



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 7<sup>th</sup> AUGUST 2018 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

Members of the public and press are welcome to attend. At the start of the meeting, the public are invited to identify to the Chairman any Agenda item they would like to express a view on for a maximum of three minutes in total. The Public Forum at the end of the meeting gives an opportunity for the public to make statements or ask questions about matters not on the Agenda. When published, the minutes of this meeting can be viewed at Rotherfield library, on the Council's website [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) or by contacting the Clerk to obtain a copy.

**PRESENT**

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

Cllr. L. Henrick  
Cllr. D. Hiles

Cllr. J. Richardson  
Cllr. A. Martin

**COUNCILLORS ABSENT**

**ALSO PRESENT**

None.

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

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

Apologies were received from Cllr. T. Gilbert.

**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 1<sup>st</sup> May 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.  
May 1<sup>st</sup> meeting**

**2a) Facebook Group page.** This is now "live".

**ACTION: CLERK** to remove the old page and to remove 'group' from the title and to call it 'Rotherfield Parish Council.

**2b) Rotherfield Village Hall Wi-Fi**

The village hall is willing to consider alternative providers or fund it. The Council need to decide about whether we are prepared to pay the cost of the quote that has been provided.

**ACTION: CLERK** to add an item to the August PCM to discuss and decide about the quote that has been obtained.

**2c) Data Protection**

Cllr. Hardy has finished drafting the data protection policy for the security camera in the village.

**ACTION: Cllr Hardy** to share the CCTV policy with the full Council for adoption.

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## 2d) Eridge Notice board

Cllr. Martin has received the board and will arrange to put it up outside Eridge Station.

**ACTION: Cllr Hardy** to email letter to Cllr. Martin confirming Southern agreement to put board outside station, so he can show it to anyone who may have questions when he is erecting it.

## 2e) Eridge residents

Letters have been sent to all Eridge residents in the Parish

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

### a) Finalise arrangements, structure and publicity for forthcoming public meeting with the Sussex PCC, Katie Bourne, on September 4th.

**RESOLVED** the following actions regarding meeting publicity and format.

#### FORMAT

There will be a brief introduction by Katie Bourne at a maximum of 5-minute overview of local policing strategy – not a half hour talk on ‘current issues as she sees them’. We do not want most of the time to be taken up by the speaker discussing cyber-crime and other crimes that are less relevant to our rural parish.

To avoid duplication there will be no questions from the floor on the night, all questions to be emailed to the Clerk in advance or pass to the Clerk or Chair at the beginning of the evening. Chairman to read all questions rather than the audience. Refreshments will be served at the end of the meeting.

#### PUBLICITY

Social media, parish magazine, small posters to go to local business, bus shelters etc. large signs at the same locations used as we do around the parish for the APM. Title of the posters to be agreed by Cllr. Henrick.

#### ACTIONS

- **CLERK** to book the Village Hall.
- **CLERK** to arrange 2 large A0 posters to be placed at the Mark Cross junction and Rotherfield lay-by plus the usual advertising as set out above.
- **Cllr. Hardy** to produce the small posters with wording to be prepared by Cllr. Henrick.
- **Cllr. Hardy** to ask the Church to provide refreshments.

### b) Alternatives for the format of the 2019 Annual Parish Meeting

Key points were as follows:-

- Cllr. Richardson suggested a speaker but is concerned that we may need at least 6 months’ notice for a subject such as social care for the elderly.
- Cllr. Hardy suggested that County and District Councillors, and Clerk, could have their own tables. Chairs of committees could have a table and other Councillors could meet and greet and point people in the right direction for their questions.
- It was agreed that we should investigate other formats of providing financial information, and whether we could have a leaflet.
- It was agreed that attendance of other organisations serving our Community, such, as RSM, Citizens Advice Bureau, and surgery be considered.
- The possibility of a BBQ/refreshments. was raised.

**ACTION: Cllr Richardson** to put together a list of organisations to approach about attending. **CLERK** to add item to agenda of the October meeting of this Committee to discuss and agree format for 2019; also to clarify with SALC whether it is a legal requirement to read out loud the financial information or whether a leaflet circulated at the meeting satisfies the legal requirements.

### c) Policy for publication of photographs by the Parish Council.

The Council should not publish on social media any photos that it has not taken. In relation to HGV photos, these will continue to be forwarded to the should forward them

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on with our letter regarding the ban as the person emailing us has contacted the Clerk with that action in mind.

**RESOLVED** that the Council will not publish on social media any photos that are provided to us by members of the public.

- d) **Action regarding slow Internet Broadband speed in the Sham Farm area of Eridge.**  
This was raised by members of Eridge recently. Cllr Harris has seen some items recently about rural Wi-Fi and will forward to Cllr Hardy and the Clerk.

- e) **Parish Candidates for nominating to receive “Great British High Street” Awards.**  
Unfortunately, no Parish Businesses could be identified that met the criteria for any of the categories.

- f) **Parking and noise issue concerns raised by residents in connection with a recent event in the Parish.**

Noise complaints have been raised following two recent outdoor events in the Village. These also attracted complaints regarding parking on Station Road. Clerk has directed parishioners to Wealden regarding noise complaints as the Parish Council have no powers in relation to either these or parking issues, enforcement in relation to the latter being a Police responsibility.

**ACTION: CLERK** to publish link on Council’s website to the area on the Wealden DC website relating to noise issues.

- g) **Adoption of Roadside Advertising Policy.**

Cllr Kitchenham has provided a draft. The policy was reviewed and amended, and the agreed format is attached to this agenda. It was **RESOLVED** that the policy be adopted and that copies of this policy will be added to the RPC noticeboards and on our website.

- h) **Quotes obtained by Cllr. Richardson for a Parish newsletter.**

Quotes for 500 copies would be £410 for a double-sided newsletter. 1500 copies would cost £482. RSM have contacted Cllr. Harris and are keen to get involved with sharing a newsletter and may help with putting it together and/or delivery. The aim is to get the newsletter published in March 2019. Content can be agreed nearer the time. It was noted that the Rotherfield Guide from Local Government Publishing is likely to be published at some point in 2019.

**ACTION: Cllr Richardson** to investigate cost of an A4 4-page booklet – 2 pages for RPC and 2 pages for RSM and report at October meeting of this committee.

**CLLR MARTIN** will speak to RSM about what they have in mind and what help they would be able to provide.

**CLERK** to add item to the agenda of the October meeting of this Committee to agree actions.

- i) **Comments on Planning Application on behalf of the Planning and Building Committee WD/2018/1344/F The Skep, Spout Hill, Town Row, Rotherfield, TN6 3QX Proposed part two storey and part first floor side extension**

This item was dealt with at the beginning of the meeting.

**RESOLVED:** To recommend for approval as it will improve the facilities of the building.

**CLERK** to add comments to WDC website.

**Cllr. Wickenden left the meeting at 19.36**

### 3. URGENT ITEMS TO BE CONSIDERED ON BEHALF OF OTHER COMMITTEES

#### **War Memorial Update:**

Cllr Hardy estimates that there may be more than 200 people attending because all the VIPs that have accepted the invitations. There will be people from Living History attending as well as cadets etc. from Crowborough.

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**ACTION: Cllr Harris and Cllr Henrick** to attend the Urgent working party meeting on 16 August 2018.

**4. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE**

None.

**5. FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL**

- Cllr Harris is attending Rotherfield Primary School in September as part of their local government topic

**6. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**

16<sup>th</sup> October – Scout and Youth Community Hall, Rotherfield, 19:30.

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

Cllr Hiles raised concerns about the minutes being published as draft before they have been approved the minutes.

**Action: Clerk** to add an item to the August PC meeting to consider whether draft minutes should be published before they have been approved.

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

**8. PUBLIC FORUM**

None.

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

Draft minutes subject to confirmation as a true record