



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

MINUTES OF THE MEETING OF THE COMMUNITY & EVENTS COMMITTEE HELD ON TUESDAY 13TH MAY 2025 AT 20:15 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr J Richardson (Chair)
Cllr B Johnstone (Vice-Chair)

Cllr L Buck
Cllr P Beach

Cllr J Gosney

COUNCILLORS ABSENT

None

ALSO PRESENT

Cllr D Hiles, Cllr P Kember and Adam Hardy (Parish Clerk & RFO)

1. INTRODUCTION OF COUNCILLORS AND OFFICERS

No members of the public were present at the meeting.

2. TO RECEIVE THE FOLLOWING: -

a) Public Forum:

None.

b) Apologies for absence (LGA 1972 s85):

Apologies had been received from Cllr R Harris.

It was **RESOLVED** that the reasons for absence 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) Approval of the Minutes of the Committee meeting held on the 8th October 2024.

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

e) Clerk's updates on actions from previous meetings.

- Clerk reported that he has not been successful in raising Railway 200 with Sharon at SRPC. The Spa Valley Railway are taking the lead in organising events.
- The Clerk reported that all the VE Day 80th Anniversary events had been successful across the Parish and received much praise.
- The Clerk reported that the school were very pleased with our mock Council Meeting and would be willing to do this again.

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

The Clerk reported that there had been no change in the Committee budget since it was presented at the Full Parish Council meeting on the 24th April 2025.

Last Edit: Tuesday, 5 August 2025, 9:56 AM

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

Tel: 07969512099. Email: clerk@rotherfieldparishcouncil.co.uk

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

i. Receive update on the 17th May Annual Parish Assembly

The Clerk reported that everything was in hand for the Annual Parish Assembly to be held on Saturday 17th May 2025. It will follow the same format as last year's.

Cllr Beach expressed concerns that residents may not be aware of the event especially those on social media. He was concerned that residents of New Road in particular may not be aware. The Clerk agreed that the proximity of the VE Day 80th Anniversary celebrations had made some of the usual advertising methods unavailable particularly the large A0 poster boards across the Parish.

Cllr Beach said he would be willing to do a letter drop on New Road if flyers could be produced. **Clerk** to print enough flyers for properties on New Road.

ii. Discuss and review quarterly newsletters.

The Chair expressed concern that the Parish Newsletter was not widely enough available especially to those who were not online. It was suggested that the Newsletter should be displayed on the parish noticeboards. However, many of these are not big enough to take the newsletter and the information we are legally required to display and publish. It was **AGREED** that the newsletter would be displayed on the Noticeboards until other documents are required to go up. It was **AGREED** that the Clerk would photograph the parish noticeboards to see which ones might need replacing with larger boards. It was **AGREED** an advertising and collection point for the parish newsletter and other Council documents would be constructed in the lobby of the Rotherfield Community Hub (Memorial Institute). **Clerk** to arrange advertising and collection point.

iii. Discuss and review Council publicity.

The Chair raised concerns that the Council was not effectively advertising what it did across the Parish and that many residents did not know the full role and contributions of the Parish Council was.

After discussion the following was **AGREED**:

- Printed Minutes would be made available for collection from the advertising and collection point in Rotherfield Community Hub (Memorial Institute) – see above item.
- At the end of each meeting five key points for updating the public from the meeting would be agreed. These would be produced on a summary document that would be published on social media and in print across the parish. The Council and each Committee would have its own livery for these documents. Agreed Colours as follows:
 - Full Council – Blue
 - Planning & Environment Committee – Green
 - Highways, Lighting & Transport Committee – Yellow
 - Community & Events Committee – Purple
 - Recreation & Burial News – Red
 - Finance & General Purposes Committee – Grey
- **Clerk** to add item to each agenda and produce summary documents.
- That a universal document for the presentation of news online, in the Parish Magazine and noticeboards would be produced. **Clerk** to produce news document template.
- More photographs of Council activity to be published on social media and be included in the new document.

The Clerk reminded Councillors that if they wished to be more active on social media, they should create Councillor profiles (separate from their personal accounts) and post through these. Councillors should always bear in mind the Parish Council's use of social media policy when posting online.

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iv. **Discuss and agree on the introduction of a Parish Calendar run through the Parish Council website.**

The Clerk presented the idea of a Parish Calendar to be run through the Parish Council website. All Parish groups and organisations would be contacted asking them to submit dates and times of their events on a monthly basis to keep the calendar up to date.

It was **RESOLVED** that this would be trialled for six months from September 2025. **Clerk** to write to all parish groups and organisations introducing the parish calendar and explaining how it will work.

v. **Discuss and agree on options for marking the 40th Anniversary of the twinning of Rotherfield with St Chéron.**

The Chair reminded the meeting of the recent dissolution of the Rotherfield Twinning Association and that the twinning exists between the Parish Council and the civil administration of St Chéron. The 40th Anniversary of the twinning would take place on the 9th May 2026. Councillors are encouraged to submit ideas on how to mark this event to the Parish Clerk for discussion at the next meeting of this Committee on the 5th August 2025.

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

- Tuesday 5th August 2025 – in the Parish Council Room at Rotherfield Village Hall.

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

- Cllr Buck asked that the Council revisit the idea of a Welcome Pack. **Clerk** to add an item to the 5th August 2025 Community & Events Committee meeting.

Meeting ended at: **21:04**

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

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