



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 30TH NOVEMBER 2021 AT 19:30
IN ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr J Richardson – Chair
Cllr J Cahan – Vice-Chair

Cllr L Buck
Cllr R Harris

Cllr D Hiles
Cllr G Watson-Smith

COUNCILLORS ABSENT

Cllr J Kitchenham & Cllr G Watson-Smith

ALSO PRESENT

Adam Hardy (Deputy Clerk)

1. TO RECEIVE THE FOLLOWING: -

a Public Forum:

None

b Apologies for absence (LGA 1972 s85):

Apologies for absence had been received from Cllr A Martin, Cllr L Henrick & Cllr P Beach

It was **RESOLVED** to accept the reasons for absence.

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 Communication and Social Media Committee meeting held on 19th October be taken as read, confirmed as a correct record, and signed by the Committee Chair.

It was **RESOLVED** that the minutes were an accurate record and were signed by the Chair.

e Update regarding matters arising & action items from previous meetings of the Communication and Social Media Committee.

- The Deputy Clerk reported that the Terms of Reference for this committee had been updated and will be uploaded to the website shortly.

f) Receive committee financial report and agree any actions arising.

The committee noted and agreed with financial reports for this committee to date.

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

Tel: 01892 664245. **Email:** clerk@rotherfieldparishcouncil.co.uk

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

a) Receive update regarding the December Parish Newsletter

The Deputy Clerk reported that the Draft Newsletter had been received and was awaiting final approval. Cllr Cahan asked that we include a paragraph about the staffing changes from January 2022. This was agreed. **Deputy Clerk** to provide paragraph to go in the Chair's section of the newsletter.

Cllr Buck had been approached by the Bowls Club who would like to include a flyer in the next Parish Newsletter which is expected to be in May 2022.

b) Receive update regarding the December Parish Newsletter

The Deputy Clerk reported that he had researched the role of the Annual Parish Meeting and it was not possible to combine it with that of another village organisation.

It was agreed that the next Annual Parish meeting would be on a Saturday afternoon in early May and would include afternoon tea provided by the council. **Deputy Clerk** to identify which Saturday in May would be appropriate and contact the Sports Club to check nothing else is happening in the Recreation Ground. **Deputy Clerk** to approach local parish businesses for costs of providing the afternoon tea.

c) Drop-In-Surgeries 2022

It was agreed that Drop-In-Surgeries should continue in the first part of 2022 for January, February, March & April. Surgeries will now take place on the morning of the second Saturday of each month. **Deputy Clerk** to find venues and advertise dates.

d) Discuss and agree parish Platinum Jubilee celebrations

Cllr Harris reported the arrangements that had been agreed at the Working Party Meeting.

Thursday 2nd June 2022: Lighting of the Parish Beacon in line with the Platinum Jubilee Beacons plan.

Friday 3rd June 2022: Parish Parade Service of Thanksgiving at St Denys' Church Rotherfield.

Sunday 5th June 2022: Parish Street Party

Cllr Harris reported that a request had been received from Mark Cross asking for a budget for separate celebrations on Sunday 5th June. It was **RESOLVED** that £500 be given to Mark Cross Community Center for celebrations.

Deputy Clerk to update budget for 2022/2023 to reflect £500 for Mark Cross.

It was **RESOLVED** to proceed with the road closure application for the Parish Street Party. **Cllr Harris** to contact Mark Rist to organise Road Closure.

It was **RESOLVED** to ask the Finance & General Purposes Committee to move the Rotherfield in Bloom Budget from Highways, Lighting & Transport to Communications & Social Media.

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e) **Discuss proposal about production of a memories book to mark the Platinum Jubilee.**

Cllr Richardson presented an idea for an intergenerational project to work with the parish schools and RSM to produce a Memories book as part of the Platinum Jubilee Celebrations.

It was agreed to proceed with project and Cllr Richardson agreed to organise and head this up. It was **RESOLVED** to allow a budget of £250.00 for the project. **Deputy Clerk** to update budget.

f) **Discuss and review advertising of meetings and events.**

Deputy Clerk reported the current places where council meeting and events are advertised. It was suggested that when something important was due for discussion, additional poster and leaflet drops may be required. It is hoped that moving some events to a Saturday may improve awareness of the council's activities and increase public participation.

It was agreed that the Parish Council could not pick up the abandonment of notifying residents of planning applications that was until earlier in the year a duty of Wealden District Council.

g) **Discuss and agree communication regarding reconfiguration of Village Hall/Recreation Ground Card Park.**

Deputy Clerk suggested that a flyer could be included in the Parish Newsletter to inform residents why parking spaces were being reduced by four at the Recreation Ground car park. **Deputy Clerk** to create flyer and send for inclusion in the newsletter.

3. REPORTS IN RESPECT OF THE "EXCHANGE" AND "BOOK EXCHANGE"

Cllr Buck reported that the Exchange in Rotherfield Village Square could do with some maintenance and she has asked Chris Buck to take a look at this.

4. TO RECEIVE NOTICE OF THE DATE OF THE NEXT MEETING OF THIS COMMITTEE.

Tuesday 8th February at Rotherfield Village Hall Parish Council Room.

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

- The Deputy Clerk asked if the councillors wished to reintroduce any Covid Precautions to meetings. It was agreed to continue with current precautions and keep the matter under review.
- Cllr Buck had received representation that the Moss on the Surgery Roof was dangerous and should not be left. As per Standing Orders Cllr Buck, Cllr Harris & Cllr Hiles wished the resolution made at the 25th November meeting reopened for further debate. **Deputy Clerk** to add item to the 27th January Parish Council Meeting agenda.
- Cllr Harris reported that there was increasing concern about the Parish store of road salt at Kennedys. It was agreed that James Valentine be asked to distribute across parish salt bins and bag up and store the rest in large builders bags. **Cllr Harris** to liaise with contractor.

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Meeting ended at: 20:38

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

Draft minutes subject to confirmation as a true record and adoption

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