

Jan 2021

## LITTLE HORQUESLEY PARISH COUNCIL WAR MEMORIAL POLICY

Little Horquesley Parish Council is responsible for the maintenance of the war memorial and the surrounding triangle of grass and railings in the centre of the village. Every year there is a Remembrance Service lead by the local church to remember the fallen of the Parish.

Two wreaths are usually laid, one of behalf of the church, by a person whose ancestor is named on the memorial and one by the Parish Council.

These wreaths are secured to the railings and on the recommendation of the British Legion and The War Memorials Trust, remain in place until they deteriorate in appearance (after approximately 3-4 months) and then they are disposed of in a dignified and environmentally friendly way by a member of the Parish Council.

Please see below for further information from the War Memorials Trust and The Royal British Legion.

## Wreaths and war memorials



The laying of wreaths is an integral part of many Remembrance services and highlights the functional and commemorative roles of war memorials. The laying of wreaths allows individuals and organisations to pay their respects and lay a tribute to individuals or groups. As the laying of wreaths are personal tributes, often made in a public setting or on a public memorial, those responsible for the memorial are at times challenged with the role of managing the wreaths without causing distress or offence.

This helpsheet aims to provide guidance on the two biggest issues the Trust is contacted about regarding wreaths: when to remove wreaths from memorials following Remembrance services and how to secure wreaths on or around a memorial.

### When to remove wreaths

As with many other practices involving war memorials, there are no rules which state when wreaths should be removed from a memorial. Therefore, this is something which needs to be decided by the owner or custodian of the memorial following consultation with the local community. The Trust recommends that a policy is put in place by the custodian which details when the wreaths will be removed so that everyone is aware of when this will take place, and to ensure consistency in the future.

Some people may be upset by wreaths being removed what they consider prematurely, whereas others may be concerned that wreaths have been left for too long. If wreaths are left in place for a long time they can begin to deteriorate which can lead to the memorial appearing as though it is not looked after and this can cause distress. Furthermore, wreaths which are left directly on the stone for prolonged periods, particularly in wet weather, can cause staining on the stone from either the wreaths themselves or from any metal ties in them, which can be difficult to remove.

The Trust recommends that the person or organisation that has responsibility for removing the wreaths from the memorial undertakes consultation with the local community and any other interested parties, such as veterans' organisations, to agree an appropriate timeframe to remove wreaths. Once this has been agreed it should be publicised in a suitable public place such as the council's website, a village notice board or on the order of service for the ceremony.

## Wreath holders

In some cases it may be necessary or desirable to have a more secure form of displaying wreaths. There may be a number of reasons for this, such as that they blow off the memorial in windy weather, but alternative means of fixing can also remove the possibility of the wreaths staining the memorial as outlined above.

War Memorials Trust 14 Buckingham Palace Road London SW1W 0QP  
Telephone: 020 7233 7356/ 0300 123 0764 Fax: 020 7834 0202/ 0300 123 0765  
Email: [conservation@warmemorials.org](mailto:conservation@warmemorials.org) Website: [www.warmemorials.org](http://www.warmemorials.org)  
Registered Charity Commission Number: 1062255 © War Memorials Trust, 2017

The particular form wreath holders take will vary depending on the materials, size and design of the memorial. However, it is best to try and have non-invasive means of securing wreaths.

Some of the best examples involve a freestanding frame (perhaps made from wood) which can be placed either in front of the memorial, or frames can be placed around the memorial if there are a large number of wreaths. The wreaths can then be placed on/fixed to the wooden frame. This has the benefit of not physically impacting on the memorial and can be removed

with the wreaths. This will mean the memorial is not visually affected the rest of the year with empty hooks or other fixings. It is also an affordable option and can be easily constructed and dismantled, but is still using a quality material which in general (depending on the design/ materials/size of the memorial) will be sympathetic to the memorial.

If the wreaths need to be secured to the memorial itself then there are some things to bear in mind:

- • Wire should not be used to fix wreaths as it can cause staining on the memorial. An alternative would be to use rope or a natural material.
- • Any metal fixings should be non-ferrous to avoid damage caused by rust staining.
- • Any fixings to the memorial should be made into the mortar and not the masonry.
- • Any alterations or additions to a listed memorial are likely to require Listed Building Consent.

You should contact the Conservation Officer at the local planning authority to discuss this.

Please note that this helpsheet is intended to offer informal advice and is a distillation of experience. The information contained in this helpsheet is not exhaustive and other sources of information are available.



## THE ROYAL BRITISH LEGION

### REMEMBRANCE

#### **Where can I find the details of my local Remembrance services?**

Details of your local Remembrance services can be obtained from your local Royal British Legion Office. Click [here](#) to see the full list of the Legion county offices and their contact details.

#### **Are there any sound files or CDs with the Last Post and Reveille?**

A Two Minute Silence DVD is available featuring The Last Post played over a selection of Remembrance images, followed by 2 minutes of silence for reflection and concluding with The Reveille. Visit [www.britishlegion.org.uk/remembrance/the-nation-remembers/two-minute-silence](http://www.britishlegion.org.uk/remembrance/the-nation-remembers/two-minute-silence) for details of how to order.

#### **What is the Kohima Epitaph and when can it be used?**

The Kohima Epitaph is the epitaph carved on the Memorial of the 2nd British Division in the cemetery of Kohima (North-East India). It reads:

WHEN YOU GO HOME, TELL THEM OF US AND SAY FOR YOUR TOMORROW, WE GAVE OUR TODAY

The verse is attributed to John Maxwell Edmonds (1875-1958) and is thought to have been inspired by the epitaph written by Simonides to honour the Greek who fell at the Battle of Thermopylae in 480 BC. The Kohima is used for the Burma Star Association (Far East Vets) therefore it would not be part of the dedication for a Legion Standard. We say the Kohima only if there is no Burma Star Veteran present at Remembrance services. It is only fairly recently that the Legion has incorporated the Kohima into our activities due to the advanced age of Burma Star Vets.

#### **Are any translations of the 'Ode to the Fallen' available?**

There is a French translation (as it is often used in Canadian Remembrance services) and a German one.

#### FRENCH

Acte du Souvenir  
"Ils ne vieilliront pas comme nous, qui leur avons survécu.  
Ils ne connaîtront jamais l'outrage ni le poids des années.  
Quand viendra l'heure du crépuscule  
et celle de l'aurore,  
nous nous souviendrons d'eux."

#### GERMAN

“Sie können nicht alt werden, so wie wir alt werden;  
Alter kann ihnen nichts anhaben, auch nicht die kommenden Jahre;

Bei Sonnenuntergang und Sonnenaufgang; Werden wir ihrer gedenken.”

Réponse: Nous nous souviendrons d'eux

Antwort: Werden wir ihrer gedenken

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### **Where can I find which branches will hold Remembrance parades?**

Details of branches holding Remembrance services can be obtained from your local Royal British Legion county office. Click [here](#) to see the full list of the Legion counties and their contact details. [A list of Legion branches which have their own website is available here.](#)

### **Who is responsible for the organisation of Remembrance services?**

There is no specific legislation outlining who is responsible for the delivery of Remembrance parades or services, unlike the maintenance of War Memorials. It is, however, generally accepted that Remembrance parades are important community events. In keeping with other civic occasions, the Legion maintains that local authorities should be responsible for the delivery of Remembrance parades and services, which would require them to assume official 'event organiser' status on relevant event documentation. Such a designation brings with it a range of responsibilities and liabilities for which most charitable organisations, including our own, are not currently covered and which, if we were, would involve the diversion of significant charitable funds away from the direct support of our beneficiary community.

### **When should I start and stop wearing a poppy?**

The annual Poppy Appeal means that poppies are widely available in exchange for a donation and are most often worn from late October to mid-November. However, the poppy can be worn at any time throughout the year. There is no "correct" way to wear a poppy and the Legion offers a variety of poppies to be worn or displayed in various ways as a matter of personal choice. The only correct way to wear a poppy is to wear it with pride.

### **Do we have to hold the Remembrance Day parade at 11am?**

There are no requirements/restrictions about the time of holding the Remembrance Day Parade.

### **Is it obligatory to read out the names of the fallen during a Remembrance ceremony?**

It is not obligatory to read out the names of the fallen during a Remembrance ceremony. The ceremony details are agreed upon at discretion of the organisers.

### **Is it necessary to read out the names of those providing wreaths during a Remembrance ceremony?**

It is not necessary to read out the names of those providing wreaths during a Remembrance ceremony. The ceremony details are agreed upon at discretion of the organisers.

### **How long should the wreaths remain at the local War Memorial after Remembrance Sunday?**

There is no guidance as to how long wreaths should remain at memorials after Remembrance Sunday. In some places they are removed after weeks, in others after months. In most places the

local Legion branch and local authorities agree on a suitable time to take them away. Your local council should be able to advise on how to dispose of them.

### **How can I order a wreath?**

Wreaths can be ordered from the Poppy Appeal in Aylesford (details available at the following link <https://www.britishlegion.org.uk/get-involved/ways-to-give/shop/wreaths>). Please note that wreaths needed for Remembrancetide should be ordered early (before mid-October) as pressure is considerable from October onwards.

### **What are the sizes and the prices of wreaths?**

For wreaths details go to <https://www.britishlegion.org.uk/get-involved/ways-to-give/shop/wreaths>

### **How can I obtain tickets for the Festival of Remembrance?**

Tickets for the Festival of Remembrance are allocated as follows: they go on sale to members first, usually in August and then any remaining tickets go on sale to the general public in October. All information can be found on the link below: <https://www.britishlegion.org.uk/get-involved/remembrance/remembrance-events/festival-of-remembrance-2019>

### **Is there a DVD of the Festival of Remembrance?**

We do not produce a DVD of the Festival of Remembrance, recordings can be found on Youtube and BBC Iplayer for a limited period.

### **How can I obtain tickets for the Cenotaph Parade ie official March Past?**

Tickets for the Cenotaph Parade are limited. They are allocated via Legion branches and county offices to Legion members. Allocation usually starts in June/July. Please contact your local Legion County Secretary for further information.

If you are serving or ex-Service but not a Legion member, you can obtain tickets via your Regimental Association.

Anyone who did not serve in any branch of the Armed Forces and wishes to join the March Past can only participate as part of a recognised Civilian Organisation to which they belong.

The general public are able to obtain tickets for the March Past but only on behalf of a close relative of those who served in any branch of the Armed Services. Due to space limitations in Whitehall no more than 2 tickets will be available per family. Requests from relatives stating their reason for wishing to join the March Past and including full contact details must be made in writing in the first instance to a relevant ex-service association. If unsure of which association to approach, please send the request to the following address to be received no later than 31 May each year:

Cenotaph Tickets  
The Royal British Legion Haig House  
199 Borough High Street London SE1 1AA

Or by email to [cenotaph@britishlegion.org.uk](mailto:cenotaph@britishlegion.org.uk)

Children over the age of 12 are only able to participate as a relative of those who have served in the Armed Services.

### **Do I need to buy a ticket to watch the Cenotaph Parade?**

No passes or tickets are required by members of the public who wish to watch the ceremony from the pavements along Whitehall and Parliament Street. Whitehall is opened to the public at 8am. However it is advised that you arrive early if you wish to secure a good viewing place. Click [here](#) for more information.

### **How can I take part in the Remembrance March if I want to honour my deceased family/friends who served?**

The contingent which forms up on Horse Guards Parade must be formed of ex-Service personnel only. There are no exceptions.

If you want to remember your deceased family/friends' service then you can participate in the March Past as part of Column M which forms up in Whitehall. See above for how to obtain tickets for the March Past.

### **How can an organisation be included in the Cenotaph March Past?**

A National Officer of the organisation should send a formal request to the Legion requesting permission to march and giving some information on the history of the organisation together with estimated numbers on parade. Write to:

Cenotaph Tickets  
The Royal British Legion Haig House  
199 Borough High Street London SE1 1AA

### **What is the route of the Remembrance Day march?**

The Cenotaph March Past goes from Whitehall south towards Parliament Square then turns right into Great George Street then right again into Horse Guards Road. The salute is taken opposite the Guards Memorial in Horse Guards Road, and all participants then reform on Horse Guards Parade before being finally dismissed.

The full map of the route together with all relevant information needed for the day is sent out to all those who have successfully obtained tickets to take part.

### **Where can I find details of events organised by The Royal British Legion?**

Details of national events organised by the Legion are available on the Legion's website: <https://www.britishlegion.org.uk/get-involved/remembrance/remembrance-events>. Contact your local branch or county for details of local events.

### **How can I obtain a plot at the Field of Remembrance?**

To obtain a plot at the Field of Remembrance please contact the Poppy Factory - [www.poppyfactory.org](http://www.poppyfactory.org)