



Policy for Signs and Memorials

Signs:

1. The need for a sign must be clearly established, must be in the interests of the community and benefit the village.
2. The PC logo only should be displayed, not the words Parish Council.
3. Wording should be 'by request' in nature, not dictatorial.
4. Format and material should be sympathetic with our environment and street scene.
5. Any proposed permanent sign must be agreed by Council and tabled at a Council meeting. The councillor with responsibility for signs and street furniture should table such proposals.
6. Temporary signs can be used pending Council meeting. In this case the word temporary should be shown.
7. Except for a statutory requirement, signs at Boughton Fen will be determined by the Fen Committee.
8. County Highways should be contacted for approval of any permanent sign to be placed on road verge.

Memorials:

Anyone wishing to install a memorial plaque, tree or bench/seat etc should contact the Parish Council with details of the proposal and should include the following details:

1. Item: type, colour, material and dimensions (website link or photo if possible)
2. Preferred location.
3. Preferred options for sustainment ie retain ownership and future maintenance responsibility or to donate to the PC for their discrete management and repair/disposal solutions in due course.

The PC considers the proposal and liaises with the applicant to clarify and agree any queries or concerns before making a decision at a full council meeting.

Decision documented, and if agreed, the item added to the Asset Register with reference to the agreement.

Adopted Nov 2025