

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 10th MARCH 2022

Item 11 - Notice Board Renewal

Purpose

To consider an audit of the Council's Notice Boards and consider a 5-year rolling programme for their renewal.

Background

Over the past few years, many notice boards in Braunstone Town and Thorpe Astley have fallen into disrepair or have been removed following damage. Some existing notice boards are in need of refurbishment and replacement and some are located where there is only low-level footfall, while some key locations do not have notice boards at all.

In 2020 the Communications & Events Officer undertook a review of the notice boards in Braunstone Town and Thorpe Astley, assessing their position, condition and replacement (Appendix 1). Due to the Covid-19 pandemic and response, actioning the report was postponed.

Action Plan

The following action plan is proposed based on the audit report, which is attached at Appendix 1:

- Withers Way - Cleaning of the notice board to be undertaken in the Winter Works programme 2022/2023
- Cyril Street – the graffiti on the board to be removed and investigations made into repair/repainting the board
- Holmfield Park – board has recently been removed as it was rotten and replacement suggested for 2022/2023 programme
- Ayston Road – consider repair/replacement of Ayston Road notice board in 2023/24 programme
- Franklin Park – Notice board considered for replacement in 2022/2023 programme
- Civic Centre. Welcombe Avenue – consider utilising the Youth Council notice board and removing old notice board
- Shakespeare Park – Notice board now replaced following refurbishment of site
- Civic Centre – consider Civic Centre notice boards, either as post mounted or wall mounted, as part of new signage for the site

Within the Capital Plan, recently updated by Council on 27th January 2022, minute 5996, the Town Council resolved to instigate an audit of notice boards and a rolling programme over 5 years for the replacement and renewal of notice boards within the

Town. Replacement of notice boards would focus on boards situated on land owned by the Town Council in 2022/2023. The parks staff have been consulted on where the notice boards on Town Council land need to be replaced following their removal due to poor condition or damage.

The following four positions have been identified by staff for replacement:

| | |
|----------------|--|
| Foxon Way | – removed as rotten |
| Goodheart Way | – install board at entrance to park area |
| Holmfield Park | – recently removed as rotten |
| Franklin Park | – to replace old notice board |

Future proposed sites for notice boards

In future years, consideration will be made on the location of boards to ensure they are in high footfall areas such as shopping areas, outside schools, surgeries etc. to maximise their use. However, many of these board locations will be on the public highway where permission would be required from Leicestershire County Council to install new notice boards. This will include submission of an application for a permit to install the boards and potential financial costs for the permit.

The Audit report provides “Recommendations for potential sites for new noticeboards or small A4 poster frames” (Appendix 1). It is suggested in the report that bus stops could be utilised to promote events but this is likely to incur costs as this is sold advertising space. Otherwise it is proposed that the recommendations of the audit report be approved as the framework for the rolling programme of replacement and renewal of notice boards.

Potential Notice Board types

Investigations had been made into suitable notice boards of various types which varied in quality and price. Many notice boards were priced at £1000 plus but a suitable board had been identified at a cost of £696.08 net (Appendix 2). This board would hold 6 x A4 posters and a corporate green colour could be purchased. The board allows for the free inclusion of a header incorporating “Braunstone Town Council” and the Town Council logo, if required, to identify the board.

The parks staff have been consulted on the proposed board in terms of longevity, size and design and are happy with the proposal.

Recommendations

1. that the Notice Board Audit report be received and noted (Appendix 1);
2. that the “Recommendations for potential sites for new notice boards or small A4 poster frames”, as set out in the Audit Report at Appendix 1, be approved as the framework for the 5 year rolling programme of replacement and renewal of notice boards, with the exception that utilising bus stops to promote events not be included;
3. that the “Action Plan” set out in the relevant section of the report, including the

recommended four positions for the replacement notice boards on Town Council land in 2022/2023, be approved; and

4. that the “Classic 58 Post Mounted External Notice Board with Header”, example shown at Appendix 2, be purchased for each of the four locations (Foxon Way, Goodheart Way, Holmfield Park and Franklin Park).

Reasons

1. to note that a full audit of notice boards owned by the Town Council has been completed;
2. to provide a plan for new/replacement notice boards to be installed in a timely manner and sited in the most appropriate positions to allow residents to be informed of upcoming events and council business;
3. to replace notice boards on Town Council owned land as soon as possible; and
4. to ensure that appropriate notice boards are purchased, presenting a corporate image across the town and providing value for money.

BRAUNSTONE TOWN COUNCIL
AUDIT REPORT ON TOWN COUNCIL NOTICE BOARDS
JOHN BURROWS, COMMUNICATIONS & EVENTS OFFICER
FEBRUARY 2020

Background Audit

To the best of my knowledge, and a lot of looking around on Google Maps, the town council currently has 12 outdoor noticeboards in total, in the following locations.

1. Ayston Road (BT)
2. Civic Centre Kingsway (BT)
3. Civic Centre Welcombe (BT)
4. Cleveleys Avenue (BT)
5. Cyril Street (BT)
6. Franklin Park (BT)
7. Holmfield Park (BT)
8. Jewsbury Way (TA)
9. Mossdale Meadows (BT)
10. Shakespeare Park (BT)
11. Thorpe Astley Community Centre (TA)
12. Withers Way (TA)

I have also investigated information about notice boards in other places; I cannot find any of these and would assume they have been removed – the Senior grounds staff confirmed some have too.

- Evelyn Road / Braunstone Lane - removed
- Foxon Way – removed, Senior Ground staff says this needs to be replaced
- Turnbull Drive – could really do with being replaced

Some of the boards we have are what I'd call good, some are acceptable, some are in very poor condition.

In terms of condition, I've separated them into 'categories' of a kind. These take into account accessibility and condition – I can't really factor in footfall unfortunately as I have no information.

Fine

- Jewsbury Way, Thorpe Astley
- Withers way footpath, Thorpe Astley – could do with a clean.

Okay

- Cleveleys Way – okay, not sure what the footfall is like.
- Cyril St subway – could maybe do with spray painting over the graffiti?
- Holmfield Park – accessible, could do with a clean/staple removal.
- Mossdale meadows – high up, requires a ladder to access. Condition OK.

Poor

- Ayston Road – very difficult to access, and condition is poor too – rotten.
- Civic Centre Kingsway – not the easiest to access; condition could be better.
- Franklin Park – high up, requires a ladder to access. Condition is very poor, suspect its rotten.

Terrible

- Civic Centre Welcome – have to reach across a spiky hedge to access. Condition awful – however, the Service Manager has told me the ‘Youth Council’ board is council owned – I’d rather just get this one cleaned up and use it. The letters are just stickers.
- Shakespeare Park – high up, requires a ladder to access. Condition is awful, board is rotten.

I think we need to seriously consider replacing some of the boards – even if it is just with a sheet of treated plywood or something.

I would prefer to replace them with something lockable – as exposure to the public and the elements is what causes a lot of the damage. All being well, a higher quality case could last for years.

As the Welcombe Avenue board isn’t great and the youth council board can be easily repaired, I’d suggest we switch to that ASAP.

The Service Manager has mentioned that the Shakespeare Park noticeboard has been earmarked under the current ongoing works and Franklin Park may be being replaced soon too.

As such I’d say the next ones to repair are the Kingsway board outside the Civic Centre (or replace it) and replace the board on Ayston Road, perhaps moving it from its current position.

Types of boards to consider

Lockable frames:

Simple lockable poster frames (A4) can be bought for around £25.00 each, with A1 poster frames being available for £55 each.

<https://www.sign-holders.co.uk/collections/waterproof-poster-displays/lockable-poster-cases-silver.html>

These would have the space for four A4 fliers, but they are meant to be mounted onto walls. I think it’d be a really good idea to get several of these in key sites around the area, with permission from wall owners – businesses, etc maybe.

We could mount 3-4 on the walls of the BCC when coming in via the Welcombe Avenue entrance, for example.

Post mounted boards:

Post mounted boards are typically stronger, and less likely to be stolen, but also much more expensive – we can get a noticeboard suitable for post mounting with space for 6x A4 posters, with poles included for £310.72 inc/ VAT.

These boards are lockable, and magnetic, which would reduce the need for staples, pins etc – they should be waterproof so no need to laminate items.

<https://www.creative-solutions-direct.co.uk/shop/details/tradition-magnetic-external-lockable-notice-board-incl-post-kit>

Recommendations for potential sites for new noticeboards or small A4 poster frames

(Bold = seems like a really good place)

Sun Way

Edward Avenue / Turnbull

Watergate Lane shops / the Osiers junction

Henley Crescent shops

Kingsway Surgery

Route in between Winstanley and Kingsway schools – one of the most used routes towards TA and seen by passing parents constantly.

Bidford Road

Turnbull Way

Foxon Way

Murby Way

Unlikely, but would it be possible to pair with Arriva and advertise events etc in their bus stops?

Any of the Thorpe Astley footpaths or any new bridges/roads/links between Thorpe Astley and New Lubbesthorpe.

We should also get some input from ground staff – they are out and about most.

It could also be possible to partner with local businesses or schools?

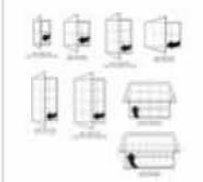
Shops, schools, churches, care homes etc, it might be a very easy sell to some.

Might be cheaper to ask if we can install a single A4 lockable frame rather than a full board with posts.



Classic 58 Post Mounted External Notice Board with Header

- ✓ Post mounted external notice board
- ✓ 58mm deep painted aluminium frame
- ✓ Zinc electroplated steel backboard for use with magnets
- ✓ Side hinged door with 4mm plexishock glazing
- ✓ Key lock with two keys supplied
- ✓ Shaped header panel with text and logo
- ✓ 5 Year Guarantee
- ✓ Supplied with set of 60/40 posts



Product PDF



★★★★★ 5 / 5 (1)

750 x 750mm wide (6 x A4) ▾

Green (RAL 6005) ▾

Dome ▾

Braunstone Town Council

Pack of 12 x 20mm magnets and 2 additional keys ▾

£696.08 ex. VAT

Qty

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