

THE WESTRIDGE STUDIO, HIGHCLERE

TIMELINE

- October 2014** Dorothy Rose Gribble "DR", owner and patron of the Westridge Studio dies at Donnington Nursing Home aged 97.
- May 2015** Highclere Parish Council receives letter from Solicitors and Executors of DR's estate regarding DR's Will and her bequest of the Westridge Studio to the community.
- June 2015** The Parish Council agrees to set up a Working Group, of Parish Councillors and users of the Studio, to consider a way forward.
- Sept 2015** Highclere Parish Council discusses an initial Business Plan and votes to accept DR's Legacy - on the understanding that a long-term future for the Studio can be secured and that the building can be made fit for public use.
Cllr Mike York agrees to become Chairman of the Westridge Studio Working Party. Highclere Parish Council agrees to seek legal advice regarding the most appropriate legal structure for the Studio. Consultations also take place with BDBC Community Services.
- 13 Oct 2015** Highclere Parish Council votes to appoint solicitors, Wellers Hedleys Law Group, to act on its behalf in setting up a Charitable Trust, securing the smooth transfer of DR's Legacy to the Parish.
- 13 Nov 2015** First meeting with Solicitors. HPC advised that a Charitable Incorporated Trust, CIO, is the most appropriate option as it gives a clear framework for the management of the Studio and with limited

liability.

14 Jan 2016 Highclere Parish Councillors meet with Roger Taylor of Wellers Law Group for full briefing of options with regard to setting up a charitable trust for the Studio.

9 Feb 2016 Highclere Parish Council votes to adopt the format of a Charitable Incorporated Organisation for the Westridge Trust using the Foundation Model Constitution and for Chairman, Cllr Sally Izett and Cllrs Michael York and Mike Jenkins to be the initial Trustees of the Westridge Trust.

Solicitor prepares application to the Charity Commission for the Westridge Studio to become a Charitable Trust.

March 2016 First meeting of the Westridge Studio Working Party comprising the 3 initial Trustees and 5 volunteers.
Set of objectives agreed:

- to commence a building design and refurbishment plan
- to develop a Business and Marketing Plan
- to investigate a website and booking system
- to compile a database of previous and potential users
- to explore sources of funding

May 2016 Site clearance event of the "Paddock" involving local volunteers.

July 2016 Meeting of the Westridge Studio Working party to discuss queries from the Charity Commissioners in relation to the application for the Westridge Studio to become a charity.

- 4 Oct 2016** The Charity Commission approves the application. The Westridge Studio is now The Westridge Trust. Charity Number 1169481
- Dec 2016 Transfer of the Studio and the Paddock to the Land Registry title owned by the Westridge Trust. The Westridge Studio Working Party agrees to form two sub-committees:
- Delegated Launch Committee to concentrate on fund raising
 - Delegated Building and Refurbishment Committee to concentrate on the planning application and to source building estimates
- January 2017** Transfer of residual funds from DR's estate to the Trust. Consultation with BDBC Planning Department about the proposed refurbishment plan.
- 29 January** Information Event held at Highclere Village Hall. Proposed plans for the Studio on display. Suggestions and comments invited from attendees.
- March 2017 Planning Application submitted to BDBC.
- April 2017 The Westridge Trust asked by the Planning Authority to provide:
- A Conservation Survey including a Bat Survey
 - A Tree Survey
- Investigation of Roof Trusses and a further, in-depth structural engineer's report raises concerns about the strength of the building and of the first floor.
- May 2017 Safari Lunch raises £1,100. First 100 Club launched.
- June 2017 Garden Coffee Morning raises £400.

- July 2017 The Westridge Trust submits a Grant Application to BDBC's Local Infrastructure Fund (LIF) to assist with the costs of the refurbishment project. This includes a revised Business Plan.
- Sept 2017** **BDBC (LIF) awards The Westridge Trust a Grant of £80,000 for the project.**
Planning Permission Granted by BDBC.
- 4 Oct 2017 First Annual General Meeting of the Westridge Trust
- Angela Tiley, Treasurer, appointed as Trustee
- Oct 2017 Second 100 Club launched.
- 11 Nov 2017 Table top fundraising sale and Information Event for the community
- 7 Dec 2017 First Local Infrastructure Fund (LIF) progress meeting of the Westridge Trust and Basingstoke and Deane Borough Council
- Feb 2018 New website is set up
<https://www.westridge-studio.co.uk>
for news and information about the progress of the refurbishment of the Studio and is widely publicised

- April 2018 The Westridge Trustees appoint Mursell & Company to take over as Architects for the Studio building project
- 13 May 2018 Safari Lunch raises £1,000
- 27 July 2018 BDBC approves amended designs for the Studio
- 12 Sept 2018 Building Regulations submitted to BDBC
- 26 Sept 2018, 2018 Business Plan for the Westridge Studio approved by the Trustees
- 07 Nov 2018 Tender Documents sent out to building contractors return date 14 December 2018
- 22 Dec 2018 Four tenders received - all over budget
- January 2019 Architects revise building specification
- February 2019 Two contractors with original lowest bids invited to tender for revised specification
- 09 March 2019 Application to Greenham Trust "The Good Exchange" accepted. Donations made at <https://app.thegoodexchange.com/project/14707/the-westridge-trust/westridge-studio-project> will also be eligible for Gift Aid.

- March 2019 County Councillor Grant of £1,300 awarded to the Trust towards cost of disabled facilities
- 04 April 2019 BDBC confirm the Trust has met all procurement requirements for the LIF Grant and can proceed with the contract
- 04 April 2019 Arthur A Beaver Ltd appointed as builders of project
- 04 April 2019 Greenham Trust Ltd offers to match fund donations up to a maximum of £5,000