

making life better

west
suffolk
LOCAL STRATEGIC PARTNERSHIP

Helping your village to create a Village Welcome Pack



If you have not already got your free templates, please ask for them now! We can provide these via email, or on a CD – just let us know which you'd prefer by emailing rural@stedsbc.gov.uk



Do we really need a village welcome pack? Yes!

Village welcome packs are an excellent way for newcomers to know about your village: its history, useful contacts, local shops and businesses, and also groups and societies. Knowing about these things from an early stage will help people to settle in more easily.

Village welcome packs are also very useful for existing residents who may often have out-of-date information, or who may be inspired to join a new group after reading the list of clubs and societies.

Even if your village already has a pack, it may be worth looking at our templates to see if there are any sections you can add.



Who should produce these packs?

The Parish or Community Council needs to own and 'sign off' the Welcome Pack; in a way it's their welcome to people in the community they represent.

Of course the council can invite other people to help in producing it (e.g. local groups or associations, including W.I. or Good Neighbour Scheme), and as we have produced some really useful templates, the task should be a lot easier!

What about funding?

As this is such a worthwhile project you may wish to use parish council funds or organise a fundraising event.

You should contact your district council as they may have grants available. You could also apply to the WSLSP Community Chest fund (more details can be found via www.onesuffolk.co.uk/wslsp)

It is also worth approaching local businesses that may be willing to sponsor the pack.



Final bright ideas:



It is worth leaving some packs around the village (e.g. in a community centre, library, pub, school and shop). You may also want to leave some with local estate agents.



Only print off as many packs as you need at a time. You can then update the information on the computer and print out again when necessary.



Colour code the pages – this makes it easy to find the right sections at a quick glance (pale colours will make it easier to read).



If you do colour code pages, you may wish to remove the page numbers (this will save reprinting all the pages if just one needs updating).



If you want to reduce the number of pages, remove the page breaks between items (this is beneficial if you are printing the guide, but if it is available online you don't need to worry).



The pack needs to be updated fairly regularly so find someone who is willing to do this.



When updating, remember to check that the website links are still working.

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Background of the rural issues group:

In 2008 a 'Rural Issues' group was formed as part of the Western Suffolk Local Strategic Partnership, with the aim of identifying a few initiatives which would be useful in helping to reinforce a real sense of identity and well-being in small rural communities.

Rural villages are facing many challenges which tend to fragment or break up the existing fabric of community life. The initiatives being supported are not new or difficult to establish, but often we can overlook simple solutions which can bring a real benefit.



Further help

If you have any queries about this pack please contact the WSLSP Rural Issues group via St Edmundsbury Borough Council's Rural Economic Development Officer:

Phone: 01284 757109
Email: rural@stedsbc.gov.uk



This leaflet and the template pack has been produced by the WSLSP Rural Issues group in conjunction with St Edmundsbury Borough Council's Rural Action Plan.