

NOTICEBOARD PROCEDURE

There are currently 18 Town Council noticeboards which are located as shown below:

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| Dunstall Ward Wisden Avenue | Meeds Ward Burgess Hill Railway Station Chanctonbury Road Oakmeeds Road beside the School |
| Franklands Ward Kings Way Batchelors Farm x2 (must be laminated) | St Andrews Ward Janes Lane Rec St Andrews Road St Wilfrid's Bridge |
| Gatehouse Ward Coulstock Road Triangle Leisure Centre | St Johns Ward Lloyds Bank 38 Church Road Norman Road near St Johns Church |
| Hammonds Ward Footpath 22 off London Road | Victoria Ward London Road beside Wickes Royal George Road |
| Leylands Ward Leylands Park Packham Way / Forge Way Sheddingdean Shops | |

We also have a noticeboard at Batchelors Farm and will display posters there as and when we are able to. This is a smaller board.

Official Council information such as Full Council Meetings Agenda Notices and an information statement on how we administer the planning process are on display. There are 8 spaces on the boards and priority will always be given to Town Council led activities. We can support the promotion of your event digitally and guidance on what we can do is on the Publicising your event webpage.

The noticeboards are refreshed every Wednesday by the Outdoor Maintenance Team. The Community Engagement Team lead the Noticeboard process and will be reviewing submitted posters. If you are providing posters for the noticeboards, we need 20 copies of each to work from submitted at least three weeks in advance of the event date.

If the event is open to all residents this is more likely to be displayed than an event that for a smaller, restricted audience.

Posters will not normally be displayed for more than two weeks.

Any noticeboard enquiries should be directed to Community Engagement Team via email communityteam@burgesshill.gov.uk. There is no guarantee that the posters will be displayed – it does depend on the content and space.