The Parish Council aims to keep residents, councillors and employees informed of works to Open Spaces. The following steps will be taken:

1 – Inform the public that works are planned before the date for commencement of the works has been agreed, if possible – Notice at the site, Social Media, Wot’s On, Parish Council minutes

2 – When a commencement date for the works is known, inform the public - Notice at the site, Social Media, Wot’s On, Parish Council minutes

3 – If the duration of the works is known, inform the public - Notice at the site, Social Media, Wot’s On, Parish Council minutes

4 – If the work is delayed, inform the public - Notice at the site, Social Media, Wot’s On, Parish Council minutes

5 – When the works are complete, inform the public - Notice at the site, Social Media, Wot’s On, Parish Council minutes

6 – Parish Councillors and Staff should also be informed at each of the five stages above – Email to councillors, telephone or in person to staff.