

South Willesborough and Newtown Community Council

Communications Workings Committee

29th April 2022

The Clerk opened the meeting at 9:15am

The Clerk asked Members to appoint a Chair

Attendance Peter Porter (PP) Sue Mullan(SM) Jacky Godden(JG)

Sarah Evans (SE) 1 Member of the Public joined at 9:50am.

1/22 Appoint a Chair

Resolved Proposed SM Seconded JG that PP would be Chair.

2/22 Apologies for absence and approval

Nirosha Thilagarajan sent apologies these were approved.

3/22 Declarations of Interest

None

4/22 To agree the proof and distribution of the Jubilee Flyer

Resolved Proposed JG Seconded SM and agreed unanimously 1) Proof agreed subject to the typing changes marked on the copy at the meeting, PP & SM to edit final proof to be sent to Printer. 2) To distribute to each house through Dor to Dor. 3) To laminate Copies of the front page back to back and make posters for advertising the event approx 2 weeks before. 4) To site the posters on Newtown Green, the entrance to all the Play Parks, Hobbs Parker Café Noticeboard and the SWAN Office, to request businesses which have been part of think local buy local, the fitness businesses interviewed for the last newsletter, Ashford Ballet, SWAN Centre, Salvation Army Hall, the school, the shops, and all Community Groups to display them.

Action:- To send off for proof changes and arrange dor to dor distribution, to investigate putting up of posters requiring permission, to ask Council for volunteers to help with putting gup posters, Clerk to investigate the cost of a laminator the office versus Kall-Kwik Laminating ensuring it is outdoor suitable.

5/22 To agree the content for the Summer newsletter

Resolved Proposed JG Seconded SM and agreed unanimously 1) To continue with the design print and distribution through Dor to Dor services, 2)to have a pull out and keep section of all the photos from the Jubilee Event, 3) to then have on the front cover the Human Image and the write up of the day, 3) to also include news from the Quarter on the lighting of the Beacon, SWAN Farm open day, Holiday clubs and activities for Children over Summer, Tenants Day, Annual Electors meeting, Area Enhancement through the £20k budget and an article explaining the cost on the precept, defibs, benches, shed, memorial wheels, first aid training and the Mayor visit, the School and giving out the Coins, if any news on the parking for Canterbury Road is available, the G line Bus routes, 4) to have a draft rough copy on paper for Council July Meeting to pass round for comments and further suggestions. To aim for to be distributed very end of July early August 2022

6/22 To review the Website and an update on Facebook

Resolved Proposed SM Seconded JG agreed unanimously to investigate costs and a draft design for adding a Page regarding Crime Prevention and Reduction with links to Neighbourhood Watch and to add a page on the Allotments. To remove Facebook Messenger from the Facebook Profile and to just have the Council Clerk email address for contact. To monitor the Comments on the page until

the next meeting and consider if it should just be a noticeboard without comments. To review the website over the course of the year for any further updates which may be helpful.

7/22 To consider feedback from residents and agree the content for the Time Capsule. Members considered feedback from residents and items requested to be shared and agreed to include, historical and current pictures of the Alfred Arms, to include resident requested photos of the Ashford Trains, to include the History of South Willesborough provided by the WI to see if a similar document could be found for Newtown. To have a USB stick or CD with all the images PP had taken of the area as it is now, a photo of SWANCC or a family tree if not able to complete in time, polaroid image taken on the day of the event, a copy of the front page of newspapers, KM, The Sun and The Guardian and The Times on the day, current coins in circulation, the coin ordered for the primary school if enough are delivered. Google Map aerial view of SWAN at this time and an attendance list on the day of residents to recommend Council ask for the Compere to arrange this with residents on the day and a board and table to complete it.

**8/22 To review any other upcoming Communications needs
Resolved :-Agreed unanimously none were needed to discussed**

**9/22 To agree the date of the next meeting and any items for the Agenda
Date agreed 20th June at 8:15pm.**

There being no further business to discuss the Chair closed the meeting at 10:23am

Signed _____ - Date _____