

On Her Majesty's Service

URGENT

PERSONAL



PRIME MINISTER





10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

IN CONFIDENCE

15 May 1992

Sir,

I have the honour to inform you that the Queen has been graciously pleased to approve the Prime Minister's recommendation that the British Empire Medal (BEM) be awarded to you.

This award is due to be announced in the Birthday Honours List to be published on 13 June 1992; this letter must be treated as strictly confidential until then.

The award will be presented to you locally by the Lord-Lieutenant of your county or by a Minister of the Crown as The Queen's representative. Details of the time and place of the presentation will be sent to you in due course.

I should be glad if you would kindly complete the enclosed form and send it to me by 22 May 1992.

I am, Sir,
Your obedient Servant,

ALEX ALLAN

N C Tebbutt Esq
The Lodge House
Nene College
Park Campus
Moulton Park
Northampton NN2 7AL

IN CONFIDENCE

BIRTHDAY HONOURS LIST 1992

OFFICIAL PUBLICATION TIME:

00.01 HOURS 13 JUNE 1992

PUBLICITY

1. The notification of this award is given in the strictest confidence. You should not disclose details about it before the official publication time shown above.

2. Copies of the Honours List will be given to certain members of the press, radio and television organisations 12 hours before the official publication time. This is to help them prepare their reports about the Honours List. The List is provided to them on the understanding that they will not make public any information about it before the official publication time.

3. Journalists may therefore approach you any time after 12 noon on the day before the List is published. It is entirely up to you to decide whether to give any information in response to their enquiries. Under the terms of the understanding referred to in paragraph 2 above, journalists are of course precluded from publishing any information that you might give them until the official publication time.



OFFICE OF THE CLERK OF THE LIEUTENANCY
COUNTY HALL,
NORTHAMPTON,
NN1 1DN

Jeffrey Greenwell, M.A.,
Clerk of the Lieutenancy
Telephone No.: Northampton 236051 ~~or 236815~~

N C Tebbutt Esq BEM
The Lodge House
Nene College
Park Campus
Northampton NN2 7AL

20th August 1992

Dear Mr Tebbutt

PRESENTATION OF THE BRITISH EMPIRE MEDAL

The Lord-Lieutenant for Northamptonshire, Mr John Lowther CBE JP has been asked by the Department of Education and Science to present to you on behalf of Her Majesty The Queen, the British Empire Medal which was awarded to you in the Birthday Honours' List. He has intimated that he will be pleased to do this and arrangements have been made for the presentation to take place at 7.30 p.m. on Tuesday, 10th November 1992 at Nene College.

I have been in touch with Dr Gaskell regarding the arrangements for the presentation and perhaps you will be good enough to liaise with him. It is hoped that members of your family and friends and colleagues will be present at the ceremony.

I shall be pleased if you will let me know whether these arrangements are convenient for you.

I should like to congratulate you on this award which is well deserved and I look forward to meeting you on the 10th November.

Yours sincerely



SG12-39

THE DEPARTMENT OF EDUCATION AND SCIENCE

SANCTUARY BUILDINGS GREAT SMITH STREET WESTMINSTER LONDON SW1P 3BT
DIRECT LINE 071-925 6234 SWITCHBOARD 071-925 5000 FAX 071-925 6994 GTN No. 3060


SIR JOHN CAINES KCB
Permanent Secretary

N C Tebbutt Esq BEM
The Lodge House
Nene College
Park Campus
Moulton Park
Northampton
NN2 7AL

14 June 1992

Dear Mr Tebbutt,

I was very pleased to see that you are among those honoured in the Birthday Honours List. I would like to offer my warm congratulations. It is good to know that your work has been recognised in this way.

Yours sincerely


John Caines





HIGHER EDUCATION FUNDING COUNCIL ENGLAND

25 June 1992

Mr N C Tebbutt BEM
lately Senior Caretaker
Nene College
Moulton Park
Northampton NN2 7AL

Northavon House
Coldharbour Lane
BRISTOL BS16 1QD

Telephone 0272 317317
Facsimile 0272 317203

Dear Mr. Tebbutt

I am writing to say how very pleased I was to read in the news last week that you had been awarded a BEM in the Birthday Honours List.

This is clearly a well deserved reward for all your hard work, and you must justifiably be very proud.

With all best wishes for the future.

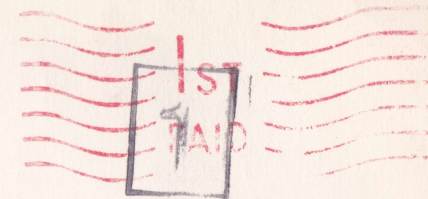
Yours sincerely

Graeme Davies

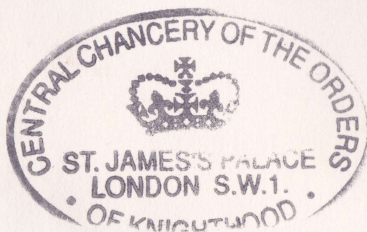
Sir Ron Dearing CB
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Professor Graeme Davies F Eng
Chief Executive

Finlay Scott TD
Secretary



Norman C Tebbutt Esq BEM
The Lodge House
Nene College
Park Campus
Northampton
NN2 7AL



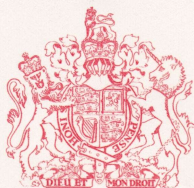
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CENTRAL CHANCERY
OF THE ORDERS OF KNIGHTHOOD,
ST. JAMES'S PALACE,
SW1A 1BH





CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD
ST JAMES'S PALACE, SW1A 1BH
TELEPHONE - 071-834 2837 & 2838
FAX - 071-839 2983

Sir,

I write on behalf of the Officials of the Most Excellent Order of the British Empire to inform you that in 1957 The Queen, as Sovereign, was pleased to approve that St. Paul's Cathedral should be the Church of the Order. His Royal Highness The Prince Philip, Duke of Edinburgh, as The Grand Master, commended to all those who belonged to the Order at the time the proposal to provide a Chapel for the Order in the Crypt of the Cathedral.

A Chapel Fund was started amongst the Members of the Order which covers the day to day expenditure of the Order and goes a little way to defray the maintenance costs of the Chapel. The Investments of this Fund produce a small annual income which does not, as you will appreciate, cover the cost of the Services of the Order.

The Grand Master has therefore asked me to invite you on your first appointment to the Most Excellent Order of the British Empire to consider contributing to the British Empire Chapel Fund. Naturally, the amount you wish to subscribe is a personal matter, but an annual subscription of £5 is suggested either by Deed of Covenant or Banker's Order. Any amount would be welcome, and should you decide to subscribe more it would be greatly appreciated. Alternatively you may wish to make a single donation of £5. It is however hoped that those wishing to subscribe annually will do so by Deed of Covenant since this has two advantages. It means to the Order that the standard rate of tax can be claimed from the Inland Revenue on the amount you subscribe, and to you that you can claim back at your higher rate of tax.

The appropriate forms are enclosed with this letter; a Deed of Covenant needs to be accompanied by a Banker's Order.

Anthony Mallin

Lieutenant Colonel

Registrar, Order of the British Empire

Norman Cecil Tebbutt, Esq., BEM



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THE CHAPEL OF THE ORDER OF THE BRITISH EMPIRE

The Chapel, which was dedicated in May, 1960, is at the east end of the Crypt of St Paul's Cathedral and is open on weekdays for use by those belonging to the Order or holding the Medal of the Order, unless there is restricted access to the Cathedral because of a special service.

It is the intention that the Services of the Order should be held in the Cathedral every three or four years. Notices regarding such services will be published in the Press and those belonging to the Order or holding the Medal of the Order will then be invited to apply for tickets.

Memorial Services for Knights and Dames Grand Cross; Weddings of those belonging to the Order or awarded the Medal of the Order, or their children; and baptisms of the children or grandchildren of those belonging to the Order or holding the Medal of the Order may take place in the Chapel.

For Weddings in the Chapel it is necessary to obtain the Archbishop's Special Licence. Subsidies are paid from the funds of the Order towards the cost of the above Services when held in the Chapel as under:-

Baptisms	£10.00
Weddings	£50.00
Memorial Services	£50.00

Memorial Services require approximately six weeks' notice. Weddings and baptisms are held on Saturdays and the notice required varies according to the number of bookings that have been accepted.

Application should be made to the Registrar of the Order of the British Empire, St. James's Palace, London, SW1A 1BH. He will then put the applicant in touch with the Cathedral Authorities.



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THE ORDER OF THE BRITISH EMPIRE

Members and Medallists of the Order of the British Empire may from time to time receive from commercial firms sales brochures depicting commemorative articles advertised as being emblematic of or associated with the Order.

The Officials of the Order of the British Empire do not give approval for the manufacture, sale or wear of the articles described or depicted in such commercial sales brochures. Nor does the Central Chancery of the Orders of Knighthood make available to anyone the addresses of Members and Medallists of the Order.

The award of an honour in the Order is a mark of public recognition of service rendered by the Member or Medallist concerned, and is thus entirely personal to the recipient of the award. The official insignia or medal, which may be worn personally by the recipient on appropriate occasions, are the only visible signs of the award which carry official approval.

THE CHAPEL
OF THE MOST EXCELLENT
ORDER OF
THE BRITISH
EMPIRE

FREDERIC HOOD

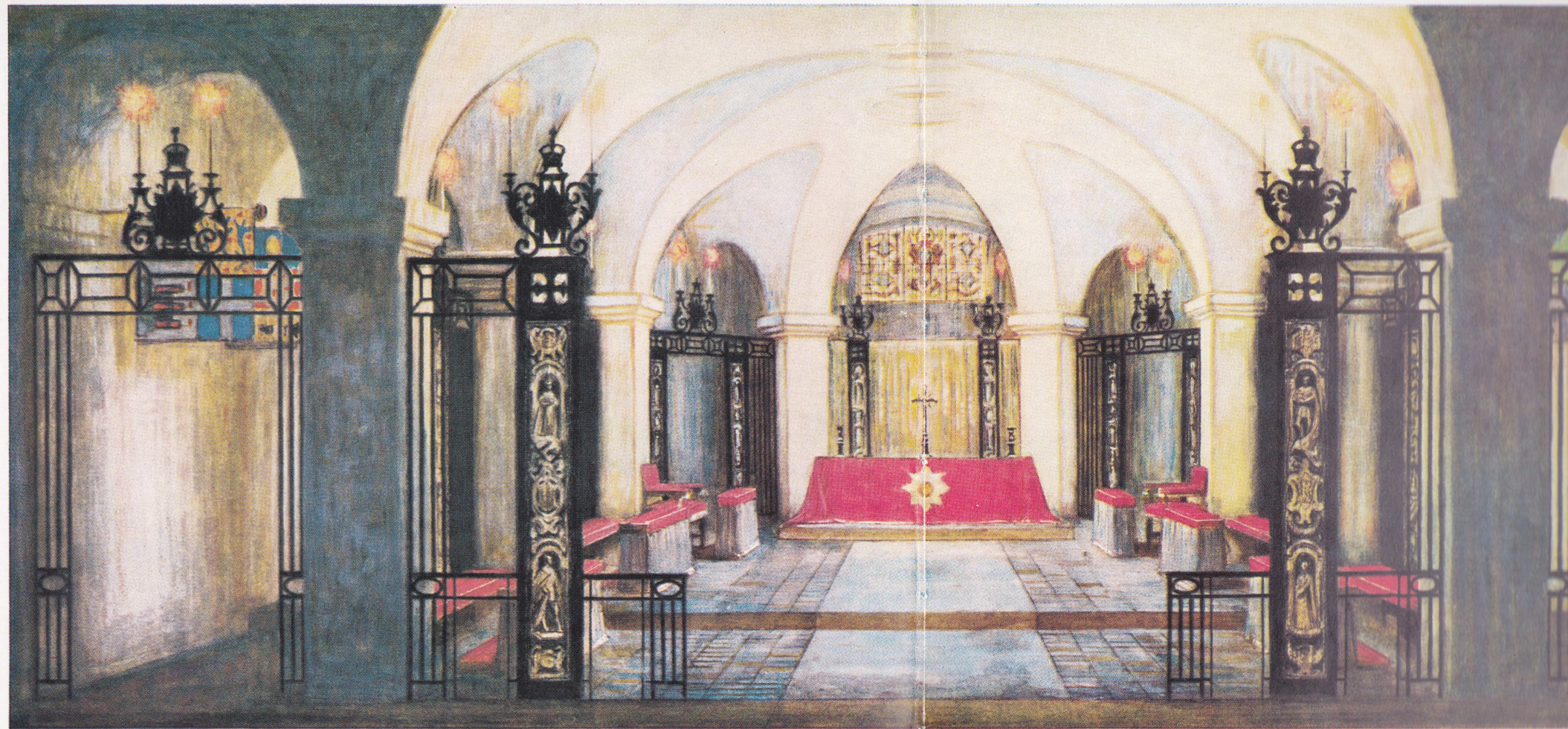
THE MOST EXCELLENT ORDER OF THE BRITISH EMPIRE was founded on 4 June 1917 by His Majesty King George the Fifth, and the Chapel of the Order was dedicated in the presence of Her Majesty Queen Elizabeth the Second, Sovereign of the Order, and of His Royal Highness, The Prince Philip, Duke of Edinburgh, Grand Master, on 20 May 1960.

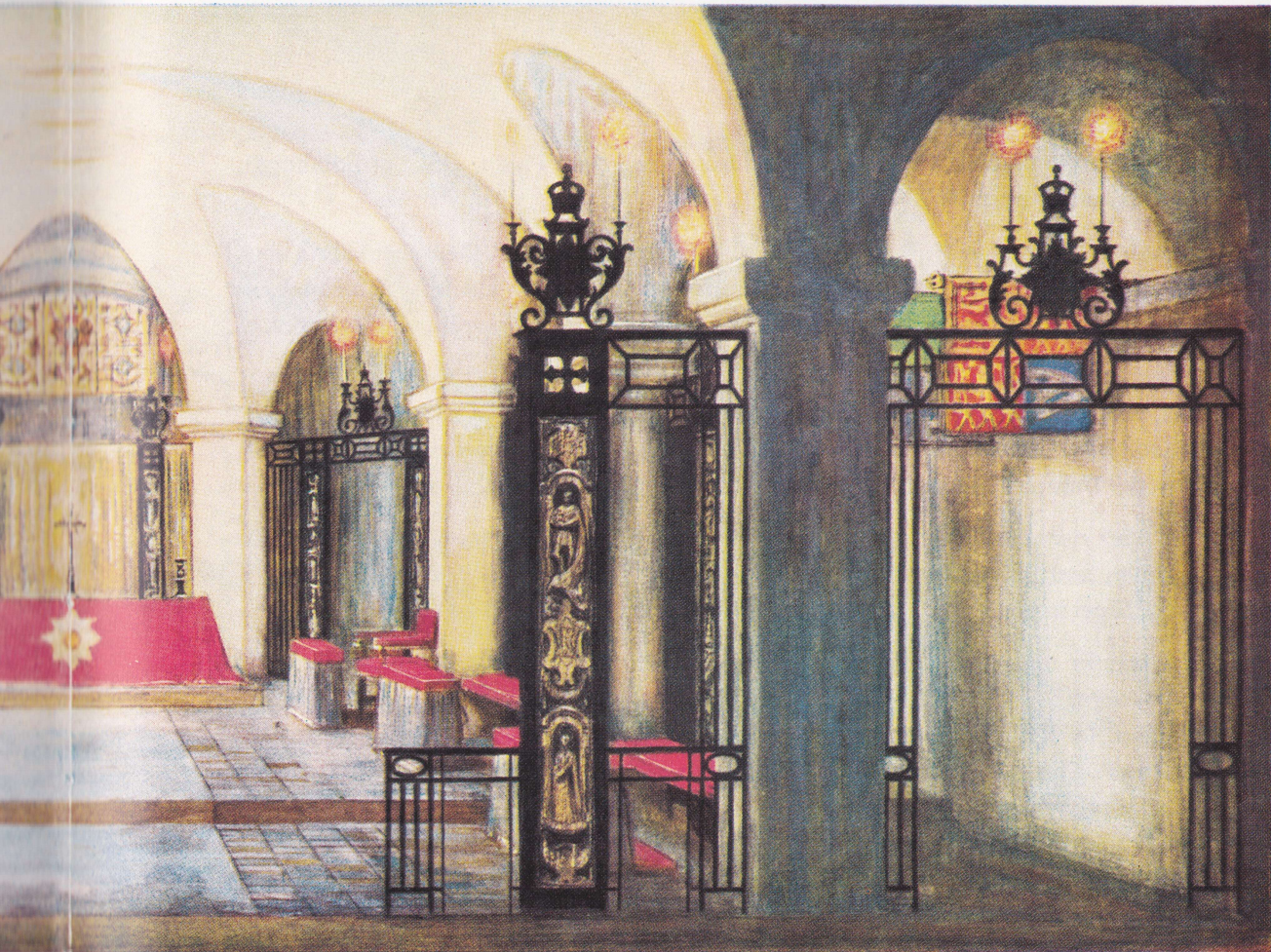
It was thought fitting that in 1967, the Golden Jubilee year of the Order, there should be a book about the history of both the Order and the Chapel. The book is now available to members of the Order who care to apply, and the object of this prospectus is to bring it to the attention of new members.

The book, which has a foreword by The Grand Master, is a unique record by a former Sub-Dean of the Order, illustrated throughout with both drawings and photographs. It has been printed by the University Press at Oxford, which is a sufficient guarantee of its quality.

For those who visit the Chapel for the first time, it will act as an invaluable guide to its many features; and for those who do not know either the history of the Order or why it is that the Chapel is in the crypt of Saint Paul's, this book gives the story.

The book may be ordered direct from the Central Chancery of the Orders of Knighthood. There is an order form on the back of this prospectus. Receipts will not be issued unless specially asked for. Cheques should be made out to '*Order of the British Empire Chapel Fund (Book Account)*'. **This payment should be separate from any subscription paid to the 'Chapel Fund', and members requiring a book are asked kindly to attach a separate cheque, postal order or currency note to the order form.**





- ◀ The illustration is of the Chapel of the Order
in the crypt of St. Paul's Cathedral

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ORDER FORM

To: The Secretary of the Central Chancery of the Orders of
Knighthood,
St. James's Palace, London SW1A 1BH

Please send me one copy of THE CHAPEL OF THE MOST
EXCELLENT ORDER OF THE BRITISH EMPIRE by
FREDERIC HOOD @ £10.00.

I enclose remittance of £10.00

Full name and decorations (BLOCK CAPITALS)

Address (BLOCK CAPITALS)

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Date

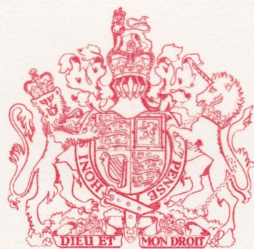


Norman C. Tebbutt Esq, BEM,
Top Lodge,
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From: Lieutenant Colonel Anthony Mather, O.B.E.

2nd December 1992

Dear Mr Tebbutt

I write to acknowledge with thanks your donation of
£5.00 to the Order of the British Empire Chapel Fund.

The Officers of the Order have asked me to express
their appreciation of your generous contribution.

Yours sincerely
Anthony Mather

Registrar, Order of the British Empire

Norman C. Tebbutt Esq, BEM,
Top Lodge,
Boughton Green Road,
Northampton