**Somerton: NCH Communications Plan – for discussion with the RSG (January 2021)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Who**  | **What**  | **How**  | **When**  |
|  |  |  |  |
| **Residents**  | Progress | Resident steering group (RSG) meetings | Monthly  |
|  | RSG meeting update  | Publish minutes on website  | Monthly (once signed off by RSG) |
|  | General updates | Blog  | Monthly (alongside RSG minutes)  |
|  |  | Newsletter  | TBA by RSG |
|  |  | Website  | All communications added |
|  |  | Facebook  | Weekly/ as required  |
|  |  | Letters  | As required (outside of the newsletter cycle) |
|  |  | Door knocking  | As required  |
|  | Design  | Events  | As per project plan  |
|  | Voluntary purchase  | Letters and then individual contact  | As required  |
|  | Meet specific needs | Visually impaired, languages etc  | Translations, use of subtitles, font size etc  |
|  |  |  |  |
| **Stakeholders** |  |  |  |
| Hope Centre  | Updates  | Direct contact NewslettersEvents  | As required  |
| Shop owners  |
| School  |
|  |  |  |  |
|  |  |  |  |
| **NCC** |  |  |  |
| Councillors  | General updates | RSG meetings and papers  | As required |
|  |  | Meetings  | As required  |
| Senior Officers  | General updates  | Sent all communications, meetings  | As required  |
|  | Grant  | Meetings  | Regular meetings  |
|  |  |  |  |
| **WG** | General updates  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |