

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>Commemorative Plaque (Blue Plaque) Policy</b></p>
	<p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>Adopted 24<sup>th</sup> July 2017</b>  <b>Reviewed: November 2025</b>  <b>Approved: 15 December 2025</b></p>

## **1 Introduction:**

Commemorative plaques (often referred to as blue plaques) can be added to buildings as a means of honouring key people and events in history.

There is no single national scheme for commemorative plaques although Historic England operates the commemorative plaque scheme in London and there are many other schemes operating across the UK.

This document sets out Broadstairs and St. Peter's Town Council's approach to awarding commemorative plaques.

## **2 Policy Purpose:**

This policy:

1. Provides guidance for new commemorative plaques requests and details the decision-making process for plaque requests
2. Describes the eligibility criteria for the awarding of a commemorative plaque.

## **3 Scope of Policy:**

This policy covers requests for commemorative plaques on buildings and assets which fall within the parished area of Broadstairs and St. Peter's.

## **4. Plaque Requests and Decision-making Process:**

All requests for a commemorative plaque should be made to the Town Clerk in the first instance. The Town Clerk will then circulate the request to all Councillors as an Agenda item at the next meeting of the Finance & General Purposes Committee (F&GP). The decision regarding the awarding of a plaque will be discussed and decided at this F&GP Committee.

It should be noted that the cost of the plaque, its installation and unveiling must be paid for by applicant and any planning application needed for the placing of the plaque should be undertaken by the applicant following the approval of the request by the Town Council.

## **5. Eligibility:**

(Based on the Historic England and Manchester University Guidance on eligibility criteria for the awarding blue plaques)

### ***5.1 Plaques commemorating individuals:***

- The individual should have a significant link to the Broadstairs and St. Peter's area and the building under which the application is being made should have been a significant residence during their life.
- At least 20 years should have passed since the individual's death. This will

ensure that their achievements can be assessed objectively with proper historical perspective and that the resultant plaque is fully justified and rational.

- An individual should be regarded as significant within their field and there should be reasonable grounds for believing that the subject(s) are regarded as eminent by a majority of members of their discipline or profession.
- An individual's achievements must have made a lasting and significant contribution and be sufficiently famous to be familiar and important to succeeding generations.
- An individual should be sufficiently well known that the well-informed passer-by immediately recognises their name(s), or, they deserve national recognition.
- As far as possible, the building or site on which the plaque will be installed must be directly related to the person that the plaque commemorates.

### ***5.2 The following restrictions apply to events commemorated on a plaque***

- At least 20 years should have passed since an event occurred.
- The event should be sufficiently well known, or of such national importance, that the well-informed passer-by immediately recognises the event and its significance.
- As far as possible, the building or site proposed for installation must be directly related to the event.

### ***5.3 The following criteria apply to plaques for individuals and events:***

- Plaques will only be approved for locations that are visible to passers-by and accessible to the general public.
- Plaques will only be situated on sites of former buildings in exceptional circumstances.
- Exceptional cases will be considered on their merits, subject to the submission of a thoroughly researched and justified case.

## **6. Design of Plaques:**

The design of any plaque and the wording should be submitted with the plaque request so that it can be considered by the F&GP committee.

## **7. Review:**

This policy will be reviewed by the Town Clerk 2 yearly. If any changes are needed these will be reported at a meeting of the Finance and General Purposes Committee.