

Sevenoaks Town Partnership
Events Committee

To be held at Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

7pm : Wednesday 17th February 2016

AGENDA

Apologies for Absence

Please note the meeting on 3rd September was cancelled due to poor attendance.

- 1. Support for Summer Festival 2016**
To discuss ways in which the Town Partnership Events Committee could help with this event.
- 2. HM Queen's 90th Birthday Celebrations**
To discuss possible events to celebrate the Queen's 90th Birthday.
 - I. 21st April 2016 Lighting of Beacon
 - II. 12th June 2016 Community celebrations
- 3. Historical Anniversary & Commemorative Events (documents attached)**
To discuss possible events for 2016.
- 4. Clean for the Queen (documents attached)**
To discuss taking part in this campaign.
- 5. Help for Heroes Concert on Armed Forces Day – 25th June 2016**
To discuss plan for this event.
- 6. Photographs on websites of STP Events.**
To discuss ways in which photos of Sevenoaks events can be uploaded to the STP/STC website during and straight after an event.

7. STP/STC (and related) Events taking place in 2016

- I. French Market on the Vine Gardens – Saturday 26th March
- II. Business Show – Friday 22nd April
- III. Monthly Sunday Farmers Market on the Vine Gardens – April to September (4th Sunday of the month from 9.30-12.30)
- IV. Food Fair on the Vine Gardens – 6th to 8th May
- V. Wellbeing Show – Saturday 14th May
- VI. Love Your Local Market – 18th to 28th May
- VII. Mayor's Charity Cocktail Party – date to be confirmed
- VIII. Sevenoaks Summer Festival 18th June to 3rd July
- IX. Cricket Week on the Vine – dates to be confirmed
- X. Business Awards – Friday 9th September
- XI. Food Fair on the Vine Gardens – 9th to 11th September
- XII. Torchlight Parade – Saturday 5th November
- XIII. Christmas Light Switch on – Friday 25th November
- XIV. Christmas Fair on the Vine Gardens – 9th to 11th December

8. Portable Stage

To receive an update regarding the possibility of purchasing a portable stage.

Queen's 90th Birthday 21 April 2016

Beacon lighting early evening

2016 is the Queen's 90th birthday and celebrations are being organised to commemorate this significant date.

The commencement of these celebrations is on Thursday 21st April when beacons will be lit throughout the United Kingdom to wish Her Majesty The Queen a Happy Birthday.

	PROPOSAL	ACTION
1	It is proposed that the beacon on the Vine is lit early evening on 21 April 2016. The exact time is still to be announced and will be after the Queen has graciously agreed to light the Principle Beacon.	
2	The event is to be registered as a public event	
3	The Vine café to provide refreshments	
4	It will be a charity event to raise funds for the Mayor's charities	
5	The event to be organised by STC/STP	
6	Service Cadets to be invited to participate	
7	It is not intended to apply for road closure as there is sufficient open space for the public to watch the lighting of the beacon	
8	Invitations to Lord Lieutenant, High Sheriff and local dignitaries	
9	Publicity/promotion through social media and newspaper to make public aware of event Ask Sevenoaks Chronicle for their support and for reporter/photographer to attend	
10	To consider entertainment and involvement of other organisations and volunteers	
11	To consider budget for event	



The Queen's 90th Birthday Beacons
21st April 2016

YOUR GUIDE TO TAKING PART

Introduction

There is a long and unbroken tradition in our country of celebrating Royal jubilees, weddings, coronations and special birthdays with the lighting of beacons - on top of mountains, churches and castle battlements, on town and village greens, farms, country parks and estates, and along the beaches surrounding our shores. The last major beacon celebration was on Her Majesty The Queen's Diamond Jubilee on 4th June 2012, which many of those receiving this guide successfully took part in.

There will be a further opportunity to celebrate on Thursday 21st April 2016, when beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in celebration of Her Majesty The Queen's 90th Birthday that day. To date, 255 local communities, including town and parish councils, local authorities, youth groups and organisations such as the Royal Agricultural Benevolent Institution, the Crown Estates, Windsor, Historic Houses Association, English Heritage, National Trust, Country Land and Business Association, Trinity House, the Royal Air Force, National Association of Local Councils, Local Government Association, Once Voice Wales, National Association of Civic Officers and the Convention of Scottish Local Authorities have agreed to take part (see Acknowledgements page). We hope that you too will wish to participate by lighting a beacon, joining us in uniting the nation in common celebration of this important milestone in The Queen's life. The beacon lighting time will be confirmed at a later date but please plan around lighting it in the early evening.

The Beacon Project, by agreement with The Royal Household, will form an important part of The Queen's 90th birthday celebrations, and Her Majesty The Queen has graciously agreed to light the Principle Beacon on 21st April 2016.

Your event could be large or small. There are three types of beacons that may be used - **1**) the traditional bonfire beacon, **2**) a beacon brazier on top of a tall wooden post that has been previously erected for similar occasions and **3**) a gas-fuelled

beacon of the kind lit for The Queen's Diamond Jubilee in 2012 and VE Day in May 2015. The choice is yours.

However, if you wish to purchase one of the gas-fuelled beacons being specially manufactured for this unique occasion, please go to page 4. You can order your bottled gas from Flogas Britain Ltd, whose details are provided on this page.

For the first time in history, members of the Army Cadet Force, representing the youth of our nation, will be taking gas-fuelled beacons to the top of the four highest peaks in the United Kingdom - Ben Nevis, Scotland; Mount Snowdon, Wales; Scafell Pike, England, and Slieve Donard, Northern Ireland.

You may use your beacon lighting and associated events as a way of raising funds for local or national charities. Or you can simply enjoy the occasion with family and friends, one of whom may even share a 90th birthday with Her Majesty.

If you wish to take part, please go to page 3 and follow the instructions to insure that your beacon is correctly listed and that we can liaise with you regarding further information. We wish you well with your planning and with the event itself.



Bruno Peck

Bruno Peck LVO OBE OPR
Pageantmaster

The Queen's 90th Birthday Beacons



How to take part and Beacon Lighting Ceremony

How to take part

Step 1: To confirm your involvement and assist us in easy communication and correct registration of your event, please be kind enough to undertake the following in FULL as soon as possible, sending it to Bruno Peek LVO OBE OPR, Pageantmaster, The Queen's 90th Birthday Beacons at - brunopeek@mac.com

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information requested below. Your participation will still be noted as part of this historic occasion but NOT made public.

However, if your event is open to the public your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event on 21st April 2016.

Name of Contact/Coordinator

Name of Council or Organisation

Job title of Coordinator

Full postal address including postcode

County

Country: England, Wales, Scotland, Northern Ireland, Channel

Islands, Isle of Man, UK Overseas Territory

Telephone number - landline

Mobile number

Email Address

Beacon Location if known when registering, including postcode

Please ensure you have undertaken all the safety aspects etc, outlined on page 6 and before the lighting of your Bonfire Beacon on page 5 and you have alerted the emergency services, including the Fire Brigade, undertaken any risk assessments required and ensure all are happy with your plans. (This is your responsibility as coordinator of your Beacon lighting event).

Beacon Lighting Ceremony - 21st April 2016

The Beacon lighting ceremony should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your Beacon, or you may wish to consider running a competition in partnership with your local media, with the winner having the honour of lighting it that night.

Step 3: Please arrange to have professional photographs taken during your event, and immediately after, please send NO more than THREE high quality, copyright-free photographs to tomsa9@hotmail.com including the name of the photographer, the Beacon location, including post code, along with the name of the Council or Organisation.

Step 4: If appropriate, please use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your Beacon lighting ceremony on the 21st April 2016.

Step 5: We will be providing you with an outline Press Release for your use, so please localise it, providing as much or as little information as you wish regarding your event, along with your contact details before YOU send it to all areas of your local media to enable them to contact YOU direct.

Step 6: Please arrange to light your Beacon early evening - exact time will be confirmed early March 2016.



Wood fuelled Beacon Brazier, Hilton, Derbyshire, England



Bonfire Beacon, Killyleagh, County Down, Northern Ireland



Gas fuelled Beacon, East Antrim, Northern Ireland

Gas fuelled Beacon

The Beacon is of lightweight construction and comes assembled and complete with the exception of the gas cylinders that will need to be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for half an hour. These cylinders can be purchased from Flogas Britain Ltd by calling 0800 085 6225 quoting Gas Fuelled Beacons or by going to their website www.flogas.co.uk which allows you to find a local stockist by entering your postcode. You may also download a propane cylinder safety data sheet from the Flogas website (www.flogas.co.uk/product-safety-data-sheets).

The Gas Fuelled Beacon package will contain the following:

- Burner unit
- 2m high stand with an anchor for fixing to the ground
- 10m hose with the regulator for connecting to the gas cylinders
- Gas lighter with propane fuel
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons

The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The Beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or else we would recommend the use of sand bags. Full instructions are provided for this. The Beacon must be supervised by 2 people at all times when lit and a fire extinguisher must be provided. It is important that the supervision should be undertaken those who are competent and it is essential that a trial be undertaken before the event to ensure that everyone is fully trained and familiar with the operation.

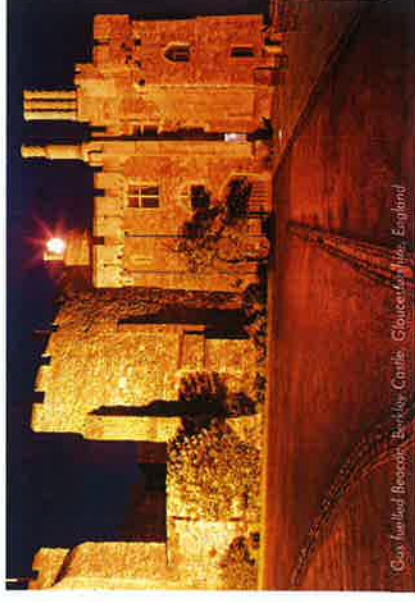


Gas fuelled Beacon, St Michaels Mount, Cornwall

The price is £299 plus VAT including carriage within the UK Mainland. There will be an extra carriage charge for other areas.

To order please contact:
Bullfinch Gas Equipment,
Kings Road, Tyseley, Birmingham, B11 2AJ.
Tel: 0121 765 2000
Fax: 0121 707 0995
Email: sales@bullfinch-gas.co.uk
Web: www.bullfinch-gas.co.uk

Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 14th April is 29th February 2016. However please enquire after this date for availability.



Gas fuelled Beacon, Berkeley Castle, Gloucestershire, England

Bonfire Beacon

Locate the bonfire at least 30m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with local fire brigade and emergency services, presenting them with your plans, and seek their advice and support.

to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 In daylight, and just before lighting, check that there are no children or animals playing or hiding in the bonfire. Arrange for, and brief sufficient numbers of marshals.

8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial

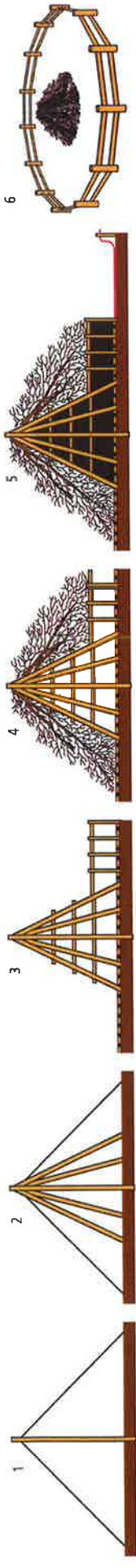
outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firefighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Strour, Warwickshire, England



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.

Legal Essentials and Safety

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately accidents can happen at even the best organised events. Therefore you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. Beacon/Bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any

financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event.

To help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector. They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity.

To obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website, www.unityinsuranceservices.co.uk/queens-90th-birthday/ or telephone them on 0345 040 7702.



Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



Emergency Services

Tell the police well in advance about the type of event you are planning, and get in touch with your local community police officer. Write to the fire brigade and ambulance service, particularly if you are planning to have a Beacon/Bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



All Ability Access

Access for the disabled is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On green field sites access may be improved by cutting the grass before the event.

Acknowledgements

We would like to thank those local authorities, town and parish councils, organisations, companies and others to date listed below, for their generous participation in this event. There are a number of other locations taking part in this event as private occasions, so they are not open to the public and are therefore not listed below.

TMS Media Ltd for their generous support in the design and production of this publication.

Avon Bristol City Council	Cleveland Middlesbrough Borough Council	Derbyshire South Derbyshire District Council Matlock Town Council	East Midlands Rutland County Council
Bedfordshire Luton Borough Council Bedford Borough Council	Cornwall St Michael's Mount (Far West Beacon location in England) Looe Town Council Lizard Lighthouse (Trinity House)	Calke Abbey, Derby (National Trust) Hardwick Hall, Doe Lea (National Trust) Eyam Hall, Eyam (National Trust) Kedleston Estate, Nr Quarndon (National Trust) Peveril Castle (English Heritage)	Gloucestershire Gloucester City Council Berkeley Castle Icomb Parish Council Friends of Pan Tod Newark Park, Wotton-under-Edge (National Trust) Neptune Hill, Dryham Park (National Trust)
Royal County of Berkshire Slough Borough Council Wokingham Borough Council Donnington Castle (English Heritage)	County Durham Hartlepool Borough Council Durham County Council Ferry Hill Town Council Barnard Castle (English Heritage)	Devon Caldridge Parish Council Plymouth City Council Potters Hill, Woolacombe (National Trust) Butter Hill, West Exmoor (National Trust) Lundy South Lighthouse (Trinity House)	Greater Manchester Trafford Council Bolton Metropolitan Borough Council Manchester Cathedral Tameside Metropolitan Borough Council
Buckinghamshire Wycombe District Council Chalfont St Peter Parish Council Great Brickhill Parish Council Olney Town Council West Wycombe Hill, West Wycombe (National Trust)	Cumbria Wicham Parish Council Millom Without Parish Council RAF St Mawgan Windermere Town Council Brampton Parish Council Coniston Parish Council	Derset Weymouth & Portland Borough Council Lulworth Estate Bournemouth Borough Council Bere Regis Parish Council Corfe Castle, Wareham (National Trust)	Hampshire Southampton City Council Portsmouth City Council Hound Parish Council The Lainston Dairy Hurst Castle (English Heritage)
Cambridgeshire Huntingdon Town Council Eltisley Parish Council St Neots Town Council Cambridgeshire County Council Wimpole, Arrington, Royston (National Trust) Lyveden New Field, Peterborough (National Trust)	(Cumbria Army Cadet Force) Latterbarrow, Lake District (National Trust) Cotbells, Lake District (National Trust) Carlisle Castle (English Heritage) Bridoswald Roman Fort (English Heritage) St Bees Lighthouse (Trinity House)	Essex Great Titcham Parish Council Thurrock Council Maldon District Council Wivenhoe Town Council Harwich Pier Lighthouse (Trinity House)	Herefordshire Bircher Common, Croft Castle Estate (National Trust)
Cheshire Stockport Council Winsford Town Council Lower Peover Northwich Town Council Frodsham Town Council Beeston Castle (English Heritage)			Hertfordshire Hertfordshire County Council Hatfield House St Mary the Virgin, Monken Hadley

Acknowledgements

Isle of Wight

Isle of Wight Council and The Royal British Legion
Osborne House (English Heritage)
St Catherine's Lighthouse (Trinity House)

Kent

Folkestone Town Council
Biddien Parish Council
Gravesham Borough Council
Kent County Council
Dover Castle (English Heritage)
North Foreland Lighthouse (Trinity House)

Lancashire

Earby Town Council
Staining Parish Council
Blackpool Council
Lancaster Castle
Rochdale Borough Council

Leicestershire

Leicestershire County Council & Leicestershire
Lieutenancy

Lincolnshire

RAF Waddington
North East Lincolnshire Council
Horncastle Town Council
Corby Glen Parish Council
Metheringham Parish Council
Crowland Parish Council
North Lincolnshire Council
Belton Estate, Grantham (National Trust)
Woolsthorpe Manor, Nr Grantham (National Trust)
Gunby Estate, Spilsby (National Trust)
Tattershall Castle, Tattershall (National Trust)

London

HM Tower of London
Barnet Borough Scout District
London Borough of Merton

Merseyside

Liverpool City Council
St Helens Council
Wirral Council

Newcastle-upon-Tyne

Pontend Town Council
St Helens Town Council
Newcastle City Council

Norfolk

Patters Leisure Resort
Cromer Town Council
Thorpe St Andrew Town Council
Park Farm - Honing
Brackley Town Council
Cliff Hotel, Gorleston-on-Sea
Stokesby (2 BEACONS)
Great Yarmouth Borough Council
Lingwood Parish Council
Acle Bridge Inn
Oxburgh Hall, Nr Swaffham (National Trust)
Felbrigg, Norwich (National Trust)

Northamptonshire

Northamptonshire County Council
Little Addington Parish Council
Canon's Ashby (National Trust)

Northumberland

Amble Town Council
Gibside Chapel, Rowlands Gill (National Trust)
Souter Lighthouse, Whitburn (National Trust)
Lindisfarne Priory (English Heritage)
Houseleas Roman Fort (English Heritage)
Berwick-upon-Tweed Barracks (English Heritage)
Longstone Lighthouse (Trinity House)

Nottinghamshire

Nottinghamshire County Council

Newcastle Upon Tyne

Pontend Town Council

North Yorkshire

Scarborough Castle (English Heritage)
Richmond Castle (English Heritage)
Whitby Abbey (English Heritage)
Pickering Castle (English Heritage)
Middleham Castle (English Heritage)

Oxfordshire

Faringdon Town Council
Wootton Memorial Field Committee
3-4-40 BBAC (Hot Air Balloon Club)

Shropshire

Cwm Bydd Farm
Shropshire Council & Shrewsbury Town Council

Somerset

Glastonbury Tor, Nr Glastonbury (National Trust)
Little Solsbury Hill, Nr Bathampton (National Trust)

South Yorkshire

Conisbrough Castle (English Heritage)

Staffordshire

Stone Town Council
Biddulph Grange, Stoke on Trent (National Trust)
Downs Banks, Nr Stone (National Trust)

Suffolk

Waveney District Council
Occold Recreational & Amenities Council
Sudbury Town Council
Bures St Mary Parish Council
Dukes Head - Somerleyton
Friston Parochial Church Council
Southwold Town Council
Sutton Hoo, Woodbridge (National Trust)

Surrey

Farnham Castle
Shere Manor Estate
Sunbury & Walton Sea Cadets - TS Black Swan
Runnymede, Egham (National Trust)
Reigate Hill, Reigate (National Trust)
Outwood Common, Harewoods Estate (National Trust)

Sussex East & West

Hunston Parish Council
Burgess Hill Town Council
Northiam Parish Council
Uckfield Town Council
Winchelsea Corporation
Bognor Regis Town Council
Littlehampton Town Council
Crawley Borough Council

Acknowledgements

Tyne and Wear

South Tyne-side Council
Sunderland City Council
North Tyne-side Council
Tyne-mouth Priory (English Heritage)

Warwickshire

Max-stoke Park Golf Club
Char-locote Park, Char-locote (National Trust)
Bad-desley Clin-ton (National Trust)
Pac-wood, Lap-worth (National Trust)
Cough-ton Court, Alce-ster (National Trust)
Upton House, Nr Ban-bury (National Trust)

West Midlands

Telford & Wrekin Council
St Peter's Church - Rednal
Birmingham City Council

Wiltshire

Swindon Borough Council
Westbury Town Council
The Manorial Court of the Hundred & Borough of Cricklade
Upper Deverills Village Hall Management Committee
Mere Parish Council

Worcestershire

Worcestershire County Council
Croome, Nr High Green (National Trust)
Hanbury Hall, Droitwich Spa (National Trust)

Yorkshire

Tan Hill In - (Highest Pub in Great Britain)
Normanton Town Council
Wakefield Council
Blackshaw Parish Council
Barnsley Metropolitan Borough Council
Leeds City Council
Withernsea Town Council
RAF Fylingdales
Thorne Conservation Group
Redcar & Cleveland Borough Council
Malby Town Council
Sutton Upon Derwent Parish Council
City of Bradford Metropolitan District Council
Rawcliffe Parish Council
Malham Tarn, Great Close Hill (National Trust)
Roseberry Topping, Middlesbrough (National Trust)
Flam-borough Lighthouse (Trinity House)

SCOTLAND

Aberdeen City Council
Unst Community Council (Most Westerly Beacon in the UK)
Slains and Collieston Community Council
Midlothian Council
North Ayrshire Council
Stirling Council
Ben Nevis, the highest Peak in Scotland (1st Battalion Highlanders Army Cadet Force)

WALES

The Defensible Barracks - Pembrokeshire
Welshpool Town Council
Craig-y-Darth
Beaumaris Town Council
Bloenau Gwent County Borough Council
Pembrey & Burry Port Town Council
St Ann's Head Lighthouse (Trinity House)
Bardsey Lighthouse (Trinity House)
South Stack Lighthouse (Trinity House)
Mount Snowdon, the highest Peak in Wales (Clwyd and Gwynedd Army Cadet Force)

NORTHERN IRELAND

Headhunters Railway Museum - County Fermanagh/
St Martin's Cathedral, Enniskillen (Most Westerly Beacon in the United Kingdom)
Antrim & Newtownabbey Borough Council
Armagh City, Banbridge and Craigavon Borough Council
Mid & East Antrim Borough Council
Ards and North Down Borough Council (2 Beacons)
Sileve Donard, the highest Peak in Northern Ireland (2nd NI Battalion Army Cadet Force)

CHANNEL ISLANDS

States of Alderney
States of Guernsey Government
Sark
Jersey

ISLE OF MAN

Isle of Man Government

OVERSEAS UK TERRITORIES

Bermuda
Ascension Islands
Tristan da Cunha
South Georgia

ORGANISATIONS

The Crown Estates, Windsor
Army Cadet Force
Royal Air Force
Trinity House
National Trust
English Heritage
Country Land and Business Association
National Association of Local Councils
National Association of Local Authorities
Local Government Association
National Association of Civic Officers
Convention of Scottish Local Authorities
Historic Houses Association
The Royal Agricultural Benevolent Institution
Enniskillen Rotary Club
Royal Borough of Windsor and Maidenhead and the Eton Town Partnership.
Andrew Scott, Civic Team Manager and Paul Roach, Windsor, Eton and Ascot Town Manager on behalf of the Town Partnership.
TMS Medio Ltd for the design and production of the Guide To Taking Part.
AE Services for the design and manufacture of the Fuse Stand for the Principle Beacon.
Flogas Britain Ltd for providing the bottled gas for the Army Cadet Force to take 4 gas fuelled Beacons to the top of the four highest Peaks in the United Kingdom on 21st April 2016.
Bullfinch Gas Equipment Ltd, for the design and manufacture of the torch used to light the Principle Beacon.

Acknowledgements



**THE CROWN
ESTATE**



Step into England's story



Channel Islands



Jersey



Sark



STATES OF ALDERNEY



States of Guernsey Government

The Queen's 90th Birthday Beacons
21st April 2016



For further information please contact:
Bruno Peek LVO OBE OPR

Pageantmaster

The Queen's 90th Birthday Beacons

Pageantmaster House, 110 Lowestoft Road, Gorleston-on-Sea, Great Yarmouth, Norfolk, NR31 6NB, United Kingdom

Telephone: + 44 (0)7737 262 913

Email: brunopeek@mac.com

Website: www.brunopeek.co.uk

12 January 2016

Dear Colleagues

LETTER FROM THE CHAIRMAN OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS - HM QUEEN'S 90TH BIRTHDAY CELEBRATIONS

On 21st April 2016, Her Majesty The Queen celebrates her 90th Birthday, and in celebration of this wonderful milestone, Beacons will be lit that night across the United Kingdom, Channel Islands, Isle of Man and the United Kingdom Overseas Territories, marking this unique moment in history.

Many of you will already have lit Beacons for previous occasions - wood fuelled Beacon Braziers on top of tall wooden posts; gas fuelled Beacons made for the Queen's Diamond Jubilee on 4th June 2012 and VE Day last year, all of which could be re-lit for this event to save costs, or you may wish to build and light a traditional Bonfire Beacon which has been undertaken by many Local Authorities in the past too.

Your event can be as big or as small as you wish to make it. The taking part is the most important thing, sharing this joyous occasion with the Queen that evening. You may even wish to consider working in partnership with your local media, finding someone in your local community sharing their 90th Birthday with the Queen on 21st April 2016, with the view to them having the honour of lighting your Beacon that night, providing you with a nice pre-event media story, as well as some lovely photographs on the night.


It is envisaged that the Beacons will be lit early evening, so please plan around this. The exact lighting time will be sent to you soon.

We would encourage your Council to take part in this once in a life time opportunity, by lighting a Beacon on 21st April this year, and have great pleasure in attaching the projects official "Guide To Taking Part." You will see from its acknowledgements pages that to date over 220 Beacons have already been confirmed in the United Kingdom, even before production and distribution of this publication, so do hope that your Council will want to join with your local community and participate in this once in a life-time opportunity, providing a fitting 'tribute' to this special milestone in the Queen's life.

If not already involved, but do wish to take part, please go to page 3 and provide the important, necessary, information requested as soon as possible please, to ensure the organisers can liaise with you direct, along with listing the name of your Town or Parish Council correctly.

I sincerely hope that you will take up this opportunity by taking part.

Yours sincerely,

A handwritten signature in black ink that reads "Ken D Browne". The signature is written in a cursive style with a clear, legible font.

COUNCILLOR KEN BROWSE
CHAIRMAN

Queen's 90th Birthday Celebrations

12 June 2016

There will be celebrations held in honour of Her Majesty's 90th birthday over the weekend of 10-12 June 2016.

The weekend celebrations will culminate in a Queen's Patron's Lunch being held in the Mall in London on Sunday 12 June when 10,000 people will attend a street party.

It is hoped similar street parties to celebrate this historic occasion will be held across the United Kingdom.

Please see below some initial internal notes for consideration:-

Bunting and flags Locations	
The Vine High Street/London Rd [NB Summer Festival starts on 18/6/2016]	Yes/No Yes/No
Event Ideas:- Afternoon Picnic At the Vine [NB It is cricket season] Or in the Grounds of Knole [NB would need to liaise with National Trust]	
Entertainment Concert Vine Band Stand or NK Audio Stage at The Vine or at Knole Local bands	
Bell ringing at Churches Between 12.00-2.00pm	
Consider having Mayor's Civic Service on the morning of 12 June at St Mary's Kippington [NB need to discuss with Deputy Mayor and Church]	

Publicity and Partnership working Sponsorship	
Chronicle Need to obtain copy of Patron's lunch logo	
Volunteers	
Use 2012 Jubilee file for reference	
Ask other Council's what plans they have made	

Sevenoaks Town Partnership Events Committee Meeting 17th February 2016

Agenda Item 3

Historical Anniversary & Commemorative Events

Dear Events Officer or Manager

With reference to the above, please find details below and attached regarding our historical anniversary and commemorative entertainment for the following events in 2016 as follows:

950th Anniversary of the Battle of Hastings and the Norman Conquest 1066 (see attached proposal):

2016 marks the 950th Anniversary of the Battle of Hastings and Stamford Bridge and the start of the Norman Conquest in 1066. It was also the catalyst for a monumental programme of castle building ordered by William the Conqueror, which took place in over 500 towns throughout the UK.

For 2016, please find attached details of some of our Norman demonstrations, displays, children's activities and workshops, living history presentations, re-enactments and entertainment which feature what life was like during the Norman Conquest. We can also organise skirmishes and battle re-enactments for the anniversary and which feature a full programme of entertainment.

The attached proposal is ideal for museums, castles, local authorities, BID's, town centre management companies, schools, historic sites and other heritage bodies, who are looking to stage events relevant and connected to their Norman heritage. As with all of our proposals, demonstrations and displays can be undertaken both indoors and outdoors and can be amended to suit your requirements and budget.

WWI Centenary - 'The Battle of the Somme 2016' (see attached proposal):

2016 marks the centenary of the Battle of the Somme. The commemoration is being lead by the Department for Culture, Media and Sport, on behalf of the UK Government and the French Government in partnership with the Commonwealth Graves Commission and the Royal British Legion, to build a programme of events which reflects the significance of the First World War Somme campaign.

For 2016, we have included a wide range of children's activities and workshops, re-enactments, walkabout street characters, market based demonstrations, music and entertainment for event programmes with plenty of demonstrations and displays available exploring what life was like in the trenches of the Somme a century ago. We can also provide WWI British Tanks, which were used for the first time during the battle.

2016 also the marks the centenary of the **Battle of Verdun** and the Royal Navy's engagement with the Imperial German Fleet at the **Battle of Jutland**. The attached proposal also contains

details of some of our WWI French demonstrations and Royal Naval re-enactments, which are ideal for maritime and nautical based events.

Our WWI and WWII activities are ideal for museums, historic properties, local authorities, armed forces events, heritage open days and remembrance or armistice day events and commemorations across the country. In addition, our children's activities are ideal for events during half term and over the summer holidays and throughout the autumn. We can also organise and supply demonstrations, displays and entertainment for Edwardian Christmas events.

Capability Brown 300th Anniversary 2016 (see attached proposal):

England's greatest landscape gardener, Lancelot 'Capability' Brown, is associated with over 260 sites, including the iconic grounds at Blenheim Palace, Chatsworth, Highclere Castle and Syon Park. 'Capability' Brown's landscape gardens are synonymous with England's green and pleasant land with their seemingly natural rolling hills, curving lakes, flowing rivers and majestic trees. A nation wide festival programme of events is planned with the opportunity to visit over 150 Brown gardens and landscapes in England, including some not usually open to visitors.

For the 300th anniversary, we can provide a series of demonstrations based on historic gardens, landscapes, flora and fauna and the life style associated with the historic parks and gardens of the 18th Century.

Our proposal contains details of our historic gardener, landscape surveyor, apothecary, herbalist, storytellers, 18th Century musicians and dancers and other demonstrations, children's activities and re-enactments from this period.

400th Anniversary of William Shakespeare Death 2016 (see attached proposal):

Shakespeare - arguably England's most renowned playwright - is being commemorated in his home county of Warwickshire in 2016, to mark 400 years since his death and to honour his timeless legacy. There will be an exciting programme of events in and around his home town of Stratford upon Avon to celebrate his life and his work. Warwickshire is positioned in the heart of the UK and has a wealth of leading attractions including Shakespeare's Birthplace and the Royal Shakespeare Theatre. His family home in Stratford upon Avon, New Place, will be transformed and reimagined for a 21st century audience, telling the missing story of Shakespeare's mature years as a successful writer and citizen of his home town.

For the 400th anniversary, please see details attached of our Tudor demonstrations, displays, children's activities and workshops, street theatre and walkabout entertainment, which is ideal for any local authority, historic property, museum or other heritage attraction looking to stage a Shakespeare connected event or Tudor market, make and take home workshop, family day, early music festival or any other themed event on Shakespeare or the Tudor period.

Other Anniversary Events 2016:

The following are other anniversary events occurring in 2016 and where we have a number of period demonstrations, storytellers, book readings, entertainers and performers able to fulfil these programmes and roles:

- 350th Anniversary of the Great Fire of London
- 200th Anniversary of Charlotte Bronte's Birth
- 150th Anniversary of HG Wells Birth - Please enquire for our new proposal

- 150th Anniversary of the Birth of Beatrix Potter - Please enquire for our proposal
- 100th Anniversary of Roald Dahl's Birth - Please enquire for our proposal
- 100th Anniversary of Boeing (Aviation Events) - Please enquire for our proposal

Sevenoaks Town Partnership Events Committee Meeting 17th February 2016
Agenda Item 4
Clean for the Queen

Dear All,

We have received the below from Keep Britain tidy:-

“In the run up to The Queen's 90th birthday on 21 April 2016, we aim to inspire a million people to take action and enjoy a few hours together litter-picking to make the places where we live more beautiful. For Her and for us all, we want to attack the blight of litter and reclaim our beautiful countryside, our fabulous cities, our world class parks, our wonderful beaches and waterways.

All of the litter charities across the country have come together in support of this campaign together with a growing range of companies, land managers and associations.

There will be ‘Clean for The Queen’ litter blitzes throughout the UK in January, February and March, and the most monumental of all litter clear-ups from **Friday 4 to Sunday 6 March 2016.**”

Our Direct Services Team will be happy to support any schemes or litter picks that you would like to arrange and I will be happy to help as well.

I have put it on the agenda for next weeks forum so we could discuss anything there.

Kind regards

Kelly

Kelly Webb
Community Safety Manager
Community Safety Unit
Communities & Business | Sevenoaks District Council | Council Offices | Argyle
Road | Sevenoaks | Kent | TN13 1HG
Tel: 01732 227474
Mob: 0771 8120870
Email: kelly.webb@sevenoaks.gov.uk
Online: www.sevenoaks.gov.uk

Armed Forces Day

Saturday 25 June 2016

Since 2009/10 Sevenoaks Town Council has organised a concert at Sevenoaks Community Centre in aid of Help for Heroes to commemorate Armed Forces Day.

For the last two years the concert has been provided by the Kent Police Band who have proved popular with the audience. However, the audience numbers have been dropping and ideas are sought as to ways of revitalising this event.

Proposal	Action
Armed Forces Day Concert To be held on Saturday 25 June 2016	Yes/No
Venue Sevenoaks Community Centre	Yes/No
Alternative Venue Vine Band Stand	Yes/No
Other Alternative Venues If neither of above	
Time of Event The concert has traditionally been held at 7.30pm in the evening.	
To consider whether to keep to the same time	Yes/No
Or Whether to have afternoon concert	Yes/No
To consider type of music	
To ask Kent Police Band	Yes/No
To consider alternative Type of music, if so, what	Yes/No Type of music
Fund Raising Traditionally tickets have been sold for concert at £10 or £8 concessions. If venue is open air, this would be more difficult. Ideas needed as to how funds could be raised for charity and to cover costs of band and running event	Yes/No
Volunteers to help run event	

