



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 5TH AUGUST 2025 FOLLOWING THE PLANNING & ENVIRONMENT COMMITTEE MEETING AT 19:30 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr J Richardson (Chair)

Cllr B Johnstone (Vice-Chair)

Cllr D Hiles

Cllr L Buck

Cllr P Beach

Cllr D Johnstone

Cllr J Gosney

Cllr R Harris

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk & RFO)

It was **RESOLVED** to appoint Cllrs D Johnstone and D Hiles to the Community & Events Committee.

1. INTRODUCTION OF COUNCILLORS AND OFFICERS

The Councillors and Officers introduced themselves.

2. TO RECEIVE THE FOLLOWING: -

a) Public Forum:

None.

b) Apologies for absence (LGA 1972 s85):

None.

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 13th May 2025

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.

- The Clerk confirmed that the new infographic had been put into production and all agendas now have an item to agree the top five points from each meeting.
- The Clerk confirmed that the noticeboards had been photographed and discussed at Full Council.
- The Clerk confirmed that a collection point for newsletters and other Parish Council literature at the Rotherfield Community Hub (Memorial Institute) and Mark Cross community Centre had been set up.
- The Clerk confirmed that the Parish Magazine news was now being submitted in a new format.

Last Edit: Monday, 23 February 2026 8:20 PM

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- The Clerk confirmed that the new Parish Calendar was ready to go and that letters had been prepared and sent to all organisations.
- The Clerk reported that he had managed to fit REACT into the Parish Directory. Cllr Buck expressed concern that some groups and organisations may be missing. The Clerk reminded Councillors that the latest copy was saved in the SharePoint and had been approved for printing at the 24th July Full Council meeting. It was **RESOLVED** that the Clerk would hold off printing until he returned from holiday this would give Councillors time to suggest any further additions.

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

The Clerk reported that there were no financial changes to this Committee's budget since its presentation at the 24th July Full Council Meeting.

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

i. Discuss and agree the new role of the Twinning Liaison member for the Twinning with St Chéron.

It was **RESOLVED** that Cllr J Richardson would write letters to the Mayor of St Chéron which would be translated by Cllr E Holmes-Cutting. **Cllr J Richardson** in conjunction with the Clerk to draft correspondence.

ii. Discuss and review May 2025 Parish Assembly and agree the date for the 2026 Parish Assembly

Councillors discussed the Parish Assembly from May 2025. Overall, the Council felt that it was a successful event but had taken on the observations of a few who had attended.

It was **RESOLVED** that the Annual Parish Assembly for 2026 would be held on Saturday 9th May 2026. **Clerk** to book Rotherfield Village Hall and let parish groups and organisation know of the date.

It was **AGREED** that next year the Parish Assembly would have a theme of volunteering and supporting local groups and organisations encouraging attendees to get people to sign up as members of volunteers of parish groups and societies.

Cllr J Richardson reminded the Committee that 2026 would mark the 40th Anniversary of the Twinning agreement with St Chéron and that we could mark this at the Parish Assembly by perhaps having a French Food stall.

The Clerk confirmed that a plan, including an advertising timetable, for the Parish Assembly had been created. **Clerk** to update plan.

iii. Discuss and review the requirement for further councillors on the Community & Events Committee.

The Chair thanked Cllrs D Johnstone and D Hiles for agreeing to sit on the Committee.

The Chair asked that Councillors let the Clerk and her know what items they would like the Committee to consider especially with regard to communicating the work of the Council.

iv. Receive update on the changes to Parish Noticeboards.

The Clerk updated the Committee on the Parish Noticeboard changes. Costings for the new Noticeboard in Rotherfield Village Centre and the expanded noticeboard at the Cuckoo Line Stores should be ready for approval at the 28th August Parish Council Meeting. **Clerk** to add an item to the August Parish Council meeting agenda.

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It was **AGREED** that the addition of a noticeboard in the lower half of Mark Cross was not feasible. **Clerk** to write to the resident concerned.

v. Discuss and review the VE Day 80th Anniversary Events.

The Council agreed that all the events to Mark the 80th Anniversary of VE Day were a success and enjoyed great support from the Parish.

The Clerk reported, that as far as he is aware, there are no national civic events planned for 2026.

vi. Discuss and review Parish Newsletters.

Councillors, were pleased with the new frequency of the newsletters but felt that larger editions with a greater spread of content with more pictures and possibly less text would be more attractive to parishioners.

It was **AGREED** that Councillors would author and submit articles to the Clerk that they might like included. The Clerk confirmed that there was now a yearly newsletter plan and as much notice as possible of content would be appreciated.

It was **AGREED** that an article on the work of Cllr D Johnstone around the Parish should be included in the September/October 2025 edition.

4. TO AGREE ON FIVE POINTS FOR THE COMMITTEE MEETING SUMMARY DOCUMENT.

1)	The Parish Council is pleased to further the twinning relationship with St Chéron by an increase in communications between Rotherfield Parish Council and the Mayor of St Chéron.
2)	Next year's Annual Parish Assembly will be held on Saturday 9 th May 2026. Save the date!
3)	The Parish Council is currently reviewing and improving noticeboards across the Parish. Please check them out to stay up-to-date with Council business.
4)	The Parish Council is pleased to say that Parish Newsletters will now include more pages with an increase in visual content.
5)	The Parish Council is thankful to Cllr D Johnstone and Cllr D Hiles for agreeing to serve on the Community & Events Committee.

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

- Tuesday 2nd December 2025 – in the Rotherfield Community Hub (Memorial Institute)

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

- The Clerk reported that he would soon be ordering the wreaths for Remembrance Sunday/Day. Cllr R Harris asked if we could agree on the process for laying wreaths at these events. **Clerk** to liaise with the British Legion and St Denys' Church. **Clerk** to order six wreaths.
- The Clerk informed the Committee that he was still working on a Parish Welcome Pack and hoped to have a draft ready for the December meeting of this Committee.

Meeting ended at: **9:02pm**

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

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