

COPYTHORNE PARISH COUNCIL

TUESDAY 9th MARCH 2021

ITEM NO: 11 – Parish Noticeboards - Policy and Replacement Programme

The report sets out the need and recommendations for a policy for Parish noticeboards, a proposed preferred option for noticeboard replacement and initiation of the replacement programme

Information

Owing to the rapid deterioration of some of our noticeboards, we now need to start work on the replacement programme, addressing those which are in most need of attention. This paper explains the current position in respect of the worst noticeboard condition (Winsor Road) and then presents a summary proposal Policy for Parish Noticeboards, comprising standard specification and management issues. The purpose is to achieve a recommended policy which can be adopted for our noticeboard management and provision into the future.

This matter was discussed by the 5 Year Plan Advisory Committee at its meeting on 19th February and the recommendations are put forward to the full Parish Council from the resultant outcomes of that discussion.

Winsor Road Layby Noticeboard

The noticeboard is now in very poor condition. The backboard and inner base frame cross bar are completely rotten, as is the base of the door. The noticeboard will not survive more than about 6 months without a major failure. It needs replacing as the rotting damage is fundamental to the integrity of the noticeboard structure and cannot be repaired without, effectively, rebuilding the noticeboard completely.

The Clerk has also advised of the continued deteriorating condition of several other noticeboards which appears to be accelerating in recent months.

The urgency of this report reflects the fact that we need to address the condition of the Winsor Road layby noticeboard and we have already determined a reserve fund to commence the replacement of our noticeboards. Therefore, we should now pursue the establishment of the policy and preferred replacement option. This will enable us to move forward with the first phase of the replacement programme

Policy

We need to define a policy for the noticeboards to ensure that they are easy to use and efficient in operational terms for the management of information and also as low maintenance as possible. The proposed policy is in 2 sections – a) Management and Use, and b) Resultant Specification:

a) Management and Use

The noticeboards should:

- i. only be used for Parish Council business matters and community, charitable publicity and information purposes;
- ii. not be used for items which are for the promotion of commercial or business purposes;
- iii. be divided into two sections, one for Parish Council use and one for community / charitable use;
- iv. be clearly marked as Parish Council noticeboards;
- v. have a 'secure' side for the Parish Council use and an 'open' side for community / charitable use – i.e. one side with a lockable door and one open side;
- vi. be capable of taking 4 x A4 sheets with ease in each 'bay' (the open side could also take 9 sheets of A5 (3 x 3));
- vii. be under the management of the Parish Clerk (with a spare key for the secure side to be held by a councillor nominee in the event that the Parish Clerk is unavailable);
- viii. be checked regularly (tbd) to ensure that any items on the community side which do not conform to the policy are removed.

b) Specification

The specification needs to allow for:

- i. low maintenance or wherever possible, no maintenance of the basic structure;
- ii. be sustainable in construction materials and fittings;
- iii. wherever possible, minimal installation costs – e.g. use of the existing concrete spur mountings to avoid major ground works;
- iv. ease of access to the ‘secure’ side;
- v. weather proof pin backing for the exposed side;
- vi. a ventilated closed section to avoid damage to the door glazing.

Options

Following a review of the available noticeboard types on the market suitable for Parish Council use, it is clear that the most acceptable option would be to only consider coated metal or recycled plastic models and to discount models which are constructed of timber, for the part (bi) policy reasons indicated above.

On a survey of the market, a number of factors become evident:

- a) all the powder coated aluminium and steel leg noticeboard have pre-determined positioning of the legs in the construction of the board whereas some of the recycled plastic models have legs which can be positioned as required;
- b) the price differentials between coated metal and recycled plastic models with legs which can be positioned according to need is not significant once the installation cost differences for both are taken into account;
- c) there are advantages to the recycled plastic noticeboards over the coated metal noticeboards in respect of warranty length, and
- d) the quality standards for both coated metal and recycled plastic noticeboards are basically the same.

Taking this into account, the proposal is that our ‘standard’ as a policy should be the use of recycled plastic to a consistent design which enables us to ensure we can source identical noticeboards over a period of time.

Preferred Option

Following a review of the providers for recycled plastic noticeboards, the most competitive supplier in terms of value for money and design is Green Barnes with a model which comprises a 2 Bay 4 x A4 (total 8 A4 sheets) single glazed bay noticeboard with self-healing rubber open side and magnetic closed side and a name header in brown with white lettering. (See image overleaf). This model has full flexibility of the leg mountings which are 100 mm square and thus can be made to fit with the existing concrete spurs. This is a significant saving on installation costs.

A quotation for 2 boards (which includes a discount) has been obtained, for £2659.83 ex VAT, including delivery.

Lead time for supply is between 8 and 10 weeks.

The proposal is to replace the Winsor Road layby noticeboard as the most urgent and also the Newbridge noticeboard (this being one of the smallest which cannot satisfactorily take 4 x A4 sheets on either side without overlap)

Finance Matters

The Parish Council has already set aside reserves for the commencement of the Parish Noticeboard replacement project. Within the 2020-2021 budget a sum of £1000.00 has been allocated. In addition, a sum of £2000.00 is already within the 2020-2021 designated reserves. Further sums are available within the 2021-2022 budget which can be used for further purchasing as part of a second phase and beyond.

At present, the intention would be to complete the noticeboard replacement project in three phases subject to suitable funding being available from Parish Council reserves and grant income.

Recommendations

1. That the Parish Council endorses the proposed policy for Parish noticeboards – management and specification.
2. Taking into account the above and in the light of market research, the Parish Council approves the use of recycled plastic “wood” construction for the new noticeboards.
3. That the Parish Council approves the Green Barnes 2 Bay 4 x A4 (total 8 A4 sheets) single glazed noticeboard with self-healing rubber open side and magnetic closed side and a name header in brown with white lettering as the preferred model which fits our policy & specification needs.
4. That the Parish Council approves the purchase of 2 noticeboards in the current financial year as a phase 1 replacement for the boards at Winsor Road layby and Newbridge noticeboard (this being one of the smallest which cannot satisfactorily take 4 x A4 sheets on either side without overlap) for a total cost of **£2659.83 ex VAT, including delivery.**

Image of the Green Barnes noticeboard:



Clr. Simon Lucas – Feb 22nd 2021