

## Thundridge Parish Council Neighbourhood plan Committee

### Communications subgroup meeting minutes 26 October 2016

**Present:** Emma Tice, Carol Dawkins, Richard Hallman

**Apologies:** Brita-May Hawes

1. The team met to identify existing communications channels that could be used by the committee.

These were identified as:

- Parish Magazine – propose that an update goes into the December issue. Copy deadline Nov 15<sup>th</sup>
- Village Noticeboards – Thundridge Village Hall, High Cross bus stop and village hall, new noticeboard near to Sow and Pigs?
- Schools – updates could appear in school newsletters and ask if notices could go on school noticeboards displayed outside the school building.
- Village shops – Thundridge and High Cross petrol station - good places to advertise meetings etc.
- Social Media – a Facebook page for the group has been set up  
<https://www.facebook.com/tpndp/>  
Twitter – the groups discussed possibly setting up a Twitter feed as a channel to communicate to some people. Need to identify how and if it would be used.
- Press releases – released at key points, issues to local newspapers such as the Mercury.
- Church Noticeboards – High Cross and Thundridge
- Surveys – need to be accessible both in printed and online formats.
- Leaflet drops
- Village fetes – exhibition stands, information booths
- Public meetings/exhibitions
- Website. We discussed having a separate website, but thought that the feeling would be to keep it on the Parish Council (PC) site. We looked at the Standon website <http://www.spndp.org/> and felt that we don't need to go to that length. We can use the PC website to host all the info. However, Richard Hallman suggested we bought a domain name for "branding", as well as giving us a separate email address for people to contact us through, and so that we can use it to forward to the correct place on the PC site, and so we can have a short snappy URL for links to surveys etc. - e.g. [www.tpndp.org/survey](http://www.tpndp.org/survey)  
Richard has checked and a website address of [tpndp.org](http://www.tpndp.org) (Thundridge Parish Neighbourhood Development Plan) is available. Cost will be around £15 for the first year, £25 for subsequent years.

2. Communication processes. The group discussed the most effective way of handling communications and to ensure that communication is not piecemeal and suggested the following:

- Communications that need to be sent out should be raised at the monthly committee meetings and a draft brought to the meeting. The committee subgroup would then endeavour that agreed communications are sent out two days after the meeting.
- A Communications calendar should be set up where subgroups can see where key communications will be sent out eg surveys, public meetings etc
- Any communication requests outside of the monthly meetings should come via the communication sub group convenor Emma Tice.