



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

**MINUTES OF THE MEETING OF THE  
COMMUNITY ENGAGEMENT COMMITTEE  
HELD ON TUESDAY 29<sup>TH</sup> AUGUST 2023 AT 20:30  
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

**PRESENT**

Cllr J Richardson (Chair)  
Cllr L Buck (Vice-Chair)  
Cllr P Snelling

Cllr R Harris  
Cllr B Johnstone

Cllr D Hiles  
Cllr P Turner

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Adam Hardy (Parish 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 J Fryatt

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 27<sup>th</sup> June 2023 be taken as read, confirmed as a correct record, and signed by the Committee Chair.**

It was **RESOLVED** that these were a correct record and were signed by the Chair.

**e) Clerk's updates on actions from previous minutes.**

- ☐ Clerk reported that a drop in surgery had been organised for Wednesday 18<sup>th</sup> October in the afternoon. We can use the Library Room at the Institute for this.
- ☐ Clerk reported that a review of the Council's social media presence and website would take place in October. Clerk has had some discussions with Rotherfield St Martin regarding welcome packs as they were already working on this. Clerk will have a further meeting once the Parish Office is open and report back to the next meeting of this Committee.

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

**Tel:** 07969512099. **Email:** [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

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- Clerk reported that he would run the Co-Option vacancy again for appointment at the November Parish Council Meeting.

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

The budget report was **NOTED** by the Committee.

Cllr Johnstone asked if we should continue to do an annual Parish In Bloom event as the cost of the flowers was increasing. It was agreed that when the Committee budget for next year was set we should continue planting some evergreen plants or shrubs. These could be added to for special and civic events.

**2. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS:**

**I. Discuss and consider running a take care of your pavement/footpath campaign.**

It was **RESOLVED** that the Council would run a campaign this year on raising awareness of keeping pavements and footpaths clear and accessible. An article would appear in the winter newsletter, posters would be placed around the parish and a social media campaign would be devised.

**Clerk** to prepare article for the parish newsletter.

**Cllr Johnstone & Cllr Richardson** to reach out to their link Primary School to design the posters.

**Clerk** to work with Councillors on social media campaign.

**II. Review and discuss arrangements for the Winter Parish Newsletter and agree publication date.**

It was **AGREED** that the costs could be saved on the winter parish newsletter as the Clerk would be able to do the drafting and a working party would be put together to stuff the envelopes. It was agreed that the deadline for text for the newsletter would be set at Monday 13<sup>th</sup> November. Committee Chairs would be asked to identify three or four things their Committee had achieved. This would be accompanied by a message from the Chair of the Council.

It was **RESOLVED** that Rotherfield St Martin would be given the opportunity to include an A4 flyer and the newsletter would be just Council news. **Clerk** to update Rotherfield St Martin.

It was **RESOLVED** that the Rotherfield Scouts and Rotherfield Sports Club would be approached to see if they wanted to include a flyer in this issue. **Clerk** to contact Scouts and Sports Club.

**Clerk** to create Newsletter.

**Committee Chairs** to send text to Clerk.

**Cllr Harris** to send text to Clerk.

**III. Receive update on the Annual Parish Assembly 2024 and agree list of invited organisations.**

Clerk reported that the date of the Annual Parish Assembly had been set for Saturday 25<sup>th</sup> May 2024. It was felt that this date might not work as it was a Bank Holiday weekend. It was **RESOLVED** to amend the booking to Saturday 11<sup>th</sup> May 2023. **Clerk** to amend the booking with Rotherfield Village Hall.

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It was **RESOLVED** that Councillors would send a list of organisations and groups that should be invited to have a stall at the Annual Parish Assembly. **Councillors** to send recommendations to the Clerk. **Clerk** to draft letter of invitation.

#### **IV. Discuss and agree arrangement for future Civic Celebrations – D Day 2024.**

The Committee had not yet moved forward with the organisation of this event. The following actions needed completing from the previous meeting of this Committee:

**Cllr Harris** in conjunction with the Clerk to arrange the beacon lighting.

**Cllr Buck** in conjunction with the Clerk to approach the local fish & chip van.

**Cllr Johnstone & Cllr Richardson** in conjunction with the Clerk to approach the local primary schools.

**Clerk** to write to the Martlets to see if they would be interested in performing.

It was felt that the historical and remembrance aspect of this event might be overlooked and that further discussion should take place on what the Parish can do to mark the event.

It was **RESOLVED** that a working party be formed to review and run this celebration. The working party will consist of the following members:

Cllr J Richardson (Chair)

Cllr B Johnstone

Cllr R Harris

Parish Clerk

**Clerk** to arrange meeting of the working party.

It was **AGREED** that a local historian should be approached for their input on this matter. **Clerk** to approach local historian and invite to the working party meeting if they wished to assist.

#### **V. Discuss and agree options for the formal opening of the Parish Office and support for Rotherfield Memorial Institute Open Day.**

It was **RESOLVED** that the opening of the Parish Office at Rotherfield Memorial Institute should not be on the same day as the Institute Open Day. **Clerk** to liaise with Chair and Vice-Chair of the Council regarding the opening of the Parish Office.

It was **RESOLVED** to support the Rotherfield Memorial Institute Management Committee proposal that the Institute be open on the evening of the Christmas Light Switch On for residents to come and see the progress that has been made since the Council took over as Sole Trustee. **Clerk** to ensure this is advertised.

### **3. REPORTS IN RESPECT OF THE EXCHANGE AND BOOK EXCHANGE**

None

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

Tuesday 31<sup>st</sup> October 2023 – 20:15 – Parish Council Room – Rotherfield Village Hall  
*Including the agreement of the 2024/2025 budget and precept for the Committee.*

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

- ☐ Clerk felt that holding this Committee meeting on the back of the Planning & Building Committee meeting was not working and that when the 2024 meeting agenda is published Community Engagement Committee meetings would have set meeting dates separate from Planning & Building. **Clerk** to prepare the 2024 meeting schedule.
- ☐ Cllr Harris asked that the attendance of South East Water at the Parish Council Meeting on Thursday 31<sup>st</sup> August be advertised again. **Clerk** to advertise on social media.

Meeting ended at: **21:00**

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