

<b>Report To:</b>	<b>SCRUTINY PANEL B</b>	<b>Date:</b>	<b>19 SEPTEMBER 2019</b>
<b>Heading:</b>	<b>SCRUTINY REVIEW: WAR MEMORIALS</b>		
<b>Portfolio Holder:</b>	<b>NOT APPLICABLE</b>		
<b>Ward/s:</b>	<b>ALL</b>		
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

### **Purpose of Report**

The purpose of this report is to provide Scrutiny Panel B Members with an update on the interim recommendations submitted to July's Cabinet meeting, details of the informal working group that took place in August, and to present some potential final recommendations for consideration and approval by the Panel.

### **Recommendation(s)**

Scrutiny Panel B Members are recommended to:

- a. Receive an update on the interim recommendations submitted to Cabinet in July 2019.
- b. Consider all information gathered over the course of the review.
- c. Discuss and approve final review recommendations to be presented to Cabinet on 7 October 2019.

### **Reasons for Recommendation(s)**

War Memorials was added as a topic for review to the Scrutiny Workplan 2019/20 in June 2019.

### **Alternative Options Considered**

The Scrutiny Review: War Memorials could have concluded with the interim recommendations presented to Cabinet in July 2019. However, Scrutiny Panel B Members felt the review should continue to consider further options.

### **Detailed Information**

The review of war memorials commenced at the 27 June 2019 meeting of Scrutiny Panel B. The first meeting of the Panel was attended by the Council's then Service Director – Place and

Communities, Assistant Director – Planning and Regulatory Services, Conservation Officer, Environment and Cemeteries Manager, and Cemetery and Allotment Team Leader.

At this meeting, Panel Members discussed the following:

- The origins and meaning of war memorials
- Memorials identified by the Council as high priority for cleaning and restoration
- Guidance on maintaining war memorials from the War Memorials Trust
- Ensuring plans extend beyond 2019

Discussion at the first formal meeting focused on the cleaning and restoration work required on four priority war memorials located in Kirkby, Sutton, Hucknall, and Huthwaite. These four memorials were identified as priority due to the scale of maintenance and restorative work required.

Scrutiny Panel B Members quickly came to a consensus that it was essential that the four identified war memorials were cleaned and restored in due time for remembrance events in November 2019. Due to the time sensitive nature of the Panel's considerations, it was decided that a set of interim recommendations would be presented to Cabinet at the earliest possible opportunity.

### **Interim Recommendations Approved**

A set of interim recommendations relating to the Scrutiny Review: War Memorials were presented to Cabinet in July for consideration. These recommendations were as follows:

- a. To ensure the four priority war memorials identified in this report are professionally cleaned and restored in readiness for remembrance events in November 2019.
- b. To continue with the submission of a grant application to the War Memorials Trust, to secure funding for the professional cleaning and restoration work required.
- c. In conjunction with recommendation B, to immediately identify sufficient Council funding for the professional cleaning and restoration work required, should the grant application to the War Memorials Trust prove unsuccessful.
- d. To develop a communications plan ensuring the public is fully informed of the proposed cleaning and restoration works, and any other events or plans relating to the District's war memorials.

Cabinet approved all four of the recommendations submitted for consideration and were thrilled with the proactive nature of the review and the contributions from Scrutiny Panel B.

### **Informal Working Group – 15 August 2019**

An informal working group was held on the 15 August 2019 to discuss the scrutiny review of war memorials with Scrutiny Panel B Members and a representative from a local community group in attendance.

### **Communication Plan**

Discussion at the informal working group started around the communications plan approved at Cabinet in July 2019 as part of the interim recommendations. Panel Members discussed the importance of having clear communication between the Council, the public, and other interested groups regarding war memorials.

Members of the Panel are keen to expand on the communications plan recommendation approved at July Cabinet through further discussion, looking at how the existing resources such as the Council's website and Council publications could be utilised.

### Memorials across Ashfield

At the informal working group, further discussion focused on the need for other areas in Ashfield to have their war memorials appropriately monitored and maintained, particularly in the Rurals. At the working group, Members expressed a desire for maintenance plans to extend past the four priority war memorials due to be cleaned and restored in 2019.

## **Potential Recommendations**

### War Memorials Management Plan

Throughout the review, discussion on war memorials has focused on two distinct phases. Initial considerations by Scrutiny Panel B centred on the four priority war memorials and the necessity for them to be cleaned and restored by November 2019, to coincide with remembrance events. The second phase of discussion centred on planning beyond 2019, and ensuring all war memorials in Ashfield are considered as part of a wider war memorial management plan.

Scrutiny Panel B Members feel that the development of a war memorial management plan would be extremely beneficial and would ensure appropriate maintenance is carried out.

The management plan could include:

- Guidelines for war memorial maintenance and surrounding areas

War memorials need to be maintained and restored by professional contractors due to their structural age and the materials used. Within the management plan, guidance could be included on how to avoid causing unnecessary damage to war memorials and how it is best for any issues to be reported to the Council for an appropriate response. Further guidance could be provided on how areas surrounding war memorials are maintained and how/if interested community groups could get involved.

- Protocol for wreaths

*Wreaths and War Memorials*, another help sheet produced by the War Memorials Trust, provides guidance on the laying of wreaths, personal tributes, and how they should be managed.<sup>1</sup> The laying of wreaths is an important part of remembrance services. As a personal tribute, wreaths allow individuals and organisations to pay their respects to those commemorated.

Panel Members have indicated that within the management plan, a protocol for managing wreaths should be included. This would include information on:

- When or if the Council will remove tribute wreaths and how this will be communicated
- How the Council will respond to the deterioration of wreaths placed
- Information on how wreaths can cause staining to war memorials

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<sup>1</sup> War Memorials Trust, *Wreaths and War Memorials*, 2017.

Management of wreaths laid can be a sensitive issue, and consideration should be given to ensure minimal distress is caused. A wreath protocol within the war memorial management plan could ensure this.

- Maintenance plans

*Looking After Your War Memorial*, a help sheet produced by the War Memorials Trust in 2017, provides guidance on the maintenance of war memorials.<sup>2</sup> Within the guidance, the War Memorials Trust recommends the implementation of a maintenance plan, with the objective of enabling early identification of issues. Scrutiny Panel B Members feel as though a maintenance plan could form part of a wider war memorial management plan.

- Timetable of maintenance

This could be a timetable of planned work/maintenance for public information and planning purposes. The timetable could set out when work is to be carried out and when different memorials are due to be surveyed

Before recommending the development of a war memorial management plan to Cabinet, Scrutiny Panel B Members should give appropriate consideration to the contents and framework of the plan. Further consideration should also be given to Officer time needed to develop, implement, and maintain a management plan.

#### War Memorials Website Space

To expand on the communications plan approved as part of the interim recommendations in July, Members have discussed how the Council could also develop a space on the website as a feature for war memorials in Ashfield throughout the remembrance period in November. The Council could invite the submission of stories relating to those commemorated on the District's war memorials and feature them on the website. This space could also include further information regarding the District's war memorials, such as location, events relating to them, and how they were originally constructed.

#### **Final Steps**

To conclude the Scrutiny Review: War Memorials, Panel Members should give consideration to the potential recommendations outlined in this report, and discuss any further recommendations.

Once the Panel has approved final recommendations, a final report will be presented to Cabinet in October.

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<sup>2</sup> War Memorials Trust, *Looking After Your War Memorials*, 2017.

## **Implications**

### **Corporate Plan:**

The Scrutiny Review: War Memorials reflects the following Corporate Plan priorities:

- Place and Economic Growth
- Communities and Growth

The includes recognising, promoting, and enhancing the District's cultural and historical heritage, engaging communities, and achieving a cleaner environment.

### **Legal:**

There are no legal implications resulting from this report.

### **Finance:**

There are no financial implications resulting from this report.

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	None.
General Fund – Capital Programme	None.
Housing Revenue Account – Revenue Budget	None.
Housing Revenue Account – Capital Programme	None.

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
There is a risk that the District's war memorials will fall into disrepair without a maintenance plan.	Scrutiny Panel B Members are considering the benefits of a War Memorial Management Plan to ensure necessary is carried out in a timely manner.

### **Human Resources:**

There are no Human Resources implications resulting from this report.

### **Equalities:**

There are no equalities implications resulting from this report.

### **Other Implications:**

There are no other implications identified in this report.

### **Reason(s) for Urgency**

None.

### **Reason(s) for Exemption**

None.

### **Background Papers**

- War Memorials Trust, *Looking After Your War Memorials*, 2017.
- War Memorials Trust, *Wreaths and War Memorials*, 2017.

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