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|  | **Headquarters Chatham Station**Brompton BarracksCHATHAMKent ME4 4UG |
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| See Distribution | Our Reference: | 1RE/SPO\_04\_07\_01\_CFMMP23 |
|  |  |
|  | 7th Apr 2023 |

CORPS FREEDOM OF MEDWAY AND MEMORIAL PARADE 15-17 SEPTEMBER 2023

1. **Introduction.** Previously known as The Corps Memorial and Veterans Weekend, The Corps Freedom of Medway and Memorial Parade (CFMMP) will take place over 15-17 Sep 23 in Chatham. There will be events across the weekend to promote *esprit de Corps* between veterans and serving members. I would like to emphasise that the primary purpose of the weekend is the Memorial Parade and the subsequent service in Rochester Cathedral, held on Sun 17 Sep 23, in remembrance of those Sappers who have died on operations or otherwise.
2. **Planned Events.** The weekend will start with a meet and greet on the Friday night in the Warrant Officers’ and Sergeants’ Mess. This event will be led by the REA Medway branch and will include a buffet and the Dove Cup Darts Competition. Saturday will encompass a Corps SM update, The National Standard Bearer Competition, an opportunity to visit the trade bays and take part in the Families’ Event held within the station; transport will be available for easy access to the local area throughout the afternoon. Saturday will finish with a formal dinner in the Warrant Officers’ and Sergeants’ Mess. A detailed programme of timings and events will be contained within the welcome pack issued on arrival. Key events, dates and timings are as follows:

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| **Ser** | **Date** | **Time** | **Activity** | **Location** |
| 1 | 15 Sep 23 | XXXX | Arrivals | Student Reception |
| 2 | XXXX | Reception & Dove Cup | WOs’ & Sgts’ Mess |
| 3 | 16 Sep 23 | XXXX | CSM Update | Auditorium |
| 4 | XXXX | Standard Bearer Comp | Regt’l Square |
| 5 | XXXX | Trade Bay/Families’ Day Event | Station |
| 6 | XXXX | Formal Dinner | WOs’ & Sgts’ Mess |
| 7 | 17 Sep 23 | XXXX | Memorial Parade | Obelisk |
| XXXX | Cathedral | Rochester |

1. **Memorial Parade.** The main parade at Brompton Barracks on Sun 17 Sep 23 will again be centred at the Obelisk.
2. **Notice of Attendance.** Branch Secretaries are requested to return completed notice of attendance proforma (Enclosure 1) and Branch attendance nominal rolls (Enclosure 2) with accurate figures for attendance by **21 July 23** to the following address:

SSgt XXXX

XXXXX

1 RSME Regiment

Brompton Barracks

Chatham, Kent

ME4 4UG

1. **Reception.** On arrival each member must book in at the Student Reception Centre in Brompton Barracks. The reception will be open from 1400-2300 on Fri 15 Sep 23 and 0800-1800 on Sat 16 Sep 23. All personnel will be escorted to their accommodation and issued a detailed programme of events. The Warrant Officers’ & Sergeants’ Mess will be open for refreshments from 1500hrs on Fri 15 Sep 23.
2. **Accommodation.** Accommodation for unaccompanied veterans will be available at zero cost within Collingwood Triangle on Friday and Saturday evening. Unfortunately, accompanied personnel cannot be accommodated. Accommodation is limited and will be allocated on a first come, first served basis. The enclosed accommodation request proforma (Enclosure 3) should be completed and returned by **21 July 23.** Any bids received after this date will be considered but not guaranteed. To ensure disabled personnel are allocated ground floor accommodation, please ensure they are identified on the return; this includes individuals who may have difficulty negotiating stairs. It should be noted that there will be no accommodation available in the Warrant Officers’ and Sergeants’ Mess.
3. **Local Hotels.** A list of hotels in the Medway area is enclosed (Enclosure 4). The list is not exhaustive and does not constitute official endorsement. Prices can be obtained by contacting the proprietor directly.
4. **Meals.** Breakfast and Lunch meals can be purchased in the Central Mess Brompton Barracks. Evening meals will be served in the Warrant Officers’ and Sergeants’ Mess on the Friday and Saturday evenings. Branch Secretaries are requested to complete the enclosed meals required proforma (Enclosure 5) and return it to SSgt XXXX on the address in Para 3 by **21 July 23**, annotating the total number from your branch who intend to take each meal, in order to allow sufficient food to be ordered. If individuals wish to eat prior to the events on the Friday or Saturday evening, they are welcome to eat beforehand in the Central Mess.
5. **Dress.** All attending personnel and their guests are to ensure they have the appropriate attire for both formal and informal events held with the Warrant Officers’ and Sergeants’ Mess and the Memorial Service.
6. **Security.** The security and integrity of Chatham station is of the utmost importance, and cars entering camp are liable to be searched. Occupants are requested to be patient and fully cooperative with the security measures in place over the weekend. REA members are to carry their REA membership cards at all times whilst within the confines of camp.
7. **Vehicle Parking.** There is only limited vehicle parking within Brompton Barracks, REA members are strongly encouraged to share cars where possible.
8. **Returns.** Branch Secretaries are requested to ensure that all returns are sent to SSgt XXXX by **21 July 23**. All returns are to be sent on a word document and not PDF to ease with data collection.
9. **Payment.** CFMMP 23 personnel that are attending are asked to contribute £20pp towards the weekend. The contribution is put towards the whole weekend and not, for example, just the Friday night meet and greet. This cost is less than previous years, due to the event not taking place in 2022. Branch chairs are requested to collect funds per branch and transfer to 1 RSME Regiment as a one-off payment by the return cut-off date **21 July 23**. Transfers are to be referenced with your branch location; for example, **‘CFMMP23-REA Medway’** for the Medway branch **‘CFMMP23-REA Plymouth’** for the Plymouth branch, and to be made payable to:

**Central Bank xxxxx**

**Sort Code - xxxxx**

**Account Number - xxxxx**

**Reference – xxxxx**

1. **Cancellations.** Cancellations are to be forwarded to SSgt XXXX as soon as they occur. This will ensure REA funds are not wasted through non-attendance.
2. **Media.** Veterans wishing to draft an article for Sapper Magazine are encouraged to do so. Please send all articles including separate pictures to: HQ REA, Ravelin Building, Brompton Barracks, Chatham, Kent, ME4 4UG.
3. **Correspondence.** All correspondence regarding Corps Memorial Parade should be labelled in the top left corner of the envelope ‘CFMMP23’ (Email to contain this phrase in the subject line). Any questions regarding the weekend, or any special requirements, should be directed to the RSM or SSgt XXXX, XXXX,1 RSME Regt (XXXX @mod.gov.uk).

{Electronic signed on MODNet}

XXXX

WO1 (RSM)

For Station Commander

Enclosures:

1. Notice of Attendance Proforma.

2. Branch Personnel Attendance Nominal Roll.

3. Accommodation Request Proforma.

4. List of Local Hotels.

5. Meal Booking Proforma.

Distribution:

All REA Members via Branch Secretaries (sent via HQ REA)

Copy to:

CO 1 RSME Regt

Adjt 1 RSME Regt

Ops Offr 1 RSME Regt

Provost Sgt 1 RSME Regt

REA Operations Director

**CORPS FREEDOM OF MEDWAY AND MEMORIAL PARADE 2023 NOTICE OF ATTENDANCE PROFORMA**

To: From:

Email: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please fill in the table below (in block capitals). Once complete, return it to the above address by **21 July 23**.

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| --- | --- | --- | --- | --- |
| **Ser** | **Information Requirement** | **Response****Y / N** | **Number(s)** | **Remarks** |
| 1 | Will your Branch be attending the Corps Memorial and Veterans Weekend - Chatham 2023?  |  |  | Including wives/partners attending. |
| 2 | Will your Branch Standard participate in the Memorial Parade, Memorial Service and Freedom Parade on Sun 17 Sep 23? |  | N/A |  |
| 3 | Is your Branch entering the darts competition on Fri 15 Sep 23? |  | N/A | Y or N response only. |
| 4 | Is your Branch entering the Standard Bearer Competition on Sat 16 Sep 23? |  | N/A | Y or N response only |
| 5 | Will your Branch attend the official function in the Warrant Officers’ and Sergeants’ Mess on the evening of Sat 16 Sep 23? (Numbers required for catering purposes) |  |  | Include wives/partners in the numbers attending |
| 6 | Will your Branch take part in the Memorial Parade on Sun 17 Sep 23?  |  |  | Number of marching contingents only. |
| 7 | Will your Branch take part in the Memorial Service in Rochester Cathedral on Sun 17 Sep 23? |  |  | Number to show those requiring seats in the Cathedral only. |
| 8 | Will your Branch take part in the Freedom of Medway parade on Sun 17 Sep 23 in Rochester High Street? |  |  | Number of marching contingents only. |
| 9 | Will your Branch require parking provision? (Name of driver, VRN, make, model & No. of passengers - to be forwarded to SSgt XXXX, XXXX, 1 RSME Regt by **21 July 23 (**Enclosure 3). |  |  | Indicate total number of vehicles requiring parking provision. |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_ Branch Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CORPS FREEDOM OF MEDWAY AND MEMORIAL PARADE 2023 - BRANCH PERSONNEL ATTENDANCE NOMINAL ROLL**

1. Please fill in the table below with details of all Branch members attending, written in BLOCK CAPITALS.

2. Please supply full details of collective transport (minibus etc.) and any private vehicles your Branch members intend to bring and confirm payment.

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch

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| --- | --- | --- | --- | --- |
| **Ser** | **Name** | **Arrival Date** | **Vehicle Details** | **£20 Paid** |
| **Registration** | **Make** | **Model** |
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|  |  |  |  |  |  | **Total Personnel:** |

**CORPS FREEDOM OF MEDWAY AND MEMORIAL PARADE 2023 - ACCOMMODATION REQUEST PROFORMA[[1]](#footnote-1)**

Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Name** | Disabilities[[2]](#footnote-2)(Require ground floor accommodation) | **Fri 15 Sep 23**(Nil cost) | **Sat 16 Sep 23****(Nil cost)** | **Remarks** |
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 Page **6** of **8**

# CORPS FREEDOM OF MEDWAY AND MEMORIAL PARADE 2023 - MEAL BOOKING PROFORMA

 Page **7** of **8**

Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please fill in the table below in BLOCK CAPITALS and return it to SSgt XXXX, XXXX, 1 RSME Regt by **21 July 23**.

|  |  |  |
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| **Meal**  | **Total Number Taking Meal** | **Remarks** |
| Lunch | Fri 15 Sep 23 |  | To be taken in Central Mess Brompton Barracks |
| Buffet |  | WOs’ & Sgts’ Mess Brompton Barracks |
| Breakfast | Sat 16 Sep 23  |  | To be taken in Central Mess Brompton Barracks |
| Lunch  |  | To be taken in Central Mess Brompton Barracks |
| Formal Dinner |  | WOs’ & Sgts’ Mess Brompton Barracks |
| Breakfast | Sun 17 Sep 23 |  | To be taken in Central Mess Brompton Barracks |
| Lunch |  | To be taken in Central Mess Brompton Barracks |

**Note** - Friday lunch is between 1215hrs and 1330hrs. The weekends meal timings will be contained in the Programme of Events issued on arrival.

 Page **8** of **8**

1. Accommodation within Brompton Barracks is only available for unaccompanied members of the REA. [↑](#footnote-ref-1)
2. Make comments with reference to any disabilities that will affect allocation of accommodation. [↑](#footnote-ref-2)