

Wadhurst Parish Council

Flag Policy

Adopted by Full Council on 19 May 2022. Updated 1 September 2022, and 13 July 2023. Reviewed November 2023 and November 2024.

Introduction

Wadhurst Parish Council installed a flagpole, at the War Memorial as part of the celebrations for HM The Queen's Platinum Jubilee in 2022.

Flag flying is under the jurisdiction of the Department for Culture, Media and Sports. Government Guidance 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. The Parish Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes. 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 Wadhurst Parish Council's Flag Flying Policy for the Memorial Flagpole which, where possible, is based on Government guidance.

Flag Team

At the Annual Meeting of the Parish Council in May (or as soon as possible thereafter), a Flag Team will be appointed. This working group team will consist of a Team Leader and other volunteers including at least one representative from the Parish Council.

The primary duty of the Flag Team will be to oversee the safe operation of the flagpole (including proper maintenance), to fly flags at their discretion according to this policy, to manage the quality and condition of the flags and to liaise with parish residents and bring any issues concerning the flags to the Council.

The Flag Team will also make recommendations on the purchase and maintenance of the Flags and Flagpole and provide advice to the Clerk/Council in relation to these matters.

Standard Conditions

All flags must:

- Be maintained in a condition that does not impair the overall visual appearance of the site;
- Be kept in a safe condition;
- be removed carefully where so required by the planning authority.

Flag Categories

There are three categories of flag:

1. Flags which can be flown without consent of the local planning authority;
2. Flags which do not need consent provided they comply with further restrictions;
3. Flags which require consent.

Wadhurst Parish Council will generally only fly flags that can be flown without consent of the local planning authority. The full list of flags that do not require consent is as follows:

1. Any country's national flag, civil ensign or civil air ensign;
2. The flag of the Commonwealth, the European Union, the United Nations or any other international organisation of which the United Kingdom is a member;
3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom;
4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom;
5. The flag of Saint David;
6. The flag of Saint Patrick;
7. The flag of any administrative area within any country outside the United Kingdom;
8. Any flag of Her Majesty's forces;
9. The Armed Forces Day flag.

Wadhurst Parish Council may also on occasion fly flags that comply with further restrictions, for example the RBL flag.

The Union Flag

There is no Flag Act in UK law and the Union Flag is the national flag by long established custom and practice, rather than by statute. Wadhurst Parish Council reserves the right to fly the Union Flag every day, however the Union Flag is usually flown in particular on the following days:

- Second Monday in March , Commonwealth Day .
- 9th April, King and Queens Wedding Day.
- 6th May, Coronation Day.
- 17th June, Kings Official Birthday.
- 21st June, Prince of Wales Birthday.
- 17th July, Queens Birthday.
- 8th September, Kings Accession Day.
- 11th November and following Sunday, Remembrance Day. also during that week the British Legion 'Lest we Forget' flag should fly.

The Union Flag will be flown the correct way up.



The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole.

The Union Flag at Half-Mast

Wadhurst Parish Council reserves the right to fly the Union Flag at half-mast on the following occasions:

1. From the announcement of the death of The Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of The New Sovereign), when they are flown at full mast from 11am until sunset.
2. The funeral of members of the Royal Family, (in the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral), subject to special commands from Her Majesty in each case.
3. The funeral of foreign rulers, subject to special commands from Her Majesty in each case.
4. The funeral of members of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case.
5. When a state of national mourning is declared such as for victims following a terrorist attack, there is an option to fly the flag at half-mast.

The Department for Culture, Media and Sport will inform of any other occasions where The Sovereign has given a special command.

When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up: although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Sovereign to the contrary, and although it may be the day of the funeral of a foreign ruler.

The Wadhurst Flag

The Wadhurst Flag can be flown for civic occasions in the Parish or to celebrate local events at the discretion of the Flag Team.

These might include:

- 8th May Signing of the Wadhurst Charter in 1253
- 9th May Battle of Aubers Ridge
- 27th June dates granted by Charter
- 28th June for Wadhurst Fair
- 29th June St Peter & St Paul Patron Saint of Wadhurst



The Wadhurst Flag at Half-Mast

The Wadhurst Flag can also be flown at half mast on the death/funeral of a serving local Councillor, serving local Member of Parliament or serving District or County Councillor representing the village, or at the discretion of the Flag Team on the death of another Parish dignitary.

Half-Mast

Half-mast means the flag is flown two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.

When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise before it is lowered at sunset, it should first be hoisted right up and then lowered back down.

Canada Flag

- 15 February, Flag Day 1965
- 1st July, Canada Day.

Other Flags

- On St George's Day, 23rd April, the Flag of St George may be flown.
- At the Flag Team's discretion, the Flag of St George may be flown to celebrate support
- sporting events of national significance for an England Team
- On St Richard's Day, 16th June the Sussex Flag may be flown

Guest Flags

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

Any application for the flying of a guest flag should be made in writing to Wadhurst Parish Council, who will consider any request for the flying of a guest flag if it does not contradict the principles of this Policy. Requests for the flying of guest flags may be granted provided:

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

Other Considerations

Flags will not be flown during planned maintenance of the mast.

Flags will only be erected by authorised persons, being members of the Flag Team. Flags will be erected by the volunteer Flag Team at their discretion and with their own responsibility for health and safety.

Flags will be kept at the home of members of the Flag Team (or the Chairman and/or Vice Chairman and/or clerks and/or The Pavilion) and/or together with keys to the flagpole.

The Flag Team, at their discretion, may decide not to fly flags during severe weather e.g. (predicted winds in excess of 45mph).

Policy Review

Wadhurst Parish Council will review this Policy periodically and when there are changes in Government guidance.

Updated 1 September 2022 and 13 July 2022

Notes for the Flag Team

RIGGING SYSTEMS FOR HBS FLAGPOLES

External Halyard

The diagram illustrates the components and assembly of an external halyard system. At the top is the **FINIAL**. Below it, the **HALYARD THROUGH FAIRLEAD** is shown passing through a **FAIRLEAD**. The halyard then passes through a **SADDLE**. A **DOUBLE LOOP-KNOT** is tied in the halyard, with a **TOGGLE** attached to it. The halyard continues down to a **FLAG**, which has a **FLAG-TAIL**. The **FLAG-TAIL** is tied to the **MAIN HOISTING HALYARD** with a **DOUBLE LOOP-KNOT**. A note specifies: "(Tie so that halyard between two double loop knots is just loose but not unsightly)". Arrows indicate the halyard runs **TO CLEAT** at the bottom.

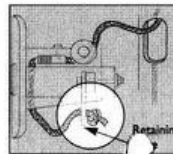
GALE WARNING

GALE WARNING
All flags should be taken down in gale conditions to prevent damage to flags and flagpoles.

Internal Halyard

The diagram illustrates the internal halyard system for a flagpole. At the top is the **FINIAL**. Below it, the **FAIRLEAD** runs down the pole. A **HALYARD THROUGH FAIRLEAD** is shown passing through the fairlead. On the right side, a **DOUBLE LOOP-KNOT** is tied in the halyard, with a **TOGGLE** attached. A **FLAG** is shown at the top of the pole. Below the toggle, the **HALYARD-TAIL** is shown. A **HALYARD TO GUARDSMAN INTERNAL CLEAT** is shown running down the pole. A **STAINLESS STEEL SAFETY CLIP** is shown attached to the halyard tail. A **ROPE-TIED OFF** section is shown. A **STAINLESS STEEL SWIVEL SNAP-CLIP** is shown attached to the halyard tail. A **LOOPED WEIGHT** is shown at the bottom of the halyard tail. A **FLAG-TAIL** is shown at the bottom of the flag.

- 1) Tie double loop-knot in halyard to accept flag toggle (or similar if using Ingfield clips), leaving halyard-tail approximately 3" longer than distance from toggle to Fairlead of flag.
- 2) With single knot fix halyard tail onto safety snap clip onto then clip onto weight eye-bolt (not the hoop).
- 3) Snap on the swivel snap-clips to the flag tail end and the weight eye-bolt (not the hoop).
- 4) Hoist flag
N.B. Halyard-tail should be just loose, but not unsightly.
- 5) If the flag fails or tears, the weight will be suspended on the halyard-tail and held to the pole by the hoop



WARNING - When accessing the inside of the pole do not undo the knot behind the retaining plate otherwise the halyard will disappear up the inside of the pole.

RE-RIGGING HALYARD - If your halyard needs re-rigging request the relevant data sheet plus any spare parts including halyard from your flagpole supplier.