

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Parish Noticeboard Usage Policy

Introduction

The purpose of the policy is to provide guidelines for usage of Colney Heath Parish notice boards and the material which can be displayed.

Parish notice boards are the property of Colney Heath Parish Council. There are three boards, located on the Common, High Street, Colney Heath, at the Colney Heath Recreation Ground, and at the bus shelter on Hatfield Road near Notcutts Garden Centre. The notice boards have space to display six A4 pages, behind a locked panel.

The following guidelines have been agreed by Council:

1. Only notices publicising activities and events with specific relevance to the community or statutory public documents of non-profit, non-political organisations may be posted.
2. Parish Council notices take precedent over any other notices.
3. Priority is then given to events or organisations which are local Parish charities and non-profit making events.
4. The consent of the Council for the notices shall be sought beforehand, and an example of the notice must be provided.
5. Notices shall be limited to a maximum size of A4 (210ml x 297ml).
6. The organisation responsible for issuing the notice must be clearly visible on the notice.
7. Information to be displayed in a language other than English must be accompanied by a brief summary of the information provided in English.
8. The Council takes no responsibility for the accuracy of notices from outside organisations displayed on the notice boards.
9. Notices will be put up no more than two weeks in advance of the event and removed immediately after the event has taken place. When material is not time limited, notices may be removed after three weeks.

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10. The Parish Clerk, after consultation with the Chairman, is given delegated powers to grant permission for those events deemed by them to be within the acceptable criteria.
11. The display and removal of items on the notice boards will be carried out by a representative of Colney Heath Parish Council.
12. Strictly no notices may be displayed on street furniture.
13. The Council continues to remove unauthorised signs from its property.
14. Colney Heath Parish Council reserves the right to refuse any notice without reason.

REVIEW

This Policy will be reviewed periodically by the Council, as appropriate, to assess its effectiveness or as required by legislation and any appropriate changes will be made in consultation with employees.

This policy was adopted 27th February 2023 for a period of 4 years or until legislation changes.