

C P 02 Commemorative Plaques and Monuments

Policy Title & Ref Number	C P 02 Commemorative Plaques and Monuments
Policy Prepared By	Corporate Services
Policy Owner	Director of Services
Consultation Process	Management Team Placemaking SPC Protocol and Procedures Committee
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Policy Revision History

Revision No.	Date	Details of Revision
Rev 00	October 2022	Original

1. Background and Context

- Longford County Council recognises that public commemoration plaques, memorials and monuments offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance. The commemorative plaques, memorials and monuments already placed within County Longford form an integral part of our heritage. They not only link us with our past but they enhance our present. They provide an opportunity for the County to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the County and to support placemaking and create a ‘sense of place’ which is identified as being of great importance to citizens and visitors.
- This policy sets out the process by which Longford 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.

2. Purpose of this Policy

Longford County Council recognises the need for a policy to manage commemorative plaques and monuments. It is important for Longford 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.
- The increased level of demand for the naming of infrastructure and the erection of plaques, memorials and monuments.
- The emotive nature of requests where people are recently deceased.
- The need to ensure that a proliferation of memorials and plaques does not detract from the wider amenity and enjoyment of public spaces.

3. Definitions

A **Plaque** is an inscribed tablet fixed to a wall or other surface. Plaques are typically installed to commemorate the place of birth, residence or work of a notable individual or the occurrence of a significant event.

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, group or event.

Infrastructure includes buildings, bridges, roundabouts and other structures.

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.

4. Place Naming Committee

- A Place Naming Committee was established by Longford 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.
- The membership of the committee includes the Cathaoirleach and Chairs of the SPCs (ensuring representation from each of the Municipal Districts), County Librarian, Heritage Officer, Archivist, Head of LEO and Director of Service. Other Council officials may be invited to attend as necessary.
- Proposals for the naming of infrastructure and dedication of memorials and plaques must be formally submitted through an agreed process as outlined in this policy.

5. Key Roles and Responsibilities

5.1 Council

- Put in place an appropriate structure for the effective implementation, monitoring, review and approval of the Commemoration Plaques and Monuments Policy.
- Comply with the requirements of the Commemoration Plaques and Monuments Policy.
- Review the Commemoration Plaques and Monuments Policy as required.
- Consider and approve recommendations from the Place Naming Committee for final decision relating to major infrastructure and monuments/statues.

5.2 Municipal Districts

- Refer proposals to the Place Naming Committee for consideration.
- Consider and approve recommendations regarding proposals from the Place Naming Committee.

5.3 Corporate Policy Group (CPG)

- Consider the recommendations from the Placemaking Strategic Policy Committees in relation to the Commemoration Plaques and Monuments Policy in advance of submission to full Council for consideration and adoption.
- Review the Commemoration Plaques and Monuments Policy periodically.
- Consider and approve the Terms of Reference for the Place Naming Committee
- Review the Terms of Reference and operation of the Place Naming Committee at the beginning of each new Council term or as required.

5.4 Strategic Policy Committees (SPCs)

- The Commemoration Plaques and Monuments Policy will be considered by the Placemaking Strategic Policy Committee in advance of making a recommendation to the CPG for consideration.
- The Placemaking SPC members will make a recommendation on the policy's adoption to the CPG.
- Review the Commemoration Plaques and Monuments Policy periodically.

5.5 Place Naming Committee

- 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.
- Seek comment on proposals for the naming of major infrastructure / monuments / statues via the Area Offices and engage public comment.
- 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.
- Consideration of suggested place names for structures, estates, roads, etc. which come within the remit of Longford County Council.
- Make recommendation to the Council or relevant Municipal District for consideration and approval. Recommendations to the relevant Municipal District will be considered at their next meeting. Recommendations of the Place Naming Committee on major infrastructure and monuments/statues will be brought before the full Council for final decision.
- Consider submissions and proposals from Council sections.
- Submissions from the relevant Municipal District Elected Members will be considered by the Committee.
- Monitor compliance with the Commemorative Plaques and Monuments Policy.

5.6 Corporate Services

- Provide support to the Place Naming Committee.

6. General Principles

- There are a number of ways to commemorate an individual or event. This includes commemoration ceremonies, community development projects (arts, sport, education, etc) dedicated to the memory of individuals, groups or events, history, archive research and digital media projects which take place within a locality, community or on a county wide basis. Longford County Council encourages such methods of commemoration.
- A commemorate plaque, monument or memorial is a lasting tribute to a person, group or event. Therefore, the Council needs to be confident that the subject of such a remembrance is of sufficient

importance that the decision to approve a monument will stand the test of time. It is, therefore, necessary that clear criteria are used to evaluate any proposal.

7. Criteria

The following criteria will be considered when assessing an application for a civic memorial, monument or plaque:

- The proposal should ensure the memorial is of a county, national, or international significance.
- The person/s to be commemorated must have been born or lived in Longford 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 Longford through outstanding achievement, distinctive service or significant community contribution and evidence of this contribution must be provided.
- The proposal should establish that County Longford is the appropriate geographic location for the memorial, monument or plaque (i.e. there is a strong association with the 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. Longford County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy, other than memorials on council-owned buildings.
- Longford 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 Longford County Council not being able to guarantee the retention of a civic memorial.
- To assist in evaluating any proposal, Longford County Council may, at its discretion, require a public consultation to be carried out.
- To assist in evaluating any proposal, Longford County Council may, at its discretion, seek expert advice.
- In the case of an event to be commemorated, this must have occurred in County Longford.

- An event to be commemorated will have occurred at least 50 years previously or have had the centenary of the event whichever occurs first unless it is of extraordinary and long-lasting consequence to the County.
- Proposals will only be considered in relation to persons who are deceased. Proposals to commemorate living persons will not be considered. Nominees will have to have died at least 20 years previously or have passed the centenary of their birth whichever is earlier.
- When considering historical commemorative plaques, the nominated building must be in existence at least 50 years or have had the centenary of the laying of its foundation or completion whichever occurs first.
- 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 to the Planning Section 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 Housing, Local Government and Heritage 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.
- Longford County Council supports diversity and equality and will consider proposals for civic memorials supporting all 9 grounds of equality legislation (gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community).
- Longford County Council will support the use of bilingual wording on memorials (Irish and English), and other languages, as appropriate.
- Following the consideration of applications, all decisions by the Council, and the reason(s) for those decisions, will be communicated to the applicant in writing.

8. Plaques

- A plaque is an inscribed tablet fixed to a wall or other surface. Plaques are typically installed to commemorate the place of birth, residence or work of a notable individual or the occurrence of a significant event. The Department of Housing, Local Government and Heritage'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 Longford 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.
- An individual should only be commemorated with one plaque or memorial.
- The erection or replacement of business plaques or nameplates is not covered under this policy.

9. 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.
- An individual should only be commemorated with one monument.

10. 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.
- Parks, fire stations, libraries and utility facilities will not be named after individuals or events. The names will reflect the locality or townland.
- In general, only new public streets or roads or existing ones where a name isn't in usage will be dealt with by the Place Naming Committee.
- Roundabouts will be named in relation to their geographical location to provide directional information for road users and will not be named after individuals or events as they are not necessarily a permanent road feature. Deviations from this may be considered in very exceptional circumstances.
- Public buildings and facilities may be suitable for commemorative naming. This should be considered as part of the planning process for the project.

- In general, only new structures or facilities will be considered for commemorative naming as existing buildings and structures will already have a name associated with them.
- Public/Social Housing is excluded from this policy as the name for these developments will be decided by the Housing Department.
- The changing of existing names can lead to confusion and so will not be considered.
- Any proposals being evaluated must have regard for any adopted Strategy for the area.
- Generally, an individual can only be commemorated with one piece of infrastructure.
- The following criteria will be considered with determining a preferred place name:
 - Locality
 - Topography
 - Relevance to the area in which the structure, estate, road, etc. is located
 - Forgotten legacy and heritage
 - Irish translation of the name
 - Irish name and English translation
 - Naming after a person only to be considered in very exceptional circumstances

11. 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.
- Proposals for community memorials such as a bench or tree planting to be installed in a public park, or public space will be directed to the Place Naming Committee for recommendation.
- Subject to compliance with the general requirements, Longford County Council will allow memorial trees or benches within its parks and open spaces (to include areas under the control and/or maintenance of the Council) subject to the availability of suitable locations.
- The location of the tree or bench shall be at the discretion of Longford County Council.
- In the case of a tree the Council will be responsible for the selection of tree species, planting and maintenance works required and in the case of a bench the Council will select the type and be responsible for its installation.
- No plaque or memorabilia are to be placed in the vicinity of or on the tree.
- In relation to the dedication of a tree the method for marking or identifying this will be dependent on the sensitivity of the setting i.e. whether the location is within a historic designed landscape, public park or open space. The Council will provide the details of the relevant method permitted and location for it to be placed when an application is being made.
- A small commemorative plaque/plate (conforming with a specification to be provided) will be permitted on the backrest of a bench. No other items will be permitted in the vicinity of or on a bench.

- A fee will be charged as a contribution to the cost of associated works including administration.
- In the event of vandalism or failure of a tree (within 18 months of planting), the Council will arrange on a one-off basis for a replacement. Vandalised benches will not be replaced.
- The Council reserves the right to remove or relocate a bench or tree at any time should it be considered necessary.

12. General Procedures

- The Place Naming Committee will only consider complete and valid proposals.
- Proposals must be made in writing on an official application form
- Only complete and valid proposals will be considered by the Council.
- 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.
- Financial support for memorials will not normally be made available by Longford 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. Longford County Council will not be responsible for future maintenance and upkeep of plaques promoted by a private individual or group.
- 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.
- Longford County Council may initiate the naming of infrastructure or the erection of a monument or plaque through the Place Naming Committee, and in such circumstances may fund or part-fund the initiative.
- Support material such as publications, texts, photographs, videos, etc. will be accepted. All reasonable care will be taken with such support material. Longford County Council and its promoters or managers do 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 Longford County Council.
- The text of the proposed wording for a monument or plaque must be provided along with visualisations (design, drawings) of the proposal. Longford County Council will have the final say on the text for a plaque.
- The design and text of any wording associated with the naming of infrastructure, or the erection of a monument must be agreed and approved by Longford County Council.

- Wording on monuments and plaques will be in English and Irish.
- The proposal should provide evidence that the text for the memorial is factually correct (supporting material such as publications, texts and photographs).

13. Submission of Proposals

- Proposals should be submitted in writing, on an official application form to Longford County Council and demonstrate compliance with Council requirements.
- The following information should accompany all applications:
 - A map and photographs of the proposed location.
 - The text and illustrations for plaques and text and scaled drawings or sketch for memorials or monuments.
 - Relevant supporting material e.g. publications, reports, photographs, evidence from heritage or historical groups, academic reports etc.
 - Evidence of funding.
 - Maintenance strategy.
 - Evidence of planning permissions where required and appropriate consultation with relevant Longford County Council staff.
 - Evidence of appropriate approvals from building owners and immediate family members where appropriate.

14. Review

The Council, having regard to changing circumstances, shall from time to time review this policy statement and shall conduct such review in accordance with the provisions in the Commemorative Plaque and Monuments Policy.