



Cofton Hackett Parish Council

## **COFTON HACKETT PARISH COUNCIL**

### **MEMORIALS POLICY**

**Reviewed and Adopted by Cofton Hackett Parish Council: 13<sup>th</sup> May 2019**

#### **Purpose and Scope**

The purpose of this document is to provide a policy framework for management of existing plaques and memorials, installation of new plaques and memorials and assessment of new requests for plaques and memorials within public space in the Parish of Cofton Hackett.

The policy covers plaques and memorials on Council owned or managed land, including streets, parks or byways. All new plaques and memorials will be required to conform to this policy, with the exception of the following:

- signage, display boards, banners, public artworks or temporary roadside memorials;
- war memorials, which require approval by other authorities;
- naming of places or facilities

Whilst there are existing plaques or memorials within the Parish that predate this policy, an existing plaque or memorial should not be taken as a precedent for future approvals. Any decision regarding plaques and memorials needs to consider the balance between the desire to commemorate events or individuals and the ongoing enjoyment of uncluttered public space.

#### **Definitions**

For the purpose of this policy, the following definitions apply:

##### **Plaque**

Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object, building or hard ground surface located within public space.

##### **Memorial**

An object established to commemorate a person, group, association or event. A memorial may be a stationary object such as a bench or a 'living thing', such as a tree or garden.

## **Public Space**

All Council owned or managed land that is open or accessible to people.

## **Policy Statement**

Cofton Hackett Parish Council recognises that plaques and memorials provide recognition and are important in celebrating significant historical events and persons or organisations closely associated with Cofton Hackett. However, to protect the intended purpose and aesthetic appearance of Council public space, the Council does not generally encourage installation of plaques and memorials on land owned or managed by Council.

All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by Council. Installed plaques and memorials will become the property of Cofton Hackett Parish Council and will be entered into Council's Asset Register. Maintenance of plaques and memorials must be undertaken by Council.

The Council does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:

- the area in which the item is sited is to be redeveloped; or
- ongoing maintenance costs are prohibitive; or
- in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
- the condition of the plaque or memorial is poor.

If a plaque or memorial is removed due to any of the reasons above, Council will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

## **Existing plaques and memorials**

Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

## **Requests for new plaques and memorials**

The Council will consider requests for new plaques or memorials, including those from private individuals and community groups for installation of plaques and memorials on land owned or managed by Council. Plaques and memorials will only be considered where the following criteria are met:

- commemoration of an individual that is/was strongly linked to the Parish of Cofton Hackett; and

- commemoration of an individual that has made a substantial contribution to the leadership, cultural and social aspects of the Parish or shared community history. The contribution of the individual must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community.

Plaques or memorials will also be considered for the commemoration of:

- a Cofton Hackett group or association who have made a substantial and outstanding contribution to the community; or
- a significant historical or cultural event which has a profound resonance with the broader community or is of national significance.

The subject of a requested plaque or memorial must also have a clear association and strong significance to the location proposed for the plaque or memorial, and must not have been already commemorated elsewhere in the Parish

Plaques and memorials commemorating deceased persons will not generally be considered until an individual has been deceased for at least one year, in order to allow for appropriate development of historical perspective, however the Council may approve plaques or memorials commemorating living persons at the Council's discretion. Approval will be sought from a deceased person's next of kin or appropriate relative/s where practicable.

Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with the Council's approved design standards.

It should be noted that in certain circumstances, the approval of Bromsgrove District Council planning department may be necessary.

### **Approval Process**

Placement of plaques or memorials in public space requires prior written approval from the Council. Persons making initial enquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding criteria applicable to the enquiry.

### **New plaques installed by Council**

Applications must be in writing, and should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial.

A Council resolution will be required to approve the installation of a plaque or memorial, the decision of the Council is final, there is no scope for appeal.

Once approved, the design, manufacture and installation will be coordinated by Cofton Hackett Parish Council and all costs will be borne by the applicant. In some instances, and at its sole discretion, Council may contribute toward the cost of the manufacture and/or installation.