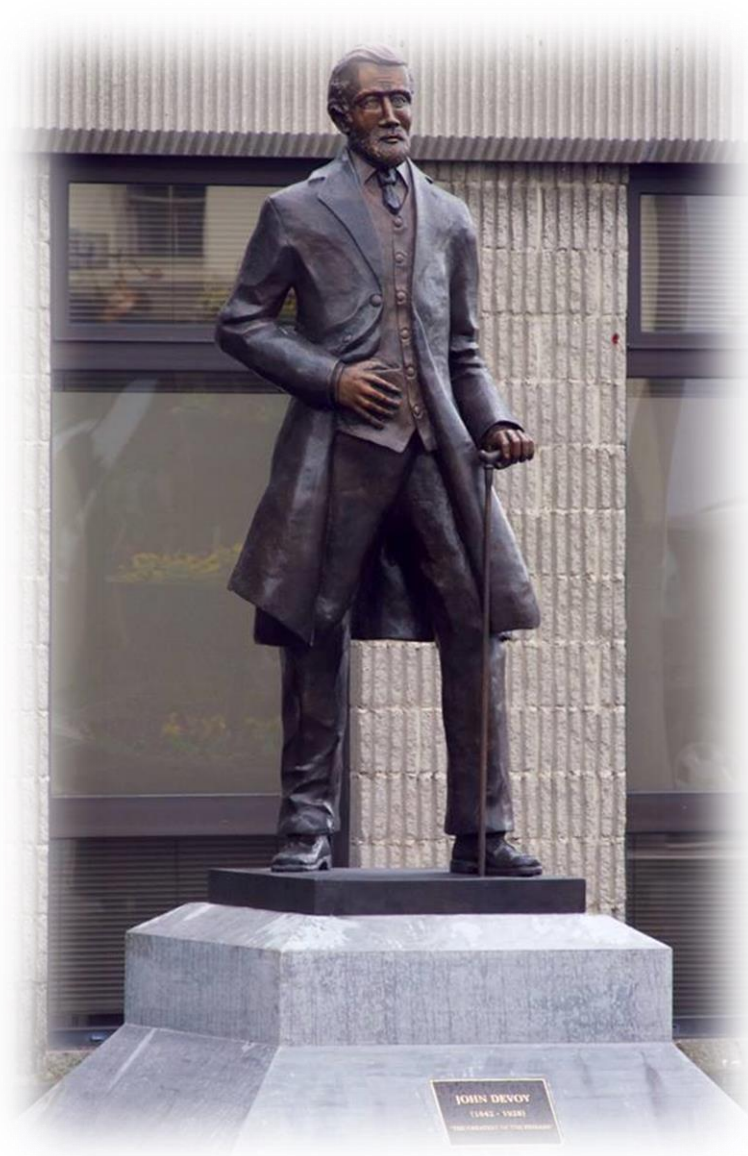


Kildare County Council Civic Memorial Policy



Kildare County Council
Draft Civic Memorial Policy

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Civic Memorial Policy for Kildare County Council

1.0 Context

Kildare County Council recognises that public commemoration and memorials offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance. They provide an opportunity to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the County of Kildare and to create a 'sense of place' which is identified as being of great importance to citizens and visitors. However, the proliferation of monuments in an area can detract from existing monuments.

This policy sets out the process by which Kildare County Council will consider the commemoration of events or individuals who have shaped the County, either by the naming of infrastructure or by the installation of monuments, memorials and plaques in the public domain.

It is important for Kildare County Council to establish a policy on this matter because of the

- need to have clarity regarding the policy and procedures for the consideration of proposals from individuals and interest groups
- high level of demand for the naming of infrastructure and the erection of memorials and plaques
- emotive nature of requests
- need to ensure that a proliferation of memorials and plaques do not detract from the wider amenity and enjoyment of public spaces.

2.0 Civic Memorial Technical Committee

A Civic Memorial Technical Committee will be established by Kildare County Council, to make recommendations regarding the naming of key infrastructure and

the selection of individuals or events which will be commemorated through the erection of civic monuments or plaques.

Further detail on the committee is outlined in section 7.0.

3.0 Civic Memorials - Guiding Principles

Civic memorials represent a significant civic acknowledgement of a subject. It is, therefore, necessary for the Civic Memorial Technical Committee to use clear criteria to evaluate any proposal.

- A monument is a lasting tribute to a person, group or event. Therefore Kildare County Council needs to be confident that the subject of such a memorial is of sufficient importance that the decision to approve a monument will stand the test of time.
- Where multiple proposals are made for the naming of major infrastructure, civic space or the erection of a monument in the public domain, the Civic Memorial Technical Committee may establish further criteria which will be publicly announced. In such cases, the committee will endeavour to select a name which best reflects the context, locality and importance of the infrastructure and history of the County and will stand the test of time.
- Kildare County Council encourages different ways of commemoration. This can be achieved through
 - history, archive and research projects which take place within a locality or community or on a countywide basis
 - community development projects (arts, sport, education, etc.) dedicated to the memory of individuals, groups or events
 - the development of digital media/publications also enables new ways of thinking about and commemorating the past

- temporary memorials may be considered but only in exceptional circumstances and with the consent of the Civic Memorial Technical Committee.

A register will be established which records the naming of infrastructure and the erection and location of all memorials, monuments and plaques.

3.1 Criteria

The following are criteria for all proposals on the naming of Kildare County Council infrastructure or the erection of a monument or plaque in honour of a person, group or event.

- The proposal should ensure the memorial is of a county, national, or international significance.
- All proposals will be considered with cognisance for the resources and timeframe required to deliver any given proposal.
- Proposals should outline any financial assistance and support that will be made available to Kildare County Council to aid it in successfully delivering a civic memorial. When evaluating any proposal, the Committee will take any such assistance or support into consideration.
- The proposal should establish that County Kildare is the appropriate geographic location for the memorial, monument or plaque (i.e. there is a strong association with county by virtue of birth, death, contribution to the county, etc.) and/or that there is a strong association between the site and the event or person being commemorated).
- The proposal must demonstrate high design quality, with appropriate aesthetic and artistic merit and due consideration for health and safety.

- The memorial must be in keeping with the proposed location (i.e. in terms of design and materials).
- The proposal will provide the following technical information: site location map, text on memorial, drawings and/or photographs, details of design and details of fixing.
- The proposal must provide details of how the memorial will be maintained and cared for in perpetuity. Kildare County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy, other than memorials on council-owned buildings.
- Kildare County Council retains the option to remove the memorial at a future date if deemed necessary, due to planning or health and safety considerations. Circumstances such as the sale or demolition of a building on which the memorial is sited, vandalism, etc., may result in Kildare County Council not being able to guarantee the retention of a civic memorial.
- To assist in evaluating any proposal, Kildare County Council may, at its discretion, require public consultation to be carried out.
- To assist in evaluating any proposal, Kildare County Council may, at its discretion, seek expert advice.
- Kildare County Council supports diversity and equality and will consider proposals for civic memorials supporting all nine grounds of equality legislation (gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the traveller community).
- The person/s to be commemorated must have been born or lived in Kildare or have had strong and/or enduring connections with the County.

- The person/s must have made a unique and outstanding contribution to the life or history of Kildare through outstanding achievement, distinctive service or significant community contribution and evidence of this contribution must be provided.
- An event will have occurred at least 25 years previously unless it is of extraordinary and long-lasting consequence to the County.
- Proposals to commemorate living persons will not be considered. Nominees must have died at least 10 years previously or have passed the centenary of their birth whichever is earlier. A lesser period may be considered by the Committee in very exceptional cases, with subsequent agreement by Kildare County Council.
- In considering proposals for naming of infrastructure, or erection of civic monuments or plaques, consideration will be given to other infrastructure, monuments or plaques already existing in honour of the person/s or event.
- All proposals to erect monuments, memorials or plaques will have to comply with the County Development Plan, the relevant Local Area Plan and Planning and Development Acts and Regulations, Bye Laws and other relevant legislation, as appropriate.
- The erection of a plaque on a protected structure requires planning permission. Any proposal to erect a plaque on a building that is not protected but that is located within an Architectural Conservation Area will be referred for consultation to the Architectural Conservation Officer (Planning Department) for report and advice.
- The erection of a memorial on a Recorded Monument or National Monument may require permission from the National Monuments Section of the Department of Culture, Heritage, and the Gaeltacht and will be referred to them as appropriate.

- Permission of the owners (and where relevant leaseholders/building managers), of private property or buildings, will have been sought and demonstrated to have been granted in writing at the time of application.
- Where possible, evidence of consent will be supplied from members of family, estate or group connected with the individual or event to be commemorated.
- There may be public notification of the erection, unveiling or installation of a council civic memorial. Kildare County Council may, or may not, organise an event pertaining to a civic memorial. In most cases, Kildare County Council will only organise a single civic memorial event per subject. Council may decide to hold such a once-off event, either on the erection of the civic memorial or on a subsequent date, which will be a significant landmark date. In exceptional circumstances, Kildare County Council may decide to have a regular civic event. Such events would take place only at significant landmark dates. It is council policy that generally it will not hold annual events for civic memorials.
- Once agreed and erected, the memorial will be included in the “Kildare County Council Civic Memorials and Plaques Inventory” and mapped.

4.0 Public Art

Kildare County Council values the contribution which permanent art can bring to enhancing the County.

Proposals for statues and other permanent visual artworks are considered by Kildare County Arts Service. Where a proposal has a civic memorial significance, the Arts Service will consult with the Civic Memorial Technical Committee.

5.0 Infrastructure

Infrastructure includes buildings, bridges, roundabouts and other structures.

- Consideration will only be given to the naming of major infrastructures such as roundabouts, buildings (non-residential), facilities and bridges. Minor infrastructure will not be considered for naming.
- County parks, fire stations, libraries and utility facilities will not be named after individuals or events. The names will reflect the locality or townland.
- Generally, an individual can only be commemorated with one piece of infrastructure.

6.0 Monuments

A monument is deemed to be a three-dimensional structure of either high or low relief, of architectural or sculptural design, erected to commemorate a person or event.

- Proposals may be subject to planning legislation depending on their nature and design.
- Generally, an individual can only be commemorated with one monument.

6.1 Plaques

A plaque is an inscribed tablet fixed to a wall or other surface.

- Plaques are typically installed to commemorate the place of residence or work of a notable individual or the occurrence of a significant event. The Department of the Culture, Heritage and the Gaeltacht's, Architectural Heritage Protection Guidelines recognise the value which a plaque can have in marking the historical context of a building including existing fixtures and features.

- Design template and wording must be approved by Kildare County Council.
- Plaques can only be affixed to the original building or to where the frontage consists of a facsimile frontage on the original site.
- Generally, an individual can only be commemorated with one plaque or memorial.
- The erection or replacement of business plaques or nameplates is not covered under this policy.

6.2 Community Memorials

A Community Memorial is a discreet memorial (for example a tree or bench in a park, street or public space) dedicated to a person or group or to commemorate an event.

Memorials covered by this part of the policy are

- Memorials for events or individuals who have made a significant contribution to local heritage, culture and/or community development and the public recording of the event/individual to enhance the 'sense of place'.
- Memorials requested by families within the community to commemorate a departed family member or friend.
- The Civic Memorial Policy may be superseded by any byelaws which may be in force in respect of a particular location or category of locations.

Kildare County Council will accept contributions for benches and tree planting in a park, street or other public space (subject to the availability of suitable locations), under the following conditions

6.2.1. Commemorative Trees

- The location of the tree and selection of tree species shall be at the discretion of the Senior Executive Parks Superintendent.
- The sponsor shall be required to meet the cost of the work.
- The Senior Executive Parks Superintendent reserves the right to remove or relocate the tree at any time, should it be considered necessary.

6.2.2 Commemorative Benches in Parks

- Regarding commemorative benches in parks, the selection of the location, bench and plaque will be at the discretion of the Senior Executive Parks Superintendent.
- The bench shall be installed by the Parks Service. The plaque shall be installed on the uppermost backboard and the inscription is to be agreed with the Senior Executive Parks Superintendent. The plaque shall be maintained for the lifetime of the bench, or for a minimum of 5 years.
- The applicant shall be required to meet the cost of the purchasing and installation of the donated bench.
- The Senior Executive Parks Superintendent reserves the right to remove or relocate the bench at any time, should it be considered necessary.

7.0 Civic Memorial Technical Committee

Proposals for the naming of infrastructure and dedication of memorials and plaques must be formally submitted through the agreed process. The Civic Memorial Technical Committee will consider all applications deemed to be valid under the terms of this policy. The committee may, at its discretion, request additional information on any proposal.

7.1 Committee Composition

The Civic Memorial Technical Committee will be chaired by the Director of Services, Corporate Services.

The Committee comprises of the following

- Senior Executive Officer, Corporate Services
- Kildare County Librarian
- Kildare Arts Officer
- Architectural Conservation Officer
- Local Studies Librarian
- Senior Executive Parks Superintendent
- Relevant Municipal District Engineer
- Senior Planner
- Kildare Heritage Officer
- Senior Executive Officer, Environment Department

or other such officials, as appropriate.

7.2 Added Expertise

The committee may call on the advice of internal and/or external parties (who are not members of the Committee) in the evaluation of proposals. These experts may be requested to comment on proposals relevant to their expertise and/or be invited to attend and contribute to meeting/s of the committee.

7.3 Public Consultation

The Civic Memorial Technical Committee may seek public comment or convene public meetings on proposals which are of interest to a locality.

7.4 Final decision

Recommendations of the Civic Memorial Technical Committee will be brought to the Corporate Policy Group for consideration. The Corporate Policy Group will consider the recommendations on all applications and determine whether the applications be brought before the full council or the municipal district for a final decision.

8.0 General Procedures

- Only complete and valid proposals will be considered by the Civic Memorial Technical Committee.
- Proposals must be made in writing on an official application form, see appendix for sample, available from Kildare County Council by post, email or download at <http://kildare.ie/CountyCouncil/Corporate>
- A marked map and photographs of the proposed location must be submitted with the completed application form.
- The costs involved in naming infrastructure or the erection of a monument or plaque, including installation will be borne by the proposers. Proposers will have to demonstrate that the required funding is available for the proposal.
- Kildare County Council may initiate the naming of infrastructure or the erection of a monument or plaque through the Civic Memorial Technical Committee, and in such circumstances may fund or part-fund the initiative.
- Financial support for memorials will not normally be made available by Kildare County Council, except through existing appropriate council grant schemes.
- It is a matter for the original promoter of a plaque to maintain the “goodwill” agreement with the building owners and to maintain the appearance of the plaque in perpetuity.
- It is acknowledged that plaques can add to the special interest of a building and it is recommended that they are retained in situ and not removed.
- The decision to permit the erection of a plaque is subject to a written contract or agreement with Kildare County Council.

- Support material such as publications, texts, photographs, videos, etc. will be accepted. Kildare County Council does not accept responsibility for any loss or damage which may occur. Applicants will be required to collect support material within one month of being informed of the decisions of Kildare County Council.
- The text of the proposed wording for a monument or plaque must be provided along with visualisations (design, drawings) of the proposal.
- Kildare County Council will support the use of bilingual wording on memorials (Gaeilge and English), and other languages, as appropriate.
- The design and text of any wording associated with the naming of infrastructure or the erection of a monument must be agreed with the Civic Memorial Technical Committee and approved by Kildare County Council.
- The proposal should provide evidence that the text for the memorial is factually correct (supporting material such as publications, texts and photographs).

9.0 Submission of proposals for memorials

Proposals for memorials should be submitted in writing, on an official application form as per 8.0, to Kildare County Council and demonstrate compliance with regard to this policy.

All proposals shall be addressed to

Civic Memorial Technical Committee

Corporate Services,

Kildare County Council, Áras Chill Dara,

Devoy Park, Naas, Co. Kildare, W91 X77F.



Civic Memorial Application Form
Kildare County Council

Part A Contact Details

Name of Group/Organisation:.....

Contact Person:.....

Position in Group/Organisation:.....

Address:.....
.....
.....

Tel:..... E-mail:.....

Part D Location of Proposed Memorial.

- Proposed location of proposed memorial. Please note a marked map and photographs of the proposed location should be supplied with the application, listing possible alternative locations in order of preference.

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.....

Has this event, place or person been commemorated in another location in County Kildare?

If so give details.

.....
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Part E Consents (If Applicable)

If the proposed location is not Local Authority property has consent been obtained from the landowner? Submit details of the landowner and details of such consent.

[Landowner in this instance has a broad interpretation to include the private individual, corporate, political religious or institutional body that owns or is responsible for the site, building or other structure proposed as a location for the proposed memorial.]

Name of landowner:.....

Name of contact person:.....

Tel. of contact person:

Email of contact person:

Part F Project Costs of Proposed Memorial.

Please provide details of proposed costs associated with the proposed memorial to include design, production, installation, marketing and maintenance. Where relevant please supply quotes or tenders if available.

Item	Cost
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Detail any financial assistance and support that will be made available to aid in successfully delivering a civic memorial.

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Part G Maintenance of Proposed Memorial.

Submit detail of a maintenance plan. Kildare County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy.

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Part H Declaration

I understand that the proposal will comply with the County Development Plan, relevant Local Area Plan and Planning and Development Acts and Regulations, Bye Laws and other relevant legislation as appropriate. I have read the Kildare County Council Civic Memorial Policy, agree with the terms and I am satisfied that this proposal complies with the policy.

Signed:

On behalf of:

Witnessed by:

Date:

Part I Submission of proposals for memorials

Proposals for memorials should be submitted in writing to Kildare County Council and demonstrate compliance with regard to the Civic Memorial Policy for Kildare County Council. All supporting material should be submitted with the proposal and shall be addressed to:

Civic Memorial Technical Committee

Corporate Services,
Kildare County Council, Áras Chill Dara,
Devoy Park, Naas, Co. Kildare, W91 X77F.

Part J Final Check List

Please check you have submitted all detail listed below with this application form

	Part	Tick
Full contact details	A	
Evidence of county, national or international significance	B	
Details of the person, group of persons or event being commemorated	B, C	
The full text, if any to be included on memorial	C	
Evidence [sources] that the text for the memorial is factually correct	C	
Drawings and/or photographs of the proposed memorial	C	
Details of the design of proposed memorial / plaque	C	
Details of the fixing of the proposed memorial/ plaque	C	
Marked map and photographs of the proposed location of memorial	D	
Details of landowners and/or appropriate consent (if required)	E	
Details of cost	F	
Details of memorial maintenance	G	
Signed and dated declaration 'Part H'	H	
Address and submission details to the council are correct	I	

Additional information and consideration:

- Where relevant, evidence of tenders submitted should demonstrate value for money.
- Insurance particulars may be required in terms of the erection/installation of a proposed memorial.
- Health and safety measures must likewise be a priority for consideration with all associated works to any proposed memorial.
- Kildare County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy. An agreed programme for the 'taking in charge' of any proposed memorial as a public or civic memorial needs to be considered from the outset and developed with the Civic Memorial Technical Committee.