

<b>Title of Report:</b>	<b>Council Memorial Policy</b>
<b>Committee Report Submitted To:</b>	Leisure & Development Committee
<b>Date of Meeting:</b>	19 September 2023
<b>For Decision or For Information</b>	For Decision
<b>To be discussed In Committee</b>	NO

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Cohesive Leadership Healthy and Engaged Communities
Outcome	Council has agreed policies and procedures and decision making is consistent with them. The Borough comprises cohesive and stable communities which work collaboratively with a range of stakeholders to address issues and deliver on opportunities
Lead Officer	Head of Service for Community & Culture; Good Relations Manager

<b>Budgetary Considerations</b>	
Cost of Proposal	£7,000
Included in Current Year Estimates	<b>YES/NO</b>
Capital/Revenue	Revenue
Code	13101
Staffing Costs	

<b>Legal Considerations</b>	
Input of Legal Services Required	<b>YES/NO</b>
Legal Opinion Obtained	<b>YES/NO</b>

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: August 2023
	EQIA Required and Completed:	Yes/No	Date: to be completed following council decision
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: August 2023
	RNA Required and Completed:	Yes/No	Date: August 2023
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of the report**

**The purpose of this report is to provide Members with the draft Council Memorials Policy for consideration, and approval to move to formal consultation including an Equality Impact Assessment including any mitigations that may arise.**

**That following the outcome of the Equality Impact Assessment, the final draft be brought back to council for consideration and approval.**

## **2.0 Project Background**

Memorialisation's and commemorations take many forms. They can be personal as well as political and can be anything from murals, structures, gardens, plaques to church services, walks, parades, silences to name but a few.

Causeway Coast and Glens Borough Council does not currently have a Memorial Policy. This has created a lack of clarity for Council and staff when considering memorials and commemorations of any kind. Council does have other policies where a new policy may have impact and these policies should also be taken into consideration e.g Environmental Services have an Open Spaces Memorial policy which deals with requests such as memorial benches, trees, etc., on Council land/cemeteries.

The consultation undertaken as part of the Coleraine Bomb memorial project presented a recommendation that council give consideration to the development of a policy for implementation when considering memorials and commemorations. The report stated that *“future policy environment around memorials should be considered and Council should reflect upon any Section 75 implications that could arise as a result of engaging with memorialisation and commemoration more broadly. Furthermore, advice and guidance should be sought from the Equality Commission for Northern Ireland, in order to ensure that any Council initiative would be Section 75 compliant”*.

In April 2021, council agreed to implement the recommendations contained within the report, including development of relevant memorial policy for council.

Subsequently officers, with the support of the Junction, undertook research and consultation with key stakeholders to inform the development and production a policy framework to be used within council when considering memorialisation and commemoration.

## **3.0 The process adopted:**

3.1 Desk research was completed to identify any existing internal council policies which a new policy may have impacts upon, legislation and any other existing policies (or developmental work) on memorialisation and commemorations, including how they have been implemented in other Council and / or regional areas throughout Northern Ireland. This included seeking advice and guidance from the Equality Commission and any other relevant bodies.

3.2 Engagement/initial consultation was completed to ensure relevant stakeholders were consulted in terms of legislative and policy expertise, impact on services and political perspectives from council. This included relevant council departments, senior management, Elected Members (via workshop), other councils (to establish the existence of similar policies), key institutions such as the Equality Commission and academic/research expertise. Consultees included:

- Equality Commission (NI).
- NI Human Rights Commission, (Legal, Research and Investigations, and Advice to Government).
- Community Relations Council.

- Prof. Dominic Bryan Anthropology, Fellow of the Senator George J. Mitchell Institute for Global Peace, Security and Justice, School of History, Anthropology, Politics and Philosophy |Queen's University Belfast. Dominic Bryan is on the Commission on Flags, Identity, Culture and Tradition, set up through Stormont as part of their remit to address legacy related issues. The paper to inform local Councils has not yet been published.
  - Chris Reynolds, Professor of Contemporary European History and Memory Studies, School of Arts and Humanities, The Nottingham Trent University. Chris is the founder of Transnational Perspectives of 1968 and has been working closely with agencies across NI on Remembering and Commemoration.
  - Commission for the Administration of Justice.
  - 10 other Councils within Northern Ireland.
  - A facilitated councillor workshop delivered to ensure that consultation with elected representatives was carried out in such a way as to warrant confidence, legitimacy and a consensus in how the final policy framework can be implemented.
  - Consultation meetings with council's senior leadership team and workshops were facilitated for relevant council departments/staff.
- 3.3 Due to the significant time/effort in the completion of all the stages in the Coleraine Bomb memorial, which had been sensitive and complex, and the need to review this approach against the proposed policy, the draft was completed in August of this year.
- 3.4 A policy framework for considering memorials and commemorations has now been completed in draft form, subject to EQIA. The purpose of the policy / framework aims to provide elected members, council staff and the broader public with clarity, guidance relating to memorialisation and commemoration, with a view that moving forward there would be consistency surrounding advice, information, public engagement and general decision-making on what can be at times, sensitive subject matters.

In the development of this draft policy, staff have followed the council policy development process. The flowchart is attached in **Annex A**.

#### **4.0 Equality Impact Assessment**

In relation to EQIA's, The Equality Commission for Northern Ireland states in its guidance:

*'Where screening would not be an adequate means of gathering the information that is needed to assess the relevant equality impacts or opportunities, the public authority should proceed to do an EQIA'*

Additionally, the Commission advises that an EQIA is likely to be necessary:

- Where the policy is highly relevant to the promotion of equality of opportunity
- Where it affects fewer people but where its impact on them is likely to be significant.
- Where it is a strategic policy or has a significant budget attached and
- Where further assessment provides a valuable opportunity to examine evidence and develop recommendations.

The development of this particular policy has been complex in terms of the breadth and nature of memorials and other forms of commemorations, some of which in the Northern Ireland context, can be particularly sensitive.

Consideration had been given in the development of the draft policy framework regarding good relations issues and community impact when exploring issues of memorialisation and remembering. It is recognised that there may be political sensitivities and challenges around

the issues of memorialisation and as such, progression to full EQIA will assist council in agreeing a policy that has fully considered and mitigated against any significant impacts on any of the Section 75 groupings.

## **5.0 Draft Memorials Policy**

The draft Policy Framework, as contained in **Annex B**, sets out principles of good practice in the management and decision-making of memorials/installations that fall within the remit of the Council. These principles are put in place to safeguard the interests of Elected Members, Council Officers and the wider constituency it serves.

In the context of the proposed policy, public memorials include monuments, statues, markers, or other landscape features that honour significant historical figures or events.

The purpose of the policy is to provide an overview of the Council's principles and conditions regarding memorials, together with a framework and set of criteria to be applied in the assessment of all applications made to Council.

The guiding principles set out in the policy framework are designed to assist Council Officers and Elected Members to ensure informed, transparent, and fair decision making, and a framework and criteria applicable to requests of this nature, taking into account the responsibilities of Council and of those making the request (applicant).

The policy framework also takes into account existing policies already in place that deal with other particular forms of personal commemorative practice such as the Guidelines and Procedure for Open Spaces Memorial Provision ie benches, trees, personal remembrance etc (Environmental Services Estates Department), in Council owned open spaces. No changes or amendments have been made to existing policies however they will be included in the overall policy as an appendix and there is no change to their current application process.

As an alternative to a public structural memorial, the policy also makes provision for Council to consider requests for a public commemorative name; in the form of naming or renaming of premises, buildings, rooms, council owned halls or centres. This could be considered a cost-effective method for supporting a public memorial.

The policy sets out the details of who can make an application and the process for a range of requests as follows:

- a) Support to fund the erection of a public memorial on Council property by a third party.
- b) Support to third parties to utilise council land to erect/site a public memorial.
- c) Support to fund a public memorial in the Causeway Coast and Glens Borough Council area on land not in Council's ownership.
- d) Request for Council to lead on and fund a public memorial.
- e) Request for a public commemorative name (change) on a property owned by council.
- f) Request for a Private Memorial Tree dedicated to a loved one.

Application form/s and assessment matrix have also been developed to ensure the process is straightforward and transparent. All relevant documents are contained within the draft Policy framework (**Annex B**) as appendices.

A proposed timescale for processing requests is also included within the policy to provide clear indication of how long it may take for a decision to be returned to those applying.

## **6.0 Next Steps**

- a) Final draft policy will be provided to council for consideration and, if necessary, any amendments.

- b) Draft policy will be released for public consultation for a period of 12 weeks, including the completion of an Equality Impact Assessment (EQIA).
- c) Findings from the public consultation including recommendations arising as a result of the EQIA, will be presented to council with suggested adaptations/mitigations to the policy for adoption. Any changes to the Rural Impact Assessment will also be considered at this point.
- d) Implementation of policy.

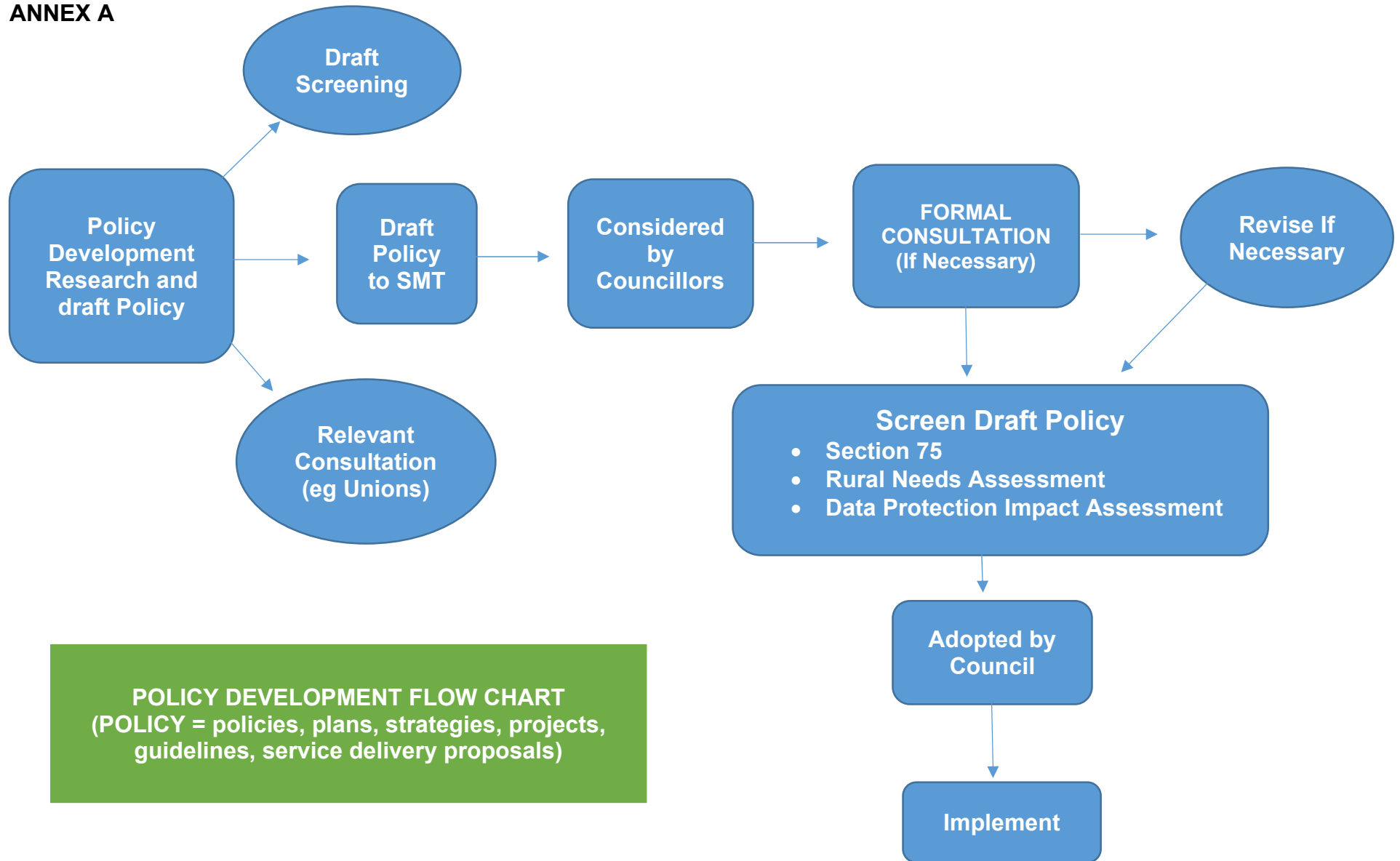
## **7.0 Recommendation**

It is recommended that council:

Approves the memorials policy in principle as presented with the report, subject to the outcome of an Equality Impact Assessment including any mitigations that may arise.

That following the outcome of the Equality Impact Assessment, the final draft be brought back to council for consideration and approval.

**ANNEX A**





## **PUBLIC MEMORIALS: A POLICY FRAMEWORK**

Policy Number	
Version Number	
Author	

Date of S75 Screening	
EQIA Recommended?	YES/NO
Date of Rural Needs Assessment	
Date Adopted by Council	
Date Policy Revised	

# INDEX

## Public Memorials: A Policy Framework

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### Appendices:

- I Flowchart for Applicants for Structural Public Memorials
- II Application Form for Structural Public Memorials
- III Scoring Matrix for Structural Public Memorials
- IV Application Form for a Public Commemorative Name  
(premises, buildings, rooms, council owned halls or centres).
- V Scoring Matrix for a Public Commemorative Name
- VI Flowchart for Staff Memorials/Commemorative Name
- VII Application Form for a Private Memorial Tree in memory of loved ones

*On request, the research used to develop this policy is available by contacting a member of the Good Relations Team.*

## **1. INTRODUCTION**

**1.1** A consultation (January 2021) on a proposed structural memorial to those who lost their lives in the 1973 Coleraine Bomb presented a recommendation that Causeway Coast and Glens



Borough Council give consideration to the development of a policy for use when considering memorials and commemorations. The report suggested that *“future policy environment around memorials should be considered and Council should reflect upon any Section 75 implications that could arise as a result of engaging with memorialisation and commemoration more broadly.”* The report further recommended; *“That council considers the development of a policy which relates specifically to memorialisation and commemoration on the basis that: Council staff and the broader public would benefit from clarity, guidance and specific policy that relates to memorialisation and commemoration, so moving forward there is consistency surrounding advice, information, public engagement and general decision-making on this sensitive issue.”*

**1.2** In the absence of any overarching direction from the Northern Ireland Executive as to the management of memorials and commemorations, Causeway Coast and Glens Borough Council recognises the need to implement a policy framework that provides clarity for Elected Members, Council Officers and the broader public, on decision-making within Council when considering memorials of any kind.

**1.3** This policy framework is designed to support and facilitate consistent, fair, transparent and ethical approaches to decision-making that has the confidence of the Elected Members, Council Officers, and the wider constituency of the Causeway Coast and Glens Borough Council.

**1.4** The purpose of the policy is to provide an overview of the Council’s principles and conditions with regard to memorials, together with a framework and set of criteria to be applied in the assessment of all applications made to Council.

**1.5** As a statutory duty, the policy framework will abide by Section 75 of the Northern Ireland Act 1998 to ensure that *‘equality of opportunity and good relations are central to policy making, policy implementation, policy review and service delivery’*. Further to this, Causeway Coast and Glens Borough Council will adhere to all relevant statutes and guidance when making decisions concerning memorials:

- Local Government (Miscellaneous Provisions) (NI) Order 1995
- Disability Discrimination Act 1995
- Sex Discrimination Act 1976
- Race Relations (NI) Order 1997
- Fair Employment and Treatment (NI) Order 1998
- Section 75 & Schedule 9 (NI) Act 1998
- Human Rights Act 1998
- Belfast/Good Friday Agreement 1998
- St Andrew’s Agreement (NI) Act 2006
- ECNI Guidance; Promoting a Good and Harmonious Environment 2009
- OFMDFM: Together Building a United Community 2013.

## **2. POLICY STATEMENT**

Causeway Coast and Glens Borough Council has developed this policy to consider:

- (a) Support **to fund** the erection of a public memorial **on Council property** by a third party,
- (b) Support to third parties to **utilise council land** to erect/site a public memorial
- (c) **Support to fund a public memorial** in the Causeway Coast and Glens Borough Council area on land not in Council’s ownership
- (d) Request for Council to **lead on and fund** a public memorial,
- (e) Request for a **public commemorative name (change)** on a property owned by council.
- (f) Request for a **Private Memorial Tree** dedicated to a loved one.

Public memorials in this context include: monuments, statues, markers, or other landscape features that honour significant historical figures or events.

As an alternative to a public structural memorial, Council may also consider requests for a public commemorative name; in the form of naming or renaming of premises, buildings, rooms, council owned halls or centres (please refer to Appendices IV & V).

Council may also consider requests for a private memorial tree to be planted in memory of a loved one (please refer to Appendix VII). This decision has come about to (a) streamline policy and procedures for both public and private memorials and (b) confine the dedication of private memorials to 'trees' only based on issues arising from memorial benches ie management, maintenance, suitable locations, including sensitivities when benches need to be removed ie end of lifespan, vandalism, or for other operational reasons. (Please refer to Environmental Services Committee Policy on Provision of Memorials 6 October 2015).

The guiding principles set out in the policy framework are designed to assist Council Officers and Elected Members to ensure informed, transparent, and fair decision making, and a framework and criteria applicable to requests of this nature, taking into account the responsibilities of Council and of those making the request (applicant).

The policy framework will also take into account existing policies in place that deal with other particular forms of personal commemorative practice such as the Guidelines and Procedure for Open Spaces Memorial Provision ie benches, trees, personal remembrance etc (Environmental Services Estate Department), in Council owned open spaces.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor

Causeway Coast and Glens Borough Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive

Causeway Coast and Glens Borough Council

### **3. DEFINITIONS**

#### **Public Memorials**

The term Memorial in this context refers to any one of the following placed in the public realm such as:

- Statue
- Monument
- Structure or marker
- Other landscape feature

#### **Public Commemorative Name**

The term commemorative name in this context refers to the naming or renaming of premises, buildings, rooms, council owned halls or centres (as an alternative to a public structural memorial).

#### **Private Memorial Tree**

The term Private Memorial Tree in this context refers to the dedication of a tree in memory of a loved one at one of several designated sites as outlined by Environmental Services Estate Department in their Guidelines and Procedure for Open Spaces Memorial Provision.

### **Memorial Advisory Group**

A group consisting of Elected Members and Senior Management Officers called as and when appropriate to discuss memorials that have the potential to be contentious.

### **Saturation Zone**

Saturation zone in this context refers to an area that has a disproportionate number of memorials/markers that impede on the primary purpose of the area.

## **4. ACCOUNTABILITY AND RESPONSIBILITIES**

The responsibility for the implementation of the policy rests with the relevant Director and Head of Service depending on the nature of the request within this policy.

<b>Policy Responsibility Group or Individual</b>	<b>Role and Responsibilities</b>
Councillors	<ul style="list-style-type: none"><li>• Approval of the Policy and subsequent amendments.</li><li>• Attend any relevant training or awareness raising sessions.</li></ul>
Chief Executive	<ul style="list-style-type: none"><li>• The Chief Executive has ultimate officer responsibility for implementing the Policy on behalf of Council, including adherence to relevant underpinning legislation</li></ul>
Senior Management Team/Directors	<ul style="list-style-type: none"><li>• Allocate resources to enable the Council to meet its responsibilities in relation to the Policy and relevant legislation</li><li>• Direct the effective implementation of the Policy within their areas of responsibility.</li></ul>
Heads of Service	<ul style="list-style-type: none"><li>• Provide resources to lead on implementation of the policy within relevant areas of responsibility.</li><li>• Ensure the implementation of policy decisions relevant to the service area</li><li>• Provide advice and support as required.</li><li>• Ensure employees are aware of this policy and attend the relevant training as necessary.</li></ul>
All Employees	<ul style="list-style-type: none"><li>• Take due care to ensure compliance with the Policy.</li></ul>

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## **5. IMPLEMENTATION ARRANGEMENTS/ASSOCIATED PROCEDURES**

### **5.1 PRINCIPLES AND CONDITIONS**

Causeway Coast and Glens Borough Council is committed to the Nolan Principles for local authorities:

1. Selflessness; to act solely in terms of the public interest.
2. Integrity; avoid interests and relationships that compromise integrity.
3. Objectivity; take decisions, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability; decisions and actions are accountable to the public.
5. Openness; act and take decisions in an open and transparent manner.
6. Honesty; being truthful.

### **5.2 Purpose of the Procedure**

This Policy Framework sets out principles of good practice in the management and decision-making of memorials/installations that fall within the remit of the Council. These principles are put in place to safeguard the interests of Elected Members, Council Officers and the wider constituency it serves.

This Policy Framework is designed to support and facilitate consistent, fair, transparent and ethical approaches to decision-making on requests for support for memorials/installations that have the confidence of the Elected Members, Council Officers and the wider constituency of the Causeway Coast and Glens Borough Council.

### **5.3 Who can make an application**

The application process is open to any individual, families, groups, businesses, that are based in, or operate within, the Causeway Coast and Glens Borough Council area.

This application process is appropriate for;

- (g) Support for funding and/or to erect a public memorial on Council property,
- (h) Support to erect a public memorial on Council property,
- (i) Support to fund a public memorial in the Causeway Coast and Glens Borough Council area,
- (j) Request for Council to lead on a public memorial,
- (k) Request for a public commemorative name.
- (l) Request for a Private Memorial Tree dedicated to a loved one.

### **5.4 System for requests/proposals**

Requests will only be considered when put in writing using a standard application form available on request through Council.

### **5.5 Application process**

**Please note:**

- **Personal memorials** ie to individuals in the form of benches, personal memorials in cemeteries, personal commemorative plaques and personal memorials on buildings are not included in this policy framework.
- **Blue Plaques** ie a permanent sign installed in a public place to commemorate a link between that location and a famous person, serving as a historical marker. Please make contact with the Ulster Historical Society.
- **War Memorials** ie requests for insertion of names onto War Memorials; names must be authenticated by the relevant local branch of the Royal British Legion.
- **Support** ie in the case where Council cannot offer financial support, Council will help in as much as possible to identify sources of funding elsewhere.

**Timeframe for Memorials:** Given the detailed processes to be followed in respect of proposals and requests for public memorials, Council is not in a position to give a timeline in respect of a completion date.

**Timeframe for Commemorative Name:** Given the nature of requests of this nature, applications must allow a minimum of twelve months for them to be considered.

**Process:** On receipt, applications will be considered on merit; using a scoring matrix. In addition to an EIA, if required, a Council Memorial Advisory Group (consisting of cross-party elected members & senior management) may consider any application that has the potential to be contentious.

**Criteria:** Council has devised a selection of criteria that will be considered when a request is put forward for; a Public Memorial, a Commemorative Naming, or a Private Memorial Tree, all of which are included in the appendices (see annex).

**Designated area:** Applicants must be able to demonstrate that the proposed site of the memorial/installation is the best available location: The choice of location must have no negative impact on good relations.

Where an application is made in a designated area outside of Council's land and property, all necessary approvals regarding location and fixing will be required from the relevant planning authority. If the proposed site is on private property or land, the Council will not support any proposal without the formal consent of the owner.

**Saturation Zones:** Where a designated area has existing memorials / installations in place, Council will have discretion not to create (a) an imbalance or proliferation of memorials to a particular figure or event, (b) a detraction from the prime purpose of the area.

**Costs:** In any successful application, costs will be agreed in advance of any support from Council including the applicant's contribution, which will be incorporated into a contract made between Council and applicant. Such contracts may include agreement on costs to be covered by Council and to be covered by applicant for installation; including but not exclusive to design, fabrication specification, cost of preparation and submission of planning application/s, fabrication, specialist requirements such as engineers approvals / certificates, delivery, site preparation, site safety, installation and subsequent maintenance, cleaning, insurance and repair (if the installation becomes damaged or is vandalised), and project management.

It is important to note that Council will only consider a financial contribution to any proposed memorial and will not accept any physical input on the structure or any additionality to the structure.

**Consultation:** Applicants must provide evidence that the community to be directly impacted by the memorial/installation has been consulted widely by the applicant and that an appropriate level of support is forthcoming, with any objections declared, so that assessment by Council is measured and reasonable.

**Practicalities:** Memorials and installations will be judged against practicalities (use of materials and technical requirements) and appropriateness; scale, design, aesthetics, that are appropriate to the landscape of the designated area. As mentioned above in the costs, Council is unable to accept any physical input on the structure by the individual or group requesting the memorial.

**Other forms of public memorials:** In addition to the definition as outlined above, embedded decorative/inscribed paving, tiling or bricks may be considered. It is strongly recommended that an artist is involved in the creation of this type of memorial as their involvement can add interest and sincerity to the design of such a memorial.

**Health and Safety:** Memorials and installations need to comply with health and safety regulations. Applicants will comply with any changes as recommended by Council to comply with health and safety regulations pertaining to maintenance and repair.

**Impact:** Council will consider the impact the proposed memorial/installation may make on equality of opportunity and good relations activity that focuses on providing *'opportunities for civic and community leaders to promote the area as a model of best practice in developing respect, understanding and tolerance of the cultural, historical and traditional diversity of the residents.'*

With regards to Council's statutory obligations under Section 75 of the (NI) Act 1998, memorials and installations must be in keeping with good relations principles. Applications will not be considered if the memorial is seen to:

- *Harden the attitudes and mindsets of one community over the other.*
- *Harden the boundaries between groups/communities.*
- *Appear to dehumanise or diminish one group/community.*
- *Appear as an imposition of one group/community over another.*
- *Erode the confidence of one group/community.*
- *Appear to undermine identity through negation of culture, language, and expression.*
- *Negatively impact or affect any member of the public.*
- *Serve to promote the values and rights of one group/community over another.*

Further to Council's statutory obligations under Section 75 of the NI Act 1998, each decision will be screened to identify potential adverse impacts and, where appropriate, an EQIA will be carried out. Discretion will rest with Council as to what is considered to be contentious and will follow due process in reaching a reasonable, transparent and proportionate decision.

#### **Decommissioning/Removal of memorials:**

Council reserves the right to remove a memorial after 10 years or at a point at which it has fallen into a state of disrepair or shabbiness or for health and safety reasons.

The Council reserves the right to remove or to relocate a memorial should this be required by any future development scheme/s that are considered a priority for the Council and/or area.

## **6. EVALUATION AND REVIEW OF THE POLICY**

This Memorialisation Policy Framework will be reviewed on an annual basis by the Senior Management Team and Corporate Policy and Resources Committee and, as part of this review, an evaluation will be conducted on the effectiveness of the policy and procedures in relation to receiving and assessing requests from applicants.

This Memorialisation Policy Framework will also be reviewed in light of any guidance that may be forthcoming from the Northern Ireland Executive as to the management of memorials and commemorations.

## **7. SECTION 75 EQUALITY AND GOOD RELATIONS**

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

## **8. CONTACT DETAILS**

Any issues or queries relating to this policy should be addressed to:

## **APPENDICES**

<b>TITLE OF APPENDED DOCUMENT</b>	<b>APPENDICES</b>
<b>Flowchart for Applicants for Structural Public Memorials</b>	<b>I</b>
<b>Application Form for Structural Public Memorials</b>	<b>II</b>
<b>Scoring Matrix for Structural Public Memorials</b>	<b>III</b>

<b>Application Form for a Public Commemorative Name</b> (premises, buildings, rooms, council owned halls or centres).	<b>IV</b>
<b>Scoring Matrix for a Public Commemorative Name</b>	<b>V</b>
<b>Flowchart for Staff Memorials/Commemorative Name/ Private Memorial Tree</b>	<b>VI</b>
<b>Application Form for a Private Memorial Tree (including Guidelines and Procedure for same)</b>	<b>VII</b>

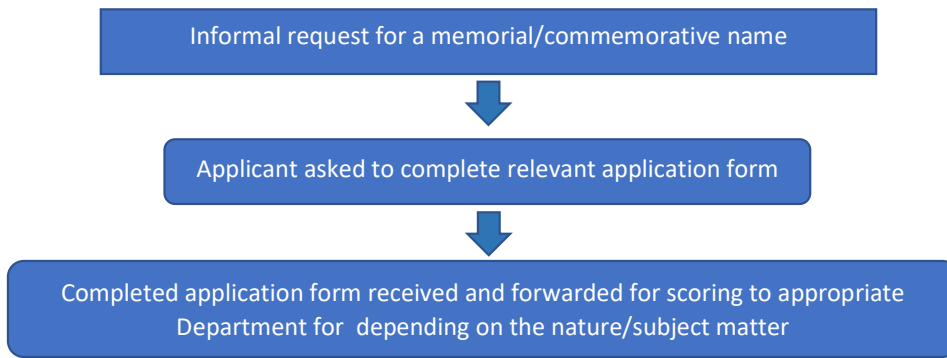
*On request, the research used to develop this policy is available by contacting a member of the Good Relations Team.*



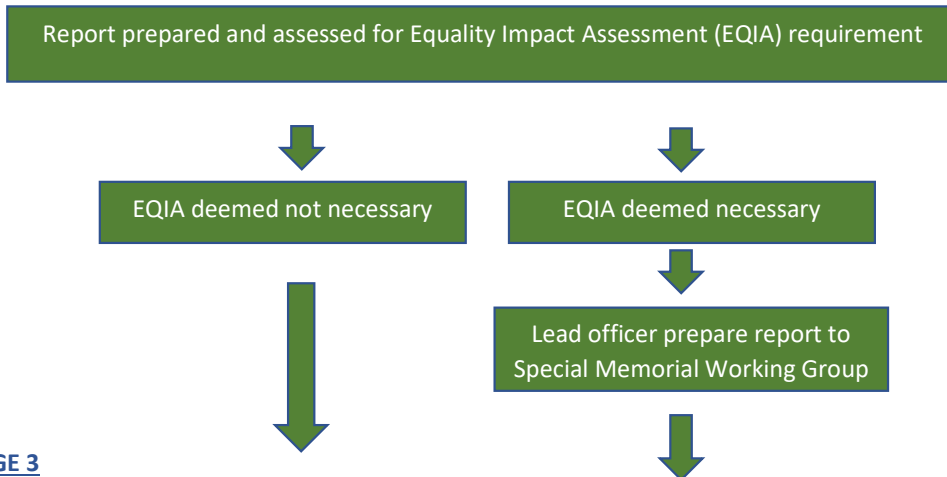
## APPENDIX I

### Framework for Dealing with Public Memorial/Commemorative Naming Requests

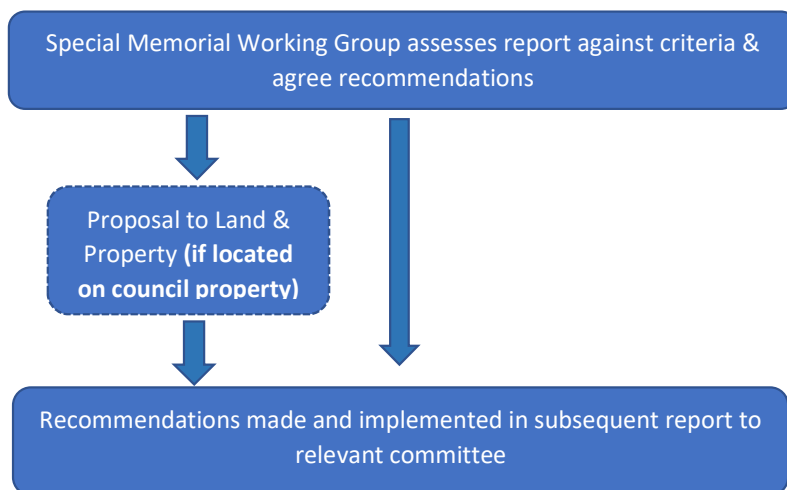
#### STAGE 1



#### STAGE 2



#### STAGE 3



#### STAGE 4



**APPENDIX II**

**CAUSEWAY COAST AND GLENS BOROUGH COUNCIL**

**APPLICATION FORM FOR PUBLIC MEMORIALS**

**Public Memorials:** *The term memorial in this context refers to any one of the following placed in the public realm such as: Statue, Monument, Structure or Marker, or other landscape feature. The Public Memorial is intended to celebrate or honour the memory of a significant person or historical event.*

*This application process is appropriate for requesting:*

- (a) Council to consider funding and/or erecting a public memorial on Council property.*
- (b) Support from Council to fund a public memorial in the Causeway Coast and Glens Borough Council area.*
- (c) Council to lead on a public memorial.*

**INDIVIDUAL/GROUP/ORGANISATION DETAILS NAME:**

**MAIN CONTACT DETAILS**

**ADDRESS:**

**TELEPHONE:**

**EMAIL:**

**LEGAL STATUS** (If application is on behalf of a group/organisation)

**MANAGEMENT COMMITTEE AND STAFF** (If application is on behalf of a group/organisation)

**FINANCIAL DETAILS**

**FINANCIAL MANAGER IF SUBMITTING ON BEHALF OF AN ORGANISATION**

**APPENDIX III - PUBLIC MEMORIALS: SCORING MATRIX**

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CRITERIA	MEETS CRITERIA YES/NO	FURTHER CLARIFICATION / INFORMATION NEEDED	COMMENTS
1. Is there a strong connection between proposed site and person, group or event which the memorial is seeking to commemorate?			
2. Is there clear justification that a memorial is the most appropriate way to remember the connection between location and person or event?			
3. A period of at least 10(?) Years has elapsed since death of person or specified event?			
4. a) Will the memorial enhance the proposed site? b) Is the scale, design, aesthetics appropriate to the site? c) Are the materials and technical requirements appropriate?		Site visit may be required and further exploration of proposed memorial.	If necessary, Council to seek expert advice and agree any changes with applicant.
5. Will the memorial prove meaningful for lasting generations (see also 1 & 2 above)?			
6. Is there a funding proposal accompanying the application (see also 11 below)?			A funding/costings plan submitted with application.
7. Has a contractor been approached or appointed?		Is contractor approved by Council?	Council to agree with applicant on appointment of suitable contractor.
8. Has an artist/architect been appointed?		Is artist/architect approved by Council?	Council to agree with applicant on appointment of suitable artist or architect.
9. Has applicant considered who is the			Council to agree with applicant on

owner / custodian for the memorial?			ownership/custodianship of the memorial.
10. Has members of family, estate or group been involved or consented to memorial?			Evidence in the form of writing submitted with application.
11. Are the necessary funds in place to ensure future preservation of the memorial?			A funding/costings plan submitted with application.
12. Has the application included site plan, maps/photographs as necessary of the memorial or site?		A site visit may be necessary.	Documents submitted with application.
13. If text is part of the memorial, is this included with photographs?			Any text must be agreed and approved by Council.
14. Is there documentation to prove the memorial, location and text is factually correct?			Supporting material to be submitted with application.
15. Will the public memorial impact negatively on good relations - is it potentially contentious? Is there accompanying documentation on consultation with community?		Site/location may need further consideration.	Evidence submitted with application that the community to be directly impacted have been consulted and a level of support has been forthcoming.
16. Will the memorial impede on everyday life of the community (location for example).			Council to check health and safety considerations.
17. Have health and safety considerations been taken into account?		Structure; wear and tear and maintenance may need further exploration.	Council to check health and safety considerations.
18. Has the applicant considered insurance for the memorial?		A consideration for the applicant	Council will not be held responsible for insurance.
19. Public education: What message is the memorial relaying to the wider public?		Has the applicant considered promotion, information on the proposed memorial?	Agreement to be sought between Council and applicant.

**SCORING MATRIX:**

	<b>Pass/Fail</b>	<b>Comments</b>
Application is comprehensive with all attached documentation to make an informed decision.	<b>Pass</b>	
Application is good, but needs some clarification and further detail to make an informed decision.	<b>Pass</b>	
Application is poor and not properly thought through; lack of detail and accompanying documentation missing.	<b>Fail</b>	
<p>Do any of these statements apply to the memorial as a result of its; structure, symbolism, wording, meaning:</p> <ul style="list-style-type: none"> <li>○ <i>Harden the attitudes and mindsets of one community over the other.</i></li> <li>○ <i>Harden the boundaries between groups/communities.</i></li> <li>○ <i>Appear to dehumanise and diminish one group/community.</i></li> <li>○ <i>Appear as an imposition of one group/community over another.</i></li> <li>○ <i>Erode the confidence of one group/community.</i></li> <li>○ <i>Appear to undermine identity through negation of culture, language, and expression.</i></li> <li>○ <i>Negatively impact or affect any member of the public.</i></li> <li>○ <i>Is used to promote the values and rights of one group/community over another.</i></li> </ul>	<b>Pass or Fail</b>	Equality Impact Assessment undertaken.

**APPENDIX IV  
CAUSEWAY COAST AND GLENS BOROUGH COUNCIL  
APPLICATION FORM  
PUBLIC COMMEMORATIVE NAME**

***Public Commemorative name in this context is:*** The naming or renaming of premises, buildings, rooms, Council owned halls or centres.

This application process is appropriate for:

*(m) Council to consider naming / renaming a room, building, centre, hall or other public space or premises owned by council.*

**INDIVIDUAL/GROUP/ORGANISATION DETAILS NAME:**

**MAIN CONTACT DETAILS**

**ADDRESS:**

**TELEPHONE:**

**EMAIL:**

**1 PROJECT DETAILS**

Title of proposed public commemorative name

Who or what does the commemorative name represent?

What form will the commemorative name take? ( ie plaque, plate, plinth, sign, etc )

**Location:** Where are you proposing to be named as a commemorative location?  
(if you already know an exact location please include a photo)

**Date:** When do you propose the installation/launch?

**Support being requested from Council**

Erecting a public commemorative name on Council property   
Are you requesting Council to support and or fund anything other than a commemorative naming and marker to show the naming? (please provide details)

**2 PROJECT NEED**

1. Please provide details of when the person deceased, or the specified event took place. (It is Council policy to have a minimum of 10 years between death/event and memorialisation).

2. Please detail why there is a need for a specific commemorative naming for the person or event (what is the justification)

3. Why is there is a connection to the location for a commemorative naming to the person / event.

4. If applicable, have you consulted with those who use the space or place that will be directly impacted by the commemorative name? Please provide evidence and attach consultation process and outcomes.

**3 PREPARATION, PROCESS, AND INSTALLATION**

5. Have you sought the consent from members of the family, estate, or group connected to the individual or event to be commemorated? Please provide details.

6. Please provide proposed wording for the commemorative name (Please attach any proof that wording is accurate if applicable).

**4 IMPACT ON EQUALITY / GOOD RELATIONS**

7. Council will consider the impact the proposed commemorative name may make on equality of opportunity and good relations activity that focuses on providing *‘opportunities for civic and community leaders to promote the area as a model of best practice in developing respect, understanding and tolerance of the cultural, historical and traditional diversity of the residents.’* The application will not be considered if it is considered that it may have a negative impact on Equality and Good relations

**Declaration**



Please sign \_\_\_\_\_

#### ATTACHMENTS

- 1) Consultation process and outcomes (if applicable)
- 2) Evidence of consent of family, estate or group connected to individual/event being commemorated.
- 3) A map and photographs of proposed location.
- 4) Proposed text and evidence that the text is accurate and factual.

**APPENDIX V - PUBLIC COMMEMORATIVE NAME: SCORING MATRIX**

<b>CRITERIA</b>	<b>MEETS CRITERIA YES/NO</b>	<b>FURTHER CLARIFICATION / INFORMATION NEEDED</b>	<b>COMMENTS</b>
<b>PROJECT NEED</b>			
20. The request is for the naming of a room, building centre, hall etc and will take the form of a plaque, name plate, sign, to show the name			
21. A period of at least 10 years has elapsed since death of person or specified event?			
22. Is there clear justification that the naming is relevant to the location and person or event?			
23. Is there a strong connection between proposed location and person, group or event which the naming is seeking to commemorate?			
24. Has those who will be directly impacted by the naming been consulted?			
<b>PREPARATION, PROCESS, INSTALLATION</b>			
25. Has members of family, estate or group been involved or consented to the naming?			Evidence in the form of writing submitted with application.
26. If text is part of the commemorative name, is this included with photographs? Is the wording accurate?			Any text must be agreed and approved by Council.
27. Has the application included location, maps/photographs as necessary?		A visit to location may be necessary.	Documents submitted with application.
<b>IMPACT ON EQUALITY/GOOD RELATIONS</b>			
28. Will the commemorative naming impact negatively on good relations - is it potentially contentious? Is there accompanying documentation on consultation		Site/location may need further consideration.	Officer to carry out an equality screening of the application

with those who will be directly impacted by the naming?			
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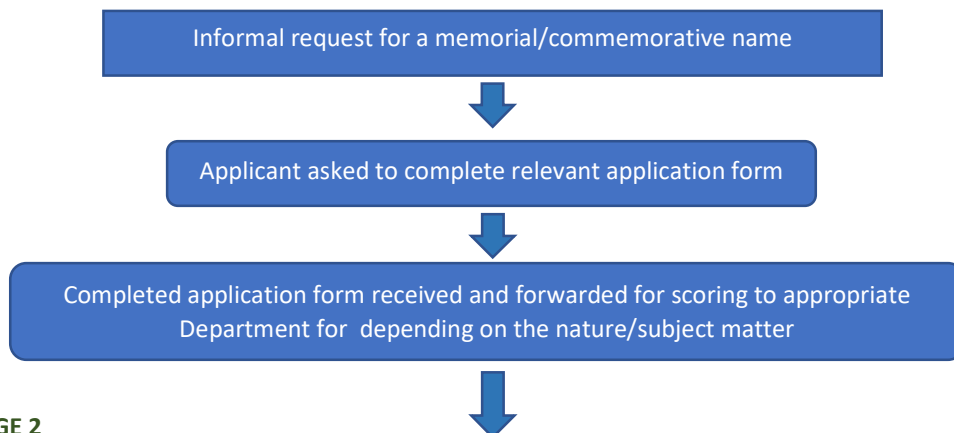
**SCORING MATRIX:**

	<b>Pass/Fail</b>	<b>Comments</b>
Application is comprehensive with all attached documentation to make an informed decision.	<b>Pass</b>	
Application is good, but needs some clarification and further detail to make an informed decision.	<b>Pass</b>	
Application is poor and not properly thought through; lack of detail and accompanying documentation missing.	<b>Fail</b>	
Equality screening has been carried out and shows that there will be no impact on equality and Good Relations	<b>Pass</b>	
Equality screening has been carried out and there may be an impact on Equality and Good Relations	<b>EQIA or further extended consultation required</b>	
<b>Comments and Final Decision:</b>		

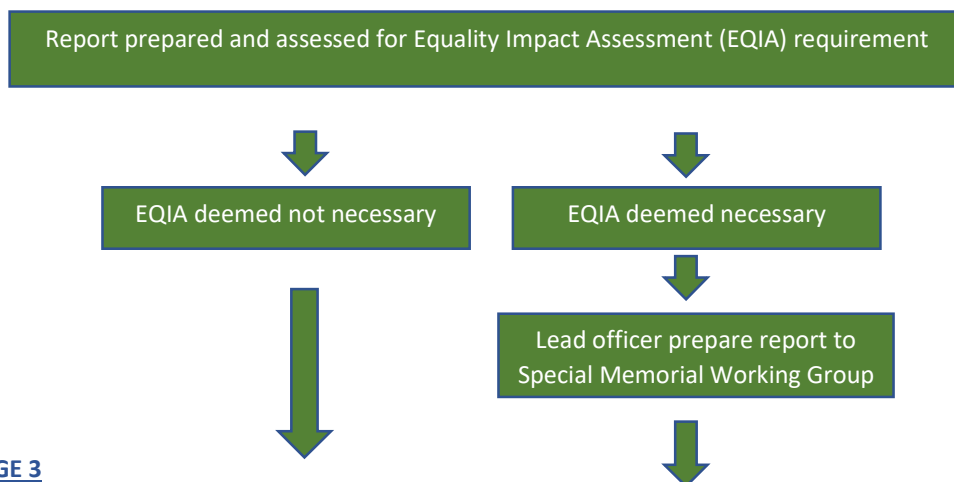
## APPENDIX VI

### STAFF - Framework for Dealing with Public Memorial/Commemorative Naming Requests

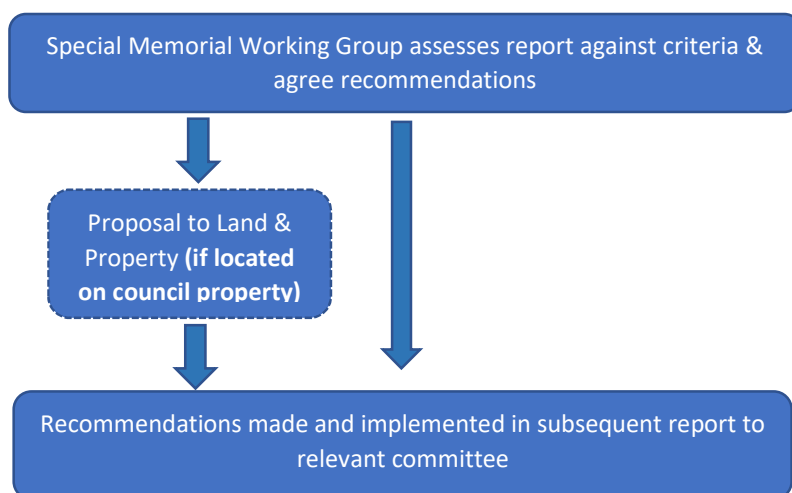
#### STAGE 1



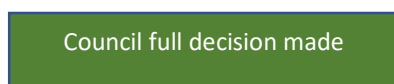
#### STAGE 2



#### STAGE 3



#### STAGE 4



## Appendix VII

### Application Form for a Private Memorial Tree (including Guidelines and Procedure)

## **Scheme Objectives**

1. To replace any previous policy/guidelines/approval process for the provision of Open Space Memorials/Trees. An existing Memorial/Tree cannot be taken as a precedent for future approval as previous approvals were granted by previous legacy councils and not by Causeway Coast & Glens Borough Council. Alterations to existing Memorials/Trees will need to comply with this Policy.
2. To confirm that, from November 2015, only trees can be provided by members of the public to commemorate the memory of a loved one.
3. To provide a consistent approach to the provision of Memorial Trees.
4. To ensure the design and siting of Memorial Trees is consistent with the public interest, conserves the natural environment and cultural character of Council's Open Spaces.
5. To ensure that the placement of any Memorial Tree is proportionate to the surroundings and does not provide a safety risk now or in the future.

## **Operating Principles**

1. Memorial Trees will only be considered for planting in designated Open Spaces (see attached list of locations)
2. In locations where there will be several trees in the same area, no more than 50% of trees will be approved as Memorial sites. This is to prevent the area taking on the ambience of a dedicated memorial garden/space.
3. A small memorial plaque will be permitted and should be situated close to the base of the tree. It should measure no more than 25cm x 15 cm, be supported on a single post between 60cm and 1m above ground level. The inscription on the plaque is to be restricted to 'In The Memory of...' the name of the person with dates of birth and death. Wording such as 'Beloved wife and mother of..' will not be permitted.
4. To ensure installation is undertaken safely to the required standards, Council will provide and install all Memorial Trees and associated groundworks.
5. Memorial Trees and their siting which have a financial burden for Council will not be considered eg requiring regular pruning/cutting back
6. Council accepts no replacement liability for the Memorial Tree at the end of its life or if damaged through vandalism. Any replacement of Memorial Trees will be the responsibility of the original applicant and this process must follow the same application procedure within this policy. Applicants may wish to take out insurance against accidental damage or vandalism.
7. No additional mementoes, eg. statues, flowers, wreaths, vases etc will be permitted on or around the Memorial Tree.

## **Memorial Purchase Procedure**

1. Customer enquiries are provided with a copy of this policy along with an application form.
2. Completed form should be returned to *Environmental Services, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ.*
3. The allocated officer considers the request and subject to meeting the criteria will put before the Director for approval.
4. Approved requests will be notified to the customer and once payment has been received, the Memorial Tree will be purchased and installed by Council.
5. Unsuccessful requests will be notified to the customer along with the reason for their refusal.

## Causeway Coast and Glens Borough Council

APPLICATION FOR APPROVAL TO PROVIDE/INSTALL AN OPEN SPACE MEMORIAL TREE

1. **Proposer:** (in Block Capitals)

Name: .....

Address:.....

Tel. No.: .....email address.....

2. **Proposed location**<sup>1</sup> for Memorial Tree and preferred species<sup>2</sup>:

.....

3. **Name of person** who is being commemorated

.....

Signed:.....

Date:.....

When completed this form should be returned to:

**Environmental Services, Causeway Coast & Glens Borough Council, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ**

<sup>1</sup> See attached approved locations

<sup>2</sup> Species of tree subject to approval

Causeway Coast & Glens Borough Council
For Official Use
CC&G BC reference:
Date Proposal Received:
Date of Response:
Estimated date of provision:
Date Memorial Tree planted:

**Permitted Locations For Memorial Trees**

Armoy	Riverside Park
Ballycastle	Quay Road Playing Fields/Tow Path
Ballymoney	Riverside Park
Ballymoney	Drumaheglis Caravan Park
Ballymoney	Megaw Park
Ballymoney	Riada Playing Fields
Bushmills	Millennium Park
Coleraine	Anderson Park
Coleraine	Poorhouse Gardens
Coleraine	Christie Park
Coleraine	Rose Gardens
Coleraine	Cloonavin
Cushendall	Cottagewood

Dungiven	Environment Park
Kilrea	New Park
Limavady	Blackburn Park
Limavady	Benone Complex
Limavady	Swans Bridge
Limavady	Shanreagh Park
Portstewart	Flowerfield
Portstewart	Memorial Garden at Cemetery
Portstewart	Mullaghacall Park
Waterfoot	Around Main St Car Park