

Draft Blue Plaque Policy

Introduction

Cottingham Parish Council recognises the importance of commemorative blue plaques in helping visitors and residents identify with the history of the village and aims to promote the recognition and awareness of people, places and events which have been of lasting significance in the life of Cottingham or more widely.

The Parish Council encourages suggestions from members of the public for suitable plaques. A decision to install a blue plaque will be made by the Parish Council following a recommendation of *the appraisal panel*.

Eligibility

The following eligibility criteria will guide the appraisal panel in their recommendations to the Parish Council.

- 1.1 In order to be eligible for a commemorative plaque an individual must have been deceased for a period of 20 years OR the centenary of their birth has passed.
- 1.2 An individual must also:
 - a. Have been an eminent member of their profession or calling OR made a significant contribution to human welfare or happiness
 - b. Be recognisable to the well-informed passer-by or deserve national recognition
 - c. Have distinguished themselves by a significant public service, act of bravery or *committed a notorious act*
- 1.3 For plaques commemorating buildings the building must be either locally or nationally known as of special significance and worth of lasting recognition.
- 1.4 For plaques commemorating events, a period of 10 years must have elapsed since the occurrence of the event

Location

When locating plaques, the following key principles should be adhered to. A recommendation to locate a plaque which does not meet the three principles must be accompanied by sufficient explanation as to the reason it is deemed acceptable by the appraisal panel.

- 2.1 Plaques should be visible from the public highway
- 2.2 Plaques for individuals should only be placed on a residence or site – not a redeveloped site
- 2.3 Plaques should be installed on buildings rather than gates or boundary walls

Appraisal Panel

- 3.1 The appraisal panel shall be a working group of the Parish Council comprising three Council members and one representative each from the Local History Society and the Association for Heritage Interpretation.
- 3.2 The appraisal panel shall consider any suggestions received by members of the public for the installation of a new blue plaque and shall first appraise its suitability under the eligibility criteria
- 3.3 The appraisal panel may consult any individual or body it deems necessary in order to appraise the suitability of a commemorative plaque
- 3.4 The appraisal panel shall undertake any research necessary including; liaising with the owner of the building to which a plaque would be affixed, recommended locations for the plaque and drafting the text for the plaque
- 3.5 The appraisal panel shall make a recommendation to the Parish Council as to whether a plaque should be installed.

Ownership

- 4.1 The Council shall retain ownership of all installed plaques
- 4.2 The Council shall enter into an agreement with the owner of the location where a plaque is installed as to the maintenance of the plaque
- 4.3 Should a plaque be removed from a building it will be returned to the Parish Council