

## **OXBOROUGH PARISH COUNCIL**

### **Conservation Maintenance Plan**

Oxborough Parish Council's ownership of the village War Memorial carries a responsibility and good practice requires the implementation of a Conservation Maintenance Plan, that includes photographs, condition surveys, risk assessments and any relevant method statements detailing what (if necessary) the maintenance works are, when they should be undertaken and by whom. This plan can help identify key problems and ensure the current and future upkeep of the memorial. Copy of this plan will be held by the owner and could be shared with other interested bodies.

The War Memorial Trust (WMT) require the War Memorials Online ([www.warmemorialsonline.org.uk](http://www.warmemorialsonline.org.uk)) to be updated with new condition information as part of this Maintenance Plan. The Condition Survey is to be completed on a regular basis, say once a year, to demonstrate the commitment to managing the ongoing maintenance of the memorial and fulfilling the obligations within the Contract related to this work.

If the Parish Council request a grant for the memorial in future years, the WMT is likely to review the activity on War Memorials Online to assist assessment of appropriate ongoing maintenance.

#### 1.1 Routine maintenance

1.2 To be carried out annually, advisably before Remembrance Day so that there is time for any maintenance to be carried out. The Condition Survey Template, prepared either by the person responsible for the memorial or by a conservation professional, will identify whether conservation or repair work is necessary, but will also highlight any changes since the last inspection.

1.3 Although repairs should be carried out by experts, a great deal of regular maintenance can be done by those responsible for the memorial, even if the memorial is listed (Oxborough War Memorial is not), these should not require any consent:

- Removal of leaves and other loose debris from accessible surfaces
- Removal of bird droppings with wooden scrapers
- Cutting back vegetation that grows on or around the memorial
- Making sure that the wreath is displayed appropriately and removed when necessary
- Taking appropriate steps to guard against vandalism.