

## Great Hucklow and District Village Plan: Communications Group Action Plan – Progress Meeting 28 September 2006

**Present:** Gillian Beer, Tony Greenfield, Peter Miles

<u>Issue</u>	<u>Why is action needed</u>	<u>Action</u>	<u>Progress to 28 September 2006</u>
Ensure all residents have access to all publicly circulated communications	<p>Residents in outlying farms and smaller villages may not receive all communications currently.</p> <p>Word of mouth information may not reach all residents.</p> <p>There may be ‘accessibility’ issues, e.g. large print required.</p> <p>As the Internet becomes more pervasive, this policy is needed to ensure that those without Internet access are not disadvantaged.</p>	<ul style="list-style-type: none"> <li>Review leaflet distribution responsibilities to ensure that all households are visited including outlying farms.</li> <li>Consider feasibility (siting and funding) for a notice board for Windmill.</li> <li>Develop policy to ensure that all communications are available on request in ‘accessibility’ formats.</li> </ul>	<p>No progress to date. It is unclear whether the outlying farms are on any of the circulation routes – <b>Action: Peter Miles</b></p> <p>The Parish Council agreed a site in conjunction with a Windmill resident. A noticeboard has been delivered to Windmill and is awaiting varnishing and erection. <b>Action: Gillian Beer</b></p> <p>No progress to date. The meeting discussed the need not to overcommit ourselves to multiple formats given the limited number of people able to commit the preparation time. A carefully worded policy will be prepared. <b>Action: Gillian Beer</b></p>
Residents’ Pack for new and existing residents	<p>Residents may not be aware of all local facilities.</p> <p>New residents would benefit from an information pack about the area.</p>	<ul style="list-style-type: none"> <li>Agree format (A5 booklet?) and funding for first edition – each household to receive a copy.</li> <li>Collate information.</li> <li>Request permissions for inclusion.</li> <li>Consult with community groups and residents.</li> <li>Achieve Community Spirit sign-off for publication.</li> <li>Publish first edition on paper and on the Web.</li> <li>Circulate paper copies to all residents.</li> <li>Agree on-going maintenance arrangements.</li> </ul>	<p>We have achieved funding through the Leader+ Access fund. Information collation has taken longer than expected but is scheduled for completion on 30 September 2006. A sign-off group will meet on 11 October to review the document. <b>Action: Gillian Beer, Sign-Off Group</b></p> <p>We plan to obtain permissions to publish individual entries during October. <b>Action: TBC</b></p> <p>Peter Miles has agreed to lay out the pages (November) and to liaise with the printer. <b>Action: Peter Miles</b></p>

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<p>“Telephone tree” for each village</p>	<p>A mechanism is needed for rapid dissemination of information in an emergency, e.g. Neighbourhood Watch Scheme.</p> <p>Need to ensure that all residents can be contacted promptly.</p>	<ul style="list-style-type: none"> <li>• There are now Neighbourhood Watch representatives in each village. Register village representatives with Neighbourhood Watch RingMaster.</li> <li>• Village representatives to set up telephone tree for their village and relevant outlying farms.</li> </ul>	<p>Little Hucklow and Windmill have set up telephone trees encompassing all residents. For other villages, the situation is less formal. The meeting expressed concern that residents’ experience would differ according to where they reside. Peter Miles agreed to talk to Phyllis Walton (Neighbourhood Watch Coordinator).</p> <p><b>Action: Peter Miles</b></p>
<p>Publish a monthly rolling Diary of events</p>	<p>To build a strong community and to counter social isolation, we wish to encourage residents to take part in local activities. While Community Spirit events are well publicised, information about other social groups and events may not be readily available to all residents.</p>	<ul style="list-style-type: none"> <li>• Encourage contributions from local groups.</li> <li>• Publish Diary monthly, showing events for the next three months or so.</li> <li>• Diary to be available on village notice boards, in the Queen Anne and on the Web.</li> </ul>	<p>Now that the village website is live, there is a need to maintain a rolling diary on the Web. Gillian suggested that she could print the current version monthly for the village noticeboards and the Queen Anne.</p> <p><b>Action: Gillian Beer</b></p> <p>The group discussed the extent to which we should actively seek information for inclusion in the Diary. We agreed that in the longer term, groups must contact Gillian and Peter with information for the Diary, website and Community Spirit leaflet. The group agreed to publicise this approach within the villages. More information about activities in Little Hucklow was requested.</p> <p><b>Action: Gillian, Peter and Tony</b></p>

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Expand the scope of the existing bi-monthly Community Spirit leaflet	There is a need to provide a single information source for village news. Information is currently distributed across a range of publications, not all of which are readily available to all residents.	<ul style="list-style-type: none"> <li>• Expand leaflet to two sheets (eight pages) where necessary, but maintain bi-monthly publication. Include items external to Community Spirit: events and articles of local interest.</li> <li>• Agree funding with Community Spirit.</li> </ul>	<p>Residents much appreciate the eight page format, for which Peter Miles obtained funding through Community Spirit.</p> <p>Peter expressed concern that bi-monthly publication is difficult to achieve, given the other demands on his time. The group was very sympathetic to this, while expressing concern about the timeliness of information reaching residents. The group agreed that timeliness could in most cases be achieved via village noticeboards and the village website. Peter would like to move the frequency of the newsletter to three-monthly and/or have shorter interim updates. He will discuss this at the Community Spirit meeting on 11 October.</p> <p><b>Action: Peter Miles</b></p>
Develop village web pages on <a href="http://www.hucklow.net">www.hucklow.net</a>	<p>The Internet provides an opportunity to create a long-term, readily available archive of village information, e.g. Residents' Pack.</p> <p>It will also provide an additional means of access to information, e.g. village Diary.</p>	<ul style="list-style-type: none"> <li>• Conformance has agreed that the village website can reside on the Conformance server.</li> <li>• Agree 'storyboard' and house style for initial web pages.</li> <li>• Develop and publish initial web pages.</li> <li>• Agree on-going maintenance arrangements.</li> </ul>	<p>The first version of the website was available for viewing on Gala Day, along with posters showing sample pages. The initial web pages have now been published on <a href="http://www.hucklow.net">www.hucklow.net</a>. The site has not yet been publicised in the Parish, pending completion of a phase of completion of artwork, tidying up the code and including some additional pages. This is under way.</p> <p><b>Action: Gillian Beer and Peter Miles</b></p> <p>Gillian (and Peter?) is meeting with Nick Williams shortly to discuss the technical aspects of on-going maintenance.</p> <p><b>Action: Gillian Beer (and Peter Miles?)</b></p> <p>On-going maintenance of content remains to be resolved and has been <b>deferred to the next progress meeting.</b></p>

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Promote use of email for village communications	<p>Email provides an opportunity for rapid and reliable village communications. Where residents prefer, they could opt to receive information by email, e.g. Community Spirit newsletter, Diary and village notices.</p> <p>Shared village email addresses, perhaps <a href="mailto:Diary@hucklow.net">Diary@hucklow.net</a>, <a href="mailto:VillagePlan@hucklow.net">VillagePlan@hucklow.net</a> would provide a facility for residents wanting to contact Community Spirit electronically.</p>	<ul style="list-style-type: none"> <li>• Advertise this facility through the Community Spirit newsletter and on the website.</li> <li>• Agree Data Protection wording for collation of email addresses.</li> <li>• Ensure that all items circulated by email are also available to residents as a leaflet or on notice boards.</li> <li>• Conformance has agreed to set up a small number of village email addresses.</li> <li>• Publicise village email addresses as appropriate.</li> <li>• Agree arrangements for appropriate Community Spirit representatives to check email.</li> </ul>	<p>Very little progress has been achieved and the following actions were agreed:</p> <ul style="list-style-type: none"> <li>• Write a Data Protection statement (<b>Gillian Beer</b>)</li> <li>• Advertise the facility through the Community Spirit newsletter</li> <li>• Advertise the facility on <a href="http://www.hucklow.net">www.hucklow.net</a> (<b>Gillian Beer</b>)</li> <li>• Collate village email addresses known to the group and invite them to join a mass-mailing list for village information. (<b>Tony Greenfield?</b>)</li> </ul> <p>Little progress has been made on shared email addresses, though Peter Miles has agreed this in principle with Nick Williams (Conformance). Gillian will discuss this with Nick when she meets to discuss website maintenance. Some shared addresses are needed for use by people contacting us via the website. <b>Action: Gillian Beer</b></p>
Provide access to an Internet-enabled PC	There is a need to ensure that residents without PCs / Internet access are not disadvantaged.	<ul style="list-style-type: none"> <li>• Identify a location where a PC and Internet access can be made available to residents.</li> <li>• Establish initial and on-going funding.</li> </ul>	<p>TO NOTE: The Leisure &amp; Services group has applied for funding through the Pub Hubs scheme for Internet Café equipment to be located at the Queen Anne. They have applied for two PCs and a printer with fax and scanning facilities, as well as Internet access.</p>
Provide “at elbow” introductory training on Internet access. <b>This item was in the Leisure &amp; Services Action Plan.</b>	There is a need to ensure that residents without PCs / Internet access are not disadvantaged.	<ul style="list-style-type: none"> <li>• See Leisure and Services group’s action plan.</li> </ul>	<p>TO NOTE: The grant for the Village Directory (see above) includes funding for introductory Internet training for ladies of the Parish.</p>