivotal role the NP has as the blueprint for the community up to 2028.
- 2.2. The EB shall support the Town Clerk and Deputy Town Clerk (DTC) in managing all media delivery, up to the referendum and until the Plan is "made".
- 2.3. The EB shall be advisory and will not over-ride the DTCs direct reporting to the TC.
- 2.4. The EB shall provide day-to-day support on media policy.
- 2.5. The EB shall share knowledge and suggestions about legislative, statutory and technical matters associated with the NP.
- 2.6. The EB shall bring journalistic knowledge and skills to assist the DTC, in order to provide the highest quality media coverage possible.
- 2.7. The EB shall support the BTC campaign, to encourage a high turnout at the NP referendum.

3. Term of the Editorial Board

- 3.1. This Terms of Reference is effective from *(insert start date)* and will continue until one month after the Plan is "made", though it may be subject to extension as determined by the BTC P&T Committee.

4. Membership

- 4.1. The EB shall comprise of the DTC, one Councillor and up to two other members (Councillors or others) who have specific skills to satisfy the need described in the 'EB Purpose' clause; namely public communications, print media, on-line media, proof reading and graphic layout.

5. Reporting and Responsibilities

5.1. Reporting:

- 5.1.1. The EB will report to the BTC P&T Committee (the same as the NP Steering Group – in order to avoid split lines of responsibility).
- 5.1.2. The DTC will continue to report as usual to the TC who has the final responsibility for all BTC's media and public relations deliverables.

5.2. Responsibilities:

- 5.2.1. The EB shall, at all times, work within the BTC Media and Communications policy requirements.
- 5.2.2. The EB shall work with the DTC, with particular regard to NP Policies.

- 5.2.3. The EB shall foster collaboration, on behalf of BTC, with the community in all matters related to the NP, particularly through agreed PR channels.
- 5.2.4. The EB shall work towards removing media related obstacles to the public acceptance of the NP and shall work for the successful adoption of the NP by referendum.
- 5.2.5. The EB shall monitor the responses to BTC's media and shall support analysis thereof in order to determine occasional direct reaction to public comment, if considered necessary.

6. Meetings

- 6.1. It is anticipated that the EB will carry out most of its work by e-mail in order to achieve a quick turnaround of information to minimise delays in the DTCs work flow.
- 6.2. If and when COVID-19 restrictions are removed to allow face-to-face meetings, these may be arranged by mutual agreement of the EB members.
- 6.3. Decisions shall be made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice). As necessary the DTC will report outcomes to the TC.
- 6.4. If required, meeting agendas (virtual or face-to-face) shall be drafted by the DTC; meetings shall be called and minutes taken by the DTC, for input to the P&T Committee. The DTC will assist by delivering supporting papers and information for the EB members.

7. Delivery

- 7.1. The EB shall deliver support for widest possible range of BTC media coverage, including a supporting oversight to the work of the DTC and TC, by being a “helpful eyes and ears” in the work of a high intensity media need covering the NP progress.

8. Changes to the ToR

- 8.1. These Terms of Reference may be amended by the P&T Committee in consultation with the EB, who may propose changes at any time.

9. Dissolution of the EB

- 9.1. The EB shall be dissolved by decision of the P&T Committee in consultation with the EB, NP Steering Group and IMR S-c. This action shall be reported to BTC Full Council.