The First World War
1914-18

Powys War Memorials Project

Recording Toolkit

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14-18
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How to use this toolkit

This toolkit helps local communities to record and research their war memorials.

It includes information about different types of memorials and the materials used in their construction, how to make a detailed record of their features, how to prepare a conservation maintenance plan and how to research the names of those who are commemorated. It also provides links to many other organisations that can help you care for war memorials in your community.

The toolkit is divided into six sections:

Just click on the headings below to move between the sections…

① Commemorating the centenary of the First World War

Powys County Council is commemorating the centenary of the First World War with the Powys War Memorials Project, which honours the sacrifices made by the people of Powys during the war. The project encourages local people to find out more about their war memorials and the people they commemorate. This toolkit is an important part of the project. It helps communities to record and research the stories behind the memorials and gives practical advice on how to look after these treasured monuments. The project is funded by the Heritage Lottery Fund, Powys County Council, Cadw and the Brecon Beacons National Park Authority.

The First World War started on 28 July 1914, with Britain declaring war on Germany on 4 August. It was to be one of the costliest conflicts in history, in terms both of lives and economies. Nearly everyone in Wales has an ancestor who was directly affected by the war and all of us live with its long-term impacts.

The centenary of the war is a time to commemorate those who fought and died, and those who fought and returned to a society that was fundamentally changed by the war. It is a time to reflect on the personal stories of bereavement and grief, and of endeavour and survival at a time of great hardship. It is also a time to consider those who returned and were deeply affected by their experiences, sometimes for the rest of their lives.

The memorials in our communities act as a focus for remembering and commemorating the war. The annual acts of remembrance keep the memories of the war and those who served in it alive, while the stories that are contained within their lists of names can paint vivid pictures of the war, many of which may now be disappearing from the collective consciousness. For example, most people are aware of the fighting on the Western Front in Europe but fewer know that it also involved countries in the Middle East, North Africa, the Americas and Asia.

The centenary offers an opportunity to re-kindle interest in memorials and those that they commemorate, in the wider impacts of the war on society throughout the world and in how it shaped politics and boundaries throughout Europe and Asia.

Please let us, the Powys County Council War Memorials Project Team, know about any project that you are involved in that is connected with the First World War commemoration. We have lots of resources and may be able to help. You can contact us by:

- E-mail: warmemorials@powys.gov.uk

- Post: Powys War Memorials Project Officer, County Hall, Llandrindod Wells, Powys, LD1 5LG.

- Telephone: 0845 6027030 / 01597 827460

You can find out more about the Powys War Memorials Project here

② The First World War

The First World War was the first truly global war. Often called the Great War, nearly 70 million soldiers, sailors and airmen took part. 10 million never came home.

Nearly a million people from the British Empire died in the war and over 1.5 million were wounded. In Wales, 272,924 men and women were recruited and about 35,000 are listed as killed or 'missing in action'.

The impacts of the war on nations and communities were catastrophic. Nearly all communities experienced loss in some form. In many towns and villages throughout Powys, as elsewhere in Britain, the war is remembered by memorials inscribed with the names of those who fell, to commemorate their sacrifice.

MESSINES
JUNE 7. 1917.

DIVISION
IN THE FIELD
JULY 1917.

COME LAD
SLIP ACROSS AND HELP

③ War Memorials

What is a war memorial?

A war memorial can be any object that bears an inscription, or has a purpose, commemorating a war or a conflict and those involved. A memorial can be created or erected by anyone in any location and can be permanent (a stone monument, sculpture or cross), temporary (a shrine or book of remembrance) or living (a tree or group of trees).

A memorial can be in a public or a private location and can be inside or attached to a building, or outside in a garden, cemetery or public space. Many are located in public parks or town squares but there are also many that are in more obscure locations, which are harder to find.

War memorials can commemorate an individual or a number of people. They may have died in action, in wartime accidents or by friendly fire, or as a result of injuries or disease sustained in action.

They can also commemorate those who served and survived, civilians involved in or affected by the conflict as well as animals. Memorials can be erected during or soon after the conflict, or even some years later.

A gravestone above the grave of a fallen soldier is not classified as a memorial but as a 'war grave'. Where their body is not present and an additional inscription has been made about the person, then it can be classed as a memorial. Many Welsh and other UK servicemen were buried overseas in cemeteries still maintained by the Commonwealth War Graves Commission.

The War Memorials Trust in the UK has a concise definition of a war memorial.
'Any physical object created, erected or installed to commemorate those involved in or affected by a conflict or war should be considered a war memorial. Memorials to civilians and animals should be included.'

Types of war memorial

Any object can be created or dedicated as a war memorial. They can be found in a diverse range of shapes, sizes, designs and materials, often far removed from the familiar traditional image of a cross on top of a column or plinth. The overriding concept, however, was to create something enduring to preserve the memory of the dead and the design chosen by a community offered an insight into their feelings and responses.

There are estimated to be between 60,000 and 100,000 war memorials in the UK, with around 300 in Powys. They all have a common purpose yet there are many different types in numerous materials.

The war memorials built during the 1920s and 1930s are generally conservative in design, conveying messages of comfort and respect as an enduring commemoration. Many have classical themes from the 19th century, simplified and made more abstract reflecting early 20th century styles. The commissioning of memorials was generally at a very local level involving a wide range of local and national institutions. Their funding was also extremely varied, with private and charitable contributions from many sources.

We show below a general list of the different types of memorials with examples from Powys.
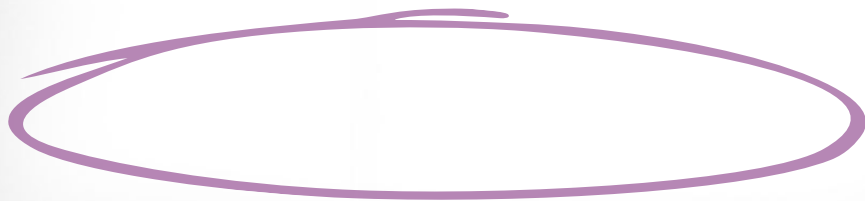
Crosses
These appeared in several styles including the wheel cross at Leighton, near Welshpool, the Latin cross at Clyro, near Hay-on-Wye (with crucifix) or the market cross at Bwlch. There are also Calvary cross and market cross types.

Sculpted figures
These figures usually represented service personnel and either formed the whole memorial, as at Llandrindod Wells and New Radnor, or were incorporated into a larger monument as at Builth Wells and Rhayader. Victory or peace sculptures were also used as part of some memorials. The bronze figure on the war memorial at Llandrindod Wells was sculpted by B Lloyd & Sons of Rhayader. The model was a local man, Jack Hamer.

Cenotaph
'Cenotaph' is derived from the Greek words for 'empty tomb', meaning it commemorates people whose remains are buried elsewhere. It can be a memorial to an individual or a group. The most famous example is Edwin Lutyens' design in Whitehall, London but there are many others around the country. You can find smaller examples in Knighton and Presteigne.

Obelisks and columns

An obelisk is a tall, narrow, tapering monument such as at Buttington, near Welshpool. Obelisks and 'broken' columns were favoured in a number of places. They symbolised lives that had been cut short. A striking example of a classical column memorial stands on the hilltop overlooking Montgomery.

Rolls of honour

Many rolls of honour were often simple in design and examples were placed in churches such as in Llanfaredd, near Builth Wells, and Glascwm, halls such as Coelbren Miners' Welfare Hall and schools such as Maesydderwen School, Ystradgynlais.

Boards, plaques and tablets

Plaques are a common form of memorial and were either used on their own or included as part of a larger monument. The plaque usually carried an inscription or a list of names. Metal plaques remain at risk from being stolen or damaged because of their scrap metal value.

You can find plaques made from a variety of materials in places such as halls, schools, chapels and churches.

A plaque may sometimes be a private memorial to an individual soldier like that dedicated to John Davies in St Michael's Church, Llanfihangel Helygen, near Rhayader.

Church fittings

The fittings formed part of the fabric or decoration of the church and included the pulpit in Capel Coelbren, memorial windows by Christopher Whall at All Saints in Glasbury and the lychgate at Berriew Church.

Functional memorials

The memorials above were all designed as stand-alone features in a particular setting – in a park, garden, village green or building. Some communities chose instead to create a more functional feature that was then dedicated to those who fell. These included schools, village halls, hospitals (such as Brecon Memorial Hospital), sports fields, gardens and parks. Others that remain are horse troughs (such as at Norton, near Knighton), wells (Cwmtwrch, near Ystradgynlais) and clock towers (Rhayader). These memorials may include a plaque or a notice of commemoration explaining its role as a memorial.

Symbolism of memorials

There are many different types of symbols used in memorials. Many were drawn from traditional Christian imagery, communicating themes of self-sacrifice, victory and death. Some used medieval themes that reflected on a more secure past while others used more contemporary art deco styles. Examples of symbols used in memorials are:

Cross of sacrifice

This type of memorial was designed by the architect Reginald Blomfield for the (then) Imperial War Graves Commission to commemorate the dead buried in overseas war cemeteries. The cross was normally a freestanding four-point limestone Latin cross, mounted on an octagonal base with a bronze broadsword, blade down, embedded in the face of the cross. The cross represents the faith of the majority of the dead and the sword represents military self-sacrifice. Memorials inspired by this design are at Leighton and Llangunllo.

Wreath

This was probably the commonest form of memorial and was used as a traditional symbol of commemoration, on-going life or of victory, if it was shown as a wreath of laurel leaves. You can find examples at Knighton, Presteigne and Talgarth, and combined with the cross of sacrifice at Carno and the sword at Newtown.

Reversed arms

Sculptures of soldiers were often depicted with arms (rifles) reversed as a symbol of respect and remembrance for fallen comrades. There are examples at New Radnor and Llandrindod Wells.
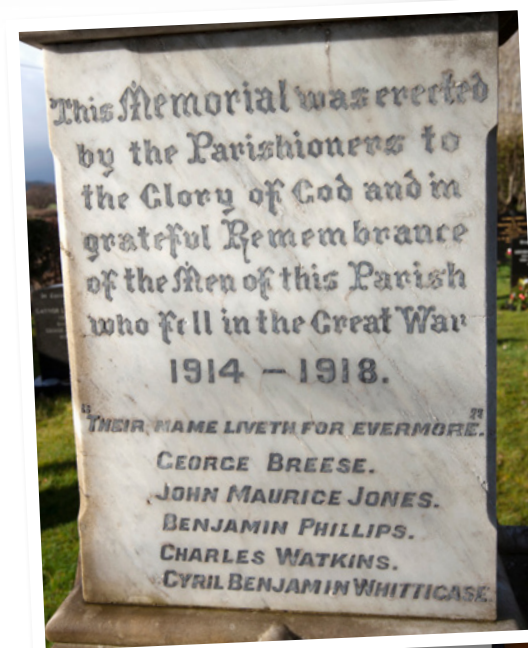
Epitaphs

An inscribed dedication or epitaph often accompanied the names of those commemorated. After the First World War, the Imperial War Graves Commission employed Rudyard Kipling as literary advisor for inscriptions used on war memorials. This was a somewhat ironic choice as Kipling was one of those responsible for creating the propaganda that encouraged so many men to enlist in the first place – but he lost a son in the war.

Kipling produced the most succinct and commonly used epitaph: *'Their name liveth for evermore'* as used on the Llandrindod Wells memorial and adapted on many others.

Also commonly used is the epitaph attributed to John Maxwell Edmonds, an English classicist, who produced a collection of twelve epitaphs for the First World War in 1916:

> *When you go home*
> *Tell them of us and say*
> *For your tomorrow*
> *We gave our today*
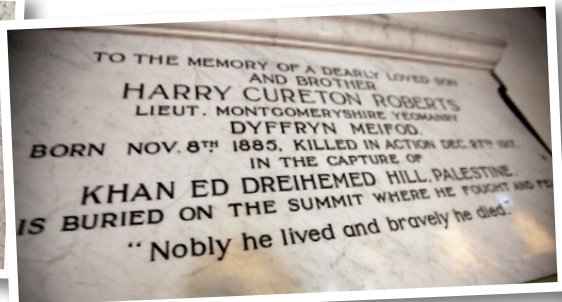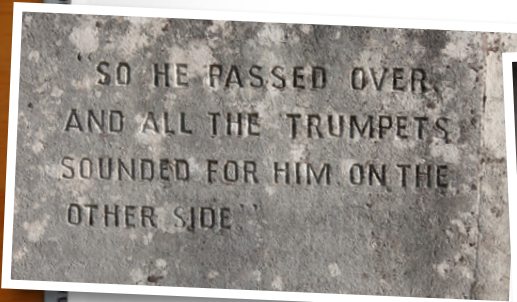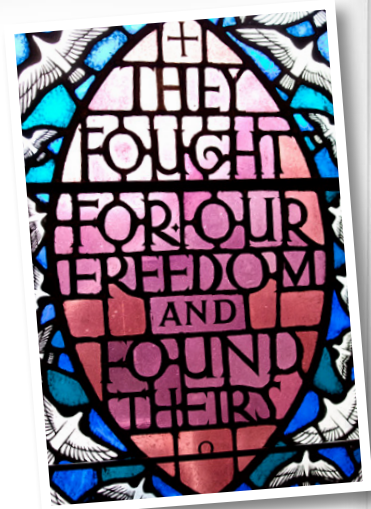
For your Tomorrow
We gave Our Today

This epitaph appears in full on the memorial in Montgomery and in part on the memorial in Knighton.

Some epitaphs will appear in Latin. For example *'Pro patria non timeo mori'* *(I do not fear to die for my country)* on the roll of honour in Llanfaredd, near Builth Wells.

Other epitaphs were adapted extracts from famous literary works such as Bunyan's Pilgrim's Progress at Cwmbach and New Radnor: *'So they passed over and all the trumpets sounded for them on the other side.'* Or they can consist of Biblical quotes such as '*The sun went down while it was yet day*' (Jeremiah 15.9), on the memorial in Talgarth.

'SO HE PASSED OVER,
AND ALL THE TRUMPETS
SOUNDED FOR HIM ON THE
OTHER SIDE.'

TO THE MEMORY OF A DEARLY LOVED SON
AND BROTHER
HARRY CURETON ROBERTS
LIEUT. MONTGOMERYSHIRE YEOMANRY
DYFFRYN MEIFOD
BORN NOV. 8TH 1885. KILLED IN ACTION DEC 27TH 1917
IN THE CAPTURE OF
KHAN ED DREIHEMED HILL PALESTINE.
IS BURIED ON THE SUMMIT WHERE HE FOUGHT AND FE
"Nobly he lived and bravely he died."

Materials used in war memorials

Memorials were made from a wide variety of materials.

Stone
Many memorials, particularly the more familiar crosses and cenotaphs in towns and villages, were made from local stone, which might have been limestone, sandstone or granite.

Limestone is a soft stone comprising shells that have been laid down and compressed over millions of years. It is mainly found in the midlands and south of England but can be transported to other places. It varies widely from the fine texture of grey Portland stone to the rough surface, yellow stone of Ham Hill or the Cotswolds.

Sandstone is a sedimentary rock made up of compressed sand grains, 'glued' together by silica or iron deposits into a solid rock. Sandstone can vary in colour from deep red, caused by iron compounds, through pale cream to blue/grey.

Granite is an igneous (volcanic) rock with coarse grains mainly formed of quartz, feldspar or mica crystals. It is characterised by attractive, flecked colour combinations varying from pink to grey.

Sandstone and limestone are relatively soft and are easy to scratch or carve, but can be eroded badly over time by the weather. Granite is much harder and will withstand the elements better.

Inscriptions were carved directly into the stone or were cast in bronze or lead and attached as a plaque, or placed into the stone as individual cast metal letters. Sometimes molten lead was poured into carved letters.

Slate
Slate is a metamorphic rock which is naturally found in Wales and can be used for inscribed plaques or as roofing for a memorial building. It is characterised by its familiar grey colour and fine texture, making it particularly suitable for incised lettering and detailed carving.

Brick
Some memorials were built using a mix of brick and stone or just brick. Inscriptions were usually cast into a metal plaque attached to the monument. Many memorial arches were built of brick.

Concrete
Although not common in First World War memorials, those built later, that may include dedications to those who served in the war, were likely to have parts, including steps, bollards or boundary features, cast in concrete. Concrete is subject to staining, weathering and cracking.

Bronze
Bronze is a composite metal formed from a mixture of copper and tin. It is used primarily for statues and ornaments but can also be used for plaques. The colour varies due to applied 'patination' (a wax

surface treatment to protect the metal) and/or weathering.

Bronze statues may be of a soldier, an angel or another religious or mythical figure. Some memorials are also clock towers where the hands and figures may be made of bronze.

Many plaques were cast from bronze and attached to crosses or placed in churches or other buildings. There are also examples of memorial church bells cast in bronze, with the names of the fallen inscribed into each bell.

Cast sculptures and plaques weather well although they can be affected by corrosion causing the familiar green patina known as verdigris. Bronze items, unfortunately, have a scrap metal value and many have been vandalised or stolen.

Brass
Brass is an alloy of copper and zinc and has a bright, gold-like appearance. It is more malleable than bronze and is easy to engrave. It is frequently used inside buildings where it can be polished to keep its bright surface. Like bronze, it can be affected by corrosion if placed outside, causing green verdigris. It, too, has a high scrap value.

Lead

Lead is soft and flexible and can easily be marked with a knife or even a finger nail. It is most commonly found as applied lettering to monuments. Many inscriptions were cast in lead, or molten lead was poured into inscriptions carved into stone.
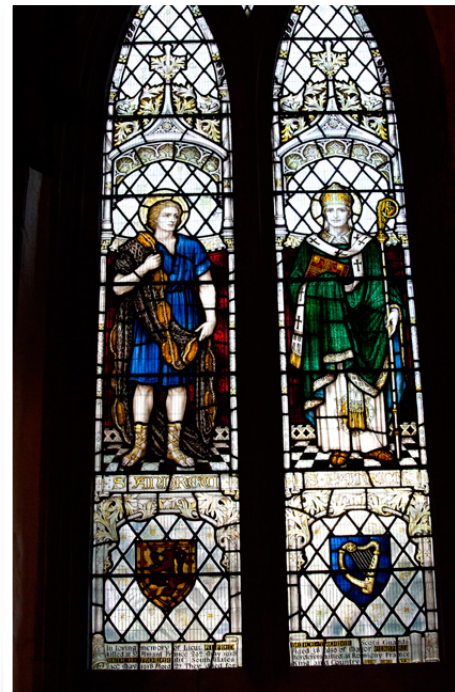

Wood

There are many examples of wooden lychgates and other similar memorials in churchyards. Inscriptions were carved into the wood or cast as a bronze plaque. There are also wooden plaques, placed inside buildings, with carved inscriptions, and wooden frames supporting cast metal plaques in churches.

Iron

Iron is commonly used for gates and fences around memorials, and also for some figures. The two types found are 'wrought' and 'cast'. Wrought iron is forged by heating it and then hammering it into shape on an anvil. It is often used as fences, though many of these were removed during the Second World War.

Cast iron is more brittle and can be cast in a mould, and therefore mass produced. Finials on gates and fences could be made from cast iron.

Entrance gates made from cast or wrought iron can form part of a memorial where the gate pillars carry inscriptions of the fallen.

Paper

Church memorials may take the form of Books of Remembrance with handwritten inscriptions.

Glass

Church windows often serve as war memorials, with dedications either written into the glass or on plaques placed near the window. Some churches carry the names of those who served on rolls of honour.

Paint or Gilding

Many wooden panels have inscriptions painted or gilded onto the surface.
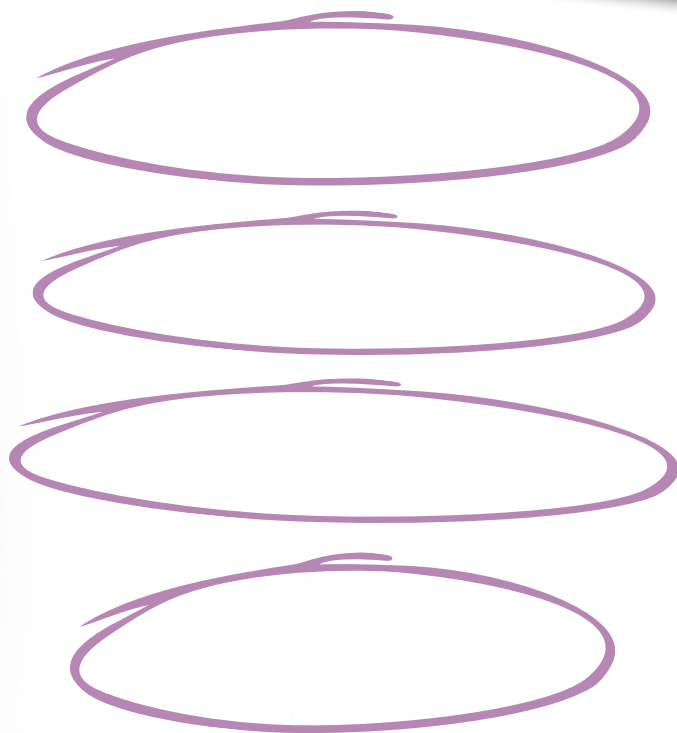
Who is commemorated on memorials?

Most war memorials were erected by the local community and not by the government. Therefore, the names included on a memorial were not taken from a central resource but were chosen by the committee established to erect the memorial.

Names were collected through door-to-door enquiries, leaflets, church announcements, newspaper articles or simply by word of mouth. However, the list of those commemorated was not always comprehensive. Some names might have been left off in error while others were deliberately excluded by families who still hoped that their sons or husbands, listed as missing in action, might yet return home. Other families might have chosen to honour their dead with a private memorial.

To add to the confusion, some families moved away. For example, if a widowed woman left the area, her husband's name did not appear on that local memorial but might well have been included on the memorial in her new home village or town.

Casualties listed on a memorial might have been killed in action or died from disease or accidents. Service personnel who returned home wounded and subsequently died before 31st August 1921 were attributed as war casualties and their names could be included on a memorial.

A memorial could also honour those who fought yet did not die. For example the memorial in Llansantffraed Church includes the names of five servicemen who were wounded and two who were captured and held as prisoners of war. Similarly the wooden plaque in St David's Church, Rhiwlen records two who died and four who served but survived.

Memorials commemorated the dead and the missing but they also represented those who were bereaved by the war – the families, friends and fiancées of the dead, whose lives were severely affected. They were very important for the grieving relatives and friends as a focus for their contemplation and mourning.

How the names were recorded

The way the individual names were presented varies from memorial to memorial. They were listed in several different ways including:

- Alphabetically, with surname and forename or initials as on the memorials in Machynlleth and Rhayader.
- Alphabetically, as above but with the addition of rank, regiment and date of death as at Newbridge-on-Wye.
- In order of rank as at Clyro.
- Chronologically, in order of death.

Some memorials, such as that at Leighton, did not record any names and simply commemorated those killed in the war.

An individual name could have been included on several memorials. For example, they might be listed on a town or village memorial and also appear on another memorial or roll of honour created by their community, school, church, company or club. This can often lead to confusion when researching names and it is worth double-checking their names, addresses and dates of birth and death.

In whatever way a community chose to record the names it is important to remember that often a war memorial can be the only record of an individual. Each memorial, therefore, is a unique record of the past and a community's heritage.

④ Recording and looking after war memorials

War memorials, as with any monument or building, can deteriorate over time. It is an inevitable part of the history of a memorial and is caused by weathering, handling, subsidence, vandalism and poor restoration. Looking after memorials is an important task to enable communities, and future generations, to appreciate their value. It helps to slow down decay and preserve, as much as possible, their historical significance, appearance and original material.

Condition of memorials

We said in Section 3 above that there are many types of war memorials, including the familiar brick or stone columns or plinths, crosses, cenotaphs, plaques and rolls of honour. Many are outside in public places, but there are also those within churches, business premises and private houses that are more protected from the elements. Memorials located outside can suffer a variety of problems including:

- Stone decay, caused by atmospheric pollution, vegetation growth, physical damage, cleaning, graffiti, etc.
- Erosion of mortar and the surface of brick or stone, through weathering.
- Subsidence of foundations.
- Loss of inscriptions through frost damage or theft of lead or bronze inlays.

- Theft of metal plaques and railings for their scrap metal value.
- Vandalism of all parts of the monument with damage to surfaces and use of spray paint.

Memorials in the form of plaques or rolls of honour, located on, or inside, buildings can suffer from:
- Vandalism of surfaces causing physical damage or damage from pens or spray paint.
- Loss of inscriptions.
- Deterioration of timber or paper.

For more information on war memorials:
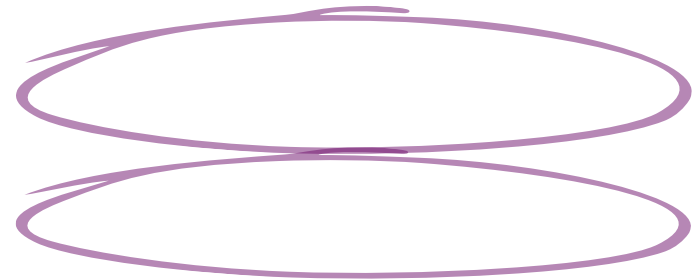
There is also information on the common causes of damage to war memorials in Historic Scotland's document here:

Many of these problems can be avoided, or repaired, by establishing a regular maintenance programme starting with preparing a Conservation Maintenance Plan.

By following the steps needed for writing a Conservation Maintenance Plan you will:

- Make an accurate record of the memorial.
- Find out about its condition and how well it is being cared for.
- Prepare a programme for looking after it properly.
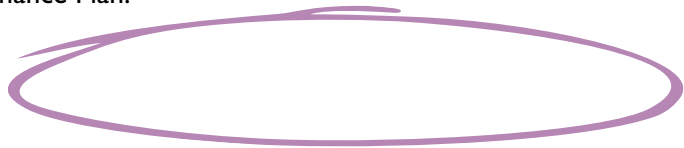- Identify what needs to be done to repair it if it is damaged or falling into disrepair.

Powys County Council recommends preparing Management and Maintenance Plans for memorials. This is a more comprehensive document that is essential for accessing funding that can help with maintenance. A Conservation Maintenance Plan can easily be upgraded to a Management and Maintenance Plan. See guidance for preparing a Management and Maintenance Plan at:

Preparing a Conservation Maintenance Plan

The Conservation Maintenance Plan is a mechanism for properly identifying the appearance and condition of a memorial and then drawing up a programme of regular maintenance and repair. The plan should be prepared in stages.

### 1. Recording your memorial

Before you do any work on maintaining or repairing a memorial you should make an accurate record of its features and its current condition and send this to the Powys War Memorials Project Officer at Powys County Council. They can then give you advice on the best methods for looking after it.

The record should include:

- Ownership details and responsibilities for management.
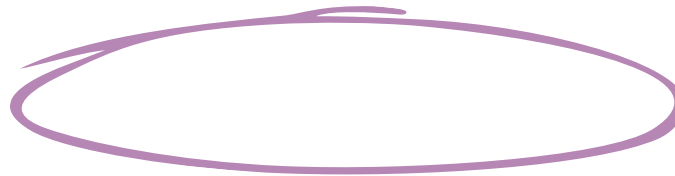
- The history of the memorial – how it came to be there.
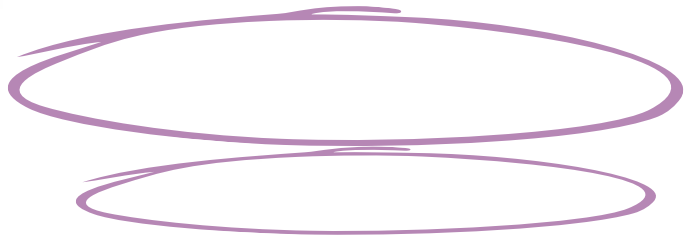
- Original photographs and records of its construction.
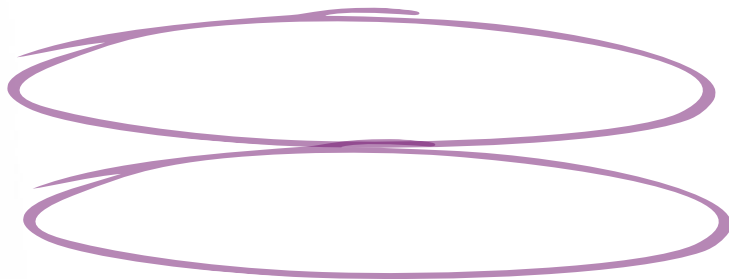
- Photographs of how the memorial looks now – this is important for monitoring any changes in the future.

- Measurements of the memorial.

- Any statutory protections it might have, such as being listed or in a conservation area.

- A transcript of inscriptions and the names being commemorated.

This is a very important part of the plan and you shouldn't skip this stage. There are organisations and websites that can help you. There are also many local historians, students and civic trusts who have a mine of information on memorials and First World War history.

We would also highly recommend that you undertake a condition survey of your monument.

If the memorial may be at risk of theft or vandalism, or you have experienced vandalism, you may want to undertake a risk assessment.

If the memorial is not protected through listing, you may wish to apply for listed status. Powys County Council can help you find out if listing is possible.

Recording

Recording a war memorial helps provide a sense of place and creates links with past lives. The recording process is important as it will help to promote the understanding and appreciation of the memorial, inform its long-term management and provide a permanent record for the archive. Because of this, it is essential that your record should:

- Explain and illustrate what is significant about the memorial.
- Aim to be accurate, clear and concise.
- Take account of the memorial's context.
- Include reference to any sources consulted.
- Identify the recorders and give the date of its creation.
- Be made accessible through a permanent archive.

Above all, your record should be accurate, efficient and readily understood.

Before beginning any on-site recording, it's worth checking whether there is an existing record for your memorial. If a record does exist, check that it's up-to-date, goes into sufficient detail and is accurate.

Step-by-step Guide to Recording

The following guidelines offer three levels of recording appropriate for surveying free-standing outdoor memorials. The level of recording you choose should relate to the size and complexity of the memorial, what resources you have and also if work and repairs are likely to be needed. You are much more likely to get funding for repairs if you record the memorial very thoroughly (i.e. Level 3). If you are unsure about doing a Level 3 survey contact the War Memorials Project Officer at Powys County Council who may be able to help.

warmemorials@powys.gov.uk

Smaller memorials may easily be recorded by one person but larger structures might require a team with two people to hold a measuring tape and one to write down information.

A quick note on terminology. An 'elevation' drawing shows the vertical aspect of the memorial i.e. front, sides and back; a 'plan' is a view from above.

At this level you will be making annotated sketches of the memorial and taking a few basic photographs.

Equipment:
- A4 clipboard and paper.
- Pencils, rubber and sharpener.
- Camera.
- Compass.
- Map of area.

Location plan sketch
This should fill a sheet of A4 paper and record any adjacent features such as a remembrance garden, churchyard, trees, roads or buildings. The sketch should be marked with an eight figure grid reference, the north point and any relevant annotations. Leave plenty of space for measurements.

Elevation sketch
Draw a sketch of the memorial's elevations noting proportions, approximate position and shape of any significant features and leaving space for measurements. An elevation is not a perspective drawing. It is drawn as seen from immediately opposite the observer, so everything is seen straight on.

Photographs
At this stage, photographs only need to record the location of the war memorial and its elevations. Remember to mark the photographs with date, location, grid reference, memorial name and the recorder's name.

At this level you will be making dimensioned sketches, producing a basic written description and taking more photographs.

Equipment:
- A4 clipboard and paper.
- Your sketches from Level 1.
- Pencils, rubber and sharpener.
- Camera.
- 30m measuring tape.
- 2-3m steel tape.
- String.
- 2m ranging pole.
- Line level or spirit level.

Location plan
Add measurements to your location sketch.

Memorial plan
Whether you produce a memorial plan will depend on the detail of the location sketch and type of memorial i.e. if it is surrounded by steps, bollards, retaining walls etc. If you decide to go ahead, the plan is normally drawn as if the memorial is being looked upon from above.

Ideally, this process should be carried out by two or three people. Begin measuring by starting at one corner of the memorial. One person holds the 30m tape at zero, a second walks the tape along the memorial stopping to read measurements of significant points (steps, alcoves etc) to a third person who notes them accurately on the plan. Continue clockwise round the memorial using each corner as a 0 start point.

Measurements start with 0 and must show which direction you are measuring in. Write each measurement at right angles to the point it was taken.

Elevation plan
Use your elevation sketch to add measurements. As the ground is seldom level, you will need to set up a horizontal baseline, at least one metre off the ground, from which to take your measurements both up and down. Use the metal tape to measure heights above and below the baseline. If you cannot reach to measure then make an estimate.

If you have made a memorial plan, you will already have taken horizontal measurements of significant features that appear on the elevation. If not, then run the 30m tape along your horizontal baseline and, moving from left to right, record the horizontal positions of features you have recorded vertically. The combination of horizontal and vertical measurements will enable you to produce an accurate elevation drawing.

Photographs
This photographic record should be more detailed than that in Level 1 and should record all elevations of the memorial, inscriptions and decorative features. Remember to label each photograph with the date, grid reference, memorial name and photographer's name.

Photography guidelines:
- Take photographs on a bright but overcast day.
- Photograph all sides, details and any areas of concern about the memorial's condition.
- Take the photograph from the same level as the memorial and try to fill the frame and use a tripod to avoid camera shake.
- Use the 2m ranging pole to give an idea of scale.
- Always make a note of what you have photographed, ideally there and then before you forget!
- Photograph details such as inscriptions or maker's names.
- Spray water (but nothing else) onto the memorial to make incised inscriptions more legible if necessary.
- When taking photographs of details, it can be helpful to include a clearly marked scale next to the subject and parallel to one edge of the image.
- Take photographs using a medium or high resolution if possible. If you can, save in DNG or TIFF format as this is preferred by most archives that accept digital data. [The commonly used JPEG files are compressed which results in the loss of some information and the constant opening and saving of JPEG files degrades them further.]
- Do not manipulate your photographs.

You should include the photographs with the Recording Form and/or Condition Survey Form and either email it or send on a disc. If you are happy for us to make use of your photographs, we will need you to fill in a Photography Copyright Form.

Written description
This basic description should describe the memorial, the materials from which it is made, the conflicts it commemorates and its location. It should also include an eight-figure grid reference, site name, date of record and names of recorders.

At this level you will refer to your dimensioned sketches and produce detailed scale drawings together with a comprehensive written and photographic record.

Scaled drawings of plans and elevations
For this you will need:
- Pencils.
- A4 paper.
- A scale rule.
- A drawing board with graph paper firmly attached to it and tracing paper applied on top with masking tape. You will draw on the tracing paper so you can re-use the graph paper for other drawings.
- Ground pegs and spikes.
- Clothes pegs.
- At least three people.

Different scales are required for different types of drawings. For example the location plan can be produced at a scale of 1:100 (1m on the ground = 10mm on the drawing) or 1:200 (1m = 5mm) whereas the drawing of the monument would be better produced at 1:20 or 1:10 depending on its size. Specific features and decorative elements could be recorded at 1:10 or 1:5.

Memorial plan
Establish a baseline at a reasonable distance from the memorial, using string and pegs. You may need to establish a baseline in a square around the memorial and you will need to make sure the corners are at right angles. If the length of all sides of the square are equal, you can use the 3/4/5 triangle method to make sure you have right angles.

Using clothes pegs, fix a tape between two spikes or pegs along the line of the string on one side. Lightly mark this line to scale on your tracing paper, using the graph paper underneath to measure the relative distance (you will need to rub this out once the plan is completed). Starting at zero, move along the baseline tape taking measurements of particular features at right angles, using the shorter tape, e.g. for corners, steps, break in material, joints etc. Mark all these points on the tracing paper and carefully join the dots as you go along.

Record as much information as possible, such a joints, stones, broken corners, changes in material etc. You can either annotate the drawing with small labels to mark materials, features etc or, for a more tidy drawing, you can use a symbol to mark what each element is made of, e.g. hatching could indicate sandstone and small crosses could indicate granite. If you use symbols remember to provide a key in one corner of the drawing. You should also mark the drawing with your name/s, date, name of memorial, type of drawing (e.g. memorial plan, location plan, south-west facing elevation, etc) and what scale you are using. For plans add a north arrow.

Continue this process around all four sides of your baseline, moving the baseline tape as you go. Once you have finished each drawing, stand back and make sure you have included everything you want – it's very difficult to get the tape back in exactly the same place once it's been moved!

Memorial elevation
The above process can be adapted for producing an accurate measured elevation drawing, working from a baseline approximately halfway up the memorial on each side. Ensure this is horizontal using a line level or spirit level. A new drawing should be made for each elevation. You can also add scale drawings of any significant details. You will then end up with an accurate measured survey of your memorial!

If you have a long enough second tape, you can also use this process to produce a location plan.

Plans should be inked-in afterwards and stored securely. Ideally, you could scan the drawing at full size and also store it digitally.

Written description
This uses your site description and the results of any historic research to create a comprehensive picture of your war memorial.

Try using Cadw's 'Heritage Values' as prompts to help you with the written description. They cover four essential values as summarised below:

1. Evidential value – what evidence does the memorial provide about past lives? When and how was it built and has it changed over time? This evidence can usually be gathered from documents, photographs and archives.
2. Historical value – what aspects of past lives does it illustrate? What connections are there between the people on the memorial, and the events that took place, with the present?
3. Aesthetic value – what sensory or intellectual value do people draw from the memorial? What do people think about its function and/or design?
4. Communal value – what meaning does the memorial have for local people? What emotional links do they have to it and how does it figure in their identity and collective memory of the area?
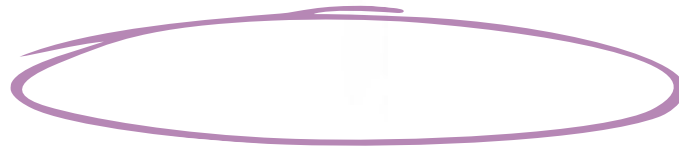
Photographs

Follow the guidance on photographs in Level 2. Ensure that the photographs you wish to include in the final survey are comprehensively labelled with the memorial's name, photographer's name, eight-figure grid reference, location and date. Mark each photographic viewpoint and the direction from which it was taken on a copy of your location sketch and make certain you include photographs showing a scale.

Statement of Significance

All the information you have gathered can contribute to a 'Statement of Significance' for the memorial. Preparing a Statement of Significance is an essential process for any heritage site and will help you make informed decisions about any works.

If any development is proposed for the memorial, any building to which it might be attached, or the setting of the memorial, the Statement will describe in detail the importance of the memorial and how it might be affected by the development.

Armed with this information, you will also be much better prepared for going to the next stages of checking and monitoring its condition and, if necessary, getting it repaired.

2. Monitoring your memorial

You should inspect the memorial regularly – at least once a year. It may be good to have it inspected by a suitable specialist. Drawing up a checklist to use during monitoring helps to make sure the main features are checked. We list below some key points that should be included for a traditional stone or brick memorial. Many of these will also be relevant for plaques or other types of memorials.

Condition
- Physical or structural damage?
- Material badly weathered?
- Features missing?
- In need of cleaning?

Inscriptions and names
- Are they legible?
- Letters or words missing?
- Letters or words badly weathered?
- Names on plaques missing or damaged?

Access
- Accessible to the public?
- Disabled access possible?
- Paving needing cleaning?
- Paving needing repairing?
- Surrounding area needing cleaning?

Surroundings
- Well maintained?
- Damaged or dangerous structures, or trees?

Security
- Any sign of vandalism?
- Features damaged or stolen?
- Fences or walls needing maintenance or repair?
- Security of site?

Once you have checked the monument, you can start to draw up a maintenance plan that will help to look after it properly.

3. Maintaining your memorial

It is really important to stress here that all maintenance of a built memorial should be carried out by a properly trained specialist. You can involve the community but they should be guided by an accredited specialist. There are some do's and don'ts for general maintenance of a memorial on the next page.

See here for comprehensive guidance on how to maintain and repair monuments:

Stone

Do …

- wash with water and a soft brush but no more than once a year

Don't …

- use hard brushes that can scratch the surface
- use chemicals, bleach or detergents
- use abrasive techniques such as sandblasting
- use high pressure water jets
- use masonry paints

Bronze

Do …

- use wooden scrapers to remove bird droppings
- clean with water and mild detergent with soft cloth or brush
- invite a conservator to apply microcrystalline wax every 2-3 yrs

Don't …

- use chemicals
- use hard-bristle or wire brushes
- use paints
- use abrasive cleaning methods

Iron

Do …

- inspect joints and areas of flaking paintwork

Don't …

- use paints to match the original as repainting should only be performed by a qualified professional

Joints

Do …

- check if joints are open – arrange for a professional to re-point

Don't …

- re-point without professional help

Organic growth

Do …

- monitor the extent of organic growth
- remove or control excessive vegetation – leave mosses and lichens unless they hide any inscription

Don't …

- use chemicals or herbicides
- plant trees too near to the memorial
- place flower pots on the base of a memorial

4. Repairing your memorial

If a memorial needs to be repaired, you should get professional help from a properly qualified specialist. A specialist will assess any problems and recommend conservation solutions. Don't carry out repairs yourselves without proper advice from an accredited professional who is familiar with best conservation practice. Powys County Council or the War Memorials Trust can offer advice and guidance on work needed and any sources of funds.

See here for comprehensive guidance on how to maintain and repair monuments:

Involving the community

It is really good to involve your friends and neighbours in the community in recording and maintaining war memorials. If they are aware of the memorial and can participate in its care they can help to check for damage or deterioration. There are suggestions for how the community can be involved in the next sections.

Grants

Grants are available from Cadw for repair and conservation of war memorials. The War Memorials Trust can offer additional funding through its Small Grants Scheme on top of the 70% available through Cadw's scheme.

Types of works the War Memorials Trust can fund:
- Conservation.
- Like-for-like repair.
- Structural repair/stabilisation.
- Reinstatement of lost elements that form an integral part of the design.
- Addition of names where they can be accommodated on the memorial.
- Professional condition surveys and structural reports.

Types of work they cannot fund:
- New war memorials.
- Maintenance.
- Inappropriate work or methods.
- Relocation, unless the memorial is 'at risk' and as a last resort.
- Works to graves of any type.
- Applications to multiple schemes administered by the Trust for the same work.
- Work that has already started or been completed.

The grant schemes are open to anyone to apply. Information can be found at:

Powys County Council also has funding available for conservation and improvement works on war memorials.

Once you have finished your recording keep a copy for your records and also send a copy to the Powys County Council War Memorials Project Team. You can do this in a number of ways:

- You can upload the details onto the project website:

- You can e-mail a copy to the team: warmemorials@powys.gov.uk

- You can send a copy via post to:

  Powys War Memorials Project Officer,
  County Hall, Llandrindod Wells,
  Powys, LD1 5LG

- You can call the Powys War Memorials Project Officer with the information on:

  0845 6027030 or 01597 827460

Preventing vandalism and theft

Vandalism and theft are perennial problems for war memorials. They are prone to being damaged by spray paint and the increasing value of metals leaves them vulnerable to theft of metal components. There is also a black market for public art, with sculptures that may have been designed by leading artists being stolen to order for display in private homes.

One of the main problems facing war memorials is the lack of care and responsibility taken by owners or carers. The process of **recording** and carrying out a **condition survey**, identifying ownership and taking an initiative to oversee and care for a memorial are the first major steps in helping to prevent damage and theft. The next step is to assess the risk of vandalism and theft by carrying out a risk assessment.

These are the steps for assessing risk for vandalism and theft:

Assess the value of the memorial – is it, or parts of it, commercially valuable? Is it the work of a famous artist or does it contain a large amount of metal with a high scrap value?

Consider its structure – how is it attached to the ground, and how are the valuable articles attached to the memorial?

Access – how easy is it to access the memorial and are there any physical deterrents?

Assess security features – what security is present and how could it be improved?

Once you have assessed the risk, draw up an action plan for preventing damage and theft, and what should be done if a theft occurs.

The War Memorials Trust has information on the theft and vandalism of memorials and how they can be protected and repaired:

How to reduce or prevent vandalism or theft
There are many ways that theft and damage can be reduced or prevented. Here are a few options:

- Install physical barriers.
- Install alarms.
- Use forensic marking, and clearly advertise any marking with warning signs.

Check with the relevant authorities whether permissions are needed to do any of this work, including planning permission or listed building consent.

Where materials have been stolen, they should be replaced like-for-like with anti-theft measures put in place. If there is repeated theft, it may be better to replace with an alternative material that is compatible with the monument but is less valuable.

Graffiti is particularly difficult to prevent. If it is a persistent problem, it is possible to apply a 'sacrificial barrier coating' system, which makes it easier to remove the graffiti. The coating, with the graffiti, can be removed easily with low-pressure water washing but then needs to be re-applied.

Other measures to deter vandalism and theft include neighbourhood watch schemes, improved lighting, installation of CCTV and physical barriers such as gates, fences and landscaping. There are also proprietary materials and chemicals available, such as Smartwater, that contain a forensic code that can be traced if the object it is applied to is stolen.

Your local crime prevention officer may be able to offer advice on methods to avoid vandalism and theft.

⑤ Researching war memorials, the war and its stories

Researching war memorials can be a very satisfying, although time-consuming, task. It is a way of discovering people from the not too distant past, whose stories can be extraordinary and whose descendants may still live in the area. There are many records still available relating to people who fought in the war and the hardships that their families and friends suffered both during and immediately after the war. This section provides a checklist of things that you can do to find out more about the people on the memorials.

Finding out more about the people on the memorials

First of all, find out what information currently exists about the war memorial. It's possible that an organisation or an individual may already have done some research. Check with your local history groups, libraries, museums, schools and other community groups.

Once you know what already exists and what gaps there are, decide what you are wanting to research. Here are some suggestions for researching the names on the memorials:

1. Write down the names that are on the war memorial, exactly as recorded, and then list all their details including surname, forenames, rank, regiment and number. Take a photograph of the war memorial and the list of names.

2. Check other local memorials, such as a roll of honour in a school or church, for the same names.

3. Set up a file for each name, preferably as a spreadsheet or table. This makes it much easier to pull out different pieces of information, such as year of death, age at death and where the individuals came from. Fields could include:

- Name – first names and surname, and also any other names by which they were known, such as 'Bob' for someone whose name was Robert.
- Rank.
- Regiment.
- Where they fought.
- Age at death.
- Place of death.
- Grave site.
- Medals awarded.
- Parents.
- Place of birth.
- Other members of immediate family.
- Listing in 1911 census (and 1901 census).
- Any other information about the person such as membership of a band.

4. To research the dead, start by looking at the Commonwealth War Graves Commission (CWGC) website:

    It has free search facilities and if the person is on its register you will find their name, number, unit and burial site.

    - The CWGC has a register for each location of a war grave where there may also be a memorial. Do a simple search, putting in the surname and initials or first name for each person on the memorial. The website will probably provide additional information on where that person is buried.
    - You can also search the site by the location of war graves (and associated memorials) in Powys but not by war memorials as such.

5. Transfer the details from the website to your spreadsheet to allow further research and sorting.

6. Compare your list of names from the website search with the names on your memorial and add any extras.

7. Search other websites such as Ancestry and Find My Past to collect extra information, such as dates and family details.

- Search the site for names with as much detail as possible.
- Search within sectors such as 'Military' (including casualties), 'Census', 'Births, Deaths and Marriages'.
- Check the person's details are correct by cross-referencing with the information you already have.
- Search other sectors such as 'Professions' or 'Parish'.
- Enter the details to the individual files to build people's history.
- Research parents and relations if this will add more to the story.

8. Search through archive collections relating to the war. The county archive is at Powys County Archives in Llandrindod Wells and it is the official repository for the records of the county of Powys and the three former counties of Breconshire, Montgomeryshire and Radnorshire. The Regimental Museum in Brecon has a wide range of reference material, including copies of lists, medal records and other information from The National Archives at Kew. The Royal Welch* Fusiliers Museum in Caernarfon has excellent displays about the history of this regiment. Some records are also held at local libraries, archaeological trusts and museums. The records you may want to research could include:

- Local newspapers and magazines. These may be held in your local library or museum and may also be online. Look for obituaries and other records of death for your names. You may also want to look for articles about the war memorial, its construction and dedication, and any published appeals for names to be included on the memorial.

*The Royal **Welsh** Fusiliers became the Royal **Welch** Fusiliers in 1920.*

- Transactions and other publications produced by local history societies and other groups.
- War diaries from the regiments. These were the daily records kept by each unit during the war, recording the operation of the unit on active service. They may include map references, casualties, individual names and awards of medals.

9. Ask around to find other information in your town or village. You can do this in several ways:

- Use the local media to appeal for information and to publicise your project. Contact local newspapers, radio and television stations, telling them about the project and asking them to publicise your request for information. You could also write a letter for publication, asking for information.
- Ask newspapers for any archive material or stories that they may have.
- Research other information and photographs in your local library and online.
- Ask local organisations, such as museums, libraries, schools, clubs and societies, for any information they may have.
- Organise a reminiscence event inviting local people to bring any photographs, memorabilia and any other items relating to WWI. This activity can also explore links between the community in the early twentieth century and the community today – how many of the original families still live in the area, who are the direct descendants what were the impacts on their lives?

10. Collate all the information and decide what you are going to do with it!

As you search you are likely to collect together a large amount of information. This may include:

- The details you included in the spreadsheet.
- Photographs of the memorial now and from earlier last century.
- Copies of newspaper and magazine articles.
- Copies of entries in record centres, registry offices, family trees.
- Copies of diaries, photographs from WWI, letters and other memorabilia from the time.
- Details from the war diaries of each regiment.
- Obituaries and other records of death.

Top tips for researching

- Remember that there are often several ways of spelling the same name such as Morris, Morries, Morriss, Mores or Davis and Davies.
- The order in which people are listed on a war memorial varies. For example, they are usually listed in alphabetical order but could also be in chronological order according to their date of death, or in order of seniority, or precedence of regiment. On some memorials, they ran out of room at the bottom of the memorial and a few of the people who died at the end of the war are listed above those who fell in 1914.
- A person's rank can be confusing. For example, Signaller is a modern rank, but it was an occupation in the First World War.
- Unit names can be abbreviated as initials and this can cause confusion. For example the Royal Naval Division is usually abbreviated to RND, which are also the initials for the Royal North Devon Regiment.
- People make mistakes, so double- and triple- check everything.
- List your sources – you might want to revisit the source for more information later.
- Make sure your sources of information are reliable.
- Cross-check and cross-reference your data sources. Check the listings on all local memorials, school records and clubs and societies' membership details.
- Some war memorials have been lost. Some were in the buildings or graveyards of chapels or churches that have been closed and sold for housing or other development; others have been damaged or destroyed by fire or demolition.
- Define the work of your project clearly. Know what you want to do, otherwise it's easy to get side-tracked.

- Find out what other local groups, schools and societies are doing for the WWI anniversary, and what they have already done. You don't want to re-invent the wheel!

When you have researched your memorial, please contact the Powys County Council War Memorials Project Team so that we can keep a record of the information. You can do this in a number of ways:

- You can upload the details on the project website:

- You can e-mail a copy to the team: warmemorials@powys.gov.uk

- You can send a copy via post to:
  Powys War Memorials Project Officer,
  County Hall, Llandrindod Wells, Powys, LD1 5LG

- You can call the Powys War Memorials Project Officer with the information on:
  0845 6027030 / 01597 827460

Useful websites

⬭

The website of the Commonwealth War Graves Commission.

⬭

The world's largest online library of family history information. The website has census records, birth, death and marriage records, military records, parish records and other records.

⬭

This website has census records, birth, marriage and death records, parish records, travel and migration records, military, armed forces and conflict records and historic British newspapers.

⬭

The National Library of Wales holds books, maps, manuscripts, archives, bibliography, pictures and photographs relating to Welsh history and culture. There is a huge amount of material available online. It includes:

⬭

⬭

The Amgueddfa Cymru - National Museum Wales website has details of collections, research, events and exhibitions.

⬭

This website has thousands of images and data about many aspects of Welsh life and culture.

⬭

A wealth of in-depth information, photographs, images and letters from museums, libraries and record offices in Wales.

⬭

The Royal Commission on the Ancient and Historical Monuments of Wales has many resources on the historic environment of Wales.

⬭

The Welsh Government's historic environment service.

⬭

This website has many fascinating stories and links to podcasts and recently broadcast programmes on WWI.

⬭

You can search over 400 million people living in Wales and England between 1841 and 1901.

⬭

This website is a record of everyone who lived in England and Wales in 1911.

⬭

All war memorials in Royal Mail properties are searchable online at this website. It includes information and some photographs.

The War Memorials Trust provides advice and information to anyone interested in war memorials. It also runs a grant scheme for repairing and conserving memorials.

This site is dedicated to men and women who died in wars. It lists memorials in many counties in the UK. A few are listed for Powys.

Forces War Records has a database of more than 6 million military records. It includes information on the military unit that people served in, the battles they fought and what life was like for them.

A guide to the military cemeteries and memorials around the world.

The National Archives is the government's archive for the United Kingdom.

This website provides an overview of the First World War battlefields on the Western Front. It shows where they are and what you can see there today.

The Imperial War Museum's War Memorials Archive.

The Long, Long Trail, a site all about the soldiers, units, regiments and battles of the British Army of the First World War.

The British Newspaper Archive has over 200 years of newspapers.

The Regimental Museum of The Royal Welsh website has information about the regiment, the museum and its services and archives. It also has useful factsheets.

The Clwyd-Powys Archaeological Trust works to protect, record and interpret the historic landscape. Their website has details of projects, their newsletter and other services.

The County Council's website has details of the libraries, museums and the county archives.

Other useful publications

'Understanding Historic Buildings: A guide to good recording practice' produced by English Heritage:

'A Practical Guide to Recording Archaeological Sites' produced by The Royal Commission on the Ancient and Historical Monuments of Scotland:

Places to find out more

In addition to many websites dedicated to the First World War, you can also find more detailed and specific information about the First World War in Wales and Powys in the national and county libraries and museums. The Clwyd Powys Archaeological Trust also has a library and other resources with relevant material.

The National Library of Wales and Powys libraries have a huge range of resources and are the best places to start researching your war memorial. The Regimental Museum in Brecon holds a large amount of material about the history of local regiments in Powys. The National Museum Wales and the museums in Powys all have a programme of exhibitions and events to commemorate the centenary of the First World War.

The museums have collections of letters, diaries, photographs, images and other artefacts relating to the First World War. Some are on display, while others are held in storage. The museums are good places to visit to see examples of the types of letters, diaries and memorabilia that exist from the First World War. They are unlikely to have specific information about your war memorial. Contact the museums and libraries before you visit to find out what material they have available. They may be able to get additional items out of storage for you.

Powys Archives and the main libraries hold copies of local newspapers. Some are on microform, others have digitised data for some records such as births, deaths and marriages. Local newspapers often carried reports about the local battalions and units, giving details about where the units went and soldiers who had been sent home due to wounds and illness as well as reports of the deaths of local servicemen.

All the county's libraries also have a range of books and other materials relating to local history and the First World War. Local studies sources are available at the Brecon, Newtown and Llandrindod Wells libraries, which hold copies of trade directories, newspapers, periodicals and local history publications. Brecon Library holds data relating to Breconshire; Newtown Library holds data relating to the former county of Montgomeryshire and the Powys Archives Research Service holds data relating to the former county of Radnorshire. Local Studies publications are listed in the library catalogue and also at Powys Archives.

The libraries have printed materials, catalogues, microfilm readers, and computers which are available for individuals and groups to use free of charge. Use of the computers and microfilm readers needs to be booked in advance. The libraries also offer free access to two key websites for researching individuals:
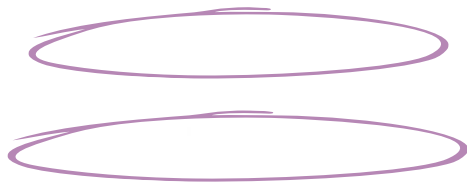
The Regimental Museum of the Royal Welsh, in Brecon
The Barracks, Brecon, Powys, LD3 7EB
Tel: 01874 613310 Fax: 01874 613275
info@royalwelsh.org.uk

The Regimental Museum has an outstanding collection of military artefacts on display, telling some of the history of the Royal Welsh regiment and some of its predecessors: The Royal Welsh Fusiliers, The Royal Regiment of Wales, the South Wales Borderers, Welsh Regiment and the Monmouthshire Regiment. The museum also has substantial archives about the regiments, including copies of many materials held at The National Archives at Kew.

The Regimental Museum offers an education service for schools and other groups and will arrange bespoke tours and talks. The resources at the museum include:

- Lists from the Commonwealth War Graves Commission of people from Powys who were killed in the First World War.

- Casualty rolls.
- The 'Red Books' which were produced by the War Office listing the soldiers who died in the 1914-18 war.
- Copies of the war diaries for each of three Regiments – South Wales Borderers, Monmouthshire Regiment, Welsh Regiment. The originals are held at The National Archives at Kew. The war diaries of the Royal Welsh Fusiliers are also at Kew.
  - Copies of the medal rolls. The originals are at The National Archives.
  - Copies of some gallantry awards which were published in the London Gazette.
  - A range of fact sheets on their website to help you find out about the different regiments associated with Powys and a list of other websites where you can look for information about individual soldiers.
  - Some personal, private records from soldiers from the First World War such as diaries and photographs.

Tips from the experts

- 31st August 1921 was the cut-off date for people who are listed as serving and dying in the First World War. It is some time after Armistice Day, as it was set to include the many people who died after the war as a result of their injuries.
- The criteria for being included on a war memorial vary according to the council. For some councils, you were eligible to be included on a war memorial if you were born in the area. For other councils it might be that you worked in an area or that you had a family association with it.
- People were supposed to be listed on just one memorial but they are sometimes listed on several. An individual could be listed on the roll of honour at their school or place of work, or in a book of remembrance as well as on a town war memorial.
- War memorials were mainly erected during the 1920s, although some were still being put up in the late 1930s. It took time for the councils to pull together the names of people to be listed on the memorials and it also took time to raise the funds to make the memorials, which were often funded by public subscription.

- War memorials do not list everyone from that village or town who died in the First World War. Individuals might have been left off the war memorial list for a number of reasons. It could be a simple error, or that their family didn't want their names on the memorial or that the family had moved away.
- The Burnt Records. Many records of ordinary soldiers from the First World War were lost during the Second World War when the Records Office where they were stored in Arundel Street in London was bombed and set on fire in 1941. Around 60% of the records were destroyed. Many of those that were saved were damaged by fire, with smoke marks and burnt edges.
- There are around 2.8 million records surviving from the First World War.
- Silver war badges were awarded to soldiers who were wounded. The medal records a unique number for each soldier and also where they enlisted.
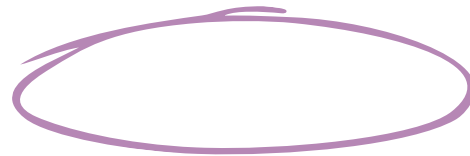
⑥ Resources

In this section you will find:

- War Memorial Recording Form

- War Memorial Condition Survey Form

- Photography Copyright Form

Powys War Memorials Project

War Memorial Recording Form

For office use only

19 14-18

Name of memorial

Associated building – if any

Location/address

Grid reference (if known)

Owner / legal custodian / interested parties

Custodian contact

War commemorated (1)

Dates

Text inscription (not names)

Names

Continue on next page if necessary

Names continued

War commemorated (2)

Dates

Text inscription (not names)

Names

Powys War Memorials Project

War Memorial Recording Form

Type of memorial and description –
e.g. freestanding cross, plaque, roll of honour, etc.

Materials used

Dimensions – in cm and metres

Any other known details – e.g. ornamentation, distinguishing features, architect, associated people, sculptor, original cost, etc

Any other details, including any obvious repairs

Photos provided? Yes _____ No _____

Your name

Your address

Your telephone

Email

Date form completed

Powys War Memorials Project

War Memorial Condition Survey Form

19
14-18

For office use only

Name of memorial

Location

Date

Address

Surveyed by

Date last surveyed

Public/private

Open to public?

Situation / setting of memorial (e.g. description of garden, roadside, churchyard)

Photo(s)? Yes __ No __

Accessibility (e.g. private / public land, within locked enclosure, steps, etc)

Photo(s)? Yes __ No __

War Memorial Condition Survey Form

Listed Building _____ Conservation Area _____ Not known _____ N/A _____

Management & Maintenance Plan in place? Yes _____ No _____

If so, what works have been carried out since the last survey?

Has a grant or money been awarded for repairs to this memorial in the past? If so, who by and what for?

Condition check

Inscription

Legible _____ Partially legible _____ Illegible _____ N/A _____

Comments

Resource 2

War Memorial Condition Survey Form

Structure

Good _____ Fair _____ Poor _____ Very bad _____ N/A _____

Comments

Ornamentation (e.g. statues, architectural features, etc)

Good _____ Fair _____ Poor _____ Very bad _____ N/A _____

Comments

What obvious maintenance, repairs or cleaning are needed?

What maintenance is currently being carried out, and who by?

Powys War Memorials Project

War Memorial Condition Survey Form

Are there any obvious problems, such as damage, vandalism, lack of access, etc?

Any other comments?

Photo(s)? Yes __ No __

Statement of Significance

Powys War Memorials Project

Photography Copyright Form

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List of photographs submitted: