

Reference:

A. The Royal British Legion Handbook for Ceremonial and Services dated 2021.

BLUF: The aim of this instruction is to, enable all those taking part to deliver the March Town Remembrance events successfully.

Introduction

1. On behalf of the Mayor, the citizens of March and the Armed Forces Organisations (AFOs), March Town Council (MTC) will organise the 2025 Remembrance events in accordance with reference A, supported by members of the March Branch Royal British Legion (RBL).
2. Remembrance is a national opportunity to remember the service and sacrifice of all those that have defended our freedoms and protected our way of life. Remembrance is NOT about glorifying war.
3. Please be aware, the people organising, delivering or taking part receive NO funding and are ALL volunteers, all of whom contribute a lot of time, effort and hard work to make these events a success.
4. These events would not run without the support of March Town Council, Reverent Andrew Smith, the Armed Forces community, uniformed services, the March clubs & organisations that take part, the Lions, March Brass 2000 and people of March. March Town Remembrance is a real “Community” event.
5. **March Town Sunday Remembrance Parade – 9 Nov 25.** All March organisations are invited to participate within this event, especially the serving and veterans. The Main Events List (MEL) is at Annex A with wreath positioning diagram at Annex B. the outline timings are:
 - a. **0900hrs.** The Parade musters within Sainsbury’s car park.
 - b. **0930hrs.** The Parade moves to St Peter’s Church.
 - c. **0945hrs.** Service of Remembrance at St Peter’s Church.
 - d. **1030hrs.** The Parade departs St Peter’s Church and moves to March Town Centre.
 - e. **1055hrs.** Act of Remembrance and Wreath Ceremony at the Town War Memorial.
6. **Armistice Day Parade – 11 Nov 25.** All AFO’s standard bearers, escorts, veterans and civil dignitaries are invited to muster at 1050hrs in Gray’s Lane to the side of the War Memorial to form the Armistice Parade, the MEL is at Annex C.

Detailed Tasks

7. **March Town Council (MTC).** Are requested to:
 - a. Take part within both events.
 - b. Fund the road closures.
 - c. Provide the indemnity insurance for both events.
 - d. Host the Deputy Lord Lieutenant (DLL).
 - e. Host the United States Visiting Forces (USVF) Officer.
 - f. Host parade personnel at the Rookwood Club after the parade.
8. **March Detachment of the Army Cadet Force.** Support the March Town Sunday Remembrance parade by:
 - a. Nominating a Cadet to collect the DLL's wreath.
 - b. Present the DLL with a wreath.
 - c. Nominating a cadet to present the Normandy Veterans wreath.
 - d. Nominating a cadet to re-position the wreaths at the war memorial.
 - e. Present a wreath during the wreath laying ceremony.
 - f. Provide first responder (First Aid) cover for their contingent.
9. **1220 (March) Squadron of the Air Training Corps.** Support the March Town Sunday Remembrance parade by:
 - a. Providing a marching band to lead the parade.
 - b. Nominate a cadet to re-position the wreaths at the war memorial.
 - c. Present a wreath during the wreath laying ceremony.
 - d. Provide first responder (First Aid) cover for their contingent.
10. **Standard Bearers and Escorts.** Are requested to:
 - a. Military, to take part within the Armistice parade.
 - b. All to take part within the March Town Sunday Remembrance Parade.
11. **Reverend Smith.** You are requested to:
 - a. Lead the Act of Remembrance within both events.
 - b. Deliver a Remembrance service at St Peter's Church from 0950-1030hrs, 9 Nov 25.
 - c. Allow the Ladies Section of the Royal British Legion to take the collection, 9 Nov 25.

- d. Ensure the DLL and guest have allocated seats, 9 Nov 25.
- e. Ensure the USVF Officer and guest have allocated seats, 9 Nov 25.
- 12. **Brass 2000.** Are requested to:
 - a. Participate within the March Town Sunday Remembrance Parade, 9 Nov 25.
 - b. Provide a Bugler for the Armistice Day Parade, 11 Nov 25.

- 13. **March Lions.** Are requested to provide the speaker system for the 9 Nov 25.

Coordinating Instructions

- 14. **Dress.** Participants should wear, dress of office, uniforms, official decorations and issued medals.
- 15. **Medical.** A First Aid Instructor has volunteered to be our First Responder (medical cover) for those on parade, Cambridgeshire Fire & Rescue will also provide a First Responder. Any other medical required is to be requested by ringing 999.
- 16. **Risk Assessment.** The Risk Assessments can be found at Annex E.
- 17. **Wreaths.** Wreaths can be ordered from Mrs Kay Larham, 07908009378, klarham@yahoo.co.uk at a cost of £28.50. Those presenting a Wreath are to settle any payments before the 8 Nov 25. Wreaths can be collected from the Rookwood Club Sat 8 Nov 25 from 1130-1400hrs.
- 18. **Wreath names.** Those presenting a wreath are to pass their details to the Parade Marshal by telephone, 07557279841, E Mail, spence747@hotmail.com, PM via FB or F2F by **6 Nov 25.**
- 19. **Publicity.** The MAFF will fund the Remembrance posters.
- 20. **Live Video feed.** Gemma & Jamie Offer will be live feeding both parades via Facebook.
- 21. **FACEBOOK.** The March Town Remembrance Parade page can be found at: <https://www.facebook.com/groups/500984706594423/>
- 22. **Communicating the event to the public.** All the local newspapers, Discovering March and social media will be publishing details of our Remembrance events. We have taken every reasonable step to inform as many residents and businesses of March about the events.
- 23. **Residents letter.** A copy of the Residents letter can be found at Annex F.

Command and Control

- 24. **Traffic Control** <http://cbrownsupportservices.co.uk> are providing the road closures.
- 25. **Road Closures.** The Road Closure application was submitted to Cambridge County Highways on 5 Jan 25.
- 26. **Liability Insurance.** The Royal British Legion provide the liability insurance.
- 27. **Security Precautions.** The security precautions can be found at Annex F. Contingent Commanders are to ensure they understand them and able to enforce them in the unlikely event of an incident.

28. **2023 Post review.** A post review is available on request.
29. **Public Military Event (PME).** Armed forces units taking part are to submit their PME application into their chain of command.
30. **Command.**
- a. **Parade Marshal (PM) – Lt Col (Retd) Nigel “Spence” Spencer MBE.**
 - b. **Deputy Parade Marshal (DPM) - Mark Wilding.**
 - c. **Wreaths Commander – Sapper May.**
 - d. **Standards Commander – TBC.**
31. **Rookwood Club.** All those taking part within the parade are invited to the Rookwood Club after the parade.

Summary

26. Armistice Day and Remembrance Sunday have been major events within the Town's calendar for decades. Hopefully this instruction guarantees the success of both events. We would like to thank all of you who make this event happen every year.

(Signed on original)

Lt Col (Retd) N G Spencer MBE
March Town Council
Parade Marshal

Annexes:

- A. March Sunday Remembrance Parade – Car park – St Peter's church
- B. March Sunday Remembrance Parade – St Peter's church service
- C. March Sunday Remembrance Parade – St Peter's church – March Town Centre
- D. March Sunday Remembrance Parade – March Town Centre
- E. Wreath laying diagram.
- F. Armistice Day Parade MEL.
- G. Risk Assessments.
- H. Residents letter.
- I. Security procedures.

MARCH TOWN SUNDAY REMEMBRANCE PARADE – CAR PARK – ST PETER’S CHURCH



Ser	Time	Activity	OIC	Remarks
1	0900	The Parade musters within Sainsbury car park.	PM DPM	Organisations taking part are to form in their parade positions.
2	0905	Wreath laying rehearsals for ACF & 1220 wreath positioners.	PM Spr May	War Memorial
3	0905	Rehearsals, route walk for 1220 Sqn band	DPM	
4	0910	Report into the PM that the route is clear and we have permission to step off.	DPM	
5	0915	DPM reports route clear to PM	DPM	
6	0915	Parade forms up as: 1220 (March) Squadron Air Training Corps band PM DLL Mayor Town Councillors Fenland District Councillor's Wreath Layers Standards & Escorts The Parade Serving Members of the British Armed Forces Royal British Legion		This year will be the same order as when we leave the St Peter's church so save any confusion.

		42 Engineer Regiment (Geographical) Fenland Sappers Royal Anglian Regiment March Veteran's Breakfast Club Cambridgeshire Constabulary HMP Whitemoor Officers March Fire & Rescue Service East of England Ambulance Service Army Cadet Force Wheelchairs British Red Cross St John Ambulance March WVS Churches Together Caldwell Masonic Lodge Stone Cross Lodge Locomotive Lodge The Knights of Round Table March Lions Club Rotary Club of March The Probus Club Middle Level Watermans Club March Cruising Club Scouts March District Guides March Academy Football Club March Town United FC March Bears		
8		As we pass the War Memorial contingent commanders give "EYES RIGHT" and salute.		
9		Once pass they give "EYES FRONT"		

MARCH TOWN SUNDAY REMEMBRANCE PARADE – CHURCH SERVICE

Ser	Time	Activity	OIC	Remarks
1	0930	The Parade arrives at St Peter's church.	PM	Enter St Peter's for the Remembrance Service
2	0935	The Standards & Escorts form a guard at the main entrance of St Peter's church	Mark Towell	
3	0940	The parade enters the church		
4	0945	The Standards line up within the church.	PM	
5		The Standards will lay their Standards on the alter.	Padre	
6	1015	DPM to inspect the parade area around the War Memorial and ensure the parade area is clear.	DPM	DPM to brief Brian Parker to keep the area clear that the dignitaries, wreath layers and band will use.
7	1025	During the last hymn, the Standards are to be collected and lined up in the aisle.	PM	March the Standards & Standards out of church
8	1030	The parade leaves St Peter's church		

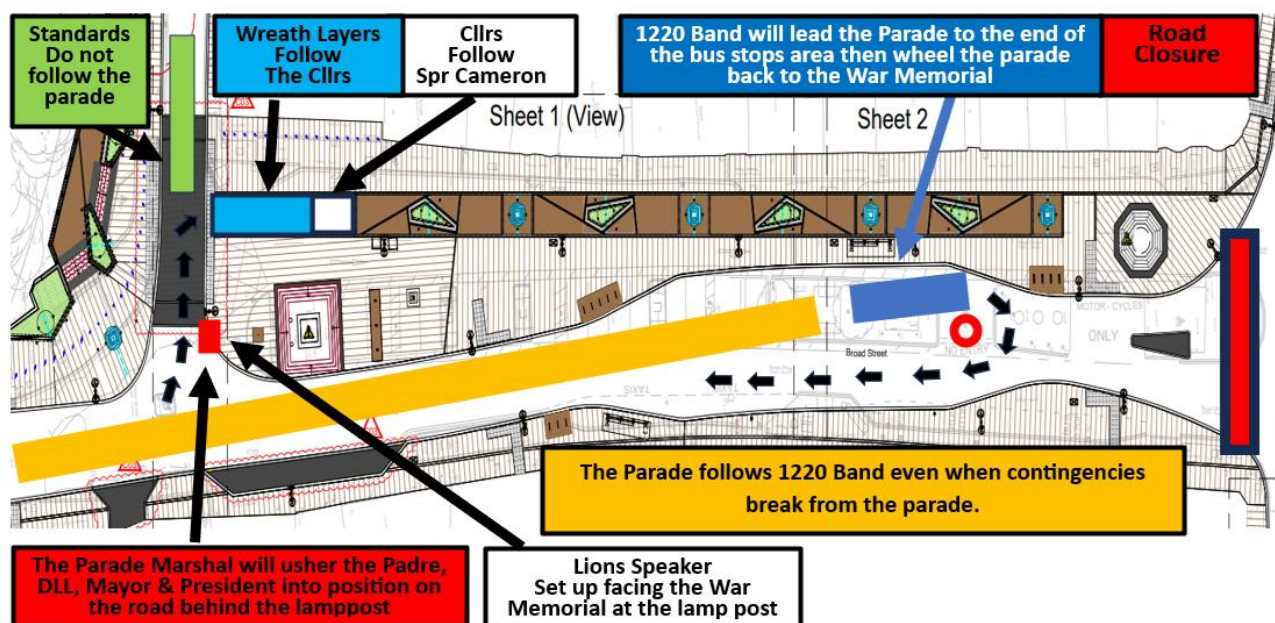
MARCH TOWN SUNDAY REMEMBRANCE PARADE – ST PETER’S CHURCH – MARCH TOWN CENTRE



Ser	Time	Activity	OIC	Remarks
1	1025	Parade forms up as: 1220 Band PM Deputy Lord Lieutenant (DLL) Mayor Town Councillors Fenland District Councillor's Wreath Layers Standards & Escorts The Parade Serving Members Royal British Legion 42 Engineer Regiment (Geographical) Fenland Sappers Royal Anglian Regiment March Veteran's Breakfast Club Cambridgeshire Constabulary HMP Whitemoor Officers March Fire & Rescue Service East of England Ambulance Service Army Cadet Force Wheelchairs British Red Cross	PM	1220 Band form up on the road facing the town centre.
				Church entrance
			TBC	

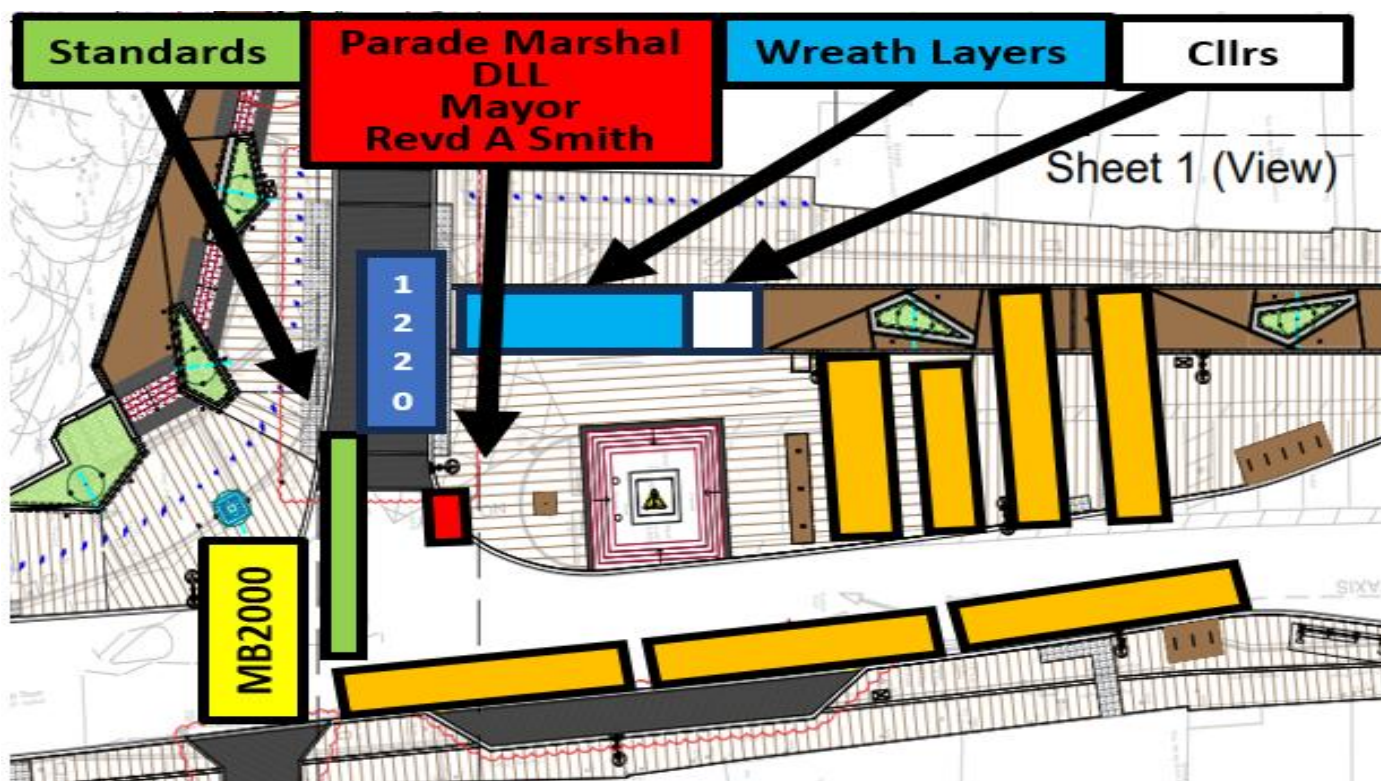
	St John Ambulance March WVS Churches Together Caldwell Masonic Lodge Stone Cross Lodge Locomotive Lodge The Knights of Round Table March Lions Club Rotary Club of March The Probus Club Middle Level Watermans Club March Cruising Club Scouts March District Guides March Academy Football Club March Town United FC March Bears		
2	"PARADE" "PARADE SHUN"	PM	
3	"STANDARD BEARERS" "CARRY STANDARDS"	PM	
4	"BAND READY"	PM	
5	"PARADE BY THE RIGHT QUICK MARCH"	PM	

MARCH TOWN SUNDAY REMEMBRANCE PARADE – MARCH TOWN CENTRE



Ser	Time	Activity	OIC	Remarks
1		1220 Band will lead the parade to the end of the bus stop and then wheel the parade back towards the War Memorial.	1220 Band	They are to keep to the left side of the road at ALL times.
2		The Standards & Escorts will break from the parade and turn left up Grays Lane after crossing the bridge. Mark Towell reforms the S & E into one rank with the RBL Standard at the front facing WH Smiths.	TBC	The Parade Marshal will give the command to Mark to "March on the Standards"
3		The DLL, Padre, Mayor and President of the March RBL breaks from the parade and will be positioned by the Parade Marshal by the lamp post facing the War Memorial.	PM	
4		The dignitaries and wreath layers follow the standards and are then put into their position.	Spr Cameron	
5		As the first youth organisation passes the War Memorial they are turned left along the line of the three flags and start forming ranks.	DPM	
6		The remainder of the parade follows 1220 Band.		
7		The RBL will be halted in line with the side of the War Memorial.	PM	They do NOT follow 1220 Band up Grays Lane.
8		The rest of the parade will fill behind the RBL and then up the road.	PM	

MARCH TOWN SUNDAY REMEMBRANCE PARADE – FINAL PARADE POSITION



Ser	Time	Activity	OIC	Remarks
27		"March on the Standards"	PM	
28		"Sir" Standard Bearers carry standards	TBC	
29		"Standards, by the left, quick march"	TBC	
30		Standards halt"	TBC	
31		"Standards will advance, right turn"	TBC	
32		Prayer	Padre	
33		Last Post	March Brass 2000	On the first chime of the clock the "Last Post" is to be played or the PM will indicate.
34		Contingent Commanders wearing headdress should salute on the first to last note of the Last Post then dip their heads.	The Parade	
35		On the first note of the "LAST POST" standards to the dip.	Standards	
36		Exhortation <i>They shall grow not old, as we that are left grow old. Age shall not weary them, nor the years condemn. At the going down of the sun, and in the morning. We will remember them"</i>	The President of March Branch of the Royal British Legion, Mr Peter Mitchell	Everyone – We will remember them
37		Two minutes silence		
38		Kohima	The President of March Branch of	

	<i>When you go home tell them of us and say, for your tomorrow we gave our today</i>		the Royal British Legion, Mr Peter Mitchell	
39	Reveille		MB2000	
40	Standards to lift		Standards	
41	‘ORDER STANDARDS’		PM	
42	“PARADE STAND AT EASE”		PM	
43	Sapper May will move to the outside of the War Memorial and direct people to their wreath laying position.		PM	PM to brief Sapper May
44	Wreath laying ceremony As your name or organisation is announced you should make your way to the wreath line, take your position so that you are facing the War Memorial. Once all the people within your wreath group are in position the Parade Marshal will announce “Present wreaths” Together, you should take one step forward, then together lay your wreath. Take one step back and pause, If the wreath bearer is wearing uniform, then the wreath bearer is to salute. Persons not in uniform should make a short bow. Pause, then together right turn and walk back to your parade position. There is no rush, please take your time.			
45	LCpl Hamilton with the wreath is to march out to the DDL and present the wreath to the DLL, then march back to their position. Again, there is no rush, please take your time.		Sapper May	
GROUP 1				
47	1	Deputy Lieutenant Andrew Riddington	“Presenting a wreath on behalf of His Majesty the King, Deputy Lord Lieutenant Andrew Riddington	
GROUP 2 (7)				
48	2	Rt Hon Steve Barclay MP	“Presenting a wreath on behalf of The MP for North East Cambridgeshire Rt Hon Steve Barclay	
49	3	The Mayor	“Presenting a wreath on behalf of the people of March The Mayor, Cllr Andrew Woolard	
50	4	Fenland District Council Vice Chairman Councillor Sam Clark	“Presenting a wreath on behalf of Fenland District Council, Chairman Councillor Sam Clark ”	
51	5	Lt Col Matthew Barbour.	“Presenting a wreath on behalf of United States Visiting Forces Lt Col Barbour.”	
52	6	Cllr Tim Taylor	“Presenting a wreath on behalf of Conservative Party Cllr Tim Taylor”	
53	7	Hannah Orbell	“Presenting a wreath on behalf of Labour Party Hannah Orbell”	
54	8	John Kerans	“Presenting a wreath on behalf of Green Party John Kerans”	
55	“Present Wreaths”		PM	
GROUP THREE (2 people)				
56	9	Toni Truluck-Burns	“Presenting a wreath on behalf of	

			The Royal British Legion Toni Truluck-Burns
57	10	Mary Crabtree	“Presenting a wreath on behalf of The Royal British Legion Women’s Section Mary Crabtree”
58	“Present Wreaths”		PM
GROUP FOUR (10 People)			
59	11	Maj Charles Jones RE Officer Commanding 14 Geographic Squadron RE 42 Engineer Regiment (Geographic)	“Presenting a wreath on behalf of 42 Engineer Regiment (Geo) Maj Charles Jones RE
60	12	WO2 Waters	Presenting a wreath on behalf of The Royal Anglian Regiment WO2 (CSM) Waters”
61	13	Sapper Cameron May	Presenting a wreath on behalf of 49 EOD & Search Sqn Spr May”
61	14	Mr Dez Pritchard	“Presenting a wreath on behalf of The Grenadier Guards Guardsman Pritchard”
62	15	Donna Sutton	“Presenting a wreath on behalf of The Fenland Sappers Sapper Donna Sutton”
63	16	Richard Ward	Presenting a wreath on behalf of Royal tank Regiment Richard Ward”
64	17	Paul Burns	Presenting a wreath on behalf of the Royal Electrical & Mechanical Engineers Craftman Burns
65	18	Colin Bedford	Presenting a wreath on behalf of the Gurkha Brigade Colin Bedford
66	19	Jordan Lancaster	“Presenting a wreath on behalf of the Merchant Navy Jordan Lancaster”
67	20	Martin spence	“Presenting a wreath on behalf of Women’s Land Army Martin Spence”
68	“Present Wreaths”		PM
GROUP FIVE (11 People)			
68	21	Cdt Pickering	“Presenting a wreath on behalf of March Army Cadet Force Cadet Pickering”
69	22	Cdt Fraiser Lyall	Presenting a wreath on behalf of 1220 (March) Air Training Corps Cadet Fraiser Lyall
70	23	Jordan Lancaster	“Presenting a wreath on behalf of the Type 21s Jordan Lancaster”
71	24	Mr Dennis Feary	“Presenting a wreath on behalf of PO Feary and the crew of Submarine H49 Dennis Feary”
72	25	Emma Bradbury	“Presenting a wreath on behalf of Royal Marines and Sgt Michael John Bradbury, Emma Bradbury
73	26	Mrs Kay Larham	“Presenting a wreath on behalf of

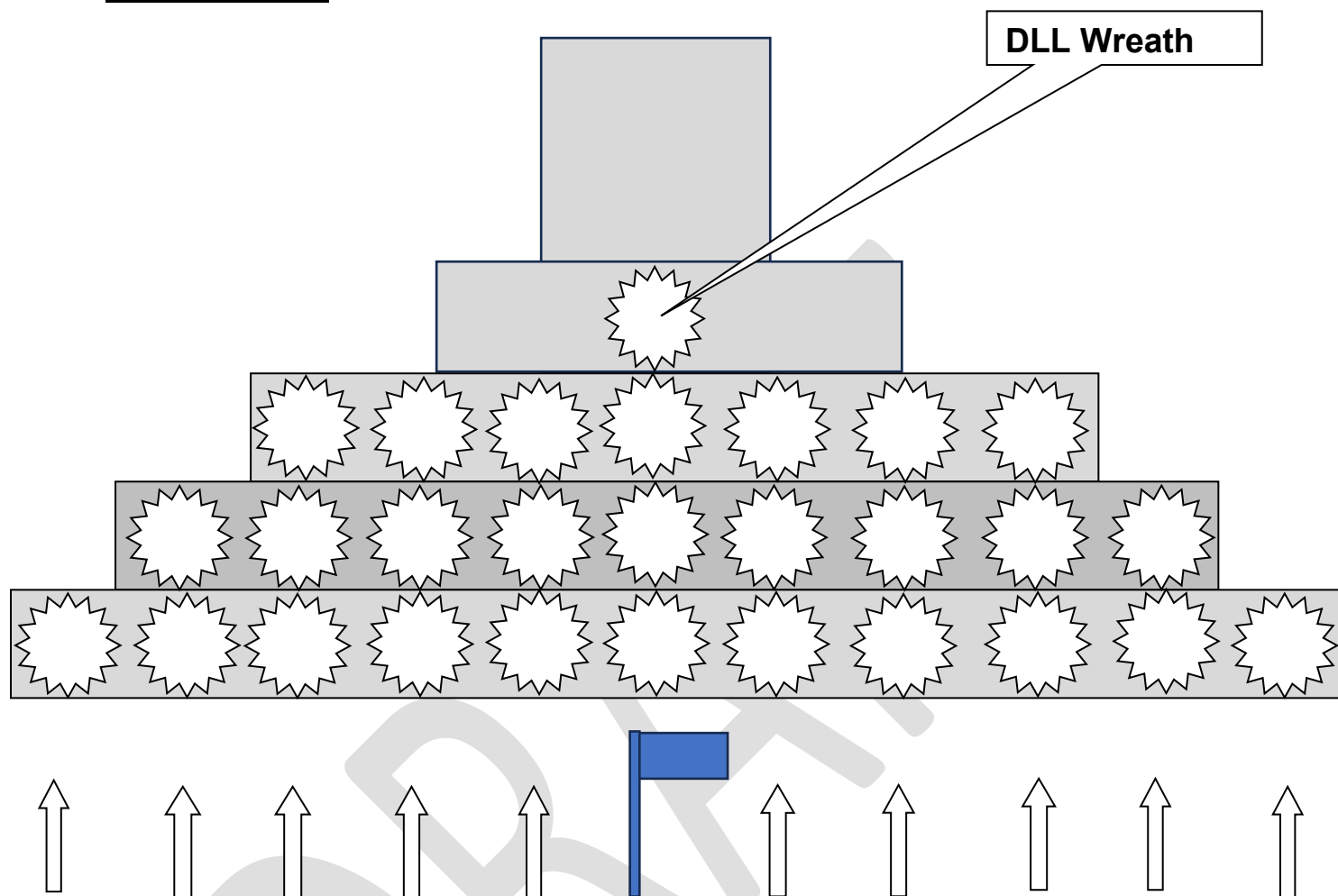
			The Suffolk Regiment and Private George Feary, Kay Larham
74	27	Cdt Colwell	“Presenting a wreath on behalf of Normandy Veterans Army Cadet Colwell”
75	28	Mr Jeff Walters	“Presenting a wreath on behalf of March Armed Forces Veterans Breakfast Club Jeff Walters”
76	29	David Richardson	“Presenting a wreath on behalf of March Armed Forces Hub David Richardson”
77	30	Mr Bernard Keane or Sylvia Keane	“Presenting a wreath on behalf of National Service Royal Air Force Association Bernard Keane”
78	31	Mark Twiddy	“Presenting a wreath in memory of the crew of Wellington Bomber Z8863 Mark Twiddy
79	“Present wreaths”		PM
GROUP SIX (11 People)			
80	32	Governor Dave Watson	“Presenting a wreath on behalf of HMP Whitemoor, Governor Dave Watson”
81	33	TBC	“Presenting a wreath on behalf of Cambridgeshire Constabulary
82	34	CM Matt Smith	“Presenting a wreath on behalf of The Prison Officers’ Association, Custodial Manager Smith
83	35	FF Shepherd	“Presenting a wreath on behalf of Cambridgeshire Fire and Rescue Service Firefighter Rob Shepherd
84	36	Karen Pocock	“Presenting a wreath on behalf of East of England Ambulance Service Karen Pocock”
85	37	Mr Alistair McGoff.	“Presenting a wreath on behalf of St John Ambulance March Mr Alistair McGoff”
86	38	Martin Monger	“Presenting a wreath on behalf of The Caldwell Masonic Lodge. Worshipful Master Martin Monger
88	39	Worshipful Brother Russell Octave.	“Presenting a wreath on behalf of Stone Cross Masonic Lodge Worshipful Brother Russsell Octave”
89	40	Brother Mark Vallance	“Presenting a wreath on behalf of the R.A.O.B. Locomotive Lodge Brother Mark Vallance”
90	41	Lions President Ruth Martin	“Presenting a wreath on behalf of The March Lions, President Ruth Martin
91	42	TBC	“Presenting a wreath on behalf of The March Probus Club
GROUP SEVEN (12 People)			
92	43	President John Lattimore	“Presenting a wreath on behalf of The Rotary Club of March

			President John Lattimore"
93	44	Dave Storey	Presenting a wreath on behalf of Friends of March Railway Station Dave Storey"
94	45	Savannah Watson	"Presenting a wreath on behalf of Friends of Rings End Nature Reserve Savannah Watson"
95	46	Derek Siddaway	"Presenting a wreath on behalf Can't Sing Choir Derek Siddaway"
96	47	Secretary John Copping	"Presenting a wreath on behalf of the Middle Level Watermans Club Secretary John Clarke"
97	48	Commodore Kevin Rayner	"Presenting a wreath on behalf of March Cruising Club Commodore Kevin Rayner"
98	49	William Adamson	"Presenting a wreath on behalf of Churches Together William Adamson"
99	50	Margaret Bishop	"Presenting a wreath on behalf of Friends of March Library Margaret Bishop"
100	51	Don Bradshaw	"Presenting a wreath on behalf of FACT Community Transport Don Bradshaw"
101	52	Yvonne Young	"Presenting a wreath on behalf of FACT Community Hub Yvonne Young"
102	53	David Moorehouse	"Presenting a wreath on behalf of Aria Court Care Home David Moorehouse assisted by his son, Stephen"
103	54	Jaqueline Nicholson	"Presenting a wreath on behalf of March in Bloom Jaqueline Nicholson "
GROUP EIGHT (14 People)			
104	55	Kevin Stroud	"Presenting a wreath on behalf of Scout Group Kevin Stroud"
105	56	Brownie Annabella Antonell	"Presenting a wreath on behalf of March District Guides Brownie Annabella Antonell"
106	57		"Presenting a wreath on behalf of March Academy Football Club"
107	58	Neil Wilson	"Presenting a wreath on behalf of March Town Football Club Neil Wilson"
108	59		"Presenting a wreath on behalf of March Town Youth FC"
109	60	Lilly Pooley	"Presenting a wreath on behalf of March Town Hockey Club Lilley Pooley"
110	61	Danni Ward	"Presenting a wreath on behalf of March Bears"

			Danni Ward ”
111	62	Jack Ranger	“Presenting a wreath on behalf of March Bears minis and juniors Jack Ranger ”
112	63	TBC	“Presenting a wreath on behalf of March Marlins Devon O'Neil ”
113	64	Ian Liversedge	“Presenting a wreath on behalf of March Cricket Club Ian Liversedge ”
114	65	Ciarna Danielle Sequerah-Salmon	“Presenting a wreath on behalf of March Town United Youth FC Ciarna Danielle Sequerah-Salmon ”
115	66	Rob Phipps	“Presenting a wreath on behalf of West End Park Junior Park Run Rob Phipps ”
116	67	Paul Haddow	“Presenting a wreath on behalf of RKA Kickboxing Academy Paul Haddow ”
117	“Present wreaths”		PM
GROUP NINE (13 People)			
118	68	Thomas Harley	“Presenting a wreath on behalf of ” Rookwood Club Thomas Harley”
119	69	Shaun Hawes	“Presenting a wreath on behalf of Askham Village Community Shaun Hawes”
120	70	Kerry Rolfe	“Presenting a wreath on behalf of K Rolfe Funeral Directors Kerry Rolfe”
121	71	Simon Whittaker	“Presenting a wreath on behalf of Smurfitt West rock Simon Whittaker”
122	72	Tracey Phillips	“Presenting a wreath on behalf of G's Fresh Tracey Phillips”
123	73	Hannah Storey	“Presenting a wreath on behalf of Freedom Leisure Hannah Storey
124	74	Gemma Barrett	“Presenting a wreath on behalf of Ivy Reign Salon Gemma Barrett”
125	75	Marie Ashworth	“Presenting a wreath on behalf of Tesco's Marie Ashworth”
126	76	Mr Kenny Cox.	“Presenting a wreath on behalf of March Carpet Warehouse Kenny Cox”
127	77	Emma Cole	“Presenting a wreath on behalf of Coles Kitchen Emma Cole”
128	78	Jordan Allen	“Presenting a wreath on behalf of Landmark Toilet Solutions Jordan Allen”.

129	79	Vicky Foster	“Presenting a wreath on behalf of Octavius Vicky Foster	
130	80	Gurkha Spice - Anil Sunar	“Presenting a wreath on behalf of Gurkha Spice Anil Sunar	
131	PRESENT WREATHS		PM	
132	“PARADE” “PARADE SHUN”		PM	
133	“STANDARDS, CARRY STANDARDS”		PM	
134	Final Blessing		Revd Smith	
135	“BAND GENERAL SALUTE”		PM	Only Officers commanding contingents should salute. BRASS 2000 please play The National Anthem after the word of command “BAND GENERAL SALUTE”
136	PM will report into the DLL.		PM	
137	“MARCH OFF THE STANDARDS”		PM	
138	“Sir”		TBC	
139	Standard Bearers Left Turn		TBC	
140	“Byy the left, quick march”		TBC	
141	Standards halt”		TBC	
142	“PARADE” “FALL OUT”		PM	
143	All those who have taken part are invited back to the Rookwood Club home of the March Branch of the Royal British Legion.			

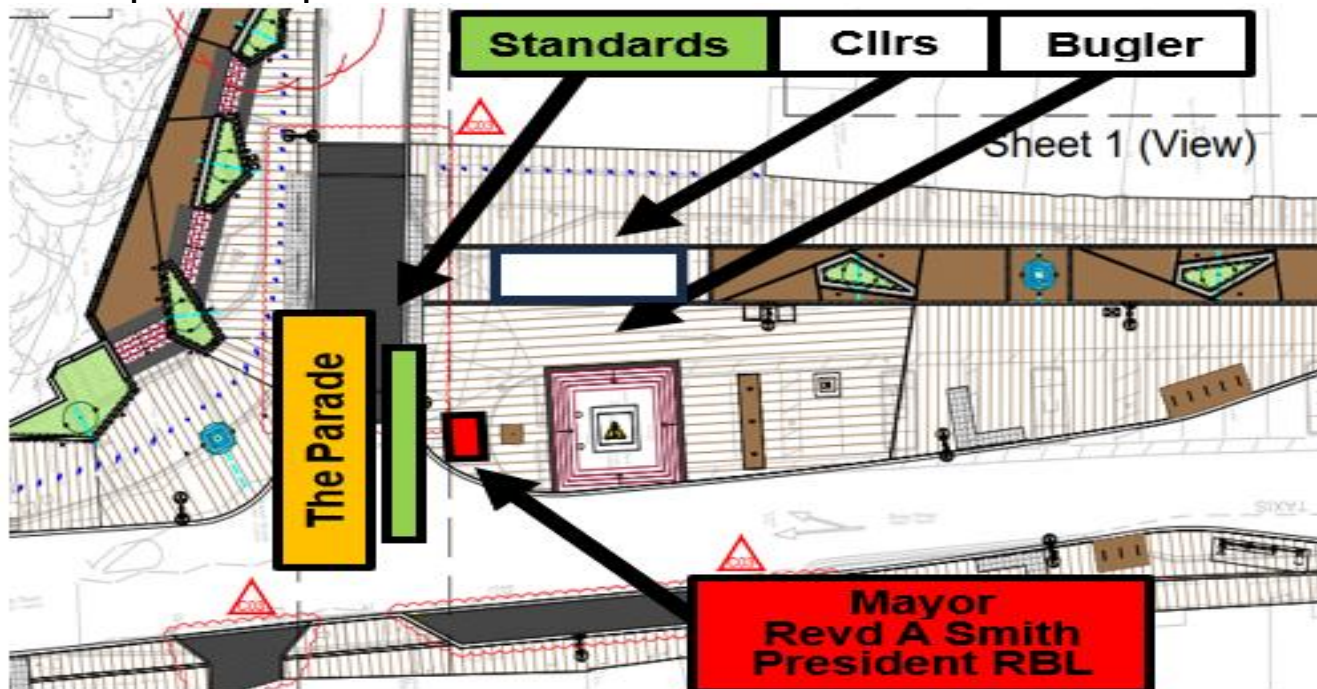
WREATH LAYING



When your name is called out make your way to the Union Flag.
Line yourself up either side on the Union Flag then wait.
Once the order "Present Wreaths" is given you should walk/march forward and Halt one step back from the War Memorial then lay your wreath on the floor/first step standing it on its end.
Take one step back and pause.
If the wreath bearer is wearing Uniform then wreath bearer is to salute, right turn and march off.
Persons not in uniform should make a short bow then turn to the right, march off.
Please don't rush this
Then make your way back to your parade position.
Sgt Dillion and Cdt Ben Herring will re-position the wreaths before the Parade Marshal starts calling out the next wreath layers names.

ARMISTICE PARADE 11 NOV 25

Armistice parade final position



Ser	Time	Activity	Who	Remarks
1	1045	The parade musters in Greys Lane	PM	Briefing by PM
2	1050	"PARADE, PARADE SHUN" "CARRY STANDARDS"	PM	
	1052	Padre, Mayor takes post.		PM will prompt
	1054	Councillors take post		
	1056	"PARADE, BY THE LEFT QUICK MARCH" "PARADE HALT" "THE PARADE WILL ADVANCE, LEFT TURN"	PM	
	1058	Prayer	Revd	
	1100	Last Post	Nigel Sutterby	First strike of the Town clock
	1102	Exhortation	RBL President	
	1104	2 mins silence	All	
	1106	Kohima	RBL President	
	1108	Mayor presents wreath	Mayor	
	1110	"PARADE" "MOVE TO THE LEFT IN THREES" "LEFT TURN" "BY THE RIGHT, QUICK MARCH"	PM	
	1112	Mayor, Padre, President leaves the parade	DPM	Mayor & dignitaries follow
	1113	PM salutes and marches off	PM	
	1114	"PARADE FALL OUT"	PM	

SECURITY PRECAUTIONS

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

1. **Introduction.** In the unlikely event, there is a security incident the instructions within this Annex are to be adhered to. Contingent commanders should read the information contained within the link so we all know what to do. The PM and Deputy Parade Marshal have incident management training and experience, they also have plans in place to manage a security situation.

All Incident Response will follow JESIP principles.

2. Designated Areas:

a. **Incident Control Points (ICP).** A designated point where the Police, Parade Marshal and emergency service personnel will co-ordinate any response from. Only incident commanders should enter this area. There are two ICPs:

- (1). **ICP 1.** The Police Station
- (2). **ICP 2.** Sainsburys car park.

b. **Muster Points,** Location where the parade will move to if an incident Occurs. The Deputy Parade Marshal is responsible for controlling the muster point, people leaving and arriving, there are three Muster points:

- (1). **Muster Point 1.** The bandstand, West End Park.
- (2). **Muster Point 2.** Cornerstone car park
- (3). **Muster Point 3.** Sainsbury car park.

c. **Rendezvous Points (RVP).** Locations where the emergency services meet with the Police and Parade Marshal are:

- (1). **RVP 1.** The vehicle park in front of the Police Station
- (2). **RVP 2.** The car park to the side of the library.
- (3). **RVP 3.** Oxbow crescent.

3. **Helicopter Landing Site (HLS).** West End Park

4. Pre-Parade Inspection

a. The PM and DPM will check the whole route including the Muster areas for suspicious packages prior to the parade (Op WIDEAWAKE). Anything suspicious will be reported to the Police, if this happens the parade will not go ahead until cleared to do so by the Police.

b. The Parade Marshal will ensure the route is closed off at least 15 mins before the parade to ensure the route from the car park to the church are free of obstructions. If the route is not clear and the road junctions not secure (blocked off) the parade will not start.

c. The Parade Marshal is to ensure a first line medically team are in attendance before the parade starts. In the event of an incident, they are to provide first line assistance, second line is to be requested by ringing 999.

- d. The Emergency Services have been informed there is a parade happening within March and they have a copy and understand the route closure plan.
- e. A final Risk Assessments inspection will be conducted by Parade Marshal and Deputy Parade Marshal on the morning of the parade.
- f. The Parade Marshal and Deputy Parade Marshal are to ensure all the roads are closed before starting the parade.

5. During the Events

- a. If there is any threat or accident during the event the whole parade under the direction of the contingent commanders are to move to a nominated muster point, hold and account for their people and wait for further direction from the Police. People should not leave the muster area, we will need to account for all our people.
- b. The PM will decide which Muster point is to be used dependant of the incident.
- c. The PM or Police may require assistance is dealing with an incident from those on parade such as medically trained personnel, route clearers or route markers, thus everyone should remain in the muster point for their own safety and ready to provide assistance.

6. Actions on:

- a. **Bomb or IED.** As per link, Threat low as route will be checked prior to the event.
- b. **Vehicle attack.** As per the link. Threat LOW as route will be closed 15 mins before the parade.
- c. **Firearms or weapons attacks.** Please read as we believe this is our most likely threat (Weapons attack). The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

7. RUN

- a. if you can.
- b. Consider the safest options
- c. Is there a safe route? RUN if not HIDE
- d. Can you get there without exposing yourself to greater danger?
- e. Insist others leave with you
- f. Leave belongings behind

8. HIDE

- a. If you cannot RUN, HIDE.
- b. Find cover from gunfire
- c. If you can see the attacker, they may be able to see you
- d. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- e. Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- f. Be aware of your exits.
- g. Try not to get trapped.
- h. Be quiet, silence your phone and turn off vibrate.
- i. Lock / barricade yourself in.
- j. Move away from the door.

9. TELL

- a. Call 999 - What do the police need to know?
- b. If you cannot speak or make a noise listen to the instructions given to you by the call taker.
- c. Location - Where are the suspects?
- d. Direction - Where did you last see the suspects?
- e. Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- f. Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- g. Stop other people entering the building if it is safe to do so

10. After the event

- a. As normal all the contingent commanders will be asked for their feedback including any safety concerns, these points will be classed as Lessons Identified (LI) and should be rectified prior to the next remembrance events.
 - b. Contingent commanders are requested to e mail, write or verbal contact the Parade Marshal, Deputy Parade Marshal or a RBL Committee member with their points. Points from the 202 parades is at Annex I available on request.
- a. The Parade Marshal is to submit a report to the Deputy Lord Lieutenant, the Police and the Royal British Legion.

Residents letter

Dear Resident,

March Town Remembrance 2025

We are writing to inform you that:

March Town Sunday Remembrance parade will take place in March Town centre on Sunday 9 November 2025 from 0930 to 1130hrs.

March Town Armistice parade will be taking place in March Town centre on Monday 11 November 2025 from 1050 to 1105hrs.

I'm sure you are aware that these are National events which allows everyone to pay their respects to all those that died or were injured for our freedom, they are NOT about glorifying war. The focus of these events will be March Town War Memorial which is positioned in the centre of Broad Street.

More information about the event can be found at:

[March Town Remembrance Parade | Facebook](#)

Unfortunately, this will result in some disruption for which we apologise.

If you have any comments, questions, concerns or objections please contact using the link below <https://forms.office.com/r/kdKejGByi5>

Please come and join us and support this event.

Kind regards

Lt Col Nigel "Spence" Spencer MBE, Parade Marshal
Mr Mark Wilding, Deputy Parade Marshal