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Meath County Council

Protocol on Civic Commemorations

(CS002/19)

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1. Introduction

Meath County Council recognises that public commemorations offer opportunities to honour, celebrate or remember a person, groups of people or events of significance. This protocol sets out the process by which Meath County Council will consider the commemoration of events or individuals, either by the naming of infrastructure or by the installation of a monument, memorial and plaque in the public realm.

Commemorations may take the form of permanent and fixed plaques, memorial, monument, the naming of building/road, etc. Civic events may also be used as a commemoration and these are addressed in the Protocol on Civic Events.

2. Civic Commemoration Committee

The Council has established a Civic Commemoration Committee to advise and make recommendations on proposed commemorations. The Committee may also make proposals directly to the Protocol Committee.

The Civic Commemoration Committee will be comprised of the: County Librarian, Arts Officer, Conservation Officer, Heritage Officer, Senior Executive Officer, Corporate Services and the Cathaoirleach. The Committee may, at its discretion, seek external expert advice.

3. Process for Civic Commemorations

Meath County Council will agree on civic commemorations in line with the following procedure:

Proposals for memorials, plaques, monuments or the naming of infrastructure can be made by any person and should be submitted in writing to the Senior Executive Officer, Corporate Services, Meath County Council. A proposal endorsed by a Municipal District will be forwarded to the Senior Executive Officer, Corporate Services.

The Senior Executive Officer, Corporate Services, will circulate the proposal to the members of the Civic Commemoration Committee for comment and will convene a meeting, if required. A report will be prepared for consideration by the Protocol Committee. A commemoration proposal must be endorsed by the Protocol Committee and forwarded to the full Council for approval. A proposal not receiving the endorsement of the Protocol Committee will fall.

4. Criteria for Civic Commemorations

A commemoration represents a significant acknowledgement of a subject (event or individual) and the Civic Commemoration Committee will use clear criteria to evaluate any proposal. This will include:

Significance Test

- (a) The proposal should establish that the subject for commemoration is of a county, national, or international significance and the subject must have made a unique and outstanding contribution to the life or history of Meath through outstanding achievement, distinctive service or significant community contribution.

- (b) A commemoration is a lasting tribute to a person, persons or an event. Therefore, the Council needs to be confident that the subject of a commemoration is of sufficient importance that the reason behind the decision to approve the Commemoration 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 20 years and after at least 20 years subsequent to an event taking place.

- (c) In considering a proposal for the naming of infrastructure or the erection of a memorial/plaque/monument, consideration will be given to what other commemoration exists, locally or nationally, in honour of the person(s) or event.

Consents

- (d) 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, where possible.

Location Requirements

- (e) The location where the commemoration is proposed should be a suitable location for the memorial having regard to the connection between that location and the person or event being commemorated.

- (f) 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. Depending on their nature, design and location, proposals may be subject to planning legislation or restrictions due to their proximity to National Monuments or Protected Structures.

Future Care and Maintenance

- (g) The proposal must provide details of how the commemoration will be maintained and cared for in perpetuity. 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 commemoration in perpetuity. Furthermore, Meath County Council will not be responsible

for future maintenance and upkeep of Commemorations promoted by a private individual or group.

Nature of Commemoration

- (h) The Committee will consider the proposed wording and must agree the text that forms part of any Commemoration.
- (i) Wording on commemorations will be in Irish and English (with the font of both languages being the same and the Irish language being printed first). Wording may also be in other languages where appropriate, but this should be agreed in advance.

5. Types of Commemorations

In reviewing a proposal, consideration will also be given to the type and suitability of the commemoration being proposed. This protocol deals with a number of types of commemoration:

Infrastructure

- (i) Infrastructure includes buildings, bridges, roundabouts and other structures.
- (ii) Consideration will only be given to the naming of major infrastructure such as roundabouts, public buildings (non-residential), public facilities and bridges. Minor infrastructure and Fire Stations will not be considered for naming.

Monument

- (i) A monument is deemed to be a three-dimensional structure or a high or low relief, of architectural or sculptural design, erected to commemorate a person or event;
- (ii) In considering all proposals for monuments the Civic Commemorative Committee will have regard to its artistic merit and the suitability of the proposed location.
- (iii) Proposals for stones/boulders as a monument will generally only be considered in rural areas or large open spaces.

Plaque

- (i) A plaque is an inscribed tablet fixed to a wall or other surface.
- (ii) Plaques will conform to a standard design and agreed wording. Meath County Council will provide a design template for plaques which it approves (see Appendix B).

Community Memorial

- (i) A Community Memorial is typically a tree or bench in a park, street or public space dedicated to a person or group or to commemorate an event.
- (ii) Proposals for community memorials, such as a bench or tree planting to be installed in a public park or public space, should first be considered by the relevant Municipal District before following the process set out in this protocol.

6. General Conditions

Once a Commemoration 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 commemoration is sited, or through acts of vandalism, etc. may result in the Council not being able to guarantee the retention of a commemoration.

Meath County Council retains the option to remove a commemoration at a future date, if deemed necessary due to planning, infrastructural works, health and safety considerations or any other reason that Meath County Council deems necessary. In so doing, it will liaise with appropriate stakeholders, such as the commemoration applicant/proposer, where possible.

Appendix B: Civic Commemoration - Plaque Design

Product

Cast Aluminium polyester powder coated

Colour

Black with silver text

Font

The Irish and English version of the text to be similar, with no italics.

Sample design

