

Burwash Parish Council

Minutes of the Burwash Parish Council **Community & Communications Working Party** meeting held at 19.00 on Thursday 3rd February 2022.

The meeting was held at the Parish Rooms in Burwash.

In Attendance: Cllr. Brian Newman (Chair), Cllr. Keith Lloyd, Cllr. Fiona Hosein, Cllr. Berry Wraight, Cllr. Dominie Stemp, Sylvie Franklin, Halina Keep, Jo Murrells, Lesley Elmslie, David Elmslie, Peter Thompson and Eddie Workman

Apologies: Cllr. Julian Kenny & Cllr. Antonia Stapylton-Smith

Meeting opened: 19.00

1. Apologies for Absence.

As above.

2. Disclosure of Interest.

Cllr. Hosein declared as the Chair of the Burwash Playing Fields Association (BPFA) and the Secretary for Burwash Primary School.

3. Accuracy of the minutes of the previous meeting.

The minutes of the last meeting were accepted by members of the working party as an accurate record of the meeting and recommended for adoption at the next Full Council meeting scheduled for 08-02-22.

4. Queen's Jubilee.

i. Burwash Community Fund (BCF).

- Friday 13th May – Date confirmed for an auction of promises. To be held at The Bear and organised by the BCF.
- BCF confirmed that any organisation can apply to the BCF for support regarding funding of their activity for the Jubilee. It was noted that overt profit making was not the point of the funding but to allow attendees to enjoy the celebrations at cost. It was confirmed that a deadline for grant applications should be decided.

ii. Burwash Common Plans.

- Thursday 2nd June – Burwash Common Playing Fields (BCPF) planning a late afternoon & evening event to include:
 - 1950's theme
 - BBQ
 - Bar
 - Games & Stalls
 - Beacon lighting at 9.45pm in line with the national programme

Burwash Parish Council

- Friday 3rd June – to be promoted as the day for street parties across the parish. BCF confirmed that residents in Vicarage Road / Lane are already discussing a street party.
- iii. BPFA Plans – Swan Meadow.
 - Thursday 2nd June – BPFA evening event at Swan Meadow to include:
 - Brass band with bugle/French horn playing of ‘Majesty’
 - Light refreshments – hot dogs, etc
 - St Bartholomews Choir – Commonwealth song
 - Beacon lighting at 9.45pm in line with the national programme
 - Saturday 4th June – BPFA sports open day. Cricket / football / tennis skills academy for families with light refreshments available (2-4pm).
 - Sunday 5th June – BPFA Jubilee picnic to include:
 - Skiffle band
 - Hot dogs / burgers / ice cream
 - Pimm’s tent / cream teas
 - Fire engine
 - Similar to Summer fete
- iv. Other committees / organisations involved & their plans.

BCF confirmed that they are contacting all organisations involved in the 2012 Jubilee celebrations.

Cllr. Newman to speak to the CIC about their support for the celebrations.
- v. Parish Council Involvement.

Councillors agreed the following ideas to recommend to Full Council at the Full Council meeting scheduled for 08-02-22.

 - Bunting – it was agreed that all organisations present would review the current bunting and feedback on what was needed.
 - Flags – it was agreed that Sylvie would explore costings for flags and the BCF agreed to fund them so that all organisations providing a celebration opportunity were able to give them to attendees free of charge.
 - School children – it was agreed that coins were too expensive as a commemorative giveaway.

It was agreed that souvenir mugs should be explored. Clerk to work with Eddie on samples. Clerk to work with Fiona on the google registration form and school giveaway.

It was agreed that an age limit of 12 should be set for the giveaway.
 - Community Bus – Clerk to explore a shuttle service to allow all residents access to the schedule of events. Clerk to speak to the Battle Bus service.
 - Queen’s Canopy, tree planting. Confirmation that the Environment & Maintenance working party will take this on.

Burwash Parish Council

- Benches – plan to provide 3 commemorative benches for each part of the parish. To be located on Burwash Playing Fields, Hornbeam and position to be confirmed in the Weald.
- Bus stops – hanging baskets / troughs at each council owned bus stop. It was agreed that the Clerk would explore the ownership of the bus stop opposite The Wheel pub.

To be actioned:

- Initial schedule to be advertised on the Queen's Jubilee webpage on the parish council website.
- Initial schedule to be advertised on the parish council ebulletin.
- Clerk to put recommendations above to Full Council for final resolution.
- Clerk to bring together an email / whats app group for the Jubilee with the parish council, BCF and BBPFA to progress the ideas outlined above.
- Clerk to double check the tree planting deadlines and circulate to all.
- Clerk to circulate the TRO temporary road closure link. – *Completed*.
- Clerk to circulate the commemorative plaques available from the Royal British Legion veterans. – *Completed*.

5. Updates.

- i. How the Council presents itself to the community.
Cllr. Newman confirmed that the questionnaire will now form part of the communication to all households as a one-page document.
Action: Clerk to ensure the GDPR disclaimer is included on the paper copy and needs to provide a google form link for reply.
- ii. Parish Noticeboard.
The Clerk confirmed that this has been ordered and should be delivered within 5 weeks.
Action: Clerk to confirm arrival and contact Steve Payne for installation.
- iii. Bus Stop Information Point.
Cllr. Newman confirmed that he had spoken to Cllr. Moore about using the reverse of the paper map of Burwash.
Action: Item to be place on the next agenda.

6. Positioning of Flagpole.

It was agreed to recommend a flagpole and position it between the parish rooms and Scout hut.

Clerk noted that any purchase would need to be in the new financial year.

Action: Clerk to locate the Parish Council flags.

Burwash Parish Council

7. Community Noticeboard.

Members agreed that the parish office wall should be considered as a location.
Clerk noted that any purchase would need to be in the new financial year.

Action: Item to be placed on the agenda for the next meeting.

8. Love Burwash Spring Clean.

Cllr. Newman confirmed that the date was 2nd April 2022.

Members agreed that the focus should be on the high street and village.

Cllr. Newman presented a poster to advertise the event.

Action: Clerk to advertise the event on the parish website and ebulletin.

Action: Cllr. Newman to speak to the litter picking team. – *Completed.*

9. Parish Newsletter.

As per item 5.i. Newsletter confirmed for distribution in early March.

10. Items to be included on the next agenda.

- Updates on actions.
- Queen's Jubilee update.
- Bus Stop / Information Points.
- Business noticeboard.
- Love Burwash update.
- Parish Rooms history showcase.

11. Date of the next meeting.

Thursday 3rd March 2022 – 7pm – Parish Rooms.

ENDS 20.21.

X

Cllr. Brian Newman

Chair Community & Communications Working P...