

# Civic Memorial Policy for Dún Laoghaire-Rathdown County Council

Draft Policy approval	Dún Laoghaire-Rathdown Civic Memorial Committee	07/03/22
Draft Policy approval	Culture, Community and Wellbeing Strategic Policy Committee	16/03/22
Policy noting	Dún Laoghaire-Rathdown County Council	11/04/22
Next review date		2032

## The Civic Memorial Committee

1. The Council will establish a Civic Memorial Committee comprising seven Councillors, An Cathaoirleach, the Chair of the relevant SPC, and four Council officials. The Committee will assess and recommend suitable dlr Civic Commemorations in line with this Policy.
2. The Elected Members will be nominated and approved by the County Council and shall reflect the proportionality and distribution of elected representation on the County Council.
3. The terms of office of members will be consistent with the term of the Council. Any casual vacancy arising will be filled by nomination and approval by the County Council.
4. The Committee will meet a minimum of four times per year.
5. Five elected members will constitute a quorum.
6. The Committee will agree the Chair, the Chair may be either a Councillor or Council official.
7. In the event of a vote on a proposal, only those members present at the meeting may cast a vote. The Chair will have a casting vote.
8. 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. Such experts do not have voting rights.
9. The Civic Memorial Committee will decide on most Civic Memorial proposals but its recommendations will be brought before the full Council for final decision on any major civic commemorations.
10. This policy will be reviewed every 10 years by the Civic Memorial Committee/relevant SPC and adopted by the Council.

## Submission Process

11. Proposals for memorials by any person (including a member of the Committee) should be submitted in writing to the Civic Memorial Committee, Dún Laoghaire-Rathdown County Council, Marine Rd, Dún Laoghaire, Co. Dublin. The Civic Memorial Committee will consider all applications deemed to be valid under the terms of this policy.
12. Proposals must be made in writing on a fully completed official application form available from Dún Laoghaire-Rathdown County Council by post, email or download at [www.dlrcoco.ie](http://www.dlrcoco.ie).
13. From time to time, the Committee may identify a suitable subject for commemoration to the County Council.
14. The Committee may, at its discretion, request additional information on any proposal.

## Guiding Principles

15. 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.

- 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. It is likely that the relative significance of the subject will have a bearing on the decision of the Committee.
  - d. The proposal should establish that the Council is the fitting body to approve, fund or undertake the memorial.
  - e. 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 (or have passed the centenary of their birth, whichever is earlier) and events only after 10 years subsequent to taking place. A lesser period may be considered by the Committee in very exceptional cases with subsequent agreement by the County Council.
16. The Civic Memorial Committee will take account of the dlr civic memorials audit, noting underrepresented groups, and be guided by the Equal Status Acts 2000-2018 and the nine grounds of equality legislation; gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.
  17. Proposals relating to the early 20<sup>th</sup> century Irish revolutionary era will have due regard to the *Advice from the Expert Advisory Group on Commemorations* for the Decade of Centenaries programme 2016-2023 produced by the Dept. of Tourism, Culture, Arts, Gaeltacht, Sport and Media.
  18. Evidence of consent must be supplied from members of the family, estate or group connected with the individual or event to be commemorated.
  19. It is likely that many proposals will relate to specific sites (such as a building/wall). In such cases, the proposal needs to include written proof of the consent of the owner/leaseholder/building manager etc. Other regulatory considerations include:
    - a. The proposal should support the policies and objectives in the County Development Plan and Local Area Plans.
    - b. All works carried out as part of a proposal to the Civic Memorial Committee must comply with all relevant legislation in particular the requirements of the Planning and Development Acts 2000 (as amended) the Planning and Development Regulations 2001 (as amended) and Dún Laoghaire-Rathdown County Council bye-laws.
    - c. 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 for report and advice.
    - d. 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.
  20. Consideration will be given to other memorials that already exist or previous commemorations that took place in honour of the proposed subject.
  21. Generally, only one civic memorial to an individual/event is considered appropriate.

22. Proposals will outline any financial assistance and support that will be made available to the Council. When evaluating a proposal, the Committee will take any such assistance or support, including in relation to future maintenance, into consideration.
23. The Committee will have due regard to any budgetary constraints when reaching its decisions.
24. Temporary Civic Memorials or events may be considered but only in exceptional circumstances and with the consent of the Civic Memorial Committee.

### **Types of memorial**

25. Dún Laoghaire-Rathdown County Council encourages, as a first option, creative and living forms of civic commemoration which honor and celebrate significant people and events, this can be achieved through;
  - a. History, archive, research projects or annual lectures which take place within a locality or community or on a County wide basis.
  - b. Community development projects (arts, sport, education, etc) dedicated to the memory of individuals, groups or events.
  - c. A bursary or commissioning of poetry, music, annual creative competitions etc.
  - d. The development of digital media also enables new ways of thinking about and commemorating the past.

#### **Commemorative plaques**

*A Plaque is an inscribed tablet fixed to a wall or other surface. A commemorative plaque to a standard design is the preferred type of physical dlr Civic memorial.*

26. Where a specific location or building is directly related to a proposed memorial, it is likely that the memorial will be a plaque at an appropriate location to a standard dlr design.
27. Plaques are typically installed to commemorate the place of residence or work of a notable individual or the occurrence of a significant event. The Architectural Heritage Protection Guidelines recognise the value which a plaque can have in marking the historical context of a building.
28. Generally an individual or event can only be commemorated with one plaque or memorial.

#### **Monuments**

*A Monument is deemed to be a three-dimensional structure, of architectural or sculptural design, erected to commemorate a person or event.*

29. Proposals for public art/monuments will be considered in line with this policy and the dlr Public Art Policy 2018-2025.

### **Text on memorials**

30. The Committee must agree any text that forms part of any Civic Memorial
31. Wording on memorials will be in English and Irish and other languages where appropriate. Irish will come first on the plaque.

### **Long term considerations in relation to physical memorials**

32. 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, health and safety considerations, vandalism, etc. may result in the Council not being able to guarantee the retention of a civic memorial.
33. It is a matter for the original promoter of a plaque on private property to maintain the “goodwill” agreement with the building owners and to maintain the appearance of the plaque.
  34. The potential for the 'taking in charge' and future maintenance of any proposed physical memorial on public land needs to be considered from the outset by the proposer and Civic Memorial Committee.

### **Notification of installation**

35. There shall be public notification of the erection, unveiling or installation of every Council approved civic memorial and the Council may, or may not, organize an event. In most cases, the Council will organize a single civic memorial event per subject. The Council may decide to hold such once off events 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 a significant landmark date. It is Council Policy that generally it will not hold annual events for civic memorials.
36. The dlr Civic Memorial Committee will be cited in the notification text and on the memorial text if appropriate.

### **Register of civic memorials**

37. An online civic memorials register with photographs will be established which records the details and maps the location of all dlr civic memorials, monuments and plaques.