

EPHING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Council Chamber, Civic Offices,
High Street, Epping

Date: Thursday, 21st July, 2011

Room: Council Chamber

Time: 7.30 pm

Democratic Services Officer: Adrian Hendry (The Office of the Chief Executive)
Tel: 01992 564246 Email: democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors K Angold-Stephens (Chairman), R Morgan, B Rolfe, B Sandler and Mrs P Smith

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following divisions:

North Weald and Nazeing:	Councillor A Jackson
Loughton Central:	Councillor C Pond
Ongar and Rural:	Councillor G McEwen
Epping and Theydon Bois:	Councillor Mrs J Whitehouse
Buckhurst Hill and Loughton South:	Councillor V Metcalfe
Chigwell and Loughton Broadway:	Councillor J Knapman
Waltham Abbey:	Councillor Mrs E Webster

**PLEASE NOTE THE START DATE OF THE MEETING
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM 7.00
P.M IN THE MEMBERS ROOM**

1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Decision Required:

- (1) To confirm the appointment of District Councillor K Angold-Stephens as the Chairman of the Committee for the Civic year;
- (2) To appoint a Vice Chairman of the Committee for the Civic Year.

2. APOLOGIES FOR ABSENCE

3. MINUTES (Pages 5 - 14)

To confirm the minutes of the last meeting of the Committee held on 9 March 2011 and any matters arising.

4. EFDC COMMUNITY SERVICES PRESENTATION ON THEIR WORK WITH YOUNG PEOPLE AND FUTURE OPPORTUNITIES FOR PARTNERSHIP WORKING.

A presentation will be given by Felicity Hall, Arts Officer and James Warwick, Sports Development Officer and will identify ways in which EFDC Community Services can deliver projects aimed at young people in partnership with local parish and town councils.

5. SAFEGUARDING TRAINING FOR TOWN AND PARISH COUNCIL STAFF AND COUNCILLORS

Child Protection & Safeguarding

Background

Epping Forest District Council understands and is committed to its' responsibilities in regard to safeguarding and promoting the welfare of its children and young people and has underpinned this commitment through the inclusion of a Key Objective (2011 – 2012) in the Council Plan 2011-2015.

The Key Objective undertakes to:

“To work in partnership with Essex County Council and other statutory and voluntary agencies, to ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children and young People”

The actions identified to address this objective are to:

- (a) Review corporate procedures for safeguarding children and young people;
- (b) Provide training for appropriate members and officers, to ensure that they are confident in dealing with safeguarding concerns;
- (c) Review recruitment and selection processes for officers that work directly with children and young people, in line with the 'Safer Recruitment' guidelines developed by the Essex Safeguarding Children Board;
- (d) Develop a Safe Recruitment Policy, to ensure that applicants are suitable to work with children, young people and vulnerable adults;

In implementing action (b) as above, the Council has provided Child Protection

training for all staff that have contact with children, young people and families and all Council Members. To date, around 150 staff and 25% of Members have been trained and a further programme of training is shortly due to commence

Child Protection and District Partners

The Council sees Parish and Town Councils as key partners in the drive to reduce Child Abuse across Epping Forest District and is keen to develop collaborative working in this respect.

As a starting point to this collaborative working, all Parish and Town Councils are invited to access the training opportunities provided by the District Council, which operate on 2 hr condensed course basis at £20 per person (which includes a delegate pack) and are based at the Council's Civic Offices in Epping. Courses are available during the daytime and on an early evening basis and the next round of training is due to commence in August.

The training is equivalent to Level 2 Foundation Training in Child Protection (which is usually provided over half or full day course) and is endorsed by Essex Safeguarding Children Board.

Any Local Councils interested in booking places for Councillors or staff should contact Community Services on 01992 564302 for a list of the course dates and times.

6. QUEENS DIAMOND JUBILEE - BEACON PROPOSAL (Pages 15 - 22)

The Chairman of EFDC has had a request from the Chairman of the County Council that we erect 5 beacons in the District on the 4th June 2012. One in or near each of our main towns would seem appropriate if we could find suitable locations.

The name of local individual 'Beacon Coordinator' will have to be submitted along with locations and other information by the 30th April 2012.

Beacons can be on open land or gas fired ones can be on Church towers or other high buildings that are suitable. The gas ones (if they do not already exist) cost £299 plus VAT and this does not include the gas cylinder. The ground beacons have to be erected in a certain way and in a safe manner of course and they will be quite labour intensive.

The meeting is invited to discuss this invitation from the Pageant Master for Her Majesty The Queen. Several pages of paperwork explaining it in some detail are attached.

7. ISSUES RAISED BY LOCAL COUNCILS

To discuss the following matters raised by Local Councils:

(1) **Highways Panel** – Local Councils were concerned that this panel has been disbanded and that this is likely to lead to a more centralised and ‘out of touch’ highways service.

(2) **Article Four Directions and Protection of Conservation Areas** - With the recent expansion of Permitted Development Rights, the district’s conservation areas were perceived by local Councils to be poorly protected by the planning authority. There was now an urgent need for the District Council to use Article Four Directions (which adjoining planning authorities already use) to give added control over development in conservation areas.

(3) **Consultation on Applications for Tree Work on Trees in Conservation Areas** – Local Councils agreed that all applications for tree work including TPX applications should be subject to consultations with parishes and it was noted that TPX applications are not currently subject to consultation.

(4) **ECC Salt Bins – agreements between EFDC and ECC on Winter Services** – Local Councils agreed that the above matters caused considerable concern last year and a promised update had not so far been received. They agreed that the matter should be raised with ECC and EFDC.

(5) **ECC Liaison** - With the recent reorganisation of ECC and the dissolution of the Highway’s Panel and the West Area Forum, it was felt to be increasingly difficult for parishes to raise and discuss matters of general concern with Essex County Council. It was felt that the role of LCLC could be developed further (at present individual local Members of Essex County Council are invited to attend) to provide a better liaison point with ECC similar to that currently enjoyed with EFDC. To facilitate this discussion Councillor John Jowers, Cabinet Member for Communities and Planning, Essex County Council, has been invited to attend this meeting.

8. ANY OTHER BUSINESS

9. DATES OF FUTURE MEETINGS

Meetings of the Committee are scheduled for the following dates:

03 November 2011
22 March 2012

EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Wednesday, 9 March 2011 **Time:** 7.30 - 8.50 pm

Place: Council Chamber, Civic
Offices, High Street, Epping

**Members
Present:**

Representing Epping Forest District Council:

Councillor(s): Mrs A Grigg (Chairman) and J M Whitehouse

Other Councillors:

Councillor(s):

Representing Essex County Council:

County Councillor(s): G McEwen, C Pond, and Mrs J Whitehouse

Representing Local Councils:

Councillor R Balcombe (Fyfield Parish Council), Councillor Mrs D Borton (Nazeing Parish Council), Councillor Ms J Bowerman (Matching Parish Council), Councillor Mrs N Bridge (Fyfield Parish Council), Mrs K Canning (Chigwell Parish Council), Councillor G Castle (Nazeing Parish Council), Councillor J Filby (Lambourne Parish Council), Councillor C Hawkins (North Weald Bassett Parish Council), Councillor Mrs S Jackman (Ongar Town Council), Councillor B Miller (Epping Upland Parish Council), Councillor Miss H Nicholas (Roydon Parish Council), Councillor Mrs P Smith (Epping Upland Parish Council), Mrs E Walsh (Loughton Town Council), B Whittome (Epping Town Council)

Apologies: **Epping Forest District Council –**

Councillor(s): K Angold-Stephens, R Morgan, and B Sandler

Essex County Council –

Councillor(s): J Knapman, Mrs V Metcalfe and Mrs E Webster

Parish/Town Councils: -

V Evans (Epping Upland Parish Council), D Harris (Sheering Parish Council) B Surtees (Ongar Town Council), and Councillor Mrs L Wagland (Chigwell Parish Council)

**Officers
Present:**

D Macnab (Acting Chief Executive), K Durrani (Assistant Director (Technical)), P Millward (Business Manager), P Sewell (Democratic Services Assistant) and G J Woodhall (Democratic Services Officer)

By Invitation: D Vernazza (ONS – Office of National Statistics)

30. PARISH COUNCILLOR JASON SALTER

It was with much sadness that the Chairman informed the Committee of the death of Parish Councillor Jason Salter.

Councillor Salter had been a member of the Abbess, Beauchamp and Berners Roding Parish Council and one of the Town/Parish Council representatives on the Standards Committee. He was also the Vice Chairman of this Committee.

Members stood for a minute's silence in tribute to the memory of Parish Councillor Jason Salter.

31. TO APPOINT A TEMPORARY VICE CHAIRMAN

RESOLVED:

That Councillor Mrs Sheila Jackman be temporarily appointed as Vice Chairman of the Local Councils' Liaison Committee.

32. MINUTES

RESOLVED:

That the minutes of the Committee meeting held on 10 November 2010 be agreed.

33. NATIONAL CENSUS PRESENTATION

The Committee received a presentation from David Vernazza, the officer in charge of organising the Census for the region, on the background aims and objectives of the upcoming national Census.

The Committee noted that the census had started in 1801 and was of great historical value as an indicator of the past. Central Government raised about £100 billion in tax and the information gathered by the census taxation would be used for redistributing funds to local communities. The Committee noted that there was a need to understand how society was changing, and the underlying long-term trends or patterns.

The Committee noted that:

- it was estimated that each form filled in would generate about £500 a year in funding for the District;
- completion of the forms also underpinned policy making and forward planning and helped to target expenditure; and
- historically, the over eighties and students were difficult to include and count as they have experienced difficulty in filling in the forms, or were unsure of where they stated their residency.

The Committee noted that Town and Parish Councils could support and help with the Census in their area, by promoting information and providing help for those with difficulty in completing the forms.

The forms would be posted from the start of the second week of March and they could be filled out online or manually. Census day was 27 March 2011 and a series of adverts and corresponding publicity would lead up to this day.

The meeting was then opened for questions from members.

Councillor Mrs. Smith asked what the penalty was for not returning the form. Mr Vernazza said that the maximum fine was £1,000, with the timescale dependant on the law courts. The compliance teams would start work in June by sending out warnings, but possible prosecutions would not go to court until the end of the year. Last time there were approximately one hundred prosecutions.

Councillor Mrs. Whitehouse enquired about publicity, and was informed that television adverts and billboards had been launched nationally in order to improve awareness. Mr. Vernazza also offered posters for Town and Parish Councils to use in their newsletters.

In response to questions from Councillor Pond and Councillor Mrs. Smith, Mr. Vernazza informed members that the distribution of Census forms was informed by data sources other than the Electoral Register. In this way more residents could be targeted, and second home owners would be less likely to receive multiple forms.

Councillor Mrs. Whitehouse asked for clarification on recording visitors to a residence on 27 March. Mr. Vernazza explained that visitors on that day should be noted in the appropriate sections, and then fill out their own census forms. The two could then be cross-referenced.

The representative from Nazeing Parish Council enquired about British and English nationality options, to which she was informed that the form allowed for one, neither, or both options to be ticked, depending on how the individual saw themselves.

The Chairman asked about the relevance of the Census, considering it could be the last of its kind. She was told that though this might be the final one, and an alternative was unclear, the results would remain relevant. Headline figures would be available 12-15 months from collection, with more detailed analysis following approximately 12 months after that. The information would then be freely available to anyone for no charge.

The Chairman thanked Mr. Vernazza for his presentation and for answering members' questions.

34. CORPORATE PLAN 2011-2015

Members were asked to consider the District Council's Corporate Plan, which had been circulated with the agenda. This was the Council's strategic planning document setting out service delivery priorities over a four-year period, which intended to translate the long-term vision for the District into specific objectives for the Council.

The Corporate Plan evidenced the Council's awareness of local issues, and that improved outcomes for local people were being delivered. It was closely linked to the Council's Medium-Term Financial Strategy, outlining the financial resources available to fulfil specific priorities and objectives, and set out how the authority would deliver its vision and priorities. As an important element of the Council's Performance Management Framework, the Corporate Plan informed the annual Business Plans to illustrate the work that directorates and services perform which contributed towards the achievement of the Council's priorities and objectives.

Acting Chief Executive, Derek Macnab, informed the Committee that this document had been agreed in principle by the Council, though comments would be considered until the publication date on 1 April 2011.

Councillor Mrs Jackman from Ongar Town Council asked for more detail as to how local residents' views were to be included in the future. Mr. Macnab advised about a consultation exercise that would commence in the new municipal year, using a mix of methodologies in order to take account of local residents' views, and promote a greater level of understanding as to the responsibilities held by the three tiers of Council.

Mr. Bob Whittome from Epping Town Council enquired as to how the Core Planning Strategy would take account of the Localism Bill. He was informed that the attached plan had been drafted before the publication of the Localism Bill and would be revised and updated.

Councillor Mrs Jackman queried how the voluntary sector would be affected by recent cuts in services. Mr. Macnab acknowledged the financial pressure on the voluntary sector, but assured members of the relatively strong financial position the District Council held and of the ongoing support to services through the Grant-Aid budget which had been retained at the current level for 2011/12.

Councillor Pond requested some grammatical corrections, and the rewording of two sections.

RESOLVED:

(1) that the District Council's Corporate Plan for the period 2011/12 to 2014/15 be noted, and the following amendments made:

(a) that page 35 be rewritten to reflect the high level of recycling services provided by the District Council;

(ii) that page 37 be reworded to acknowledge the differing interpretations of potential benefit regarding the possible redevelopments at Langston Road in Loughton; and

(2) that a progress report be submitted to this committee approximately six months into the plan timetable.

35. ISSUES RAISED BY LOCAL COUNCILS

(a) Fly tipping

The Assistant Director (Technical), Kim Durrani advised Members on the current arrangements concerning fly tipping. Instances of this crime had become more frequent, with a 2000% increase from 2008 to 2009. Alternative methods of managing fly tipping had been introduced, such as publicity of legitimate waste carriers, and spot license checks on vehicle. Members were informed that if the illegally dumped rubbish did not contain any evidence quality data, Officers were unable to identify the offenders and therefore unable to prosecute. Any incidents of fly tipping should be reported to the Environment and Neighbourhood team, though they were not currently fully operational.

Members noted that fly tipping was a crime against the landowner. Epping Forest District Council were happy to work with Town and Parish Councils to tackle the problem, and was currently working with other District Councils to prevent cross-boundary tipping of rubbish.

The representative from High Ongar Parish Council asked whether there was any money available to residents to help with clearance of fly tipping. Mr. Durrani replied that unfortunately there was not any funding in place to clear rubbish from private land, though Officers could be called out to sift for any evidence quality data.

Councillor Miller from Epping Upland Parish Council expressed concern at the 2000% increase of fly tipping instances, and raised the option of installing CCTV cameras. Mr. Durrani acknowledged the high figure as a symptom of the current economic climate, and explained that the laws concerning CCTV camera installation made this option unfeasible. These rules included limits on where cameras could be placed, and the compulsory advertisement of their presence.

Councillor Pond suggested an option of liaising with the police in order to check waste carriers at night. Mr. Durrani was unsure about prosecution laws, and advised members that the problem involved boundary crossing. The intention was for perpetrators to be prosecuted rather than inadvertently moving them to another District.

RESOLVED:

That the District map demonstrating neighbourhood demarcations and contact details for the Environmental and Neighbourhood teams responsible for fly tipping be attached to the minutes for this meeting.

(b) Parking Responsibilities

The Assistant Director (Technical), Kim Durrani, reported on the proposals to transfer on-street parking enforcement to the North Essex Partnership. The scheme entailed the creation of two partnerships, North and South, with six districts in each. Epping Forest would be part of the North Essex Partnership, which would have Colchester taking the managing role. At the Cabinet meeting on 7 March 2011, a recommendation was made to Council to join the partnership after a long protracted debate regarding terms and stipulations.

Though Epping Forest District Council was not in deficit, others within Essex were. The County was therefore seeing a loss of approximately £1 million per year under the Council's current arrangements. Members noted that EFDC owned off-street parking charges would remain the same, though on-street charges were subject to change. There was no guarantee that the free short-stay, on-street parking currently available in the District's smaller town centres would continue.

The representative from Epping Town Council asked what plans were being implemented in order to reduce the shortfall across the County. Mr. Durrani informed the committee that the Partnership would look at a variety of methods, including combining IT systems, rationalising staffing, and the possibility to increase tariffs (£10 increase over 4 years for residents parking permits). Acting Chief Executive Derek Macnab added that the Business Plan had included an expectation of rigorous enforcement of signs and lines in order to recover some of the loss. The responsibility for Traffic Regulation Orders would transfer to the Partnerships in due course.

Councillor Jon Whitehouse enquired if the Partnership would set fees, or if the responsibility would remain with Councils, and was informed that the aim ultimately was for lines and signs to be managed by the Partnership. Mr. Durrani added that the arrangements regarding governance had yet to be formalised, but there must be a consensus between partners.

Councillor Pond and the representative from Epping Town Council asked about the effect on small business and localism. Mr. Durrani acknowledged the importance of local views, and that parking partnerships would need to acknowledge local views on changes to tariffs and permits. The Local Highways Panel and Local Councils' Liaison Committee could serve as forums for comment in the future.

In response to a question from Councillor Mrs Smith, Mr. Durrani informed the Committee that arrangements for reporting back from the Partnership had not been finalised.

(c) IPlan System

The Business Manager (Planning and Economic Development), Peter Millward reported on the progress in setting up a joint working party in accord with the resolution of the Local Councils' Liaison Committee on 10 November 2010 (minute 27 refers). This would liaise directly with the Planning and Economic Development directorate to discuss any problems with the usage of IPlan.

Members expressed their concern that no user group had been created so far. Mr. Millward apologised for the delay, and outlined that the user group would consist of representatives from a wider working party. At a suggestion from Councillor Mrs Smith, it was agreed that training sessions for the IPlan system would be held in the computer suite in order for problems to be demonstrated first-hand.

Acting Chief Executive Derek Macnab added that the Council Overview and Scrutiny Work Programme was researching broadband speed and access, and seeking improvements to both throughout the District.

RESOLVED:

- (1) that a joint working IPlan User Group be established by the Business Manager for Planning & Economic Development; and
- (2) that future training sessions on the IPlan system be held in the ICT Training Suite in the Civic Offices.

36. CHANGE OF MEETING DAY FOR THIS MEETING

Members noted that the meeting day for this Committee was changing from Wednesdays to Thursdays in the new municipal year.

37. ANY OTHER BUSINESS

(a) Conservation Areas

In relation to an item discussed at the Local Councils' Liaison Committee meeting on 17 March 2010 (minute 20a refers), Councillor Pond asked how volunteer work on appraisals of conservation areas would be progressed now the Conservation Officer had retired. Acting Chief Executive Derek Macnab acknowledged the high standard of volunteer work, and advised members that an assistant in conservation was being trained to take over responsibilities from the retired post.

RESOLVED:

That a target date concerning progression of conservation areas be circulated to members.

(b) West Essex Area Forum

Councillor Mrs Jackman from Ongar Town Council informed the Committee that no further meetings would take place of the West Essex Area Forum. Members expressed their disappointment about the dissolution of the forum, that no consultation was undertaken, and that no notice had been given to Town and Parish Councils. Councillor McEwen commented that previous meetings were not generally well-attended, and more support was needed to keep these forums running.

RESOLVED:

That representations on behalf of this Committee be sent to Essex County Council, expressing members' views.

(c) Police Commissioner Elections

Councillor Mrs. Smith requested a presentation be arranged concerning the elections for Police Commissioners, due to take place in May 2012.

RESOLVED:

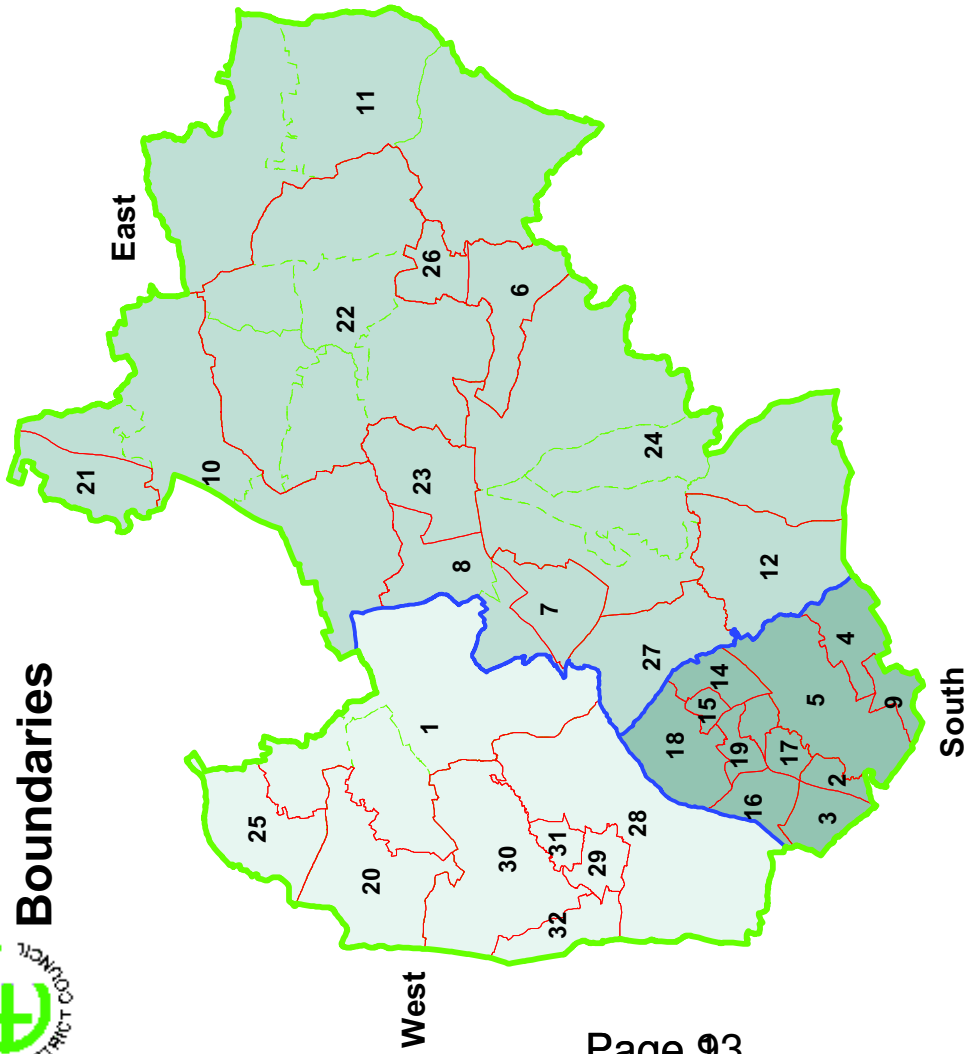
That a presentation be given on the proposed election of Police Commissioners in 2012 at the Local Councils' Liaison Committee meeting scheduled for 22 March 2012.

38. DATES OF FUTURE MEETINGS

Members noted the Local Councils' Liaison Committee dates for the new municipal year.

CHAIRMAN

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Key to Wards

- | | | | | | |
|----|--|----|---------------------|----|---------------------------|
| 1 | Broadley Common, Epping Upland and Nazeing | 12 | Lambourne | 23 | North Weald Bassett |
| 2 | Buckhurst Hill East | 13 | Loughton Alderton | 24 | Passingford |
| 3 | Buckhurst Hill West | 14 | Loughton Broadway | 25 | Roydon |
| 4 | Chigwell Row | 15 | Loughton Fairmead | 26 | Shelley |
| 5 | Chigwell Village | 16 | Loughton Forest | 27 | Theydon Bois |
| 6 | Chipping Ongar, Greensted and Marden Ash | 17 | Loughton Roding | 28 | Waltham Abbey High Beach |
| 7 | Epping Hemnall | 18 | Loughton St John's | 29 | Waltham Abbey Honey Lane |
| 8 | Epping Lyndsey and Thornwood Common | 19 | Loughton St Mary's | 30 | Waltham Abbey North East |
| 9 | Grange Hill | 20 | Lower Nazeing | 31 | Waltham Abbey Paternoster |
| 10 | Hastingwood, Matching and Sheering Village | 21 | Lower Sheering | 32 | Waltham Abbey South West |
| 11 | High Ongar, Willingale and the Rodings | 22 | Moreton and Fyfield | | |

Environment & Neighbourhoods

West

Steve Anstiss - 01992 564394
sanstiss@eppingforestdc.gov.uk
John Heppell - 01992 564129
jheppell@eppingforestdc.gov.uk

South

Michael Richardson - 01992 564422
mrichardson@eppingforestdc.gov.uk
Chris Smith - 01992 564160
csmith@eppingforestdc.gov.uk

East

Richard Thomason - 01992 564391
rthomason@eppingforestdc.gov.uk
Duncan Forsyth - 01992 564497
dforsyth@eppingforestdc.gov.uk

Environment & Neighbourhoods Manager
Richard Gardiner - 01992 564089
rgardiner@eppingforestdc.gov.uk

KEY

Ward Boundary

Parish Boundary

Neighbourhood Area Boundary

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Lorraine King HD Civic Serv CS

From: Lorraine King HD Civic Serv CS
Sent: 21 June 2011 09:19
To: zoe.gentry@colchester.gov.uk; alia.abu-hamdan@maldon.gov.uk; angwh@Braintree.gov.uk; claire.hayden@brentwood.gov.uk; donna.walton@braintree.gov.uk; dwootton@thurrock.gov.uk; janet.alderman@chelmsford.gov.uk; jcorbey@uttlesford.gov.uk; jill.punch@maldon.gov.uk; joan.mcgregor@harlow.gov.uk; jstapleton@tendringdc.gov.uk; julia.mitchell@rochford.gov.uk; KJeffery@castlepoint.gov.uk; linpa@braintree.gov.uk; pseager@eppingforestdc.gov.uk; stacymarx@southend.gov.uk; susan.roberts@basildon.gov.uk; the.mayor@colchester.gov.uk
Cc: 'Bruno Peek'
Subject: HM The Queen's Diamond Jubilee

Dear Mayor/Chairman

HM The Queen's Diamond Jubilee Beacons

On behalf of The Lord Lieutenant of Essex, The Pageantmaster for Her Majesty The Queen and the County Council, I am writing to ask if your District/Borough would participate in and/or support the Beacon lighting on 4 June 2012 as part of Her Majesty's Diamond Jubilee Celebrations. I attach a "Guide to Taking Part" which Buckingham Palace has asked to be distributed to all Local Authorities in Essex.

Would you please share this with your Leaders and Chief Executives and also contact the Town and Parish Councils within your District/Borough to encourage them to take part in this unique and historic event. Some of them may have permanent Beacon sites while others could be created for this special occasion. The wish is to achieve 5 Beacons per District/Borough thus giving a total of 60 Beacons in the administrative County of Essex and a further 10 Beacons if Southend and Thurrock also participate. It is hoped that the good people of Essex will play a role in this important event and that Essex will be 'lit up' for The Queen's Jubilee.

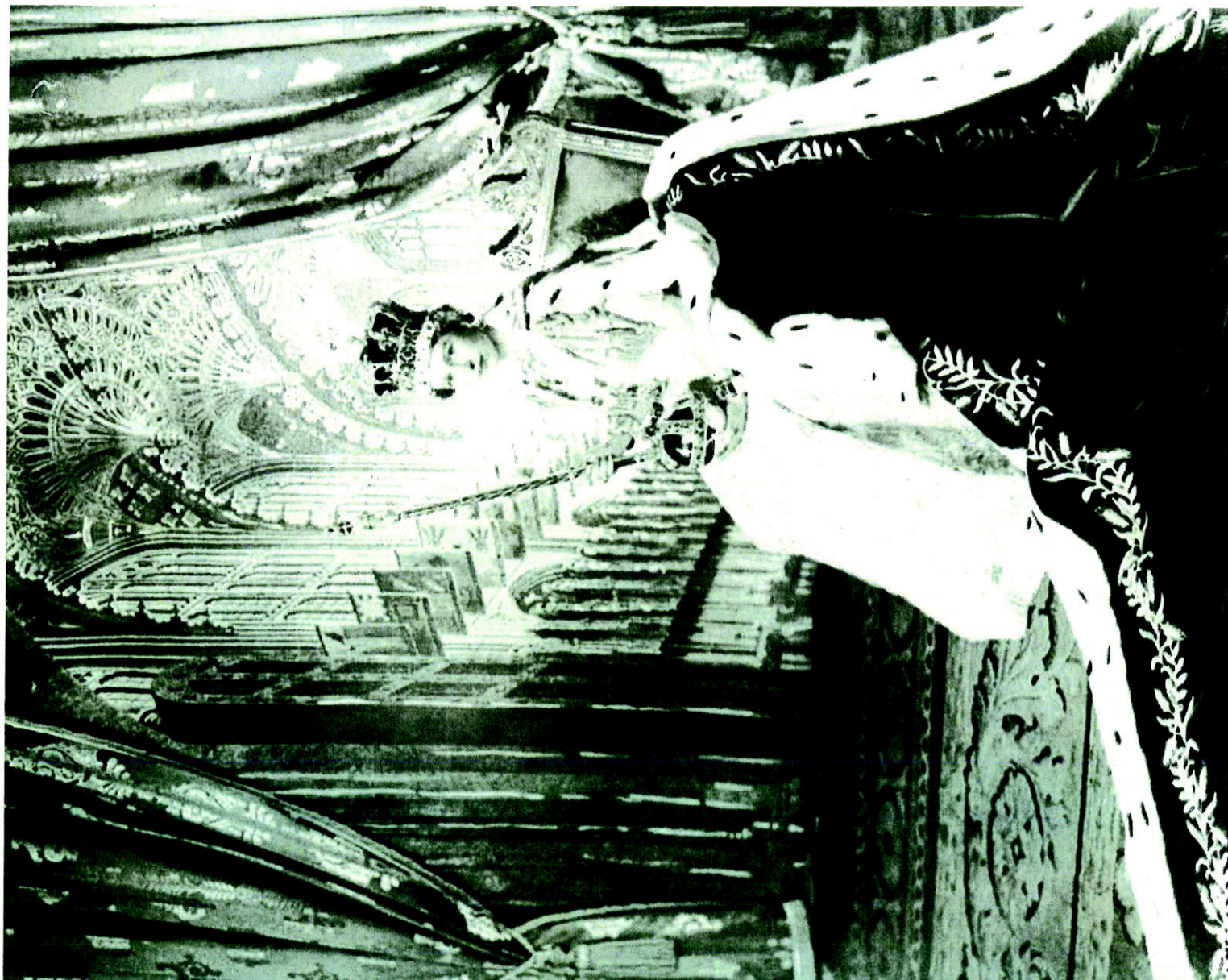
Could the individual Beacon Co-ordinators please email the following information, no later than 30th April 2012, to the pageantmaster@mac.com

- (1) Name of Beacon Coordinator
- (2) Full postal address
- (3) Telephone numbers including mobile
- (4) Beacon location.
- (5) Name of Town or Parish
- (6) Name of Borough, District or Unitary Authority area.
- (7) County.
- (8) Are you happy for us to inform the media of your Beacon location nearer the time?

With many thanks

Councillor Rodney Bass
Chairman of the County Council

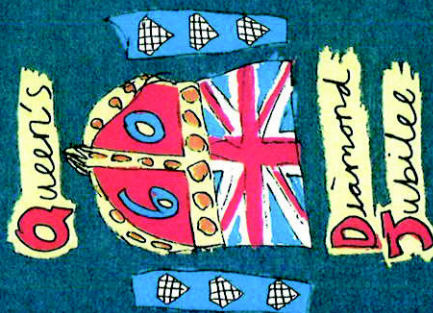
Essex County Council
Telephone: 01245 430018 | Ext: 20018
Email: chairman.ecc@essex.gov.uk | www.essex.gov.uk



The Queen's Diamond Jubilee Beacons



4th June 2012



Your guide to taking part



Department for
culture, media
and sport

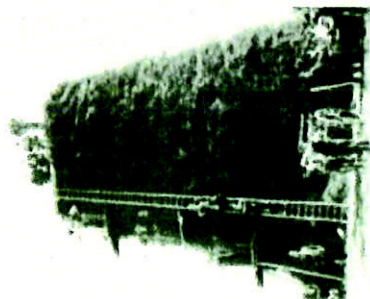
In 2012, Her Majesty The Queen will become the second Monarch in British history to celebrate sixty years on the throne, the previous Monarch to achieve this was Queen Victoria. The Queen has reigned through some of the most profound and breathtaking changes ever to have taken place in our history. So it is absolutely right that The Queen's achievements - her hard work and dedication across this extraordinary time - be celebrated by all of us, both in this country and across the wider Commonwealth.

Individuals and communities will, of course, mark the Diamond Jubilee in any number of different ways. The Government, however, is working closely with Buckingham Palace to ensure that there are truly 'national' celebrations taking place of which we can all be proud.

As part of these celebrations, a series of beacons will be lit across the UK to celebrate this Jubilee. In 2002, over 1,800 beacons were lit to mark The Queen's Golden Jubilee. Communities across the UK and around the globe, including as far flung as Antarctica came together to light a beacon and celebrate this very special occasion. In 2012, the plan is to have even more with 2,012 being lit, and Her Majesty lighting the National Beacon on Monday 4th June.

As the Minister in Government responsible for the Diamond Jubilee celebrations, I am therefore delighted to endorse this project, honouring this very special and rare occasion.

Rt Hon Jeremy Hunt MP



A Bonfire Beacon celebrating Queen Victoria's Diamond Jubilee

There is a long and unbroken tradition in our country of celebrating Royal Jubilees, Weddings and Coronations with the lighting of Beacons whether they be on the top of mountains, church towers, castle battlements, town and village greens, country parks, estates and farms and along the beaches surrounding our shores. In 1897, Beacons were lit to celebrate Queen Victoria's Diamond Jubilee. In 1977 and 2002 Beacons were also lit to celebrate the Silver and Golden Jubilees of The Queen.

On Monday 4th June 2012 the aim is to light 2,012 Beacons throughout the United Kingdom, Channel Islands, Isle of Man, the Commonwealth and other countries around the world in celebration of The Queen's Diamond Jubilee, marking an important, historic, moment in The Queen's reign. The Beacon Project by agreement with The Royal Household will form an important part of The Queen's Diamond Jubilee celebrations during the Diamond Jubilee weekend - 2nd through to the 5th June 2012.

Her Majesty The Queen has graciously agreed to light the National Beacon on Monday 4th June 2012.

There are two types of Beacons being lit for this great occasion. The traditional Bonfire Beacon and the Church Tower Beacon fuelled by bottled gas. Please see pages 4 and 5. (However, if you already have a Beacon brazier or a Church Tower Beacon erected for previous beacon events, I encourage you to re-light these as part of this celebration).

Introduction

Those taking part can use their Beacon-lighting and any associated organised events as a way of raising valuable funds for local or national charities of their choice. However, you/they may just like to use their Beacon as an opportunity to celebrate with family and friends.

The Royal Agricultural Benevolent Institution whose supporters were responsible for lighting over 650 Beacons for The Queen's Golden Jubilee in 2002, are encouraging their supporters to do similar on 4th June 2012. Flash C. of E. Primary School, the highest school in Great Britain with only ten pupils aged between 4 - 11 years old, will be lighting their Beacon in the Village of Flash, Staffordshire. Great Yarmouth Borough Council, Norfolk, are lighting their Beacon Brazier located along their seafront and The Royal Institution of Chartered Surveyors are inviting their members to light Beacons on the 137 sites used in 2002 as the official Anchor Chain for this project. A Bonfire Beacon is being lit by the Malvern Hills Conservators on top of the ancient Worcestershire Beacon site.

The Cadets of Unit 215 (City of Swansea) Squadron Air Training Corps will be lighting their Beacon on top of Pen Y Fan Mountain, Wales. Church Tower Beacons will be lit on the battlements of HM Tower of London, St. James's Palace, Lambeth Palace, London, and at The Palace of Holyroodhouse, with a similar Beacon being lit at Killyleagh Castle, Northern Ireland. The Caravan Club are lighting Beacons on their managed sites and His Grace The Duke of Westminster is lighting Beacons on his three estates in Sutherland, Cheshire and Lancashire.



The Queen's Golden Jubilee.
© Press Association Images

Background picture:
Buckingham Palace circa 1850.

Premier Christian Media are encouraging churches throughout the UK to obtain and light Church Tower Beacons fuelled by bottled gas, with Hadrian's Wall Heritage lighting 60 similar Beacons along the length of Hadrian's Wall, with each Beacon representing a year in the life of The Queen's reign. Huntingdon Town Council, Cambridgeshire are lighting their Beacon on Castle Hills, Huntingdon, and Trinity House will be lighting 15 Church Tower Beacons at 15 selected lighthouse sites, to name but a few of those who have already confirmed their participation.

Those towns or cities etc, twinned abroad, could invite representatives over to the UK to attend these celebrations, thus boosting tourism over the Diamond Jubilee Weekend.

A special book listing all the Beacon sites for The Queen's Diamond Jubilee will be given to The Queen after the event, so I do hope that you will join with us by uniting the Nation for this joyous occasion so urge you to start your planning now, and would appreciate it if you would complete and return the Registration Form enclosed by no later than 30th May 2012 to enable us to include your Beacon as one of the 2,012 being lit on the 4th June 2012.



Bruno Peek

Bruno Peek OBE MVO OPR

Pageantmaster

The Queen's Diamond Jubilee Beacons

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.

1 Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

2 Erect remaining poles as shown, ensuring tops are secured in place.

3 Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel 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 in 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.



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



Background picture (right): Constructing the bonfire for Berkshire Rural Council's celebrations for Queen Victoria's Diamond Jubilee in 1897. The bonfire stood on one of the hills bordering Milford common.

Church Tower Beacon

Churches, chapels and cathedrals up and down the country will be joining the celebration of Her Majesty The Queen's Diamond Jubilee by the lighting of Church Tower Beacons.

In 1953 Church bells rang across the whole country to herald the Coronation of The Queen and it is fitting that on the 4th June 2012, the Church should again give thanks for her reign by lighting these beacons.

We are encouraging every church with suitable buildings or land to take part in this nationwide event. Our vision is that thousands of churches up and down the land will gather their communities together for this happy occasion. Premier Christian Radio are working with the organisers of this unique project to assist in the co-ordination of the Church Beacons throughout the United Kingdom, Channel Islands and the Isle of Man.

The Beacon is relatively light and comes fully assembled and complete with the exception of the gas cylinders that will need to be sourced separately. Two 19kg propane cylinders are recommended to give a full flame for one hour but if there is restricted access then two 11kg or 6kg cylinders will be adequate but this will reduce the period for a full flame (to only half an hour for the smallest size). These cylinders can be sourced purchased from Hogas UK Ltd by going onto their website www.hogas.co.uk which allows you to find a local stockist by putting in your post code. You may also download a Propane safety data sheet from the Hogas website.

The Church Tower Beacon package will contain the following:

- Burner unit in shape of a diamond
- 2m high stand with brackets for fixing to the ground
- 4m hose with the regulator for connecting to the gas cylinders
- Lighter on end of a wand (2 off)
- Spanner
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions
- The above items are packed in a strong carton approximate size 2.0m x 0.5m x 0.5m



The beacon is connected to the two gas cylinders (with hose assembly and Y manifold) with the spanner provided. The lighting wand contains a lighter pumped with butane fuel. The wand should be lit just before the lighting of the beacon. A spare lighting wand is provided.

The Beacon is stable in the wind and can be used on a tower, castle, battlement or a building with a flat roof. However it must be supervised at all times, when lit and a fire extinguisher must be provided. It is important

that the supervision should be by someone who is 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.

The price is £299 plus VAT plus post and packaging. You can view a Church Tower Beacon alight by going to the following website: www.bullinch-gas.co.uk

In 2012 Premier in partnership with the Church of England will launch a nationwide project aimed at getting young people active in their communities and reaching out to people in need. We are inviting young people to join the '2012' group with Premier providing media resources and events that aim to equip and inspire a generation to a greater level of social involvement with the aim being to generate a wave of activity across the country from every Church tower. Beacon purchased £300 will be given to the 2012 group to create the resources, hold events and coordinate teams.

To order please contact
Bullinch Gas Equipment
Kings Road, Lydney,
Birmingham B11 2AJ
Tel: 0121 765 2000
Fax: 0121 707 0095
Email: sales@bullinch-gas.co.uk

Payment by Cheque to Bullinch (Gas Equipment) Ltd or credit card. Last date to order to guarantee delivery by 25th May is the 12th March 2012. However, please enquire after this date for availability.

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 they should have an accident. If your event includes inviting the public, or it is at a third party venue then, where applicable, the following advice should be heeded.

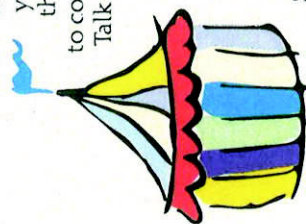


Above and background:
The Tower of London built by William the Conqueror in the early 1060s. Through the centuries, successive monarchs have added to the fortifications.

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 licences. For small scale events he or she, in effect, makes the decisions. 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 licence from the Northern Ireland Court Service.



Insurance

Most events will require public liability insurance. Sometimes the local authority's insurance policy will cover you if you hire a park or venue from them. Otherwise the licensing officer will direct you to a suitable specialist company or broker. Do 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, fireworks, or an event that will attract large crowds. St John Ambulance and the 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 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 health officer.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licences 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 licences 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 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, scout and guide troops, and 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 or borrow. You may also need to consider generators, a public address system, and emergency flood lighting.



All ability access

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

Acknowledgements

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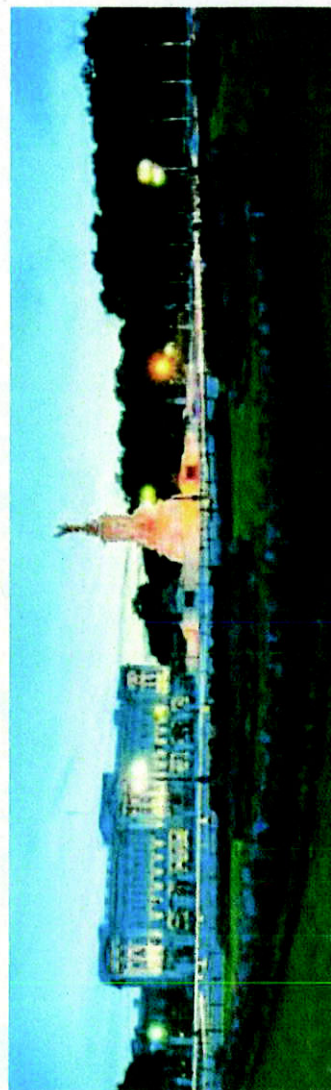
Air Training Corps
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 Country Land & Business Association
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Left: Buckingham Palace showing the Queen Victoria Memorial.

Background picture: Windsor Castle.