

Policy on Procedures for Signage
pursuant to the Devolution Contract – Approved 23.04.18

General background

The Devolution contract relates only to signage on highways land and street furniture. It requires that in relation to such public land and street furniture that FRPC:-

- 1 Remove fly posters and other illegal signs. All charity and commercial signs put up without the correct approvals are illegal signs.
- 2 Approve charity event signage
 - for the purposes of the devolution contract 'charity' relates to all non-commercial signage.
 - approval of commercial signage can only be given by BCC. It has been agreed with BCC that apart from AA signage it is in order to assume that all commercial signage is illegal unless BCC notify us of specific approvals given.

The Parish Council has appointed one of its councillors to be its Signage Manager with authority to supervise the application of this policy and work with the Clerk in implementing it effectively.

For the avoidance of doubt the following does not apply to how the Parish Council deals with applications for approval of promotional materials on its own land which is the subject of a separate policy.

Procedure to remove illegal signs on Highways property under the devolution contract – (see Devolution contract spec and appx C)

- 1 Clerk receives complaint of possible illegal signage and assigns case to the Signage Manager. In most cases however the complaint will originate from the Signage Manager.
- 2 Clerk identifies if it is illegal by checking own record of approved applications. Clerk to clarify with BCC whether the signage is on public or private land if the situation is unclear.
- 3 The Signage Manager shall:-
 - 3.1 informally approach owner if known to ask if can remove or bring within own curtilage within 7 days or it will be removed and returned only on payment of a fee of £25 or destroyed after 28 days. The Signage Manager advises Clerk of such action promptly and Clerk will keep a record of same;
 - 3.2 if 3.1 fails to result in the sign being taken down, ask Clerk to issue formal 7 day notice on the same terms; or
 - 3.3 if owner not known then the Signage Manager will arrange for a 7 day notice on the same terms to be prepared by the Clerk to be affixed onto the sign
- 4 The Signage Manager checks if complied and advises Clerk
- 5 The Signage Manager will arrange the removal storage and disposal but may ask Clerk to arrange for this to be done as appropriate.
- 6 In the case of local businesses or organisations who regularly put up illegal signage (eg estate agents boards) then
 - 6.1 subject to 6.2 below the Signage Manager may instruct Clerk to write advising them that the Council may remove all future illegal signs without further notice to them which will be destroyed after 28 days or returned on payment of a £25 fee per sign within that period and

6.2 If such signage relates to a local charitable event Clerk shall promptly advise the owner of the procedure for obtaining permission and if Signage Manager agrees issue the necessary permission.

- 7 The removal of any public information signs erected by other authorities should be a matter for Clerk and Signage Manager to agree to deal with.
- 8 In the case of fly posting this can be removed and disposed of by the Signage Manager when seen without reference to above procedure. There is no formal definition of fly-posting. For the purpose of this procedure fly posting is regarded as the erecting of multiple flimsy paper or plastic signs on street furniture.
- 9 If the Clerk or Signage Manager has any concerns about the implementation of this policy or any decisions made pursuant to it he or she may refer the matter to the Chairman and Vice Chairman for their decision which will be binding.

Procedure for approval of charity signs on highways land and street furniture

(see Devolution contract spec and appendix A)

Procedure

- 1 A promoting body will approach FRPC or be referred to us via BCC.
- 2 All applications should be referred to Clerk
- 3 Clerk to obtain details of event from promoters and send conditions
- 4 Clerk to refer to the Signage Manager for comments and to agree approval or not
- 5 Clerk to advise promoter that application is refused /approved in principle and send conditions again
- 6 Clerk send copy of all correspondence to the Signage Manager
- 7 the Signage Manager to monitor and check removed promptly
- 8 If the Clerk or Signage Manager has any concerns about the implementation of this policy or any decisions made pursuant to it he or she may refer the matter to the Chairman and Vice Chairman for their decision which will be binding.

Conditions

- 1 Any person (the promoting body) wishing to erect charitable signs in Farnham Common and Farnham Royal must seek the permission in writing from the Clerk of Farnham Royal Parish Council at least one month before the event. The following conditions 2 – 15 inclusive apply if written permission has been given.
- 2 Signs must not be erected more than two weeks before the event and are to be taken down immediately after the event.
- 3 A maximum of 4 signs only are allowed per event and the exact location of each sign must be agreed with the Signage Manager in advance.
- 4 Signs should be at least one metre from any junction; not obstruct any visibility splay, footway or vehicular access and as far back from the edge of the carriageway as possible at each location.
- 5 They should not be placed in a position that contravenes any traffic regulation order or impedes fire hydrants or inspection covers
- 6 Signage must be legible, easily read by motorists, not be of a nature to unduly distract or hinder traffic
- 7 Signage on street furniture should be securely fastened in place. No sign greater than 0.3m x 0.3m should be fastened to any form of existing street furniture

- 8 The location of any statutory undertaker's apparatus or plant should be ascertained prior to the erection of signs and signs should not be placed so as to impede any statutory undertaker's apparatus or plant
- 9 The maximum size of a free standing sign must be 0.6 square metre (that is the size of an average estate agent board).
- 10 Signs should be properly constructed and fit for purpose.
- 11 When removed the location of each sign shall be left in a clean and tidy condition and any damage repaired to the satisfaction of the highways authority. Cable ties and fixings must be fully removed.
- 12 Any claim resulting from any incident involving signs will be referred to the promoting body. Suitable cover against any such claim should be obtained by the promoting body under an appropriate insurance policy.
- 13 Failure to comply will result in the removal of signs in accordance with s149 Highways Act 1980 and any costs incurred may be recovered from the promoting body.
- 14 Any charitable event being promoted must be local to the Farnhams – that is, it is being held within the Farnhams or Burnham Beeches or is of significant interest or benefit to the residents of the Farnhams as determined by the Signage Manager and Clerk.
- 15 Insofar as the event has commercial sponsor/s no more than 20% of the space on the sign may be taken up by reference to the sponsor/s either directly or indirectly (eg by use of associated graphics/ images or colours)

Policy ends