

## Discussion points for web spec

Below is a draft web specification for the new proposed website. Please could you comment on:

- Is there anything that the councillor would like to see on the new website that is not on the spec?
- Is there anything you feel shouldn't be included?
- Do you have any recommendations for website designers that are not listed below?

**Research:** Whilst doing my research I spent a lot of time looking at other websites, the three listed below are really helpful to look at:

- Councillors to look at [www.cuckfield.gov.uk](http://www.cuckfield.gov.uk) as this website has great photography, uses icons, layout of information is easy to gather quickly, logo remaining as you scroll down, very modern.
- Councillors to look at <https://www.hassocks-pc.gov.uk/>, bitesize information on home page divided into boxes. Really quick and easy to digest the information needed.
- Councillors to look at <https://lewes-tc.gov.uk/>, really modern, very clear, icons used to make finding information a lot quicker.

**Current Website:** As you will see from the spec I have listed the pages and sub pages that I feel we need. At the moment I am proposing for the below pages not to be included because there is currently no information on the website, it is out of date or maybe not relevant. Please discuss if we are happy to remove these from the new website and if not where we would put them?

- Events
- Parish Plan
- High Street Improvement Scheme
- Schedules of payment
- Planning Committee 18 July 2019
- Sayers Common Housing Site Appraisals
- Duplication of rec grounds
- Duplication of councillor and contact info

**Other ideas I have seen on parish council websites:** I have looked at quite a few other parish council websites and noticed they have other pages. Councillors to decide whether any of these pages are appropriate for our site and if yes which header they go under.

- Business Pages for local businesses to display contact information
- Local Charities
- Weather Forecast
- Become a councillor (information of how this happens and what you do)
- Banner of photos scrolling across home screen
- Enquiry form on contact page
- Photography displaying all we have to offer
- Not seen on other sites but drone footage over Hurstpierpoint showing Hurst meadows, Hurst College, high street etc...

**Photography:** Councillors to discuss photography on our website. There is currently not a separate budget to pay for new images. I feel photography will become a very important part of the website. To ensure it is modern and eye catching

A suggestion from Claire Majsai and Bob Sampson would be to invite residents of Hurstpierpoint and Sayers Common to send in any photos they have taken of Hurstpierpoint and Sayers common including church, highstreet, play areas, hurst meadows etc... to be used on the new website.

We would need to investigate rules and regulations for copyright and use of pictures and we would potentially need to add a recognition page for the people who have taken the images. We could advertise this on our newsletter, notice boards etc and it would hopefully send more traffic to the site when people are looking for their photo or showing friends and family. If this however did not produce the images we need we would then need to investigate costs.

**Three possible website designers:**

1. Built by Buffalo  
<https://builtbybuffalo.com/contact>  
Based in Brighton and built Cuckfields website
  
2. ...ntd Professional Web Production  
<http://ntd.co.uk/>  
Based in Lewes and built Lewes website
  
3. Dan King Digital  
<https://danking.co.uk/case-studies/>  
Based in hurstpieroint

# Hurstpierpoint & Sayers Common Parish Council Web Specification

## SPECIFICATION FOR THE NEW WEB SITE

Current domain name: [www.hurstpierpoint-pc.org.uk](http://www.hurstpierpoint-pc.org.uk)

A separate address is used for bookings: [www.hurstpierpointvillagehalls.org](http://www.hurstpierpointvillagehalls.org)

We currently have two websites:

- one which has all the council information
- one that deals with the two buildings we run including available dates (using google calendar), room information and enquiries.

These two websites need to be combined on one website.

Managed and looked after: Simon Goodwin at pythononline

## 1.0 OVERVIEW OF WEB SITE REQUIREMENT

Our new site will perform the following function for the parish council:

“We want residents of both Hurstpierpoint and Sayers Common to be able to find information quickly and easily”

“We would like the pages to be in manageable chunks and contents divided so information can be scanned before diving into bulks of text”

“We would want a ‘google analytics’ account, to track visitors to the site and find out what they are looking at’

“It is essential for the website to be easily and quickly updated by the parish office staff in real time”

## 2.0 LIST OF PAGES

### 2.1 Home Page

The home page will give visitors an overview of what we provide, including photographs

### 2.2 News

- News
- Newsletters

### 2.3 Meetings

- Annual Parish Meeting
- Committees and details of each one
- Dates of meeting
- Agendas/Minutes published

### 2.4 Our Community

- Councillors
  - *What we are responsible for (own & manage, provide, administer, liaise)*
  - *Who the Mid Sussex and West Sussex Councillors are*
- About the parish
- Cemeteries
- Heritage Walk

- Open spaces
- Recreation Grounds
- Hurst Meadows

## **2.5 Parish Information**

- Allotments
  
- Grants (re write information)
- Include information of grants we have given with pictures
  
- Useful Links & links to organizations
- Local Planning Applications including info and links for Mid Sussex District council, South Downs and West Sussex.
  
- Snow Clearance
- *Emergency Contact number and email*
  
- Neighbourhood Plan
- Publications Available
- Local Walks
- Maps

## **2.6 Hall Hire**

- Village Centre
- *Main Hall*
- *Conference Room*
- *Club Suite*
- *Hire Rates*
- *Availability*
- *Location*
- *Enquiry*
  
- *Court Bushes Community Hub*
- *Function Room*
- *Club Lounge*
- *Nursery*
- *Hire Rates*
- *Availability*
- *Location*
- *Enquiry*

## **2.5 Policies & Procedures**

- Transparency: Council Docs
- Schedules of payment

## **2.5 Contact Us**

- report an issue

## **3.0 STYLE AND LAYOUT**

### **3.1 Overall Style**

The site style should incorporate our corporate colours (yellow & green) and logo on each page. The font should remain standard throughout. Facebook Logo, link and details to be added on relevant pages or on the bottom of each page.

Icons to be used where appropriate.

### **3.2 Navigation**

A common navigation bar should be included on all pages. The navigation bar will include links to the home page, news, meetings, our community, parish information, hall hire, policies & procedures, contact us.

### **3.3 Devices**

The website should be compatible for all devices including phones, tablets and computers.

## **4.0 Current Website**

### **4.1 Transfer of information**

The current website will need to be streamlined by Parish Council staff but all information will need to be migrated to the new site by the designers.

### **4.2 Attached documents**

The designers to upload all documents to the new site from old website.

## **5.0 ADDITIONAL REQUIREMENTS**

### **5.1 Accessibility**

This site must comply with the accessibility regulations 2018 of public sector websites.

The site must adhere to the GOV.UK style guidelines from the Government Digital Services.

### **5.2 Code Validation**

All code on the site should validate to W3C (World Wide Web Consortium) specifications.

### **5.3 Maintenance**

We need a great Content Management System, allowing us to create and access content quickly and easily. It must be possible for staff to load documents/files/create pages/photos/photo credits for images to the website in real time not days or weeks.

To keep the system clean all uploaded files over four years old to be removed automatically.

### **5.4 Hosting**

A reliable web host will be found for the completed site, and the designer will load the site onto the web, set up the email and FTP.

If our current two websites are combined then any traffic going to the old website of

[www.hurstpierpointvillagehalls.org](http://www.hurstpierpointvillagehalls.org) will be directed to the main domain name of

[www.hurstpierpoint-pc.org.uk](http://www.hurstpierpoint-pc.org.uk)

### **5.5 Support**

Any bugs or errors found on the site after launch will be rectified free of charge.

### **5.6 Training**

Training to be given to staff on:

- uploading and removing documents
- adding or editing current text
- adding or removing images
- adding or removing photo credits and links
- adding or removing pages
- google analytics

## **6.0 Budget and Selection**

### **6.0 Budget for 2019/2020**

The budget set for 2019/2020 is £3,000 for the new website. The designer will need to breakdown costs so we can understand what is achievable with this amount and whether discussions are needed for further budget in 2020/2021. The new website will need to be launched by July 2020.

### **6.1 Selection**

Preference will be given to designers who can demonstrate the below:

- Completion of new site by July 2020
- A practice based in the Sussex Area
- Complying with accessibility regulations 2018
- Examples of recent work
- Display an understanding of our specific needs
- Budget

## **7.0 Timeline**

### **7.1 Timeline of build and live date**

Designers to produce a timeline of the below:

- idea gathering & example web designs
- meetings regarding our needs and what the site should offer
- designing
- update meetings
- migration of information and documents
- testing
- live date.

## **8.0 Photos to be included**

### **8.1 Photos will be used to illustrate the beauty of Hurstpierpoint & Sayers Common**

Specific photos will be sourced via a competition for local residents to send in their photos using social media and advertising in the villages. We could either use a disclaimer for these pictures and recognition within the site to be given to photographers. Or under each picture give attribution with potentially an active link to their own website for example: Image by Lorna Cooksey, [lornacookseyphotos.com](http://lornacookseyphotos.com)

General Photos needed:

- Hurstpierpoint High Street
- Village Centre inc, outside of building and inside rooms and facilities
- Court Bushes Community Hub inc, outside of building and inside room and facilities
- Hurst Meadows
- Village Green
- Hurst College
- Holy Trinity Church
- South Avenue Rec Ground
- Fairfield Rec Ground
- Reeds Lane Play Area
- Millenium Garden – tree trunk carvings
- Danny House & park
- Allotments
- New Councillor pictures

- South Downs Wolstonbury Hill
- Washbrook Farm

Specifically Sayers Common/Goddard Green:

- Hickstead
- Picture approaching Sayers common
- Gate House Lane
- Sportsman Pub