

## Lorraine King HD Civic Serv CS

---

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

Dear Mayor/Chairman

### HM The Queen's Diamond Jubilee Beacons

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

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

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

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

With many thanks

**Councillor Rodney Bass**  
Chairman of the County Council

Essex County Council  
Telephone: 01245 430018 | Ext: 20018  
Email: [chairman.ecc@essex.gov.uk](mailto:chairman.ecc@essex.gov.uk) | [www.essex.gov.uk](http://www.essex.gov.uk)

**EssexWorks**

21/06/2011

The Queen's  
Diamond Jubilee

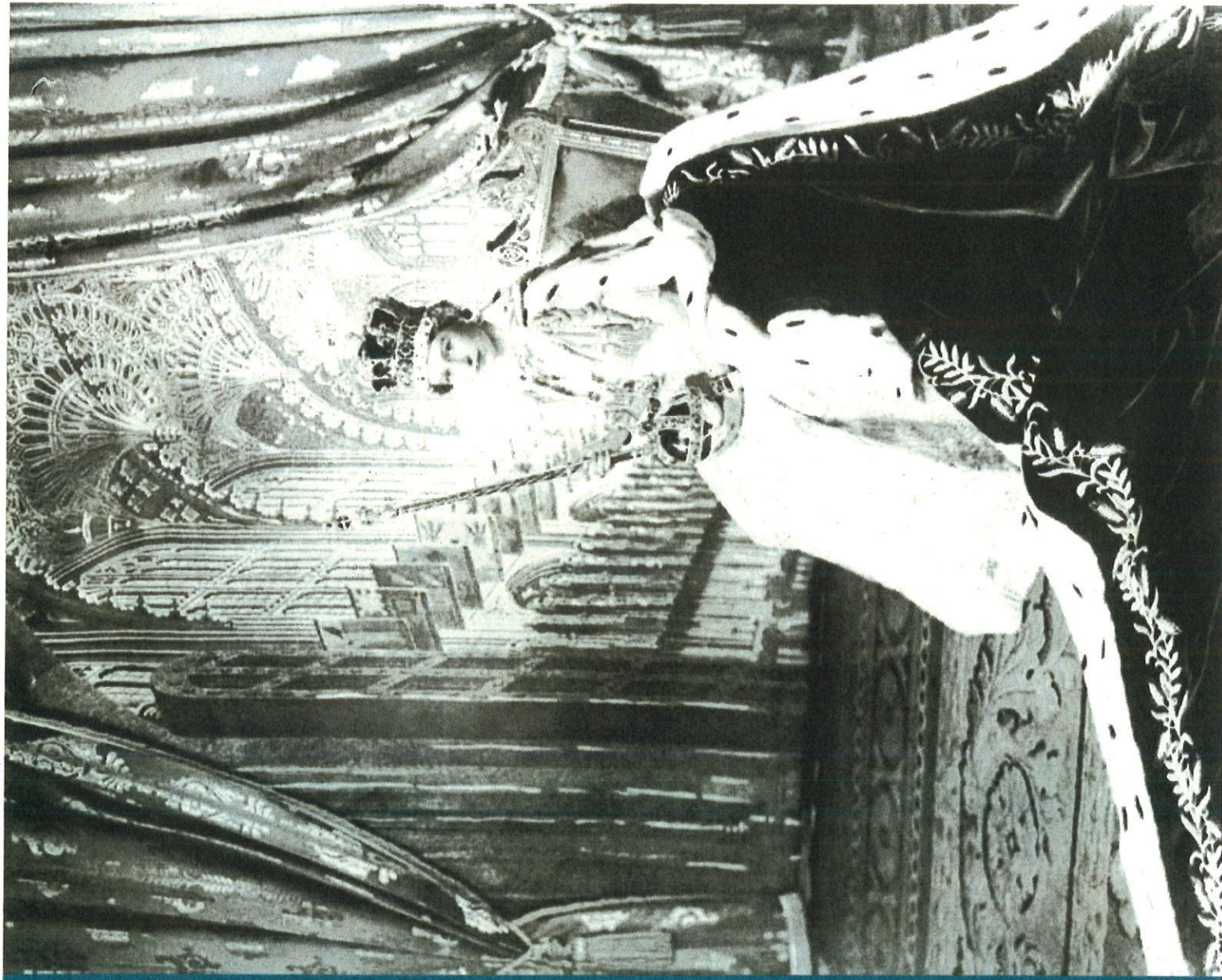
Beacons



4th June 2012



Your guide to taking part





Department for  
culture, media  
and sport

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

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

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

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

A handwritten signature in black ink that reads 'Jeremy'.

Rt Hon Jeremy Hunt MP

# Introduction

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

A Bonfire Beacon celebrating Queen Victoria's Diamond Jubilee

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

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

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

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

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

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

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

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

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



*Bruno Peek*

Bruno Peek OBE MVO OPR  
Pageantmaster  
The Queen's Diamond Jubilee Beacons



The Queen's Golden Jubilee.  
©Press Association Images.

Background picture:  
Buckingham Palace circa 1850.

# Bonfire Beacon

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

Obtain the landowner's permission and involvement.

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

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

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

**3** Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

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

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

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

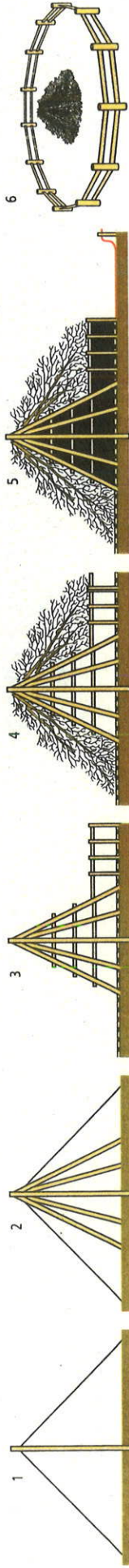
**7** In daylight, and just before lighting, check that there are no children or animals playing or hiding in the bonfire. Arrange for, and brief sufficient numbers of marshals.

**8** The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They

should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

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

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



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

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

# Church Tower Beacon

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

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

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

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

The Church Tower Beacon package will contain the following:

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



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

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

that the supervision should be by someone who is competent and it is essential that a trial be undertaken before the event to ensure that everyone is fully trained and familiar with the operation.

The price is £299 plus VAT, plus post and packaging. You can view a Church Tower Beacon alight by going to the following website: [www.bullfinch-gas.co.uk](http://www.bullfinch-gas.co.uk)

In 2012 Premier in partnership with the Church of England will launch a nationwide project aimed at getting young people active in their communities and reaching out to people in need. We are inviting young people to join the 2012 group with Premier providing media resources and events that aim to equip and inspire a generation to a greater level of social involvement, with the aim being to generate a wave of activity across the country. From every Church tower Beacon purchased, £30 will be given to the 2012 project to create the resources, hold events and coordinate teams.

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

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

# Legal Essentials and Safety

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

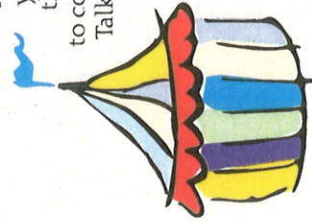


Above and background: The Tower of London built by William the Conqueror in the early 1060s. Through the centuries, successive monarchs have added to the fortifications.

## Licensing

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

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



## Insurance

Most events will require public liability insurance. Sometimes the local authority's insurance policy will cover you if you hire a park or venue from them. Otherwise the licensing officer will direct you to a suitable specialist company or broker. Do not try to source this kind of insurance from a non specialist.



## Emergency services

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



## Food and drink

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



## Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licences are granted by the local authority

rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licences have to be renewed and this will inevitably lead to long lead-in times. Please apply as early as possible.



## Site clearance

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



## Hiring or borrowing equipment

Your local authorities, scout and guide troops, and local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire or borrow. You may also need to consider generators, a public address system, and emergency flood lighting.



## All ability access

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

# Acknowledgements

## The Caravan Club

*For their generous support in funding the design of this publication*

Air Training Corps  
 Association of Lord-Lieutenants  
 Association of Town Centre Managers  
 BBC Vision Productions  
 Bruno Peek Pageantmaster Ltd  
 Bullfinch Gas Equipment  
 Cancer Research UK  
 Commonwealth Secretariat  
 Convention of Scottish Local Authorities  
 Country Land & Business Association  
 Department of Culture Media & Sport  
 English Heritage  
 Fields of Life  
 Flogas (UK) Ltd  
 Hadrian's Wall Heritage Ltd  
 Help for Heroes  
 Help The Hospices  
 Herm Island Limited  
 Historic Scotland  
 Isle of Man Government  
 John Lakeman  
 Land's End Heritage  
 Local Government Group  
 Malvern Hills Conservators  
 Marine Society & Sea Cadets  
 Ministry of Defence  
 National Association of Town & Parish Councils  
 National Trust  
 Night Train Productions Ltd  
 One Voice Wales  
 Premier Christian Media Group  
 Royal Agricultural Benevolent Institution  
 Royal Institute of Chartered Surveyors  
 RSABI  
 Scottish Association of Community Councils  
 SOLACE  
 The Army Cadet Force and Combined Cadet Force  
 The Duchy of Lancaster  
 The Royal Warrant Holders Association  
 The Scout Association  
 The Woodland Trust

TMS Media  
 Trinity House  
 UHSM University Hospital, South Manchester  
 VisitEngland  
 Walking with the Wounded  
 Bishopthorpe Palace  
 Buckingham Palace  
 HM Tower of London  
 Lambeth Palace  
 Luton Hoo Estate  
 Palace of Holyroodhouse  
 Sandringham Estate  
 Sark  
 St. James's Palace  
 States of Alderney  
 Belfast City Council  
 Cardiff City Council  
 City of London Corporation  
 Council of the Isles of Scilly  
 Edinburgh City Council  
 Greater London Authority  
 States of Guernsey Government  
 States of Jersey  
 St. Davids City Council  
 The Welsh Government  
 Waveney District Council  
 Westminster City Council  
 Windsor Castle

His Grace The Duke of Abercorn  
 His Grace The Duke of Argyll  
 His Grace The Duke of Atholl  
 His Grace The Duke of Beaufort  
 His Grace The Duke of Bedford  
 His Grace The Duke of Buccleuch  
 His Grace The Duke of Devonshire  
 His Grace The Duke of Fife  
 His Grace The Duke of Grafton KG  
 His Grace The Duke of Hamilton  
 His Grace The Duke of Marlborough  
 His Grace The Duke of Montrose  
 His Grace The Duke of Norfolk  
 His Grace The Duke of Northumberland  
 His Grace The Duke of Roxburghe  
 His Grace The Duke of Rutland  
 His Grace The Duke of Somerset  
 His Grace The Duke of Wellington  
 His Grace The Duke of Westminster  
 Lord Montagu of Beaulieu  
 Lord Salisbury  
 Lord Shuttleworth  
 Lord Somerleyton  
 The Earl of Caledon  
 The Marquess of Cholmondeley  
 The Viscount Coke



Left: Buckingham Palace showing the Queen Victoria Memorial.

Background picture: Windsor Castle.