



CHESTERFIELD
BOROUGH COUNCIL

Commemorations and Flag Flying Policy

Owner: Directorate Corporate

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SECTION 1: Introduction, aim and scope

1.1 Introduction

A review in 2020 - 2021 identified a wealth of commemorative activity across the borough including flag flying, statues, monuments, plaques, events and exhibitions, all making a valuable contribution to our history, heritage and culture. It is important to current and future generations of Chesterfield residents that there are a range of opportunities to commemorate and celebrate key individuals, organisations and historical events which have helped to shape our great borough.

1.2 Policy aim

The Commemorations and flag flying policy seeks to establish the key principles for commemoration activity delivered or supported by Chesterfield Borough Council and to provide a clear route for commemoration proposals to be submitted to the council.

1.3 Policy scope

Within scope:

- Commemorations on land owned by or managed by Chesterfield Borough Council
- Commemorations in or on buildings owned by or managed by Chesterfield Borough Council
- Commemorative activities organised, supported in kind or funded by Chesterfield Borough Council. Examples include civic and ceremonial, museum and theatre programming, equality and diversity forum events programme, percent for art, plaques, commemorative gardens and parks and open spaces improvements, street naming and via regeneration schemes
- Flag flying from Chesterfield Borough Council owned and managed buildings

Out of scope:

- Individual small scale memorials at cemeteries, the crematorium or street furniture for example gravestones, commemorative trees, plaques on park benches etc.
- Commemorations on land and buildings not owned or managed by Chesterfield Borough Council

- Commemorations not organised, supported in kind or funded by Chesterfield Borough Council

While these activities are not within the scope of this policy, we would still recommend using the commemoration principles identified as a guide.

SECTION 2: Commemoration principles

2.1 The following principles were developed as part of the 2021 review of commemorations and following stakeholder and community consultation. These will be the guiding principles the Council will use when considering requests for commemorative activity.

2.2 Principle 1: Close connection to the borough

Commemorations supported or developed by Chesterfield Borough Council should only relate to individuals, organisations or historic events with a close connection to the borough. This could be a prominent individual who was born or lived in Chesterfield borough and/or made a significant contribution to the borough. It could be an organisation based in the borough making a significant contribution, our diverse Chesterfield communities, or a building of intrinsic value to the borough.

2.3 Principle 2: Research and engagement

All commemoration proposals require a research and engagement stage. This includes consultation with relevant stakeholders including statutory agencies and appropriate community and voluntary sector groups.

Engagement and checks may be required with the planning authority (Chesterfield Borough Council), highways authority (Derbyshire County Council) and heritage bodies such as Historic England.

2.4 Principle 3: Permissions

Where commemorations relate to a named individual, either their permission or in the case of a deceased person – their family or estate administrator's

permission should be obtained. Where commemorations relate to an organisation, they should be consulted and permission obtained. Where commemoration activity relates to buildings or land, the owner should be consulted and permission obtained.

2.5 Principle 4: Costs

The initial costs and ongoing maintenance of commemorations should be at the expense of the proposer (which may be Chesterfield Borough Council itself) or through external funding.

2.6 Principle 5: Making links and maximising opportunities

Maximising opportunities through Chesterfield Borough Council and partnership activity for commemoration. For example, through policy development, street naming schemes, parks and open spaces investment, regeneration schemes, cultural venues programming.

2.7 Principle 6: Communication

Scalable communication plans should be developed for all commemoration activity to maximise opportunities for commemoration, celebration and education.

Section 3: Types of commemoration activity

3.1 Monuments, statues and art installations

There are a large number of monuments and statues across Chesterfield Borough which showcase our rich industrial heritage and culture. There is a particular wealth of commemorations dedicated to the mining industry, early trade unionism and railway engineering. There are also a number of first and second world war memorials.

The council has operated a 'Percent for Art' scheme since 1994 which has seen the completion of over 80 new art schemes located throughout the borough that help to create a sense of place and add character to the built environment.

Our previous Local Plan required all development schemes within the borough costing over £1 million to include a work of art to the value of 1% of the total cost of the project. Smaller schemes were also encouraged to include artworks within their design. During our last Local Plan examination in 2020 the Planning Inspector asked us to ease this requirement. This may impact on our ability to increase the number of art works and commemorations within the borough but we have, however, made a commitment to continue to encourage developers to commit to the scheme and community involvement.

3.2 Plaques

Chesterfield Borough Council, Derbyshire County Council and Chesterfield Civic Society place blue plaques to commemorate either the intrinsic worth of a building, or an association with people or historical events of significance to the borough. Information is available on the Chesterfield Civic Society website about current blue plaques and their historical context.

3.3 Street names

Derbyshire Building Control Partnership (on behalf of Chesterfield Borough Council) are responsible for all street naming and property numbering within the Chesterfield Borough Council area. The primary objective in naming streets is to facilitate easy identification of premises by, the emergency services, postal / delivery services and general visitors to the area, amongst others. All addresses form part of the National Land and Property Gazetteer (NLPG) which covers the whole of England and Wales.

In the majority of cases the developer will propose names for the new development or request suggestions from the Council. In both cases local ward members for the area will be consulted. A number of street naming conventions are followed including:

- Street names for new developments should not be duplicated within a postal district area
- Street names should not be difficult to pronounce or awkward to spell
- Names of living or deceased persons will not be allowed, unless agreement of the named person's family or estate administrators has been obtained
- Street names, where possible should reflect the history or geography of the site or area
- Street names construed as advertising will not be allowed
- Street names that could be considered to be offensive will not be allowed

- Where a road is in two parts, the use of North, South, East and West in street names should be avoided (eg North Road East and North Road West). It is preferred that two different road names are used
- Phonetically similar names within a postal town area should be avoided
- Historic street naming and Numbering practices have often resulted in many streets in close proximity being assigned the same name but with a differing suffix, eg. Brunel Road, Brunel Avenue, Brunel Close, etc. The Department of Transport advises against this practice. Proposals to name new roads in an area using a differing suffix will normally be refused

In recent years, increased effort has been made to work with developers to create naming schemes which reflect the historical and cultural interest of the site for example wood themed names for the housing development on the former Arnold Laver Timber Company site, we support and encourage this approach.

Street naming for living or deceased people will usually not be permitted as naming permanent features after individuals presents a range of challenges and can be extremely resource intensive. It can be very challenging to undertake background checks around an individual's history and unfortunately sometimes issues of concern emerge long after street naming has taken place. Changing street names is a controversial, lengthy and complicated legal process to complete with significant statutory consultation requirements. In very exceptional circumstances the names of living or deceased people may be used but agreement of the named person or their family or estate administrators must be obtained and a case made for the person making a significant contribution to the borough of Chesterfield or the specific area of Chesterfield borough where the development is.

3.4 Civic and ceremonial

Civic and ceremonial events: The Council in partnership with a range of organisations including the community and voluntary sector develop and deliver a range of civic and ceremonial activities including the annual Remembrance Sunday Service, Armistice 11th hour ceremony and Civic service. There may be additional commemoration activities developed for example World War centenaries, Royal visits, Jubilees.

Local Democracy: We work with schools to deliver an extensive local democracy programme which can include commemoration activity, recent examples include women getting the vote and our twinning anniversary with Darmstadt.

Freedom of the Borough: With the passing of the Honorary Freedom of the Boroughs Act 1885 the dignity attached to the Office of Freeman was revived and enhanced. This Act conferred upon all Municipal Corporations the power to admit as Honorary Freeman of the Borough “persons of distinction and any persons who have rendered eminent services to the Borough”. Granting the Freedom of the Borough is the highest honour that the borough can confer and should only be used in exceptional circumstances.

Freedom of entry to the Borough: This honour is reserved for military regiments with a strong connection to the borough and usually granted upon return from tours of active duty. The honour allows Regiment members to march through the town with bayonets fixed and regimental standards flying.

Honorary Alderman/ Alderwoman: Section 249(1) of the Local Government Act 1972, enables the Council to confer the title of Honorary Alderman of the Borough of Chesterfield to former Chesterfield Borough Council elected members in recognition of eminent service rendered to the council.

Moments of silence: International, national, regional and local moments of silence (one or two minutes) as a period of silent contemplation and reflection as a gesture of respect for periods of mourning or tragic events are organised as appropriate. A minute’s silence (subject to agreement of the family or estate administrator) will be held at the next Full Council following the death of a serving elected member or officer.

Books of condolence: A condolence book or book of condolence is a book in which people may record their condolences after a death or great tragedy. After the death of a leading figure or tragic event, condolence books may be placed in public places such as the Town Hall for members of the public to use. We may also utilise or signpost to electronic books of condolence.

Flag flying: The Union Flag will be flown every day of the year from Chesterfield Town Hall. Throughout the year we fly flags from the Town Hall and other prominent Council buildings to symbolise the borough’s support for local, national and international days and events. However, these flags are displayed for a temporary period only, usually just for one day. At the beginning of each calendar year, a list of flag flying days is produced based on the dates outlined in our Flag Flying Policy – detailed in section 4.0.

Illumination of the Town Hall: We do occasionally receive requests to illuminate the Town Hall, normally this will be declined as it does not support our climate change agenda and adds additional resource strain in terms of staff time and equipment. If there are exceptional circumstances, the Service Director – Corporate will consider the request in consultation with the Cabinet Member for Governance.

3.5 Equality and Diversity Forum events programme

The Equality and Diversity Forum, supported by Chesterfield Borough Council organise a range of commemorative, educational and celebratory events and activities each year. The Forum holds a planning meeting each year to develop and prioritise themes. In addition to the core Forum programme, the Forum with Chesterfield Borough Council support and promote a range of equality and diversity related activity for example Black History Month projects with the African Caribbean Association and Chesterfield Pride.

3.6 Cultural services

Chesterfield Museum: The Council is currently undertaking an ambitious project to remodel and refurbish Chesterfield's 'striking' Stephenson Memorial Hall extending the Pomegranate Theatre, reconfiguring and modernising Chesterfield Museum, and introducing new gallery space, a café bar, education, and community facilities. This new approach offers a significant opportunity to commemorate and display the story of Chesterfield. This will be through a combination of fixed exhibitions and a changing programme of exhibitions that look at Chesterfield in a variety of different ways including the commemoration and celebration of people, organisations and communities. Previous examples include the building of a trench to commemorate the end of World War I, hosting exhibitions from local community groups and organisations including the Chinese Big Society, Chesterfield College and Derbyshire LGBT+. There have also been exhibitions looking at the 'Great and the Good' of Chesterfield in portraits. Chesterfield Museum presents a significant opportunity for further commemoration, celebration and education.

Chesterfield Theatres: Chesterfield Theatres consists of two Grade II-listed theatres called the Pomegranate Theatre and the Winding Wheel Theatre owned and managed by Chesterfield Borough Council. The theatres host a diverse programme of cinema, drama, dance, music, comedy and community

based activities. The theatres can also be hired. On occasions theatre programming may include special events and showings to commemorate significant historical events for example World War I centenary or celebrations such as Royal Jubilees.

- 3.7 **Parks, open spaces and cemeteries:** We have worked in partnership to develop a number of memorial and commemorative spaces within our parks, open spaces and cemeteries. For example, we have worked in partnership with Chesterfield Sands (the stillbirth and neonatal death charity) to develop three memorial gardens: the Staveley Baby Garden, Boythorpe Baby Garden and the Never Land Garden at Chesterfield Crematorium.
- 3.8 **Regeneration and environmental improvement schemes:** Chesterfield Borough Council and partners are developing and delivering a number of significant regeneration and environmental improvement schemes across the borough. As part of these schemes, we aim to consider how we can maximise opportunities for appropriate commemoration. This could include planting schemes, interpretation boards, sculptures, street furniture, naming etc.
- 3.9 **Communication channels:** Chesterfield Borough Council manages a range of communication channels including Your Chesterfield (the Council's resident digital magazine), website and staff intranet and social media accounts including X, Facebook, LinkedIn, Instagram and YouTube. These communication channels are a vital part of commemoration proposals but can also be used to commemorate individuals, organisations and significant events or causes as stand-alone activities.

Section 4: Flag flying

- 4.1 The Council displays flags on the flagpoles on the roof of the Chesterfield Borough Council offices, Town Hall, Rose Hill, Chesterfield, S40 1LP. The purpose of flying flags at the Town Hall is to symbolise the borough's support for important local, national and international days and events. Like all symbols, flags are highly emotive and can be open to interpretation therefore the Council needs to ensure careful consideration is given to flag flying days.



- 4.2 At the beginning of each calendar year, a list of flag flying days is produced based on the dates outlined in this policy, guidance from the Government on designated days for flying the Union Flag and advice from the National Association of Civic Officers (NACO) on special events taking place during the year, such as anniversary events. We also develop a list of additional flag flying days for commemorative and celebratory activities relevant to support of our civic programme and community support.
- 4.3 All flag flying commitments are subject to the weather, safe access to the flagpoles and the availability of suitably trained staff.
- 4.4 Flags should not be flown in a worn, damaged or soiled condition. Staff responsible for flying the flags, namely the Town Hall caretakers, will report any damage or wear and tear to the Member and Civic Support Officer as soon as practicable. There is a small budget available for the upkeep of Civic Regalia which covers the basic maintenance of flags. Spend on new or additional flags must be approved by the Democratic and Elections Manager.

4.5 **The Union Flag**

The only permanent flag to be flown from the flag poles at Chesterfield Town Hall is the Union Flag. The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride.

- 4.6 Since 2008, councils have had the discretion to fly the Union Flag at all times if they wish. New guidance was issued by the Department for Digital, Culture, Media and Sport in March 2021 calling for all UK Government buildings to fly the Union Flag every day. All local authorities and other local organisations were encouraged to follow this guidance. In addition, the UK Flag Protocol, produced by the Flag Institute, encourages all local authority buildings in England, Scotland and Wales to fly national flags every day of the year and this practice is being seen more frequently across the country.
- 4.7 The Union Flag should always be flown on the centre flagpole of the Town Hall, in accordance with Government guidance and UK flag protocol. The only exception would be during a visit from the Sovereign, in which case the Royal Standard would be flown on the centre flagpole but only after consulting with the Lord Chamberlain's Department or the Sovereign's private secretary.

- 4.8 The Union Flag should be flown at half-mast on the following occasions:
- On the announcement of the death of the Sovereign, except on Proclamation Day when the Flag is hoisted right up from 11am to sunset: (refer to separate protocol)
 - On the day of the funeral of members of the Royal Family, subject to special commands from the Sovereign or the UK Government in each case.
 - Workers' Memorial Day

4.9 In the event of a national or international incident, the advice of the UK Government will be followed in respect of how and when flags will be flown at the Town Hall. This includes the Union Flag and / the flag of any other nation.

4.10 Other flag flying days

There are other dates during the year where additional flags will be flown for a temporary period – usually a day but no more than 14 days. These flags will be flown on the flagpole to the left of the principal flagpole when viewing the Town Hall from the front.

- 4.11 The standard annual flag flying days at the town hall are:
The additional flag flying dates are:
- Commonwealth Day (second Monday in March) – Commonwealth Flag
 - St George's Day (23 April) – St George's Flag
 - Annual Council Meeting (second Wednesday in May) – Borough Flag
 - Mayor's Civic Service (second Saturday in May) – Borough Flag
 - IDAHOBIT Day (International Day Against Homophobia, Transphobia and Biphobia) (17 May) – Rainbow Flag
 - Armed Forces Day (Monday to Saturday, normally the last week in June) – Armed Forces Day Flag
 - NHS, Social Care and Frontline Worker's Day (5 July) – NHS Flag
 - Chesterfield Pride (July) – Rainbow Flag
 - Merchant Navy Day (3 September) – Merchant Navy Flag
 - Derbyshire Day (September) – Derbyshire Flag

4.12 On the occasion of the death of a serving Mayor, the Borough Flag should be flown at half-mast from the day of death to sunset on the day of the funeral.

- 4.13 The flags of Chesterfield's twin towns (where a town or city flag is available) will be flown alongside the Borough flag when an official delegation visits the Town Hall. The twin towns are:
- Darmstadt, Germany
 - Troyes, France
 - Yangquan, China
 - Tsumeb, Namibia

4.14 Requests for additional flag flying days

Consideration will be given to one-off additional requests for flag flying by the Service Director – Corporate in consultation with the Cabinet Member for Governance.

- 4.15 The request will be assessed against the requirements in the Council's Commemorations principles and should reflect the vision and priorities of the Council, be sensitive to the views of communities and be made in the spirit of displaying allegiance, support or respect or to celebrate or mark a significant international, national or local occasion. The submission for flag flying should follow the same submission route as other commemorations - outlined in section 5.0.

Section 5: Commemoration proposals

5.1 Chesterfield Borough Council developed proposals

The commemoration principles identified within section 2 of this policy should be followed for all commemoration activity developed by Chesterfield Borough Council or where Chesterfield Borough Council is a delivery partner. The lead officer should inform the Service Director – Corporate of any new or changed commemoration plans early in the process so that assurances can be made regarding the principles and assistance such as legal advice, governance matters, communications, health and safety and community engagement/consultation can be arranged. Support from other services including ICT, customer services, finance, planning development control and conservation, building control and Human Resources may also be required.

5.2 Other proposals

Members of the public, community and voluntary sector groups, faith organisations, businesses or other public sector agencies may wish to submit proposals for commemoration activity which fall within the scope of this policy (covered at section 1.3) for consideration by the Council. Proposals should be submitted to the Policy and Partnerships Manager for initial consideration and discussions with relevant services, partner agencies, elected members and to confirm decision making arrangements (if required).

E-mail: katy.marshall@chesterfield.gov.uk
Post: Katy Marshall – Policy and Partnerships Manager
Directorate Corporate
Chesterfield Borough Council
Town Hall
Chesterfield
S40 1LP

The following initial information will be required in order to consider your request:

- Name of the individual, organisation or event you wish to be commemorated and further relevant information such as key dates, locations etc.
- Their connection and contribution to Chesterfield borough
- Type of commemoration activity requested
- Location of the commemoration
- How the commemoration will be funded including initial costs and ongoing maintenance
- Further information about you, the proposer – are you a member of the public, business, community group etc.
- Your contact information

Please note for some types of commemoration activity there will be a long lead in period due to programming requirements, approval processes, the ordering of materials, permissions etc. so early discussions are vital.