



**MINUTES OF THE BRIDGEND TOWN COUNCIL
MILITARY ADVISORY COMMITTEE MEETING**

Wednesday 25th October 2017 at 1.00pm at Carnegie House Council Chamber

Present:	Cllr D Unwin, Chair Finance Cllr A Wathan Cllr T Wood Cllr S Bletsoe Mr John Harris, Military Adviser to BTC
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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, Chair Carnegie House Board 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 9th March 2017:

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

4. To consider any matters arising from the meeting held on 9th March 2017:

Resolved: There were no matters arising.

5. To Elect Chair of Military Advisory Committee for 2017-2018

Cllr Alan Wathan was nominated. There were no other nominations.

Cllr Alan Wathan was appointed as Chair of Military Advisory Committee for 2017-18

6. To Elect a Deputy Chair of Military Advisory Committee for 2017-2018

Cllr Tim Wood was nominated. There were no other nominations.

Cllr Tim Wood was appointed as Deputy Chair of the Military Advisory Committee for 2017-18

7. To discuss arrangements for Remembrance Day Parade 2017

John Harris reported that the Remembrance Day Parade 2017 arrangements were in hand and that free road closures from BCBC and Policing from South Wales Police had been secured; he expressed concern that this may be unlikely in the future.

John Harris referred members to the Order of Service, he explained that following feedback from the Remembrance Day Parade 2016 additional copies were required and therefore the layout of the Order of Service had changed in order to reduce printing costs.

He referred members to the continuing logistical difficulties in fitting the number of attendees in the space available for the parade and stated that the format will remain the same as the previous year. He added that the Evacuation Plan was near completion for submission to South Wales Police the week commencing 30th October 2017.

John Harris reported to members the change in booking system for poppy wreaths and the difficulties encountered by the RBL Bridgend Branch when ordering them, however he reassured members that all requested wreaths would be available for collection from Carnegie House on the morning of Sunday 12th November 2017 along with several spare wreaths. John Harris advised members that this year the Poppy Shop will be located in the Indoor Market, Stall 6 and that the launch of the Poppy appeal will take place at Carnegie House on the evening of 25th October 2017.

John Harris advised members that a Children's Service will also take place on Saturday 11th November 2017; the service will be conducted by Rev Rachel Wheeler.

He thanked Bridgend Town Council and Bridgend County Borough Council for their support; Chair thanked John Harris.

Member suggested that a letter be written to South Wales Police thanking them for their continued support and assistance with the Remembrance Day Parade.

Resolved: That the Chair of the RBL will liaise with the Clerk to write a letter of thanks to South Wales Police.

8. To receive an update on the Heritage Walkway Project

Chair invited Tracy Evans, Heritage Walkway Project Manager to update members on the progress of the project.

Tracy Evans referred members to the project overview and timeline document explaining the achievements to date and the remaining tasks to be completed. She provided members with artwork designs for implementation along the Angel walkway highlighting the size restraints due to BCBC planning restrictions.

Tracy Evans presented members with alternative design concepts and asked for comment; she suggested that other key stakeholders are also consulted.

Member expressed the difficulties in getting the elderly to attend the oral workshops held at Carnegie House. Tracy Evans explained that there is the possibility of arranging

home visits with community volunteers and that she is developing a procedure to allow this. Member suggested that a workshop could be held at Bryntirion Comprehensive School; Tracy Evans stated she would liaise with Mr Andrew Shell and if agreed action this.

Chair thanked Tracy Evans.

Resolved: That Tracy Evans meet with key representatives of BCBC to discuss the implementation of the alternative design concepts.

**9. To discuss the First World War Centenary and consider the Silent Solider Campaign
First World War Centenary – Beacon Lighting**

Clerk referred members to the “Battle’s Over Guide – A Nations Tribute 11th November 2018, 100 Years of Remembrance - Your Guide to Taking Part”. She further referenced the section, WWI Beacons of Light, Beacon Brazier and explained that the BTC Beacon Brazier located at Newcastle Hill had not been lit for some time. Clerk suggested that she could contact the local Fire Service to ask for their assistance to inspect, clean and light the Beacon on the night and remain in attendance, unless called to an emergency, for the duration of the event.

John Harris asked if this event could link with the Light festival; Clerk advised that Carnegie House Board would have to consider this. She explained that the Light Festival 2017 had been grant funded and if BTC would like to host a 2018 event it would require precept and planning by Carnegie House Board.

Member highlighted the access issues to Newcastle Hill with regard to lack of parking and restricted walking facilities.

Member suggested that the Beacon Brazier be lit at 6.45pm to allow the Light Festival to commence at 4pm and finish at 6pm as in previous years. Clerk suggested that this is added to the agenda of the next Carnegie House Board Meeting.

Member suggested that the Beacon Brazier also be lit at the beginning of the year. Members suggested that key dates be identified for additional lighting of the Beacon Brazier and reported back to the MAC for consideration. Members agreed.

Chair stated that a marketing plan is required for this event.

Resolved: Clerk to contact the local Fire Service to ask for assistance with the lighting of the Beacon Brazier.

Silent Solider Campaign

John Harris referred members to his report outlining the Royal British Legion “Silent Soldier” Campaign; he advised that the cost of purchasing a silhouette is £250 and that local planning permission is required for the display of each silhouette.

Member stated that it is essential that BTC take part in this campaign and suggested that the silhouette is illuminated at night.

Members discussed possible locations for the placing of a silhouette; Chair suggested that a site visit be arranged.

Members asked that John Harris also liaise with Justin Jenkins, CF31 Bid Manager.

Resolved: That BTC agree in principle the purchase and installation of 1 or 2 silhouettes.

10. To consider matters relating to Bridgend Armed Forces Day June 2018:

Clerk reminded members that the Royal British Legion (RBL) Bridgend Branch have advised her that although the RBL could support an event for Armed Forces Day, they do not have the resource to arrange the event.

John Harris added that the RBL's first priority is to organise the Remembrance Day Parade; he stated that due to a change of circumstances and the fall in RBL Bridgend Branch members it is difficult for them to organise any additional events. He also highlighted the growing costs for such events especially in light of the possible charges for road closures and policing as well as medical cover, stewards and equipment.

Member stated that Bridgend Town Council staff resource was at its limit especially during the month of June due to the annual Wartime Bridgend Event.

Members discussed the background of Armed Forces Day and its purpose of celebration; John Harris highlighted that this was set up prior to austerity and that times have changed; he expressed concern that a full military parade would be difficult to arrange due to the availability of troops who have already committed to the Remembrance Day parade.

Member explained that Armed Forces Day as known in the past is no longer a possibility for 2018. Chair suggested that BTC consider a smaller or alternative event as opposed to a parade, he asked those present to consider possible options and report back at the next meeting of the MAC in January 2018.

Members referred to the educational and celebratory aspects of the "Wartime Bridgend" event being held on June 16th 2018. Members considered the timescales and resource required to arrange an Armed Forces Day June 2018.

Resolved: That discussion of Armed Forces Day 2018 is added to the agenda of the next MAC meeting.

11. Correspondence:

There was no correspondence.

Meeting Closed: 2.30pm

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

Date:.....