Oving Parish Council

Policies

Community Notice Board Management

1. Document Information

Version: 2
Date: 14-12-2025
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2. Background

The Parish Council owns and maintains two types of public notice board: the Parish Council notice board; and the Community notice board.

Parish Council boards are solely the responsibility of the Proper Officer/Clerk, whereas the Community boards may be managed by trusted members ("Key Holders") of the community within which they are located (Merston, Oving, Shopwyke).

Accordingly, the Community notice boards require clear guidance for their management in order to ensure that: posted materials remain fresh and relevant; the boards are structurally maintained; and that a clear chain of responsibility is established from Council to Community.

3. Maintenance

Any damage or degradation to the structure and display quality of the boards is to be reported to the Clerk in the first instance. Maintenance remains the responsibility of the Parish Council, but light maintenance and can be carried out by the nominated Key Holder(s) as and when necessary.

4. Key Holders

It is the duty of Councillors to help in the upkeep of the Community notice boards and to act as contact points for the management of materials posted on them. Ideally, Councillors living closest to a notice board will act as the primary point of contact, and the Clerk as the secondary contact. Councillors may nominate members of the local community to act as Key Holders in order to help with the day-to-day upkeep of the boards.

Each Councillor and/or Key Holder must make efforts to advertise themselves as the contact point for receiving and checking materials to be posted.

Please remember not to put yourselves or any nominated Key Holders in a position of vulnerability with regards to the publicised contact method and details. Consider a non-contact method for receiving materials to be posted, e.g. printing from files at home, asking a local business owner or shopkeeper to collect materials, or asking an available Community Support Worker / Community Warden to collect materials from individuals for you.

5. Time Management of Posted Materials

In order to keep posted materials fresh and relevant:

i. mark each item with the date on which they were first posted

ii. remove items after a display period of one calendar month, unless by prior agreement and at the discretion of the key holder for longer display periods (e.g. for display of annual events listings for the Parish Hall)

iii. destroy all removed display materials (use of recycling bin is acceptable)

6. Basic Display Standards for Posted Materials

Materials may be deemed to be of an acceptable display standard by any Key Holder if the material:

i. is no smaller than A5 format, and no larger than A4 (A4 - if space is available)

ii. uses legible fonts with minimum font size no less than 12pt

iii. **must** contain a working contact telephone number

iv. **must** only relate to a community: notice, announcement, or event that is relevant to the immediate community.

v. if in support of start-up businesses within the community: collectively, must not take up more than 25% of the total display area*.

*Preference shall be given to non-business materials on occasions when there is insufficient space to display all newly submitted materials.

7. Rules of Acceptable Meaning of Text and Graphics

The received meaning of text and graphics within posted materials should be: positive in tone; respectful and kind to others; must not belittle, shame, or discriminate against members of the community.

No tolerance shall be given to text or graphics that negatively portray age, disability, race, religion, sexual orientation, political affiliation, or gender identities.

Catchment area schools and local charities that are not based within the immediate community, but that directly support the community, may advertise fundraising events.

There is no provision for the advertising of: alcohol, tobacco, adult toys, animals, medical equipment, baby formula, weapons or commercial gambling.

There is no provision for advertising containing “Before and After” Photos (e.g. for weight-loss, exercise, or cosmetic surgery promotions).

Images must not contain recognisable features of people or their property without their consent (e.g. children, house numbers, vehicle number plate details).

8. Compliance and Complaints

All content displayed on the noticeboard must comply with legal regulations, including but not limited to data protection and discrimination laws. If there is any confusion or doubt over the compliance of an item, refer the matter to the Clerk.

The Parish Council reserves the right to reject or remove any content deemed inappropriate or in violation of this policy. Similarly, complaints should be directed to the Clerk in the first instance, and the Parish Council reserves the right to uphold or reject matters relating to the complaint.

APPENDIX

A1. Maintenance and Care

For timber notice boards:

The manufacturer's* recommendation is that the structure should be treated one month after installation and every six months with a spirit based wood preservative (e.g. Sadolin light oak stain). In preparation, thoroughly brush down the timber surfaces with a nylon bristled brush prior application of the preservative.

Modern notice boards use plastic (poly-carbonate or perspex) glazing panels which can be kept clean using a soft cloth and soap solution. **Do not use any solvents or scouring materials to clean these types of plastic glazing panels.**

Report issues relating to stubborn markings, graffiti, and stickers to the Clerk.

* Oak framed notice boards purchased in 2022 were manufactured by:
Fitzpatrick Woolmer, Unit 7 Lakeside Park, Neptune Close, Rochester, Kent ME2 4LT
Tel.: 01634 711 771 Fax.: 01634 711 761