



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 12<sup>TH</sup> FEBRUARY 2019 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**PRESENT**

Cllr. A. Hardy (Chair)  
Cllr. R. Harris

Cllr. L. Henrick  
Cllr. D. Hiles

Cllr. A. Martin.  
Cllr. J. Richardson

**COUNCILLORS ABSENT**

Cllr. Cahan (Vice Chair) was delayed by train issues and joined the meeting at 19:45 toward the end of item 2a).

**ALSO PRESENT**

None.

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s85):**

None.

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

None.

**c) To resolve that the Minutes of the meeting of this Committee held on 16<sup>th</sup> October 2018 be taken as read, 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.

**d) Update regarding matters arising and action items from previous meetings.**

- Clerk reported that there are currently 132 members of the Parish Council Facebook Group.
- Cllrs. Hardy and Richardson reported the following regarding the Parish Newsletter, which is being produced in partnership with Rotherfield St Martin (RSM): -
  - The aim is for the Newsletter to be completed and circulated by the end of this month.
  - Committee Chairs, with the exception of Planning and Building, to provide summarised details of their work as soon as possible.
  - Update to be provided regarding the Surgery.
  - Franking machine is now with Rotherfield St Martin and will be used for the mailing to approximately 1500 households.
  - **CLERK** to provide file containing address details, with personal details removed, for RSM to print address labels.
  - RSM will design and compile the newsletter, their costs for this including printing will be £685.

**e) Committee financial report and agree any actions required.**

Details were made available to Councillor's and it was **RESOLVED** that no actions are required regarding this. Clerk reported that accounts have now been updated to include a cost centre for the telephone kiosk and its agreed budget of £500.

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

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

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

a) **Agree format of campaign to raise the profile of the long vehicle issue affecting the Village and listed public house.**

It was **RESOLVED** that the following actions be taken: -

- Cllr. Hardy to speak with a local contact with experience of the BBC regarding the best way of getting them engaged with, and reporting, the issue.
- "Flyer" to be included in the forthcoming newsletter highlighting the issue and encouraging Parishioners to contact MP/County Councillors and ESCC to press for further action.
- Cllrs. Harris and Martin to meet with Landlord of the King's Arms to discuss the matter.

b) **Review format and content of the Parish Council's website and responsibility for maintaining/updating.**

Clerk suggested that the section relating to meeting agenda and minutes be given greater prominence. It was **RESOLVED** that Chair and Vice Chair of this committee review the site and liaise with our web hosts to introduce any changes recommended that may arise from the review. It was noted that the annual fees for our site our modest, and that any costs associated with changes may be agreed within the £1K delegated expenditure limit common to all our committees.

c) **"Adopted" telephone kiosk at top of Hornshurst Road. Agree plans for refurbishment and future use.**

£500 agreed at Jan. PCM to cover refurbishment of this. **RESOLVED** that the Cllr. Hardy liaise with the Parishioner who originally suggested this and that work to refurbish/improve be implemented.

d) **Agree Council's plans for implementation of the "London Bridge Protocol" relating to death of Monarch or senior member of the Royal Family.**

Cllr. Hardy has reviewed this subject and recommended the following: -

- Details of flag flying arrangements be provided to Cllr. Watson-Smith.
- Book of condolence to be provided by the Parish Council and hosted by St Denys' Church.
- Clerk to purchase book of condolence as noted, together with black armband for Chair to wear and a photograph of the Queen.

It was **RESOLVED** that these recommendations be accepted, **CLERK** to action.

e) **Agree the format of the Annual Parish Meeting.**

Meeting format of "individual tables" style was agreed at the October meeting of this Committee. It was **RESOLVED** to make the following arrangements: -

- Tables to be provided for each Committee except of Finance and General Purpose.
- Chair to address the meeting at its close.
- Finance reports to be printed and made available at the meeting.
- Cllr. Hardy to investigate provision of refreshments of a "wine and nibbles" style, and whether this be dealt with by volunteers or caterers.
- Details of the Meeting to feature in the forthcoming newsletter.
- In addition to our County and District Councillors representatives of the following local organisations are to be invited, **CLERK** to note: -

W.I. Groups for Mark Cross and Rotherfield.  
Sports Club  
Community Warden

Citizens Advice Bureau  
Horticultural Society  
Royal British Legion

Bonfire Society

Rotherfield Surgery

Rotherfield Village Hall

St. Denys' Church  
Both Parish Schools  
and Rotherfield Pre  
School.

The Rotherfield Trust

Rotherfield Millennium Green

Mark Cross Community  
Centre  
Rotherfield Scouts

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- 3. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.**  
Tuesday 2<sup>nd</sup> April 2019 in the Parish Council Room, Rotherfield Village Hall, starting at 19:30.
- 4. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**
- War Memorial. Clerk requested information regarding proposed style of railing to be installed at each end of the Memorial so that the details may be passed to the WDC Conservation Officer for consideration. Also requested if letters and acknowledgments relating to the public donations toward the project are still required. Cllr. Hardy advised that these could now be disposed of.
  - Clerk is on holiday 18<sup>th</sup> – 22<sup>nd</sup> February and will liaise with Council Chair and Vice Chair regarding arrangements for publishing the agenda of the Planning and Building Committee, and February Council meetings, which take place on the 26<sup>th</sup> and 28<sup>th</sup> of February respectively.
  - Cllr. Harris advised that individual number tags have been added to the trees in the St Denys' Burial Ground, presumably by WDC, and that this information should be passed to our tree wardens.

The Chair declared the formal business of the meeting closed at 20:35.

- 5. PUBLIC FORUM.**  
None.

**Adopted and signed as a true record at the 2<sup>nd</sup> April 2019 meeting of this Committee**

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