



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

Dear Member/Secretary of Organisation

You are hereby invited to participate in the Littlehampton Remembrance Sunday Parade and Service being held on Sunday 10 November 2024.

Enclosed are the parade information and orders. Please ensure that you share this information with your group and that they are aware of their position in the parade and at the Memorial Service. **Please ensure you read the 'IMPORTANT INFORMATION' section.**

As Police support cannot be guaranteed, Sussex Police has asked that groups refrain from marching on the road whilst making their way to the muster point and when returning to base after the parade finishes. Littlehampton Town Council will be managing the road closures during the parade but it cannot oversee your safety outside of the event. If you choose to march to/from your bases via the roads please understand this will be entirely at your own risk. It is the responsibility of each group to ensure all safety precautions are taken and relevant guidance followed. Contact WSX.Events@sussex.pnn.police.uk for details.

The muster point is adjacent to the Town Clock in the High Street precinct at 10:30. The parade will then move off to The War Memorial on Beach Road at 10:45 under the Parade Marshall.

Please be in your position at the War Memorial as requested on the enclosed plan by 10:55.

Important Information

There are no road closures in place on Church Street when the parade marches into the Church. We know that many uniformed groups split up at this point with some sections attending the Church Service and others not. It is imperative that you make provision to split the group as you approach the Manor House car park 'exit' so essentially those going to the Church march onwards with those NOT attending the Church taking a left to disperse in the car park. It is suggested that a group leader stands at this point ahead of the group and signposts people to go left into the car park if not attending the Service. This is a matter of safety, we cannot have groups walking through the church yard and then come out onto a live road at the other side.

Please note that there will not be a second parade after the Church Service – please ensure everyone is aware of this.

In the event of inclement weather, appropriate clothing should be worn. Only at the discretion of The Parade Marshall, in consultation with Littlehampton Town Council, will the Parade be cancelled. In the event of the parade being cancelled all personnel should proceed direct to the Church, after which wreaths will be laid at the War Memorial.

If you intend to Parade as a Unit and if you are presenting your Standard, Colours or Flag, you *may be* requested to attend a rehearsal in St Mary's Church at a time and date to be advised.

If you have any questions or concerns, please contact Sofia Chittenden, Communications and Marketing Manager at Littlehampton Town Council on 01903 732063 or events@littlehampton-tc.gov.uk.

**REMEMBRANCE SUNDAY
ORDER OF SERVICE AT THE WAR MEMORIAL
10 November 2024**

BRANCH CHAPLAIN: 'Invitation to Commemorate'

Veteran to 'Recite the Exhortation'

Last Post is then sounded: 'Standards dip at this time' followed by TWO MINUTES SILENCE at 11.00am

Followed by 'Reveille' when standards will be raised.

WREATHS will then be laid in the following order:

- Lord Lieutenant's Representative for HM The King
- Royal British Legion
- Littlehampton Town Mayor and Arun District Council Representative

When the first four wreaths have been laid a short time should be observed then one wreath from each point should advance together until completion, as shown below, along with any other Group wishing to participate.

The Chaplain will give the Memorial Prayer, this to be followed by one verse of 'The National Anthem'.

POST WAR MEMORIAL SERVICE

The Chaplain and Choir will proceed to the Church of St Mary's along with The Town Mayor and Civic Dignitaries.

The Parade will re-form in St Catherine's Road and proceed to St Mary's Church via Church Approach for a Service by The Revd. Mark Williams.

COLOUR PARTY ESCORTS are requested to leave Standard Bearers at the entrance to the Church and take their seats.

REMEMBRANCE SUNDAY PARADE FORMATION ORDER
10 November 2024

When forming up in the High Street please ensure you leave enough room for those at the back of the parade. If you are at the back of the formation and there is not enough room, inform those at the front to move forward. Do not stand in the road.

Training Ship Sussex Sea Cadet Corps Band

The Royal British Legion Standard: and Escorts:

Lord Lieutenant/Deputy Lord Lieutenant

Civic Dignitaries

The Royal Naval Association Standard: and Escorts: Members and Guests

The Royal Air Force Association Standard: and Escorts: Members and Guests

Littlehampton Armed Forces & Veterans Breakfast Club Standard: and Escorts:
Members and Guests

Sea Cadet Corps Colours: Escorts: and Members

Army Cadet Force Colours: Escorts: and Members

Air Training Corps Colours: Escorts: and Members

Nautical Training Corps Colours: Escorts: and Members

Royal National Lifeboat Institution Members

St. John Ambulance Brigade Flag: Escorts: and Members

British Red Cross Society Flag: Escorts: and Members

5th, 4th & 7th Scout Associations Flags: Escorts: and Members (including Beavers and cubs)

Girl Guide Associations Flags: Escorts: and Members (Including Brownies and Rainbows)

All Other Groups/Organisations/Associations/Public "will be made welcome".

REMEMBRANCE SUNDAY WAR MEMORIAL SERVICE LAYOUT

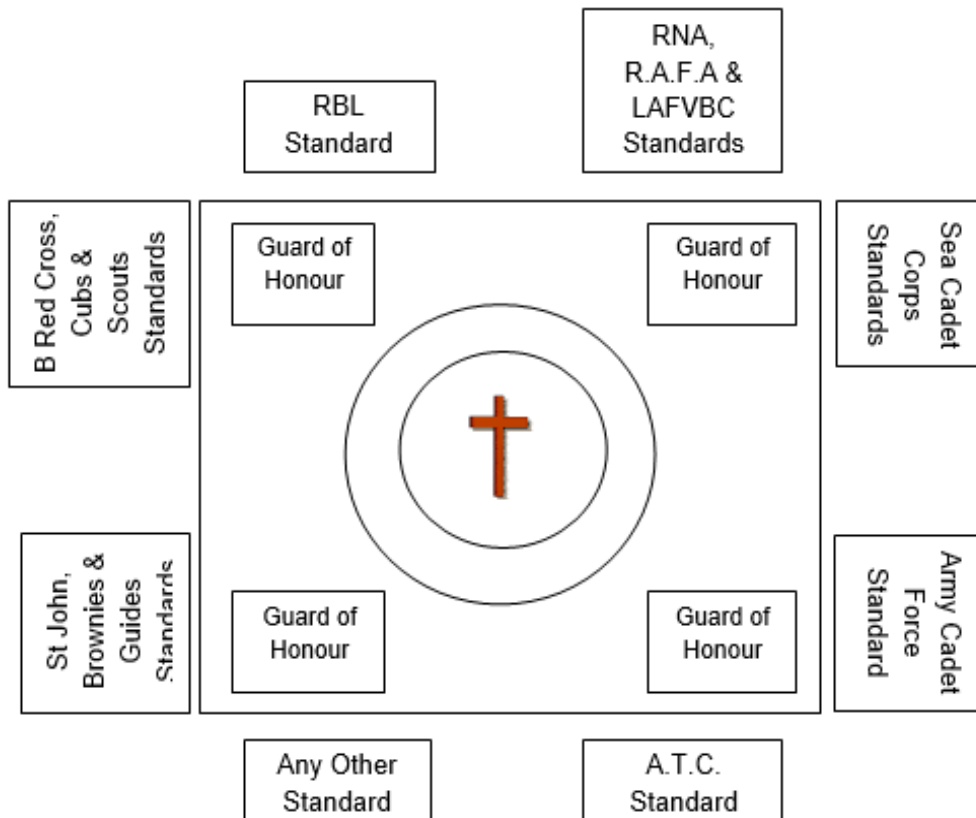
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NORTH

Members of the public,
Sussex Police, West Sussex Fire Services, Maltravers Social Club,
Littlehampton Harbour Board, R.N.L.I. LAFVBC, R.N. Association, R.A.F. Association, Royal Sussex Regt, Fleet Air
Arm,
Civic Dignitaries Royal British Legion, Civic Dignitaries

WEST

Members of the Public
Labour, Liberal, Conservative, Lib. Democrats, UKIP, Other Parties
Brownies, Guides, St John Ambulance, British Red Cross, Beavers, Cubs, Scouts, Sea and Air Scouts



EAST

Members of the Public, Sailing Club, HMP Ford
Chaplain and Choir

Nautical Training Corps, Howard Lodge, Air Training Corps,
Rotary Club,
Companions, Littlehampton Lions Club, Women's Institute
Members of the public
SOUTH