

# MINUTES OF MEETING

## HUNTINGTON REMEMBRANCE SERVICE/PARADE

8<sup>th</sup> October 2018, 2pm at St Luke's Church

### **PRESENT**

Councillor Nick Dodd

Revd. Chris Blunt

Louise Gibson (Clerk)

### **1. ATTENDANCE**

#### **(A) Attendance to Date**

- Councillor Nick Dodd will be representing Huntington Parish Council
- Huntington Brownies and Guides will be attending
- Huntington Scout group will be attending.
- Huntington WI will be attending
- Huntington Primary, Bishops High School and Boughton Heath have agreed to attend and would like to lay a wreath and carry out a reading at the Memorial.

CW&C Ward Member, Cllr Mark Williams, has sent sincere apologies but as Deputy Lord Mayor, he is expected to attend the service at the Cathedral.

- Mercian Regiment would like to attend but awaiting confirmation of names.

**ACTION: Cllr Dodd to enquire as to veterans who would like to attend.**

No response from Saughton Primary

Louise Gibson will be attending as Clerk to the Parish Council

#### **(B) Parking Arrangements**

Parking will be very limited in the car park. Therefore, it was agreed that Residents should be encouraged to use Caldley Valley Rd/Chester Rd

**ACTION: Louise to ensure that posters contain information that the Church Car Park is only to be used for residents with physical needs requiring the Car Park at the Church.**

Louise confirmed that cones have been ordered for the Remembrance event, with the same plan in place as last year.

**ACTION: Cllr Dodd to pick up the cones from Blacon Police Station on Friday 9<sup>th</sup> November**

Traffic management will be run, very kindly, by Cheshire Police. This has been confirmed.

It was agreed that Scouts would be encouraged to pick up from the Scout Hut. Brownie parents would be encouraged to pick up from Chester Lane and Guide parents would be asked to meet back at St Lukes' Church.

**ACTION:** Louise to check whether Stagecoach is willing to provide a coach. It was agreed that a coach is important for older or disabled residents so should be provided in some way.

## **2. REMEMBRANCE SERVICE**

### **(A) Arrangements including Timings**

The timings were outlined for the service and parade as stated on the guidelines – see appendix 1.

Rev Chris believes that he has found a willing person to play the Last Post. If a problem arises, Rev Chris will ask Louise to help.

Rev Chris has booklets reflecting on the importance of silence. These will be handed out at the end of the service.

### **(B) Seating Arrangements**

The Church will have smaller seating to allow uniformed youth groups to sit at the front of the Church for the service. When the service has concluded, children will be asked to follow Rvd Chris out of the Church. This will form part of the parade.

## **3. PARADE**

### **Arrangements**

Paul Riley (Cheshire Police) has confirmed that they will provide a rolling road block.

The Order of the Parade was approved.

The Sound system has been booked. This will be placed at the memorial.

Cllr Dodd asked how we could keep the parade from fragmenting and become unorderly this year. It was agreed that the parade should move at a much slower pace if you wish for the participants to walk together in a tighter group.

### **Laying of Wreaths:**

Councillor Nick Dodd (and Roy Shelton (Chairman)) – on behalf of Huntington Parish Council;

St Lukes Church – Person to be decided

PC Tony Carmon – On behalf of the Police (IF able to attend)

Huntington Primary School

Bishops High School

Boughton Heath Primary

Huntington Brownies

Huntington Guides

Huntington WI

**ACTION:** Once all confirmed, Louise will email Reverend Chris Blunt with a list of who is laying wreaths, including names to be read at the memorial event.

It was discussed that Huntington Primary and Bishops High both did readings last year which was received extremely positively last year. It was agreed that this should be conducted again if all parties were willing.

**ACTION:** Revd Chris will liaise with Huntington Primary and Bishops High School to discuss readings/prayers

**ART WORK** – See Appendix 1 for the guidelines given to schools.

**ACTION:** Art work to be displayed in St Luke's from Friday 2<sup>nd</sup> Nov. Louise to ask schools to advertise opening times of the Café in the week leading up to Remembrance so that parents can come and visit.

**Café Times:** Tues and Weds: 10am – 12pm, Thurs and Fri – 10am – 2pm

To display artwork in the Church, Canvasses will need to be propped.

**ACTION:** Cllr Dodd will look at canvasses to determine type of prop needed.

**Bench** – Reference will be made to the bench in closing the memorial. The art work can be displayed behind the bench by groups.

**ACTION:** Louise to contact Bovis/Redrow to ensure that the bench is screwed down.  
**IMPORTANT**

#### **4. MARSHALLING**

To maintain the parade in a one solid group, rather than too spread, Cllr Dodd would ensure that the parade walked a much slower pace by discussing with veterans.

#### **5. RISK ASSESSMENT**

Louise presented the risk assessment. This was reviewed and agreed upon.

#### **6. ANY OTHER BUSINESS**

##### **Lamp post Poppies on Chester Road**

It had been agreed by the Council that Lamp post Poppies looked very effective on Chester Road last year. Clerk has messaged Cllrs to help to erect the poppies during weekend of 20<sup>th</sup>/21<sup>st</sup> Oct.

**ACTION:** Cllr Dodd to follow up.

##### **POSTERS**

Posters were approved. Louise to send to Rev Chris and to display on Facebook page.

##### **ROCKS**

Local children will be invited to paint pebbles with depictions of poppies and names of fallen soldiers. Rev Chris will invite children to do this at the end of the memorial.

The meeting closed at 2:50pm.

# APPENDIX 1

## Huntington Parish Council

### Guidelines for Remembrance Art

**Thank you so much** for participating in our art project. Below are some guidelines that may help you.

- Each community group/school have received **one or two large canvasses**.
- We ask that you create art work in the theme of 'Remembrance.' The style and concept for the art work is entirely your choice
- We hope that to display the artwork in St Luke's' Church in the week leading up to the Remembrance event. Therefore, **the art work will be collected from your school on FRIDAY 2<sup>ND</sup> NOVEMBER**. The event will be advertised on our Parish Council Facebook page as well as our website.
- During the Remembrance Service, we will ask that representatives from your school/community group carry them to the memorial on the day, as part of the parade.

### Timetable for Remembrance Sunday

**10am** – PROMPT start of the Service at St Lukes' Church

**10:30am** – Service finishes and parade forms in the Car Park

**10:35am – 10:50am** – Parade down Chester Road

**10:50am** – Memorial service at Saighton Camp Memorial including readings (to be decided with Rev Chris who will be in touch) from the following groups:

- Huntington Primary
- Boughton Heath Primary
- Bishops High School

**11am** – Act of Remembrance at 11am, followed by unveiling of the statue.

**Wreaths** have been ordered for the following groups:

Huntington Veterans	Huntington Brownies
Bishop Blue Coat High	Huntington Primary
Boughton Heath Primary	St Luke's' Church
Huntington Parish Council	