



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 9TH FEBRUARY 2021 AT 19:30
HELD REMOTELY**

PRESENT

Cllr J Richardson – Chair
Cllr A Moore – Vice Chair

Cllr L Buck
Cllr L Henrick

Cllr R Harris

COUNCILLORS ABSENT

None

ALSO PRESENT

One member of the public & Adam Hardy (Assistant Clerk)

1. TO RECEIVE THE FOLLOWING: -

a Public Forum:

None

b Apologies for absence (LGA 1972 s85):

Apologies had been received from Cllr A Martin & Cllr D Hiles

It was **RESOLVED** that these apologies be accepted.

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

None

d To resolve that the Minutes of the meeting of this Committee held on Tuesday 1st December 2021 be taken as read and confirmed as a correct record and signed by the Chair.

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

e Update regarding matters arising and action items from previous meetings.

- The Parish Survey results were collated by the Assistant Clerk and presented at the January Parish Council Meeting. There are a few outstanding surveys to be collected but it is unlikely it will swing the outcome of any of the data.
- The Broadband Community Fibre Partnership in the Redgate Mill area has been transferred to the oversight of Full Council due to the possible costs involved.

f) Committee financial report and agree any actions required.

No financial reports had been received for this meeting. The committee members will present any questions on the committee finances at the 25th February Parish Council Meeting.

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

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

a) Review and update Communications & Social Media Committee Action Plan.

The committee noted the action plan and agreed that all areas were on target for this year.

b) Receive an update on progress of new Rotherfield Walks Leaflets.

Cllr Richardson reported that she had been passed a copy of a Rotherfield Walking book which was produced by the council and tourism initiative in the early 2000's. It was agreed that this book should form the base of the new Rotherfield Walks. Once the pandemic has passed the walking routes will be checked and updated.

Cllr Moore suggested that we could ask if local business wanted to advertise in any new guide produced this would certainly help businesses out during these difficult times. It was suggested that business could pay a nominal charge for advertising to assist with the production of the booklet.

Assistant Clerk to add an item to the agenda of the next meeting of this committee to review progress.

c) Receive an update on Parish Map Boards replacement.

Cllr Moore reported that she had confirmed that David Peacock could update and restore a map that could then be printed to placed on the map boards throughout the parish. However, work on this is on hold until the pandemic has passed so an accurate assessment of village recreational facilities and business can be completed for inclusion on the maps.

Assistant Clerk to add an item to the agenda of the next meeting of this committee to review progress.

d) Discuss and agree arrangements for Rotherfield in Bloom 2021.

Cllr Harris reported that money had been put by in the Highways, Lighting & Transport Committee budget for Rotherfield in Bloom 2021 and that we should be planning what we would like to do.

Cllr Richardson suggested that it would be good to use council land to display plants in contained planters.

It was agreed that **Cllr Richardson** would contact the Chair of Highways, Lighting & Transport to see what plans might have been drawn up through their committee. **Cllr Harris** will contact Cllr Glynn to ascertain the location of the planters that had been purchased in previous years.

Cllr Buck suggested reaching out to the Crowborough Families group who organised the very successful scarecrow competition in the summer to see if they had any plans relating to the 'in bloom competitions.' **Cllr Moore** to contact Crowborough Families.

e) Discuss arrangements for future virtual coffee mornings or community engagement meetings.

It was **RESOLVED** to hold a Rotherfield Community Engagement meeting on Tuesday 23rd February at 7:00pm.

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Cllr Buck to design a poster for the event and share with the Assistant Clerk for advertising on social media. **Assistant Clerk** to set up Zoom meeting.

Cllrs Richardson, Moore, Harris, Henrick & Buck agreed to attend the meeting.

f) Discuss and agree arrangements and format for the Parish Council newsletter in early April.

The Assistant Clerk reported that Rotherfield St Martin (RSM) had agreed to an early April publication date for a newsletter. Cllr Richardson suggested that the newsletter have a different format this year with each committee or councillor contributing one positive thing to include in the newsletter.

Cllr Richardson to email all councillors with requests for newsletter content.

The Assistant Clerk fed back that RSM suggested that a larger font be used this year as they had received comments about not being able to read the smaller font.

Cllr Harris reported that he had received a letter from St Denys' church requesting that they include a newsletter with the distribution of the Parish Newsletter outlining what has been going on in our church community and in the church building itself over the last few months. The letter was circulated to Councillors during the meeting.

It was **RESOLVED** that St Denys' church be allowed to include their newsletter with the Parish Newsletter when it was sent out however, the church would be required to print their newsletter themselves.

Assistant Clerk to write back to St Denys' Church on behalf of the Council and inform the agreed decision.

It was agreed that once content for the newsletter had been collated Cllrs Richardson, Moore and the Assistant Clerk would meet to produce the final draft text.

g) Agree arrangements for repairs to Parish Council noticeboards on the Memorial Institute & Cuckoo Line Stores.

The Assistant Clerk reported on the condition of the noticeboards as communicated by the Clerk. The committee noted the Clerk's concerns.

Cllr Harris to investigate noticeboards and to feedback by email on the condition of each board to agree further actions for repair or replacement.

h) Discuss options for encouraging use of the Old Burial Ground with regard to its historic and nature attributes.

It was agreed that the Old Burial Ground would feature in the new Rotherfield Walks publication as discussed in item 2b) of this committee.

Cllr Buck reported she had now made contact with all those who had volunteered to assist with maintenance of the Old Burial Ground. The next step will be to produce the Risk Assessment.

i) Covid-19 update and information on Vaccination Champion.

Andy Miller the parish Community Vaccination Champion was invited to address the meeting:

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- The process of becoming Vaccination Champion started by answering an advert from the Sussex Community Partnership for volunteers. Following a period of online training approximately 100 vaccination champions are now in post across East & West Sussex and Brighton.
- The champion receives regular updates from the Sussex Community Partnership on the progress of the vaccination programme.
- It has been agreed that the champion liaise with Rotherfield St Martin to provide an update that is written by the champion and communicated to the parish in a variety of ways.
- Contact details for the Champion are available in a variety of physical and online locations. Members of the public are free to contact the champion to ask any questions they may have.
- The system is currently working very well. The fact that it is locally organised is a big positive.
- Some individuals have expressed concerns about the vaccinations and the speed of the programme, but these have been few and far between.
- It is important that people understand that this is a long-term programme with the possibility of future boosters being required.
- People should not alter their ways upon being vaccinated until told to do so.
- If possible it would be nice to include a piece in the forthcoming Parish Newsletter.

Andy was thanked for his attendance at the meeting. It was **RESOLVED** that an article could be included in the forthcoming newsletter.

Assistant Clerk to contact Andy nearer the time of publication for an article to be included in newsletter.

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

Tuesday 6th April 2021 at 7:30pm.

4. REPORTS IN RESPECT OF THE “EXCHANGE” AND “BOOK EXCHANGE”

Cllr Buck reported that all was well with both the Exchange and Book Exchange. The committee expressed their thanks to both Wardens who do such an excellent job of running and maintaining the kiosks.

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

- The Assistant Clerk asked if anyone wanting to attend, “Why representation in local councils matters on 23 February 2021”. Cllr Buck confirmed that she would like to attend. **Assistant Clerk** to forward invitation.
- Cllr Buck reported that Cllr Martin had now placed some no dogs allowed signs on the Recreation Ground. A reminder will also be placed on social media.
- Cllr Harris reported that Sharon form Eridge Station had asked for some background information on David Peacock regarding the mural shortly to be installed at the station. **Cllr Harris** to ask Cllr Kitchenham to produce an article to be sent to Sharon.

Meeting ended at: 20:38

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

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