

Memorial Policy for Dún Laoghaire-Rathdown County Council

PART ONE

Civic Memorials

- 1.** The Council will establish a Civic Memorial Committee comprising 1 Councillor from each Party (4), 1 Independent, the Chair of the Environment, Culture & Community SPC, the Cathaoirleach, and 3 Council officials. The Committee will recommend to the County Council suitable Civic Commemorations. The composition of the Committee will be reviewed annually.
- 2.** Proposals for Memorials by any person (including a member of the Committee) should be submitted in writing to the Committee c/o the Heritage Officer, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, County Dublin.
- 3.** Civic Memorials represent significant Civic acknowledgement of a subject. It is therefore necessary for the Civic Memorial Committee to use clear criteria to evaluate any proposal;
 - (a)** The proposal should establish that the subject for a Memorial is of a county, national, or international significance. Given the likely financial constraints it is likely that the relative significance of the subject will have a bearing on the decision of the Committee.
 - (b)** The proposal should establish that the subject for a Memorial has a strong association with Dún Laoghaire-Rathdown and that the county of Dún Laoghaire-Rathdown is a suitable geographic location for such a Civic Commemoration and that the location where the memorial is proposed to be erected is a suitable location for the memorial having regard to the connection between that location and the person or event being commemorated.
 - (c)** The proposal should establish that the Council is the fitting body to fund and undertake the Memorial.
- 4.** Other matters relating to the assessment of proposals for Memorials:
 - (a)** To assist in evaluating any proposal the Committee may, at its discretion, request outside expert advice. Any information gathered should be made publicly accessible.
 - (b)** A Memorial is a lasting tribute to a person, persons or event. Therefore the Council needs to be confident that the subject of a Memorial is of sufficient importance that the reason behind the decision to approve a Civic Memorial will stand the test of time. It is therefore considered appropriate that the Council will only generally consider commemorating persons who have been deceased for at least 10 years and events only after 10 years subsequent to taking place.

5. The Committee shall recommend suitable subjects for approval to the Council.
6. Proposals should outline any financial assistance and support that will be made available to the 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.
7. It is likely that many proposals will relate to specific sites (such as a building). In such cases the proposal needs to include any permission (such as the consent of the owner of the building, etc.) that is required.
8. Types of Civic Memorials;
 - (a) The precise type of Memorial may differ with each commemoration, but it is likely that the standard Memorial will be a plaque at an appropriate location.
 - (b) Civic Memorials may take the form of permanent and fixed plaques, a Civic event, statue, the naming of building/road, statue, etc.
 - (c) The Committee must agree any text that forms part of any Civic Memorial.
9. There shall be public notification of the erection, unveiling or installation of every Council Civic Memorial. The Council may, or may not, organise an event pertaining to a Civic Memorial. In most cases the Council will only organise a single Civic Memorial event per subject. The Council may decide to hold such 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 the 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.
10. Once a Civic Memorial has been erected it is Council policy that it should remain in situ until otherwise decided by the Council. However, circumstances such as the sale or demolition of a building on which the Memorial is sited, vandalism, etc. may result in the Council not being able to guarantee the retention of a Civic Memorial.
11. The Committee will have to have due regard to any budgetary constraints when reaching its decisions.
12. Wording on Memorials will be in English and Irish, and other languages where appropriate.
13. Financial support for non-Council commemorations will not normally be made available.
14. This policy will be reviewed every five years by the SPC and adopted by the Council.

Tim Carey
Heritage Office

PART TWO
Community and Family Memorials

The 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 that will be dedicated to a departed family member or friend.

In both of these categories the Council will accept contributions for benches and tree planting in a park, cemetery, street or other public space (subject to the availability of suitable locations), under the following conditions:

1. Commemorative Trees.

- a. The location of the tree and selection of tree species shall be at the discretion of the Sen. Parks Superintendent (SPS).
- b. The tree shall be planted and maintained by SPS, no plaque or memorabilia are to be placed in the vicinity of the tree.
- c. The sponsor shall be required to meet the cost of the work. There are three options depending on the size of tree preferred. The fee is to cover the cost of planting and administration.

Option	Cost	Size (stem girth)
A	€250.00	14-16cm girth (bare root/root ball)
B	€350.00	16-18cm girth (root ball)
C	€450.00	20-25cm girth (root ball)

- d. The SPS reserves the right to remove or relocate the tree at any time should it be considered necessary.
- e. With regard to Killiney Hill, a small native sapling only, can be planted there, with a maximum cost of **€100.00**

2. Commemorative Benches.

- a. The selection of the location, bench and plaque will be at the discretion of the Senior Parks Superintendent (SPS).
- b. The bench shall be installed and maintained by the Parks Service
- c. The plaque shall be installed on the uppermost backboard and the inscription is to be agreed with the Parks Service.
- d. The plaque shall be maintained for the lifetime of the bench or for a minimum of 5 years.
- e. The applicant shall be required to meet the cost of the purchasing and installation of the donated bench. The current fee is set at **€50** to cover the cost of installation and administration.
- f. The Parks Service reserves the right to remove or relocate the bench at any time should it be considered necessary.

3. There will be a register containing the details of all the memorials. For each contribution a certificate acknowledging the contribution and the subject of the memorial will be supplied

Rory O'Sullivan
Senior Parks Superintendent