

Working Together To Support Remembrance



Guidance & Resources

Cambridgeshire & Peterborough
Armed Forces Covenant Partnership



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Introduction

This document has been produced by the Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board to support all organisations that are involved in organising and managing Remembrance events in Cambridgeshire & Peterborough. It provides a full overview of who can be involved, who is best to carry out each phase of the planning and support, and the resources that are available to ensure events run smoothly, safely and inclusively.

The Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board, which comprises of local authorities, military representatives, private, public, charity and community organisations, seeks to support the Armed Forces Community by working with partners to understand best practice, where to seek support and mutual assistance through our vast network.

The County, District and City Councils have all appointed Armed Forces Covenant Champions & Officers to support the covenant work within their respective areas and report back to, or seek assistance from, the board.

The board has also supported Town and Parish Councils to demonstrate their commitment to the Armed Forces Community through their own covenant pledges and many of the larger Town and Parish Councils, or those with geographical or historical links to the Armed Forces, have signed the covenant and are providing support in line with the services they provide.

Many Town and Parish Councils support and promote Armed Forces events, including local Armed Forces Community group meetings, Armed Forces Week and Remembrance activities. This support is crucial, as Town and Parish councils have a clear understanding of their local area and good links to the population they serve.

The Royal British Legion is very supportive to local RBL branches and provides a wealth of resources that stipulate the format and procedures within remembrance parades and events. RBL branches are also very good at promoting remembrance activities through various channels including support from the Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board.

Cooperation and good working relationships between local authorities, the Royal British Legion, community organisations and volunteers are essential to ensure that Remembrance events continue to run and are accessible for all that wish to attend.

What is Remembrance

The Royal British Legion define remembrance as follows.

Remembrance honours those who serve to defend our democratic freedoms and way of life.

We unite across faiths, cultures and backgrounds to remember the service and sacrifice of the Armed Forces community from United Kingdom and the Commonwealth. We will remember them.

We remember the sacrifice of the Armed Forces community from United Kingdom and the Commonwealth.

We pay tribute to the special contribution of families and of the emergency services.

We acknowledge innocent civilians who have lost their lives in conflict and acts of terrorism.

Remembrance does not glorify war and its symbol, the red poppy, is a sign of both Remembrance and hope for a peaceful future.

Wearing a poppy is never compulsory but is greatly appreciated by those who it is intended to support.

When and how you choose to wear a poppy is a reflection of your individual experiences and personal memories.

Remembrance unites people of all faiths, cultures, and backgrounds but it is also deeply personal.

It could mean wearing a poppy in November, before Remembrance Sunday. It could mean joining with others in your community on a commemorative anniversary. Or it could mean taking a moment on your own to pause and reflect.

Everyone is free to remember in their own way, or to choose not to remember at all.

Remembrance, in terms of a physical gathering to remember and pay respects to the fallen and those affected by conflict, can take many forms, from a simple two minutes silence to large scale parades, church and memorial services.

It is likely that the larger the event, the more complex it will be to organise, with the requirement for collaboration between multiple organisations and individuals.

A letter to council leaders on support and delivery of Remembrance parades and services

The National Association of Local Councils (NALC), the Local Government Association (LGA) and the Royal British Legion (RBL) have published a joint letter to all councils regarding Remembrance events.

The letter thanks councils for supporting and assisting in organising parades and services. It also asks for continued assistance and support to make events cost-effective, highlighting the role that RBL branches and volunteers can play.

Local (Town and Parish) councils are at the heart of the community and commemorative events are crucial to enabling local people to remember the fallen and observe this time-honoured tradition.

The NALC is urging local councils and county associations to share the letter as widely as possible in their local areas.

Dear Leader,

We are writing to seek your continued support and assistance in ensuring that the nation faces as few obstacles as possible in the organisation and delivery of Remembrance parades and services.

In 2023 we mark the 60th anniversary of the last serviceman to be demobilised from National Service, the 70th anniversary of the cessation of hostilities in the Korean War, and 75 years since the voyage of the Empire Windrush which carried more than 100 serving and former Armed Forces personnel from the Caribbean to Britain. Services of Remembrance continue to resonate with the nation, allowing local communities up and down the country the chance to reflect on the service and sacrifice of the many men and women from their own villages, towns and cities who have served in HM Armed Forces, or who have supported or lost someone who has.

We know that local authorities take their responsibilities for organising Remembrance events and parades very seriously, and many have strong relationships with their local Royal British Legion (RBL) branches, and other Armed Forces charities. Thank you for this work.

Whilst we recognise that council budgets are facing pressures, these important civic occasions are a cost-effective way of bringing the whole community together in a collective moment of reflection, thanksgiving and togetherness; a view we have no doubt many of your local residents will share. Small gestures such as the waiving of fees for closing roads, providing street signage, and coordinating routes can make a real difference to whether these events can or cannot take place. We understand that this may mean a shift of resources in terms of how you have traditionally supported Remembrance services and parades, as well as a need for collaboration between councils in two-tier areas.

RBL branches and volunteers are proud to play an active part in Remembrance services and parades every year and are only too happy to support local authorities in their planning for such important community events. Unfortunately, the complexity of Health & Safety and Road Traffic legislation is challenging for volunteers to navigate given the scale of many Remembrance parade routes. Furthermore, RBL must focus its charitable funds on its vital welfare work, particularly as veterans face the new cost of living challenges.

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A letter to council leaders on support and delivery of Remembrance parades and services

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As a result, whilst RBL branches can support councils in their planning of local Remembrance services and parade routes, they are regretfully unable to assume responsibility for the design or delivery of the latter, including the organisation of Temporary Traffic Management Orders (TTMOs), the contracting of traffic management services, or the provision of such services by volunteers.

However, RBL branches are very willing to assist in local Remembrance parades and services in other ways, for instance through the provision of Standard Bearers or the identification of local veterans.

Remembrance is for all members of our communities, and we encourage people from across the nation to observe and participate in Remembrance in respectful and inclusive ways that are meaningful for them. We sincerely hope that your council will continue to work with RBL branches and other armed forces organisations to enable the local community to remember its fallen, and look forward to the continued observance of this time-honoured tradition. For more information about Remembrance, please see the RBL's website. If you would like to discuss any issues arising from this, your local RBL branch will be happy to help; or to reach either of us please contact ian.lete@local.gov.uk or bholborn@britishlegion.org.uk.

Yours sincerely,



Councillor Shaun Davies
Chair, Local Government Association
Leader, Telford & Wrekin Council



Charles Byrne
Director General
The Royal British Legion
199 Borough High Street
London SE1 1AA



Cllr Keith Stevens
Chair, National Association of Local Councils

August 2023



Process Guidance

Your remembrance event organisation process may have been the same for many years. If it is working for all organisations and parties involved, then we wholeheartedly advise you to continue with your current methods.

If your organisation, Town or Parish are organising a remembrance event for the first time or restarting them after a period of not having one, then the guidance that follows may be of use to you.

We have broken the process down into three stages as follows,

Organisation Liaison – This stage supports the understanding that collaboration between key stakeholders is essential to ensure all parts of the planning process are covered.

Highways & Traffic Management – This stage looks at the submission of the Temporary Traffic Regulations Order (TTRO) which includes the Traffic Management Plan (TMP), identification and training of marshals or booking of third-party Traffic Management organisation.

Your Event – Your event planning should be in place by this stage including road closures, should your event require them.



Organisation Liaison

If your Remembrance event requires road closures, there may be time sensitive actions that you will need to work to. Please see the [TTRO Application Timescales](#) information from Cambridgeshire County Council Highways.

Task: RBL contact Town/Parish Council and Religious Leads to make them aware of event and request meeting
Who: Local RBL Branch
Time to event: See [Application Timescales](#)

Task: Meet to discuss the event and look at details
Who: Local RBL Branch & TC/PC
Time to event: See [Application Timescales](#)

Task: Ensure that Public Liability Insurance covers the proposed event
Who: TC/PC
Time to event: With TTRO

Task: Undertake Risk Assessment
Who: TC/PC with RBL support
Time to event: With TTRO

Task: Ensure that Events Licence is in place
Who: TC/PC
Time to event: With TTRO

Task: Advise Safety Advisory Group of event
Who: TC/PC with RBL support
Time to event: See [Application Timescales](#)

Task: Apply for Road Closure
Who: TC/PC
Time to event: See [Application Timescales](#)

- Agree route (Map)
- Identify required signage
- Schedule of events
- Schedule of road closure (if applicable)
- Identify marshal numbers (if applicable)
- Agree assets that can be provided to TC/PC
- Identify consultees and households that will receive a notification letter drop

The expectation is that the TC/PC will have this covered

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Further information on page 9

Highways and Traffic Management

Please bear in mind that you can skip this section if your event does not require a road closure. If road closures are required, the application must be made and managed by the Town or Parish Council.

Task: Apply for Road Closure

Who: TC/PC

Time to event: See [Application Timescales](#)

Temporary Traffic Regulation Order

Road closures need to have a Temporary Traffic Regulation Order (TTRO). Organisations should apply for a TTRO through Cambridgeshire County Council. The cost for a TTRO is usually £1262.00, but Cambridgeshire County Council waives the fee for all remembrance events in the county.

Guidance

Guidance for the TTRO process is available from Cambridgeshire County Council.

Please visit [Organising an event that impacts the public highway – Cambridgeshire County Council](#)

Road Closure Management

Marshals are used to physically manage road closures. These can be from third-party Traffic Management companies or volunteers who give up their time to manage each closure and provide guidance and advice, as well as ensure that drivers adhere to the closure. Cambridgeshire County Council supports Town and Parish Councils by providing funding for volunteers to attend Traffic Management for Community Events training. If your organisation would like to put volunteers forward for the training, please email highway.events@cambridgeshire.gov.uk



Highways and Traffic Management

Volunteers

Councils that support Remembrance activities that require a road closure may find that the costs of third-party Traffic Management companies add a strain on the council's finances. Utilising trained volunteers to manage road closures can remove these costs. The "Traffic Management for Community Events" training and qualification, funded by Cambridgeshire County Council, lasts for five years.

Volunteers are not always easy to identify. Councils and supporting organisations may want to consider the following approaches to gain support for remembrance events,

- Utilise Cambridgeshire County Council Communities Service, Place-based Teams to engage with local CVS to support the identification of volunteers.
CommunitiesService@cambridgeshire.gov.uk
- Utilise District Council Armed Forces Covenant Champions to disseminate information about volunteering opportunities to support Remembrance events.
<https://cambridgeshireinsight.org.uk/afc/afc-about/>
- Promote volunteering opportunities to District & County Council staff through the "Time Off Volunteering Policy." *
- Engage with running clubs and park runs, as these organisations may have trained volunteers or community-spirited supporters that may have already undertaken Highway Safety training.

** Some schemes only support time off during the working week.*

Please note that utilising veterans, or other members of the Armed Forces Community, for marshalling road closures for Remembrance events has intentionally not been included in the above approaches.



Your Event

Task: Install Road Closure

Who: TC/PC or third-party Traffic Management

Task: Event

Who: All interested parties but will most likely be led by the Royal British Legion with theological support

Task: Take down Road Closures

Who: TC/PC or third-party Traffic Management



Resources & Further Support

1. [The Royal British Legion Remembrance Parades Policy Update](#)
2. [RBL Hosting Parades Guidance For Members](#)
3. [RBL Remembrance Learning Resources for schools](#)
4. [RBL Resources For Members & Supporters](#)
5. [Graphical resources \(defenceimagery.gov.uk\)](#)
6. [Signing The Armed Forces Covenant Toolkit](#)
7. [Signing the Armed Forces Covenant Process](#)
8. [Remembrance Presentation for Parishes \(CCC/Cambs Constabulary\)](#)



“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.”

