



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk

Colney Heath Village Office
83 High Street
Colney Heath
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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 junction of Firwood Avenue and Colney Heath Lane, Hill End, and on Hill End Lane, Highfield. 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 (210mm x 297mm).
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.

This policy and procedure will be reviewed every two years.

COLNEY HEATH PARISH COUNCIL

CLERK TO THE COUNCIL

DATE 26 October 2020

Reviewed, approved and adopted at the meeting of the Full Council 22 October 2020.

Version 1	Accepted by Full Council 22 October 2020	Review Oct 2022