

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Communications Committee was held on Monday 25th April 2016 at 7.30 p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

Members' present: Chairman Councillor Daden Vice Chairman Councillor Carter
Councillors Barnes; Garwood, Smith
Mrs S Matthews (Editor Broomfield Times)

Also present: Councillor Hubble & Mrs K Hurrell (Clerk)

Public Question Time: No members of public were present.

482. Apologies for absence
No apologies were received

483. Declarations of Interest
No declarations of interest were received.

484. To approve minutes from the last meeting
It was resolved the approved the minutes and they were duly signed by the Chairman.

485. To receive update re Broomfield Parish Council Website/new server
Councillor Carter confirmed that the Parish Council may be moving to a new server this week but had not had any confirmation from fellow Councillors they had received his instructions to back up their emails and will await until all had confirmed. He advised that the Parish Office should prepare for the switchover next week. Councillor Carter will forward a reminder to all Members and staff and also advised that once the transfer had successfully taken place he will train the Office staff to be able to administer the website internally.

486. To discuss the schedule & plan for the Annual Parish Meeting on 25.5.16
Much discussion took place on the content for the Annual Parish Meeting (APM) and Members agreed that an update from the last APM on actions which have been taken forward must be included to keep parishioners informed of the work of the Parish Council over the past year. It was agreed that Broomfield teenagers be engaged to understand why the Youth Bus has been so poorly attended and it was suggested that their thoughts on the proposed Adventure Cycle Path be sought. It was agreed upon a similar format as last year i.e. an informal meeting held during two sessions
2-4pm and 7-9 pm – the heading for the APM is to be 'Best of Broomfield' and the main topics agreed were:
- Report on progress over the year from suggestions from last year's APM
- Neighbourhood Plan – invite people to volunteer to join a Steering Committee to be set up and also to explain the process and what it means for Broomfield's future development
- Best Kept Village Competition
It was agreed that display boards be available for the following:
- Best of Broomfield Times - SM
- Teens/discussion/ideas - GG & WD
- Village Facilities – TT & Civic Amenities
- Finance Board - JB
- Website - PC
- Best Kept Village/Litter – SH/DH

Signed:.....121

Dated:.....

	<ul style="list-style-type: none"> - Gossip Board – WD - Village Hall – BVH Charity - Progress Report - RS - Neighbourhood Plan/Planning Update – JB - Event flyer/poster - RS <p>It was agreed that if the Broomfield Times is delivered in time then a flyer be distributed within the magazine and also flyers to be put in all business premises for distribution. Councillor Barnes suggested that local businesses be contacted to invite them to promote their business in recognition of previous support given to community events.</p> <p>ACTION WD to contact local businesses & liaise with BVH Charity (TJ) re plans for the Adventure Cycle Way</p>
487.	<p>To discuss forthcoming issue of Broomfield Times Summer 2016A</p> <p>The forthcoming edition of Broomfield Times was discussed and suggestions were given to the Editor. Selina reported that the system of Members and staff using the ‘drop-box’ facility for articles was working well It was agreed that Broomfield Primary School be asked for a contribution to Broomfield Times mentioning the pause in the re-building of the School together with promotion of events being run by the PTA and other public events.</p> <p>ACTION: PC to contact School for statement & dates of forthcoming events</p> <p>Councillor Hubble agreed to assist with proof reading draft copies. It was reported that the new delivery system co-ordinated by Kathryn Cameron and volunteers was working well.</p>
488.	<p>To consider entering the Best Kept Village planning for 2017</p> <p>Councillor Hubble explained the process for entering the Best Kept Village competition run by Rural Community Council of Essex. It was agreed to enter the competition this year without any preparation to receive valuable feedback and therefore be prepared to enter again in 2017 with more understanding of what is required. This will be advertised at the APM and in Broomfield Times.</p> <p>The issue of keeping Broomfield clean was discussed and it was agreed that a lot of litter came from students walking to and from Chelmer Valley High School and ways to reduce this were discussed. It was agreed that Councillors Daden and Hubble meet with the School to see if a joint community/student litter pick could take place to tackle the ‘problem areas’ and help educate students to use litter bins. If this idea was successful consideration may be given to providing an outdoor cinema (suggested previously through Student Voice) as an incentive.</p> <p>The Clerk was requested to research Employment Law to investigate employing students to litter pick</p> <p>ACTION: SH to enter Best Kept Village Competition 2016 WD & SH meet with CVH School to discuss litter problem Clerk to investigate Employment Law</p>
489.	<p>Any other business for <u>discussion purposes only</u> & referral to next agenda</p> <p>The Clerk advised that she had received a complaint querying the use of a facebook page entitled ‘Save Our Broomfield’ - the parishioner queried whether this was an official page. This will be dealt with at the next Communications Meeting.</p>
	<p>The Chairman thanked Members for attending and closed the meeting at 9.10 pm</p>