

The Highland Council
Community Services Committee
20 August 2015

Agenda Item	20
Report No	COM 48/15

War Memorials Improvement Programme

Report by Director of Community Services

Summary

This report provided Members with an update on progress with the War Memorials Improvement Programme.

1. Background

- 1.1 The Council now has records of over 180 War Memorials for which it is the custodian, see **Appendix A**. Throughout Scotland there are in excess of 5,000 War Memorials.
- 1.2 A schedule of repairs and refurbishment was prepared in 2013. The total cost of repair and refurbishment was estimated at £310k.
- 1.3 Finance Housing & Resources Committee on 22 January 2014 agreed to allocate funding of up to £50k of capital discretionary funding per year from 2014/15 to 2017/18 to support the refurbishment of the Council's War Memorials. This funding allows the Council to make bids to the Scottish Government's Centenary Memorial Restoration Fund.
- 1.4 In 2014 the Scottish Government announced a £1million Centenary Memorial Restoration Fund (CMRF) to help fund work on War Memorials throughout Scotland. This is administered by the War Memorials Trust (WMT), with £50k to £60k of funding released quarterly up to March 2018.
- 1.5 The Council's allocation of funding was to make up the shortfall between a projects costs and secured funding consisting of funds from: successful external bids, community raised funds, local CS area budget contribution, Ward Discretionary Budgets, wind farm funding etc. In general, bids for external funding to CMRF secure 75% contribution levels.

2. Progress

- 2.1 There are 45 live schemes in varying stages and 9 completed schemes, see **Appendix B**.
- 2.2 Review and progress meetings are held with the Royal British Legion and War Memorials Trust.

- 2.3 Guidance and information has been made available to all CS Assistant Area Managers, Community Works Officers and Ward Managers.
- 2.4 To date £9k has been spent from the Capital Discretionary Fund with a further £37k committed. Total expenditure is over £80k, with £46k secured by 4 communities from the CMRF at: Brora (Clyne), Bonar Bridge (Creich), Beaully (Lovat Scout) and Corpach (Colonel John Cameron), **see Appendix B**.
- 2.5 To manage costs, and for low value schemes, Community Services Area staff are working with Criminal Justice staff to identify where community payback is suitable.
- 2.6 A programme for the remaining War Memorials is currently being compiled and will be ready for sharing with Members in November.

3. Actions

- 3.1 To increase take up by communities a publicity programme is planned for September. During October the War Memorials Trust have confirmed their intention to hold a series of 3 workshops in the Highlands for Community Councils and groups, where it has been agreed publicity will be run jointly. The workshops will also be open to invited Council staff to provide additional training and knowledge.
- 3.2 Submission of applications to the War Memorials Trust requires significant community and staff resource, especially in assisting communities to secure quotations. This is a national issue and WMT are considering support for community groups at the bid stage. This will not apply to Local Authorities.
- 3.3 To reduce resource requirements it is intended to locally increase the recommended minimum value of a bid to the CMRF. For a scheme less than £5k where a local community does not have the resources to make a bid to WMT, but can raise match funding and/or undertake equivalent works directly no bid would be submitted. Funding would be secured from match funding, capital discretionary funding, CS Area budgets and other locally available sources.

4. Implications

- 4.1 There are no resource; Legal; Equalities; Climate Change/Carbon Clever; Risk, Gaelic and Rural implications from this report.

Recommendation

The Committee is invited to note:

- i) progress on the war memorial restoration programme;
- ii) that a programme for the remaining war memorials shall be shared with Members in November; and
- iii) that a publicity campaign programme will also be shared with Members in September.

Designation: Director of Community Services

Date: 6 August 2015

Author: Robin Pope

Background Papers:

Appendix A

War Memorials Schedule July 2015

Ref	War Memorial	Town	Ward	Community Council
1	Ardgay War Memorial	Ardgay	1	Ardgay & District
2	Bettyhill War Memorial	Bettyhill	1	Bettyhill, Strathnaver & Altnaharra
3	Creich & Kincardine War Memorial	Bonar Bridge	1	Creich
4	Durness War Memorial	Durness	1	Durness
5	Inchnadamph War Memorial	Inchnadamph	1	Assynt
6	Kinlochbervie War Memorial	Kinlochbervie	1	Kinlochbervie
7	Kylesku War Memorial	Kylesku	1	Scourie
8	Lairg War Memorial	Lairg	1	Lairg
9	Lochinver War Memorial	Lochinver	1	Assynt
10	Melness War Memorial	Tongue	1	Tongue
11	Melvich War Memorial	Melvich	1	Melvich
50	Rosehall War Memorial	Rosehall	1	Creich
12	Scourie War Memorial	Scourie	1	Scourie
13	Skerry War Memorial	Skerry	1	Tongue
14	Strath Halladale War Memorial	Dalhalvaig	1	Melvich
15	Strathy War Memorial	Strathy	1	Strathy & Armadale
16	Syre War Memorial	Syre	1	Bettyhill, Strathnaver & Altnaharra
17	Tongue War Memorial	Tongue	1	Tongue
18	Thurso War Memorial	Thurso	2	Thurso
19	Ackergill & Hempriggs War Memorial	Wick	3	Wick
40	Staxigoe War Memorial	Staxigoe	3	Sinclairs Bay
20	Wick - Cross of Sacrifice	Wick	3	Wick
21	Wick War Memorial	Wick	3	Wick
167	Auckengill & Nybster War Memorial	Auckengill	4	Dunnet & Canisbay
22	Berriedale War Memorial	Berriedale	4	Berriedale & Dunbeath
23	Bilbster War Memorial	Bilbster	4	Tannach & District
24	Bower War Memorial	Bower	4	Bower
25	Canisbay War Memorial	Canisbay	4	Dunnet & Canisbay
26	Castletown War Memorial	Castletown	4	Castletown
28	Corsback War Memorial	Dunnet	4	Dunnet & Canisbay
29	Dunbeath War Memorial	Dunbeath	4	Berriedale & Dunbeath
30	Halkirk War Memorial	Halkirk	4	Halkirk
31	Halsary War Memorial	Halsary	4	Watten

Ref	War Memorial	Town	Ward	Community Council
188	John O'Groats (not Council Owned)	John O'Groats	4	Dunnet & Canisbay
33	Keiss War Memorial	Keiss	4	Sinclairs Bay
34	Latheron War Memorial	Latheron	4	Latheron & Lybster
35	Lybster War Memorial	Lybster	4	Latheron & Lybster
36	Lyth War Memorial	Lyth	4	Dunnet & Canisbay
27	Midclyth War Memorial	Midclyth	4	Latheron & Lybster
38	Reay War Memorial	Reay	4	Caithness West
39	Skitten War Memorial	Killimster	4	Sinclairs Bay
176	Stroma War Memorial	Stroma	4	Dunnet & Canisbay
41	Thrumster War Memorial	Thrumster	4	Tannach & District
42	Watten War Memorial	Watten	4	Watten
43	Clyne War Memorial	Brora	5	Brora
44	Dornoch War Memorial	Dornoch	5	Dornoch
45	Edderton War Memorial	Edderton	5	Edderton
46	Golspie War Memorial	Golspie	5	Golspie
47	Helmsdale War Memorial	Helmsdale	5	Helmsdale
48	Loth War Memorial	Lothmore	5	Helmsdale
49	Rogart War Memorial	Rogart	5	Rogart
51	Achiltibuie or Coigeach War Memorial	Achiltibuie	6	Coigach
52	Aultbea War Memorial	Aultbea	6	Aultbea
174	Clachan Duich MacRae War Memorial	Inverinate	6	Lochduich
180	Clan MacRae War Memorial (Eilean Donan Castle)	Dornie	6	Dornie & District
173	Coigeach or Boer War Memorial	Achiltibuie	6	Coigach
68	Contin War Memorial	Contin	6	Contin
54	Dundonnell War Memorial	Dundonnell	6	Lochbroom
56	Gairloch War Memorial	Gairloch	6	Gairloch
57	Garve War Memorial	Garve	6	Garve & District
58	Glenelg War Memorial	Glenelg	6	Glenelg & Arnisdale
59	Kinlochewe War Memorial	Kinlochewe	6	Torridon & Kinlochewe
53	Lochalsh or Balmacara War Memorial	Balmacara	6	Lochalsh
60	Lohcarron War Memorial	Lohcarron	6	Lohcarron
61	Plockton War Memorial	Plockton	6	Plockton
62	Poolewe War Memorial	Poolewe	6	Wester Loch Ewe
172	Russian Artic Convoy War Memorial	Loch Ewe	6	Wester Loch Ewe
63	Shieldaig War Memorial	Sheildaig	6	Shieldaig
64	Strathconon War Memorial	Milton	6	Marybank, Scatwell & Strathconnon

Ref	War Memorial	Town	Ward	Community Council
65	Torridon War Memorial	Torridon	6	Torridon & Kinlochewe
67	Ullapool - Fowler War Memorial	Ullapool	6	Lochbroom
66	Ullapool War Memorial	Ullapool	6	Lochbroom
70	Alness War Memorial	Alness	7	Alness
71	Ardross War Memorial	Sittenham	7	Ardross
73	Evanton War Memorial	Evanton	7	Kiltearn
74	Invergordon - Polish War Memorial	Invergordon	7	Invergordon
75	Invergordon War Memorial	Invergordon	7	Invergordon
76	Rosskeen War Memorial	Alness	7	Alness
72	Chapelhill War Memorial	Pitcalnie	8	Nigg & Shandwick
77	Fearn War Memorial	Fearn	8	Fearn
78	Kilmuir Easter War Memorial	Kilmuir, Kildary	8	Kilmuir Easter & Logie Easter
79	Logie Easter War Memorial	Kildary	8	Kilmuir Easter & Logie Easter
80	Portmahomack War Memorial	Portmahomack	8	Tarbat
178	Tain Court House War Memorial	Tain	8	Tain
81	Tain War Memorial	Tain	8	Tain
84	Cambrai Cross War Memorial	Dingwall	9	Dingwall
87	Conon Bridge War Memorial	Conon Bridge	9	Conon Bridge
82	Dingwall War Memorial	Dingwall	9	Dingwall
55	Fodderty War Memorial	Fodderty	9	Strathpeffer
86	Hector MacDonald War Memorial (Dingwall)	Dingwall	9	Dingwall
83	John Meikle VC Memorial	Dingwall	9	Dingwall
89	Maryburgh War Memorial	Maryburgh	9	Maryburgh
90	Muir of Ord War Memorial	Muir Of Ord	9	Muir of Ord
32	Normandy veteran's Association Memorial	Dingwall	9	Dingwall
85	Seaforth Boer War Memorial	Dingwall	9	Dingwall
91	Avoch War Memorial	Avoch	10	Avoch & Killen
92	Chapel Brae War Memorial	Cromarty	10	Cromarty
93	Cromarty War Memorial	Cromarty	10	Cromarty
69	Fortrose war Memorial	Fortrose	10	Fortrose & Rosemarkie
88	Hector MacDonald War Memorial	Mulbuie	10	Ferintosh
94	Killearnan War Memorial	Fettes	10	Killearnan
95	Munlochy War Memorial	Munlochy	10	Knockbain
96	Resolis War Memorial	Resolis	10	Resolis
97	Broadford War Memorial	Broadford	11	Broadford & Strath

Ref	War Memorial	Town	Ward	Community Council
99	Culnacnoc War Memorial	Culnacnock	11	Staffin
100	Dunvegan War Memorial	Dunvegan	11	Dunvegan
177	Edinbane War Memorial	Edinbane	11	Skeabost
101	Glendale War Memorial	Glendale	11	Glendale
166	Kilmaluag War Memorial	Kilmaluag	11	Kilmuir
103	Kilmore or Sleat War Memorial	Kilmore	11	Sleat
168	Kilmuir War Memorial	Kilmuir	11	Kilmuir
104	Kyleakin War Memorial	Kyleakin	11	Kyleakin & Kylerhea
98	Minginish War Memorial	Carbost	11	Minginish
105	Portree War Memorial	Portree	11	Portree
106	Raasay & Rona War Memorial	Raasay	11	Raasay
170	Skeabost War Memorial Hall	Skeabost	11	Skeabost
107	Stenscholl or Staffin War Memorial	Staffin	11	Staffin
108	Struan War Memorial	Struan	11	Struan
189	Uig Memorial Pillar	Uig	11	
109	Uig War Memorial	Uig	11	Uig
102	Waternish War Memorial	Hallin	11	Waternish
163	Arisaig Czech War Memorial	Arisaig	12	Arisaig
110	Arisaig War Memorial	Arisaig	12	Arisaig
155	Banavie War Memorial	Banavie	12	Kilmallie
184	Co. John Cameron Memorial	Corpach	12	Kilmallie
112	Commando Memorial	Spean Bridge	12	Spean Bridge, Roy Bridge & Achnacarry
175	Eigg War Memorial	Eigg	12	Small Isles
113	Glenfinnan War Memorial	Glenfinnan	12	Glenfinnan
162	Glengarry War Memorial	Invergarry	12	Glengarry
114	Morar & Mallaig War Memorial	Morar	12	Morar
116	Beaully Toll War Memorial	Beaully	13	Beaully
187	Beaully WWII Fountain	Beaully	13	Beaully
117	Bradley Martin Memorial	Drumnadrochit	13	Glenurquhart
118	Dores War Memorial	Dores	13	Glenurquhart
119	Drumnadrochit War Memorial	Drumnadrochit	13	Glenurquhart
120	Fort Augustus War Memorial	Fort Augustus	13	Fort Augustus Glenmoriston
121	Invermoriston War Memorial	Invermoriston	13	Fort Augustus Glenmoriston
122	Kiltarlity War Memorial	Kiltarlity	13	Kiltarlity
123	Kirkhill War Memorial	Kirkhill	13	Kirkhill & Bunchrew
115	Lovat Scout or Boer War Memorial	Beaully	13	Beaully

Ref	War Memorial	Town	Ward	Community Council
125	Stratherrick War Memorial	Gorthleck	13	Stratherrick & Foyers
124	Clachnaharry Clan Battle Memorial	Inverness	14	Muirtown
181	The Queen's Own Cameron Highlanders War Memorial (Tomnahurich)	Inverness	14	Dalneigh & Columba
126	Tomnahurich War Memorial	Inverness	14	Dalneigh & Columba
164	Aircrew Memorial Bandstand	Inverness	15	Crown
171	Lovat Scouts Inverness War Memorial	Inverness	15	Central
127	Queens Own Cameron Highlanders Egypt & Sudan Memorial	Inverness	15	Central
190	Queen's Own Cameron Hlds Memorial Hall	Inverness	15	
128	The Cenotaph - Cavell Gardens	Inverness	15	Crown
129	Ardersier War Memorial	Ardersier	18	Ardersier & Petty
179	Ardersier War Memorial Hall	Ardersier	18	Ardersier & Petty
135	Cawdor War Memorial	Cawdor	18	Cawdor & West Nairnshire
130	Croy War Memorial	Croy	18	Croy
132	Petty War Memorial	Tornagrain	18	Ardersier & Petty
133	Ardclach War Memorial	Ferness	19	East Nairnshire
134	Auldearn War Memorial	Auldearn	19	Auldearn
136	Nairn War Memorial	Nairn	19	Nairn River
131	Culloden Battle Memorial	Culloden	20	Croy
137	Daviot War Memorial	Daviot	20	Strathnairn
138	Strathdearn or Tomatin War Memorial	Tomatin	20	Strathdearn
139	Advie or Cromdale War Memorial	Advie	21	Cromdale & Advie
140	Aviemore War Memorial	Aviemore	21	Aviemore
141	Boat of Garten War Memorial	Boat of Garten	21	Boat of Garten
142	Carrbridge War Memorial	Carrbridge	21	Carrbridge
143	Dalwhinnie War Memorial	Dalwhinnie	21	Dalwhinnie
144	Dalnain Bridge War Memorial	Dalnain Bridge	21	Dalnain Bridge
145	Glenmore (Norwegian) War Memorial	Aviemore	21	Aviemore
146	Grantown War Memorial	Grantown on Spey	21	Grantown on Spey
165	Insh War Memorial	Insh	21	Kincraig
147	Kincraig War Memorial	Kincraig	21	Kincraig
148	Kingussie War Memorial	Kingussie	21	Kingussie

Ref	War Memorial	Town	Ward	Community Council
149	Laggan War Memorial	Laggan	21	Laggan
150	Nethybridge War Memorial	Nethybridge	21	Nethy Bridge
151	Newtonmore War Memorial	Newtonmore	21	Newtonmore
152	Acharacle War Memorial	Acharacle	22	Acharacle
153	Ardgour War Memorial	Corran	22	Ardgour
154	Ballachulish & Glencoe War Memorial	Ballachulish	22	Ballachulish
183	Commando Commemorative Stone (The Parade)	Fort William	22	Fort William
182	Corrour Estate War Memorial	Fort William	22	Fort William
156	Duror & Kentallen War Memorial	Duror	22	Duror & Kentallen
169	Ferenish by Drimnin War Memorial	Lochaline	22	Morvern
111	Fort William War Memorial	Fort William	22	Fort William
157	Glencoe War Memorial	Glencoe	22	Glencoe & Glen Etive
158	Kilchoan War Memorial	Kilchoan	22	Western Ardnamurchan
159	Kinlochleven War Memorial	Kinlochleven	22	Kinlochleven
160	Lochaline War Memorial	Lochaline	22	Morvern
185	Nether Lochaber WWI	North Ballachulish	22	Nether Lochaber
186	Nether Lochaber WWII	Onich	22	Nether Lochaber
161	Strontian War Memorial	Strontian	22	Sunart

Appendix B

War Memorials scheme status July 2015

War Memorial	Ward	Status	Works Cost	Capital Discretionary costs committed	Completion Date
Creich – Bonna Bridge	1	CMRF (WMT) funded £10,963 - local group lead.	£14,300	Area budget input only no CD spend	Completed
Melvich	1	Local group HQ/Area – WM and Area to take over. Topo survey and outline design for disabled access commissioned. CMRF (WMT) bid being prepared.	Est £20,000+	£2,500 enabling design to allow bid to CMRF. Match funding agree.	Summer 2016
Thurso	2	Area and CC in communication. Request received for adding name, passed to RBL for agreement. Specialist stone cleaning. Painting, repointing, railing repair and brass work estimate in progress.	Estimate in preparation	Agreed, figure subject to estimate	
Wick	3	Area lead – addition of name and work. CC and local RBL to be contacted.			
Berriedale	4	Contact made with local group. Area CS team currently leading.			
Bower	4	Initial approach to ACSM – AAM/WM to lead.			
Castletown	4	Area lead – to meet with CC and local group to confirm works .			
Dunbeath	4	Area CS team currently leading.			
John O Groats	4	Local group and Area to confirm works			
Keiss	4	Local group and member support – Area/HQ follow up			
Stroma	4	HQ/WM/Area – discussed with WMT to			

War Memorial	Ward	Status	Works Cost	Capital Discretionary costs committed	Completion Date
		establish appropriate options due to remote location. Meeting with Ward Members and CC to be arranged.			
Clyne - Brora	5	CMRF (WMT) funded £5,914 - local group/CC lead.	£11,000	No charge to CD, Area funded £5,000 works	Completed
Helmsdale	5	CMRF (WMT) bid being made. Community Trust/WM/RBL with support from CC/Area and HQ.	Approx £20k estimate	£4,000 match funding agreed.	2015/16 & 2016/17
Rogart	5	Local group contact HQ/Area. To be followed up to confirm level of support locally.			
Aultbea	6	Local meeting to be arranged –Area/HQ Local group /member support			
Clachan Duich (Clan) Macrea	6	Initial approach made Area need to lead unless local group active.			
Plockton	6	RBL/CC volunteers with Area works and HQ support	£2,500	£1,400 paid	Completed April 2015
Contin	6	Structural repairs required, issued to Area team 9pre staff changes) – to be chased up to allow bid to WMT.			
Glenelg	6	Meeting held with local group and HQ/Area. Bid to be produced with WM/Area lead for submission to CMRF (WMT) for works Summer 2016/17.	Specialist input required. £20k-£40k ?	Max of £10,000 committed	2016/17
Lochalsh or Balmacara	6	RBL/CC volunteers with Area works and HQ support		£2,400 paid	April 2015
Ullapool	6	Local group contacted HQ. Area/WM lead to arrange meeting locally to confirm			

War Memorial	Ward	Status	Works Cost	Capital Discretionary costs committed	Completion Date
		scope.			
Alness	7	CMRF (WMT) bid in preparation. WM lead with Area/HQ support. Estimates requested for initial phase.		Max of £4,000 committed.	2015/16
Ardross	7	CMRF (WMT) bid in preparation. WM lead with Area/HQ support			2015/16
Evanton	7	CMRF (WMT) bid in preparation. WM lead with Area/HQ support	Estimate in production	Committed to match funding approx. £2,000	2015/16 & 2016/17
Portmahomack	8	Local contact – Area/WM to arrange meeting to confirm scope			
Fodderty	9	Com Services are inviting quotes for remedial work on the intricate gates. Com Services will work with WM when costs are available.			
Muir of Ord	9	CC have met with Ward Manager and Member. Ward 9 funded part of improvement works agreed with CC; Com Services have submitted application to CMRF (WMT) for works relating to Memorial - mainly pointing (around £2,000), decision awaited. CS have completed pruning, cleaned steps and general tidy up. Joint approach with CC and CS CWO/WM to deliver overall scheme.			
Killearnan	10	CC contacted Area/HQ & WM - WM lead			
Broadford	11	Initial approach to relocate memorial from local group – WM/AM leading			

War Memorial	Ward	Status	Works Cost	Capital Discretionary costs committed	Completion Date
Dunvegan	11	Local group lead with Area – limited works required volunteers and area undertake work each year.	£1600	£1600	Re- lettering
Kilmore or Sleat - Skye	11	Local group and Area/HQ ongoing to formulate bid to CMRF (WMT) to improve access – Area lead		Committed match funding - estimated £4,000	2015/16 & 2016/17
Kyleakin	11	Local group/CC undertaking volunteer works, Area pus HQ support no bid needed		£818 paid	April 2015
Miniginsh	11	Expression of interest submitted to CMRF (WMT). WM leading Bid ongoing			
Stenscholl or Staffin	11	Local group and Area works agreed.	£2,000	£1,000 paid	Completed 2014/15
Waternish	11	Local group/CC/Area works identified. To confirm if external bid to be made. Area lead.			
Co. John Cameron Memorial	12	CMRF (WMT) funded £14,210 - Local group/CC lead.	£19,000	No charge to CD or Area budgets	Completed
Glengarry	12	Local group has approached HC – Area/WM now to lead. Expect volunteers to support bid to CMRF (WMT).			
Morar & Mallaig	12	Local group Area/WM lead ongoing bid to CMRF (WMT). Repointing required	Est £4,000		
Dores	13	Local group scoped and costed works. Area/HQ to confirm HC funding input. Local lead to be confirmed bid to WMT to be made WM/Area support.			2015/16 & 2016/17
Drumnadrochit	13	Local group arrange cleaning with Area. Action with area to lead and resolve if bid			

War Memorial	Ward	Status	Works Cost	Capital Discretionary costs committed	Completion Date
		required or use of local volunteers and area budget only.			
Lovat Scout (Beauly)	13	CMRF (WMT) funded £15,480 - local group/CC lead.	Approx £20,000	No charge to CD or Area budgets	Work completed
The Cenotaph Cavell Gardens	15	British Legion assessing options for bid with WM.			2016/17 & 2017/18.
Ardsersier	18	Local cadets taken on project with HC support		£2,000 committed	2015/16 - 16/17
Cawdor	18	Area/HQ lead – local group undertaking works	£3,000	£1,500	2015/16 for November
Nairn	19	Councillor leading discussion for CC support regarding a plaque to add a name. Area to lead.			
Tomatin or Strathdearn	20	Local group/RBL/Area/HQ meeting – costing being prepared to confirm if suitable for bid to CMRF (WMT) or direct funding.		Estimate of £2,000 committed	2015/16 & 2016/17
Advie or Cromdale	21	Local issues regarding replacement of damaged war memorial and erection of old memorial – Area to resolve			
Carrbridge	21	Area lead, establishing if bid to CMRF (WMT) is appropriate.	£15,000	Max of £3,000 committed	2016/17 – 17/18
Dalnain Bridge	21	Area/WM need to lead local group and member support.			
Kincraig	21	Discussions ongoing with Community Council - Area/WM need to lead local group support.			
Ballachulish & Glencoe	22	CC proposal to relocate – Area/WM lead, alternative options being assessed.			

War Memorial	Ward	Status	Works Cost	Capital Discretionary costs committed	Completion Date
Duror & Kentallen	22	Area/CC/Crim Justice assisting.		£500 committed	
Kinlochleven	22	Local group with WM/Area lead. Waiting confirmation works completed.		£1,000 – invoice awaited	Completed 2015/16
Strontain	22	CMRF (WMT) Letter, application and guidance sent out 16/12/14. Area following up.	Est £3,000	£1,000 committed	