

Meeting Cenotaph Group – Structural

**Date:** 7<sup>th</sup> May 2019      **Time:** 11.00am

**Location:** The Spencer Suite, Congleton Town Hall.

**In attendance:** , M.Smith, I.Doughty, J.Carter, S.Dutton, D.Murphy.J.MacArthur, M.Pickford

Item	Agenda Item / discussion	Comments	Action
1	<b>Apologies</b>	J.Lilley, D.McGifford	
2.	<b>Minutes from previous meeting / matters arising.</b>	The minutes of the last meeting 1.4.19 had been circulated.  Action points / issues to be picked up throughout the meeting.	
3.	<b>Funding</b>	Agreed that we wouldn't be willing to rename the site to reflect a business, but businesses could have their names listed on a board. Funding requests sent to:- Inclosure Trust (TBC April) £10,000 received Town Trust (TBC April) £3000 received Cheshire East Community Fund (no reply as yet) Tesco Bags of Help ( NO feedback as yet)  Emailed / written to British Legion (chair) and Eaton Masonic Lodge ( no communications received as yet)  Still to progress "Crowd Funding", developers and local businesses.	<b>J.Mac / MS / D McG</b>

		<p>MS has submitted an article for the next issue of East Cheshire Chamber of Commerce Magazine. We will then follow up with a request to members for support of the project, financial / in kind.</p> <p>Grahams Construction ( Link Road developer) has offered some support in kind (site clearance / landscaping) J.Mac to pass on the contact to JKC/MP so that that they can draw up a programme of support request that Grahams may be able to help us with.</p>	
4.	<b>Town Council Representation</b>	We could do with a nominated councillor to sit on the group. D.McG to raise at the appropriate committee meeting.	<b>D.McG to action.</b>
5.	<b>Draft Programme</b>	JKC advised that we are currently on schedule, no changes to be made.	
6.	<b>Planning Conditions.</b>	All now taken care of. Minor issue around desired brick availability. JKC and MP chasing up alternative supplies. May need early finance to support the order.	<b>JKC / MP</b>
7.	<b>Names on Plaques.</b>	<p>Final submission confirmation being returned to Stones this week. No changes required.</p> <p>MS to action the first payment instalment (1/3)</p> <p>Work on the first panel should begin first week in June.</p> <p>Once first panel carving is complete, JKC will go down and inspect the work.</p>	<p><b>JKC</b></p> <p><b>MS</b></p> <p><b>JKC</b></p>
8.	<b>Stone Plaques.</b>	Initial payment gone off to Albion Stone, first panel to be	

		delivered to Stones of Weymouth between 3 <sup>rd</sup> and 10 <sup>th</sup> June.	
9.	<b>Criteria for names</b>	MS has now written up the criteria for names appearing on the cenotaph plaques and circulated to the group. This is stored in the Cenotaph file in the office so that it is available to councillors on request.	
10.	<b>Telephone Box/ Manhole cover/ Trees</b>	Order has now been placed with BT for its removal. Hoping to be able to use the old power supply for our lighting requirements.  The manhole cover does not appear to be an issue  MS to follow up the removal of trees as per the planning application approval/conditions as soon as possible.	<b>MS action</b>
10.	<b>Bill of Quantities</b>	John and Mark currently working on this using the CTC terms of reference as a guide. Will look to select a list of around 6 known contractors to send out requests of interest to.  J.Mac/D.McG to contact CEBC assets re using the site near the police station as a storage / comfort compound (July –Nov)	<b>JKC and MP</b>  <b>J.Mac / D.McG</b>
11.	<b>Main Contract Tendering</b>	After submissions /quotes for contractors the group will work as a selection panel to agree on the winning contractor.  This will be at the Friday 12 <sup>th</sup> July meeting 11.00am.	
12.	<b>Lighting/ Water / Bollard /CCTV</b>	Suggestions were to light each end of the plaques, with separate lighting for the Celtic cross.	

		<p>Solar Cell controlled with a manual override.</p> <p>Duct in a power cable with external twin socket at the back of the cross.</p> <p>Water connection at Cole Hill end of the Cenotaph.</p> <p>Removable bollard in the middle of entrance to the paved area.</p> <p>CCTV. No current plans for CCTV. J.Mac to discuss with The Prince of Wales if their CCTV would pick up The Cenotaph and or if they would agree to work with us on improving coverage.</p>	<b>J.Mac</b>
13.	<b>Opening ceremony.</b>	<p>Ideas discussed, but any decision would need to include the views of the Town council.</p> <p>Drumhead service on Sunday 3<sup>rd</sup> November ( week prior to Armistice Sunday)</p> <p>Invite Mercian (Cheshire / Staffs) and Prince Irene Brigade along with local organisations and public figures.</p> <p>JKC has contacted ex Army Padre (Geoff Cuttell) for advice / ideas / contacts.</p> <p>S.Dutton to work on other elements for the event.</p> <p>Possible exhibition by Cheshire Villages Great War Society. November 2<sup>nd</sup> and 3<sup>rd</sup> currently available in the Town Hall. Need to act quick to book this. S.Dutton talk to John Dines.</p>	<p><b>D.McG to run past Town Councillors for their view.</b></p> <p><b>MS/JMac</b></p> <p><b>S.Dutton</b></p> <p><b>S.Dutton</b></p>

14.	<b>Next Meetings</b>	<b>Tuesday 28<sup>th</sup> May 11.00am, Spencer Suite.</b> <b>Friday 12<sup>th</sup> July 11.00am, Spencer Suite (selection day)</b>	
-----	----------------------	---	--