



Your...

Borough Guide

with Burrows



borough guide content

This guide is written to give you an idea of the contents your guide could include. Edit, expand, amend – we hope you find this template a good starting point for your project

Burrows has the facility to compile your area guide information. The headings below can be rearranged to suit the focus of your guide and editorial will be driven towards your readership – whether that is leisure, business, resident, or a mixture of all three.

Introduction to the area

- Profile – introduction and general characteristics
- Borough Factfile with map
 - Location
 - Facts and figures on population
 - Access
 - Contacting the council, office location
 - About the council – departments (chief executive's department, education and cultural services, community services, environmental services) and the services these departments cover.
- What is a borough responsible for locally and where it fits in on the wider scale.

Moving into the borough

- Checklist (tick box) of things to consider including council tax, electoral register, rubbish and recycling collection, local schools and catchment areas. Not detailed info, but where to get more info on each subject.
- Council information services

Towns and parishes

- An A-Z of the towns and parishes introduced with a map and followed by subheadings including:
 - Description, location and brief history
 - Local transport links

Business and the local economy

- Details on business parks in the region and business support services

Tourist Information

- Where to get info across the borough, contact details.

Leisure Services

- Libraries
- Sport and Leisure facilities including leisure centres, golf courses, parks and open spaces – maybe also info on 'Sports Partnerships' for young people
- Children often get involved with local sport clubs and this could be an ideal opportunity for the town to highlight those achievements – county teams etc.
- Cinema and theatre
- Places to visit (could warrant its own section if applicable)

Get involved

- Details on how to be a volunteer in your local community and contact details.

Local councillors and MPs

- Details of constituencies and who represents each area
- European MEPs details and briefly what they do

Schools and Higher Education

- Listing of local nurseries, schools, secondary schools, sixth forms, colleges and universities with contact details: address, phone and website
- Youth and community services
- Study for all. Focus on college or university/higher education, not just for young people, but mature students as well.

Public services and local contacts

- Emergency Services
- Public and voluntary services
- Utility Services.

Please do get in contact with any suggestions and ideas on how to make this guide even more informative and useful.

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