

# Introduction

The Village Agent project's first phase was launched in April 2005 with an invitation for village residents to take part in a workshop to identify improvements to village life and to plan for the village's future.

The workshop involved the residents putting forward suggestions for improvements in the village which would benefit all of us.

From the consultation exercise a range of improvements were put forward which resulted in a report being written by the Staffordshire Moorlands Community and Voluntary Services highlighting the issues and improvements which were raised.

The second phase was to gather together a number of village project volunteers to assist in writing the Village Action Plan and to agree a way in which to develop the issues which were identified in the consultation exercise.

Colleen Savage has been appointed as our Village Agent to assist the group members in writing and delivering the village action plan.

A further public event will be staged to publicise the results to the community and other statutory and voluntary partners.

It should be strongly emphasised that the initial plan will be continually monitored by the committee and partners to ensure that the action plan is progressing and regular updates for the community will be communicated.

The Stramshall Village Action Group are very keen not only to deliver projects for the village which affect our lives in terms of safety and the environment but also to develop a long standing relationship with the younger members of the community and to support them in planning for their future needs in the village.

Great emphasis is also placed upon the action plan will not just delivering some priority issues raised in phase one but to engage all village residents. It is important to stress that the initiative includes residents from Spath in planning for the future.



**St Michael's Church**

# SWOT Analysis

<p style="text-align: center;"><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Attractive tranquil village.</li> <li>• Close to major road network to sustain employment.</li> <li>• Working with the village of Spath to achieve a collective community.</li> <li>• Setting up the Stramshall Community Initiative.</li> <li>• Initiative aimed to improve community life for all residents.</li> </ul>	<p style="text-align: center;"><b>Threats</b></p> <ul style="list-style-type: none"> <li>• An over ambitious Action Plan.</li> <li>• Lack of ‘Buy-in’ from the village community.</li> <li>• Lack of resources.</li> </ul>
<p style="text-align: center;"><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Lack of community spirit and cohesion.</li> <li>• Lack of focal points in the village such as a shop and pub.</li> <li>• Lack of communication regarding groups/activities.</li> <li>• Limited amount of facilities for the younger community members.</li> <li>• Lack of an understanding where the village sits with respect to Local District Council Development Framework.</li> <li>• Lack of community leaders.</li> </ul>	<p style="text-align: center;"><b>Opportunities/Tourism</b></p> <ul style="list-style-type: none"> <li>• Clear support to improve our community spirit.</li> <li>• To tap into financial grants to enable the action plan to be delivered.</li> <li>• Creative involvement from other existing groups.</li> <li>• Improving the safety for the community.</li> <li>• To get Stramshall recognized as a true community.</li> <li>• Make more use of website.</li> </ul>



**Stramshall Village Green**

# Amenities

## Public Transport

There is an hourly bus service passing through the village, connecting Uttoxeter with the villages of Tean and Alton and towns of Cheadle and Hanley.

## Interesting Land Marks

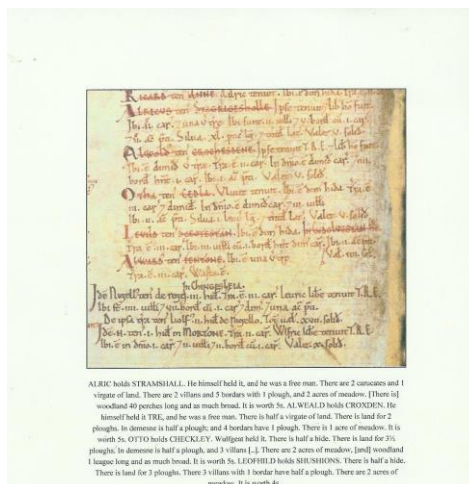
St Michael and All Angels Church  
Primitive Methodist Chapel.  
The Mill.

## Recreation

Village Hall.  
Public footpaths.  
Playing Field  
Mobile Library. (Alternate Tuesdays).  
Stramshall Baby and Toddler group.  
Stramshall Gardening Club.  
Modern Sequence Dancing Club.  
Scouts Group.  
Cubs Group.  
Jitsu Group.  
Bingo Night.  
Pilates Group.  
Allotments.

## Events/Festivals

The Bamford Rally. (Stramshall Farm).  
Best Kept Village Competition.  
Harvest Supper.  
Church Fairs – Summer & Christmas.



An Extract from the Domesday Book for Stramshall, Staffordshire;  
formally known as Stagrigesholle

# History

## STRAMSHALL VILLAGE HISTORY

There are references to a village being sited at Stramshall dating as far back as the 13<sup>th</sup> Century.

The village has been referred to by various names, some of these are , Strangricheshall, Strangricheshull, Strongeshull, Strangeshide, Stranshill and Strogshull.

Records show the village described as “ a village on a hill overlooking the Tean and Dove Valleys , 12.5 miles North East of Stafford”.

It is believed that there are several burial mounds in and around the village. Some of these possible sites have been examined and pottery believed to be Romano- British was found.

There are records which indicate that there is a Quaker burial ground within the village. These records also show that the South West angle of the Church Yard was known as “ Quaker’s Bit “

The Church of St Michael and All Angels was built in 1850 – 1852 and became a separate ecclesiastical parish in 1853. The Reverend Charles Frederick Lowry Barnwell who was born 1853 and died in 1933 was the Vicar for 54 years. The Vicarage and grounds covered the area now called Vicarage Drive. Also in the grounds was a small schoolroom with a caretaker’s cottage. Sadly the Vicarage, the Schoolroom, the caretaker’s cottage and cottages by the village green were demolished in the 1960’s. The Glebe House in the High Street was the new Vicarage until Stramshall no longer had its own vicar in the 1980’s.

The Primitive Methodist Chapel was built in the late 19<sup>th</sup> century and there are photographs which show the chapel dated 1906. Chapel Cottage by the side of the chapel used to be the caretaker’s cottage.

A small Methodist Chapel at Beamhurst was converted to a private residence in the 1980’s.

There are records showing the Hare and Hounds public house in existence in 1890. The landlord then was Thomas Griffin who had a son also named Tom and they carried out a trade as a shoe and bootmakers on part of the premises. Farm worker’s boots were the main business.

The Griffin family ran the pub until the 1930’s but Tom carried on as a bootmaker and cobbler on the premises until 1950 when he moved his business to his home in Broomyclose Lane.

The former cobbler premises then became part of the public house to increase capacity.

The Hare and Hounds was a very popular venue during the 1950- 1980 period but gradually lost trade and closed in the late 1990’s.

Stramshall Mill, now a listed building “ Mill Farm” is recorded in existence in the 18<sup>th</sup> century.

Originally it was a corn mill, but for a few years the water wheel was used to drive cotton spinning jennies before reverting back to grinding corn.

The mill ceased to grind corn in the early 1900’s.

The site of “Weaver View” houses was originally occupied by a wheelwright serving the local farmer’s needs of wheels and repairs to horse drawn carts.

The current Village Hall was built in 1979 and stands on the site of the previous Village Institute.

This Institute was a wooden building and was erected in 1929 and had served the village well for 50 years.

During the late 1940’s through to the early 1960’s the annual flower and vegetable shows were highly acclaimed.

In the early 1950’s, Jack Ford a milk retailer living at Church Farm ,opened a Grocery Shop attached to the premises and also took on the Post Office business.

This was a successful business upto the late 1980’s when it closed down .

The shop premises can still be identified.

The Post Office business has had several locations over the years but closed down due to lack of potential managers. It’s last location was at Bridge Farm where a post box is still sited.

Up to the end of the 19<sup>th</sup> century the majority of villagers were employed in agriculture by the local farmers who were tenants to the large landowners, Stramshall Hall, Crakemarth Hall, Beamhurst Hall, Springfields and Woodseat Hall. These large estates also employed people in service.

Stramshall Hall no longer exists but it was occupied by Thomas Trobeshaw in the 15<sup>th</sup> century. Records show that he moved to Shugborough Hall sometime later. Hall Farm House is situated on the High Street.

Crakemarth Hall was owned by the Cavendish family and dates back to 1820.

Records show that the hall was built on the site of a previous building and encompassed an impressive staircase dating back to the reign of Charles II.

In 1912 Tyrell William Cavendish, his wife Julia Florence and her maid Ms Nellie Barber were on the Titanic when it sank. Mr Cavendish died but his wife and her maid were rescued from a lifeboat. Mr Cavendish’s body was later recovered. The Cavendish’s had two children but they did not travel on the Titanic. Mrs Cavendish returned to live at Crakemarth Hall and was a regular worshipper at Stramshall Church.

The Hall was occupied by USA troops during the Second World War and was badly damaged. It was also used to hold Italian POW’s. After the war the hall was converted into flats and the outbuildings rented out. At one time around 1948 Mr J.C. Bamford rented premises before moving to Rocester. In the 1970’s JCB purchased the Hall with intent to create an hotel for visitors. However a fire damaged the building but the staircase was saved and now is at Wootton Hall. The Hall was demolished in 1998 although the North Lodge Gate House is still occupied and the Stables converted to homes.

Woodseat Hall demised after the Second World War and became a ruin eventually purchased by JCB to become a training centre.

Beamhurst Hall and Springfields still remain today as impressive buildings with landscaped gardens .

The Uttoxeter Canal ran from Uttoxeter (The Wharfe) through Spath to Bridge Farm (ie bridge over the canal for road from Stramshall to Spath ), up to Bridge Cottage on Creighton Lane (ie bridge again over canal) past the playing field on to Rocester and up to Froghall. Traces of the canal can be seen at Spath and at the edge of the field near to the playing field. The life of the canal was very short. It opened in 1811 and closed in 1849, being replaced by the Manifold Railway which ran from Uttoxeter to Manchester.

The Manifold Line ran adjacent to long stretches of the canal. The level crossing at Spath was the first to have an automated barrier installed. After the railway line was closed the land was sold and returned to agriculture.

Stramshall had its own small sewage plant which closed down after the Second World War. The current playing field is on the site of the old sewage plant.

The village green had an iron fence around its boundary complete with a gate but this was taken down to be melted for the war effort.

Although it was only a hamlet at the time of the First World War seven young men lost their lives in the war.

Up to the end of the Second World War Stramshall had remained a very small village with less than fifty houses, most of these in the High Street. Sadly the bulldoze era of the sixties saw quite a few of the small cottages demolished robbing the village of character.

In the late 1940's twenty council houses were built in Hollington Lane , all for Stramshall families and many for farm workers. In the early 1950's twelve more council houses were built in Broomyclose Lane again all for Stramshall families. In the 1960's private housing took off creating St Michaels Rd with sixteen houses and Barnwell Close with twenty houses. Also in the 1960's the Vicarage was demolished and senior citizen's bungalows and more council houses built creating Vicarage Drive. From the 1970's to 2007 the available building land has been utilized and the Local Plan has no housing allocated for Stramshall. The majority of the former council houses are now privately owned.

# TODDLERS AND SMALL CHILDREN



## IDENTIFIED PROBLEMS FROM VILLAGE SURVEY IN 2005

1. Current play area too remote for small children.
2. Existing equipment is not suitable for small children,

	ACTION	WHO	WHEN	COMMENT
1	Identify the type of play equipment and area of land needed.	Action Group	4 <sup>th</sup> qtr 2007	
2	Approach the landowner of land adjacent to Village Hall re - renting this small area of land.	Action Group & Parish Council	4 <sup>th</sup> qtr 2007	
3	Source grants to fund the play equipment.	Action Group	1 <sup>st</sup> qtr 2008	
4	Install play equipment.	Action Group	2 <sup>nd</sup> qtr 2008	



**Stramshall Play Area**

# OLDER CHILDREN



IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- Current playing field too remote.
- Stop children playing in streets .
- No where to play in winter when clocks alter.

	ACTION	WHO	WHEN	Comment
1	Plan the area required. Possibly the size of a tennis court.	Action Group	4 <sup>th</sup> qtr 2007	
2	Approach the landowner of land adjacent to the village hall re - renting this small area of land.	Action Group & Parish Council	4 <sup>th</sup> qtr 2007	
3	When rental agreed put up a temporary fence so that the area can be played on whilst funding obtained.	Action Group	1 <sup>st</sup> qtr 2008	
4	Draw up plans for an all weather multi sport area.	Action Group	2 <sup>nd</sup> qtr 2008	
5	Obtain grants for project.	Action Group	2 <sup>nd</sup> qtr 2008	
6	Install play area.	Action Group	1 <sup>st</sup> qtr 2009	
7	Consider floodlights.	Action Group	2 <sup>nd</sup> qtr 2009	



# PEDESTRIAN SAFETY / CAR SAFETY



IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- Pavement required from Stramshall to Spath.
- Pavement required along the High Street.

	ACTION: STRAMSHALL TO SPATH	WHO	WHEN	COMMENT
1	Install pavement from Bridge Farm to Spath.	County Council	1 <sup>st</sup> qtr 2007	Completed March 07
2	Procure land between allotments and HGV Depot for pavement.	Parish Council	4 <sup>th</sup> qtr 2007	
3	Fence off land, remove hedgerow and create flat verge so pedestrians can step off road to avoid traffic.	Parish Council	1 <sup>st</sup> qtr 2008	
4	Petition Staffs County Council to provide a pavement from Broomyclose Lane to HGV Depot.	Parish Council	1 <sup>st</sup> qtr 2008	
5	Staffs County Council to install pavement.	County Council	2 <sup>nd</sup> qtr 2009	

	ACTION: HIGH STREET	WHO	WHEN	COMMENT
1	Identify possible areas for pavement.	Parish Council	1 <sup>st</sup> qtr 2008	
2	Contact Staffs County Council for Site Visit to forward proposals.	Parish Council	2 <sup>nd</sup> qtr 2008	
3	Response from Staffs County Council.	Parish Council	3 <sup>rd</sup> qtr 2008	
4	If any positive proposals from County Council petition these for inclusion in County Council Budgets.	Parish Council	1 <sup>st</sup> qtr 2009	
5	Install pavements.	County Council	2 <sup>nd</sup> qtr 2010	

# SPEEDING TRAFFIC THROUGH VILLAGE



IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- Current Traffic Calming Bumps are not very effective.
- Village is a rat run at rush hour.
- Dangerous access from Broomyclose Lane.

	ACTION	WHO	WHEN	COMMENT
1	Volunteers needed to operate speed guns.	Any Adult parishioner	ASAP	Poor Response to date
2	Continue to ask Police to carry out speed checks.	Parish Council	Ongoing	
3	Petition County Council to include Stramshall High Street in proposed 20mph allocations.	Parish Council	4 <sup>th</sup> qtr 2007	
4	Response from County Council.	County Council	1 <sup>st</sup> qtr 2008	
5	If favourable response install 20 mph signs.	County Council	4 <sup>th</sup> qtr 2008	
6	Install mirror for Broomyclose exit.	Parish Council	4 <sup>th</sup> qtr 2007	



**Spath to Stramshall Road**

# COMMUNICATIONS



## IDENTIFIED PROBLEM FROM SURVEY IN 2005.

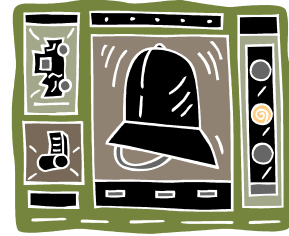
- Village News Letter does not reach all homes on the perimeter of the village.
- More information required from news letter.
- More Notice Boards / Better use of existing ones.
- Twice yearly forum of progress / questions requested.
- Bus Shelter
- Enable the Church (St Michaels and All Saints) to be used as a meeting room

	ACTION	WHO	WHEN	COMMENT
1	Increase circulation of current newsletter. Volunteers required. Contact the Editor.	Anyone	Now	Spare Copies In V.Hall
2	More information required in news letter. Contact the Editor.	Anyone	Now	
3	Review Notice Boards and make a proposal.	Action Group	3 <sup>rd</sup> qtr 2007	Possible notice board at Spath
4	Twice yearly forum.	Action Group	3 <sup>rd</sup> qtr 2007	
5	Develop a web site for ALL village news. <a href="http://www.stramshall.info">www.stramshall.info</a>	David Smith Hall Farm	1 <sup>st</sup> qtr 2007	Ready for news
6	Develop a Stramshall Action Group newsletter.	Action Group	4 <sup>th</sup> qtr 2007	



**Church Notice Board**

# COMMUNITY SAFETY



IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- Neighbourhood watch scheme does not cover all of village.
- Children playing in the streets and churchyard.

	ACTION	WHO	WHEN	COMMENT
1	Contact existing co-ordinators and arrange meetings to recruit more co-ordinators.	Co-ordinator & Action Group	3 <sup>rd</sup> qtr 2007	
2	Children playing in streets etc... see actions for play areas.	Action Group		

# ENVIRONMENT



## IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- Itinerants leaving rubbish / blocking pavement at County Depot near Spath.
- Litter from McDonalds throughout the village.
- Road sweeping too infrequent and parked cars make sweeping impossible outside The Croft.
- Dog fouling still a problem despite years of publicity.

	ACTION	WHO	WHEN	COMMENT
1	Itinerants at County Depot. In 2006 the County Council secured the site.	Parish Council	Ongoing Review	No itin's to date
2	Litter throughout the village. Ask ESBC for litter picking.	Parish Council	Ongoing	
3	Litter throughout the village. Join the Best Kept Village volunteers	Everybody	NOW	Contact D.Oulsnam
4	Road sweeping. Contact ESBC.	Parish Council	Ongoing	
5	Dog fouling. Report anyone you see to 'The Enforcement Team' at ESBC	Everybody	NOW	

# HOUSING



## IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- No more large houses required.
- A few affordable starter homes needed.
- Redundant farm buildings for conversion.
- Building Site top Vicarage Drive.

	ACTION	WHO	WHEN	COMMENT
1	The 2006 Local Plan has no provision for any housing in Stramshall.	ESBC Parish Council	2006/16	
2	There is a provision for a few affordable starter homes in the Local Plan subject to conditions. A landowner could apply.	Landowners	2006/16	
3	Redundant Farm Buildings :- Stramshall Farm : Planning permission granted for 2 houses.		In progress	
4	Redundant Farm Buildings :- Home Farm ,Crakemarsh : Barn converted to cottage .		Completed	
5	Redundant Farm Buildings:- Crakemarsh Farm, Crakemarsh. Planning Application to convert to houses refused.	ESBC	2006	
6	The Cottage, Broomyclose Lane. After standing empty for over 30 years it is now sold.		In progress	
7	Building Site top of Vicarage Drive. Planning permission is granted but the developer slow to finalise. Action is needed to complete this development.	Parish Council		

# LACK OF COMMUNITY FACILITIES



IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- No Pub in village.
- No Shop or Post Office in village.

	ACTION	WHO	WHEN	COMMENT
1	Explore feasibility of forming a Social Club using the village hall. Bring your own drinks, Darts, Crib, Dominoes, Pool, Music.	Action Group to put out a survey	1 <sup>st</sup> qtr 2008	



**Stramshall Village Hall**

# INDUSTRIAL DEVELOPMENT



IDENTIFIED PROBLEM FROM SURVEY IN 2005.

- No Industrial Development should be allowed at Spath.

	ACTION	WHO	WHEN	COMMENT
1	The Spath Site is not included in the 2006 Local Plan.			
2	Continue to object to any planning proposals for this site.	Parish Council Action Committee	TBA	



# STRAMSHALL CONSTITUTION

Adopted on the .....

## PART 1

### 1 Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

### 2 The Name

The association's name is **Stramshall Community Initiative** (and in this document it is called the Association).

### 3 The Aims

1. To preserve, protect and enhance the parish area.
2. To keep, maintain and improve public facilities available in the parish.
3. To encourage and improve educational opportunities on a range of subjects.
4. To support local economy and businesses.
5. To promote confidence, pride and self esteem
6. To build a sense of community.

### 4 The Objectives

1. To form groups within the village to help maintain the parish environment.
2. By consultation identify areas in the village where public facilities and services could be improved.
3. To find ways in which we can support and advertise local businesses and to promote local facilities and services.
4. By open consultation to identify needs and issues.
5. Form groups within the village to develop projects which come to light from consultation meetings.
6. The Stramshall Community Initiative will, when deemed beneficial or to further their objectives, work with adjoining parishes and other community groups.

### 5 Application of the Income and Property

1. The income and property of the Association shall be applied solely towards the promotion of the Objects.
2. None of the income or property of the Association may be paid or transferred directly or indirectly by way of divided bonus or otherwise by way of profit to any member of the Association.
3. No member of the Association may be paid or receive any other benefit for being a Member.
4. A Member must absent himself or herself from any discussions of the Members in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Association and take no part in the voting upon the matter.
5. In this Clause, "Member" shall include any person, firm or company connected with the Member.

## **6 Dissolution**

1. If the members resolve to dissolve the Association the Members will remain in office as Association Members and be responsible for winding up the affairs of the Association in accordance with this clause.
2. The Members must collect in all assets of the Association and must pay or make provision for all liabilities of the Association.
3. The Members must apply any remaining property or money:
  - a. directly for the Objects,
  - b. by transfer to any Association or Associations for purposes the same as or similar to the Association.
4. The Members may pass a resolution before or at the same time as the resolution to dissolve the Association specifying the manner in which the Members are to apply the remaining property or assets of the Association.
5. In no circumstances shall the net assets of the Association be paid to or distributed among the members of the Association.

## **PART 2**

## **7 Membership**

1. Membership is open to everyone in the community of Stramshall.
2.
  - a. The Board of Members may only refuse an application for membership if, acting reasonably and properly, it considers it to be in the best interests of the Association to refuse the application.
  - b. The Board of members must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
  - c. The Board of Members must consider any written representations the applicant may make about the decision. The Board of member's decision following any written representations must be notified to the applicant in writing but shall be final.
3. Memberships is not transferable to anyone else.
4. The Board of Members must keep a register of names and addresses of the members which must be made available to any members upon request.

## **8 Termination of Membership**

Membership is terminated if:

1. The member dies or moves from the village.
2. The member resigns by written notice to the Association unless, after the registration, there would be less than two members.
3. The member is removed from the membership by a resolution of the Board of Members that it is in the best interest of the Association that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
  - a. the member has given at least twenty-one days' notice in writing of the meeting of the Board of Members which the resolution will be proposed and the reasons why it is to be proposed.
  - b. The member or, at the option of the member's representative (who need not be a member of the Association) has been allowed to make representations to the meeting.

## **9. General Meetings**

1. The Association must hold a general meeting within twelve months of the date of the adoption of this constitution.
2. An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
3. All general meetings other than annual general meetings shall be called special general meetings.
4. The Board of Members may call a special general meeting at any time.
5. The Board of Members must call a special general meeting if requested to do so in writing by at least ten members of one tenth of the membership, which ever is the greater. The request must state the nature of the business that is to be discussed. If the Board of Members fail to hold the meeting within twenty-eight days of the request the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

## **10. Notice**

1. The minimum period of notice required to hold any general meeting of the Association is fourteen clear days from the date on which the notice is deemed to have been given.
2. A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
3. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting the notice must say so.
4. The notice must be given to all the members of the Board of Members.

## **11. Quorum**

1. No business shall be transacted at any general meeting unless a quorum is present.
2. A quorum is:
  - (4) members entitled to vote upon the business to be conducted at the meeting or
  - One tenth of the total membership at the time, whichever is the greater.

## **12. Chair**

1. General meetings shall be chaired by the person who has been elected as Chair by the Board of Members.

## **13. Officers and Board Members**

1. The Association and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this constitution.
2. The Association shall have the following Officers;
  14. A Chair
  15. A Secretary
  16. A Treasurer, whose responsibility it is report on the financial position of the Project.

#### **14. The Appointment of Board Members**

The association in the general meetings shall elect the Officers and the other Members of the Board.

#### **15. Minutes**

The Members of the Board must keep minutes of all:

1. Appointments of Officers and Board Members.
2. Proceedings at meetings of the Association
3. Meetings of the Board members and committees of Members including:
  - a. The names of the Board Members present at the meeting.
  - b. The decisions made at the meeting.
  - c. Where appropriate the reasons for the decisions.

#### **16. Notices**

Any notice required by this constitution to be given to or by any person must be:

1. in writing; or
2. given using electronic communications

Notice may be given to a member either:

1. personally; or
2. by sending it by post in a prepaid envelope addressed to the member at his or her address; or
3. by leaving at the address of the member; or
4. by giving it using electronic communications to the member's address.



St Michael's Road

– 1942 –



Hollington Lane

## **Action Points**

- **Future updating of the Action Plan.**
- **Action committee to hold a review twice a year.**
- **Keep the website updated.**
- **Inform all relevant bodies.**