

# Rotherfield Parish Council

## War Memorial Project Outline

### Introduction

This project outline describes the activities which will be undertaken by the project team and also identifies about twenty Rotherfield Parish Council (RPC) review and decision points, referred to Control Points (**CP**). The project was previously called the War Memorial Centenary Project but the name has been changed to reinforce that the project is not connected solely to World War I.

### A. Project Funding and Parish Council Approval

1. In August 2016, Rotherfield Parish Council **RESOLVED** to commit to and financially underwrite this War Memorial project, subject to production of this Project Outline document with its series of Control Points which will allow RPC to provide go/no go decisions to the project team over the course of the project.
2. **CP:** A Project Finance Plan will be produced for RPC approval, once all costs have been ascertained. This detailed Finance Plan will include planning approval costs, design fees, materials, construction and installation costs, VAT, a contingency sum (5-10%), and the level of RPC underwriting required and over what time period. It is realistic that this Finance Plan will be produced and refined in stages (see paragraph 4) with final financial approval being requested in early 2017 ahead of the RPC Finance Committee meeting.
3. **CP:** Approval of the Project Finance Plan will signal the go-ahead from RPC for the full project.
4. **CP:** There will be two rounds of financial estimates to be approved by RPC ahead of the final Project Finance Plan. The first in October 2016 will be an outline cost specification to enable the RPC Recreation & Burial Committee to approve and allocate planning funds for the project in 2016/17 and for Budget 2017/18. The second in January 2017 will be a detailed cost specification of the full project, which will allow the Rec & Burial Committee to refine its budgetary forecasts of spend on the project in both 2016/17 and 2017/18.
5. The aim is to obtain planning approval for the Rotherfield Parish War Memorial by April 2017. **CP:** RPC approval of estimates to pay for, in the current financial year, professional fees and costs to obtain WDC planning consent (see paragraph 4).
6. The professional fees and costs to obtain planning approval will be included in the total project costs which are to be recovered by sponsor funding.
7. Sponsorships and grants will very likely depend on RPC commitment to underwrite the project until its successful conclusion. A list of potential sponsors will be produced.

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8. Approaches for sponsors will be made following RPC approval of the Project Finance Plan. **CP:** Draft Letters of Promise for sponsors will be produced by the Council's solicitor and approved by RPC in order to secure proof of their intended financial support for the project.
9. **CP:** All project finance matters will be handled by the RPC Clerk in his role as Responsible Finance Officer, e.g. setting up of a project bank account, payment of project-related invoices, administration of Letters of Promise etc., and reported to full Council at the monthly PCM.
10. **CP:** RPC will decide what percentage of the full project cost must be covered by sponsors' Letters of Promise before contractors can be engaged (note: contractors' quotes will be time limited) and in what stages sponsors' Letters of Promise will be 'called in' by the Responsible Finance Officer.
11. Throughout the project, all sponsors will receive updates on progress. A letter will be sent to each sponsor to inform them who they have 'joined with' to make the project come alive.
12. **CP:** At the close of the project, RPC will review the project management and determine lessons to be learned.

#### **B. Designs and Materials**

13. Two designs will be selected for discussion with Council and St Denys' Church. Church Council support will be required for the Heritage Statement in any planning application.
14. Artist David Peacock will be asked to produce two ink/colour wash A4 sketches of the selected designs: a close-up showing design details and a view over Court Meadow Green showing the Memorial's setting in relation to the church.
15. **CP:** The wording on the Memorial will need to be approved by RPC. The two current suggestions are: i) the secular Kohima epitaph

*"When You Go Home, Tell Them Of Us And Say,  
For Your Tomorrow, We Gave Our Today."*;

and ii) the religious quotation from *John 15*

*"Greater love has no-one than to lay down one's life for one's friends."*

16. The list of names to be included on the Memorial will be gathered based on existing memorial boards and Commonwealth war graves. It is intended to show only surname and initials on the War Memorial. Details of rank, decorations,

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regiments etc. will be shown in the leather-bound Memorial Book, which will be kept in St Denys' Church under a glass case with the appropriate day of the year on show. **CP:** RPC will agree with St Denys' Church the design for the Memorial Book.

17. At a later date, these details will be made available online alongside digital images of the Commonwealth War Graves and the actual War Memorial.
18. Public consultations will take place in Rotherfield and Mark Cross, and a display of the selected designs will be available in The Courtyard window. **CP:** RPC to approve final design following public consultation.
19. The Heritage Statement will be compiled based on advice from WDC Planning North Manager (Doug Moss) and the Conservation Officer. Church architect (Peter Pritchett of Paramount Architecture) to be asked to produce a Design Statement and Project Specification.
20. **CP:** Approval of the design and the Heritage Statement will be required from St Denys' Church Council and will need to be included in the planning application. The Church Council plans to discuss this approval at their February 2017 meeting.
21. **CP:** RPC will select a Planning Agent to prepare the planning application, in accordance with the Heritage and Design Statements. The application will need to include the Heritage Statement, Design Statement, artist's illustrations, Project Specification, and RPC and Church Council minuted approvals.

#### C. Construction and Project Management

22. Three contractors will be selected who can carry out the complete task of providing the materials, engraving and installation of the War Memorial, with a guarantee.
23. **CP:** RPC Clerk will invite three quotations by sealed bid. **CP:** The Full Council will make a selection and references will be taken up by RPC Clerk, per normal procurement process.
24. **CP:** RPC will appoint a Councillor, who is not a member of the project team, as Responsible Councillor to liaise with the chosen contractor. **CP:** While works are underway, visits will be made by the Responsible Councillor and one member of the project team to check on progress and quality of work so that the full RPC is sufficiently represented over and above the project team.

#### D. Dedication of the War Memorial

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25. **CP:** RPC will liaise with St Denys' Church Council regarding the format of a ceremony to dedicate the new Rotherfield Parish War Memorial, and to whom invitations will be sent.
26. RPC will present the Memorial Book to St Denys' Church.

**E. The Project Team**

27. The project team is made up of:

Parish Council Members:

- Adam Hardy (vice chairman)
- David Thomas (chairman)
- Graham Watson-Smith
- Norman Wickenden

Parishioners:

- Simon Blackwell
- Mike Sterling (Royal British Legion)

Advisers:

- Nigel Allison
- Edward McManus

© This document has been written by Cllr. Adam Hardy and Cllr. David Thomas.

17 October 2016.