

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

MINUTES JUNE 2023

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday, 14th June 2023** at **7:30pm** in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
Donald Pickering, Vice Chair
Stan Chapman, Councillor
Robin Graves-Morris, Councillor
Mary Haslam, Councillor
Keith Lowes, Councillor
Harry May, Councillor
Brendan Shakeshaft, Councillor
Bev Standen, Councillor

In Attendance: Amy Gallant, Parish Clerk
Richard Price, County Councillor
Harry Blathwayt, District Councillor
6 members of the public

Apologies: David Bland, Councillor

The meeting was brought to order at 7:30pm.

1) APOLOGIES

Apologies were received and accepted for Cllr. Bland.

2) PUBLIC FORUM

a) Items from the Public

No items from the public.

b) Items from the County Councillor

Tom McCabe had been appointed as Chief Executive for Norfolk County Council.

It was reported that country wide alerts has been issued confirming 3G Mobile networks would be gradually switched off and that members of the public with older phone models could be affected and were encouraged to find out more online.

c) Items from the District Councillor

It was reported on behalf of Cllr. Blathwayt that official notification on all planning permissions previously discussed were pending and that an update would be provided as soon as possible.

d) Items from Outside Bodies

i) Village Hall Management Committee

The Annual General Meeting (AGM) would be held on Tuesday 27th June. Findings from a recent review conducted by Community Action Norfolk (CAN) would be discussed to include the development of a revised Constitution and other recommendations from the report.

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The VHMC had received a response from the Gazette advertising for new members and would be considered at the AGM.

A query regarding floodlights and proposals for sport facilities were put forward and members of the public were advised to submit these directly to the Chairman at rgravesm@gmail.com or to attend the upcoming AGM for discussion in more detail.

ii) Any other items from Councillors representing Outside Bodies

No other items.

3) DECLARATIONS OF INTEREST

a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting

Cllr. Standen declared an interest under item 9ai) due to the proximity of the planning application to his home address.

b) To approve applications for dispensation for pecuniary interests

None received.

4) MINUTES OF THE LAST MEETING

a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 16th May 2023 [PHPC1].

Council **AGREED** to approve the minutes as an accurate record of the meeting and the minutes were signed by the Chair.

5) MATTERS ARISING

a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 16th May 2023 [PHPC2].

Under item 12g) it was noted by County Cllr. Richard Price that the Police had agreed to provide slow signs but that these were never delivered due to availability of signs. County Cllr. Richard Price agreed to liaise directly with the list of breweries on the Council's behalf once received by Cllr. Bland

b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 16th May 2023.

It was noted under item 8b) that Cllr. Graves-Morris agreed to continue as a member of the Staffing Committee.

That Cllr. Turner and Cllr. Haslam would be attending a Garden Gala hosted by the Norfolk Community Foundation to celebrate the work of the community following receipt of the Winter Warming Grant.

6) CLERKS REPORT

a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council [PHPC3].

Under item 11a) the exact location for the dog bin was being finalised with North Norfolk District Council.

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Under item 12d) it was reported that the legs of the bench at the Post Office may need to be lifted off the ground to prevent rotting from standing water and it was advised to include this in the Risk Assessment presented under item 7c) of the agenda.

Under item 12a) it was noted that flyers for the Summer Fayre had been advertised by Fleggburgh High School and to include this in correspondence relating to flyposting.

7) GOVERNANCE MATTERS

a) To note Casual Vacancy for the Office of Councillor for Potter Heigham Parish Council

Cllr. Constantinos resigned from the position of Councillor for Potter Heigham Parish Council on 8th June 2023. NNDC had issued the vacancy notice for publication on the Parish Council website and notice boards and it was confirmed that if no election was called by 4th July 2023, Council could co-opt.

Council **AGREED** to advertise a co-option notice after 4th July and consider applications received for co-option at the August 2023 meeting.

b) To consider appointment of Council Member representatives to Outside Bodies

Council **AGREED** to nominate Cllrs. Turner, Pickering, May, Chapman and Graves-Morris as Council Member representatives for the Village Hall Management Committee (VHMC). It was noted that the VHMC Constitution currently called for 6 representatives of the Parish Council and would be reviewed in due course as this was considered high.

c) To consider PHPC Public Seating Risk Assessment for approval [PHPC4]

Council **AGREED** to adopt the risk assessment as presented subject to clarification of the location of bench 5 at the Village Hall.

Cllrs. Standen, Shakeshaft, Turner, Pickering and Graves-Morris volunteered to conduct the first risk assessments for submission to the Clerk.

ACTION: Cllrs

d) To note the Internal Audit Report and delegation of action to the Finance Committee [PHPC5]

Council received the report and noted there were no actions for delegation to the Finance Committee.

e) To consider section 1 and 2 of the Annual Governance and Accountability Return (AGAR) for approval [PHPC6]

Council **AGREED** to approve the Annual Governance Statement and Accounting Statements and section 1 and section 2 were signed by the Chairman for publication and submission to the external auditor.

f) To consider the explanation of significant variances for approval to submit to the External Auditor [PHPC7]

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Council **AGREED** to approve the explanation of significant variances for publication and submission to the external auditor.

g) To note the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (AGAR) commencing Monday 19th June 2023 – Friday 28th July 2023 [PHPC8]

Council **AGREED** to approve the notification of the commencement date of the period of the exercise of public rights for publishing on the Parish Council website no later than Friday 16th June 2023.

8) FINANCIAL MATTERS

a) Bank balances at 31st May 2023

i) Unity Current Account ...7717	£8,458.84
ii) Unity Current Account ...7720	£10,888.16
iii) Cambridge & Counties ...2217	£12,858.52

b) To note payments made and funds received since the last meeting [PHPC9]

It was noted that the Skippers invoice did not correspond with the amount summarised in the cover sheet provided. The amount of £39.78 as shown in the invoice was confirmed as the accurate amount debited from the account.

Council **AGREED** to present invoices as a separate document to the summary sheet when circulating to Councillors for printing purposes.

c) To consider Councillor training costs for approval [PHPC10]

Council **AGREED** to defer the item until the casual vacancy had been filled.

9) PLANNING MATTERS

a) New applications received [PHPC11]

i) PF/23/1112: Erection of detached garage at the Alders, Bridge Road, Potter Heigham, NR29 5JB

A motion to discuss item 9a) was **AGREED** by Council for discussion following item 5.

The applicant attended the meeting and confirmed the building would be constructed as presented by the architect with no adjustments. It was noted that trees would not be removed and that this was confirmed within the plans.

Council **AGREED** to no objection to the application.

b) Decisions taken

i) None

10) REPORTS FROM PARISH COUNCIL LEADS

a) Allotments

Rural Estates Surveyor, Jenna Goodall, at Norfolk County Council joined Cllr. Pickering to inspect the land rented from County Farms Estate for allotments in the Village in preparation for the rent review scheduled to come into effect later this year.

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Separate to the inspection, it was noted that 3 plots had been left unkempt and would be followed up by Cllr. Pickering.

b) Staithe

Following receipt of a Potter Heigham Update from Snr. Flood Warden Paul Rice, it was noted that there was no update on the bunding of the electric substation.

A response had been received from the Environment Agency in relation to concerns raised regarding the Staithe and would be circulated to Councillors for information.

ACTION: Clerk

It was reported that the pathway at the end of the Staithe near the Fishing Tackle Shop was overgrown and required attention by the Broads Authority. It was reported that the grass verge by Latham's Car Park was overgrown preventing good visibility when pulling out of the car park.

ACTION: Clerk

c) SAM2

Cllr. Standen reported that speeding on Marsh Road was prevalent between 6:00am - 7am and after 7:00pm. Approximately 700+ cars were recorded in the week travelling from Church Road towards Marsh Road but 50% less returning from the Hut.

At Bridge Road the average speed was recorded at approximately 45mph. The times had been forwarded to the Community Speedwatch team in an attempt to schedule sessions during peak times for speeding.

d) Police Liaison

No report received. Cllr. Standen was advised to check the police website for the area but it was noted this did not provide up to date information.

11) REPORTS FROM COMMITTEES AND WORKING GROUPS

a) Report from the Working Group for Road Safety

A motion to discuss item 11a) following item 8 was **AGREED** by Council.

A meeting of the community group, TAG, met on 5th June and discussed a number of topics including speed signs, roundels, traffic light signals and the use of double yellow lines. In addition TAG, recorded 148 vehicles using the junction between Ludham Road, Bridge Road and Station Road during a 20 minute period on 5th June and 156 vehicles at the same junction on 10th June. The volume of traffic was considered high and TAG were hopeful that the information could be used to lobby NCC Highways for change.

The information gathered by TAG was received with thanks and it was noted the evidence could prove useful in any future proposals the Working Group for Road Safety may recommend for approval.

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It was confirmed that once the Working Group for Road Safety was in a position to make a formal recommendation, the Group would need to submit a proposal to the Clerk for inclusion on the agenda for consideration and approval by Council.

It was reported that 3 speedwatch events had been carried since the last meeting, operating in approved locations by the police. 2 events took place on Bridge Road by Latham's Car Park and 1 event took place on Station Road on the Village Hall side of the A149. Over the course of the 3 events, 5 vehicles were recorded and reported at 36mph and 1 vehicle recorded and reported at 42mph.

SAM2 Data regarding volumes of traffic had been received with thanks by the Speedwatch volunteers and it was noted this would prove useful in developing a schedule of future Speedwatch events.

The Community Speedwatch would continue throughout the summer months and volunteers were welcomed.

12) CORRESPONDENCE

a) To note proposal for fishing event to take place in Potter Heigham during summer 2023 [PHPC12]

Council received the proposal and noted no concerns providing appropriate permission with the Broads Authority had been granted and that arrangements for parking during peak season had been given due consideration.

b) To note invitation to attend a newly established Cadet Group in Potter Heigham [PHPC13]

Council **AGREED** for a parish Council representative to attend a session and Cllr. Chapman volunteered to attend. It was noted the group could be advertised in the Gazette alongside other regular bookings at the Village Hall.

ACTION: Cllr. Chapman

c) To note changes to the mobile library service [PHPC14]

Noted.

13) OTHER ITEMS FOR DISCUSSION AND DECISION

a) To consider the results of the PHPC survey regarding the future of Potter Heigham Bridge and to resolve the Council's position

A motion to discuss item 13a) following item 11a) was **AGREED** by Council.

At the April meeting of the Parish Council, a survey regarding the future of the Potter Heigham Bridge was agreed for distribution to the community. The survey asked respondents to choose a preferred option for the future of the bridge to inform the Parish Council's position.

A total of 484 surveys were distributed to the community. On behalf of the Council, David Sanford, distributed additional surveys to everyone who owned a property on the river. A total of 192 responses were received. Considering respondents first choice only, the results from the 192 responses concluded that 56% were in favour of weight restrictions and improved safety for pedestrians; 33% were in favour of

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permanent closure and pedestrianisation; and 11% were in favour for the bridge remaining open with no changes.

It was reiterated that the survey was distributed as an opportunity for the community to have their say and inform the Parish Council to support decisions to be taken, if any.

The Council noted the response of the survey and considered next steps to move forward with enforcement of weight limits and pedestrian safety.

Following a meeting with an Engineer for signals in Norfolk, County Cllr. Richard Price confirmed that the timing of the traffic signals could not be changed due to varying factors including the single track road, hump bridge and set protocols. It was reported that any delay to traffic signals could further increase the risk to pedestrians from vehicles jumping the lights as they wait for them to change.

Regarding enforcement of weight limits, it was noted that members of the public could report to the police's Commercial Vehicle Unit (CVU) any breaches and that photographs including the date and time of the offence would be useful. It was reported that Anglian Water had recently been reported and had received points to their commercial license for the breach.

It was reported by County Cllr. Richard Price that any changes to the bridge, required a feasibility study. The study would factor in the full highways network for Potter Heigham and would cost £10,000. It was noted that the Parish Council could submit an application for funding to the Parish Partnership Scheme which would reduce the costs to £5,000 and that applications for the Parish Partnership Scheme for 2023/24 were expected to open at the end of June 2023. County Cllr. Richard Price confirmed local businesses were prepared to contribute £3,500 towards the study leaving a Parish Council contribution of £1,500.

It was confirmed that the Parish Council would be under no obligation to act on the results of the feasibility study and that any application/acceptance to the Parish Partnership Scheme was not binding.

It was noted that the conditions of the roads varied throughout the year and it would be helpful to ensure any study was carried out during the summer months.

A proposal to pursue a feasibility study was considered by Council subject to confirmation of available funding. Council **AGREED** to contribute up to £1,500 towards the total cost of the study.

b) To consider participation in pilot of a .gov.uk domain name

Council **AGREED** not to participate in the pilot at this stage.

c) To consider maintenance of the bus shelter on Bridge Road

It was noted that the hedge at the back of the shelter required trimming and the shelter required cleaning. Council **AGREED** to approach Paul Gladden to assess the current maintenance needs of the bus shelter and provide a quote for works. Gordon Playford generously offered to cover costs of repairs.

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14) ANY OTHER BUSINESS

It was noted that a reporter from the Mercury had reached out to discuss the Parish Council's objection to the recent planning application at Glebe Farm and that a representative would be present in the village on Thursday 15th June. The Council's position was to provide no additional comments on behalf of the Council.

15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC

None.

DATE AND TIME OF NEXT MEETING

Wednesday 12th July 2023 at 7:30pm in the Village Hall

The meeting adjourned at 9:52pm.

Chair:

Date:

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Actions Arising: Wednesday 14 th June 2023			
Minute Ref.	Action	Who	Status Update
7c)	To complete bench risk assessments	Cllrs.	Complete: Risk Assessments presented under item 12 for consideration by Council.
10b)	To circulate response received from the Environment Agency regarding actions for the Staithe.	Clerk	Complete
	To report highways matters	Clerk	Ongoing: NCC reported they could not see the problem of visibility when pulling out of Latham's Car Park. Awaiting response from the Broads Authority regarding the pathway at the end of the Staithe.
12b)	To attend a Cadet Group session.	Cllr. Chapman	Complete: Cllr. Chapman to report back.

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Council Actions: The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2022-23.				
Meeting Date	Minute Ref.	Action	Who	Status Update
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.
14.12.2022	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	Ongoing: Purchase order submitted and location confirmed. Awaiting installation and invoice for payment.
		Confirm permissions for adhering dog waste stickers to the existing bins.	Clerk	Ongoing: Item has been superseded by item 9fi) on the March 2023 agenda. To be revisited pending outcome of bins on the Staithe.
Council Actions: The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2023-24.				
12.04.2023	12a)	To write a letter to the organiser of Fleggburgh Easter Fair requesting no further flyposting in the village.	Clerk	Complete

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Paper	PHPC4: Receipts & Payments		
Meeting	Potter Heigham Parish Council		
Date	12 th July 2023		
Author	Parish Clerk		
Payments made June 2023			
Ref.	Supplier	Description	Gross
P18	Anglian Water	Allotments	£81.11
P19	S. Millard	Flowers for the Staithe	£146.18
P20	Unity Trust Bank	Service Charge 7720	£18.00
P21	Unity Trust Bank	Service Charge 7717	£18.00
P22	Heelis & Lodge	Internal Audit	£220.00
P23	HMRC	PAYE	£10.40
P24	A Gallant	June Salary	£500.93
Funds received June 2023			
Ref.	Supplier	Description	Gross
Nil	Nil	Nil	Nil
Recommendation			
Council is asked to note the Receipts & Payments and corresponding invoices for information.			

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Paper	PHPC5: Community Hot-Spot Invoice
Meeting	Potter Heigham Parish Council
Date	12 th July 2023
Author	Parish Clerk
Summary	
In November 2022, Council received the Community Hot-Spot grant of £2,000 from Norfolk Community Foundation. At year-end, £944.89 remained from the Grant. Norfolk Community Foundation recommended groups use the remainder to continue carrying out their Hot-Spot activity throughout the Spring and Summer by offering their community an inclusive regular activity. Potter Heigham has continued the programme through Afternoon Teas and the following invoices are provided for payment from the remaining grant. A further invoice for Afternoon Teas is expected in August and October prior to returning any remaining funds to Norfolk Community Foundation.	
Recommendation	
Council is asked to approve the invoice payment of £96.00 to the Village Hall Management Committee and £85.76 to M. Tween.	

Decision issued

NNDC Ref: PF/23/0694

Application: Householder Application

Site: 1 Reynolds Lane, Potter Heigham, Great Yarmouth, Norfolk, NR29 5LY,

Proposal: Erection of two-storey side extension and single-storey rear extension.

Decision: Approve

Issued Date: 19th June 2023

A copy of the decision notice and other public documents can be viewed online:



Scan the QR code with your mobile phone or tablet.

Or visit **idoxpa.north-norfolk.gov.uk/online-applications** and search for application reference **PF/23/0694**

Or visit:

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RS0X82LN04T00>

Yours sincerely
NNDC Planning Dept.

Decision issued

NNDC Ref: PF/23/0465

Application: Householder Application

Site: Kingfisher Corner, 27 Church Road, Potter Heigham, Great Yarmouth, NR29 5LH,

Proposal: Creation of new vehicular access

Decision: Approve

Issued Date: 3rd July 2023

A copy of the decision notice and other public documents can be viewed online:



Scan the QR code with your mobile phone or tablet.

Or visit **idoxpa.north-norfolk.gov.uk/online-applications** and search for application reference **PF/23/0465**

Or visit:

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQU3Z9LN03D01>

Yours sincerely
NNDC Planning Dept.

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Paper	PHPC8: Parish Partnership Scheme
Meeting	Potter Heigham Parish Council
Date	12 July 2023
Author	Parish Clerk
Summary	
At the June 2023 meeting of the Council it was noted that the Parish Partnership Scheme could be used to fund, in part, a feasibility study of the highways network in Potter Heigham. The invitation to bid was received on 22nd June 2023 and has been forwarded to the Working Group for Road Safety to begin drafting a bid for funds to support the feasibility study. The deadline for applications is 8th December 2023 and will require Council approval prior to submission. It is recommended that any draft bid proposals are submitted to Council as soon as possible and no later than October 2023 to ensure sufficient time for any amendments as necessary.	
Recommendation	
Council is asked to note the report.	

cc Local Members

Your Ref:

Date: June 2023

My Ref:

Tel No.:

Email:

HI/12/GEN/DH/KT

0344 800 8020

ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

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Paper	PHPC9: Invitation to attend Planning Training
Meeting	Potter Heigham Parish Council
Date	12 July 2023
Author	Parish Clerk
Summary	
The following correspondence was received from the North Norfolk District Councillor for Stalham, Matthew Taylor, on 4 th July inviting Councillors to an evening of planning training and networking for parishes in the eastern part of the district.	
Recommendation	
Council is asked to consider the invitation and confirm a response.	

Cllr Kevin Bayes Cllr Matthew Taylor

Standing up for Stalham, Sutton and Catfield



Dear Sir / Madam,

As way of a brief introduction, we are the two locally elected District Councillors for Stalham, Sutton and Catfield.

One of our key objectives for this council term is to develop stronger links between North Norfolk District Council and our local parishes. It is with this objective in mind that we decided to organise an evening of planning training and networking for parishes in the eastern part of the district.

All of your councillors would be most welcome to join us. We will have several senior planning officers from NNDC who will be attending, giving your councillors the opportunity to speak with them on a one-to-one basis following the training session.

We also think this will be a fantastic opportunity to network with some of your neighbouring parish councillors. Refreshments will be provided.

The event will be taking place on **Thursday 24th August at 6 pm at the Poppy Centre, Recreation Road, Stalham, NR12 9BH.**

NNDC have asked us to provide a rough estimate of attendees, so if any of your councillors would like to join us please do let us know as soon as possible.

We look forward to meeting you soon.

Yours sincerely,

Cllr Matthew Taylor

Cllr Kevin Bayes

Cc: Cllr Nigel Dixon (Hoveton), Cllr Gerard Mancini Boyle (Hoveton), Cllr Luke Paterson (Happisburgh), Cllr Pauline Porter (Bacton), Cllr Adam Varley (St Benet's), Cllr Harry Blathwayt (Hickling)

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC10: D-Day 80 th Anniversary
Meeting	Potter Heigham Parish Council
Date	12 th July 2023
Author	Parish Clerk
Summary	
Please see the official Guide To Taking Part in D-Day 80 - 6th June 2024, which includes the message from the Prime Minister on page 3, encouraging the involvement of local communities etc in the lighting of Beacons on 6th June next year. 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 9.45pm on 6th June 2024, followed by an event to commemorate one of the most momentous achievements in living memory. Please see the guide for more details.	
Recommendation	
Council is asked to consider participation in the D-Day event.	



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 80th 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.

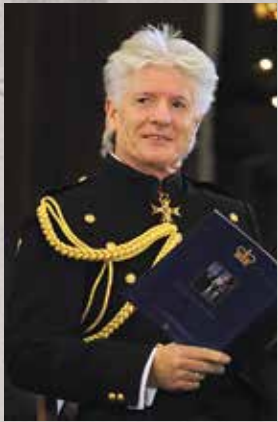
The Royal Navy is delighted to participate in the lighting of beacons on 6 June 2024 to pay tribute to all those who took part in D-Day, whether as part of the landings or supporting from the United Kingdom. The values that those involved were fighting for are ones that we continue to uphold – peace, 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

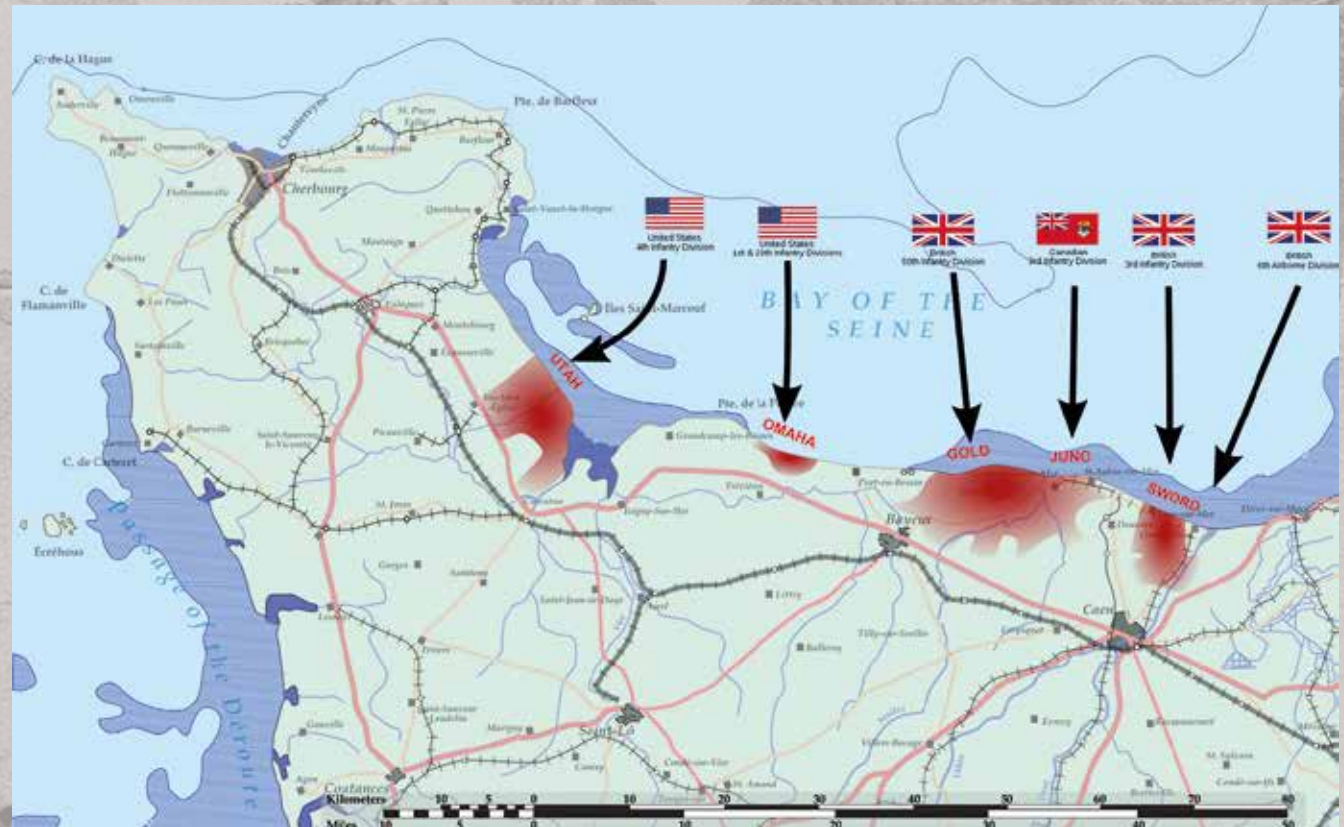


The 6th June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about 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 31 and 32** 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 D-Day Beacon will be lit in Normandy 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 beaches being lit at **8.30pm** BST, followed by the Principal United Kingdom, Channel Islands and Isle of Man Beacon at Portsmouth, England at **9.15pm** BST. As the Beacons are lit, 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 **page 18**. 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



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 to find out more.



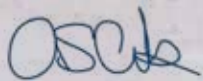
National Federation of Fish Friers

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



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

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

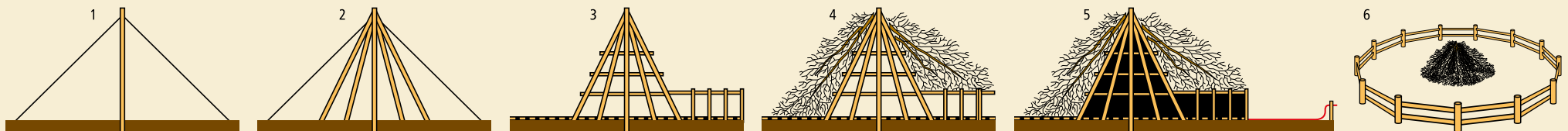
ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of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

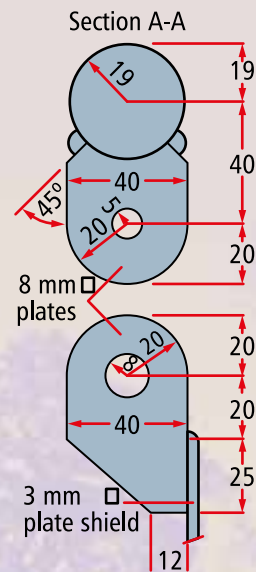
6 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the Bishops Frome Strawman to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or 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 burns brightly in the foreground, its flames reaching high into the dark night sky. The fire is contained within a metal cage-like structure. In the background, a crowd of people is gathered, and a building with a prominent conical roof and illuminated windows is visible under the night sky.



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
Web: 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. Additional information can be found on our website at 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.

A handwritten signature in black ink, appearing to read "Tom Coles".

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.





ROYAL NAVAL ASSOCIATION

ONCE NAVY **ALWAYS** NAVY

We are a family...

...of current and former personnel, relatives and supporters of our country's Royal Navy.



The Royal Naval Association is committed to supporting Naval veterans, serving personnel and their families by offering community and guidance on a local, national and international level.

With a team of volunteers and full-time members of staff, we endeavour to help every member of our community when they are in need.

When times are tough, we can help you find the right support services.

We are always grateful for any support and donations we receive to help us continue the work we do to support naval personnel, their families, other naval charities and organisations, as well as our own members. As we do not receive funding direct from the government, we rely on the generosity of the public, our members and sponsors.

Our Corporate Members

We're delighted to introduce you to our Corporate Members whose sponsorship helps us to make a difference to the lives of our members and the Naval Service Family:



[Donate Here](#)

www.royal-naval-association.co.uk

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

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**

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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Cobseo
The Confederation
of Service Charities



Veterans
Scotland

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**Royal Air Force
Benevolent Fund**

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CALL 0300 102 1919
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



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 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 32** 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 18 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 18**. 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, 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



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LOOK FOR THESE SIGNS
TO FIND QUALITY FISH AND CHIPS

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, which appears to read 'Yang'.

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

Baozilnn®

頌雅堂
YONG XUAN

g greenbeing

FIRST GLIM
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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.



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.



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



Acknowledgements

Our grateful thanks to



Acknowledgements

Our grateful thanks to



D-Day 80 Anniversary guide to taking part designed by Nick Marshall.





THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY



Bruno Peek

Bruno Peek CVO OBE OPR

Pageantmaster

D-Day 80 Anniversary 6 June 2024

www.d-day80beacons.co.uk

In association with

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



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



POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC11: Armed Forces Covenant Pledge
Meeting	Potter Heigham Parish Council
Date	12 th July 2023
Author	Parish Clerk
Summary	
Annual request to town and parish councils to show their commitment to their local armed forces community by signing the Armed Forces Covenant Pledge. Cllr Keith Kiddie Armed Forces Champion at Norfolk County Council is calling on all town and parish councils to support the Armed Forces Covenant Pledge. The Armed Forces Covenant is a promise from the nation to those who are serving in the armed forces and those who have previously served, and their families, that they will be treated fairly and not disadvantaged because of their service.	
Recommendation	
Council is asked to consider signing the pledge.	



Norfolk County Council

Cllr Keith Kiddie
Armed Forces Champion
Armed Forces Covenant Office
County Hall
Martineau Lane
Norwich
NR1 2DH

Tel: 01603 228871

Email:
armedforcescovenant@norfolk.gov.uk

Ref: AFC/MH/KK

Date: 15 June 2023

Letter to all Town and Parish Councils in Norfolk

Dear Town and Parish Councils

ARMED FORCES COVENANT PLEDGE

As Armed Forces Champion for Norfolk County Council, I would like to take the opportunity during Armed Forces Week (19-25 June) to raise awareness of the Armed Forces Covenant and encourage your council to show its support for the armed forces community living in your local area.

The Armed Forces Covenant is a promise from the nation to those who are serving in the armed forces and those who have previously served, and their families, that they will be treated fairly and not disadvantaged because of their service. It acknowledges the sacrifices they make through service and recognises that some individuals give their lives, some are seriously wounded, injured or sick through their service and some partners and families are bereaved.

I am a member of the [Norfolk Armed Forces Covenant Board](#); a partnership of organisations working together to promote the Covenant in all aspects of life and increase general understanding of service life.

I would like to encourage your council to support the Armed Forces Covenant, by signing the **Covenant Pledge**. The [Defence Employer Recognition Scheme](#), run by the Ministry of Defence, offers councils Bronze, Silver and Gold awards as organisations pledge, demonstrate and advocate their support for defence and the armed forces community.

As a result of a very successful webinar hosted by the Norfolk Association of Local Councils in February 2020, twelve town and parish councils have already signed their Covenant Pledge and have received their Bronze Awards. They have pledged to do some or all the following:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that they are an **Armed Forces-friendly Council**, to their members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public; maintaining our War Memorial.
- upkeep of war graves, with support of the Commonwealth War Graves Commission.
- finding out where the nearest Royal British Legion branch is, promoting it and supporting events.
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans' Gateway on their website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- finding our nearest cadet detachments, promoting and encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day/Week, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**; looking at whether an empty shop can be used as a hub.
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

In all likelihood, your council will already do some of the above, making a strong case for signing the Covenant Pledge. If your council would like to sign it, please use the [template on the Ministry of Defence's website](#).

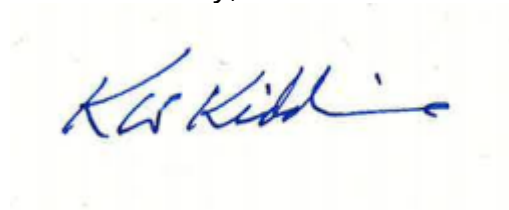
Once your council has signed the Pledge, please forward it to Kristina Carrington, Regional Director of Employer Engagement at Defence Relationship Management. Her email address is: ea-empsp@rfca.mod.uk. Please copy your email to armedforcescovenant@norfolk.gov.uk.

You will then be able to register for a Bronze Award on the Ministry of Defence's website: [Bronze Award](#).

If you would like any further information on the Covenant Pledge or help completing the template, please contact Kristina Carrington or armedforcescovenant@norfolk.gov.uk.

Thank you very much for your support.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Kw Kiddie', on a light-colored rectangular piece of paper.

Cllr Keith Kiddie
Armed Forces Champion

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC12: Seating Risk Assessment
Meeting	Potter Heigham Parish Council
Date	12 th July 2023
Author	Parish Clerk
Summary	
The risk assessment for seating owned by the Parish Council was completed in June 2023 and is attached for your information and consideration of any actions to be taken. For your information the 2023/24 budget for Assets is £1,000. To date, £190 has been spent for bench installation and a further £275 expenditure is expected for provision and installation of the new dog bin, leaving a budget of £535.00. N.B A second Risk Assessment has been completed for Bench 5 and has been provided for your information.	
Recommendation	
Council is asked to consider recommendations for action.	

Public Seating Risk Assessment: Reviewing risk involved to the public when using the benches provided in public areas by the Parish Council.

Location of Benches

Bench 1: Outside the Post Office

Bench 2: End of Nicholas Way /corner of Station Road

Bench 3: In front of St. Nicholas Church (intersection of Church Road/Church Lane/Marsh Road)

Bench 4: A149/Station Road junction

Bench 5: Outside the Village Hall under the tree

Ref.	What are the hazards?	Who might be harmed?	Precautions taken to minimise risk
1.	Injury caused by quality of the seat.	Members of the public	Council to consider the quality of products purchased ensuring benches provided are of a substantial construction and manufactured for use as street furniture in public environments.
2.	Injury caused by location of the seat.	Members of the public.	Council to consider the suitability of the location for public seating including the following: • Any obstructions to footpaths • Accessibility • Proximity to hedges, trees and roads
3.	Injury caused by installation of the seat.	Members of the public	Only authorised sites to be used for installation per resolution by Council. Council to ensure public seating is securely bolted to the ground with appropriate concrete padding or equivalent. Fixings to be inspected every 6 months and recorded and reported to the Parish Clerk for action as necessary.
4.	Injury caused by damage to the seat.	Members of the public	Benches to be inspected every 6 months. PHPC representative to conduct 6 monthly visual checks and record and report findings to the Parish Clerk for action as necessary. Checks to include: • Age of the bench • Maintenance of the bench since the last check, if any • Damage to seat and back slats, if any • Signs of vandalism • Bench fixings are intact

Public Seating Risk Assessments					
Date	Bench Ref.	Assessment Carried out by	Comments	Action required?	Next assessment due
21/06/2023	Bench 1	Cllr. Standen	- Bench situated on land owned by the Post Office. To confirm liability if someone is injured. - Bench not bolted to the ground - Feet in contact with ground and showing cracking at base due to water ingress. Requires metal foot to lift bench feet off the ground - Paint work scabby, needs rubbing down and repainting - No other damage to the seat observed	To be considered at the July meeting of the Council.	Dec 2023
22/06/2023	Bench 2	Cllr. Shakeshaft	- Varnish or other weather protection may increase longevity - Bench located by overgrown grass bank and is slippery when wet - No damage to the seat observed	To be considered at the July meeting of the Council	Dec 2023
23/06/2023	Bench 3	Cllr. Pickering	- New bench installed in 2023 - Quality, location and installation of the bench present no hazards at this time - No damage to the seat observed	None	Dec 2023
21/06/2023	Bench 4	Cllr. Standen	- New bench installed in 2023 - Bench not bolted to the ground - Feet in contact with ground and showing cracking at base due to water ingress. Requires metal foot to lift bench feet off the ground - No damage to the seat observed	To be considered at the July meeting of the Council.	Dec 2023
27/06/2023	Bench 5	Cllr. Turner & Cllr. Graves-Morris	- Quality, location and installation of the bench present no hazards at this time - No damage to the seat observed	None	Dec 2023

Public Seating Risk Assessment: Reviewing risk involved to the public when using the benches provided in public areas by the Parish Council.

Location of Benches

Bench 1: Outside the Post Office (Cllr. Standen)

Bench 2: End of Nicholas Way /corner of Station Road (Cllr. Shakeshaft)

Bench 3: In front of St. Nicholas Church (intersection of Church Road/Church Lane/Marsh Road) (Cllr. Pickering/Haslam)

Bench 4: A149/Station Road junction (Cllr. Standen)

Bench 5: Outside the Village Hall under the tree (Cllr. Turner)

Ref.	What are the hazards?	Who might be harmed?	Precautions taken to minimise risk
1.	Injury caused by quality of the seat.	Members of the public	Council to consider the quality of products purchased ensuring benches provided are of a substantial construction and manufactured for use as street furniture in public environments. Possibly due to rotting feet
2.	Injury caused by location of the seat.	Members of the public.	Council to consider the suitability of the location for public seating including the following: - Any obstructions to footpaths None - Accessibility Good - Proximity to hedges, trees and roads Underneath tree and dead branches visible around bench on floor
3.	Injury caused by installation of the seat.	Members of the public	Only authorised sites to be used for installation per resolution by Council. Council to ensure public seating is securely bolted to the ground with appropriate concrete padding or equivalent. Not bolted to ground, but loose Fixings to be inspected every 6 months and recorded and reported to the Parish Clerk for action as necessary.
4.	Injury caused by damage to the seat.	Members of the public	Benches to be inspected every 6 months. PHPC representative to conduct 6 monthly visual checks and record and report findings to the Parish Clerk for action as necessary. Checks to include: - Age of the bench Unsure - Maintenance of the bench since the last check, if any unsure but looking a feet not for a long time - Damage to seat and back slats, if any None - Signs of vandalism None - Bench fixings are None

Public Seating Risk Assessments				
Date	Assessment Carried out by	Comments	Action required?	Next assessment due
04/07/23	Bev Standen	Please see above	- Feet were buried in ground hiding the - lift bench feet off the ground	Jan 2024

Front Left	Front Right	Rear Left	Rear Right
			

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC13: Bus Shelter Maintenance
Meeting	Potter Heigham Parish Council
Date	12 th July 2023
Author	Parish Clerk
Summary	
At the June meeting of the Council, it was agreed to approach Paul Gladden to assess the current maintenance needs of the bus shelter and provide a quote for works. It was noted that Gordon Playford had offered to cover the costs of repairs. The following assessment and quote has been received for consideration by Council. <i>The bus shelter requires new panels under the windows (rusted and loose), a good clean up and the hedges/trees trimming up which surround it. The cost to do this is about £1200.</i>	
Recommendation	
Council is asked to consider the assessment and quote for works.	