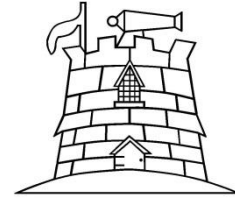




ARMY

Group Regimental Sergeant Major
170 Engineer Group
Chetwynd Barracks, Chilwell
NOTTINGHAM
NG9 5HA



Reference: RSM/G1/CW18

See Distribution

Date: 12 Feb 18

ROYAL ENGINEERS ASSOCIATION CHILWELL WEEKEND 2018 CALLING NOTICE

Introduction

1. The Royal Engineers Association Chilwell Weekend (CW 18) will take place from 29 Jun - 1 Jul 18 at Chetwynd Barracks, Chilwell. The event is now in its seventh year, previous events have been a great success and well attended by REA members and their guests. This year CW 18 will be conducted in conjunction with 170 (Infra Sp) Engr Gp Freedom Parade, which will take place within a local area which is yet to be confirmed.

Aim

2. The aim of this calling notice is to highlight the intended events for the wkend and set out the administrative requirements of those who wish to attend, IOT establish accurate numbers and facilitate successful planning and execution of CW 18.

Scheme of Manoeuvre

3. **Event Programme.** The planned events for CW 18 are as follows:

Fri 29 Jun 18				
Ser	Event	Timings	Event IC	Remarks
1	Arrivals/Booking In	1400 – 1900hrs	62 Wks Gp	Guard Room
2	WOs' and Sgts' Mess Games Night	1930 – 2359hrs	PMC	Pool, darts, dominos, indoor bowls.
Sat 30 Jun 18				
3	Standard Bearers Comp – Inspection	0845-0930hrs	Gp RSM GWO 62 Sgt Bently	Gym.
4	Freedom Parade	0930-1230hrs	62 Wks Gp	Location TBC; step off 1100hrs.
5	Standard Bearers Comp – Drill Assessment	1400-1500hrs	Gp RSM GWO 62 Sgt Bently	Gym.
6	RE Historical Presentation	1530-1630hrs	TBC	Possible external speaker *Tea & Coffee Available afterwards
7	REA Dinner Night	1830hrs	Gp RSM	WOs' and Sgts' Mess, VIPs arrive 1900-1915hrs.
Sun 1 Jul 18				
8	Brunch	1000-1200hrs	PMC	WOs' and Sgts' Mess.
9	Dispersal	1000-1500hrs	62 Wks Gp	All accommodation must be vacated by 1100hrs.

Returns of Attendance

4. **Notice of Attendance.** The cost of this event is £25 per person and must be paid in full when completing the returns procedure; personal contributions will fund various feeding and other events listed within the MEL, civilian coaches to and from the Freedom Parade and a minibus in order to assist in the transport of REA members from local hotels to Chetwynd

Barracks. **CW 18 will also be limited to 150 REA personnel based on a first come first serve basis**; this is due to accommodation limitations on site and maximum occupancy limits of the WOs' and Sgts' Mess. **Branch Secretaries are requested to collate all returns centrally** and submit a collective branch return with funds in a timely manner as requested within this calling notice. The notice of attendance proforma at enclosure 1 and Branch attendance nominal roll's at enclosure 2 are to be returned to **SSgt Modzaka** (62 Wks Gp NLT 11 May 2018).

5. **Correspondence.** All correspondence regarding the CW 18 should be labelled in the top left corner of the envelope '**CW 18**' (All Emails are to contain this phrase in the subject line) and sent to **SSgt Modzaka** Isaac.Modzaka598@mod.gov.uk

Administration Requirements

6. **Transport.** A limited minibus shuttle service will be in operation between Chilwell Station and locally sourced accommodation throughout the weekend (if pre-booked), this will have a maximum radius of 5 miles from Chetwynd Barracks; this should be considered when booking alternative accommodation.

7. **Accommodation.** No REA members will be accommodated in the Offrs' or WOs' and Sgts' Mess. Accommodation for unaccompanied REA members will be available at nil cost within Chilwell Station on the evenings of 29 and 30 Jun 18, unfortunately accompanied personnel cannot be accommodated. All Accommodation in Chetwynd Barracks is transit type.

Accommodation must be vacated by 1100hrs on Sun 1 Jul 18. The accommodation request proforma at enclosure 3 should be completed and returned by 20 Apr 18 to **SSgt Modzaka** Isaac.Modzaka598@mod.gov.uk Any bids received after these dates are likely to be refused due to an accommodation shortfall within Chilwell Station. To ensure disabled personnel are allocated accessible accommodation this includes individuals who may have difficulty negotiating stairs, please annotate accordingly.

8. **Local Hotels.** A list of hotels in the Chetwynd Barracks local area can be found at enclosure 4.

9. **Messing.** REA personnel will take meals in the 20/20 restaurant, with the expectation of Fri night buffet, Sat night dinner and Sun brunch which will be taken in the WOs' and Sgts' Mess as highlighted in Enclosure 5 (the cost for the Fri Buffet, Sat Dinner and Sun Brunch will come from the REA fund and personal contributions). Meals taken in the 20/20 restaurant are to be paid for as per PAYD at time of taking, Branch Secretaries are requested to complete the enclosed meals proforma at Enclosure 5 and return it to **SSgt Modzaka 62 Wks Gp** NLT 20 Apr 18; annotating the total number from your branch who intend to dine in the 20/20 restaurant.

10. **Car Parking.** GWO 62 Wks Gp is requested to provide a parking plan and map within the central admin instruction for CW 18.

11. **Caravan/Motorhome Parking.** A small number of REA members have requested caravan parking. GWO 62 Wks Gp is to liaise with the Staff Station Officer and identify a suitable location for all caravans; Crusader car park has been utilised previously. Caravans are to arrive self-sufficient, as per MOD policy vehicles are not be plugged in to any electrical or water supplies within Chetwynd Barracks. **Caravan/motorhome owners are not park in unallocated areas, or attempt to source electricity from condemned buildings – by order of the Station Staff Officer.**

12. **Dress.** REA members will require shoes, chinos and a collar for Fri evening and jacket and tie as a minimum for the REA annual dinner on Sat evening; no denim or trainers are to be worn in the WOs' and Sgts' Mess throughout.

13. **Discipline.** During CW 16 and CW17 several items of Mess property were stolen from the WOs' and Sgts' Mess during the dinner night, this is not acceptable and any similar behaviour in

the future will result in the civilian police being called and thus jeopardising future events being held in Chilwell. Additionally during CW17 one REA member was regrettably banned from future REA events in Chilwell Station by the Gp RSM for poor behaviour during both evenings and failed to even offer an apology, this was reported to the Corps Sgt Maj (Corps SM) and the REA Controller. The Corps SM was understandably mortified and was seeking his dismissal from the REA altogether. The REA Controller advised the branch concerned to inform the individual that he was no longer welcome to the Corps Memorial Veterans Weekend (CMVW 18) or the Minley weekend and that any monies paid for these events was to be reimbursed.

Summary

The CW 18 offers an opportunity for Chilwell Station to host a national REA event, conducting activities between regular (Offr's, WO's, SNCO's and JNCO's), reservists and the veteran community. Previous events held within Chilwell Station have demonstrated that REA members still have significant ties with the region and Chilwell Station. In order to ensure that the event is delivered to the standard and expectations of previous years, the administrative requirements within this calling notice must be strictly followed.

[Signed Electronically]

S Allen RE
WO1 (Gp RSM)
for Comd

Enclosures:

1. Notice of attendance proforma.
2. Branch personnel attendance nominal roll.
3. Accommodation request proforma.
4. List of local hotels.
5. Meal booking proforma.

Distribution:

RE HQ – REA Controller Kenneth Kirk (Capt Retd)
All REA Branch Secretaries (sent via REA HQ)
GWO 62 Wks Gp
SSgt Modzaka 62 Wks Gp

Copy to:

Comd 170 Engr Gp
CO 62 Wks Gp
File

REA CHILWELL WEEKEND 2017 NOTICE OF ATTENDANCE PROFORMA

To: SSgt Modzaka
 62 Wks Gp
 170 Engr Gp
 Chetwynd Barracks
 CHILWELL
 Nottingham
 NG9 5HA

From: _____ Branch

Address: _____

Tel: 0115 9572601

Branch Contact Tel No: _____

Branch Contact email: _____

Please complete the table below (in block capitals) accurately showing your Branch’s projected attendance **by name**, including guests for the CW 18 activities. Once complete return it to the above address by number by 20 Apr 17.

Ser	Information Requirement	Y / N	Names	Remarks
1	Will your Branch be attending the CW 18?			Number to show REA members and wives/partners attending.
2	Due to numbers attending the dinner and a variety of contractual issues a 3 course meal with coffee and cheese will be delivered as a set menu, the specific details have yet to be confirmed. Personnel that require a “vegetarian or allergy specific” option ONLY, will be offered an alternate course, please add this information.			Include names wives/partners in the numbers attending
3	Will your Branch Standard participate in the Freedom Parade?		N/A	Y or N response only.
4	Numbers of your Branch that will require transport to and from the Freedom parade, in order to spectate and support the military and REA marching contingent?			
5	Is your Branch Standard competing in the Standard Bearers Competition on Sat 30 Jun 18?		N/A	Y or N response only.

6	Will your Branch require parking provision? (Name of driver, VRN, make, model & No. of passengers - to be forwarded to SSgt Modzaka by 20 Apr 17, see enclosure 2.			Indicate total number of vehicles requiring parking provision.
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Signed: _____ **Name:** _____ **Branch Appointment:** _____

REA CHILWELL WEEKEND 2018 - BRANCH PERSONNEL ATTENDANCE NOMINAL ROLL

1. Please complete the table below with details of all Branch members attending, written in BLOCK CAPITALS.
2. Personal contributions (£25 per person attending, including all partners and guests) are to be collated by Branch Secretaries and sent to **SSgt Modzaka, 62 Wks Gp** on a single cheque made payable to '**Central Bank 170 Engr Gp**'.
3. Please supply full details of collective transport (minibus etc) and any private vehicles your Branch members intend to bring.

From: _____ Branch Cheque Number: _____

Ser	Name	Arrival Date	Vehicle Details			Remarks
			Registration	Make	Model	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
						Total personal contribution £

REA CHILWELL WEEKEND 2017 - ACCOMMODATION REQUEST PROFORMA

Branch: _____

Name	Disabilities ¹ (Require ground floor accommodation)	Fri 29 Jun 18 (Nil cost)	Sat 30 Jun 18 (Nil cost)	Remarks

¹ Make comments with reference to any disabilities that will affect allocation of accommodation.

REA CHILWELL WEEKEND 2017 - LIST OF LOCAL HOTELS

THE VILLAGE HOTEL

Brailsford Way, Chilwell Meadows
Beeston, Nottingham, England, NG9 6DL
0115 896 5065

HYLANDS HOTEL

303 – 309 Queens Road,
Beeston, Nottingham
NG9 1JB
01159 9225678

THE ROCKAWAY HOTEL AND RESTAURANT

Station Road
Beeston
Nottingham
NG9 2AB
0115 9224570

REA CHILWELL WEEKEND 2018 - MEAL BOOKING PROFORMA (20/20 – Kit & Kaboodle Main Cookhouse)

Branch: _____

1. Please complete the table below and return it to SSgt Modzaka, 62 Wks Gp by 20 Apr 18.

Meal Timings:

Lunch (Fri) 1230-1330

Breakfast (Sat/Sun): 0730-0830

Lunch (Sat): 1230-1330

Lunch (Sun): 1300-1430

Meal Prices:

Breakfast: £2.25

Lunch: £2.75

Note: Prices correct at time of writing this document.

Meal		Total Number Taking Meal	Location
Dinner	Fri 29 Jun 18	N/A – Dinner / Buffet will be in the WOs and Sgts Mess Chilwell Station	
Breakfast	Sat 30 Jun 18	Qty:	20/20 – Kit & Kaboodle Restaurant (main Cookhouse)
Lunch		Qty:	20/20 – Kit & Kaboodle Restaurant (main Cookhouse)
Dinner		N/A – Dinner will be in the WOs' and Sgts' Mess Chilwell Station (REA fund).	
Brunch	Sun 1 Jul 18	N/A – Brunch will be in the WOs' and Sgts' Mess Chilwell Station (REA Fund).	