

18 July 2015

Record of Decisions from meeting of Tidworth War Memorial Committee on Wednesday 15 July 2015 at Tidworth Town Council Offices from 1900 hours.

Name	Appointment
Attendance: Melanie Marsh (MM) Anne Breen (Abe) Ann Birch (AB) Anne-Marie Bisby (AMB) Danielle Goodchild (DG) June Hodson (JH) Denise Keane (DK) Betty O-Connell (BO) Daz Stevenson (DS) Annabel Copeland (Rector) Lorna Swinyard-Jordan (LSJ)	Chair Treasurer Council Rep Sec
Apologies: Corby Kemp (CK) Rupert Gregory (RG)	

ITEM	DECISIONS	ACTION
1. Welcome	The Chair thanked everyone for attending and work conducted since the last meeting. This meeting was to focus on the design of the memorial. She welcomed the Rector Annabel Copeland and introduced the selected stonemason for the project; Mr Nick Johnson who was attending to formally present his ideas and gain feedback from committee members.	
2. Minutes of Last Meeting	a. The Minutes of the last meeting were accepted as a true record of proceedings and agreed actions.	
3. Actions Arising	See Annex A. a. Dec 3b Military Rep. <i>CF to invite mil rep.</i> This task was handed on to LSJ. b. Jan 4c Grant. <i>CF to confirm in writing to the Chair £100K grant with details of all constraints before the next meeting.</i> DS agreed to chase for a response CF as confirmation was now urgent and delaying any further activity. Other actions are covered in the relevant item of the meeting.	LSJ DS
4. Funding	a. Actions arising: <ul style="list-style-type: none"> • May 4a Trustees. <i>The original trustees of mayor, manager of Lloyds bank and the CofE ecclesiastical lead had to be amended to Mayor, Chair of the Committee and Rector of Holy Trinity Church. MM would invite the Rector to assume this role and with DG action the necessary paperwork.</i> Rector has agreed to join 	

	<p>the committee. No further action is possible until the Mayor signs the relevant paperwork. DS agreed to chase. <u>Action ongoing.</u></p> <ul style="list-style-type: none"> • May 4b Bank account. <i>Thereafter the names on the bank account could be updated. DG to action. <u>Action ongoing.</u></i> • May 4c Charity Constitution. <i>Application would be made to reinstate the original charity objective pre-1964 to establish a Tidworth War Memorial. Further investigation had identified that the original constitution was not amended and only the interest from the account was assigned to helping the elderly in South Tidworth. <u>Action closed.</u></i> <p>b. The Stonemason will require £500 to produce final drawings and models.</p> <p>c. MM would proceed with grant applications to provide some funding to support development modelling by the Stonemason. MM to submit grant applications (Jul 4a).</p> <p>d. No money could be spent until it was known if the £100K grant was forthcoming acknowledging that the money may not be available until 2016. No money is to be committed until status of £00K grant is confirmed in writing (Jul 4b).</p>	<p>DS</p> <p>MM, DG</p> <p>MM</p> <p>ALL, DG</p>
<p>5. Memorial Design</p>	<p>a. Actions Arising:</p> <ul style="list-style-type: none"> • May 5a Stone Mason attendance. <i>DS to invite Mr Nick Johnson to present his ideas to the July meeting. <u>Action closed.</u></i> • May 5b Stonemasons consulted. <i>DS to provide details of all stonemasons invited to consider Tidworth War Memorial. <u>Action closed.</u></i> • May 5c Comments on initial design. <i>All committee members to submit any (further) comments on memorial design by 15 June 2015. No further comments received. <u>Action closed.</u></i> <p>b. Points arising from the discussion about the memorial design with the Stone Mason are as follows:</p> <ul style="list-style-type: none"> • Stonemason to confirm recommended number of upright slabs / monoliths. • Materials are shown on revised sketch at Enclosure 1. • The spire would be solid but built in sections. • The Rector would propose suitable phrases for engraving on the central pillar. • Design must allow for wheelchairs to pass between the monoliths. • A path around the memorial was needed. The stonemason would present two options: <ul style="list-style-type: none"> ○ Option 1 – gravel/tarmac/paved path around the whole structure. ○ Option 2 – siting the monoliths further in. • Seats would be included on the monoliths ideally on each side of the monoliths as shown in the sketch. 	

	<ul style="list-style-type: none"> The final drawings would present ideas for lighting with associated indicative costings. <p>c. The Rector had a list of names that were read at Remembrance services and could be considered for listing on the war memorial.</p>	
6. Memorial Location	No discussion	
7. Project Planning	<p>a. An initial project plan and associated timelines was discussed as follows:</p> <p style="text-align: center;">Memorial used for Remembrance Day - Nov 16 / Memorial complete – Sep 16 / Memorial construction commences (5 months) – Apr 16 25% of cost required to start work / Contractual Agreement signed – Mar 16 / Planning Permission gained – end Feb 16 / Planning Permission requested (8-12 weeks) – Dec 15 / Full size model produced – 30 Sep 15 / Final drawings and pictures – 1 Sep 15</p> <p>The build could commence earlier if funding is available.</p> <p>b. DS would draft the planning application for submission once the final drawings are complete and agreed (Jul 7a).</p>	DS
8. Comms	<p>a. Action arising:</p> <ul style="list-style-type: none"> May 8a Information Letter. <i>Information letter to local organisations by 15 June 2015. This letter was drafted and is awaiting detail of relevant organisations from MM. <u>Action ongoing.</u></i> <p>b. Local schools would be invited to take part in a competition to present ideas for the pictures to be engraved on the monoliths. The Rector would identify which schools wished to be involved and run the activity with DK during the Autumn term. The final designs would be selected by end Jan 16 (Jul 8a).</p>	DK, MM Rector DK
9. Any Other Business	Nil	ALL
10. Date of Next Meeting	The next meeting will be held on Tue 8 Sep 2015 and would focus on deciding whether or not individual names would be added to the memorial. Location to be confirmed.	ALL

Summary of Actions Arising from TWMC Meetings @ 18 Jul 15

Date	Action	Closed
Actions Ongoing		
Dec 3b	Military Rep. CF to invite mil rep. This task was handed on to LSJ.	
Jan 4c	Grant. CF to confirm in writing to the Chair £100K grant with details of all constraints before the next meeting. DS agreed to chase CF as confirmation was now urgent and delaying any further activity.	
May 4a	Trustees. The original trustees of mayor, manager of Lloyds bank and the CofE ecclesiastical lead had to be amended to Mayor, Chair of the Committee and Pastor of Holy Trinity Church. MM would invite the Pastor to assume this role and with DG action the necessary paperwork. The Rector had joined the committee. Action by the Mayor was awaited.	
May 4b	Bank account. Names on the bank account would be updated to reflect new Trustees. This cannot commence until action May 41 is completed.	
May 8a	Information Letter. An Information letter would be sent to local organisations by 15 June 2015. This letter was drafted and is awaiting detail of relevant organisations from MM.	
Actions Arising		
Jul 4a	Submit grant applications. MM would proceed with grant applications to provide some funding to support development modelling by the Stone Mason. MM to submit grant applications.	
Jul 4b	Authority to commit spend. No money could be spent until it was known if the £100K grant was forthcoming acknowledging that the money may not be available until 2016. No money is to be committed until status of £00K grant is confirmed in writing.	
Jul 7a	Planning Application. DS would draft the planning application for submission once the final drawings are complete and agreed.	
Jul 8a	Schools Design Competition. Local schools would be invited to take part in a competition to present ideas for the pictures to be engraved on the monoliths. The Rector would identify which schools wished to be involved and run the activity with DK during the Autumn term. The final designs would be selected by end Jan 16.	
Actions Closed		
Dec 4a	Tidworth Memorial Fund. DS to continue to chase Memorial Fund. DS has located a file dating back before 1964 when the memorial fund objective was amended to 'benefit the old people of Tidworth'. There was money still available.	May 15
Dec 5c	Military Campaigns. LSJ provided a list of military campaigns since WW1 for the Project Design Committee to consider. It is attached as Enclosure 1 for reference.	Jan 15

Dec 6b	Proximity to Silver Jubilee Beacon. DS reported that the Town Council will not move the beacon and advised that this position would require continual ASPIRE approval for access for maintenance, repair etc.	Jan 15
Dec 7a	Charity Constitution. <i>DG to draft Charity Constitution.</i> DG had informed MM that a charity constitution was not needed as one already existed for the Tidworth Memorial Fund.	May 15
Dec 7b	Terms of Reference. LSJ had drafted Terms of Reference (ToRs) for the committee but it was not yet possible to develop a detailed timeline. The Chair would reflect on discussions during the last two meetings including councillor participation and attendance requirements. The TORs would be sent to all members prior to the next meeting.	Jan 15
Dec 8	New members. All TWMC members should continue seek to raise interest across the Tidworth community and encourage new members.	Mar 15
Jan 4a	Funding Options. MM would forward details of some potential funding routes to DS.	Feb 15
Jan 4d	DG to determine requirement and implications of charitable status for the project.	May 15
Jan 7a	DS to investigate the feasibility of adding a 'TAB' on the Town Council web page for TWMC.	Feb 15
Mar 7c	Quotations. <i>DS to seek quotations from memorial builders to determine likely costs and gain specific design proposals.</i> Three stonemasons had been invited to look at the site and submit initial ideas. They had confirmed that @£130K was a feasible sum for the project.	May 15
May 4c	Charity Constitution. <i>Application would be made to reinstate the original charity objective pre-1964 to establish a Tidworth War Memorial.</i> Further investigation had identified that the original constitution was not amended and only the interest from the account was assigned to helping the elderly in South Tidworth.	Jul 15
May 5a	Stone Mason Presentation. DS to invite Mr Nick Johnson to present his ideas to the July meeting.	Jul 15
May 5b	Evidence of wide consultation. DS to provide details of all stonemasons invited to consider Tidworth War Memorial.	Jul 15
May 5c	Comments on Outline design. All committee members to submit any (further) comments on memorial design by 15 June 2015.	Jul 15