



# Battle Town Council



**MINUTES of the EXTERNAL RELATIONS AND TOWN DEVELOPMENT COMMITTEE  
held on TUESDAY, 14 MARCH 2017 at The Almonry, High Street, Battle at 7.30pm**

**Present: Cllrs A Ratcliffe (Chairman), G Favell, P Fisher, R Jessop and A Russell.**

**In attendance: Carol Harris (Town Clerk)**

**1. Apologies for absence** – Cllr P Fisher.  
Cllrs D Furness and M Palmer were absent

**2. Disclosure of interest** – None.

**3. To approve and sign the minutes of the previous meeting held on 31 January 2017**  
These were approved by Members and duly signed by the Chairman.

**4. To receive the minutes of the Events sub-Committee meeting held 22 February 2017**  
Cllr Russell highlighted the change of Parish Assembly date to 27 April and that there will be an additional meeting to agree the time-line for reports, newsletter circulation etc on 22 March at 6pm. Members noted the format of the proposed Parish Assembly Agenda.

**5. 1066 Writing Competition**  
The report from the Working Group had been circulated as attached. Cllr Favell confirmed that flyers are being designed to promote the competition at the Assembly and that schools will be invited to enter, as last year.

**6. Battle Heritage Trails Project (BHTP)**  
The Clerk confirmed that a procurement agreement had been sent to the Heritage Lottery Fund. This had been approved. HLF highlighted that no fees above £10,000 must be paid to any one service provider without a formal appointment strategy. They also require a justification statement for the extension to complete the project. The TC confirmed this is in hand. A meeting of the BVADC will be requested.

**7. Town Improvements**  
Cllr Favell reminded the Committee of the background to the formation of the Town Improvement Group and that this had completed its objectives and been disbanded. Members discussed the various groups in the town and the need to improve communication to ensure that the town benefits both commercially and environmentally. It was agreed not to form a further sub-Committee but to include this as a regular agenda item. Cllr Ratcliffe agreed to format an item for the Action Plan that will be discussed at the next meeting.

**8. Battle Card**  
The Clerk confirmed that towncitycards had been advised of the Committee's decision to allow retailers to purchase the cards for resale. There had been no communication regarding this. She reported that a further design had been produced and this was available at a cost of £700 for 200. Members were reminded that it has been well promoted but had not received any response. **The Committee resolved to continue to sell the existing cards but not to purchase any more.** The Clerk was asked to contact towncitycards again.

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## 9. Civic Award

The Clerk advised that there had been no nominations received. Members discussed possible candidates and agreed an appropriate winner.

The purchase of a “winners board” was discussed. **Members agreed that, subject to the agreement of the Memorial Hall to place it in their foyer, a suitable board should be purchase at a maximum cost of £500.**

## 10. Newsletter and Annual Report

It was agreed that the March edition of the newsletter would incorporate the annual report. The Clerk was asked to remind Chairmen that their reports are due by Monday.

## 11. Marketing groups

It was noted that Cllr Furness is now member of the 1066 Marketing Group as a Battle Arts & Music Festival representative. Cllr Ratcliffe had circulated the previous minutes for information. The draft events card was circulated and it was confirmed that this could be included with the Newsletter for an additional cost of £35. The Clerk was asked to advise the 1066 Marketing Group accordingly.

## 12. Great British High Street Competition

The Committee agreed not to enter the competition this year but to utilise the [website](#) as a good source of information on how to regenerate High Streets like Battle. It was suggested that the objective to enter this competition be included in the next Action Plan review.

## 13. Financial matters

The budget report was noted. **Members agreed that Battle in Bloom banners should be purchased.** The Clerk was asked to investigate the details of the agreement with Cityscape Maps.

## 14. Matters for information / future agenda items

- Tourist Information Point
- Report back from SSALC Conference and agree actions in relation to Anti-scam
- Update on Armed Forces Covenant

## 15. Date of next meeting: Tuesday 25 April 2017

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

CLLR A RATCLIFFE  
Chairman