



# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 1<sup>st</sup> August 2023 at 7.30pm**

**Present:** Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice Chair), Cllr David Seabrook (Chair of Council), Cllr Cathy Norcott-Jones, Cllr Jude Smith, Cllr Ian Alexander, Cllr Mary Campbell, Cllr Aimee Harman.

**Officers:** George Dyson (Deputy Town Clerk), Karen Bray (Information & Community Facilities Officer), Jerome O'Meara (Marketing & Communications Officer).

1 member of the public was in attendance.

### **1. CCE317 CHAIRMAN'S ANNOUNCEMENTS**

The chair opened the meeting at 19:31 and informed the Committee of the following:

- Next Bingo is 16th August, 2-4pm at Community House – more volunteers are welcome to support.
- Next Cinema is 20<sup>th</sup> September, showing Indiana Jones and the Dial of Destiny, tickets £7.
- Deadline for content submissions for September eNews is 22<sup>nd</sup> August.
- The Mayor is hosting an Afternoon Tea on 22<sup>nd</sup> August in aid of Breast Cancer Now – everyone is encouraged to attend.
- The Mayors Civic Service will be taking place on 21<sup>st</sup> September in Howard Park to celebrate International Peace Day.

The Chair briefly ran through the fire procedures, asked that phones be put onto silent, and reminded everyone of Standing Orders to please raise hands when they would like to speak.

### **2. CCE318 PUBLIC QUESTIONS**

A member of the public commented that they had enjoyed the Summer Fair.

### **3. CCE319 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received from Cllr Ashby-Parkin.

Cllr Campbell is substituting for Cllr Ashby-Parkin.

### **4. CCE320 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5. CCE321 TO ADOPT THE MEETING MINUTES OF 20<sup>TH</sup> JUNE 2023**

Proposed by: Cllr Donovan                      Seconded by: Cllr Smith  
The minutes of 20<sup>th</sup> June 2023 were **resolved** and **adopted**.

## 6. CCE322 TO NOTE THE BUDGETARY UPDATE

Cllr Donovan queried the overspend on the staff overtime at the Summer Fair. The Deputy Clerk explained some of the reasons for this, and that overall the Summer Fair was delivered well within budget.

The budgetary report was **noted**.

## 7. CCE323 TO REVIEW THE 2023 COMMUNITY SUMMER FAIR

The Information and Community Facilities Officer summarised the information in the report.

Cllr Seabrook commented that we may need to consider separate space for dignitaries reception in the future, as the rain meant it became very crowded and confusing in the marquee.

Cllr Donovan commented on the success of not having the parking onsite.

Cllr Seabrook further added that it would be good to get an idea from the CTLA of how many people used the bus service.

The Chair asked about how much money was raised at the fair for the Mayors fund.

The Information and Community Facilities Officer gave the totals raised by donations, raffle, and funfair, which came to £699.

Cllr Alexander stated that everyone he had spoken to on the day had a really good time and proposed a vote of thanks to the staff for their work in putting on the event.

Proposed by: Cllr Alexander                      Seconded by: Cllr Seabrook  
The Committee **resolved to agree** to this proposal.

The Committee then further discussed when preparation would need to start taking place for the 2025 event, and how Peacehaven Town Council might be involved with the Telscombe Summer Fair next year.

## 8. CCE324 TO DISCUSS CIVIC SUPPORT FOR THE MAYOR AT FORMAL EVENTS

Cllr Donovan introduced the item.

Cllr Seabrook gave a background on the areas he felt needed some improvement from his experience at the Summer Fair, which was primarily communication when dignitaries arrived and knowing where they were throughout the event.

Cllr Alexander suggested that the 2-way radios could have been utilised better – perhaps with a dedicated channel for Civic support.

It was proposed that the Committee refer the matter of Civic Support to the Personnel Committee to discuss the current lack of a Civic Officer and consider solutions to this.

Proposed by: Cllr Donovan                      Seconded by: Cllr Smith  
It was **resolved to agree** to this proposal.

## 9. CCE325 TO NOTE THE STAFFING FOR CINEMA UPDATE

The Committee **noted** the report.

## 10. CCE326 TO NOTE THE START OF PREPARATIONS FOR REMEMBRANCE DAY

The Deputy Clerk introduced the item and informed the Committee that a meeting is set for next Tuesday 8<sup>th</sup> August.

Cllr Donovan and the Information and Community Facilities Officer gave an overview of Armistice and Remembrance Days

The Committee **noted** the report.

#### **11. CCE327 TO NOTE AND UPDATE THE ACTION PLAN AND EVENTS CALENDAR**

There was a discussion about the Warm Haven scheme, the Deputy Clerk will write a report for this to come to the next Committee meeting.

Cllr Seabrook also highlighted that there is a meeting planned for 15<sup>th</sup> August to discuss the warm spaces in Lewes District, the Information and Community Facilities Officer will attend the meeting.

There was a brief discussion about the actions involved with the election of the Youth Mayor.

There was a lengthy discussion on the proposed foraging event. It was proposed that the foraging event be rescheduled to 30<sup>th</sup> September 2023.

Proposed by: Cllr Norcott-Jones                      Seconded by Cllr Smith

The Committee **resolved** to **agree** to this proposal.

#### **12. CCE328 TO DISCUSS MAYORAL AWARDS**

Cllr Norcott-Jones introduced and summarised the report.

It was proposed that an awards ceremony be included at the Civic Reception in April, and that the Committee set up a TFG to look at the wider community awards.

Proposed by: Cllr Seabrook                      Seconded by: Cllr Norcott-Jones

The Committee **resolved** to **agree** to this proposal.

TFG to consist of: Cllr Seabrook, Cllr Norcott-Jones, Cllr Smith, and Cllr Donovan.

#### **13. CCE329 TO DISCUSS A PROPOSAL FOR A CHINESE NEW YEAR EVENT**

There was a lengthy discussion about the report.

It was proposed that the Lion Dance group be invited to perform at the Mayors Civic Reception.

Proposed by: Cllr Seabrook                      Seconded by: Cllr Donovan

The Committee **resolved** to **agree** to this proposal.

#### **14. CCE330 TO DISCUSS POSSIBLE ORGANISATIONS TO NOMINATE FOR A KINGS AWARD FOR VOLUNTARY SERVICE**

Cllr Seabrook introduced the report and gave some background to the item.

Cllr Donovan suggested that The Marketing and Communications Officer could take this item forward to get the information about the awards out to residents.

The Marketing and Communications Officer will put together a plan to share the information.

#### **15. CCE331 TO DISCUSS OTHER CIVIC EVENTS**

Cllr Norcott-Jones commented about whether we should be planning some sort of event for the closing of the Meridian Centre, the Committee discussed this briefly.

The Marketing and Communications Officer will put a report together on this for the next Committee meeting.

Cllr Donovan asked whether there is any progress in the planning of the Carol concert, and offered her support in organising the event until a TFG is formed at the next Committee to take this further.

**16. CCE332 TO NOTE THE RESOLUTION OF THE POLICY & FINANCE COMMITTEE TO FORM A COMMUNITY HOUSE SUB-COMMITTEE**

The Chair introduced the report and gave a brief overview of the item which has come to this Committee as the Terms of Reference state that Community House is jointly managed between Policy & Finance and the Civic & Community Events Committee.

Cllr Donovan requested to also join the Sub-Committee.

The Committee **noted** the report.

**17. CCE333 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 10<sup>TH</sup> OCTOBER 2023**

The next Committee meeting was confirmed as 10<sup>th</sup> October 2023.

*There being no further business the meeting ended at 21:14.*



## Detailed Income &amp; Expenditure by Budget Heading 02/10/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	542	700	158		158	77.4%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>542</b>	<b>1,700</b>	<b>1,158</b>	<b>0</b>	<b>1,158</b>	<b>31.9%</b>	<b>0</b>
4331 Mayor's Allowance	265	1,500	1,235		1,235	17.7%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	558	1,200	642		642	46.5%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	550	550		550	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<b>823</b>	<b>5,250</b>	<b>4,427</b>	<b>0</b>	<b>4,427</b>	<b>15.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,365)</b>	<b>(6,950)</b>	<b>(5,585)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	150	100	(50)			150.0%	
1049 Banner Board	845	2,500	1,655			33.8%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<b>995</b>	<b>4,600</b>	<b>3,605</b>			<b>21.6%</b>	<b>0</b>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>	<b>0</b>
4306 Printing	0	300	300		300	0.0%	
4328 Website	1,225	2,500	1,275		1,275	49.0%	
4329 Advertising	312	700	388		388	44.5%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<b>1,537</b>	<b>3,800</b>	<b>2,263</b>	<b>0</b>	<b>2,263</b>	<b>40.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(542)</b>	<b>700</b>	<b>1,242</b>				
Grand Totals:- Income	<b>995</b>	<b>4,600</b>	<b>3,605</b>			<b>21.6%</b>	
Expenditure	<b>2,902</b>	<b>10,850</b>	<b>7,948</b>	<b>0</b>	<b>7,948</b>	<b>26.7%</b>	
<b>Net Income over Expenditure</b>	<b>(1,907)</b>	<b>(6,250)</b>	<b>(4,343)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,907)</b>						

**Agenda Item: CCE343**

**Committee: CCE**

**Date: 10<sup>th</sup> October 2023**

**Title: Meridian Walk**

**Report Authors: Cllr. Deborah Donovan**

**Purpose of Report: Recommendation to finalise the Meridian Walk and produce an accompanying healthy Meridian walk leaflet.**

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### **Introduction**

A healthy Peacehaven walk starting from the Meridian Monument to incorporate all places of interest around the town. To encourage visitors to walk the Peacehaven Meridian line.

### **Background**

In 2021 the PTC History group set out a walk to encourage residents and visitors to become more aware of the places of interest around the town, mainly highlighting the Meridian line. A rough leaflet was created but wasn't completed.

### **Analysis**

The information is on file but needs to be updated, with more information about the Meridian Line and prime locations within the town. Once finished, the walk could be added to the Peacehaven mobile app!

### **Conclusions**

Peacehaven leaflet for visitor information, creating more visitors to the town.

### **Recommendations**

To contact Madisons for a quote to update the initial leaflet to incorporate QR codes (for fact finding information). To add more activities, flower and wildlife observation and information to make the leaflet interesting and to encourage visitors to the town. This could include annual events and [PTC contact details](#).

However, if this can be achieved in house, all the better!

**For this committee to agree the completion of the Meridian Walk leaflet.**

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	To possibly seek sponsorship for the production of the leaflet; sponsors to be advertised within the leaflet
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Walk devised mainly using footpaths, at own risk

<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	To make walk accessible
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Old leaflet attached as an example**

4 After your work out, keep on and follow the path left to the busy main road. Cross over at the island on your left and turn right. Walk up towards the Peacehaven Youth Club. Turn left along Balcombe Road.



3 Follow the path going to the left, turn right over the grass and walk to the Jubilee Gym.



2 Turn right up Roderick Avenue and walk up to Meridian Way. Cross ahead, keep on for 50 yards and carefully cross over to enter the park with the war memorial ahead.

1 Walk up Horsham Avenue, turn left at the main road and walk to the lights. Cross road.



5 Walk about `150 yards and turn right up Sutton Avenue North. At Firle Road turn right then almost immediately left up a path between fences. Soon you come to Firle Road Play Area.



6 Stay on the path and at the main road cross and continue up the path ahead. At the end turn left along Glynde Road and walk along for about 100 yards. Turn right into Green Gate and shortly before the end, turn left through a gate into a woody area. Go ahead then follow the path right to find the Community Garden on your right.



Follow the grassy path round to the right and enter The Oval by a large gate. Take your time enjoying its peaceful ambiance. With the sea on your right follow any path ahead and you will find an exit onto Tor Road or Anzac Close. Walk to the end and turn right down Roderick Avenue.

Picture of The Oval here.

7 At Glynn Road, turn left, walk along and after about 200 yards turn right along a shady path opposite number 24. Go under tunnel and pass an area set aside for mountain biking on your right.



At the end, turn right then left down Horsham Avenue which you can follow all the way back to the Meridian Monument, skirting the Meridian Centre and crossing a few roads on the way.

**Agenda Item: CCE345**

**Committee: CCE**

**Date: 10<sup>th</sup> October 2023**

**Title: Preparations for Remembrance Day**

**Report Authors: Deputy Town Clerk**

**Purpose of Report: To note**

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### **Introduction**

This year, Armistice Day falls on a Saturday (11<sup>th</sup> November), and Remembrance Sunday the following day on 12<sup>th</sup> November.

### **Background**

Each year Peacehaven hosts an Armistice Day service and Remembrance Day parade & service at the Peacehaven & Telscombe War memorial. This is planned and organised in conjunction with the local branch of the Royal British Legion.

### **Analysis**

The Deputy Town Clerk, Information and Community Facilities Officer, and Marketing and Communications Officer met with relevant stakeholders involved with Remembrance Day.

There will be an Armistice Day celebration on Friday 10<sup>th</sup> November involving local Schools at the War memorial, and then the traditional Remembrance Day Service on Sunday 12<sup>th</sup> November.

The Armistice and Remembrance Day events will be jointly hosted by Peacehaven and Telscombe Town Councils.

The Marketing and Communications Officer is currently working on producing the invites, which are planned to go out soon, as well as the programme and public advertising of the occasion.

### **Conclusions**

Armistice and Remembrance Day planning is taking place.

### **Recommendations**

To note this report.

**Agenda Item:** CCE346

**Committee:** CCE

**Date:** 10<sup>th</sup> October 2023

**Title:** Future ideas for Civic Fundraising

**Report Authors:** Deputy Town Clerk

**Purpose of Report:** To Discuss

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### **Introduction & Background**

Each year the Mayor raises funds for their chosen charities through a number of Civic events throughout the year.

Next year will see the start of the redevelopment of the Meridian Centre, and there is some uncertainty over the use of Community House, where many of the events are typically held.

### **Analysis**

Not being able to guarantee the use of Community House for events may be difficult, but does also present us with an opportunity to diversify our Civic fundraising efforts and consider new and exciting ideas on what we could do.

### **Conclusions**

Councillors will need to consider alternative ways to raise funds for the Mayors charities if we do not have the use of Community House.

### **Recommendations**

To discuss this report.

**Agenda Item: CCE347**

**Committee: CCE**

**Date: 10/10/23**

**Title: Closure of the Meridian Centre**

**Report Authors: Marketing & Communication Officer**

**Purpose of Report: A display to remember the Meridian Centre and look to its future**

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### **Introduction**

With the closure and rebuilding of the Meridian Centre set for January 2024, this will mark the end of an era for what has been a hub of various businesses and public services for the local community.

To commemorate the Meridian Centre the aim is to set up a display to showcase the history and a brief map of the future of the centre.

### **Background**

What will this look like? An arrangement of display boards documenting the centres origins from 1979 to present day. The display could include stories from the public, key events hosted here through research gathered from a variety of sources. The display will have a section focusing on the future of the centre as well as a page on our website.

### **Analysis**

Through my initial online research on the history of the Meridian Centre I found information to be quite scarce. In order to obtain sufficient information this will require different forms of research such as meeting and collaborating with residents or former business owners and sourcing literature such as books and articles.

If the display board(s) is on a semi-permanent basis rather than a one-time event this could allow more people to engage with the content as they spend time in and around Community House.

Aswell as historical interest this also serves as a notice to the public of what will be happening to the centre.

### **Conclusions**

#### **Content**

- Why and when it was built
- Early businesses/events
- 1980-2000
- 2000-2020
- Future plans: Morrisons, jobs created, space for other businesses to open, Library rebuild

#### **Display**

- Source display boards
- Potential portable display which will allow for moving it to different rooms but may fit best in the foyer.
- Mixture of text and photographs and links to our website
- Digital version: Webpage containing the history

### **Recommendations**

Note of losses to businesses

Feature a story/testimony from resident

## **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Printing costs. Cost of display board stand.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Making sure information displayed fits within GDPR guidelines and copyright laws.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Display will be in the Community House Foyer. Making sure the display does not impede walkways or fire exits.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	n/a
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	Largely non applicable but information can be included in the display on the future of the centre and what is being done for sustainability.
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	n/a
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	No charities are affiliated with this event at present.  Serving the community through cultural and historical interest as well as providing an opportunity to find out more about the future of the centre.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	There will be moderate amounts of print involved. Most of the materials used such as paper will be recyclable and the stands can be re used for other events and displays.

## **Appendices/Background papers**

Three quotes?

Location map? Community House, Meridian Centre

Location pictures?

Supporting doc's?

[http://www.thegreenwichmeridian.org/tgm/location.php?i\\_latitude=50.796025#:~:text=Accessed%20by%20car%20via%20Meridian,it%20has%20its%20many%20detractors.](http://www.thegreenwichmeridian.org/tgm/location.php?i_latitude=50.796025#:~:text=Accessed%20by%20car%20via%20Meridian,it%20has%20its%20many%20detractors.)





**Agenda Item:** CCE348

**Committee:** CCE

**Date:** 10<sup>th</sup> October 2023

**Title:** Youth Mayor Update

**Report Authors:** Deputy Town Clerk

**Purpose of Report:** To Note

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### **Introduction & Background**

The Youth Mayor is a position held for one year (typically elected at the start of the School year) with the aim of representing the views of young people in Peacehaven, in collaboration with the Town Council.

The Youth Mayor, and Deputy, is invited to take part in the Town Councils Civic events and some occasions, which would include engagements alongside the Mayor of Peacehaven and others representing the Mayor. The Youth Mayor is also invited to give talks, speeches or present awards at ceremonies, attending events where possible, to help build a relationship with the people of Peacehaven to increase their profile.

The general role of the Youth Mayor is to represent young people in the Town. To do this effectively, they should be politically neutral and represent young people's opinions, not political parties. This will help strengthen their role and ensure they are accountable to the young people they represent.

### **Analysis**

PTC needs to elect a new Youth Mayor, and the Deputy Clerk and Chair of Council have been to PCS to meet some of the prospective candidates for the role. They have been made aware of what the role entails and the work that goes into it.

It is hoped that candidates can make a short presentation to a panel of Councillors prior to today's meeting (10<sup>th</sup> October), in order to select a Youth Mayor and Deputy Youth Mayor.

It is also hoped that the Youth Engagement TFG will start to actively meet soon to engage with other students, including those who may not be chosen for these roles.

### **Conclusions**

Appointment of a Youth Mayor is underway, and we hope to have a new Youth Mayor in place soon.

### **Recommendations**

To note this report.

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Youth Mayor Budget.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A

<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	Risk Assessments completed for any activities the Youth Mayor undertakes, agreed in conjunction with the School.
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Engaging Youth in the Democratic process and work of a Council.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	Youth Mayor to promote and support the councils climate change ambitions.

### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?



# Peacehaven Town Council

**Agenda Item:** CCE350  
**Committee:** Civic and Community Events  
**Date:** 10<sup>th</sup> October 2023

**Title:** Committee Action Plan & Events Calendar  
**Report Authors:** Deputy Town Clerk  
**Purpose of Report:** To Inform

General Action Plan				
Date	Task	Action	Responsible Person(s)	Update
September 2023	Election of new Youth Mayor.	Liaising with PCS to elect a new Youth Mayor.	CCE Committee	
October 2023	Community Space	Community Space taking place every Monday morning in the Community House Foyer	CCE Committee	Started 2 <sup>nd</sup> October 2023 – First session seemed a success, although some problems due to COVID Vaccinations taking place at the same time.

Events Calendar				
Date	Event	Description	Responsible Person(s)	Update
18 <sup>th</sup> October 2023	Cinema	Regular Cinema at Community House.	Information Officer	
25 <sup>th</sup> October 2023	Bingo	Monthly Bingo at Community House.	Councillors	
27 <sup>th</sup> October 2023	Halloween Event	Halloween party being organised by TFG agreed at Committee 19/05/2023.	TFG Members	TFG has finalised event and tickets now on sale.
11 <sup>th</sup> November 2023	Armistice Day	Traditional Armistice Day service.	Deputy Clerk Information Officer	Falls on a Saturday – event taking place 10 <sup>th</sup> November.
12 <sup>th</sup> November 2023	Remembrance Day	Traditional Remembrance Day parade and service.	Deputy Clerk Information Officer	Invites being prepared to go out now.

24 <sup>th</sup> November 2023	Christmas Carol Concert	Christmas Carol Concert in main hall at Community House involving local churches and schools.	TBC	
15 <sup>th</sup> December 2023	Christmas Kids Party	Kids Christmas party, similar plans to event run in 2022.	Information Officer Communications Officer	
20 <sup>th</sup> December 2023	Christmas Adults Afternoon Tea	Adults afternoon tea party with music, food, and entertainment.	Information Officer	
20 <sup>th</sup> January 2023	Ukrainian Cultural Event	Local Ukrainian community to come along and share their culture and to also include some English culture.	Cllr Seabrook organising meeting with local Ukrainian contact.	
13 <sup>th</sup> April 2024	Civic Reception	Civic reception for end of 2023/24 Civic Year. Possibly link in with Community Awards.	Deputy Town Clerk & Cllr Seabrook to discuss plans	Proposed date booked in, plans TBC, query over use of CH.
13 <sup>th</sup> July 2024	Telscombe Summer Fair			

**Agenda Item:**

**Committee: Civic & Community Events**

**Date:**

**Title:**

**Report Authors:**

**Purpose of Report:**

---

## **Introduction & Background**

### **Analysis**

- Purpose of the event
- How will it be funded
- What resources are needed
- Officer time required
- How long will the event take to organise
- How will it be marketed?
  - Will it require digital marketing - social media, PTC website, eNews, survey/questionnaire?
  - Print marketing – poster, banner, booklet?
  - Combination of both?
  - What key information will go in the poster?
  - Does it need the inclusion of other organisations logos?
  - When it needs to be advertised

### **Conclusions**

### **Recommendations**

## **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	

## **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?

Event:

Date:

Expenditure

Item	Cost	Qty	Total

<b>TOTAL</b>			<b>£0.00</b>
--------------	--	--	--------------

Income

Item	Cost	Qty	Total

<b>TOTAL</b>			<b>£0.00</b>
--------------	--	--	--------------

Totals

<b>Surplus/Defecit</b>			<b>£0.00</b>
------------------------	--	--	--------------



**Agenda Item:** CCE352

**Committee:** CCE

**Date:** 10<sup>th</sup> October 2023

**Title:** Filming Policy Review

**Report Authors:** Deputy Town Clerk

**Purpose of Report:** To Note

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### **Introduction & Background**

The Filming Policy sets the policy, procedure, and costs for persons wanting to undertake professional filming with Peacehaven.

### **Analysis**

The policy was last reviewed prior to the 2021/22 financial year so is still mostly relevant, however, feedback from potential applicants to film is that the pricing structure is unrealistic for most small and independent film makers, and more geared up to big budget productions.

Consequently, Peacehaven is losing out on income and publicity as a result, and reviewing the policy could make a significant difference to this.

A contact who has previously worked with Peacehaven Town Council in securing filming shoots within the town has offered to work with us, and advise us, to develop the policy to make it more attractive to potential filmmakers.

### **Conclusions**

It is necessary to review the PTC filming policy.

### **Recommendations**

To agree a small TFG to undertake this review and report back to the next Policy & Finance Committee to adopt the policy.

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Potential for increased income.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Local Government Act 2003
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	RAMS need to be provided prior to film shoots taking place.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A

<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	Care of the location is included in the policy.
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	Policy includes occasions where liaising with the police may be necessary.
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Promotion of Peacehaven, filming is generally positive for the Town, although can cause some disruption.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	Application to film includes details on how the shoot will reduce environmental impact.

#### **Appendices/Background papers**

Copy of Current policy.



## Filming permission in Peacehaven

Meridian Centre, Meridian Way, Peacehaven East Sussex BN10 7LH

Dear Sir / Madam,

Thank you for your enquiry about filming / holding a photographic shoot in Peacehaven. The town has become an increasing popular location for filming and photography and the council is committed to balancing the economic benefits of these activities with the protection of the town's environment and prevention of disturbance to local businesses and residents. Therefore, this form contains the terms and conditions that you must comply with whilst working in the town and on council owned land.

When you have completed this form, please email it to the Communications Officer ([projects@peacehaventowncouncil.gov.uk](mailto:projects@peacehaventowncouncil.gov.uk)) As long as the email is sent from the person named as the main contact, a signature is not required. In most cases, we require 72 hours notice from receiving your completed application to the time the filming / photographic shoot is to take place.

You will also be asked to provide full risk assessments and a copy of your public liability insurance cover (minimum £10 million liability), and confirmation that you agree to indemnify the council against any third party claims arising from your filming / photographic activities whilst in Peacehaven.

We have recently reviewed our fees and charges for filming and these are set out in point eight of the terms and conditions document below this letter. The fee charged covers the administration of your application and the use of Peacehaven land. In the event of the filming or shoot being cancelled or postponed, there will still be a £500 administration charge to pay. Students must also pay a minimum of £60 as an administration fee. Payment can be made by cheque, invoice or over the phone by card by calling the following number 01273 585493 option 1. All applications must contain a purchase order number.

Please note that some areas such as The Promenade and Meridian Park are owned by Lewes District Council. These will be made clear to you once we have received your application or through your initial enquiry via the Communications (Comms) Office.

If your application is approved, you will receive a filming / photography shoot consent form and an invoice for the fee. Please make sure that the person in charge of the filming / photo shoot carries the consent form with them on the day.

If you wish to cancel or amend your application, you must give at least 24 hours notice. Please contact us on the details above if you require any further information.

Finally, we ask that you complete all sections of this application form including the production expenditure section. This will speed up the application process.

Yours faithfully,

Communications Officer  
Contact: 07566766794



# FILMING POLICY

## Terms and Conditions

### 1. Definition of 'Filming'

Throughout this document, the term 'filming' applies to any individual or company wishing to use council land for the purpose of creating a non-news film, television, stills or web photography production.

### 2. Responsibilities & Indemnity

Any filming undertaken on Peacehaven Town Council land is the responsibility of the producer.

The production company must indemnify the council, its officers and employees against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of their activities.

All companies, including student projects, must carry £10 million public liability insurance. No production will be granted permission to film without prior documented proof of adequate insurance.

For the majority of filming productions, once permission has been granted by Peacehaven Town Council Council's Comms Office, the company concerned is able to continue with their business without any supervision. It is assumed that most production companies will act in a responsible and professional manner at all times. However, all producers are asked to take their surroundings into consideration, and not obstruct others from carrying out their business or cause a disturbance or safety hazard.

If supervision is required, Peacehaven Town Council reserves the right to charge for the Officer hours required.

Peacehaven Town Council has a right to deem it necessary to either stop all filming, or impose additional stipulations on film-makers should the need arise.

### 3. Notice Periods

Peacehaven Town Council requires at least 72 hours notice for all filming applications where a site visit is not necessary. Requests for road closures can take up to three months to be administered, so please consider this when planning your schedule and if you require the closure of traffic management of a main road or one which is traffic sensitive.

For any production needing a site visit due to logistics, or more complicated requirements, a minimum of three weeks notice is needed to accommodate site meetings.

If in doubt, please contact the Comms Office who can determine whether there is adequate time to allow the production to take place.

### 4. Health & Safety

It is the responsibility of the production company to ensure that its employees and contractors are in compliance with current Health & Safety legislation when filming on location in Peacehaven.

All locations and projects must be assessed for risk and hazard, with a full risk assessment report being sent to the Comms Office at Peacehaven Town Council.

Where possible, a person qualified in first aid should always be present during filming

Personnel from The Police, Fire Service, Coast Guard (if filming on the beach), and the Royal Sussex County Hospital should be contacted in advance of any filming if advised by the Marketing Office. We are able to provide contact names and telephone numbers where necessary.

Local Police must provide special guidance with regards to:-

- The staging of crimes, accidents or use of firearms
- The dressing of artists in police uniforms. It is an offence to impersonate a Police Officer.

The Emergency Services should be advised of:-

- Special effects, fires or explosions
- The impersonation of fire officers, or use of pseudo fire tenders
- The impersonation of ambulance staff or use of pseudo ambulances

Please note that access for emergency vehicles must be maintained at all times.

Any traffic control deemed necessary should be undertaken by personnel approved through Peacehaven Town Council with the correct accreditation, or Police Officers if available. This service will incur an additional cost to production. Whilst on the public highway, all members of the production team must wear high visibility vests or jackets. Further advice on filming on the highways of Peacehaven can be obtained from The Comms Office.

## **5. Residents, Businesses and Members of the Public**

Successful filming relies upon the local residents and businesses receiving a minimum of one week's notice of filming. Filmmakers on location are visitors to the city, and should be sensitive to the community in which they are working. Therefore, please adhere to the following requirements:-

- Location owners and adjacent property owners should be kept fully informed of the intentions of the Production Company, whether they are used for filming or not. A letter one week in advance should notify all neighbouring residents and businesses in advance, providing them with details of the designated contact on site during the production.
- When filming in busy areas such as shopping areas, The Meridian Centre or on the promenade access priority must be given to members of the public. If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided. This route must be accessible to all and compliant with the Equalities Act (2010). Filming must not block or inhibit any access to a business.
- Noise must be kept to a minimum, especially during unsociable hours or in built up areas. Further information can be obtained from The Comms Office on noise regulations.
- No danger should be caused by the dazzle of lights.
- Lighting and other equipment must not cause a hazard to the general public. Cables should be at least 2.6m above the footway and 5.2m above the carriageway or be covered with matting when crossing pavements. This matting must be suitable for use with wheelchairs and pushchairs. Where appropriate, warning cones and hazard tape must be used.
- If parking permit holders are affected in residential areas by filming, alternative parking arrangements should be provided.

## 6. Night Filming (20:00 - 08:00)

Night shoots in residential areas are sensitive so it is therefore essential to consider and consult with local residents and businesses in the planning process. If inconvenienced, such areas may then object to future filming projects.

Night shoots in residential areas should be finished and de-rigged by no later than 23:00 hours, unless prior permission has been granted through Peacehaven Town Council. If the council receives a legitimate complaint about noise relating to the production, this may result in the termination of the shoot.

If a night shoot is required, it is advised to contact The Comms Office to obtain advice, especially in cases where vehicles or noisy equipment are being used.

## 7. Sustainability and Care of the Location

- Peacehaven Town Council has a Sustainable Events Programme that aims to help anyone using council land to minimise negative impacts on the environment. Whilst on location, the following must be taken into consideration:-
- Filming activities must be limited to areas and times for which permission has been granted. If this needs to be amended whilst on site, a representative from Peacehaven Town Council must be contacted to provide permission.
- The use of public transport is encouraged. Production vehicles must be parked where agreed at the pre-arranged times. Parking dispensation can be arranged in advance through the Peacehaven Town Council.
- Recycling is encouraged and recycling & waste containers should be made available. All waste must be removed from site at the end of the production. Ensure any [hazardous waste](#) (including batteries, waste electrical and electronic equipment or waste oil) is disposed of properly by a company registered with the Environment Agency. If the area is a designated smoking area, ashtrays must be provided. No smoking areas must be observed.
- Drinks and meals should only be taken in designated areas.
- All signs or property removed, amended or disguised for filming purposes must be reinstated upon completion of filming. All signs erected for the purpose of filming must be removed.
- Any damage or mess caused by filming activities must be made good immediately after filming and all concerned parties notified. This includes adjacent property that may be indirectly affected by materials used to dress the highway. E.g. water from a wet down scene.
- Whenever necessary, the company must ensure that the location and its environs are protected by security staff.
- The location manager must check the location thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

Night shoots in residential areas are sensitive so it is therefore essential to consider and consult with local residents and businesses in the planning process. If inconvenienced, such areas may then object to future filming projects.

Night shoots in residential areas should be finished and de-rigged by no later than 23:00 hours, unless prior permission has been granted through Peacehaven Town Council. If the council receives a legitimate complaint about noise relating to the production, this may result in the termination of the shoot.

If a night shoot is required, it is advised to contact The Comms Office to obtain advice, especially in cases where vehicles or noisy equipment are being used.

## 8. Filming Charges and Permissions

Section 93 of the Local Government Act 2003 permits all Local Authorities to charge for the provision of 'discretionary services'. Supporting film-makers and film productions, including arranging filming on the public highway, is considered to be a discretionary service.

Local Authorities are empowered to set charges as they see fit. Peacehaven Town Council has recently reviewed its charging policy for film-makers and has had new fees agreed. Charges for filming depend on various factors, ranging from the size of the filming project, involvement of The Comms Office and other Council Departments, and are also determined on a cost recovery basis.

Charges for filming will be applied to all applications although The Council reserves the right to reduce or waive these charges for student film-makers and charitable organisations.

Upon receipt of this completed application form, risk assessments and evidence of Public Liability Insurance, The Comms Office will consult with departmental colleagues and other public bodies (e.g. Police, local Health Services) as required to establish whether permission to film should be granted. The Comms Office aims to review all applications within 72 hours of receipt, although this may not always be possible during peak summer months in the town, or in the case of more complex filming requests.

If the application is approved, The Comms Office will send the film-maker a consent form, approving them to film on Peacehaven Town Council land. The form will specify the exact areas and timings that have been approved by The Comms Office. The filming company must have the consent form present on location at all times, as proof of permission to film.

Peacehaven Town Council reserves the right to oppose any application to film in the town, for example if insufficient time has been given to consider the application or if the filming would cause nuisance to residents and businesses.

Once the filming fee has been decided and agreed, an invoice will be sent to the name and address provided on the application form. A purchase order number must be included. Payment can also be made by cheque or over the phone by calling the number on the covering letter.

This document is intended as a guide to the requirements of filming on Council land in the town of Peacehaven. It is not exhaustive and filmmakers, location managers and production companies are advised to check with the Comms Office as to local policies and practices.

Peacehaven Town Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these Terms and Conditions.

\*Fees Start from the prices stated below but are subject to negotiation.

<b>Filming &amp; Photoshoot Classification</b>	<b>2021/2022 Approved Fees</b>
Administration Fee	£60.00*
Television drama or series/advert/feature film	£500* per day/£150* per hour
Documentaries/music videos/gvs or pieces to camera	£400* per day/£150* per hour
Commercial stills/photoshoots	£350* per day/£150* per hour

News/weather/tourism	£0.00
Student pieces	£60* administration fee
Unit Bases	£600* per day
Officer fees during core hours (8am until 6pm)	On site meeting then £30* per hour
Officer fees outside core hours	£45* per hour

## 9. Filming With Children

Peacehaven Town Council has strict guidelines and requirements for production companies or agents using children in their production or photoshoot. Please contact the Town Clerk for policy details

## Additional Production Expenditure

In order to continue to support filming and photography in Peacehaven and develop the work we do on ensuring the town is film-friendly, it is vital for us to collect information on spend in the town relating to film and photography. This application form contains questions relating to this that we please ask a production representative to complete. All information is treated as **strictly confidential** and is only used to acquire an annual value of all production in Peacehaven. **We are not required to disclose this form as part of the Freedom of Information Act.**



## Contact Details

Name of organisation			
Address			
Name of main contact			
Email		Telephone no.	
Name of contact person on the day (if different from above)			
Email		Mobile no. for contact on the day	

## Filming / photo shoot details

Name of filming / photo shoot and type e.g. Feature Film, Short, TV Drama, Fashion Shoot	
Date (s) of filming / photo shoot	
Total Budget (if happy to say)	£

## Payment details Person to invoice (if different from main contact above):

Name of organisation			
Address			
Name			
Email		Telephone no.	
Fax no.		Mobile no.	
Purchase order / reference number for your invoice *	* Consent will not be given unless this information is provided.		

## Details of filming / photo shoot

Provide a short description of the filming / photo shoot

--

Dates and Locations – this information needs to be as descriptive as possible so that we know exactly where, when and what is being filmed / photographed. If we do not have this information, your application will be delayed.

Dates / Times:	Proposed locations (Please include any scripts / filming schedules with the application)

No. of production vehicles		No of crew	
Description of vehicles and registration numbers **			

\*\* If you require parking advice / dispensations, please contact 01273 585493. Applications must be made at least 7 days in advance. The Comms Office can also arrange location bases if required.

How will you be minimising the environmental impact of the filming? e.g. provision of recycling bins, travelling by train, local / organic / fair trade / vegetarian catering or using a solar generator?

--

Please indicate if your shoot will involve any of the following (please **check box**):

Traffic Control	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>	Wet Downs	<input type="checkbox"/>
-----------------	--------------------------	-------------	--------------------------	-----------	--------------------------

Road Closures	<input type="checkbox"/>	Honey Wagons	<input type="checkbox"/>	Animals	<input type="checkbox"/>
Street Dressings	<input type="checkbox"/>	Catering Facilities	<input type="checkbox"/>	Children	<input type="checkbox"/>
Cherry Pickers / Lighting Towers	<input type="checkbox"/>	SFX	<input type="checkbox"/>	Reconstruction of Emergency / Crime	<input type="checkbox"/>
Camera Crane	<input type="checkbox"/>	Firearms / Guns	<input type="checkbox"/>	Cast Dressed as Emergency Services	<input type="checkbox"/>
Camera Track	<input type="checkbox"/>	Smoke Effects	<input type="checkbox"/>	Driving Sequences	<input type="checkbox"/>
Low Loaders	<input type="checkbox"/>	Fire Effects	<input type="checkbox"/>	Crowd Control / Security	<input type="checkbox"/>
Generators	<input type="checkbox"/>	Wind Machine	<input type="checkbox"/>	Bicycles / Other form of transport	<input type="checkbox"/>
Playback / Music	<input type="checkbox"/>	Stunts	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you have ticked any of the above, please provide details in a separate attached document.

## Regional Production Expenditure

(please complete as much as you can in advance of the filming taking place)

Details of <b>all</b> locations to used in Peacehaven	
Dates of filming/photography in Peacehaven	
Total number of days in Peacehaven	
Total number of days to be spent <b>pre production</b> in Peacehaven (recce days)	
Total predicted spend in <b>pre production</b> expenses eg travel, accommodation, food and drink etc.	£

Total number of bed nights to be spent in Peacehaven	
Total predicted <b>production</b> costs in Peacehaven	£
Facilities to be sourced in Peacehaven	
Please provide details of any other costs that you see being incurred whilst in Peacehaven	

## Declaration

Please confirm that the following documents will be attached to your application.

Risk Assessment attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Public Liability Insurance attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I apply for permission to hold the filming / photo shoot as detailed in this application on Peacehaven Council land. I agree to comply with the Terms and Conditions described above and will pay the location fee. I agree to indemnify Peacehaven Town Council against any Third Party claims arising.

Signed *	
Name (block capitals)	
Position	
Date	

\* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.

I agree to my company contact details being given to external organisations that offer services to film and photo shoot crews Yes ☐ No ☐

--



THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

In association with  
The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust

U.S. troops landing on Omaha Beach.

© Time Life Pictures/National Archives/The LIFE Picture Collection/Getty Images.





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*British troops landing on Gold Beach.  
© Imperial War Museum.*



10 DOWNING STREET  
LONDON SW1A 2AA

THE PRIME MINISTER

I am honoured to support the 80<sup>th</sup> anniversary celebrations to commemorate D-Day.

D-Day on 6 June 1944 was the largest Naval, Air and land Operation in history, involving many hundreds of thousands of brave men who had to leave their families at home, not knowing if they would ever return home, a feat we hope will never have to take place again.

The heroism of those who landed on the shores of the Normandy beaches, represented a beacon of light for the world during a particularly dark period of war. It is therefore fitting that local communities throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and those along the shorelines of Utah, Omaha, Gold, Juno and Sword beaches in Normandy, France, should light Beacons on 6 June 2024, in 'tribute' to the light of peace that they brought out from the misery of darkness during that dreadful campaign, of which many unfortunately did not return.

I am therefore delighted to support this initiative and I urge communities across the country to support this event. I would like to pay particular tribute to Pageantmaster, Bruno Peck for his tremendous efforts in leading these historic celebrations. It also gives me great pleasure in congratulating The Royal Naval Association, The Merchant Navy Association, The Royal Airforce Benevolent Fund and ABF The Soldiers Charity for their remarkable efforts in supporting our service personnel, along with their families.

As we look forward to the future, I believe we should take strength from the shared hardship of our experience during World War II. That future is why so many of our service men gave their lives – and protecting the peace they fought for is the greatest way we can honour those who fell.

February 2023

# The Royal Navy

Admiral Sir Ben Key KCB CBE ADC - First Sea Lord and Chief of Naval Staff



On 6 June 1944, Operations Neptune and Overlord unfolded. Meticulously planned over the course of years, they set the stage for one of humanity's most audacious military campaigns as the Allies sought to retake Western Europe from the Nazis. In planning and execution, the synchronised movements of hundreds of thousands of personnel and millions of tonnes of steel by sea and air onto the land, paved the way for extraordinary success.

In 2024 we will gather to celebrate the 80th anniversary of D-Day. The numbers of those who remain grow fewer every year but their deeds remain as inspiring as ever. They sailed offshore, flew overhead and stormed the beaches, facing down incredible odds with unwavering resolve. Their footsteps are forever etched in history's sands and their bravery reflects the highest of human courage and determination.

The Royal Navy is delighted to participate in the lighting of beacons on 6 June 2024 to pay tribute to all those who took part in D-Day, whether as part of the landings or supporting from the United Kingdom. The values that those involved were fighting for are ones that we continue to uphold – peace, freedom and democracy. Through this endeavour, we can connect communities across the country in memory of all those who made the ultimate sacrifice.

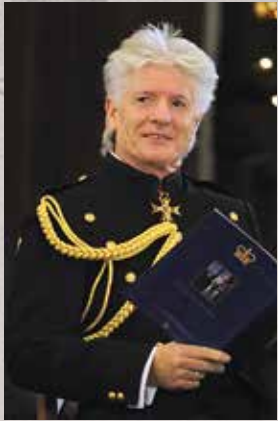
**Admiral Sir Ben Key KCB CBE ADC**  
*First Sea Lord and Chief of Naval Staff*





# Introduction

Bruno Peek CVO OBE OPR, Pageantmaster

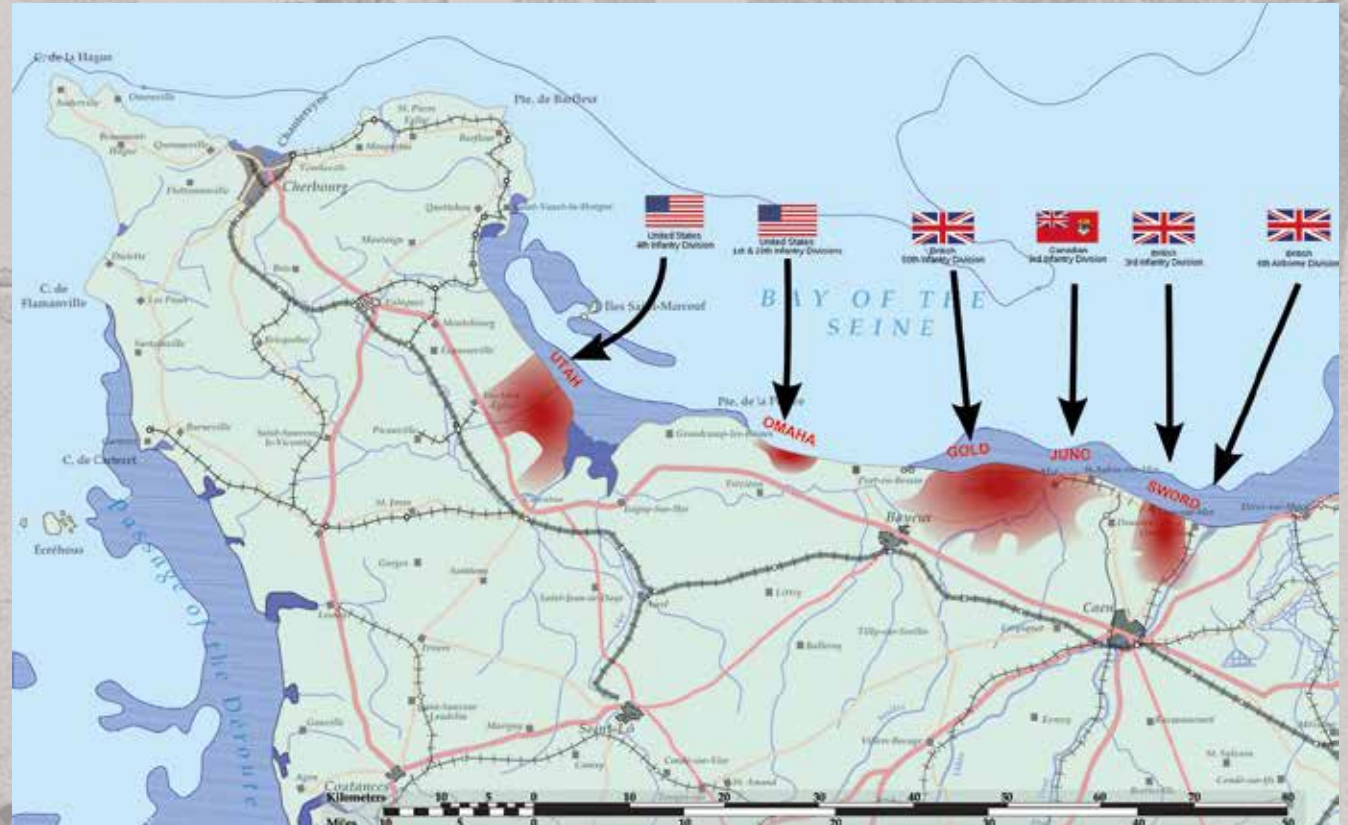


The 6th June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about the liberation of north-west Europe from Nazi occupation.

The bravery and sacrifice of those people in securing the peace and freedom we enjoy today will be observed by the lighting of beacons around the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. I hope your community will join us.

We are asking villages, towns, cities and organisations of all sizes to mark the 80th anniversary of D-Day by lighting a beacon at **9.15pm** on 6th June 2024, in celebration of the 'light of peace' that emerged out of the darkness of war, followed by an event to commemorate one of the most momentous achievements in living memory. Your event could be devoted to raising valuable funds for The Royal Naval Association, ABF The Soldiers' Charity, The Royal Air Force Benevolent Fund and The Merchant Navy Association. You will find details of how to participate on **pages 33 and 34** of this guide.

It is our country's opportunity to remember over 209,000 Allied casualties of Operation Overlord. This includes nearly 37,000 ground forces and 16,714 air forces killed in the invasion of Normandy's Utah, Omaha, Gold, Juno and Sword beaches, and the long and bloody campaign that followed. We plan to light beacons on all five beaches to remember those who died or came home wounded.



Plan for landings in Normandy June 1944. Background photo: British troops landing on Sword Beach. © Robert Hunt Library/Mary Evans Picture Library.

The statistics behind the successful operation, which eventually convinced the Nazi high command that their defeat was inevitable, are both shocking and awe inspiring. German defence forces were drawn away from Normandy by distraction tactics as resources were secretly built up on the English coast.

Nine million tonnes of supplies and equipment were shipped across the Atlantic and 1.4 million American servicemen arrived to

join a substantial contingent of Canadian forces. By 1944 over two million troops from 12 countries were in Britain preparing for the invasion. On D-Day, American, British and Canadian troops were augmented by personnel from Australia, Belgium, Czechoslovakia, the Netherlands, France, Greece, New Zealand, Norway, Rhodesia and Poland. Soon after midnight on 6th June, more than 180,000 Allied paratroopers were dropped into the invasion area, and Allied air crews flew 14,674 sorties to support the landings.





Operation Neptune, the naval phase of the campaign, saw nearly 7,000 vessels, including battleships, destroyers, minesweepers and assault craft, escorting and landing the ground troops on the beaches and bombarding German coastal defences.



Company Sergeant Major Stanley Hollis VC.  
© Imperial War Museum.

There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, of whom around 130,000 landed on the beaches, so you might be surprised to learn that despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to **Company Sergeant Major Stanley Hollis** of the 6th Battalion, The Green Howards, who landed on Gold Beach. During an intense day of fighting, Stan Hollis took two enemy pillboxes and a field gun and crew, capturing 30 Germans single-handedly. The citation for the Yorkshireman's VC, presented by King George VI, says: "It was largely

through his heroism and resource that the Company's objectives were gained and casualties were not heavier, and by his own bravery he saved the lives of many of his men."

Already battle-hardened at the age of 31, Stan should have been one of the most famous soldiers of WW2 but was a naturally modest man and after the war worked in a number of trades before becoming a publican.

His earliest job, however, was working in his father's fish and chip shop in Robin Hood's Bay. Fittingly, fish and chips will play a major part in the



Cap badge of the Yorkshire Regiment.



D-Day 80 commemorations. They were never rationed during the war and the words were even used as code by British paratroopers dropped behind enemy lines to identify friendly soldiers nearby – one calling out 'fish' and hopefully getting the reply 'chips'.

Thanks to the generous support and involvement of National Fish and Chip Day and the National Federation of Fish Friers, many thousands of fish and chip shops around the United Kingdom will take part in the day's activities. Schools, pubs, hotels and restaurants etc, are also encouraged to get involved by serving up this great British tradition in tribute to those who gave so much, and to raise valuable funds for the four charities involved.

The International 80th Anniversary Beacon will be lit at **8.15pm** (British Summer Time) alongside the British Normandy Memorial, overlooking Gold Beach, and will represent the other four Beaches too - Utah, Omaha, Juno and Sword, followed by the Principal United Kingdom, Channel Islands, Isle of Man on His Majesty's Naval Base, Portsmouth, Hampshire at **9.15pm** BST. As the Beacons are lit, we would ask all communities in the UK to stop what they are doing and undertake



**The International Tribute**, using the wording found on **page 20**. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or even a young person from one of your local youth organisations etc, paying their tribute to those who gave so much to enable us to enjoy the many years of peace and freedom we have enjoyed since the Second World War. Pubs up and down the country will be marking this moment too, involving their customers.

D-Day was a monumental campaign to rid Europe of Nazi horror, and the 80th anniversary of this remarkable operation deserves the recognition and gratitude of our country. Please join us on 6th June 2024 to commemorate the sacrifices made by so many in our name.



*Bruno Peek*

**Bruno Peek CVO OBE OPR**

Pageantmaster

D-Day 80 Anniversary 6 June 2024

[www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk)



# Women who played key roles during D-Day

Women played key roles in D-Day, the Allied assault on Nazi-held France that is the largest amphibious invasion in history.

People tend to think women were just secretarial couriers and messengers. No, there were female special forces agents on the ground and working to keep the Allies from being blown back into the water.



Sister Mollie Evershed.

Among those who lost their lives during D-Day and the Battle of Normandy are two women, both nurses, 27-year-old **Sister Mollie Evershed** and **Sister Dorothy Anyta Field**, 32.

Sister Evershed was on a Hospital Carrier ship, the Amsterdam, treating casualties from Juno Beach when the ship hit a mine.

As it sank, she and another nurse went below decks and carried 75 men to safety, helping them into a waiting lifeboat. But she and her fellow nurse went down with the ship.

She was posthumously mentioned in dispatches and awarded the King's Commendation for Brave Conduct.



Sister Dorothy Anyta Field.

In addition to the men who took part in that invasion, many women – including Women Airforce Service Pilots – also risked their lives on June 6, 1944. Women also played pivotal roles in war efforts throughout history, assuming the roles of nurses, spies, code breakers, journalists and so much more.



Lise de Baissac.

37-year-old **Lise de Baissac**, the daughter of a wealthy family in British-ruled Mauritius, was in France when Hitler's troops moved into Paris in 1940. She fled to the south and then to London. When the SOE started recruiting multilingual women as agents, she joined the fight.

After parachuting into Central France, de Baissac set up an Allied safe house for agents in the town of Poitiers in western France, selecting an apartment near Gestapo headquarters - a hiding-in-plain-sight strategy

she felt would arouse less suspicion.

She bicycled around occupied territory as a liaison among different underground networks, often riding 60-70 kilometres a day and carrying contraband. On one occasion, a Nazi stopped her and her clandestine radio operator, patting them down. The officer searched them for guns, which they didn't have, so he let them go. She'd later report that a radio crystal fell out of her skirt as she was leaving but that she leaned over, grabbed the crystal off the ground, and pedalled on.

In August of 1943, when her network in Poitiers was blown, the SOE airlifted her back to England by Lysander aircraft. She trained new female SOE recruits in Scotland. In April of 1944, after recovering from a broken leg, she jumped back into occupied France. She made her way to Normandy, joining her brother, fellow SOE agent Claude de Baissac, in leading a network of Resistance fighters in Normandy. They carried out attacks to weaken Nazi communication and transportation circuits, strategically cutting phone lines and blowing up roads, railways, and bridges to hinder the movement of German reinforcements Hitler was ordering to the beaches.

On June 5, 1944, de Baissac was in Paris recruiting when she learned D-Day was imminent. She biked for three days, speeding through Nazi formations, sleeping in ditches, and reaching her brother and their Resistance circuit headquarters in Normandy.

As the bloody Normandy campaign raged and the Allies struggled to penetrate the Axis front, the de Baissacs continued leading espionage and sabotage operations. They gathered intelligence on enemy positions and transmitted messages back to England, helping lay the groundwork for Operation Cobra, the Allied breakout in which U.S. Army forces came out of the peninsula and pierced Hitler's front line seven weeks after D-Day.

After the war, she worked for the BBC.



Martha Gellhorn.

**Martha Gellhorn** was not ready to bow out.

On the night of June 5, 1944, before the ships departed for Normandy, Gellhorn made her way to the waterfront on the pretext of interviewing the nurses aboard a hospital ship. Once on board, she hid herself in the bathroom. Gellhorn knew that if she got caught, she would lose her accreditation

and might even get deported back to America. Still, to witness the great invasion was worth the risk. Gellhorn remained in her hideout for several hours and only emerged when the ship was well on her way to France. Later that night, after the troops had landed and the massacre on the beach was finally over, Gellhorn sneaked ashore with a couple of doctors and medics as a stretcher bearer to collect the wounded. In the chaos of the war, nobody gave a damn that Gellhorn was a woman.



# D-Day 80 Proclamation

8am - 6th June 2024

## **Oyez, Oyez, Oyez**

Today we commemorate the 80th anniversary of the D-Day landings in Normandy, France - an incredible achievement in military planning and logistics uniting brave service personnel from air, sea and land forces at the beginning of Operation Overlord.

By the day's end, over one hundred and fifty thousand Allied troops had successfully stormed the now famous Gold, Juno, Sword, Utah and Omaha beaches to achieve a foothold in France.

In the weeks that followed, the Allies fought bitterly against a determined foe from the unforgiving countryside of Normandy to the liberation of Paris two months later.

We should all remember and never forget the selfless sacrifice and courage of all those involved and use this Commemoration to pay our tribute to those who gave so much to secure the freedom we all enjoy today.

God Save the King

**Christian Ashdown**

*Ex Household Cavalry*





# Poem for Schools D-Day Heroes

To be undertaken by Schools at 11am - 6th June 2024

It is D-Day, the Sixth of June Nineteen-Forty-Four.  
Operation Overlord commenced, leaving the world in awe.  
The planning started in Nineteen-Forty-three.  
Bringing Allies together, to make our World free.  
Deception was used, codenamed Operation Bodyguard.  
Making rubber tanks and wooden planes as a façade.  
An American unit was formed for General Omar Bradley.  
Then a web of lies was spread, by his Ghost Army.  
Much more was done, to keep the Germans in the dark.  
Before the Allies on foreign shores, could disembark.  
Everything was Most Secret and kept Hush Hush.  
As Allies gathered resources, for their big push.  
The Allied Supreme Commander was General Dwight Eisenhower.  
With General (Monty) Montgomery as Temporary Ground Commander.  
Eleven Thousand Aircraft and Gliders with Paratroopers and Soldiers.  
Were dropped behind enemy lines to secure the area.  
More than Five-thousand ships, the biggest Armada ever seen.  
Sailed from British shores and our fields of green.  
Monty's battle plan was written, on one sheet of paper.  
Set for June the Fifth, the Day of their departure.  
But bad weather, caused a Twenty-four-hour delay.  
Then conditions changed, and they got underway.  
British, American, Canadian and many other countries, were together thrown.  
Going to fight a War, something many had never known.  
Over One Hundred and Fifty-Thousand men of every creed.  
Will perform acts of courage, that must succeed.  
There were Soldiers, Sailors, Airmen and the Merchant Navy.  
Many Civilians who volunteered to fight against Nazi tyranny.  
Over the English Channel and to Normandy, France will go.  
To land on beaches called Sword, Gold, Utah, Omaha and Juno.  
Were they afraid? Yes! they most certainly were.  
But the world must be saved, that was their spur.  
The German defences were called, the Atlantic Wall.  
Hitler told Field-Marshal Rommel, he must, the Allies stall.  
The Allies landed Twenty-Four-Thousand troops on D-Day.  
Commencing at Six-Thirty, then things went into disarray.  
Wind and rough seas helped landing craft, miss their mark.

Putting the plan in jeopardy from the start.  
Fierce resistance was put up, by Germans guarding the beaches.  
The time had come to fight, no further need for speeches.  
Beaches were Mined, Barbed wire laid, metal tripods and many hazards.  
Were set to kill, maim and make things awkward.  
Over Ten-Thousand casualties, the Allies had that first day.  
With over Four-Thousand dead, a heavy price to pay.  
D-Day made Heroes, in that hell unknown.  
Helping turn the Tide of War, as the Enemy were overthrown.

**Roy Palmer - Chelsea Pensioner and Herald**  
*Royal Hospital Chelsea.*



# Poem for Schools D-Day Heroes

Bramble Hall

Children's Pre-School and Nursery

School first established in 1864



**During the Blitz there were 7,736 children killed by enemy actions. A further 7,672 were recorded as being seriously injured, with many of them being orphaned and others losing brothers and sisters.**

Over 1.5 million evacuees, or 'unattended children' as they were called at the time, were transported from towns and cities to the countryside.

D-Day or Operation Neptune was the largest amphibious invasion in the history of warfare and could not have been achieved unless victory had been achieved in the Battle of the Atlantic in May 1943.

The children listened to the poem written by Roy Palmer Herald and Chelsea Pensioner, The Royal Hospital, Chelsea, and would like to encourage every school of all ages in the country to take part in this unique 'tribute' to the many thousands of children killed by enemy action and over 1.5 million evacuees, or 'unattended children', at 11am on 6th June 2024.

They all made their own union flags, and the poem could be read out by the form teacher, or a pupil.

The children will also be served fish and chips with mushy peas for lunch that day, as they want to support the fishermen who fished the seas avoiding the mines and the German submarines, along with the men and women who farmed the fields to keep the nation fed, not knowing if their loved ones would return.

**The poem can be found on page 9 of this guide.**



**John Sail MNM MNI MloS**

Managing Director  
Bramble Hall Day Nursery,  
Station Road, Sutterton, Boston, England.



# A Fisherman's Tale

by The National Federation of Fisherman's Organisations

11 months of hard fighting and sacrifice still lay ahead before the fall of Berlin in May 1945, but D-Day, on 6th June 1944, marked the beginning of the liberation of Europe from Nazi tyranny. Fishermen played multiple roles in holding off the aggressors and in the final defeat of fascism in Europe. Skilled seamen in their own right, many fishers fought directly in the Royal Navy and other services in multiple theatres of war. Famously, trawlers and their crews were requisitioned and adapted to minesweeping and coastal patrol functions, defending our coasts until the fight could be taken to the enemy. Many fishing vessels from the continent escaped as the Nazis advanced, to continue fishing from ports like Fleetwood in the Irish Sea, helping to break the U-boat blockade

and its attempt to starve Britain into submission. The Shetland Bus, run on fishing vessels, was an essential escape route, then a key element in the Resistance in Norway.

Famously, fishing vessels were prominent amongst the flotilla of small boats which helped embark the embattled army from the beaches of Dunkirk, allowing Britain's survival as a fighting force and ability to return on D-Day to begin the liberation.

We, in the fishing industry, would like to add our voice to those who mark this pivotal day in world history and salute all who made the ultimate sacrifice to ensure our freedoms and urge all those taking part in the 80th anniversary commemorations on 6th June 2024, to serve up and eat Fish and Chips with Mushy Peas on board ship that evening, along with lighting a ship's lantern at 9.15pm. This will coincide with the lighting of the beacons throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and on the five beaches in Normandy, France, in celebration of the 'light of peace that emerged from the darkness of war'. We will use this historic occasion to pay tribute to the brave fisherman that fished the dangerous seas during the difficult time of war, having to leave loved ones at home, to keep the nation fed. (We also ask those taking part to sound their ship's horn at 9.15pm).

**Paul Gilson**  
President of the  
National Federation of  
Fishermen's Organisations



British trawlers minesweeping  
in the North Sea. © John Jones.





# Lydia Eva steams ahead in tribute to the fishing industry

The Lydia Eva & Mincarlo Charitable Trust is extremely delighted, honoured and proud to be involved in the D-Day 80 Commemorations on 6 June 2024, by inviting guests on board that evening for a Fish & Chip supper, along with lighting a brass ships lantern at 9.15pm to coincide with the thousands of Beacons being lit at that time throughout the United Kingdom, Channel Islands, Isle of Man, UK Oversea Territories on the five following Beaches in Normandy, France - Sword, Utah, Omaha, Gold and Juno, representing the 'light of peace that emerged from the darkness of war'. (The ships horn will also be sounded at 9.15pm).

The Lydia Eva, the world's last surviving steam-powered herring drifter, was built in 1930, fished along the East Coast of the North Sea for nine years and was bought by The Royal Air Force in 1939, using her to maintain and service buoys around the West coast.

In 1942 she was requisitioned by the Ministry of War Transport and became engaged in salvage work. In 1966 she was transferred to the Marine Services Division of The Royal Navy where she was fitted with a new boiler.

It is only fitting therefore, that she should play this unique maritime role in D-Day 80, enabling her crew and those guests on board to pay their 'tribute' to those brave

seaman who fished the dangerous seas and assisted in the D-Day landings, constantly having to dodge the mines and the German Submarines eighty years ago on 6th June 2024.

With the above in mind, we would like to encourage the whole of the UK fishing fleet and maritime world to join us in this special, simple, but meaningful way in commemorating the 80th anniversary of the D-Day landings on 6th June 2024.

**Paul Mitchell**  
Chairman,  
The Lydia & Mincarlo  
Charitable Trust







# NATIONAL FISH & CHIP DAY

The biggest food awareness day of the year, National Fish and Chip Day, will be back in 2024 for its 9th year and we are delighted to be moving the day from its traditional Friday slot to Thursday 6th June 2024, in support of the D-Day 80th celebrations.

National Fish and Chip Day has always brought the nation together to celebrate this iconic dish, and because of the strong links fish and chips had with WW2, we knew we wanted to be a part of this commemoration. Fish and chips are often considered the British national dish and this humble meal was a vital ingredient of the war effort in both the First and Second World Wars. The British Government safeguarded the supply of fish and potatoes during both world wars to ensure the dish remained a boost to morale and these foods were among the few not to be subject to rationing during both world wars.

One of the highlights of National Fish and Chip Day has always been the London roadshow, held at Trinity House, a charity dedicated to safeguarding shipping and seafarers, providing education, support and welfare to the seafaring community. During WW2, Trinity House worked extensively with the Admiralty to decide which lights on the many lighthouses and lightvessels should be merely dimmed, and not extinguished, to aid navigation for Britain's merchant and fighting ships. Trinity House Pilots worked through the nights to get ships into safe ports, and Trinity House Tenders worked

to help clear minefields, evacuate the occupied Channel Islands and take part in the events of D-Day. So, this spiritual home of the London Roadshow will be even more significant next year.

National Fish and Chip Day recognises and thanks everyone involved in bringing fish and chips to the centre of every community; from the fishers who go out in all weathers to catch the delicious fish, and the farmers who grow and harvest the perfect potatoes and peas, to the fish and chip shops and restaurants who take those fresh ingredients and create our family favourite.

What better way to do this in 2024 than by helping to sell 150,000 portions of fish and chips on Thursday 6th June to mark the number of Allied troops that landed in Normandy by sea and air on D-Day. To join this celebration on the 80th Anniversary of D-Day marks our appreciation for the incredible sacrifice made by so many to secure the freedom that we all continue to enjoy today.

National Fish and Chip Day is championed and run by trade organisation, **The National Edible Oil Distributors' Association**, who founded the Day in 2015 and since its inception, more than half the population have seen, heard or read about National Fish & Chip Day.

Visit [www.nationalfishandchipday.org.uk](http://www.nationalfishandchipday.org.uk) to find out more.





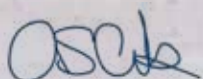
# National Federation of Fish Friers

**For over 160 years fish and chips have been a firm favourite of the British public providing nourishment for the nation. This was never more important than during the war years where the ingredients were left unrationed to help feed those involved in the war effort and keep the country and our factories working.**

The National Federation of Fish Friers is proud to be involved in the commemorations to celebrate the 80th Anniversary of D-Day on 6th June 2024, and we would encourage all fish and chip outlets to get involved to show our appreciation for what those brave souls did to protect our freedom and our thanks for the continued protection provided by our armed forces.

There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, so we are hoping to sell 156,000 portions of fish and chips (and mushy peas) across the country that day representing a portion for each one involved in the landings. For each portion sold, we ask that £1.00 be equally divided between the four charities involved - The Royal Navy and Merchant Navy Associations, Royal Air Force Benevolent Fund and ABF The Soldiers' Charity.

This will just form part of what promises to be an amazing event and a fantastic opportunity to show the important role our industry has played and why we hold a special place in the heart of the nation.



**Andrew Crook**

President of the National Federation of Fish Friers



There can be no greater coincidence that during WW2 Winston Churchill coined the term 'Good Companions' for the traditional British dish of fish and chips and the connection with the only recipient of the Victoria Cross on D-Day, CSM Stanley Hollis VC, who had started his working life in his father's fish and chip shop in Robin Hood's Bay.



# Let us all Dig Deep for Victory

**It was with great delight that Chippy Chat have been asked to be part of the D-DAY 80 Anniversary on June 6, 2024. We will join forces with our friends and colleagues at the National Federation of Fish Friers and NEODA to encourage as many people as possible to eat fish and chips on the day and for our shops to donate a percentage per portion to raise as much money as possible for the four charities.**

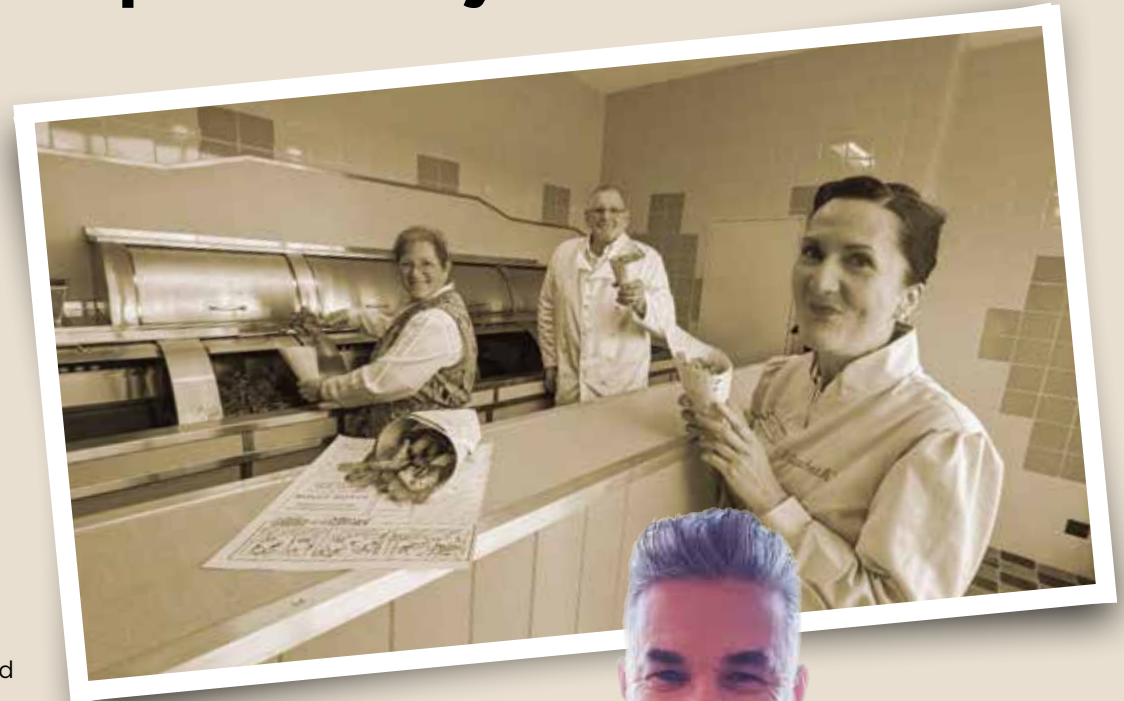
My name is Austen Dack and I am the Publishing Editor of Chippy Chat. Our fish and chip platform is read by over 50,000 people a month both online, in print and across numerous social network sites. I'm proud to work with Bruno Peek CVO OBE OPR, Pageantmaster back in 2000 when he championed the mighty fine beacon campaign. He has lost little of his enthusiasm in the ensuing 20 years and very few would turn down a phone call of help once again from such a legend.

The owners of Chippy Chat are Isle of Ely Produce. They grow and sell over 2000 tonnes of chipping potatoes every year for fish and chip shops and food service. That's 80m portions of chips. Chippy Chat is used by IOE to nurture and grow partnerships across the industry. We are very passionate about the journey of a potato, all the way from seed to the frier. So much so we have sponsored an award at the NFFF National Fish & Chip Awards for the chip shop who has the best all round knowledge of potato varieties, storage, prepping and of course frying. We are joined in this sponsorship by chip variety Babylon from Agrico.

We deal with over 300 merchants and farmers. We will be asking them all to help us raise awareness of this important day and in turn encourage the UK's 10,000 fish and chip shops to take part. As we speak the 2024 crop is now being planted. A big percentage of the chipping potatoes needed to feed the UK are grown in the East of England. We are based in Ely, Cambridgeshire where some of the best varieties are grown in the region's dark peaty soils.

*AJ Dack*

Austen Dack Publishing Editor Chippy Chat





# Country Women Countrywide 'dig up' the Nation's favourite



**What a privilege it was when Bruno Peek, Pageantmaster of D-Day 80 invited Country Women Countrywide to design a menu to accompany the national lighting of beacons event for D-Day 80. It was an added honour that we were also asked to relate our suggestion to the memory of the only serviceman to receive the esteemed Victoria Cross for his heroic actions on 6 June 1944 – D-Day. Our brief required us to create a simple readily accessible menu to include quintessentially British food.**

It was clear that some research into the background of this brave, yet modest, soldier would be necessary and we could never have guessed where the information gained would lead us. It would indeed take us to a simple, yet hugely significant, solution.

'Our soldier' Company Sergeant Major (CSM) Stanley Hollis VC had served in The Green Howards throughout WW2. Looking at his background prior to joining the army it was revealed that Stanley had assisted his father in the family's fish and chip shop in Robin Hood's Bay, in Yorkshire. Would this be our first clue? Where to next?

We all took on board this connection and following contact with the President of the Federation of Fish Friers discovered another interesting fact. 'FISH' and 'CHIPS' had played a significant role in ensuring the safety of our troops whilst on foreign soil. When a soldier was aware of others in the vicinity but unaware of whether they were friend or foe he called out 'FISH'. If the response was 'CHIPS' he could be pretty certain that this unseen person was a 'friend'. If no response was received then it would be highly likely that there was a 'foe' nearby and extreme caution was essential.

So, should we be taking the connection with fish and chips more seriously? There was clearly resonance with our soldier, Stanley.

The next fact to emerge was that during both the World Wars fish and chips was considered so key to maintaining the morale of the nation that, unlike meat, cheese, eggs and other sources of protein, fish was never rationed. During WW2, the Government of the day, led of course by Winston Churchill, was committed to safeguarding the accessibility of fish and chips because the nation needed it to maintain spirits. It was Winston Churchill himself that coined the phrase 'The Good Companions' to refer to fish and chips, further highlighting its importance to the nation's morale.

However, whilst the main ingredient – the fish – was not rationed, it was expensive which rendered it out of reach financially for many and it would not have been economically possible to live on fish and chips. Whilst we can accept that the waters around our island would not be the safest place to be during WW2 it was also the case that many fishing boats particularly trawlers were requisitioned, along with their crew, for war service not least during the evacuation of Dunkirk in 1940. This left a smaller fishing fleet often run by the wives of the now serving fishermen; those wives would have in the past been engaged in making and repairing nets and gutting the fish once landed. Now they were fishermen as well. This reduced



*Sir Winston Churchill was sure that fish and chips helped keep national morale high and called them our 'good companions'.*

fishing activity and the inevitably limited safe waters in which to fish reduced the catch and had the knock on effect of increasing the price. Even if a family could afford fish and chips it was likely that a single portion would be shared between parents and a number of children. It was even more likely that a portion or two of much cheaper mushy peas would be purchased to stretch the meal further.

And so, our journey has led us to identify, not a menu, but a single dish to link 'our soldier' to the beacon lightings across the land - and clearly that dish must be 'fish and chips' – potentially with the added and equally traditional mushy peas which helped to bulk up a meal for a very hungry population during the times of rationing.

Given that the beginnings of our organisation date back to 1948, under the name of Farm Women's Club, it is fitting that Country Women Countrywide was invited to become involved in this historic event. Some of our older members will have first-hand memories of growing up in the war years, possibly 'digging up spuds' or harvesting peas. For others it would have been their mothers, aunts and grandmothers who were working the land at a time when many of the menfolk were away at war – and possibly did not return.

And now there is a challenge for all of us. Fish and chips has been decided upon in honour of CSM Stanley Hollis VC and brave and decorated though he was, he was just one soldier. There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, of whom around 130,000 landed on the beaches, so wouldn't it be a fitting tribute if we could honour their bravery by consuming a total of at least 156,000 portions of fish and chips (and mushy peas) on 6th June 2024.

**Christine Bish**  
on behalf of Country Women Countrywide





# Keeping the Forces fed and fit to fight

Re-created by Country Women Countrywide  
With help from The Peterborough Farm Machinery Preservation Society

Main: Lifting potatoes 1940s style.

Right: With representatives of Notts and Derbys 1939 – 45 Living History Group.



**The country was at war; the fit and able men were defending the homelands and they, and the nation, needed to be fed.**

Farmers' wives, sisters, aunts and other countrywomen were old-hands at working on the land but more 'womanpower' was needed. The shortfall was filled by young women from the cities who left their urban lives and set off for an adventure in the country. They learned their skills from the existing and experienced female workforce. Many later adopted

a rural life, married and brought up their own families in a farming tradition. These young women were known as The Women's Land Army.

We are proud of the role our mothers, grandmothers and aunts undertook in wartime. Their valuable work kept the servicemen fed and fit to fight as well as sustaining the rest of the nation who kept the 'home fires burning'.

Therefore, we encourage every farm throughout the UK, Channel Islands and the Isle of Man to register, build and light a Beacon at 9.15pm on 6th June 2024. This would be a fitting 'tribute' to those farmers, their wives and families - and the entire female workforce - who worked so hard to keep the nation fed during the dreadful time of war, not knowing if loved ones would ever return home.





Photo © Helen Smith Photography.



# D-Day 80 on Hadrian's Wall



Above photo and main photo © The Bigger Picture/Hadrian's Wall Partnership.

The communities along Hadrian's Wall will be lighting beacons on 6th June 2024 to commemorate this important 80th anniversary, acknowledging the men and women, families and communities who all contributed to Operation Overlord. We are pleased to support the military charities and the VC & GC Association and there is no better way to do that on Hadrian's Wall than with fish and chips (with mushy peas) and beer!

*Jane Gibson*

**Jane, Lady Gibson OBE**  
Chair, Hadrian's Wall World Heritage Site Partnership Board

WORLD HERITAGE SITE  
  
**HADRIAN'S WALL**  
COUNTRY

D-DAY 80 ANNIVERSARY 6 JUNE 2024 - THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY



# D-Day 80 Pubs

## Beacons & Lanterns - Fish & Chips



The Feathers Public House in Gorleston-on-Sea, Great Yarmouth, Norfolk are delighted to be involved in D-Day 80 and will be lighting a Ships Lantern at 9.15pm on 6th June 2024, coinciding with the lighting of the Beacons that night, as our 'tribute' to those that gave so much to ensure the freedom we all enjoy today, and encourage all other pubs throughout the UK to undertake similar.

Karen Campling  
Manager Operator  
The Feathers Public House



Our Pub is the most South Westerly in the British Isles and we are honoured to be celebrating the 80th D-Day anniversary with the lighting of a beacon at The Turks Head, Isles of Scilly. We will be serving our trademark Fish and Chips while our patrons enjoy the wonderful views of the islands from the garden. We are looking forward to welcoming anyone who wants to celebrate with us on the 6th June 2024 at The Turks Head.

Ange and Simon

*Simon & Angela*

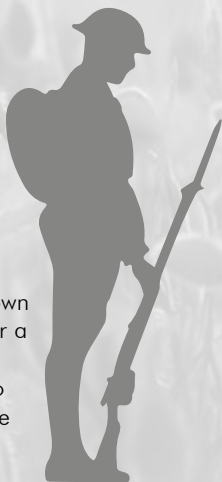


# The International Tribute

To be undertaken at 9.15pm alongside the lighting of a Beacon - 6th June 2024



When the International 80th Anniversary D-Day Beacon will be lit at **8.15pm** (British Summer time), at the British Normandy Memorial overlooking Gold Beach, with the other Beacons located on Utah, Omaha, Juno and Sword, in Normandy, France, being lit at **8.30pm** BST, followed by the Principal United Kingdom, Channel Island and Isle of Man Beacon at Portsmouth, England at **9.15pm** BST, we would ask all communities in France and the UK to stop what they are doing and undertake **The International Tribute**, using the wording found on this page. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or a young person from one of your local youth organisations etc, paying tribute to those who gave so much. In doing so, we commemorate D-Day and give thanks for eighty years of peace and freedom.



## The Tribute

Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today.

Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women and merchant seafarers of all faiths and nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war.

Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war.

Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories and the air raid wardens, police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who all played such a vital role in the war.





# Bonfire Beacon

Locate the bonfire at least 60m 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 your local fire brigade and all emergency services in your area, 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 for several hours, and up to lighting, check that there are no children or animals, such as hedgehogs etc playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.*

**8** The person looking after the fire should not wear lightweight clothing that could

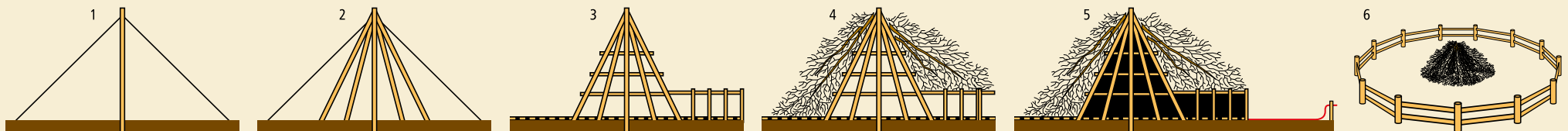
ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of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

**9** Lighting: the safest and recommended approach is to use paper and solid firelighters 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-Stour, Warwickshire, England.  
In memory of Fred Gardner and Sid Peachey. Photograph by Rob Hadley.



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



# Your D-Day 80 Bishops Frome Strawman

Ideal for Farms, Stately Homes and Country Landowners

## How to Build your Strawman Beacon

This type of Beacon is ideal for farms, stately homes and our country landowners, using it as a fun aspect to celebrate/commemorate and pay tribute to the many that gave their lives unconditionally. It could be a public event or just for family, friends and those that work so hard on the land but in a similar way during WWII to keep the Nation fed during those difficult times when many of the men of the land were out defending our country overseas, never to return.

Obtain the landowners's permission and involvement then ensure you locate your Bishops Frome Strawman at least 60m 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.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

1 Prepare site by removing top layer of turf and stack away from fire area.

2 Use only wood and straw for combustible materials and wrap steel banding around them all to hold the bales together

while burning to stop them from falling away. Please dispose of the bands responsibly after the event.

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

4 In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the Strawman. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the Strawman.

5 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 Strawman area along with a number of fire extinguishers.

6 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the Bishops Frome Strawman 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.

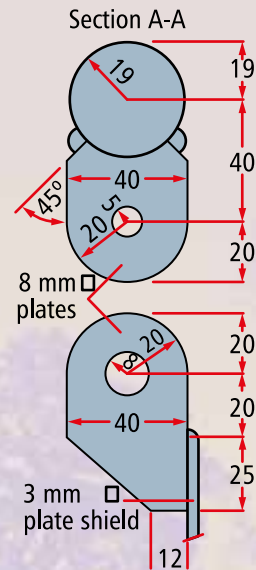
7 To light the Strawman: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one

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 Strawman 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.





## A large, intense bonfire is burning brightly at night, with a massive plume of orange and yellow flames rising into a dark blue sky. The fire is contained within a metal cage-like structure atop a tall wooden pole. In the background, a crowd of people is gathered, and a building with a prominent conical roof and illuminated windows is visible.



It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.

# Gas-Fuelled Beacon

## Bullfinch Gas Equipment

The beacon's burner-head is in the shape of a globe, surrounded by a D-Day 80 banner. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. 2 x 19kg full cylinders of propane are recommended to give a full flame for a good three quarters of an hour. If you wish for less than this then one 19kg cylinder or 2 x 13kg cylinders should be sufficient. These should be full or nearly full.

These cylinders can be purchased from good lp gas (propane and butane) stockists and dealers. Do order early to ensure you can get availability.

The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centres and some DIY stores should have these as stock items, or you can purchase from us.

### The D-Day 80 Gas-Fuelled Beacon Package contains:

- Burner unit with D-Day 80 insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions



Photograph: Andrew Williams - Bullfinch Gas Equipment.

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.

We have made many different beacons over the years. The flames are very stable in winds and the structures are also wind stable. The beacon is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial takes place before the event to ensure that everyone is fully trained and familiar with the operation.

The price of a gas-fuelled D-Day 80 Beacon is **£549** plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.

Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high and low locations, is easily collapsible and once used can be stored away for later use.



Gas-fuelled Beacon on a Church Tower.

To order your beacon 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](mailto:sales@bullfinch-gas.co.uk)  
Web: [www.bullfinch-gas.co.uk](http://www.bullfinch-gas.co.uk)

Payment by cheque, BACS transfer, or Credit/Debit Card.

Please order by 30th April 2024 to guarantee delivery by 26th May. However please enquire after this date for availability.



# Gas-Fuelled Beacon

21CC Group Ltd

D-Day 80 beacon being lit on Edinburgh Castle.



The beacon will come ready for easy assembly, designed with a commemorative top and a special anniversary plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.

## The D-Day Beacon package contains:

- Assembly, lighting and safety instructions
- 2m high stand and burner
- 5m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

## Beacon Price:

The price of our beacon is **£549** + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

## Ordering & Payment

To order your D-Day 80 beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on [beacons@21ccgroup.com](mailto:beacons@21ccgroup.com). Additional information can be found on our website at [www.21ccgroup.com/D-Daybeacons](http://www.21ccgroup.com/D-Daybeacons). Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before the **3rd of May 2024** will be delivered by **31st May 2024**. All orders received after 3rd of May 2024 will be accepted on a case-by-case basis depending on stock levels available.





# Message from the Lord Mayor of Portsmouth

Councillor Tom Coles



On behalf of the City of Portsmouth, I am both pleased and honoured that our great city has been chosen as the location for the lighting of the D-Day 80th Commemoration Principal UK Beacon. Portsmouth played a very significant role in the preparations for D-Day and consequently is proud to have been, over many years, the focus of international commemorations of D-Day.



Portsmouth was, indeed, at the very heart of D-Day. Allied commanders held meetings at nearby Southwick House. Thousands of troops camped in the woods north of Portsmouth before they embarked from the city on their way to Normandy, with the people of Portsmouth waving them off. Local furniture makers built Horsa glider components, and Portsmouth Dockyard played a key role in modifying, maintaining and repairing the ships and landing craft that took part in the landings. Moreover many of the wounded from the D-Day landings and the whole Normandy campaign were treated in our hospitals.

Portsmouth also has had a lengthy association with Normandy, going back over 800 years, and we are proud of our long and close relationship with our twin city of Caen. At the heart of this relationship is the suffering which both cities endured during the Second World War, and the part that both played in the liberation of Europe.

I strongly encourage all the cities, towns and villages throughout the UK, Channel Islands, Isle Man and UK Overseas Territories, to join with Portsmouth City Council and light beacons within their locality and to organise community celebrations around those beacons. It would be good if this occasion could be used to raise valuable funds for Forces and Merchant Navy charities thus continuing to honour and remember the tremendous sacrifice of those whose lives were touched and so often changed by D-Day.

Lord Mayor of Portsmouth  
Councillor Tom Coles



# Messages from the five Charities

The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust



There has been no greater combined air, sea and land operation in the history of warfare than Operation Overlord – codename for the invasion of Normandy.

The seaborne element of the invasion – Operation Neptune – required 6,833 vessels from great battleships pounding German defences, down to small floating galleys, salvage tugs and landing craft. The naval force was crewed by Frenchmen, Norwegians, Dutch, Poles, Greeks, Americans, but especially Britons and Canadians, who accounted for nearly 80 per cent of all the sailors taking part.

The Royal Marines played a vital part too. Of the hundreds of landing craft sent against the beaches of Normandy, two out of every three were crewed by Royal Marines.

With ever diminishing numbers of Naval veterans who survived this great victory, it is vital that we pay tribute to those who died on this great endeavour, are no longer with us or are not well enough to attend in person.

**Vice Admiral (Retd)  
Duncan L Potts CB**  
National President,  
Royal Naval Association.



The D-Day landings in June 1944 paved the way for the liberation of North-West Europe and, ultimately, victory in the Second World War. To this day, our charity remembers - and will always remember - the courage and sacrifice of those Allied soldiers who took part in what was the largest amphibious operation in the history of warfare. Our charity was established during the same year as the D-Day landings, with HM King George VI as Patron, to ensure support would be available for soldiers, veterans and their families in peacetime – and our founding purpose remains the same to this day. Thank you to everybody who participates in this important national campaign to remember the greatest amphibious operation in history, and the beginning of the end of the Second World War.

**General Sir James Everard  
KCB CBE**  
President,  
ABF The Soldiers' Charity.



On behalf of the RAF Benevolent Fund, I am proud to support the D-Day 80 Commemoration event. On D-Day over 11,590 Allied aircraft of all types were involved, 5,656 of these were Royal Air Force. What is often forgotten is that over 1,800 RAF personnel and 456 vehicles landed on the beaches and by 9 June, this had increased to over 3,500 RAF personnel and 815 vehicles in Normandy, working on airfield construction, aircraft servicing and forward controlling. As the accounts of the men and women of that fateful time drift further into the past, we must continue to share their stories with our future generations and ensure that their sacrifices for our country are never forgotten.

**Air Vice Marshal Chris Elliot  
CB CBE DL**  
Controller of the RAF Benevolent Fund.



The men of the Merchant Navy and the merchant fleets of the other allied countries were a major part of the seaborne force. Merchant ships were among the first vessels to arrive off the beaches on D-Day. Their crew were civilians without the support of military discipline and training, yet they faced the dangers and did not waver. Never was there a lack of willing hands to man the ships though they knew the horrors of an enemy attack at sea. They took troops to the scene of battle and sustained them as they fought. Tugs brought over the sections of the Mulberry harbours. During the Invasion, between 6th June and 30th August 1944, 180 MN seamen sacrificed their lives whilst many more were lost bringing supplies across the Atlantic. Around 50,000 men manned the 835 ships that carried the troops and over half a million tons of cargo from ports between the Bristol Channel and Thames Estuary. We are proud today to be known as the Fourth Service. Their efforts and sacrifices must never be forgotten.

**Captain Ian Hodge  
M.Mar, MRIN, MNI**  
Chairman,  
The Merchant Navy Association.



The Normandy Memorial Trust was set up in 2015 to realise the ambition of Normandy Veterans for Britain finally to have a national memorial in Normandy which brought together the names of all those in British units who lost their lives in the D-Day landings and the subsequent Battle of Normandy.

The completed memorial was opened by the then Prince of Wales on 6th June 2021. Inscribed on its walls and pillars are the names of 22,442 men and women who made the ultimate sacrifice in the name of Western Europe's freedom in the summer of 1944.

Few events in European history can match the significance of what happened on the D-Day beaches and in the towns and villages of Normandy.

I hope you will visit the British Normandy Memorial and, with us, reflect and give thanks for the sacrifice which it commemorates.

**General The Lord Dannatt  
GCB, CBE, MC, DL**  
Chairman of Trustees,  
The Normandy Memorial Trust.



# ONCE NAVY ALWAYS NAVY

We are privileged that there are some of those Royal Naval Veterans who were there on 6th June 1944 are part of the Royal Naval Association today.

We have over 250 branches all over the world with over **17,000 members of all ages** both serving, veterans, family members and supporters.

Our community provide **companionship, resilience, comradeship and unity** to anyone and everyone with a Naval story, **supporting them through life's highs and lows.**



**ROYAL NAVAL  
ASSOCIATION**



**TO JOIN US FOR FREE**  
[www.royal-naval-association.co.uk](http://www.royal-naval-association.co.uk)  
[@royalnavalassoc](https://www.instagram.com/royalnavalassoc)

Registered charity No. 266982





ABF

THE SOLDIERS'

CHARITY

The Army's National Charity

# WE ARE PROUD TO MARK THE 80TH ANNIVERSARY OF D-DAY

## LEN'S STORY

Second World War veteran Len took part in the Normandy landings and Operation Market Garden.

Now in his nineties, he lives at Care For Veterans in Worthing, one of the charities we proudly fund.

Our ongoing support for Care for Veterans provides funding towards its specialist care services for disabled military veterans, enhancing their daily lives by improving independence, dignity and self-esteem.

**Read Len's full story at [soldierscharity.org/stories](https://soldierscharity.org/stories)**

Since 1944 we have supported soldiers, veterans and their families in times of need. We have supported many D-Day veterans and continue to provide support to soldiers to this day.

As the Army's national charity, you can be sure that any donation made to us will be used to provide this vital support whenever it is needed.

To learn more about our work, to donate or to take part in a fundraising event please visit **[soldierscharity.org](https://soldierscharity.org)**

ABF The Soldiers' Charity is a registered charity in England and Wales (1146420) and Scotland (SC039189) and registered as a company limited by guarantee in England and Wales (07974609).



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FUNDRAISING  
REGULATOR



Cobseo  
The Confederation  
of Service Charities



Veterans  
Scotland

**SUPPORT US**

**AND YOU SUPPORT**

**THE WHOLE ARMY FAMILY**



**Royal Air Force  
Benevolent Fund**

# STANDING SIDE BY SIDE WITH THE RAF FAMILY FOR OVER 100 YEARS

Find out how we help serving and former members of the RAF and their families.

**CALL 0300 102 1919**  
[rafbf.org/help](https://rafbf.org/help)

- ✓ EMOTIONAL WELLBEING
- ✓ FRIENDSHIPS AND CONNECTIONS
- ✓ FAMILY AND RELATIONSHIPS

- ✓ INDEPENDENT LIVING
- ✓ FINANCIAL ASSISTANCE



# Merchant Navy Association



The main Aims and Objectives of the Merchant Navy Association Charity are for public benefit, to provide charitable support and services to the Association's members, other connected persons, or associations, societies or other bodies whose aims and objectives are similar. We also are able to relieve and assist all serving and retired seafarers and their dependants who are in hardship or distress by;

1. fostering comradeship and consideration to all those in the community of the sea,
2. endeavouring to assist members and when appropriate other eligible persons, to find access to information and practical support on such matters as pensions, health, social security, debt management and other subjects affecting their welfare and,
3. endeavouring to provide grants to assist members and other eligible persons in financial need for the purchase of goods, services or facilities or, in exceptional circumstances payment of priority debts. This may also be undertaken in partnership with other charitable organisations.

Next year (2024) on the 6th June, sees the Commemoration of the 80th Anniversary of the D-Day landing. The aim of this event is to commemorate and celebrate the many thousands of Servicemen that gave their lives during this important turn in WW II, but NOT forgetting the amazing involvement and the important role the Merchant Navy Seamen that took part too, not knowing if they would return home to their wives and loved ones.

The Merchant Navy Association will be playing an equal role in these commemorations alongside the Royal Naval Association, ABF The Soldiers Charity and the RAF Benevolent Fund.

Your valued support, especially during this Commemorative campaign, will help British merchant seafarers and their families. Please direct your donations, however small to; The Seafarers' Charity website;

<https://www.theseafarerscharity.org/merchant-navy-fund/home>

**Your generosity will be very much appreciated. Thank You!**

<https://www.mna.org.uk>  
49 The Park, Yeovil, Somerset BA20 1DF  
Registered as a charity in England & Wales no. 1135661







Look out over Gold Beach - Follow the story of D-Day  
Reflect and remember

## THE BRITISH NORMANDY MEMORIAL

13 AVENUE PAUL PORET, 14114 VER SUR MER, NORMANDY

[britishnormandymemorial.org](http://britishnormandymemorial.org)





# How to take part and register your involvement

**Step 1:** To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to [brunopeek@mac.com](mailto:brunopeek@mac.com) as soon as possible please, but **no later than 30th May 2024**.

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. 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.

Name and Job title of contact/coordinator

Name of Council, School, Pub, Organisation etc

Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory

Name of County

Name of Parish, Town, Borough, District, Community, or County Council etc

Full Postal address including post code

Telephone number - Landline/Mobile

Email

Will you be having Fish & Chips as part of your Beacon lighting YES/NO

Will your School be involved in the reading of the Poem at 11am, found YES/NO

Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO

Will your event involve the reading of the International Tribute at 9.15pm YES/NO

**Public event**

**Private event**

## Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 34** before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any

risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

## Beacon lighting ceremony - 6th June 2024

**Please light your Beacon and undertake the Nation's Tribute using the wording found on page 20 at 9.15pm.**

The Beacon lighting ceremony and Nation's Tribute should be undertaken as follows:

**Step 2:** Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman or leader of the Council or another of your choice from within your local community to light your Beacon and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 20**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon and the Nation's Toast.

**Step 3:** You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to [brunopeek@mac.com](mailto:brunopeek@mac.com), including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

**Step 4:** If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

**Step 5:** Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.





Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

*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.

# Legal Essentials and Safety (This is your responsibility)

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. Therefore, 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, so to obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website 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 your local Fire and Rescue Service and Police Force well in advance about the type of event you are planning, and get in touch with your local community police officer. Ensure that access for emergency services is maintained for your event. Write to the local 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 people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.



### Legal Essentials and Safety

This aspect of your event is your total responsibility, so please ensure you have undertaken all the necessary risk assessments and respective insurance etc, to reflect this.







The sacrifice and dedication of all those involved in D-Day can never be underestimated.

As Healthwatch Norfolk, we also want to acknowledge the efforts of those in the medical and caring professions who did so much to help those injured in the huge air, sea, and land operation.

The doctors, nurses, orderlies and their teams were the hidden heroes and heroines of this huge operation.

Often soldiers had been transported for several days to wards in this country with burns, fractures, and disfiguring injuries.

As well as the surgery and treatment, these healthcare staff provided care, reassurance and emotional support to those who had gone through so much to serve their country.

We would ask people to remember these caring, dedicated and passionate people alongside the many who gave so much on D-Day to help the liberation of Europe.

With this in mind therefore, we would like to encourage every Hospital Radio throughout the United Kingdom, Channel Islands and the Isle of Man, to join this event by reading out the poignant 'International Tribute' at **9.15pm** on D-Day 80 - 6th June 2024, as the Beacons are being lit, enabling those in hospital that evening, to feel part of this important anniversary, paying tribute to those who gave so much to ensure the freedom we all share today.

**Alex Stewart**, Chief Executive,  
Healthwatch Norfolk

# Hospital Radio



Our tribute to the many who gave up so much that we are enjoying a carefree life.

As Norfolk has a high incidence of older people and some of them hospitalised, they very often request this song. We here at Hospital Radio Norwich feel the words gave hope to the country during that time and certainly must have done so after D-Day. It seems the song and its poignant words and will never be forgotten...

There'll be bluebirds over  
The white cliffs of Dover  
Tomorrow, just you wait and see  
There'll be love and laughter  
And peace ever after  
Tomorrow, when the world is free  
The shepherd will tend his sheep  
The valley will bloom again  
And Jimmy will go to sleep  
In his own little room again  
There'll be bluebirds over  
The white cliffs of Dover  
Tomorrow, just you wait and see  
The shepherd will tend his sheep  
The valley will bloom again  
And Jimmy will go to sleep  
In his own little room again  
There'll be bluebirds over  
The white cliffs of Dover  
Tomorrow, just you wait and see

*Songwriters: Nat Burton / Walter Kent  
Rest in peace, brave souls, and thank you so much for our FREEDOM!*

**Irene Batch**, Hon. Secretary



We are all aware of the importance of remembering the sacrifices made by those who fought for our freedom during the Second World War. As we approach the 80th anniversary of D-Day in 2024, we have a unique opportunity to pay tribute to those who gave so much.

As hospital radio stations, we have the power to involve our patients and staff in this commemoration.

This year is especially meaningful for Hospital Radio Lynn as we celebrate our 50th year of broadcasting. We believe that this is a wonderful opportunity for all hospital radio stations to join together and remember the sacrifices made by so many.

Together, we can ensure that the brave men and women who fought for our freedom are never forgotten.

**David Llewellyn**, Chair, Hospital Radio Lynn







**A gift of 1% in your Will can help ensure seafarers and their families will never lack the support they need in times of hardship.**

Around the world, an estimated 1.6 million seafarers, of which 23,000 are active UK seafarers, are exposed to the hazards of a life at sea; backbreaking physical labour, long tiring hours, financial instability, and months of isolation.

**Seafarers have been left behind.  
We think that's unacceptable.**

In 2022 & 2023 to-date, we awarded more than £4m in funding to more than 100 organisations to support seafarers and their families. This was all thanks to the incredible generosity of our donors.

After providing for your family and friends, a gift in your Will can help hardworking seafarers and their families live dignified lives free of hardship long into the future.

If you'd like to speak to someone about leaving a gift in your Will to The Seafarers' Charity, please email us:

**[legacies@theseafarerscharity.org](mailto:legacies@theseafarerscharity.org)**

**For more information on how to leave us a legacy, visit: [www.theseafarerscharity.org/get-involved/leave-a-legacy](http://www.theseafarerscharity.org/get-involved/leave-a-legacy)**



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# Chinese Community Tribute



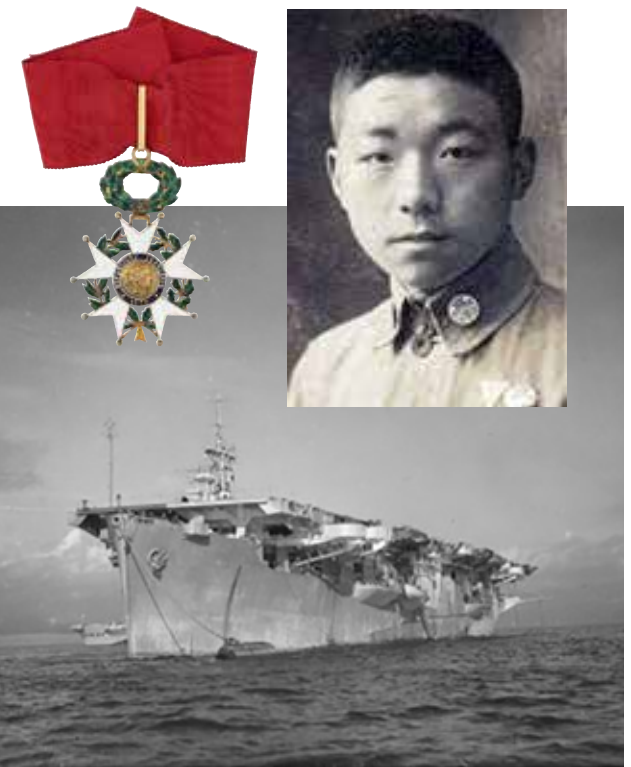
**Many have forgotten the sacrifice made by the 24 Chinese Officers that assisted the Allies during D-Day on 6th June 1944.**

A Chinese naval officer named Huang Tingxin, with 23 other Chinese officers were among the naval force that successfully supported and participated in the landings on the Beaches of Normandy in 1944.

In recognition of this, the French Consul General Jean-Marín Schuh awarded Huang Tingxin the French Legion d'honneur, the highest order of military and civil honours that France bestows, in 2006.

Aside from pushing back the Imperial Japanese soldiers domestically, China also played a major role in the war with the West. Some 40,000 Chinese soldiers fought in Burma along with British and American troops in 1944 too, so I want to take this special opportunity to show my deepest respect and assist in promoting awareness of the Chinese involvements in WWII, with the sacrifices made by so many, and would urge the whole of the Chinese community of the UK to assist me in this.

**Tai Wee Kuang**  
Director, L Holding Limited



Huang Tingxin served on HMS Searcher, a Bogue-class escort aircraft carrier.  
© Imperial War Museum.



# Chinese Community Tribute



**As an individual of Malaysian Chinese descent, I am honoured to convey the significant role played by my grandfather, who selflessly served in the military to safeguard our beloved homeland.**

Our generation arose amidst the adversities of scarcity, enduring periods of hunger and deprivation. It is within the crucible of these challenges that I discovered my true purpose in restaurant and food manufacturing.

Jen Scent represents the epitome of my ambitions, striving to create culinary masterpieces that not only tantalise the taste buds but also promote well-being, sustainability, and cultural enrichment. Through Jen Scent, I aim to harmoniously blend flavours and ingredients to deliver dishes that are not only delicious and nourishing but also contribute to the collective knowledge and appreciation of diverse cultures.

I respectfully honour overseas Chinese who bravely fought for peace and call upon the Chinese community to unite in raising awareness for the forgotten Chinese soldiers and labourers of the Western front. Together, let us commemorate them and ensure their sacrifices are not consigned to obscurity.



A handwritten signature in black ink, appearing to read 'Bee Fang Tan'.

**Bee Fang Tan**  
Founder and Director  
Jen Scent (trading name)  
MAXIGAIN LIMITED





# Chinese Community Tribute



**Looking back at history, the Normandy landings were the most emblematic operation of World War II, symbolising the power of freedom and democracy against evil and oppression. Eighty years have passed, and we are still deeply moved and grateful for that chapter in history. Today, we commemorate the 80th anniversary of the Normandy landings, a pivotal event in World War II. This occasion calls for solemn reflection and gratitude as we honour the brave Chinese soldiers who fought for freedom.**

As a Chinese food-delivery company founded in 2014, we remain committed to embodying and promoting the courage and spirit displayed during that historic chapter. Our mission is to provide each customer with exceptional cuisine and service, delivering an authentic Chinese dining experience. We understand that peace, friendship, and understanding are vital in shaping a better world. We extend our deepest respect to the valiant soldiers who dedicated themselves to the cause of freedom, and we express our gratitude to you, our valued customers, for supporting us on this journey. Your patronage enables us to share the flavours of China and foster cultural harmony.

Together, let us honour the heroes of the past, celebrate the present, and build a brighter future hand in hand.



**Yuchen Chan**  
Co-Founder  
Fantuan Delivery



# Chinese Community Tribute



**We pay solemn tribute to the Chinese soldiers who valiantly served in Europe during World War II. Their unwavering courage, resilience, and sacrifice in the face of adversity exemplify the highest ideals of bravery and honour. Their contributions, often overlooked but significant, played a pivotal role in the Allied victory and the preservation of freedom. We express our deepest gratitude for their selfless service and unwavering commitment to defending peace and justice.**

These extraordinary individuals, from a distant land, answered the call to defend liberty and democracy alongside their international allies. Their dedication and acts of valour will forever be etched in history, serving as a lasting testament to their contribution and the bond of solidarity forged between nations. In remembrance of the Chinese soldiers who bravely fought on European soil during World War II, we honour their legacy and express our profound respect and appreciation for their invaluable service and enduring legacy.



**Wei SHAO**  
Chairman of Barshu Group

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YONG XUAN

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# Chinese Community Tribute

## CHEW ON THIS

**As a Singaporean restaurateur with over 15 years of experience in the F&B industry in the UK, my heart has always been intertwined with the spirit of the Commonwealth.**

I want to take this opportunity to pay a heartfelt tribute to the courageous Chinese soldiers who served selflessly through remarkable roles in World War II in Europe. Their unwavering bravery and unyielding dedication in the face of adversity will always remain etched in history: this commitment to upholding freedom and justice continues to inspire us all.

Guided by the rich tapestry and roots of my Chinese heritage and driven by the valour and sacrifices of these soldiers, I embark on a passionate mission to curate menus that befit such a momentous occasion. Through the power of cuisine, I hope to weave a strong unity between the Chinese and British communities, fostering greater social harmony for a harmonious future.

Together, let us honour their memory and express our deepest gratitude for their invaluable contribution in shaping a world that embraces peace and tranquillity.



A handwritten signature in black ink that reads "Ellen Chew" with a long, sweeping flourish at the end.

**Ellen Chew**  
Founder of Chew On This group







## *Certificate of Grateful Recognition* *6th June 2024*

With sincere thanks for your contribution to D-Day 80  
the international commemoration of the 80th anniversary of the D-Day landings  
on the five beaches in Normandy, France, on 6th June 1944.



Sailors American GIs British Soldiers Canadian Soldiers Airmen Merchant Seamen



French Allies Air Wardens Fishermen Women's Land Army Doctors Nurses

Despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to Company Sergeant Major Stanley Hollis of the 6th Battalion, The Green Howards.



Chinese naval officer Huang Tingren received the French Legion d'honneur, the highest order of military and civil honours that France bestows, 2006 in recognition of his bravery during D-Day.

THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

**Your free Certificate of grateful recognition for taking part.**

**Please download it, providing copies to all involved in your activities on 6th June 2024.**



# Acknowledgements

Our grateful thanks to

The Caravan and Motor Home Club



The Merchant Navy Association  
from ship to shore, from past to present



In the UK the red poppy is a symbol of both remembrance and hope for a peaceful future and is worn as a show of support for the Armed Forces community.

In France the bleuet de France is the symbol of memory and solidarity for veterans, victims of war, widows and orphans.



D-DAY 80 ANNIVERSARY 6 JUNE 2024 - THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

# Acknowledgements

Our grateful thanks to



The Tan Hill Inn, Richmond, North Yorkshire - the highest altitude Pub in Great Britain



The Turks Head, Scilly Isles - the most South-Westerley Pub in the British Isles



# Acknowledgements

Our grateful thanks to





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*Bruno Peek*

Bruno Peek CVO OBE OPR

Pageantmaster

D-Day 80 Anniversary 6 June 2024

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The Merchant Navy Association  
from ship to shore, from past to present

