



**MINUTES OF THE BRIDGEND TOWN COUNCIL
MILITARY ADVISORY COMMITTEE (MAC) MEETING
Wednesday 17th January 2018 at 10.00am at Carnegie House Council Chamber**

<u>Present:</u>	Cllr A Wathan, Chair of Military Advisory Committee Cllr T Wood, Vice Chair of Military Advisory Committee Cllr D Unwin, Chair Finance Cllr S Bletsoe Mr John Harris, Military Adviser to BTC Rev Rachel Wheeler
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In attendance: Town Clerk, Mrs L Edwards, Deputy Town Clerk, Mrs D Jones and Mrs Tracy Evans, Heritage Walkway Project Manager.

1. To receive apologies for absence:

Apologies were received from Cllr I Robson and Cllr C Webster.

2. To receive Members' Declarations of Interest in respect of the business to be transacted:

There were no declarations of interest.

3. To confirm and sign the Minutes of the Meeting of the Military Advisory Committee held on 25th October 2017:

Resolved: To confirm and sign the Minutes of the Meeting of the Military Advisory Committee held on 25th October 2017 as a true and accurate record.

4. To consider any matters arising from the meeting held on 25th October 2017:

Resolved: There were no matters arising.

5. To review Remembrance Day Parade 2017

- John Harris reported that the arrangements for the Remembrance Day Parade 2017 had been successful, however in light of the weather conditions on the day, additional provisions will be required for 2018.
- He explained that the Royal British Legion (RBL) Bridgend Branch have decided to invite Secondary School age children to the Sunday parade and those under Secondary School age to the Saturday Service arranged for children and their

families. He further added that a meeting of participants who represent the children will be organised to advise of the new plan and to engage with groups to attend the Saturday Service so that it is a positive experience for the young.

- John Harris advised members that the Poppy Wreath order deadline for 2018 will be the first week of June 2018; he explained that the September 2017 deadline proved too late for the new ordering system and added that there is likely to be an increase in orders due to the 2018 WWI centenary.
- John Harris referred members to the Parade form up in Angel Street and an issue that had arisen on the day about who was eligible to parade. He explained that moving forward, letters will be sent prior to the Parade to make this clear. John Harris stated that he would meet with the Town Clerk to review the dignitary attendee list to ensure it is correct and up to date.
- Cllr S Bletsoe asked for clarification about who should march in the parade and the role of Bridgend Town Councillors. John Harris explained that Bridgend Town Councillors and other Town and Community Councillor are welcome to march from Carnegie House and clarified that the Councillors represent local residents when marching.
- John Harris confirmed that the increased Order of Service print run was required and suggested that the Order of Service is also available online moving forward; He advised that an Order of Service will be produced for the Saturday Service.
- Members discussed the technical requirements for the service; Chair of Finance advised that the Dias requires re-painting in readiness for the 2018 Services.
- Members discussed the success of the Remembrance Café held at Carnegie House and suggested it continues; John Harris congratulated the organisers of the event and stated that the (RBL) Bridgend Branch also support this event and would like to contribute towards it. John Harris proposed that the Remembrance Café is held after the Saturday Service as well as the Sunday Service.
- Chair of Finance asked John Harris if any new Official flags were being prepared for WWI Commemorations, John Harris advised he was not aware of any but will explore this and report back to members. Cllr T Wood asked if flags were being placed outside Carnegie House; Town Clerk advised that she would investigate this.

Resolved: Town Clerk to arrange for the Dias to be re-painted in readiness for the 2018 Services.

Resolved: To investigate the provision of a Remembrance Café on Saturday 10th November 2018 and Sunday 11th November 2018.

Resolved: To investigate the placement of flags outside Carnegie House.

6. To receive an update on the Heritage Walkway Project

- Tracy Evans referred members to the project update and timeline document explaining the achievements to date and the remaining tasks to be completed.
- She reported to members that the planning application had recently been submitted and that a response should be received within 6-8 weeks; she explained that if the application is not accepted at this stage it will be referred to the BCBC full planning committee. Tracy Evans advised members that the planning decision may affect the project deadline.

- Tracy Evans reported to members the additional hours she had worked in order to complete the planning application; she referred to the planning budget and asked if she could allocate part of this to her project management time. Members Agreed.
- Tracy Evans advised members that if the planning application is accepted the panels will be made and installed during March 2018 in readiness for an April 2018 launch event. She explained that the launch event will also feature an exhibition of artefacts, audio and visual displays and that the Bryntirion Comprehensive School students will participate. The following dates were suggested for the launch event and exhibition:

Thursday 12 th April 2018	Heritage Walkway Project Launch Event
Friday 13 th April 2018	Heritage Walkway Project Exhibition
Saturday 14 th April 2018	Heritage Walkway Project Exhibition

- Members were asked how they envisage the launch and exhibition events taking place. Chair of Finance stated that there was no objection to the proposed dates.
- Rev R Wheeler suggested that one or two re-enactors be positioned at each panel bringing to life the topic represented by each panel. Chair of Finance suggested that Bryntirion pupils are also positioned at each panel to present the Heritage Walkway Project and share their findings with the public. Members agreed.
- Tracy Evans asked if the Royal Air Force Centenary Service and beacon lighting could be held on Saturday 14th April 2018 combining with the Heritage Walkway Project exhibition. Members agreed that this would be beneficial.
- John Harris proposed that the RAF Centenary service is held at 4pm on Saturday 14th April following the Heritage Walkway Project exhibition and prior to the lighting of the beacon; Rev R Wheeler suggested that the beacon lighting service begins at 7.45pm and concludes with the beacon lighting at 8.15pm. Members agreed.
- Town Clerk referred members to the Brewery Lane road closure that will be in place over the course of these events and the logistics of access to the War Memorial and Newcastle Hill. Chair of Finance stated that he would look into this matter.
- Town Clerk updated members of the logistical position of the lighting of the beacon; she explained that she will ask the Fire Service to carry out safety checks and risk assessments prior to its lighting and will further investigate the potential need for any tree growth cutting.
- Tracy Evans suggested that a promotional flyer be produced for this event and stated that she would liaise with BTC, RBL Bridgend Branch and Rev R Wheeler for this.
- Tracy Evans reported that the Bryntirion Comprehensive students are now writing up their findings in preparation for upload to the People's Collection Wales. She explained that Penybont Primary School is also participating with a project in relation to their 100 year register and the names listed on the War Memorial.
- Tracy Evans highlighted to members that the WWII History talks are continuing with the next being held at Carnegie House on Thursday 25th January 2018. She added that the website development is also underway.
- Tracy Evans drew members attention to the evaluation report required by HLF on completion of the project, she explained that this piece of work was not costed for within her job specification and asked members if they would like her to undertake this. Members agreed.
- Vice Chair thanked Tracy Evans for all her efforts.

Resolved: That Tracy Evans produces the HLF evaluation report on completion of the project.

7. To discuss events to commemorate WWI Centenary

7.1 Beacon Lighting

Members discussed possible dates for the lighting of the beacon and suggested that it is lit as follows:

14 th April 2018	Combining with the launch of the Heritage Walkway Project and its accompanying exhibition.
16 th June 2018	At a possible concert to be held on the evening of the Wartime Bridgend 2018 Event.
10 th November 2018	On the evening of the children's Remembrance Service

Town Clerk stated that she would confirm the official beacon lighting date and report back to the MAC for consideration at its next meeting.

Members discussed the suggestion of an evening concert and beacon lighting at Newcastle Hill Castle instead of a 1940's Dance on 16th June 2018 Wartime Bridgend Event. Chair of Finance asked the Town Clerk to liaise with CADW regarding the use of the castle for this event.

John Harris reported to members that the RBL Bridgend Branch were sending representatives to the GP19 Service being held during August 2018; he asked members if they would like the representatives to lay a wreath on behalf of BTC. Members agreed.

John Harris asked members for their thoughts on inviting the Town Twinning Mayors to the 2018 Remembrance Parade and Service. Members discussed this suggestion and advised John Harris that the RBL Bridgend Branch and BTC should liaise with the Town Twinning Association.

Resolved: Town Clerk to liaise with the Town Twinning Association regarding the suggestion to extend a Civic invitation to the Mayors of Villenave d'Ornon, Langanau and Hecktel Eksel for the 2018 Remembrance Parade and Service.

7.2 Silent Soldier Campaign

- Members discussed possible locations for the Silent Soldier Campaign silhouettes; Chair of Finance suggested that the Randall Memorial could be suitable as it is a BTC asset and already illuminated.
- John Harris suggested that a silhouette be placed at the top of Nolton Street and a further silhouette be placed outside the Job Centre.
- Members suggested that the silhouettes be installed by April 2018 and are displayed for a 12-month period.
- Chair of Finance suggested that the Town Clerk contact Justin Jenkins, CF31 BID Manager to ask if he was purchasing any silhouettes on behalf of Bridgend BID.

Resolved: That the Town Clerk order three Silent Soldier Campaign silhouettes following pre-planning feedback from BCBC.

8. To discuss Wartime Bridgend Event 2018:

- Town Clerk advised members that the Wartime Bridgend Event 2018 will take place on Saturday 16th June.
- Chair of Finance advised members that there will be a Wartime Bridgend 2018 meeting on Thursday 25th January at 11am; he stated that the agenda was yet to be prepared and that copies would be forwarded to MAC members when complete.

9. To discuss Armed Forces Day 2018:

- John Harris explained to members that the RBL Bridgend Branch could support an event for Armed Forces Day 2018, however do not have the resource within their organisation to arrange an event or parade.
- He asked if BCBC were planning an event and/or raising its flags.
- Chair of Finance suggested that BTC also purchase and fly a flag for Merchant Navy Day on Monday 3rd September 2018; members agreed.

Resolved: That the Town Clerk write to BCBC to ask if they are making any arrangements for Armed Forces Day 2018.

10. Correspondence

- There were no items of correspondence received.
- John Harris reported to members that the Bridgend 2017 Poppy Appeal raised £58,000.00. It is hoped that the Poppy Shop will be located in the Indoor Market again in 2018.

Meeting Closed: 11.50am

Signed:..... (Chair of MAC)

Date:.....