



# **Coxhoe Parish Council Flag Flying Policy**

**Approved May 2023**

**Review Date: May 2024**

## 1. Introduction and policy statement

1.1 Coxhoe Parish Council recognises that flags are a very British way of expressing joy and pride. They are emotive symbols which can boost local and national identities and strengthen community cohesion. Flags are also symbols that are often open to interpretation and have the potential to create tension between community groups whose opinions may differ. Flags are also treated as advertisements for the purposes of the Planning Regime and, as a result, some require formal consent. The following sets out Coxhoe Parish Council's Flag Flying Policy.

## 2. Locations of flags

2.1 Flags will normally be flown only on the flagpole in the Memorial Garden of Coxhoe Village Hall.

2.2 Flags such as Frontline Workers Day and Lest We Forget may be provided to Councillors at Quarrington Hill for display around the Tommies or the Community Centre.

2.3 Flags may be taken down if severe weather is predicted, for example winds over 39 miles per hour.

## 3. The Union Flag

3.1 The Union Flag may be flown on certain occasions only. It must only ever be flown on the flagpole and must be the correct way up as in the diagram to the right.

3.2 Where a purely decorative effect is required, it is better to confine the display to flags of lesser status (source: Flag Institute) therefore the usual flag on Coxhoe Parish Council's flagpole will be the Parish Council flag.

space between  
any of the nati  
plaque for an t

Flying the f

Flags may be fl  
and local auth  
are encourage  
(the flying of fl  
constrained by  
2000 and Polic  
Ireland] 2002).!

Flags are norm  
may also be flc  
with the usual

## 4. Flags at half-mast

4.0 The Union Flag may be flown at half-mast on certain occasions only, which are the death of a Senior Member of the Royal Family or any other occasion where Her Majesty the Queen issues a special command.

4.2 When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

4.3 Flags fly at full mast during Remembrance.

## 5 Occasions for Particular Flags

5.1 The Council owns the following flags which will be flown on the appropriate day(s):

- Union Flag
- St George's Flag
- Remembrance Flag: 'Lest We Forget'
- NHS, Social Care and Frontline Workers' Day Flag
- Merchant Navy Day Flag
- Coxhoe Parish Council Flag

## 6 Guest Flags

6.1 Flags that are not specifically included in the Flag Policy will not be flown without the prior approval of Coxhoe Parish Council.

6.2 Any application for the flying of a guest flag should be made in writing to the Clerk of Coxhoe Parish Council, who will take the request to a meeting of the full Council to consider any request for the flying of a guest flag and ensure it does not contradict the principles of this Policy. If an urgent decision is required, the Clerk is authorised to make a decision to fly or not fly a particular flag, with consideration to the Council's past decisions. Requests for the flying of guest flags **may** be granted provided:

1. They are made in the spirit of displaying support or respect or are to celebrate an international, national or local occasion;
2. It is appropriate for Coxhoe Parish Council to display support on behalf of its community;
3. Flags are not used for the purposing of commercial advertising or political purposes;
4. There are no conflicts with other flags or Guest Flag requests.

## 7 Condition and Use of Flags

7.1 Flags must be kept in good condition. The Clerk is to arrange the purchase of new flags as soon as possible if deemed necessary and in accordance with the Financial Regulations.

7.2 If a flag requires disposal, it should be destroyed in a dignified way, for example by tearing or cutting into strips that no longer resemble the original flag.

7.3 Flags may only be raised by Parish Council Officers or Councillors who have been shown how to do so, or under their instruction.