



Minutes of the Communications Committee held on Thursday 17th September 2020 at 8.15pm

Those Present: Cllr Berrett (Chairman), Cllrs Church, Dowie, Kay & Potter

In Attendance: Sharon Henley, Clerk

Members of Public: 0

1. Apologies for Absence: None
2. Declarations of Interest in Items on the Agenda: None
3. Questions from Members of the Public: None
4. Key Objective 3 and role of the Communications Committee: Cllr Berrett outlined that the activities for the Committee under this key objective were 'provision of information to the community of development progress and provision of services'. Also, 'communicating with new residents and businesses and finding out their needs'.
It was recognised that many Students would shortly be coming into the parish and discussed how the Committee could help manage that process. After discussion it was agreed that Cllr Berrett would obtain contact details for the manager of the student rooms to enquire about numbers coming in and what information had been provided to the students on Covid control measures to determine what additional information might be required. Also, what information the students might require about the community. The Sprout newsletter could include this information and would also need additional copies for the new residents. A copy could be delivered to the student accommodation Reception area.
5. Key Objective 7 and role of the Communications Committee. The objective was to 'extend emergency support established during the Covid-10 pandemic into a longer-term plan for operating as a resilient community'. The potential to set up a working group in tandem with Environment & Wellbeing Committee was discussed in order to create a Resilience plan but it was thought that this should be a full Council task. Cllr Berrett highlighted that this objective was a response to how we reacted as a community to Covid, putting people in touch with the right services and it was possible that this might be required again. The Communications Cttee had previously created a Community Hub on the website with the relevant contact information but that required review with a possible repeat of door to door leafleting. A survey could be added to the back of the leaflet. Cllr Berrett proposed a review and re-print of the previous leaflet to include winter preparedness, snow, heating, fuel poverty and how to get a Covid test. This to be circulated to Committee but also brought to the next Council meeting for approval for monies, although the district council had provided funding last time. Last times the leaflets had been delivered beyond the parish boundary into Cumnor Parish. It was agreed that Cllr Berrett would contact Cumnor PC to discuss joining forces. Cllr Berrett to update the Botley Responders group.

Cllr Potter to review the NHPC Covid 19 web pages and advise Cllr Berrett on updates required.

6. Support for Environment Committee leaflet: This was deferred until the Environment Committee were in a position to progress it.
7. Video streaming of the Remembrance Day Service: The Remembrance Day Committee meeting had agreed to arrange a small service with only 30 people. This would be broadcast by Radio Cherwell and video broadcast. Kitson Consulting had advised to stream on a newly-created NHPC You Tube channel which could be used for other events and video streaming too. Videos could be embedded into the NHPC website. Cllr Church suggested an NHPC introductory video on the website showing local walks and things to do and see in the area. Cllr Berrett proposed to set up You Tube video channel at no cost, this was seconded by Cllr Church and unanimously approved.
8. Schedule of NHPC articles for The Sprout
 - 1) Cllr Berrett to circulate CLG update article for October Sprout ahead of the meeting due to 15th September deadline.
 - 2) Agree schedule for next 6 months: After discussion it was agreed that an update on the Westway development could appear in November and a Remembrance Day update could appear in the December/January issue as this was a joint issue. Cllr Church to place an Environment & Wellbeing Committee update in the November issue. Cllr Potter to compose a call for Oxford Conservation Volunteers for the R&A Committee and for anyone wanting to be engaged in the Management Plan in the February issue.
9. Website and Facebook update: There had been an Accessibility review of the website with approved work by Kitson now complete. Cllrs Berrett and Kay to insert alt text to images as part of the review findings. Cllr Berrett to update the Seacourt Hall page on the website.
10. Agree method of making meeting papers available for public inspection via the website. After discussion it was agreed to place a Dropbox link onto agendas and create a folder for papers for each meeting.
11. Any other information
12. Date of next scheduled meeting: Thursday 21st January 2020 at 7pm, venue tbc

The meeting closed at 20.57 hours.