**Lisburn & Castlereagh City Council**

**Section 75 Equality and Good Relations Screening**

**Part 1. Information about the activity/policy/project being screened**

**Name of the activity/policy/project**

Policy on Memorials and Commemorative Spaces

**Is this activity/policy/project – an existing one, a revised one, a new one?**

This is a new policy which integrates the provisions of pre-existing policies:

* Memorial Policy for Parks & Open Spaces 2016
* War Memorials Policy (previous policy of former Lisburn City Council).
* Garden of Reflection Policy

It also updates procedures for dealing with requests for various forms of memorial/commemoration.

**What are the intended aims/outcomes the policy is trying to achieve?**

The overall aim of this policy is to streamline and integrate a number of policies around the provision and management of memorials and commemorative spaces and to ensure a consistent approach to dealing with requests through an open and transparent process that balances people’s wishes with Council’s environmental and other considerations.

Policy objectives include:

* Ensuring a balanced and empathetic approach to requests for memorials on Council premises beyond its cemeteries
* Ensuring that any memorials erected by Council are appropriate to their location and have a common appearance, style and size etc
* Encouraging replacement of existing amenity furniture rather than installation of new memorial benches
* Encouraging the planting of memorial trees as a more sustainable and low-maintenance option
* Ensuring that only memorials that are instigated by next of kin or executor are approved
* Ensuring that Council’s limited space is managed appropriately and provision of memorial space is sustainable and future proofed.

**Who is the policy targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this policy? If so, please explain.**

The policy is not targeting any particular Section 75 group. People from all Section 75 groups will potentially request personal memorials or request that family members be recognised in the Garden of Reflection or on war memorials.

**Who initiated or developed the activity/policy/project?**

Jointly developed by Parks & Amenities and Corporate Communications and Administration

**Who owns and who implements the activity/policy/project?**

Owned by Lisburn & Castlereagh City Council; implemented by Parks & Amenities and Corporate Communications and Administration

**Are there any factors which could contribute to/detract from the intended aim/outcome of the policy?**

Yes

**If yes, are they: financial, legislative, other? Give brief details of any significant factors.**

There is a financial cost to Council for some memorials and staff time associated with administration of the various schemes.

Council has been receiving an increasing number of requests for recognition in the Garden of Reflection – too many requests will mean an increasing administrative burden and the current space will run out.

Council’s preference for tree planting may not be what everyone wants and may lead to complaints.

**Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?**

|  |  |
| --- | --- |
| Staff – specify if particular sections of staff | Parks & Amenities staff  Corporate Comms & Admin staff |
| Service Users – specify if any particular categories of service user | General public who make requests  General public who attend commemorative events and visit memorials |
| Other Public Sector Organisations – please list [this could include delivery partners] |  |
| Voluntary/Community/Trade Unions – please list |  |
| Other – please list (eg, Elected Members, delivery partners, contractors, etc) | Elected Members, visitors to parks and memorial spaces, local residents |

**Other policies/strategies/plans with a bearing on this policy**

|  |  |
| --- | --- |
| **Name of policy/strategy/plan** | **Who owns or implements?** |
| Interim Corporate Plan 2021-2024 | LCCC |
| Community Plan | LCCC |
| LCCC Local Biodiversity Action | LCCC |
| UK Climate Change Act 2008 | UK Government |
| Making Life Better 2013-2023 | Department of Health |
| Health & Safety Policies | LCCC |

**Available evidence**

**What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.**

In reviewing the current Memorials policies, we have considered how they have been operating, feedback from the public, feedback from staff, relevant legislation and other guidance and latest demographic information for the council area. The Council has concluded that the preferred memorial is in the form of tree planting, as this supports environmental issues such as climate change and working towards reducing our carbon footprint. In future, a move to online recognition may be required if requests for recognition in the Garden of Reflection and in other spaces exceed the physical space available.

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of evidence/information** |
| Religious Belief | The 2011 Census/2014 LGD boundary data indicates that 23.95% of the LCCC population were brought up in the Catholic religion while 66.9% were brought up in the Protestant & Other Christian religion. We do not hold information on the religious belief of those who have previously requested memorials but it is likely that we will receive requests from people of all religions and none. It is likely that more people from a Protestant community background will be remembered on war memorials. |
| Political Opinion | The electoral patterns in LCCC suggest a majority support unionist parties.  In terms of elected representatives, members of LCCC (May 2019 local government elections) belong to a range of parties across the political spectrum: DUP – 15; UUP – 11; Alliance – 9; SDLP – 2; Sinn Fein – 2; Green Party NI – 1.  We do not hold information on the political opinions of those who have previously requested Council memorials but it is likely that memorials will be requested by people of all political opinions and none. It is likely that more people from a unionist political background will be remembered on war memorials. |
| Racial Group | Census/LGD Boundary data suggests that just over 2% of the population were from an ethnic minority group. The district has small populations of a range of different nationalities. We do not hold information on the racial background or nationality of those who have previously requested memorials. |
| Age | The population at June 2019 was 144,381:  29,126 (0-15 years)  42,555 (16-39 years)  47,748 (40-64 years)  24,952 (65+ years)  We do not hold information on the age profile of those who have previously requested memorials but they are likely to be requested by different age groups. However, it is unlikely that children or young people will request paid for memorials, due to cost factors.  The Garden of Reflection is specifically designed to mark the loss of and remember babies and young people up to age 18. |
| Marital Status | Census data for the 16+ population in relation to marital and civil partnerships:  30.65% single  53.78% married  0.10% same sex partnership  3.27% separated  5.52% divorced  6.68% widowed.  We do not hold information on the marital status of those who have previously requested memorials. |
| Sexual Orientation | The Continuous Household Survey in 2019 indicated that 1.8% of the household population in NI identified as Lesbian, Gay, Bisexual or Other. Support groups estimate that the percentage is very low due to reluctance to declare. We do not hold information on the sexual orientation of those who have previously requested memorials. |
| Men & Women Generally | The LCCC population (2018) was 50.9% female and 49.1% male. This reflects the overall NI position.  It is considered that there will be requests from men and women. More men than women are likely to be represented on war memorials. |
| Disability | Census data as above indicates that 18.29% of the LCCC population had a long-term health problem or disability.  We do not hold information on disability status of those who have previously requested memorials, however it is likely that we will receive requests from people who have disabilities and those who have none. |
| With and without dependants | Dependency generally includes three main categories:   * The care of a child or children * The care of an elderly relative/person * The care of someone with a disability.   Census data for LCCC 2011 suggests 46.3% of residents have dependants.  We do not hold information on the dependant status of those who have previously requested memorials, however it is likely that we will receive requests from people who have dependants and those who have none. |

**Needs, experiences and priorities**

**Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy? Specify details for each of the Section 75 categories**

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of needs/experiences/priorities** |
| Religious Belief | No different needs identified for different religious beliefs  The location available for memorials should be in areas that are considered shared spaces, and that people from all religious beliefs and none, feel comfortable to visit. |
| Political Opinion | No different needs identified  The location available for memorials should be in areas that are considered shared spaces, and that people from all political opinions and none, feel comfortable to visit. |
| Racial Group | Those who do not have English as a first language may not be aware of council policies and may need to have information made available in other languages. Availability of services may have to be promoted via support/community groups. The location available for memorials should be in areas that are considered shared spaces, and that people from all minority groups, feel comfortable to visit. |
| Age | Some older people will have access or information needs |
| Marital Status | No different needs identified |
| Sexual Orientation | No different needs identified |
| Men & Women Generally | No different needs identified |
| Disability | People with disabilities need information to be accessible. Locations where memorials are erected also need to be accessible. |
| Dependants | Some people with dependants have accessibility needs, for example, those who care for a disabled dependant. |

**Part 2. Screening questions**

**1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?**

|  |  |  |
| --- | --- | --- |
| **Section 75 Category** | **Details of likely impact – will it be positive or negative? If none anticipated, say none** | **Level of impact –**  **major or minor\*** - see guidance below |
| Religious Belief | No differential impact identified – memorials and commemorative spaces will be available to people of all religions and none. | None |
| Political Opinion | No differential impact identified – memorials and commemorative spaces will be available to people regardless of political opinion. |  |
| Racial Group | No differential impact – memorials and commemorative spaces are available to all groups. Anyone who needs information or an interpreter to meet language needs can be facilitated. |  |
| Age | No differential impact – memorials and commemorative spaces are available to all age groups. |  |
| Marital Status | No differential impact – memorials and commemorative spaces are available to all age groups. |  |
| Sexual Orientation | No differential impact identified – memorials and commemorative spaces will be available to people regardless of sexual orientation. |  |
| Men & Women Generally | No differential impact identified – memorials and commemorative spaces will be available to everyone. |  |
| Disability | No specific impact on equality of opportunity for disabled people. Reasonable adjustments for anyone who needs information in an alternative format, etc, will be facilitated. |  |
| Dependants | No differential impact identified. |  |

\* See Appendix 1 for details.

**2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?**

|  |  |  |
| --- | --- | --- |
| **Section 75 Category** | **IF Yes, provide details** | **If No, provide details** |
| Religious Belief |  | As the process for applying for personal memorials, inclusion in the Garden of Reflection and in war memorials is already designed to be inclusive to all designated groups and ensure that people from the whole council area can apply, there are limited opportunities to better promote equality. However, ongoing effort can be made to ensure that all groups know about the policy and find the process accessible and inclusive. Any memorial or commemorative events that are organised by Council can be designed to ensure full accessibility and inclusion. |
| Political Opinion |  |
| Racial Group |  |
| Age |  |
| Marital Status |  |
| Sexual Orientation |  |
| Men & Women Generally |  |
| Disability |  |
| Dependants |  |

**Does the policy being screened relate to an action in the Equality Action Plan 2021-2025? If yes, give brief details.**

No

**2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)**

Does this policy present opportunities to contribute to the actions in our Disability Action Plan:

* to promote positive attitudes towards disabled people?
* to encourage the participation of disabled people in public life?

No

**3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?**

|  |  |  |
| --- | --- | --- |
| **Good Relations Category** | **Details of likely impact. Will it be positive or negative?** [if no specific impact identified, say none] | **Level of impact –**  **minor/major\*** |
| Religious Belief | No direct impact on good relations identified in relation to personal memorials. Proposed memorial trees will be available in two large parks that are frequented by all sections of the community and that are perceived as shared public spaces.  No direct impact in relation to the Garden of Reflection. It is located at civic headquarters, a location that is considered a shared public space.  No new impact of the revised policy identified in relation to war memorials. War memorials and related events tend to be frequented more by certain sections of the community but are an established feature in the Council district and are not generally considered controversial. |  |
| Political Opinion |
| Racial Group |

\*See Appendix 1 for details.

**4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group**

|  |  |  |
| --- | --- | --- |
| **Good Relations Category** | **IF Yes, provide details** | **If No, provide details** |
| Religious Belief | As war memorials tend to be valued more by certain sections of the community, there is always potential for Council to use commemorative events to explain what the memorials represent and to strive to ensure they are perceived as for the entire community. | There are no opportunities to better promote good relations in relation to personal memorials or the Garden of Reflection. Individuals or families apply in a personal capacity. |
| Political Opinion |
| Racial Group |

**Multiple identity**

**Provide details of any data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.**

Council is aware that everyone has multiple identities. As an example, in relation to an application for a memorial, we take into account the multiple needs of people on grounds of age, disability, race, etc.

**Part 3. Screening decision/outcome**

Equality and good relations screening is used to identify whether there is a need to carry out a full equality impact assessment on a proposed policy or project. There are 3 possible outcomes:

1. **Screen out** – no need for a full equality impact assessment and no mitigations required because no negative impacts identified (or only positive impacts for all groups). This may be the case for a purely technical policy for example.
2. **Screen out with mitigation** – no need for a full equality impact assessment but some minor impacts identified which can easily be mitigated. Most activity will probably fall into this category.
3. **Screen in for full equality impact assessment** – potential for significant (and potentially negative) impact identified for one or more groups so proposal requires a more detailed impact assessment. [see Equality Commission guidance on justifying a screening decision.]

**Choose only one of these** and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

|  |  |
| --- | --- |
| **Screening Decision/Outcome** | **Reasons/Evidence** |
| Option 1  **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section] | The screening decision is that a full equality impact assessment is not required at this stage as no adverse impacts have been identified. The policy provides an open and fair process for considering applications for memorials and requests to be included in the Garden of Reflection and on war memorials.  Accessibility and inclusion have already been considered. However, we will ensure that the operation of the revised policy is kept under review and take action accordingly if any new issues arise. |
| Option 2  **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate mitigation [complete mitigation section below] |  |
| Option 3  **Screen in** for a full Equality Impact Assessment (EQIA)  [If option 3, complete timetabling and prioritising section below] |  |

**Mitigation (Only relevant to Option 2)**

**Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?** [Can you take specific mitigating steps that will address the potential issues/needs identified through screening?]

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

**Timetabling and prioritising for EQIA (only relevant to Option 3)**

Not applicable

**Part 4. Monitoring**

**Two elements to monitoring:**

1. **Monitoring the activity generally as part of normal review and evaluation or service improvement and 2) monitoring by equality category.**

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the activity/policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? What will be monitored and how? What specific equality monitoring will be done?

Please give details below:

We will monitor the operation of the policy including applications and any refusals, by equality category where possible. We will also monitor feedback and complaints/compliments on the scheme.

Monitoring will be undertaken by the two departments who are responsible for implementing the policy – Corporate Communications in relation to war memorials, the Garden of Reflection and ad hoc requests in relation to civic buildings and Parks & Amenities in relation to applications for personal memorials (trees and benches) in parks and open spaces that are managed by the Parks & Amenities team.

**Part 5 – Approval and authorisation**

|  |  |  |
| --- | --- | --- |
| **Screened by:** | **Position/Job Title** | **Date** |
| Gail McKechnie | C-SAW Project Manager | 6 Apr 22 |
| Reviewed by | Equality Officer | 6 Apr 22 |
| **Approved by:** |  |  |
| Ross Gillanders | Head of Parks & Amenities | 6 Apr 22 |
| Frances Byrne | Head of Corporate Communications and Admin | 11 Apr 22 |

Appendix 1 – Equality Commission guidance on equality impact

\*Major impact:

1. The policy/project is significant in terms of its strategic importance;
2. Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
3. Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
4. Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

Minor impact

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
3. Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

1. The policy has no relevance to equality of opportunity or good relations;
2. The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.



POLICY

ON MEMORIALS AND COMMEMORATIVE SPACES

|  |  |  |
| --- | --- | --- |
| Version Control | | |
| Version | Change | Date |
| 0.1 | Draft for Corporate Management Team | 6 April 2022 |
| 0.2 | Draft for Corporate Services | 5 May 2022 |
| 0.3 | Final Draft agreed by Corporate Services Committee | 8 June 2022 |
| 0.4 | Appendix added | 10 October 2022 |
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**Appendix – Council Memorials at October 2022**

**1. INTRODUCTION**

1.1. Lisburn & Castlereagh City Council (The Council) occasionally receives requests for memorials from a variety of sources including individuals, community groups, Elected Members and charities. These can include;

* A request from an individual for a memorial for a deceased relative who had a close affinity with a particular area, park or place.
* A request for a memorial garden, bench, tree or other structure to mark a special event or occasion or to commemorate loss related to a specific cause e.g. COVID-19.
* A request from an individual or group for names to be added to existing memorials such as war memorials and the Garden of Reflection.

1.2. The list of existing memorials covered by this policy is included at Appendix two.

1.3. This policy replaces the previous ‘Memorials Policy for Parks & Open Spaces’ approved at Environmental Services Committee on 6 January 2016 (Minute 4.12.2 refers), the ‘Garden of Reflection Policy’ dated December 2018 and the ‘Policy for the inscription of names on Lisburn City Council War Memorials’ dated September 2011.

1.4. Whilst the Council recognises the principles of facilitating memorials in cemeteries, it is mindful that other facilities and open spaces are enjoyed by a wide range of people. The Council will thus ensure that the issue is managed and regulated for the mutual benefit of all users of our parks, open spaces and facilities.

1.5. This Policy does not apply to the Council’s cemeteries.

**2.** **AIMS / OBJECTIVES**

2.1. The primary aim of the Policy is to ensure a consistent, transparent, measurable and empathetic approach to the management of the Council’s parks, open spaces and other facilities in respect of requests for memorials or inscriptions beyond those which exist in the Council’s cemeteries.

2.2. The Policy will take account of the contrasting needs of the local community, ensuring only those memorials appropriate for the specific location are erected. The present practice sees such requests considered on an individual basis.

2.3. The Policy will ensure that memorial benches, trees or inscriptions are erected or added only at the request of the next of kin or executor; and that benches have a common appearance, style and size which are appropriate for that particular location. In addition, benches will be accommodated on the basis of replacing existing amenity furniture within Council parks and open spaces. This will ensure the appropriate level of memorials within each facility.

2.4. The Council, through this policy, will endeavour to always offer the highest standard of service.

2.5. The Policy will bring a number of pre-existing policies under one integrated policy.

**3. MEMORIALS**

3.1. **General.** The policy covers three types of memorial:

3.1.1. Personal memorials – Trees and Benches

3.1.2. Memorial Gardens

3.1.3. War memorials

3.2. **Personal Memorials.**

3.2.1. The Council offers personal memorialisation within its parks and open spaces which is paid for by the requestor. This includes the following:

3.2.1.1. Memorial tree – native species; standard tree 18-20 cm girth. Memorial plaques are not permitted.

3.2.1.2. Memorial bench – black steel panel. Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench.

3.2.1.3. The inscription on the plaque will be restricted to “In (Loving) Memory of”, the name of the person and the dates of birth & death.

3.2.1.4. The Council reserves the right to decline any request which has the potential to be contentious or disharmonious and cause hurt or offence to other park users.

3.2.2. The Council encourages requestors to opt for a memorial tree in favour of a bench for several reasons:

3.2.2.1. It provides a living memory of the deceased.

3.2.2.2. It is more environmentally friendly and families also see it as a positive legacy to tackling climate change.

3.2.2.3. It is less emotive for families who may find a bench can be mis-used or more easily vandalised.

3.2.2.4. Trees require little to no maintenance in their early years of growth whereas benches require regular attention and upkeep.

3.2.3. The Council does not permit plaques at trees because:

3.2.3.1. Plaques are susceptible to damage by grass cutting machinery and anti-social behaviour.

3.2.3.2. Plaques draw attention to a memorial tree and can be a focus for anti-social behaviour.

3.2.3.3. The location of a memorial tree should be known to the family alone and those they wish to tell as a place where they can come to reflect and watch it grow. This has been the practice promoted since 2017 without issue.

3.2.4. Both trees and benches will be procured and installed by the Council with the full cost of both being borne by the requestor. Cost will be reviewed annually.

3.2.5. Memorials shall be positioned to maximise the benefit and development of the park or open space. However, every effort will be made to accommodate the wishes of the applicants.

3.2.6. The Council will limit the number of memorials so as not to detract from the prime purpose of the park or open space in question. Therefore, the size and location of the park or open space shall determine the number of memorials permitted. The Council reserves the right to refuse applications on this basis.

3.2.7. Operational Procedures for Personal Memorials.

3.2.7.1. Once an application has been received and a location agreed, the Council shall arrange for the purchase and planting/installation of the preferred memorial.

3.2.7.2. Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, the Council reserves the right to remove immediately in the interest of health and safety, until repairs or replacement can take place. The Council reserves the right to review, and relocate to another location. Consultation will take place with the relevant parties, as appropriate.

3.2.7.3. The Council accepts no liability for damage to any memorial due to acts of vandalism from third parties or whilst the Council carries out routine maintenance in the park. However should a tree fail within the first 2 years of planting it will be replaced by the Council. Thereafter replacement will be at the discretion of the Council.

3.2.7.4. Should a bench be vandalized / damaged or weathered beyond repair, it will be replaced by the Council and the original plaque added at the discretion of the Council.

3.2.7.5. No additional moveable mementoes i.e. sports shirts, vases, statues, flowers, wreaths, flags, balloons or other ornamentation etc., shall be permitted on or around the memorial. Where present, these will be removed without reference to the original applicant. Items removed will be held in storage and disposed of if not claimed in 30 days. Similarly the scattering of ashes is not permitted.

3.2.7.6. Payment is required with every accepted application. Cheques should be made payable to ‘Lisburn & Castlereagh City Council’. Subject to review, costs as at 2022 are:

3.2.7.6.1. Memorial tree - £150

3.2.7.6.2. Memorial bench & plaque - £1,100.

3.2.7.7. The memorial will remain in the ownership and property of Lisburn & Castlereagh City Council, thus ensuring it is covered by the Council’s insurance policies.

3.2.7.8. To preserve the information associated with the tree or a bench, GPS positioning will be used to precisely pinpoint where a memorial is located and will be used to hold any supporting information e.g. contact name, telephone number and address of purchaser and for future reference by the next generation of parks staff.

**3.3. Memorial Gardens or Commemorative Spaces.**

3.3.1. The Council has very little space for any new Memorial Gardens or Commemorative Spaces.

3.3.2. Requests from community groups or Elected Members will be subject to the feasibility of the request, availability budget and will require the approval of the Corporate Services Committee.

**3.4. War Memorials.**

3.4.1. Lisburn & Castlereagh City Council periodically updates the names of fallen Armed Forces Personnel on war memorials in the council area which the Council maintains. The criteria below will be applied in relation to these inscriptions:

3.4.2. The individual must have:

* been born in or lived in the Council area at the time of their death
* died on active service in a war, peace support or peace enforcement operation in which the Armed Forces of the United Kingdom participated
* died whilst in service with either the Armed Forces of the United Kingdom, or the Armed Forces of a country which is a Member of the Commonwealth

3.4.3. The request must be made in writing by either the next of kin or with the permission of the next of kin or exectutor.

3.4.4. Requests that do not meet all of the above criteria will not be progressed.

**3.5. Garden of Refection LVI.**

3.5.1. The Council has located a Garden of Reflection (GoR) at Lagan Valley Island as a place of reflection for individuals affected by babies born asleep, babies lost through miscarriage, neonatal loss or young people (under the age of 18 - Department of Health, Social Services and Public Safety. Northern Ireland) who have passed away, can reflect and remember their loved ones.

3.5.2. This garden of reflection is not a memorial. It is a place of quiet reflection in the centre of Lisburn along the banks of the River Lagan.

3.5.3. On an annual basis (every February), the Council will publicly call on parents or immediate next of kin who are resident in Lisburn & Castlereagh City Council to submit details (names and /or surnames of babies/children and proof of residency). As a support to the parents or immediate next of kin, the Council will arrange for these names to be engraved and placed on the benches in Garden of Reflection and the Mayor will organise a service of reflection for the parents/next of kin.

3.5.4. The Mayor will organise an annual service of reflection in accordance with the GoR procedure.

**3.6. Other Memorials.**

3.6.1. The Council has a number of other memorials across the Lisburn and Castlereagh Area. These memorials were agreed at a point in time for the stated causes, usually with extensive consultation. The Council will maintain these memorials, however, additional names cannot be added and the memorials cannot be altered. This does not apply to War Memorials.

3.6.2. A Garden of Reflection is also available in Moat Park, Dundonald.

**4. LOCATIONS**

4.1. Lagan Valley Island Civic Building.

4.1.1. Due to limited availability of space at the Council’s Lagan Valley Island Civic Building, memorials will be restricted to past and present Elected Members and Council Officers, as appropriate.

4.1.2. Due to the very limited space available, it is not envisaged that there will be any further memorial gardens.

4.2. Parks and Open Spaces – Designated Locations.

4.2.1. The Council has very few sites which make appropriate locations to plant significant numbers of memorial trees. Two facilities have been identified in which to accommodate such requests suitable for all sections of our community.

4.2.1.1. McIlroy Park, Lisburn

4.2.1.2. Billy Neill MBE Country Park, Dundonald

4.2.2. Both locations offer the potential to plant avenues of trees adjacent to paths for ease of access to those with mobility issues. The trees would be the same variety to present a uniform and aesthetically pleasing avenue.

**5. GOVERNANCE**

5.1. This policy approved by the Corporate Services Committee will be revised as necessary to meet changing circumstances, fashion and trends and be reviewed, as necessary.

5.2. Applications for personal memorials will be taken forward by the Head of Parks & Amenities in keeping with this policy subject to agreement.

5.3. Applications for Memorial gardens and names added to War memorials will be taken forward by the Head of Corporate Communications and Administration in keeping with this policy subject to agreement.

5.4. Any complaints will be processed through the Corporate Customer Care process.

**6. AD HOC REQUESTS**

6.1. Very occasionally, a request will be received from a community group / sports club or Elected Member requesting a memorial bench, garden or tree to be provided by the Council. The locations can vary from:

6.1.1. Properties belonging to Lisburn & Castlereagh City Council but under lease to the community group;

6.1.2. Properties with no affiliation to the Council.

6.2. Where a request is for the former category, the bench or tree will be provided if:

6.2.1. The Head of Service for the Service Unit which manages the lease approves;

6.2.2. There is sufficient budget available from the Service Unit which manages the lease;

6.2.3. It complies with the principles of the policy.

6.3. Where a request is for the latter category, the bench or tree will only be provided following an approval Minute from the relevant Committee and sufficient budget being available. If minded to support a request, the applicant must produce:

6.3.1. Written evidence of the approval of the landowner for its installation;

6.3.2. Written confirmation from the applicant that they absolve the Council from any future legal liability in respect of claims or damages arising from the tree / bench or its installation;

6.3.3. Written confirmation from the applicant that they absolve the Council from any further liability or responsibility for maintenance or upkeep of the tree or bench. In effect the tree or bench is gifted from the Council with no further ties.

6.4. Where a request is received from a registered charity requesting permission to install a memorial bench or tree provided by that organisation, the request will be taken forward by the appropriate Head of Service if:

6.4.1. It complies with the principles of the policy;

6.4.2. It is uncontentious and unlikely to cause hurt or offence to other facility users;

6.4.3. The appearance of the bench is in keeping with existing facility benches;

6.4.4. Paragraph 3.2.7 applies.

**Appendix: Council Memorials (as at 10 October 2022)**

|  |  |
| --- | --- |
| **Memorial** | **Location** |
| Garden of Reflection (Infant Loss) | Lagan Valley Island |
| Princess Diana Garden | Lagan Valley Island |
| Memorial to those affected by suicide (in development) | Lagan Valley Island  Moat Mark |
| Memorial to those who lost their lives during COVID-19 (in development) | Lagan Valley Island |
| Memorial Window/Bench for the La Mon Bombing | Lagan Valley Island |
| Frank Pantridge Memorial | Lagan Valley Island |
| Garden of Reflection | Moat Park |
| Lisburn Half Marathon Bombing Memorial | Lisburn |
| Joseph McIlwaine Memorial Plaque | Aberdelghy Golf Club\* |

**War Memorial Locations**

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| --- |
| Moira |
| Lisburn |
| Hillsborough |
| Glenavy |
| Hilden |
| Maghaberry |
| UDR Memorial, Lisburn |

**\****This memorial is currently being relocated*