



Working for the Community in Rotherfield, Mark Cross,  
Eridge Green, Boarshead and surrounding areas

**MINUTES OF THE MEETING OF THE  
COMMUNICATIONS AND SOCIAL MEDIA COMMITTEE  
HELD ON TUESDAY 20<sup>th</sup> AUGUST 2019 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**PRESENT**

Cllr J Richardson – Vice Chair  
Cllr L Henrick

Cllr R Harris  
Cllr G Watson Smith

Cllr A Martin

**COUNCILLORS ABSENT**

**ALSO PRESENT**

Cllr L Buck, Cllr N Wickenden & Adam Hardy (Council Administrator)

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s85):**

Apologies had been received from Cllrs Moore and Hiles.

It was **RESOLVED** that the absences of Cllrs Moore and Hiles be approved.

**b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**

None

**c) To resolve that the Minutes of the meeting of this Committee held on 11<sup>th</sup> June 2019 be taken as read, confirmed as a correct record and signed by the Vice - Chair.**

It was **RESOLVED** that these be confirmed and adopted as a true record and they were signed by the Vice-Chair of the Committee.

**d) Update regarding matters arising and action items from previous meetings.**

Cllr Harris reported that he had visited Eridge Station and was in the process of co-ordinating arrangements for tidying up the station frontal.

**e) Committee financial report and agree any actions required.**

No report was presented at this meeting. Cllrs Moore and Richardson would review the Committee finances and comment at the Monthly Parish Council Meeting if needed.

**2. RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE REQUIRED REGARDING THE FOLLOWING MATTERS: -**

**a) Monthly "Drop In" Surgeries in the Parish Wards.**

Cllr Richardson put forward a plan to hold regular "Drop In" Surgeries around the parish in the local cafes. Councillors would volunteer to be on a rota for surgeries and these would be heavily advertised on Social Media.

It was **RESOLVED** to resume running "Drop In" Surgeries across the parish from September.

**Cllr Richardson** to approach the Courtyard Café, Deer Park Café and Mark Cross Garden centre to see if they are amenable to hosting the surgeries.

**Cllr Richardson** to draw up a rota of Councillors for attendance at surgeries.

**Council Administrator** to advertise the "Drop In" Surgeries on Social Media and Parish Council website as well as creating a poster to be displayed in each location.

Clerk: Trevor Thorpe, 82 Fernor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

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Cllr Martin wished it to be recorded that any issues raised at “Drop In” Surgeries should be recorded and referred to the relevant Committee Chairs and the Parish Clerk.

**b) Arrangements for the next Parish Newsletter.**

Email communications relating to this matter had been shared with Councillors prior to this meeting. In addition to the accepted quote of £768.77 Rotherfield St Martin (RSM) who design, print and post the Parish Newsletter had asked for an additional £200 pounds to cover their staff time when producing the newsletter.

It was **RESOLVED** that on this occasion an additional sum of £200 would be paid for staff costs in the production of the Parish Newsletter.

Cllr Richardson asked that we review the Parish Newsletter production arrangements at the next committee meeting.

**Council Administrator** to add an item to the next agenda of this committee.

Cllrs Richardson & Harris reminded the committee that all arrangements and communications regarding the Parish Newsletter should be handled through the Chair and Vice-Chair of this committee, the Council Administrator & Parish Clerk.

**c) VE Day 75th Anniversary Commemoration – Information regarding interest in involvement from Village organisations and the Parish Council in events.**

A member of the Parish had contacted the Council to see what arrangements were being made to mark the 75<sup>th</sup> Anniversary of VE Day in the Parish.

It was **RESOLVED** that Cllr Harris would form a small working group of Councillors and local societies to arrange events to mark this commemoration. The Council administrator agreed to assist Cllr Harris with this.

**d) Progress report re: adopted telephone kiosk by Rotherfield School and decision on use for adopted kiosk in Rotherfield Square.**

No further updates had been received regarding the telephone kiosk by Rotherfield School following its refurbishment.

**Clerk** to contact the parishioner who volunteered to run a Book Exchange out of this kiosk for an update. It was also suggested to recommend to the parishioner that the school could be involved in its maintenance and use.

Ideas and suggestions from the social media campaign and parishioners were reviewed for the use of the Telephone Kiosk in the village square.

It was **RESOLVED** that the Telephone Kiosk in the square be used as a “Pop-Up” Shop that Parishioners can book out for their use.

**Cllr Buck** to provide further information and arrangements to the Council Administrator to get the scheme in place.

**e) Guidelines for engaging on comments appearing on Social Media**

It was agreed to seek further clarification on this matter and hold over until the next meeting of this committee.

**Council Administrator** to add an item to the next agenda of this committee.

**f) Surgery and Treasure Hunt Stall at St Denys’ Christmas Market**

An invitation had been received from St Denys’ Church for the Parish Council to hold a surgery and run the Treasure Hunt Stall at their Christmas Market on Saturday 7<sup>th</sup> December.

It was **RESOLVED** To accept the invitation from St Denys’ Church.

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**Council Administrator** to send an email around to ascertain which Councillors are available to attend.

**g) Community Engagement Plan**

A draft community engagement plan had been circulated to Councillors prior to this meeting.

Cllr Buck presented the draft engagement plan to the committee.

It was **RESOLVED** that Cllr Buck produce an action plan to target a focus group and begin working towards a new community engagement strategy.

**h) Invitation to visit Year Six Class at Rotherfield Primary School**

Cllr Harris had received an email from the Year Six Teacher requesting a visit from Councillors during their democracy week. Cllrs Harris, Richardson, Buck and Henrick agreed to attend on one of the proposed dates.

**i) Eridge Station – Request to paint a wall size map of the old railway lines and stations that ran around Eridge**

A request had been received from the SCRP seeking support for a wall size map of the old railway lines and stations around Eridge to be mounted on one of the buildings at Eridge Station.

**Cllr Wickenden** to speak to David Peacock to get an idea of what might be involved and the possible cost.

**j) Parish Council Christmas Card**

The idea of sending a Parish Council Christmas Card was discussed.

It was **RESOLVED** to not send a Christmas Card to parish households but to run a series of 12 days of Christmas posts through the Council's Social Media outlets.

**Council Administrator & Cllr Buck** to arrange the appropriate posts in December.

**k) RSM – Fixed IP Address to improve internet facilities.**

Difficulties accessing the CCTV remotely have been experienced over the last few months, this is a result of RSM - who house the CCTV system – not having a fixed IP Address. A cost of £36per annum had been provided by the internet supplier for a fixed IP address.

It was **RESOLVED** to pay RSM £36 per annum to ensure a fixed IP address for the CCTV System.

**3. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.**

Tuesday 22<sup>nd</sup> October 2019 at 19:30 in Rotherfield Village Hall

**4. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

- Cllr Wickenden explained that he had received a complaint regarding Town Row Green. Cllr Harris advised him to inform the parishioner making the complaint that it must be directed to the Clerk for action.
- Cllr Buck expressed a wish to be appointed to this committee.  
**Council Administrator** to add an item to the agenda for the next meeting of this committee.
- The Council Administrator informed Councillors, that despite note being included in the schedule of meetings for 2019, there would be a Planning & Building Committee Meeting on Tuesday 3<sup>rd</sup> September 19:30 at Rotherfield Village Hall.
- Cllr Harris reminded Councillors that the Parish Council Meeting on Thursday 29<sup>th</sup> August is being held in Eridge Village Hall.

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**Council Administrator** to advertise the meeting as being at Eridge on Social Media.  
**Clerk** to send a reminder email to Councillors.

**5. PUBLIC FORUM.**

None.

Meeting ended at 21:07

**Adopted and signed as a true record at the 22<sup>nd</sup> September 2019 meeting of this committee.**

.....Chair.....Date