

## **NEIGHBOURHOOD WARDENS TABLE OF EVIDENCE SHOWING THE COUNCIL'S EFFORTS AT COMMUNICATIONS WITH RESIDENTS**

The Council was first in a position to be able to advertise the possibility of Community Wardens on **29 November 2017**. Since that time, the Council advertised as follows in order to publicise the scheme as much as possible and advise residents that we needed their views.

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### **Facebook & Twitter posts asking for comments:**

Posts were put on social media on the following dates:-

**1, 7, 12, 22, 28 December** and **3, 16, 18, 23 January**

### **Council website:**

The Council's website (front page under Newsfeed) was updated on the following dates:-

**1 December**

**12 December**

**17 January**

**23 January**

### **Billifest:**

On **1 December**, 400 leaflets were run off and given to Billifest volunteers to hand out at Billifest.

### **Library:**

w/c **4 December**, posters were printed and left at Billingshurst Library

### **Billingshurst Centre:**

w/c **4 December**, posters were printed and left at the reception desk at the Billingshurst Centre.

### **Noticeboards & Advertising around the Parish:**

Week Commencing Monday **4 December**, posters were put up on all council noticeboards and laminated posters put up by the Litter Warden in the following locations:-

Public Loos	Blackboard in Library Car Park
Station Road Gardens	Gate to Parbrook Bridge
Railway Station	Leisure Centre
Sainsbury's	Library
NatWest Bank	Tesco's
Farthing's Vets	Newsbox
McColls	St. Mary's Church porch
Bus Shelters around the village x 6	

### **Village Tweet Publication:**

A full page article was included in the Village Tweet publication which started being distributed from **27 December** onwards

### **Memo's/Emails sent to Councillors:**

On the following dates, posters were sent to Councillors and/or local organisations asking them to cascade the information out to their contacts (clubs, organisations, residents associations) and ask them to respond to the council by 23 January.

**1 December**

**7 December**

**12 December**

**18 January**

### **Communications by the office:**

An email was sent on **12 December** to various Schools, Scouts & Guides, Dauxwood Pre-School, Tennis Club, BSRA and other community clubs and organisations again asking for the information posters to be sent on to or printed off for their contacts.

This information was re-sent again on **16 January** to everyone as a reminder that there is less than a week to go for views to be registered.

Email sent to some contacts in office staff email programmes on **18 January** attaching posters and encouraging recipients to pass on the information and encourage their contacts who are Billingshurst residents to respond.

### **Communications by Councillors:**

Various Councillors also took the time to share the Council's posts about Neighbourhood Wardens on Facebook and Twitter encouraging as many residents and closed Facebook groups to comment in writing to the Council by 23 January so that their views could be registered.