



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

**MINUTES OF THE MEETING OF THE COMMUNICATION AND SOCIAL MEDIA COMMITTEE  
HELD ON TUESDAY 16<sup>th</sup> OCTOBER 2018 AT 19:30  
IN THE SCOUT AND COMMUNITY YOUTH HALL**

**PRESENT**

Cllr. A. Hardy (Chair)  
Cllr. R. Harris  
Cllr. G. Watson Smith

Cllr. L. Henrick  
Cllr. D. Hiles

Cllr. J. Richardson  
Cllr. A. Martin

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

None.

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

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

Apologies were received from Nicola Glynn and Jemma Cahan. It was **RESOLVED** that these be accepted.

**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 7<sup>th</sup> August 2018 be taken as read, confirmed as a correct record and signed by the Chair.**

It was **RESOLVED** that the minutes of the meeting be adopted as a true record and they were signed by the Chair.

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

**1d)** New Facebook page is now "live" . We have 100 members which is about a quarter of our old page. At some point we will do a push to increase numbers.

- Rotherfield Village Hall Wi-Fi. The Clerk has written to the Hall Committee with a proposal and it is understood that it has been accepted. We are awaiting a formal response to the Clerk.
- Cllr Hardy has finished drafting the data protection policy for the CCTV in the village and this will be on the agenda for the October monthly meeting.

**2a)** The public meeting the Sussex Police and Crime Commissioner, Katy Bourne, had a reasonable turnout and the audience posed some interesting questions which she was very skilled at answering. We may invite a police officer next year.

**2c)** Publication of photos. Resolution to not publish on social media photos that are provided to us by members of the public is in place. We may need to consider further whether we share to our page photos that other people have already posted.

**2d)** There was no update on WIFI signal at Sham Farm.

**2f)** There had been no recent noise issues in the centre of Rotherfield Village.

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### 2. RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS

#### a) Review format of the Annual Parish Meeting; Agree format for 2019.

It was considered that the format for the Annual Meeting, which has been adopted for the last few years, was stale and that we should try something different. Two approaches were suggested:-

1, The 'individual table approach' adopted by several Parish Councils in the area or  
2, Having a guest speaker were considered. It was **RESOLVED** to adopt the first option and key points for this are as follows:-

- i. Council tables for East Sussex and Wealden councillors, Highways, Planning, Recreation and Burial, Communications and Chair/Clerk.
- ii. Village organisations would be invited to have tables to make it more of a community event. Suggested invitees are Rotherfield St Martin,, St Denys' Church, CAB, Sussex Police, Surgery, ESCC Social Care Provision, Parish Schools, Scouts, Rotherfield Pre School together with displays/leaflets from local organisations to show what was available in the community.
- iii. The format would be an hour of 'tables' and then the Chairman's speech with refreshments (tea, coffee, biscuits, wine) provided throughout.
- iv. All finance and other reports and Chairman's speech to be ready at April PCM for all to review and then available on the night as handouts.

#### b) Receive report from Cllr. Richardson re: options and costs for a Parish newsletter from the Council, or jointly with Rotherfield St. Martin.

**Key points were presented by Cllr Richardson as follows:-**

- The meeting was provided with a quote from local publishers. 1500 colour copies would cost £809 and consist of two sides of A4 with the Council and RSM having two sides each. RSM have also obtained quotes.
- It was proposed to start with an annual edition, with the possibility of increasing to two per year.
- First edition to be produced before Christmas if possible with content covering the following:-
  - War Memorial, with Cllr. Hardy to produce.
  - Surgery matters, to be produced by Cllr's Harris and Henrick.
  - Planning matters, including clarification of the Community Infrastructure Levy, to be produced by Cllr. Hiles.
  - Highways matters to be produced by Cllr. Martin.
  - Recreation and Burial to be produced by Cllr. Watson-Smith.

**RESOLVED** that the Parish Council would fund production of the newsletter in conjunction with RSM who would assist with production, circulation and delivery.

**ACTIONS:** Cllrs. listed above to produce a paragraph outlining what has been achieved and planned to be undertaken during the 2018/19 year - the last of the four-year term of the current Council.

#### c) Consider and agree this Committee's budget and provisional list of projects for 2018/2019

The budget for this year was £3000 and similar activities and expenditure are expected for 2019/20.

**RESOLVED** This Committee's budget is to remain at £3000 for 2019/20.

**RESOLVED** to transfer the cost of the Eridge notice board, currently in Office Expenses, into this year's Communications budget, thus leaving sufficient funds in the budget for a newsletter. **CLERK** to action.

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### 3. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE

None.

### 4. FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL

#### Dedication of the War Memorial.

Cllr Hardy requested as many councillors as possible to help at 8am on Saturday for the following key activities.

- To move chairs, rope off areas etc. Parish Council pins would be retrieved by Cllr Harris.
  - Cllr. Hardy to phone Countryfile re: the following matters: parking for the BBC on Friday; reason silent soldiers had to be moved; contact by ITV Meridian. If they do have to be moved Cllr Watson Smith will do this on Thursday evening and move them back on Friday night.
  - Friday evening the surgery car park will be coned off by Cllr. Watson Smith.
  - Thursday night note will be placed on cars requesting to not park there
  - Friday night/Saturday morning. Reserved parking for three cars in the doctor's surgery.
  - Living History Group will arrive on Friday. Parking on Friday night at the village hall will be tight as there are events being held by both Preschool and Players.
  - Cllr. Harris is delivering notes to the houses in Court Meadow re the event and parking. Cllr Henrick will obtain some rope from Coppards.
  - 10.55 parade. Cllr Harris will ask Mark Kennedy if he would take photos of the event. Councillor help requested for after the event to return chairs etc. to from Institute and Church. Scouts will distribute Orders of Service.
  - Bonfire Society are marshalling the surrounding roads.
- The "Switch On" of the Christmas lights is scheduled for 25<sup>th</sup> November.
  - The Council hope to contribute to the Rotherfield and Mark Cross Bonfire Society Carol Concert.

### 5. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE

**RESOLVED** not to have a Communications meeting on the scheduled date of December 18<sup>th</sup> but to schedule one for early next year. **CLERK** to cancel booking of our meeting room for this date.

### 6. REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA

Cllr Harris reported that the Ministry of Housing, Communities and Local Government has requested that we conduct a survey about the surgery project and the associated precept increase in order to properly fulfil the criteria for a loan from the Public Works Loan Board.

Chair declared the formal business of the meeting closed at 21:00.

### 7. PUBLIC FORUM

None.

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

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