

**Powys War Memorials Project 2014-18:**

**A Mark of Respect**

**Guidance for Developing a Management & Maintenance Plan**

**for your War Memorial**

**1 INTRODUCTION**

**1.1 What is a Management & Maintenance Plan?**

A Management and Maintenance Plan is a document in which you set out what maintenance and management you need to do, when you will do it, and who will do it. It also identifies the costs and resources necessary to carry out the work. It will ensure that your war memorial(s) are cared for in the future.

**1.2 What is the difference between the recording and condition surveys and a Management & Maintenance Plan?**

The recording and condition surveys relate primarily to the physical fabric of the memorial and its location at the time the survey work was undertaken. They can and should be incorporated into a Management & Maintenance Plan. The M&M Plan looks to the future and will set out a timetable and responsibilities for checking the memorial and carrying out any regular maintenance.

**1.3 Why do we need one?**

To help you keep your war memorial in good condition.

To identify any problems before they become problems.

To get a free Conservation Kit to help you maintain your memorial

To access our funds for repairs or improvements.

**1.4 What should a Plan cover?**

The Plan should cover the memorial itself, any immediate landscaping around the memorial, and briefly (depending on where the memorial is located) cover its setting (e.g. churchyard, village green, building).

It need not be a lengthy or complicated document – it could be as simple as identifying someone to take a once yearly look at the memorial to check it is in good condition. The Plan should be proportionate to the size, complexity and importance of the war memorial. It could be less than a side of A4 or a folder of documents.

The Plan should set out a system of inspection and maintenance and identify management responsibilities for the next ten years. We appreciate that responsibility and names may change during this period, so you should build in a review of the plan to deal with these changes as they occur.

The Plan should also identify that the landowner has the appropriate insurance in place.

Some ideas for the content of the Plan are set out in Section 2 below.

**1.5 Who should write the Plan?**

Ideally the person / organisation who has ownership or responsibility for the war memorial. But it could equally be an interested party or the local community. Consultation on the Plan should take place with all interested parties.

**1.6 What do we do with the Plan once it’s finished?**

You should keep a copy of the Plan (and also a backup) and also give one to other interested parties (e.g. the owner, the person who will be carrying out any work, the Town & Community Council, any other party who has provided funding for repairs, etc).

You will need to provide the Powys War Memorials Project Officer with a copy of your Plan in order to gain access to our funds for repair or improvement. You can also get a free Conservation Kit with basic tools , materials and advice to help you maintain your memorial into the future. Depending on the contents of the Plan you will need to send us update reports when you have made your inspections in future years or if any changes are made.

If you review the plan you should log any new plan with PCC and other relevant parties

***The Powys War Memorials Project Officer can provide help and assistance with writing your plan.* Contact details in Appendix B.**

**2 CONTENTS OF THE PLAN**

**2.1 What information should we put in the Plan?**

***The contents of the Plan can vary depending on the type and complexity of the memorial. For example a small brass plaque in a church may require only a very simple plan but a large ornate free standing memorial in a busy town may require something more extensive. The War Memorials Project Officer can advise on this if you wish.***

*The Plan should identify the current situation and if it needs to change and if so how and who will do this. It will also include levels / frequency of maintenance (for example for grass cutting, removal of wreaths etc).*

***Some suggestions for inclusion in your plan (items marked as \* MUST be included in every plan):***

1. **\*** Name of memorial and location
2. Ownership / interested parties / what their roles are
3. \* How the memorial is currently managed (what is currently done and by who) and how it will be managed in the future. Include a copy of the relevant insurance certificate which covers the memorial.
4. **\*** Copy of current (baseline) condition survey or recording (please see Recording Toolkit)
5. **\*** Significance Statement – what you think is important about your war memorial. It can help to put this under the headings: aesthetic, community, historical, evidential (please see Appendix A).
6. **\*** Inspection timetable
7. **\*** Responsibility for Inspections – who will do the inspections
8. Pro-forma for Inspections – what to check
9. Setting and access issues and management – paths, steps, railings, trees, ecology, grass cutting etc
10. **\*** Commitment to using good practice conservation techniques for repairs or maintenance (detailed advice on these

can be found on the websites listed in Appendix B or from the Powys War Memorials Project Officer). A pro-forma declaration is included in Appendix C.

1. Risk assessment – e.g. risk from vandalism, damage, lack of resources, etc.
2. Costs and resources for future maintenance and / or repairs
3. Action Plan (if necessary, e.g. for long term improvements, projects or to address issues raised in the risk assessment)
4. Any health or safety matters
5. Copy of any management or maintenance plan for area or building in which the memorial is located.
6. M&M Plan review – it may be necessary to review or update your plan at periodic intervals, e.g. if ownership changes or there is a major problem with the memorial.
7. Any other information you think would be useful or interesting for others involved with your memorial.
8. \* Who prepared the Plan and who else was consulted or involved in its production.

**Appendix A: Significance Statement**

Cadw is the heritage branch of the Welsh Government. In their “*Conservation Principles*” (2011), they have set out a system for identifying what is important about an historic site or building, thereby ensuring that this is recognised when works are planned to that site or building and for helping people understand more about their historic assets.

Cadw uses the following system and it may help you with defining what is important or significant about your memorial to use the same headings. However, you may think that other headings are more appropriate to your particular memorial - there is no set procedure.

It is, however, helpful to get a range of opinions about what is important about your memorial for other people in your community. So the more people you can involve in this process the better your understanding of the memorial will be.

There will inevitably be some areas of overlap between the different headings and it may be easier to write a statement combining them all.

***Aesthetic***

Set out what the memorial makes you feel when you see it. Does its external appearance feel sombre, inspiring, attractive or grand? Does it invoke memories or certain people? Does it make you think about history or war?

Do the materials or design of the memorial add anything to these thoughts? Think about if it were made of a different material, how would that make you feel? Does the design remind you of anything or does it have local connections?

What does the memorial contribute to its setting? Is it a focal point in the building / village / town? Does it provide interest in an unused corner of the churchyard? Is it seen every day by passing traffic? If it went missing what would change about the area? Are there any views to or from the memorial which add to its importance?

Has the appearance of the memorial or its setting changed over time? How has this affected the appearance of the memorial, village, town or wider area?

Does the memorial have a decorative value? Or any particular features of interest?

This is quite a subjective exercise and people will have different views. It is important to include them all.

***Community***

What meaning does the memorial have for the local and wider community? Does the memorial cover a small area or extent into the wider community?

Is there a commemorative or symbolic value to the memorial? How is this evidenced? Does it bring the community together at certain times?

Does it have a religious, spiritual, emotional or economic place in the community?

What does the memorial say about the community’s history and its place in Wales’, UK or World history?

Are there other memorials nearby or related to yours in any way? Are there any associated structures or features nearby? E.g. war graves, roll of honour, railings or recreational park. If it is a building or in a building does it have another use? E.g. hospital, lych gate, council offices.

Community values may be both pleasant and uncomfortable.

***Historical***

What particular aspect of history does the memorial represent? Are several wars commemorated? When was the memorial erected? Has it been added to since it was put up?

Does the memorial incorporate any other historic fabric? Is it in an historic building? Has it changed over time and if so what does this tell you about history?

Does the memorial connect any past events or people? Were these people or events important to the local or wider community or connected to any particular historical event or period?

***Evidential***

Look at the physical evidence, does the fabric tell you anything about the memorial? Has it been changed? Does any damage or change affect what you know from the memorial? Has anything been added to protect it?

What are the documentary, pictorial or historical resources relating to the memorial? Are there newspaper reports of its erection? Do the Town & Community Council records say anything about its dedication or why this particular type of memorial was decided upon? Are there pictures of the memorial at different periods?

How important are the fabric and resources for telling you about the memorial, history and the community?

***Each war memorial will have its own particular significance.***

***In general, however, WW1 war memorials have an inherent significance due to their purpose of commemoration and remembrance. They will have significance on an international scale due to the extent of the World War and the countries involved. They will have a national significance as being part of a group of memorials across the UK commemorating those British solders that lost their lives. On a local and regional level there will be significance to families, communities, groups and organisations.***

* ***Aesthetic***

***WW1 memorials are often an integral part of a town, village or community landscape. They provide a focal point for remembrance and are often attractive built features in their own right or in their settings. Some memorials will have a higher significance because they are the work of a renowned artists or sculptor or of local significance because they are of local materials, erected by the local community or constructed by local craftspeople. They are a visual reminder of the great sacrifice made by so many and the importance of realising the impact of war - they are a physical link to a past which is geographically complex and varied. There is a wide variety of memorials in many different materials, forms and scales. The intellectual and sensory stimulation of war memorials is extremely high.***

* ***Historical***

***War memorials are an important source of local history and as individuals or a group provide an extensive resource for research and understanding a specific period of history. Researchers can have local, national or international interests. Many notable people, families and events from history are commemorated on war memorials. They are a physical reminder of past events and especially one of the biggest events and catalysts for change in world history. Often memorials commemorate several wars and periods of history, bringing a wider scope to their historical value.***

* ***Evidential***

***War memorials provide an important historical resource: they link with other primary and secondary historical resources such as photographs, diaries, poetry, war memorabilia, oral histories, artefacts, books, war records etc. They provide a link with other countries and communities all over the world. This project will inevitably demonstrate the evidential value of these structures to their local communities but they also have a much wider value for national or international experts and researchers. They have an important educational value, not just for the local history research that can be inspired by them, but also for creating an understanding and appreciation of the importance and impacts of WW1 and other conflicts.***

* ***Communal***

***War memorials have a special place in the heart of many communities, especially those as close and long lasting as the rural communities in Powys. This is demonstrated by the support for this project expressed throughout its development stages. Memorials are symbolic of the sacrifices made by the community during WW1 and form an important focal point for community events such as Remembrance Day. Memorials due to their purpose also have a spiritual value, which applies not only to the local but wider community. They provide an opportunity for the community to engage with their past and are part of a collective memory and identity.***

***In addition to the above, it is equally likely that some memorials will have environmental, tourism, economic or scientific value. It is difficult to understate the significance and value of war memorials in Powys or elsewhere. There seems little doubt that they have are of international, national and local significance, individually and especially as a group.***

**Appendix B: Useful Websites and Contact Details**

*All of the following websites have useful publications and technical advice to help you look after your war memorial.*

The Powys War Memorials Project: [www.powys.gov.uk/warmemorials](http://www.powys.gov.uk/warmemorials)

War Memorials Trust: [www.warmemorials.org](http://www.warmemorials.org)

Cadw: [www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk)

English Heritage: [www.english-heritage.org.uk](http://www.english-heritage.org.uk)

Historic Scotland: [www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

Society for the Protection of Ancient Buildings’ Faith in Maintenance Programme: [www.spabfim.org.uk](http://www.spabfim.org.uk)

***Powys War Memorials Project Officer.***

* E-mail: [warmemorials@powys.gov.uk](mailto:warmemorials@powys.gov.uk)
* By Post: Nathan Davies, Powys War Memorials Project Officer, The Gwalia, Ithon Road, Llandrindod Wells. LD1 6AA
* Telephone: 01597 827 597

**Appendix C: Commitment to using good practice conservation techniques – example pro-forma.**

* All decisions regarding works and repairs will be based on an understanding of the significance of the memorial.
* Where possible and appropriate like for like materials will be used for repairs or replacement.
* Specialist conservation advice will be sought as necessary.
* Specialists will be used as appropriate and necessary for works to the memorial.
* The value of the existing material is recognised and decisions for repair or maintenance will be based on a philosophy of minimum intervention.
* Works which may harm the long term future of the memorial will not be allowed (e.g. over cleaning, using inappropriate materials or increasing risk of damage).
* Consultation with relevant people / the local community will be carried out regarding any works.
* All relevant permissions or consents will be obtained prior to carrying out any works.
* The overarching philosophy will be to preserve and enhance the memorial and any aspects or features of significance which it possesses.

Signed………………………………………………………………. Date……………………………………….

Name / Position & area of responsibility………………………………..………………………………………………………………………………………….

Contact Details…………………………………………………………………………………………………………………………………………………………………..

Memorial Name and Location…………………………………………………………………………………………………………………………………………….