

The Highland Council

**Transport, Environmental and Community Services Committee
19 September 2013**

Agenda Item	8
Report No	TEC 68/13

**War Memorial Refurbishment
Preparations for the 100th Anniversary of World War 1**

Report by the Director of Transport, Environmental and Community Services

Summary

Members are invited to approve that the works to refurbish our War Memorials, as outlined in this report, takes place over the period 2014 to 2018, with all planned works completed before November 2018, and that we work with local groups to agree the level of works required, and support their applications for funding.

Members are also invited to approve that that applications for grant aid are made to the War Memorials Trust and/or the Armed Forces Community Covenant, with works of similar type batched together and starting with the higher priority works which are more likely to be considered for grant support in the early rounds of grant applications.

1. Introduction

- 1.1 Members will recall the previous report to the TECS Committee on 7 September 2012 (TEC-50-12) when it was agreed that a programme of repairs to our War Memorials be implemented ahead of the 100th anniversary of the commencement of World One.
- 1.2 Since that time the Scottish Government has announced a £1million Centenary Memorial Restoration Fund to help fund work on War Memorials throughout Scotland. This fund is to be administered by the War Memorials Trust and the funding will be released in quarterly instalments up to March 2018.
- 1.3 On the basis that the Scottish Government is working on a four year programme of restoration it is proposed that the Council follows this approach and carries out the refurbishment works over the period 2014 to 2018 with the planned works completed before November 2018.

2. Consultation

- 2.1 Officials have already met with a number of local community groups. The surveys to identify the scope of recommended refurbishment are virtually complete and the consultation process will be expanded to include national and local interest groups including:

- The Royal British Legion

- Ward Business Meetings
- Community Councils
- Planning and Economic Development Service

These consultations will be facilitated by Ward Managers, and it is anticipated that Ward Forums may be the most appropriate way to bring the various interested groups together.

- 2.2 War Memorial survey results will be shared with all interested parties to enable local communities to make an application to the appropriate funding partners. Partnership working between The Highland Council, local community groups and national organisations will enable local ownership and long term sustainability of refurbished memorials.
- 2.3 It will be necessary to establish whether any community groups wish to make applications in their own right before grant applications can be made.

3. Survey Results

- 3.1 Repairs works have been recorded within the following general categories:

- A. General** Minor repairs of soft and hard landscape areas, gates and fences, steps, paths and handrails
- B. Structural Work** Specialist surveys, stabilisation work, repointing, masonry work, clock repairs.
- C. Inscriptions** Adding new names, replacing or repairing lead letters, cleaning / re-waxing plaques, re-painting letters.

- 3.2 The Council is responsible for 173 War Memorials and the number of memorials requiring work in the various categories is listed below (note some memorials may require work in more than one category).

A. General

- a) Specialist cleaning 30

B. Structural

- a) Re-pointing 107
- b) Structural repair 3
- c) Clock 1

C. Inscriptions

- a) Plaques waxed 11
- b) Letters painted, bronze 2
- c) Letters painted, stone 27
- d) Letters painted, lead 67
- e) Letters to replace, lead 32

3.3 The total cost of repair and refurbishment is estimated at £303k.

4. War Memorials Trust Grant Applications

4.1 Council officials have met with a representative from the War Memorials Trust, who have been given the task of administering the distribution of the £1m grant aid for memorial refurbishment provided by the Scottish Government. This meeting provided information in relation to the grant application process.

4.2 The following information was obtained on the procedures to be followed and the criteria which will be applied to grant applications:

- Anyone can apply for grant aid, not just Councils, provided they have the permission of the owner or custodian of the monument.
- Memorials for any war are eligible, not just the First World War, but memorials which are not related to wars are not eligible.
- The grant will be 75% of eligible costs up to a maximum of £30k per memorial
- Applications can cover multiple memorials
- Funds will be released in equal instalments quarterly, from now until March 2018, which is only £50k to £60k per quarter.
- Applications will be awarded a priority by the War Memorials Trust, from 1 to 5, with funds being released to the highest priority applications only, up to the maximum for the quarter. Unsuccessful applications will be automatically taken forward to the next quarter.
- Serious erosion and structural defects will be high priority and cleaning and re-lettering will be low priority.
- Work for DDA compliance will be eligible, as will clock repairs.
- We have been advised to package work of a similar type together so that it is likely to be all the same priority.
- The application will be in two stages. Approval in principle will be granted at the first stage, following which a full application including tender prices or quotations (depending on value) is required for the second stage.
- Applicants will be expected to demonstrate that they have a plan in place for future maintenance of the refurbished memorials.

4.3 Now that it is confirmed how local authorities should submit grant applications for multiple memorials, we are in a position to advise local groups whether or not it is appropriate for them to make individual applications.

4.4 The need to obtain competitive tenders or quotations before second stage applications are made means that there will be considerable work required between

the first and second stages, before it is known whether grant aid will be available.

- 4.5 It is recommended that applications for structural works are submitted first because these are likely to receive a higher priority and therefore earlier funding.

5. Other External Funding

- 5.1 Other Grant Aid funding may also be available from various sources to successful bidders for carrying out restoration work that is deemed non-routine. The percentage of grant aid available may vary. Some sources of funding may be available only to community groups in which case the Council may wish to consider supporting community projects rather than doing the work itself. These sources include:

- Heritage Lottery Fund
- The Armed Forces Community Covenant Grant Scheme
- The Armed Forces Community Covenant Libor Scheme
- Historic Scotland
- Memorials Grant Scheme
- Community Foundations
- Common Good Funds
- Ward Discretionary Fund

In general grant aid can be sought for:

- Conservation work
- Like for like repairs
- Structural repair / stabilisation work
- Addition of names
- Professional surveys and structural reports

Grant aid is generally not available for routine maintenance.

- 5.2 Two community groups have already made grant applications themselves to the Armed Forces Community Covenant with help from Ward Managers.

6. Implications

- 6.1 The estimated cost to complete all of the works identified is £303k. Further work is required to identify both internal and external sources of funding, and this will be considered as part of the budget setting process for the period 2014/15 to 2018/19.

6.2 There are no legal implications arising from this report.

6.3 There are no climate change implications arising from this report.

6.4 There are no equalities implications arising from this report.

6.5 There are no risk implications arising from this report.

7. Recommendations

- 7.1 Members are invited to agree that the works to refurbish our War Memorials, as outlined in this report, takes place over the period 2014 to 2018, with all planned works completed before November 2018.
- 7.2 Members are invited to approve that consultation takes place with local groups to agree the level of works required and support their applications for funding.
- 7.3 Members are invited to approve that applications for grant aid are made to the War Memorials Trust and/or the Armed Forces Community Covenant, with works of similar type batched together and starting with the higher priority works which are more likely to be considered for grant support in the early rounds of grant applications.
- 7.4 Members are invited to note that further work is required to identify both internal and external sources of funding, and this will be considered as part of the budget setting process for the period 2014/15 to 2018/19

Designation: Director of Transport, Environment and Community Services

Date: 6 September 2013

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Background Papers: Report to TECS Committee on 20 September 2012 (TEC-50-12)
Repairs to War Memorials in Preparation for the 100th Anniversary of World War One.