



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

**MINUTES OF THE MEETING OF THE
COMMUNICATIONS AND MEDIA COMMITTEE OF ROTHERFIELD PARISH COUNCIL
HELD ON TUESDAY 15th NOVEMBER 2016 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr. Henrick, Chair Cllr. R. Harris
Cllr. L. Watts, Vice Chair Cllr. Hiles

COUNCILLORS ABSENT

None

ALSO PRESENT

Cllrs. Martin and Wickenden

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s 85)

Apologies were submitted by Cllrs. Cahan, Hardy and Cllr. Thomas.

b) Declarations 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 Communications and Social Media Committee held on 6th September 2016 be taken as read, confirmed as a correct record and signed by the Chair.

It was **RESOLVED** that the minutes were approved. They were signed by Cllr Henrick, Chair of the Communications and Media Committee.

Reviewing matters arising from the previous meeting, the logo format for headings had not been finalised. Cllr Watts has re-circulated her earlier draft for agreement by Cllrs. Henrick and Thomas.

2. TO CONSIDER, MAKE RECOMMENDATIONS AND AGREE EXPENDITURE IF REQUIRED ON THE FOLLOWING: -

a) Appointment of temporary Vice Chair for this Committee whilst Cllr. Cahan is on maternity leave.

It was **RESOLVED** that Cllr. Watts be appointed as Vice Chair of this committee whilst Cllr Cahan is on maternity leave.

b) Consider and agree budget and precept figures 2017/18 for this Committee

Expenditure to date had been circulated for the Committee's information. Key items of expenditure so far in this financial year are website hosting cost, printing costs and a grant towards the Queen's Jubilee firework celebrations.

The 2017/2018 budget for this committee was discussed and it was **RESOLVED** that the draft budget forming the supplement to these minutes be presented for consideration at the 6th December meeting of the Finance and General Purpose Committee.

- 4151 (website costs) should remain at £300.
- 4152 (public meeting) should remain at £700.

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- 4153 (Facebook campaign) should remain at £200.
- 4154 (printing costs) should reduce to £500.
- 4155 (annual newsletter) should reduce to £250.
- 4156 (community engagement) should remain at £1000.
- It was agreed to add a further item for computing costs of £1500 to cover items such as the meeting recorder and planning tablets that had been or were to be purchased this year.

c) Policy regarding content of posts/shares to Social Media by the Council

We currently have 266 followers. The committee discussed the use of Facebook and twitter. It was clearly useful for bringing Parish Council business (meetings, minutes etc.) to the attention of followers. It was also good to share local business information and to use the cover photos to reflect local events, but there was a risk of masking our own purpose with too much sharing of other posts. We have learnt not to use Facebook in any way that could draw attention to specific Parishioners. We also needed to be mindful of the time Facebook takes up. Cllr Watts agreed to draft a policy for this area and to review the 'Statement of Intent as to Communication and Engagement Strategy' (dated March 2012). Cllr Henrick agreed to review the Press, Media and Communication Policy' (dated February 2012). **ACTION** for **CLERK** to add agenda item for the next meeting of this Committee to consider adoption of the revised documents.

d) Forthcoming Parish events at which attendance by Councillors is recommended.

Christmas "Light Up" 19:00 on Sunday 27th in the Square. Event features on the WDC Events "Christmas Cracker" publicity leaflet that is available for distribution, Clerk has copies to distribute. The Committee will investigate details of forthcoming Community events to attend in the New Year.

e) Information and decision regarding updating of Council's printer, and option of lease or purchase.

Information from Newman Business Solutions at Jarvis Brook, and the Computer Studio in Crowborough circulated prior to meeting. We currently lease a printer/copier from Konica Minolta and own a small brother colour printer/scanner. Cllr. Hiles recommended purchase of an Epson ecotank printer. The prices of the quotes were compared with on-line options. It was **RESOLVED** that Cllr. Henrick will investigate the need for a second printer, that the prices should be compared with on-line options and that if the quotes from Newman Business Solutions did not exceed the on-line options by more than a third that we should proceed with the local purchase which would clearly offer installation support should this be necessary.

f) Parish Map Boards. Consider repair/replacement of the board at Crowborough Campsite and inspection of the other eleven boards for maintenance issues.

Locations and style are as follows: -

1	Cuckoo Line Stores	Wall mounted wood frame
2	Forgewood Tea Rooms, Sham Farm Road	Free standing, wood frame
3	Mark Cross Millennium Green	Free standing, wood frame
4	Rotherfield Millennium Green Car Park	Free standing, wood frame
5	Jarvis Brook Car Park	Free standing, wood frame
6	Goldsmith Camping and Caravan Site	Free standing, wood frame
7	Chappells the Chemists Crowborough	Wall mounted wood frame on side wall
8	Jarvis Brook Station, wall on platform 1	Wall mounted wood frame
9	Eridge Station, overbridge outside ticket hall	Wall mounted wood frame
10	Rotherfield Stores	Wall mounted metal frame
11	Memorial Institute	In Lobby
12	Village Hall	In Parish Council meeting room.

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The map on the board at Goldsmith Camping and Caravan site is in very poor condition with the laminate peeling off it. The campsite is currently closed for winter. Clerk's initial thought was that the board at the (currently closed) Forgewood Tea Rooms in Sham Farm Road could be moved to replace it. However, Eridge Estate, who own the building, are hopeful that the Tea Room will reopen, discussions are in progress. Another option would be to move the board from the Jarvis Brook car park to the Campsite. It was **RESOLVED** that Cllr. Martin would include these assets on the Highways Roadside assets list and that they would be discussed at the next Highways meeting.

g) 2017 Annual Parish Meeting. Format of meeting and suggested guest speakers for invitation.

The format of the Annual Parish Meeting was discussed, and whether it should be more of a social event than a formal meeting. Cllr. Harris suggested that the meeting should start at 19:00 rather than 20:00 and suggested that the Committee Chairs should be given assistance in preparing their presentations so that they could all be of a similar standard to Cllr Cahan's which was presented at the 2016 meeting. Car parking in the village was a possible topic for the evening. **ACTION** for **CLERK** to add to agenda of the next meeting of this Committee

h) "Neighbourhood Watch". Raising profile of the schemes within the Parish via website and social media.

This issue was thought to have arisen following the loss of a dedicated PCSO in the village, potentially leading to a loss of care of vulnerable parishioners. Cllr Henrick will ask Cllr. Kitchenham to expand on the proposal possibly in collaboration with RSM and report at the next meeting of this Committee. **ACTION** for **CLERK** to add item to the agenda of the next meeting of this Committee for agreement on action.

i) Annual Newsletter. Arrangements for publication, printing and distribution.

Cllr. Henrick will prepare a draft for the November Council meeting.

3. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE REQUIRING RESPONSE/ACTION

None.

4. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

i. Recreation and Burial. Quote for supply and installation of a height barrier for the recreation ground car park.

It was **RESOLVED** to accept the quote from Newton & Frost Fencing. **ACTION** for **CLERK** to inform contractor to proceed with the installation.

ii. Highways Lighting and Transport. Report regarding land off Station Road and further action.

Cllr Henrick had attended the recent Millennium Green Trust meeting as the Parish Council's representative. At this meeting the Trust agreed to take steps to register in its name the title of the unregistered land adjacent to the Millennium Green. The Trust were aware that the Parish Council had identified the land as a possible opportunity to provide further car parking in the village and of the need for car parking in the village but would proceed. **RESOLVED** that the Parish Council will approach the Millennium Green Trust, if they are successful in claiming the title, to request consideration that part of the land be used by the Council to provide additional parking space for the Village, subject to planning consent.

5. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Next meeting of this Committee is at 19:30 on Tuesday 24th January 2017 in the Rotherfield Scout and Youth Community Hall.

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

None.

The Chair declared the formal business of the meeting closed at 21.30.

7. PUBLIC FORUM.

None.

Action points from this meeting:-

1. Draft a Facebook policy and review the 'Statement of Intent as to Communication and Engagement Strategy' (dated Mar 2012) **CLLR. WATTS. CLERK** to add item to agenda of the next meeting of this Committee.
2. Review the Press, Media and Communication Policy' (dated Feb 2012) **CLLR. HENRICK. CLERK** to add item to agenda of the next meeting of this Committee.
3. Add notice boards to the Highways assets register. **CLERK/CLLR. MARTIN.**
4. **CLLR. HENRICK** to discuss Neighbourhood Watch scheme with Cllr. Kitchenham.
5. **CLLR. HENRICK** to prepare draft of the Annual Newsletter for next week's council meeting.

Confirmed and signed as a true record at the 24th January 2017 meeting of this Committee

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