A GOOD PLACE TO BE

September 2026

FAIRFORD REMEMBRANCE SUNDAY PARADE PLAN
8th November 2026

1. **Introduction.** The Fairford Remembrance Sunday Parade is being conducted on Sunday 8th November 2026. The coordination of the Parade is the responsibility Fairford Town Council (FTC) supported by the Royal British Legion (RBL), Fairford Branch and St Mary's Church, Fairford. This document details the administrative coordination details for the event.

2. **Parade in General.** In outline, the Parade will comprise 5 phases:

   a. **Phase 1 – Forming the Parade.** Those wishing to march will assemble at the Hyperion House nursing home. The Parade organisation representatives will receive a brief from the Parade Marshal on the format of the Parade. The Parade will then be formed up ready to march off. A prayer will be delivered by the Vicar prior to the Parade marching off.
   Order of parade:
   Standard Bearer
   Drummer
   Town Council
   Regular participants
   Veterans
   Civilian organisations
   General Public

   b. **Phase 2 – Parade to the Church.** The Parade will march off from outside The Hyperion House nursing home to St Mary's Church. The Parade will halt outside of St Mary's Church and file into the church under instruction from the Parade Marshal. Standard/Banner/Flag and Wreath bearers are to congregate outside by the church porch where the Vicar will give further instructions.

   c. **Phase 3 – Church Service.** The Vicar will lead the Remembrance Sunday Church Service. Under direction from the Vicar and during the first hymn, Bearers will move into the Church to the High Altar. They will then 'Turn and Face' the congregation for the Act of Remembrance. During the second hymn, Standards/Banners and Wreaths will be placed on, or near the High Altar. The bearers will then take their seats in the body of the church. The Standards/Banners and Wreaths will then be retrieved during the final hymn.

   d. **Phase 4 – Reforming the Parade and Wreath Laying.** On completion of the Church Service, the Parade will reform on High Street facing the Fairford War Memorial. Wreath and Standard/Banner/Flag bearers are to move to allocated positions beside the Memorial and at the front of the Parade respectively. The

Parade Marshal will provide the signal to commence the laying of wreaths at the base of the Memorial which will be accompanied by the hymn 'Abide with Me' sounded by the Bugler. The Parade will be at the position of 'Attention' and the Standard/Banner/ Flag will be in the 'Dipped in Honour' position for the duration of the wreath laying. Children from the school will lay crosses in the pre-prepared area as part of this process. When all Wreaths have been laid, those wishing to join the Parade to the Market Place will re-join the Parade on the High Street. The Town Crier will then give his Remembrance Sunday cry. The Vicar will close the proceedings with a final blessing.

e. **Phase 5 – March Off and Parade Dismissal.** On the signal from the Parade Marshal, the Parade will march off to the Market Place, 'Halt' and then disperse. The Parade Marshal will offer word of thanks and appreciation to all those who took part in the parade.

The Royal British Legion Fairford Branch would like to invite anyone interested in learning more about the activities, events, and benefits of being part of the Royal British Legion to join us in the Bull Room. This informal gathering is an opportunity to meet current members, find out more about what we do in the local community, and discover how you can get involved.

3. **Executive Positions.** The following personnel have key roles:

Title	**Name**
Mayor/Deputy Mayor	Cllr Adie Baker, Cllr Sandra Ryner
Vicar	Rev'd Caroline Symcox
RBL Fairford Branch President Parade Commander	Major General Sir Evelyn John Webb-Carter KCVO OBE DL Cllr Tom Whittingham
Parade Marshal	Cllr Tom Whittingham
RBL Standard Bearer	Mr W Ossiatacz
Town Cryer	Mr Andrew Stopka
Bugler	Mr Adam Bayliss
Drummer/Piper	Mr. Phil Braiden
Police Community Support	Police presence
FTC	Vanessa Lawrence

4. **Wreaths**. Wreaths can be provided on request through the FTC office. The following organisations are expected to lay wreaths:

Organisations
Fairford Town Council
RBL Fairford Branch
RAF Fairford
Fire Station
Red Cross/FEST
Women's Institute
Farmor's School Fairford Church of England Primary School
Scouts
Brownies & Rainbows
First Responders
Cotswold District Council
MP

5. **Communications.** The Parade is to be advertised using the following information channels:

FTC Website
FTC Facebook Page
Town Cryer
Town Notice Board
St Mary's Church Bulletin

6. **Timings.**

Ser	Event	Timing	Responsible
1	Confirm cars are cleared from the front of St Mary's Church (Memorial Side)	1000hrs	RBL
2	Pre-position Wreaths in Church	1000hrs	RBL
3	Reserve Church Seats	1000hrs	
4	Parade Meet & Pre-brief	1015hrs	
5	Road Closed	1030hrs	
6	Parade Form-up at Hyperion House	1030hrs	
7	Blessing	1032hrs	Vicar
8	Phase 2 - Parade Step-off	1035hrs	
9	Arrive at St Mary's Church	1040hrs	
10	Parade files into the Church	1040-1050hrs	
11	Standard, Banner and Wreath bearer final brief	1045hrs	
12	Phase 3 - Church Service Commences (Opening Hymn)	1050hrs	
13	2 Minute Silence From 1100hrs all timings are approximate	1100hrs	
14	Church Service Complete	1130hrs	
15	Phase 4 - Parade Reforms	1140hrs	
16	Bugler commences hymn 'Abide with Me'. Wreaths laid at the base of the Memorial	On Parade Marshal's Mark	
17	Phase 5 - Wreaths, standard and banner	1148hrs	
18	High Street closed to traffic	1148hrs	
19	Parade marches off	1150hrs	
20	Parade arrives in Market Square	1152hrs	
21	Parade dispersed	1155hrs	

7. **Parade Route.** The Parade will form up outside the Hyperion House and once organised will march down London Road and wheel right into the Market Place, up the High Street `to the Church where it will halt and face the war memorial before being dismissed to enter the Church.

8. **Parade Order of March.** The Parade Marshal is responsible for co-ordinating the Parade composition and order of march. For planning guidance, the following order from front to rear is proposed:

Organisation	Remarks
RBL Standard	Lead
Band/Drummer	Phil Braiden
Mayor	Adie Baker
FTC Town Councillors & Town Cryer	
Regular Service Contingent	
Former Service Contingent	
Red Cross/FEST	Rosemary Andrews
Women's Institute	
Fire Services	
Fairford Church of England Primary School	
Farmor's School	
First Responders	Stephen Andrews
Brownies & Rainbows	Annette & Rebecca Stannard
Scouts	

9. **Church Service.** The Vicar is responsible for the Church Service. The RBL Fairford Branch President is requested to read aloud the names of those to be remembered. Post the 2-minute silence, the wreaths, standards and banners will be placed on, or near the High Altar. The FTC Mayor is requested to read the Lesson for the Service. The detailed format for the Church Service is at Annex A.

10. **Names of Those Remembered.** The names of the Fairford War Memorial are at Annex B.

Vanessa Lawrence
Town Clerk

October 2026

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Annex A to
FRSPP
Dated :

CHURCH SERVICE FORMAT

1. **Opening Hymn**

2. **Vicar:**

Let us remember before God,
and commend to his sure keeping:
those who have died for their country in war;
those whom we knew, and whose memory we treasure;
and all who have lived and died in the service of mankind.

3. **President of Fairford RBL & Bugler:**

The names of those remembers are read

Bugler: Last Post

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.

And All Repeat: We will remember them.

All: 2 Minute Silence

When you go home tell them of us and say,
for your tomorrow we gave our today.

Bugler: Reveille

4. **Vicar:**

Almighty and eternal God,
from whose love in Christ we cannot be parted,
either by death or life:
Hear our prayers and thanksgivings
for all whom we remember this day;
fulfil in them the purpose of your love;
and bring us all, with them, to your eternal joy;
through Jesus Christ our Lord. **Amen.**

5. **Hymn**

6. **Vicar:** Act if Penitence.

Most merciful God,
we confess that we have sinned
in thought, word, and deed.

We have not loved you with our whole heart.
We have not loved our neighbours as ourselves.
In your mercy what we have been,
help us to amend what we are,
and direct what we shall be;

that we may do justly, love mercy,
and walk humbly with you;
through Jesus Christ our Lord. Amen

The Lord's Prayer

7. **Intercessions:** To the words: Lord in your mercy, we reply Hear our prayer.

8. **Cllr R Harrison:** The Lesson

9. **Vicar:** The Sermon

10. Hymn

11. **Vicar:** Act of Commitment

Let us pledge ourselves anew to the service of God
and our fellow men and women:
that we may help, encourage, and comfort others,
and support those working for the relief of the needy
and for the peace and welfare of the nations.

All say together
Lord God our Father,
we pledge ourselves
to serve you and all mankind,
in the cause of peace,
for the relief of want and suffering,
and for the praise of your name.
Guide us by your Spirit;
give us wisdom;
give us courage;
give us hope;
and keep us faithful
now and always. Amen

12. **The National Anthem**

God save our gracious King,
Long live our noble King,
God save the King.
Send him victorious,
Happy and glorious,
Long to reign over us;
God save the King.

Thy choicest gifts in store
On him be pleased to pour,
Long may he reign.
May he defend our laws,
And ever give us cause
To sing with heart and voice,
God save the King.

13. **The Blessing.**

Annex B to
FRSPP
Dated:

NAMES OF THOSE REMEMBERED

1914 - 1918		
John Benfield	Edward Brind	William Bennett
Fredrick Chandler	Joseph Clargo	Revers Comley
Edgar Dean	Arthur Fox	Phillip Groves
George Gardner	William Gardner	Edward Giles
John Goodman	Edward Hart	Raymond Hope
James Curtis	Robert Kestell Cornish	Sidney Major
Victor May	Henry Russell	Frank Scriven
William Syphas	Richard Stevens	Charles Seacole
Cyril Shurmer	Walter Tagg	Charles Harris
Ernest Morse	George Varney	Frederick Wade
Charles Winstone	Raymond Winstone	
Edwin Witchell	Richard Wall	
1939 - 1945		
Williams Giles	Eric Jefferies	Jack Crawford
Charles Indge	John Hoddinott	William Nash
William Mutlow	Joseph Benfield	Albert Hayward
William Loveday	ROV Thompson	