**Kilkenny County Council Civic Memorial Policy**

**Introduction**

Kilkenny County Council recognises that public commemoration and memorials offer opportunities to honour, celebrate or remember a person, groups of people or events of significance. This policy sets out the criteria and processes by which Kilkenny County Council will consider the commemoration of people, events and landmarks by the installation of memorials in the public realm.

It is important for Kilkenny 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
* Decade of Commemorations is likely encourage a high level of demand for the erection of memorials
* need to ensure that a proliferation of memorials and plaques does not detract from the public realm and enjoyment of public spaces

The Heritage Office is currently undertaking an audit of civic memorials and plaques in the county. Memorials and plaques are an often overlooked part of our cultural heritage. The audit will provide information on the number, type, design and location of memorials around the county. The information gathered will be useful as baseline data/register of memorials and will compliment the proposed policy on civic memorials.

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1. The Council will establish a Civic Memorial Committee comprising 3 elected members (Chair plus 2 others) from Strategic Policy Committee 3 (Planning & Development, Heritage, Community, Arts & Culture) and the following Council officials (Senior Executive Officer, Heritage Officer, Arts Officer, Conservation Officer, Parks Dept, Planner) to recommend to Council suitable Civic Memorials. The composition of the committee will be reviewed annually.
2. Proposals for memorials should be submitted in writing to the Civic Memorial Committee, Corporate Services, Kilkenny County Council, County Hall, Johns Street, Kilkenny.
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. **The following** c**riteria will be considered when assessing an application for a civic memorial, monument or plaque:**
* The proposal should support the policies and objectives in the City and County Development Plans and Local Area Plans.
* The proposal should demonstrate that the subject for a memorial has made a unique and outstanding contribution to the life or history of County Kilkenny through outstanding achievement, distinctive service or significant community contribution
* The proposal should establish that County Kilkenny 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 should supply written consent from the owner/lease holder of the site
* The proposal should supply evidence of consent from members of the family, estate or group connected with the individual(s) or event to be commemorated
* The proposal will have to comply with planning regulations.
	+ The erection of a memorial on a Protected Structure requires Planning Permission. Any proposal to erect a plaque on a building that is not a Protected Structure but which is located within an Architectural Conservation Area will be referred for consultation to the Conservation Officer.
	+ The erection of a memorial on a Recorded Monument or National Monument may require permission from the National Monuments Section of the Department of Arts, Heritage and the Gaeltacht and will be referred to them as appropriate.
* The proposal should provide evidence that the text for the memorial is factually correct (supporting material such as publications, texts and photographs).
* The proposal must demonstrate high design quality, appropriate aesthetic and artistic merit.
* The memorial must be in-keeping with the proposed location (i.e in terms of design and materials)
* The proposal should provide the following technical information
	+ site location map, text on memorial, drawings and/or photographs, details of design, details of fixing
* The proposal must provide details of how the memorial will be maintained and cared for in perpetuity. Kilkenny County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy.
* Kilkenny County Council retains the option to remove the memorial at a future date, in consultation with the memorial applicant, if deemed necessary due to planning or health and safety considerations.
1. Other matters relating to the assessment of proposals for memorials:
* Only complete and valid proposals will be considered by the Civic Memorial Committee
* To assist in evaluating any proposal Kilkenny County Council may, at its discretion, require public consultation to be carried out
* To assist in evaluating any proposal Kilkenny County Council may, at its discretion, seek expert advice
* Kilkenny 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).
* Kilkenny County Council will support the use of bilingual wording on memorials (Irish and English), and other languages, as appropriate
* Generally Kilkenny County Council will have a preference for commemoration of an individual or event on only one memorial
* Financial support for memorials will not normally be made available by Kilkenny County Council, except through existing appropriate County Council grant schemes.
* This policy will be reviewed every five years by the Strategic Policy Committee and adopted by the Council.
* Details of the erection of memorials will be entered onto a register of memorials.
1. The Civic Memorial Committee will refer any approved memorial to the full Council.