

Art and Memorials in Public Places

Adopted: 16 March 2017

Background

Council receives requests to install artistic works in the public spaces Council owns and manages. Council also receives requests for public buildings, streets, and other facilities or open spaces to be named after notable local individuals. People may approach staff with offers to provide such things as park benches, fountains, art, and sculptures, or to plant trees within a public space, subject to them being permitted to attach a plaque or other inscription dedicating the object to the memory of a person or a group.

The size, materials and ongoing maintenance requirements are not always clear when the request is made. This policy provides guidance to selecting a site, ensuring the art or memorial is fitting to the site, and ensuring that it is managed and maintained.

Objectives

1. To contribute to the creation of unique identities for the towns and communities of our district – a sense of place.
2. To recognise members of the community who have contributed to the wellbeing of the people within their area or the District.
3. To ensure community involvement in the decision-making about any proposed art or memorial.
4. To provide a process to follow when a request to install art or a memorial is received.
5. To support art and memorials which have relevance to their site, the history of the community or the District, or the culture and beliefs of the artist.
6. To ensure that art and memorials are well maintained.

Policies

1. Public art and memorials must:
 - a. contribute to the profile and identity of the community, town, or district
 - b. be durable, easy to maintain, and of good quality material
 - c. be accessible for public viewing
 - d. comply with standards relating to design, colour etc.
 - e. aesthetically enhance the public space or built environment
 - f. become the property of the Council.
2. All applicants must complete the Public Art / Memorial Proposal Application form.
3. Council is responsible for the planning, documentation, maintenance, and care of works on Council property.
4. Council will maintain a Public Memorial and Public Art database as a heritage asset in the Recreation Activity Management Plans.

5. For art applications, a project manager will be appointed to co-ordinate the project and report to the Community Board regarding:
 - a. project brief and contract development;
 - b. approvals including resource consents if required;
 - c. ownership and intellectual property rights;
 - d. public safety requirements;
 - e. budget development and funding sources;
 - f. timeframe;
 - g. consultation;
 - h. asset management; and
 - i. maintenance.
6. Memorial street names will be permitted where the individual had a connection to the place where the street is located, or, if the individual is still alive, the individual has given their written consent to the use of their name.
7. Council will apply the name of an individual to a building, structure, or open space where the individual
 - a. has a connection to the building, structure or open space to be named either as a benefactor or as a person responsible for the construction or development, or the fundraising for the construction or development;
 - b. is or was associated with the open space as a previous resident or descendant of previous residents;
 - c. has an established connection to the principal activity for which the building will be used, such as the long term president or patron of a society related to that activity;
 - d. have given their written consent to the use of their name (if still alive).
8. Memorials may consist of:
 - a. a tree or shrub planted within a reserve or park with an associated plaque or stone as a dedication.
 - b. a plaque affixed to an existing landscape feature, such as a boulder or fence, which is located in a position of significance to the person to whom it is dedicated.
 - c. an object which can be used by persons visiting the building, such as a park bench or a library table.
The actual dedication shall consist of a small inscribed plaque or similar attachment.
9. Where a memorial becomes unsafe due to its age and condition or is required to be replaced, Council will take reasonable steps to return to the family any plaque which may have been attached to it. Council accepts no obligation to replace the object or to attach the plaque to any replacement object.
10. A request for installation of art or a memorial in a public place will be reported to the appropriate Community Board. The Board will:
 - a. review the application to ensure that the art or memorial meets this policy
 - b. be responsible for aesthetic approval
 - c. decide the design, construction, and location of any proposed memorial
 - d. identify ongoing costs and who will fund these costs, including maintenance and insurance
 - e. recommend to Council whether or not to install a work of art or a memorial and an appropriate location.