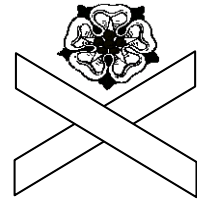


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55 Training Squadron Royal Engineers  
3 Royal School of Military Engineering Regiment  
Gibraltar Barracks, Blackwater, CAMBERLEY  
Surrey, GU17 9LP



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Reference: 01-04-03

See Distribution

Date: 28 Feb 2017

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**ROYAL ENGINEERS ASSOCIATION (REA) MINLEY WEEKEND 28 – 30 JULY 2017 CALLING NOTICE**

- 1. Introduction.** The annual REA Minley weekend will take place over the dates 28 - 30 Jul 17 at Gibraltar Barracks, Minley. The event aims to build '**Esprit de Corps**' and will allow serving members past, present and their partners the chance to meet and promote the Royal Engineers Association.
- 2. Program of Events.** An overview of the weekend will consist of a 'Meet & Greet' in the Warrant Officers' and Sergeants' Mess (WOs' & Sgts' Mess) on Fri 28 Jul 17, where Chicken / Scampi and chips in a basket will be served. An operational brief, Royal Engineers open day, followed by an evening social function with a raffle and curry / lasagna buffet on Sat 29 Jul 17. A Service of Remembrance will take place on Sun 30 Jul 17 in the WOs' & Sgts' Mess after which the Officers Mess will invite all to a carvery Lunch. The weekend will conclude at 1500hrs on the Sunday.
- 3. Arrival Procedures.** On arrival REA members and their partners are to book in via the Reception Centre situated at the entrance to Gibraltar Barracks. Opening times are restricted to the hours of 1600 - 1900 hrs on Fri 28 Jul 17. REA members are kindly requested not to arrive before 1600hrs to allow for 3 RSME training to be concluded, if you arrive early please be aware that the accommodation may not be ready. A welcome pack containing a detailed breakdown of the weekend's events and relevant information will be issued to all REA members on arrival at the Reception Centre. If you require an earlier meal on Fri 28 Jul 17 prior to the evening meal being served in the Mess during the 'Meet & Greet' then please annotate it on the meal requirement form at Enclosure 4.
- 4. Security.** Procedures governing the security and integrity of Gibraltar Barracks are of the utmost importance. Cars entering camp are liable to be searched, occupants are requested to be patient and fully cooperate with the security measures in place over the weekend. REA members are to carry REA membership cards at all times whilst within the confines of camp.
- 5. Accommodation.** Every attempt will be made to accommodate REA members within the confines of Gibraltar Barracks. Accommodation is limited and will be offered on a first come, first served basis. Rooms available consist of three man rooms and double rooms with single beds; we do not have the capacity for single man rooms as we no longer have Minley Manor. Unfortunately there is no facility to provide double beds within accommodation blocks. Rooms designed to cater for disabled persons are available but are in very short supply. Accommodation offered to members within Minley Station is to be vacated no later than 1500hrs on Sun 30 Jul 17, transport will be provided to shuttle members to and from the accommodation. Should members be unfortunate not to be allocated accommodation in Minley Station, or alternatively if they prefer to arrange their own accommodation, the following hotels (listed overleaf) are situated within a short distance of Gibraltar Barracks:

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- a. Premier Inn – Ively Road, Southwood, Farnborough, Hampshire GU14 0JP (3.5 miles).
- b. The Ely – London Road, Blackwater, Camberley, Surrey, GU17 9LJ (0.9 miles).
- c. Abacus B&B – 7 Woodside, Blackwater, Camberley, Surrey, GU17 9JJ (1.4 miles).
- d. Village Hotel – Pinehurst Road, IQ Business Park, Farnborough, Hampshire, GU14 6YA (6.1miles).
- e. The Casa Hotel – Handford Lane, Yateley, Hampshire, GU46 6BT (1.6 miles).

6. **Notice of Attendance.** Branch Secretaries are requested to return completed enclosures to the undersigned no later than Tue 30 May 17. This will allow accurate costs to be calculated and accommodation, where available, to be allocated.

7. **Feeding.** Meals taken within Gibraltar barracks will be catered for by the resident contractor, ESS Catering Services and will be consistent with the 'Pay As You Dine' (PAYD) system. These will be spread over three locations, MacDonald's Mess will serve breakfast and lunch on Sat 29 Jul and the WOs' & Sgts' Mess will provide evening meals in accordance with the events schedule. A Carvery Lunch will be provided in the Officers Mess following the Service of Remembrance. Costs of meals taken over the weekend at the scheduled timings will be included in the attendance cost.

8. **Costs.** Total costs for the weekend have been estimated at no more than £30 per head (historic figures used but may rise due to inflation and food costs) and will be served by way of ticket redemption. Individuals choosing just to take the Carvery Lunch will be billed for this meal only. Any additional food or beverages requested outside of the pre arranged menu and scheduled meal timings will incur an additional charge; this includes items purchased at the Cost Cutter Shop or alternatively the Costa Coffee shop situated within MacDonald's Mess. Accurate costs will be calculated once the contractor has produced a final costing. A bank transfer is requested from each branch. They are to be referenced with your branch name and '**REA MW 2017**'. Branch chairmen are requested to collect funds per branch and transfer to 3 RSME Regiment as a one off payment. This should match your branch nominal roll. Transfers are to be made to:

Sort Code: 16-19-26  
Account No: 14834028  
Name: Central Bank 3 RSME  
Reference: REA branch

9. **Transport.** A minibus for Veterans including disabled persons will be on hand to shuttle members to accommodation and the main gate where required.

10. **Parking.** REA members will be directed to the designated parking areas on arrival. Provision will be made for individuals wishing to bring caravans. Areas for the specific vehicles will be clearly defined; vehicles are not to be parked outside of these designated parking areas under any circumstances.

11. **Dress.** Dress for the weekend will be as follows:

- a. Friday evening 'Meet and Greet' – Shirt with collar, trousers and shoes, blazer optional.
- b. Saturday – Suit /Blazer, Shirt and tie.
- c. Sunday Remembrance Service – Suit / blazers for Veterans, suitable attire for female guests in keeping with the event, medals are to be worn.

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12. **Correspondence.** All correspondence regarding the REA Minley weekend is to be forwarded to the undersigned. Envelopes used for written communication are to contain the written identifier '**REA MW 2017**' on the rear of the envelope. This will allow for easy identification and timely processing of correspondence. Emails are to contain '**REA Minley Weekend 2017**' in the subject line.

13. **Cancellations.** REA Branches are to keep an accurate nominal roll of attendees; cancellations are to be forwarded to the undersigned as soon as they occur. Accurate nominal roles will ensure REA funds are not wasted through non attendance.

14. **Media.** Veterans wishing to draft an article for the Sapper Magazine are encouraged to do so. Please send all articles including separate pictures to: Sapper Magazine, RHQ RE, Ravelin Building, Brompton Barracks, Chatham, Kent, ME4 4UG.

DS Cole  
Sgt  
For CO

Enclosures:

1. [REA Minley Weekend 2017 Notice of Attendance Proforma.](#)
2. [REA Minley Weekend 2017 Branch Nominal Roll.](#)
3. [REA Minley Weekend 2017 Accommodation Request Proforma.](#)
4. [REA Minley Weekend 2017 Meal Requirements Proforma.](#)

Distribution:

All REA Branch Secretaries (sent via HQ REA)

Copy to:

Commanding Officer  
All 3 RSME Sub Units  
SSO 3 RSME  
HTS  
MTWO

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Enclosure 1 to  
REA MW 2017 Calling Notice  
Dated 28 Feb 17

REA MINLEY WEEKEND 2017 NOTICE OF ATTENDANCE PROFORMA

To: Imjin Tp SNCO  
55 Trg Sqn  
3 RSME Regt  
Gibraltar Barracks  
Blackwater  
Camberley  
Surrey  
GU17 9LP

From: \_\_\_\_\_ Branch  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: 01252 863097  
Fax: 01252 863512

Branch Contact No: \_\_\_\_\_  
Branch Email: \_\_\_\_\_

1. Please complete the information below using (BLOCK CAPS), attendance should be as accurate as possible. Returns are to be sent to the above address by post or fax no later than **Tue 30 May 17**.

Ser	Information Requirement	Response Y/N	Number(s)	Remarks
1	Is your Branch supporting the Minley Weekend 2017?			Numbers recorded as members and wives / partners separately.
2	Will your Branch be attending the function on the Saturday evening in the WOs' & Sgts' Mess?			Please indicate total numbers attending including all wives / partners.
3	Will your Branch be taking part in the Service of remembrance?			Numbers who require specific seating arrangements, wheel chair provision, etc.
4	Will your Branch require the Carvery Lunch on Sunday?			
5	Will your Standard Bearer be taking part in the Service of Remembrance?			
6	Will your Branch require parking and caravan provision?			Please stipulate how many cars and caravans that will require to park within the barracks.

2. Further enquiries can be directed to Sgt Cole 55 Trg Sqn using the contact details above.

Name of Branch Secretary: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Enclosure 2 to  
REA MW 2017 Calling Notice  
Dated 28 Feb 17

REA MINLEY WEEKEND 2017 BRANCH ATTENDANCE NOMINAL ROLL

1. Please list all Branch members that are attending the Minley Weekend 2017. Entries are to be made in BLOCK CAPS.
2. Details of vehicles to be housed within the confines Gibraltar Barracks are to be entered in the relevant column.

From: \_\_\_\_\_ Branch

Ser	Name	Arrival Date	Vehicle Details			Remarks
			Registration	Make	Model / Colour	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
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Enclosure 3 to  
REA MW 2017 Calling Notice  
Dated 28 Feb 17

**REA MINLEY WEEKEND 2017 BRANCH ACCOMMODATION REQUIREMENTS**

1. Please list all Branch members that are attending the Minley Weekend 2017 and require accommodation. Entries are to be made in BLOCK CAPS.
2. Whilst every effort will be made to secure accommodation for the weekend it cannot be guaranteed and will be dependant on availability. Preferences for first floor rooms must be annotated but subject to availability, may not be available.

From: \_\_\_\_\_ Branch

Ser	Name	Arrival Date	Accommodation Required				Preferences (1 <sup>st</sup> Floor, etc)
			Bedspace (Male)	Bedspace (Female)	Room Twin Single Beds (Couples)	Room Disabled Person	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**REA MINLEY WEEKEND 2017 MEAL REQUIREMENTS BRANCH NOMINAL ROLL**

1. Please list all meals required for the weekend on the attached sheet. Entries are to be made in BLOCK CAPS.

From: \_\_\_\_\_ Branch

Ser	Name	Arrival Date	Meal Requirements								Special Dietary Requirements / Remarks	
			Friday			Saturday			Sunday			
			Evening meal Macs Mess 1645-1745	'Meet & Greet' WOs' & Sgt's Mess 2000 hrs		Breakfast Macs Mess 0800-0900	Lunch Macs Mess (BBQ)	WOs' & Sgt's Mess		Breakfast Macs Mess 0830-0930		Sunday Carvery
Chicken	Scampi	Curry		Lasagne								
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												