



# **FOI Disclosure** **NBC5928-1111**

## **Remembrance Day documents**



Prepared on the 27 September 2018

Produced by Northampton Borough Council  
In response to a request under the Freedom of Information Act 2000

## Remembrance Day – Sunday 13<sup>th</sup> November 2016

- 0920 hours Parade - Assemble Market Square  
Order of March
1. Northampton Pipe Band
  2. Standard Bearers
  3. Wreath Bearers
  4. Royal British Legion and other Ex-Service Organisations
  5. Air Training Corps Band
  6. Units of the Regular Army
  7. Units of the Territorial Army
  8. Other Uniformed Civil Units
  9. Other Organisations.

### **Please note that on Arrival, all Leaders should report to the Parade Marshall**

- 0930 hours The First part of the Parade headed by the Northampton Pipe Band will March to All Saints' Church for Divine Service. Standard Bearers form Guard of Honour on Portico.  
Wreath Bearers to leave Wreaths on Portico
- 0935 hours The Second Part of the Parade headed by the ATC Band will March to All Saints' Church for Divine Service.
- 0948 hours THE MAYOR AND MEMBERS OF THE COUNCIL will process from the Guildhall to All Saints' Church for Divine Service.
- 0952 hours The Chairman and Members of the County Council will step off from Wood Hill.
- 1000 hours Divine Service at All Saints' Church
- 1035 hours After Divine Service, Parade will assemble in original order in George Row except Wreath Bearers who will be at the Rear of the Parade, and headed by the Northampton Pipe Band will March to positions on Wood Hill.  
Wreath Bearers of the Royal British Legion, Old Comrades Associations, and others in the Parade will occupy a designated position inside the Memorial Gardens.
- 1053 hours THE MAYOR AND MEMBERS OF THE COUNCIL will arrive at the Memorial Gardens, entering by the Mercers Row Gate.  
THE LORD LIEUTENANT or Representative will arrive at the Memorial Gardens, entering by the Mercers Row Gate.
- 1053 hours THE CLERGY AND CHOIR of All Saints' Church will arrive at the Memorial Gardens, entering by the Mercers Row Gate.  
THE CLERGY, CHOIR and the SALVATION ARMY BAND will be positioned at the Mercers Row side of the Memorial.

HYMN as shown on Service Sheet

### **The Parade Marshall**

ACT OF HOMAGE said by the President of the Northampton Branch of the Royal British Legion.

- 1059 hours LAST POST

1100 hours THE SILENCE will be kept for TWO MINUTES, beginning at the FIRST Stroke of All Saints' Church Clock  
THE CONCLUSION of the SILENCE will be marked by REVEILLE.

THE LORD LIEUTENANT or Representative will place a Wreath on the Memorial Stone, followed by THE HIGH SHERIFF then THE MAYOR, then other dignitaries, Members of the Royal British Legion, Old Comrades Associations, and others on Parade.  
The Wreath Bearers on Parade will leave the Memorial Gardens by the Mercers Row Gate, and fall in on Mercers Row for the remainder of the Service.

THE SERVICE will proceed as printed in the Order of Service.

#### INSIDE THE CHURCH.

The Parade on entering the Church will fill up the Pews from the Rear in the North and South Aisles already reserved.  
Arrangements will be made for the Standards to be laid on the Altar.

#### AFTER DIVINE SERVICE AT THE CHURCH.

The Parade will leave the Church starting from the rear pews, so that the Parade will assemble in the original order in George Row, and headed by The Northampton Pipe Band will March to positions on Wood Hill.  
**The ATC Band will march to positions in The Drapery.** The Wreath Bearers will March at the rear of the Parade, to occupy their position outside the Memorial Gardens in George Row

#### AFTER THE SERVICE AT THE MEMORIAL.

The Lord Lieutenant, or representative, The High Sheriff, The Mayor and Members of the Council, preceded by the Clergy and Choir will leave by the George Row Gate.  
The Salvation Army Band will remain in the Memorial Gardens.

The Parade headed by the Northampton Pipe Band will March down Mercers Row, round All Saints' Church, up George Row, and will MARCH PAST the GUILDHALL where the Salute will be taken.

After the MARCH PAST, the Parade will March up St. Giles Street, turn left into Fish Street, and turn left into Abington Street for dismissal.

Private Wreath Bearers will be admitted to the Memorial Gardens when the Parade has passed.

## Remembrance Day – Sunday 12<sup>th</sup> November 2017

- 0920 hours Parade - Assemble Market Square  
Order of March
1. Northampton Pipe Band
  2. Standard Bearers
  3. Royal British Legion and other Ex-Service Organisations
  4. Air Training Corps Band
  5. Army Reserves
  6. Other Uniformed Civil Units
  7. Other Organisations.

### **Please note that on Arrival, all Leaders should report to the Parade Marshall**

- 0930 hours The First part of the Parade headed by the Northampton Pipe Band will March to All Saints' Church for Divine Service. Standard Bearers form Guard of Honour on Portico. Wreath Bearers to leave Wreaths on Portico
- 0935 hours The Second Part of the Parade headed by the ATC Band will March to All Saints' Church for Divine Service.
- 0948 hours THE MAYOR AND MEMBERS OF THE COUNCIL will process from the Guildhall to All Saints' Church for Divine Service.
- 0952 hours The Chairman and Members of the County Council will step off from Wood Hill.
- 1000 hours Divine Service at All Saints' Church
- 1045 hours After Divine Service, Parade will assemble in original order in George Row except Wreath Bearers who will be at the Rear of the Parade, and headed by the Northampton Pipe Band will March to positions on Wood Hill. Wreath Bearers of the Royal British Legion, Old Comrades Associations, and others in the Parade will occupy a designated position inside the Memorial Gardens.
- 1053 hours THE MAYOR AND MEMBERS OF THE COUNCIL will arrive at the Memorial Gardens, entering by the Mercers Row Gate. THE LORD LIEUTENANT or Representative will arrive at the Memorial Gardens, entering by the Mercers Row Gate.
- 1053 hours THE CLERGY AND CHOIR of All Saints' Church will arrive at the Memorial Gardens, entering by the Mercers Row Gate. THE CLERGY, CHOIR and the SALVATION ARMY BAND will be positioned at the Mercers Row side of the Memorial.

HYMN as shown on Service Sheet

### **The Parade Marshall**

ACT OF HOMAGE said by the President of the Northampton Branch of the Royal British Legion.

1059 hours LAST POST

1100 hours THE SILENCE will be kept for TWO MINUTES, beginning at the FIRST

Stroke of All Saints' Church Clock

THE CONCLUSION of the SILENCE will be marked by REVEILLE.

THE LORD LIEUTENANT or Representative will place a Wreath on the Memorial Stone, followed by THE HIGH SHERIFF then THE MAYOR, then other dignitaries, Members of the Royal British Legion, Old Comrades Associations, and others on Parade.

The Wreath Bearers on Parade will leave the Memorial Gardens by the Mercers Row Gate, and fall in on Mercers Row for the remainder of the Service.

THE SERVICE will proceed as printed in the Order of Service.

#### INSIDE THE CHURCH.

The Parade on entering the Church will fill up the Pews from the Rear in the North and South Aisles already reserved.

Arrangements will be made for the Standards to be laid on the Altar.

#### AFTER DIVINE SERVICE AT THE CHURCH.

The Parade will leave the Church starting from the rear pews, so that the Parade will assemble in the original order in George Row, and headed by The Northampton Pipe Band will March to positions on Wood Hill.

**The ATC Band will march to positions in The Drapery.** The Wreath Bearers will March at the rear of the Parade, to occupy their position outside the Memorial Gardens in George Row

#### AFTER THE SERVICE AT THE MEMORIAL.

The Lord Lieutenant, or representative, The High Sheriff, The Mayor and Members of the Council, preceded by the Clergy and Choir will leave by the George Row Gate.

The Salvation Army Band will remain in the Memorial Gardens.

The Parade headed by the Northampton Pipe Band will March down Mercers Row, round All Saints' Church, up George Row, and will MARCH PAST the GUILDHALL where the Salute will be taken.

After the MARCH PAST, the Parade will March up St. Giles Street, turn left into Fish Street, and turn left into Abington Street for dismissal.

Private Wreath Bearers will be admitted to the Memorial Gardens when the Parade has passed.

## **Remembrance Day – Sunday 11<sup>th</sup> November 2018**

- 0920 hours Parade - Assemble Market Square  
Order of March
1. Northampton Pipe Band
  2. Standard Bearers
  3. Royal British Legion and other Ex-Service Organisations
  4. Air Training Corps Band
  5. Army Reserves
  6. Other Uniformed Civil Units
  7. Other Organisations.

### **Please note that on Arrival, all Leaders should report to the Parade Marshall**

- 0930 hours The First part of the Parade headed by the Northampton Pipe Band will March to All Saints' Church for Divine Service. Standard Bearers form Guard of Honour on Portico. Wreath Bearers to leave Wreaths on Portico
- 0935 hours The Second Part of the Parade headed by the ATC Band will March to All Saints' Church for Divine Service.
- 0948 hours THE MAYOR AND MEMBERS OF THE COUNCIL will process from the Guildhall to All Saints' Church for Divine Service.
- 0952 hours The Chairman and Members of the County Council will step off from Wood Hill.
- 1000 hours Divine Service at All Saints' Church
- 1045 hours After Divine Service, Parade will assemble in original order in George Row except Wreath Bearers who will be at the Rear of the Parade, and headed by the Northampton Pipe Band will March to positions on Wood Hill. Wreath Bearers of the Royal British Legion, Old Comrades Associations, and others in the Parade will occupy a designated position inside the Memorial Gardens.
- 1053 hours THE MAYOR AND MEMBERS OF THE COUNCIL will arrive at the Memorial Gardens, entering by the Mercers Row Gate. THE LORD LIEUTENANT or Representative will arrive at the Memorial Gardens, entering by the Mercers Row Gate.
- 1053 hours THE CLERGY AND CHOIR of All Saints' Church will arrive at the Memorial Gardens, entering by the Mercers Row Gate. THE CLERGY, CHOIR and the SALVATION ARMY BAND will be positioned at the Mercers Row side of the Memorial.

HYMN as shown on Service Sheet

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ACT OF HOMAGE said by the President of the Northampton Branch of the Royal British Legion.

1059 hours LAST POST

1100 hours THE SILENCE will be kept for TWO MINUTES, beginning at the FIRST

Stroke of All Saints' Church Clock

THE CONCLUSION of the SILENCE will be marked by REVEILLE.

THE LORD LIEUTENANT or Representative will place a Wreath on the Memorial Stone, followed by THE HIGH SHERIFF then THE MAYOR, then other dignitaries, Members of the Royal British Legion, Old Comrades Associations, and others on Parade.

The Wreath Bearers on Parade will leave the Memorial Gardens by the Mercers Row Gate, and fall in on Mercers Row for the remainder of the Service.

THE SERVICE will proceed as printed in the Order of Service.

#### INSIDE THE CHURCH.

The Parade on entering the Church will fill up the Pews from the Rear in the North and South Aisles already reserved.

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**The ATC Band will march to positions in The Drapery.** The Wreath Bearers will March at the rear of the Parade, to occupy their position outside the Memorial Gardens in George Row

#### AFTER THE SERVICE AT THE MEMORIAL.

The Lord Lieutenant, or representative, The High Sheriff, The Mayor and Members of the Council, preceded by the Clergy and Choir will leave by the George Row Gate.

The Salvation Army Band will remain in the Memorial Gardens.

The Parade headed by the Northampton Pipe Band will March down Mercers Row, round All Saints' Church, up George Row, and will MARCH PAST the GUILDHALL where the Salute will be taken.

After the MARCH PAST, the Parade will March up St. Giles Street, turn left onto Fish Street, and turn left into Abington Street for dismissal on Market Square.

Private Wreath Bearers will be admitted to the Memorial Gardens when the Parade has passed and the Salvation Army will play for the entirety of public wreaths being laid.

**NORTHAMPTON MUSEUMS & ART GALLERY ACTIVITIES TO TAKE PLACE ON MARKET SQUARE – ALL WELCOME**

## **Invitation list**

Mayor of Northampton
Mayoress of Northampton
Macebearer
Swordbearer
Mayor's Officer
Chief Executive
Leader of the Council
High Sheriff
Lord Lieutenant
MPs
Mayor's Cadet
Members NCC
Chief Fire Officer
Chief Constable
Freemen
Chairman NCC
Aldermen
Former Mayor
Mayor's Chaplaincy
Members NBC
Guests of Members
118 REME
Royal Anglian Regiment
Royal British Legion
Mr Ron Warden
SSAFA
Northampton Yeomanry
Cadets for collection
RASCT and RCT Association
Royal Air Force Association
Sea Cadets
Western Front Association
Army Cadet Force - Simpson Detachment
Northampton District Scouts
Northampton Girl Guides
Western District Scouts
Northampton Boys Brigade
Help for Heroes
St Johns Ambulance
East Midlands Ambulance Service
Northampton 80 Lions Club
Sikh Community/Commonwealth
Widows Association
Freemasons
Hindu Community
Polish Community
Birches Family
Northampton Town and County Scottish
Northampton Pipe Band



## **WREATHING LAYING**

<b>2016</b>	<b>Representative</b>
Lord Lieutenant	Mr David Laing
High Sheriff	Caroline Brocklehurst
Mayor of Northampton	Mayor's Cadet Jade Rickard
Leader of NBC	Cllr Jonathan Nunn
Chairman of NCC	Leader of NCC - Cllr Heather Smith
Chief Executive NBC	David Kennedy
Members of Parliament	Michael Ellis MP
Members of Parliament	David MacKintosh MP
Chief Constable	DCCC Frost
Chief Fire Officer	Darren Dovey
104 Bn Reme & 118 Rec Coy	Lt Colonel Alan Smith
The Royal Anglian Regiment	Lt King
The Royal British Legion	Chairman of Northampton - Phil York
SSAFA - Forces Help	Colonel David Walsh & Wife Jan
The Northamptonshire Regiment	Joe Heffernan
Northamptonshire Yeomanry Association	Mr David Parish
Northamptonshire Sea Cadets	
Western Front Association	Mr Steven Barns
The Salvation Army	Major Jason Snell (in band)
Commonwealth Veterans	Ulric Gravesande
Northampton Hereditary Freeman	Phil Ager
Northampton Army Cadets	TBC - Cadet
Northamptonshire District Scouts	TBC
Girlguiding Northamptonshire	Megan Williams
Northampton Battalion of the Boys Brigade	TBC
St John Ambulance	
Northampton 80s Lions Club	President - Jim Ford
Freemasons	Mr Max Bayes & Mr Trevor Boswell
Hindu Community	3 Representatives
Birch family	3 Family Members - all come into garden

<b>2017</b>	<b>Representative</b>
Lord Lieutenant	Mr David Laing
High Sheriff	Mr Rupert Fordham
Mayor of Northampton	Mayor's Cadet Jessica Evans
Leader of NBC	Cllr Jonathan Nunn
Chairman of NCC	Cllr Dudley Hughes
Chief Executive NBC	Simon Bovey
Members of Parliament	Michael Ellis MP
Members of Parliament	Mr Andrew Lewer MP
Members of Parliament	Cllr Graystone - Andrea Leadsom representative
Chief Constable	ACC Abdrinov
Chief Fire Officer	Darren Dovey
104 Bn Reme & 118 Rec Coy	Lt Col John Hanson MBE
The Royal British Legion	Phil York
Northampton Hereditary Freemen	Trevor Ward/ Phil Ager
SSAFA - Forces Help	David Walsh
Northamptonshire Yeomanry Association	William Hornsey
The RASC & RCT Association	Mr John Green
The Royal Air Forces Association	TBC on the day
Northamptonshire Sea Cadets	TBC on the day
Western Front Association	Mr Stephen Barnes
Company LRN Army Cadets	2 x Wreath Bearers
The Salvation Army	Robert Hunt
Northamptonshire District Scouts	Explorer scout TBC on the day
Girlguiding Northamptonshire	Sue Hall TBC on Day
Northampton Battalion of the Boys Brigade	TBC on morning to Parade Marshall
Help for Heroes	TBC
St John Ambulance	2 x Wreath Bearers
East Midlands Ambulance Service	
Northampton 80s Lions Club	Paul Anstice
Sikh Community	Amarjit Singh Atwal (confirmed as part of Commonwealth Veterans)
Hindu Community	Mrs Anju Chauhan
Northampton Town and County Association - Scottish	Allyson Russell
Birch family	3 laying a wreath