



## NOTICEBOARD POLICY

**Adopted at the Full Council Meeting on Monday 11<sup>th</sup> October 2021**

### Amendment and Version History

Responsible Committee: Environment and Amenities

Version: Final 1.1

Publication Date: 11<sup>th</sup> October 2021

Last review date: 22<sup>nd</sup> July 2025

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 0.0	Noticeboard Working Group	Initial Draft Version	N/A	N/A
FINAL 1.0	Noticeboard Working Group	Adoption Version	21/22 - 78	11/10/2021
FINAL 1.1	E&A Committee	New noticeboards & Councillor update	E&A 25/015	22/07/2025

## **1. Background information**

- 1.1 Tewkesbury Town Council owns and manages some noticeboards which are distributed throughout the parish. Over time, the overall management of these has become inconsistent. The purpose of this policy is to create a set of clear guidelines for the provision and management of noticeboards throughout the parish.

## **2. Distribution**

- 2.1 Currently, not all parishioners have equal access to a noticeboard. There is no specific provision for differently-abled parishioners and some parishioners have to travel much further than others, to find one. This is due largely to the fact that more than half of the Town Council's noticeboards are placed on Town Council Property, which is concentrated within the main streets. All wards have at least one noticeboard, but these may be geographically remote from recent housing developments. Recently, Town Council has begun to respond to community requests for noticeboards in specific places and also for noticeboard space that community groups can manage themselves.
- 2.2 Appendix A contains a map showing the position of the existing Town Council managed noticeboards. This information shows the distribution of the managed noticeboards across the Parish.

## **3. Type of noticeboard**

- 3.1 Within the conservation area, the design of noticeboards should be sympathetic to the surrounding streetscape. Outside of the conservation area, priority should be given to durability and ease of maintenance. Where possible, a uniform design supplied by a well-established manufacturer, using standard components, should be adopted, as this will facilitate the sourcing of spare parts, keys, etc.
- 3.2 Recently the standard noticeboard used outside the Conservation Area by the Town Council has been the Tradition 30 Post Mounted External Notice supplied by Notice Board Company (UK) Ltd.
- 3.3 There are different categories of noticeboard owned and managed by or associated with the facilities of by the Town Council or connected organisation which can be summarised into the following five categories:
- Town Council Noticeboards;
  - Community Noticeboards;
  - Severn Ham Noticeboards;
  - Watson Hall Noticeboards; and,

- Miscellaneous Noticeboards, i.e. the noticeboard attached to the exterior of the Town Museum at 64/64a Barton Street.

3.4 This policy is flexible and can respond to the requirements of each location and category of the noticeboard. In practice, this means that the material available in each location will be different and respond to the context in which the board is placed and its purpose.

3.5 The noticeboard at Tewkesbury Museum is not actively managed by the Council. This noticeboard is the responsibility of Tewkesbury Museum and is not covered by the elements of this policy that relates to the content of the noticeboard.

#### **4. Licensing**

4.1 Where noticeboards are sited on property that is not owned by the Town Council, a license will have to be sought and the terms of that licence complied with. If a community group wishes to manage part of a noticeboard themselves, then that group must enter a licence with the Town Council and abide by its terms. The Town Council will not generally enter into licencing agreements with local community groups as a first resort but will consider each case on its merits.

4.2 Currently, there is one formal agreement in place for a community group to use the noticeboard. This creates constraints on the space available for community notices at this site and therefore the Council will not always be able to accommodate notices at the Lincoln Green Lane Noticeboard.

#### **5. Noticeboard content**

5.1 The content of Town Council noticeboards should comply with the following criteria.

- No content of a political nature
- No visual imagery that may cause distress to viewers
- No content that is likely to incite hatred
- No content that promotes illegal activity
- No content that is likely to distract road users
- No business advertising
- No content that displays personal information without the owner's consent

5.2 Failure to comply, on the part of licensees will result in a written warning, in the first instance, followed by the withdrawal of the licence for a repeat offence.

5.3 Notices relating to non-Town Council business shall be no bigger than A5, unless the express agreement of the relevant committee has been obtained ie. Buildings for Town Hall/Watson Hall noticeboards, Severn Ham for Severn Ham noticeboards,

E&A for all other noticeboards. Information on each noticeboard and its management is provided in the table contained in Appendix B. Where magnets or pins are required the Town Hall Office will maintain a suitable stock of magnets and pins for the use of those managing noticeboards.

5.4 There are occasions when the Town Council is acting for other bodies. In the case of noticeboards, this may apply on the site of the George Watson Memorial Hall. There may therefore be additional constraints to the provision of some information in the noticeboards at the George Watson Hall.

5.5 The two noticeboards provided on the Severn Ham will provide Severn Ham information and are not available to notices relating to an event, Town Council, or community information without prior approval from the relevant Committee. In many locations, a noticeboard may fall into multiple categories and therefore will provide information relating to Town Council and Community Information.

5.6 The Town Council will attempt to ensure that noticeboards contain at least details of councillors and required contact details for the Council. Consideration should be given to the needs of individuals in the placing of information. This could mean placing contact details for the Council towards the bottom of the Noticeboard to ensure that these are visible to wheelchair users or younger residents.

## **6. Provision of new or replacement noticeboards**

6.1 There is a condition inspection process in place which should provide opportunities for the Town Council to identify noticeboards in need of repair or replacement. The Environment and Amenities Committee will likely be involved in the repair or replacement of noticeboards in the first instance, in consultation with the Town Council Office and other relevant Committees and organisations. Budgets for the repair, replacement and additional provision of noticeboards will be managed by the Environment and Amenities Committee, except for those on land associated with the George Watson Hall.

6.2 A request for a new noticeboard will be considered by a relevant Committee, which in most cases is likely to be the Environment and Amenities Committee. Each case will be considered on its merits and with consideration given to increasing access to noticeboards by the residents of the Parish.

## **7. Operation and review of this policy**

7.1 The main Committee with responsibility for the management and review of this policy is the Environment and Amenities Committee in consultation with other interested parties within the Town Council.

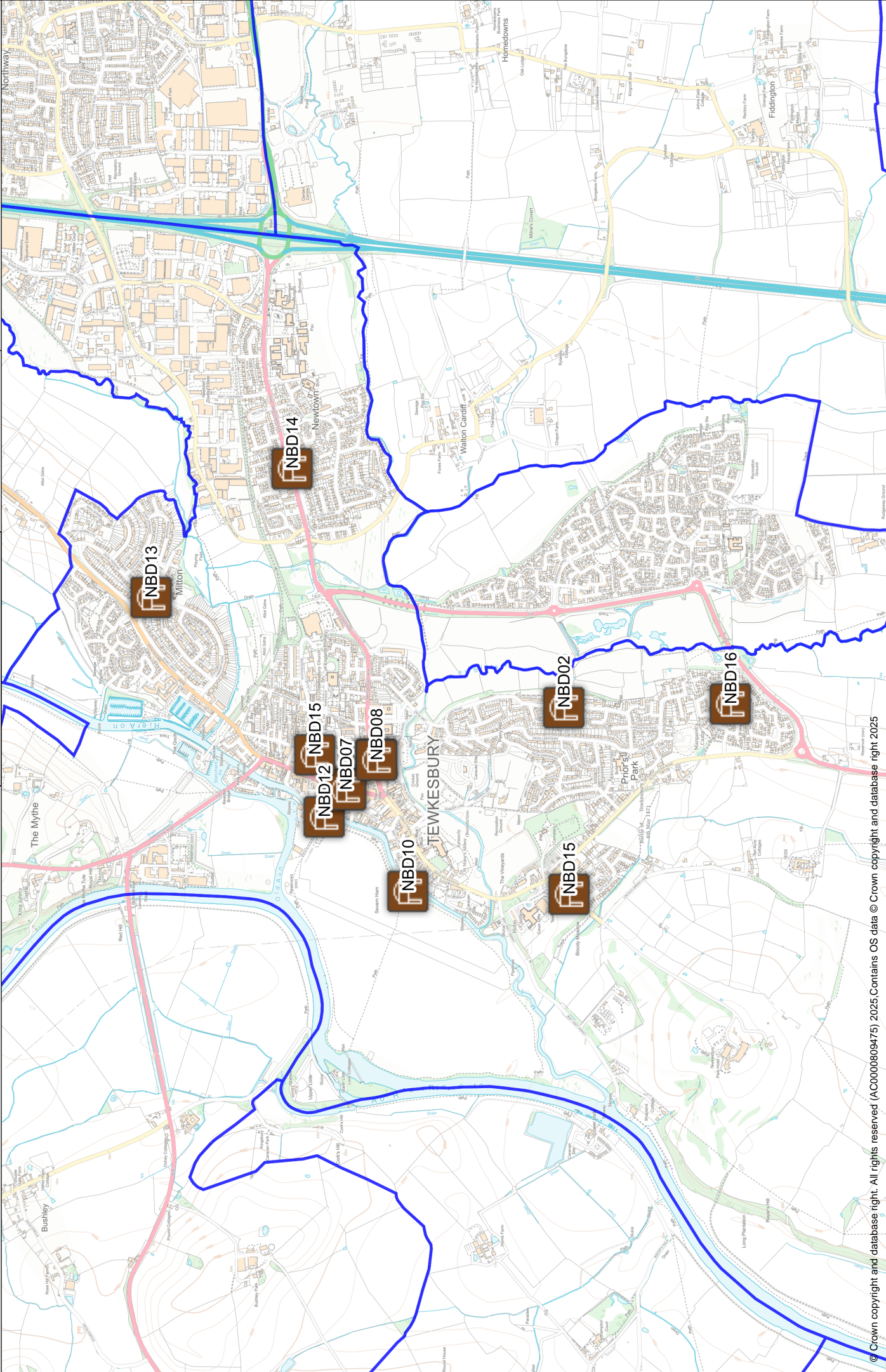
Appendix A

This maps shows the location of noticeboards in Tewkesbury

Tewkesbury

Author: J. King

Date: 02/07/2025



## APPENDIX B

Information contained in Appendix B of Tewkesbury Town Council Noticeboard Policy correct as of 22<sup>nd</sup> July 2025

Location	Type	Key Holder	Managed by	Size of Notice	Period of Display	Committee	Delivery method
Town Hall (North)	Affixed to Wall Wood frame	Town Hall Office	Office	Community Information - A5	4 weeks prior Remove asap	Buildings	Office administered
Town Hall (South)	Affixed to Wall Wood frame	Town Hall Office	Office	Council Business - as required	As required	Buildings	Office administered
Spring Gardens	Plastic – Wall mounted	Town Hall Office	Office	Community Information - A5	As required 4 weeks before Clear asap	Environment & Amenities	Office administered
Watson Hall (West)	Wood Freestanding	Town Hall Office	Events Officer	As required	As required	Buildings	Office administered
Watson Hall (East)	Wood Freestanding	Town Hall Office	Events Officer	As required	As required	Buildings	Office administered
Mitton Way	Tradition 30 Post Mounted External Noticeboard	Cllr Sztymiak Town Hall Office	Cllr Sztymiak	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection
Newtown	Tradition 30 Post Mounted External Noticeboard	Cllr Hayes Town Hall Office	Cllr Hayes	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection

Location	Type	Key Holder	Managed by	Size of Notice	Period of Display	Committee	Delivery method
Warwick Place Play Area, Queens Road	Tradition 30 Post Mounted External Noticeboard	Cllr Cody Town Hall Office	Cllr Cody	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection
Lincoln Green Lane	MG Signs (Bespoke metal design)	Cllr Brookes Town Hall Office	Cllr Brookes	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection
Severn Ham (Northeast)	Tradition 30 Post Mounted External Noticeboard	Office	Deputy Town Clerk	As required	As required	Severn Ham	Office administered
Severn Ham (East)	Tradition 30 Post Mounted External Noticeboard	Office	Deputy Town Clerk	As required	As required	Severn Ham	Office administered
Vine Way, Stonehills	Tradition 30 Post Mounted External Noticeboard	Cllr Cody Office	Cllr Cody	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection

Tradition 30 Post Mounted External Noticeboards provided by The Noticeboard Company (UK) Ltd