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

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| --- | --- | --- | --- |
| **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  Newsletters  Events | 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 |  |  |
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