

**AGENDA FOR THE PEOPLE COMMITTEE
THURSDAY 8TH FEBRUARY 2018 AT THE GUILDHALL OFFICES TOTNES**

You are hereby SUMMONED to attend the meeting of the People Committee, which is to be held in the Guildhall, Totnes on **Thursday 8th February 2018 at 10.00am** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	
	<i>The Committee will adjourn for the following item:</i>	
	<i>Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.</i>	
	<i>The Committee will convene to consider the following items:</i>	
2	To address any matters arising from 11 th January 2018.	Minutes enclosed
3	To update on sending 18 th Birthday cards to young people within the town following the purchase of the Open Register.	Cllr Sweett
4	To consider a proposal for improving Community links in Totnes.	Cllr Parker
5	To consider a Link Councillor for Caring Town Information Exchange and to note the July-December 2017 service update breakdown and 'Help in Hard Times' leaflet.	Documents enclosed
6	To consider setting up a Working Group to organise the Totnes beacon as part of 'Battles Over – A Nation's Tribute' commemorations on 11 th November 2018 and to note the latest update from the organisers.	Document extracts enclosed
7	To consider flying the Red Ensign in support of Merchant Navy Day on Monday 3 rd September above the Civic Hall.	
8	To note the date of the next meeting – Thursday 12th April 2018 at 10.00am.	

Sara Halliday
Administrator



MINUTES OF THE PEOPLE COMMITTEE
THURSDAY 11TH JANUARY 2018 AT THE GUILDHALL OFFICES TOTNES

Present: Councillors A Simms (Chair), B Piper, K Sermon, J Sweett and T Whitty.

In Attendance: Sara Halliday (Administrator), Sgt T Perrin (Devon & Cornwall Police), and Lindy Strong and Bonita Curtis (Marketplace Ministries).

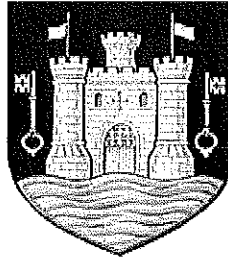
Apologies: Cllr M Parker.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	There were no apologies.
<i>The Committee will adjourn for the following item:</i>		
	Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	No members of the public were present at the meeting.
<i>The Committee will reconvene to consider the following items:</i>		
2	To formally confirm Cllr Marianne Parker's membership of the People Committee.	
3	To address any matters arising from 14 th September 2017.	Item 3 – The review of OSSR&WB Policy will now sit with the Totnes Neighbourhood Plan Task and Finish Group. Item 4 – Agreed by Full Council. Item 6 – to be discussed at item 5 today. Item 7 – Agreed by Full Council.
4	To discuss drug abuse issues in Totnes, including: <ul style="list-style-type: none"> • Drug related incidents at the Totnes Christmas market • An update on Operation APPLEROSE • An update from Marketplace Ministries 	Sgt Perrin reported that the Police did not see any marked increase in drugs related events during the Christmas markets. Any incidents were in line with normal levels. Sgt Perrin gave an update on Operation APPLEROSE, which is tackling drug dealing, street use and anti-social behavior in Totnes. Op APPLEROSE is about getting people off the streets and off drugs and uses a mix of enforcement and engagement involving a number of agencies (the Police, SHDC and Marketplace Ministries). There are ongoing prosecutions for dealing, and those found in possession may face prosecution or may escape charges if they engage with the rehabilitation programme offered by RISE. Cllrs expressed concern about the number of needles issued to users and the related problems that this causes when they are abandoned in public places. Marketplace Ministries (MPM) have been involved in working with addicts and getting RISE back into Totnes. In April 2017 MPM were focused on feeding the homeless and getting a support team to extend the advice that they can give individuals. In 2018 MPM are introducing a housing support package to address the root cause of someone's homelessness, and that when they are housed they get advice on how to keep the house (life skills such as financial, personal care, and home management) as various therapies to help mental health, and meaningful occupation opportunities.

	<ul style="list-style-type: none"> • Safeguarding Young People • Safe Drug Rooms 	<p>MPM's aim is to develop a community village to offer single unit accommodation for people who were clean of drugs. The recent opening of the MPM Funhouse soft play area will help generate funding for other MPM activities.</p> <p>Cllr Sweet raised the issue of misuse of prescription drugs by young people and Cllr Piper commented on the difficulty in tracing internet purchases. Sgt Perring said that whilst prescription drug taking amongst young people was still happening, it is no higher than last year and the police receive few calls about it.</p> <p>Cllr Sermon introduced the idea of a safe drug room being established in Totnes to take users off the streets. Whilst there are examples in a number of European countries, no such space has yet set up in the UK. Concerns were expressed that were Totnes to set up such a room it could attract more users and begging issues into the town.</p>
5	To consider amendments to the Buskers Badge policy.	To RECOMMEND to Full Council that the revised policy (attached) is approved. Main changes are no amplification to be permitted, badges issued for 3 months and photo ID to be carried by the busker..
6	To consider the role of Totnes Town Council in the application for a night landing site for the Devon Air Ambulance at Borough Park.	Cllr Whitty expressed concern about a misconception in Totnes that TTC is not supportive of the air ambulance night landing site application and the bad publicity that this could attract. It was acknowledged that TTC staffs have liaised with SHDC in getting the answer to some questions asked by DAAT, as well as agreeing for a £3K grant from the Paige Adams Trust. To RECOMMEND to Full Council that TTC is supportive of Totnes Rotary Club completing the application for a night landing site at Borough Park and will aid as necessary.
7	To consider a proposal for a Community Officer role in Totnes.	In the absence of Cllr Parker it was agreed to defer this item until the February meeting.
8	To discuss how the Town Council can support the 2018 Christmas Markets in Totnes.	It was suggested that Redhouse Events should hold quarterly meetings with the Totnes Chamber of Commerce, SHDC Cllr John Green and the TTC Link Councillors for business to discuss the 2018 markets – Cllr Sweett will speak with Redhouse Events.
9	To discuss the closure of the public toilets in Totnes.	The closure of the public toilets had been discussed at the January Full Council meeting. After the discussions with Sgt Perrin, the People Committee RECOMMEND to Full Council that: TTC and SHDC work with the Police Designing Out Crime officer to install safe and secure sharps bins in the public toilets in Totnes and reduce the surfaces and other areas used to aid drug preparation; that TTC supports the introduction of 'pay on entry' for use of the toilets; and recognizing that access to public toilets is a vital part of tourism in the town. It is acknowledged that a small minority are responsible for causing the problem, but this has a huge impact on local residents and visitors alike.
10	To consider the requirement of an Arts Link Councillor.	Cllr Piper introduced the idea of establishing an Arts Link Councillor position. With the arts being an economic

		driver in the town, having a link councillor could help in signposting artists to various organisations. To RECOMMEND to Full Council that an Arts Link Councillor position is established.
11	To note the recruitment of new members to the Devon Countryside Access Forum.	Noted.
12	To note the letter from the South Devon and Dartmoor Community Safety Partnership to the Office of the Police and Crime Commissioner about the Neighbourhood Policing Review.	Noted. To RECOMMEND to Full Council that TTC writes in support of the South Devon and Dartmoor Community Safety Partnership letter, stressing that the proposed reduction in PCSOs will be a dangerous and detrimental move in the ability of the Police to both prevent and solve crime. This will also undermine the confidence and feeling of security that the community has in the excellent service the police provide for the town.
13	To note the Torbay and South Devon NHS Health and Care Insights newsletter for October 2017.	Noted.
14	To note the Devon Community Resilience Forum December 2017 newsletter.	Noted.
15	To note the date of the next meeting – Thursday 8th February 2018 at 10.00am.	Noted.

CHAIR



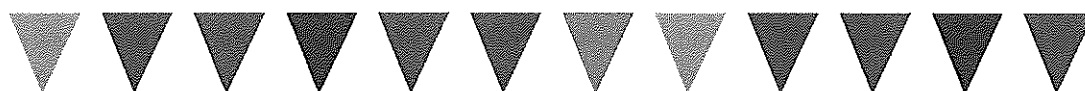
BUSKERS' CODE OF PRACTICE

1. Music or voice shall not be at a level or be so loud, that it can be heard at a distance of 50 metres. No amplification or microphones - mains, battery or generator powered - are permitted. Busking must not be intrusive or a nuisance in nearby premises (commercial or residential), or affect the use of the public telephones. If asked by a shop trader to stop busking in front of their premises, entertainers should do so.
2. Entertainment is restricted to a maximum of one hour in any one place (pitch) and shall not be repeated in that place or within 50 metres of it within 2 hours. Note: particularly noisy entertainment (e.g. bagpipes, drums) will be restricted to a maximum of 30 minutes in any one place.
3. Entertainers shall not obstruct the highway, pavement or entrances to shops. Entertainers are also responsible for ensuring that the highway, pavement or entrances to shops is not obstructed by people gathering to listen or watch the performance. Note: 'obstruct' includes causing people to walk on a road rather than the pavement. Entertainers should not behave in any way that obstructs the highway or is anti-social.
4. Entertainers shall not make use of public seats.
5. Pitches chosen shall satisfy the above criteria and must not be within 50 metres of another authorised busker.
6. No sign shall be displayed inviting payment (except where a collection for charity has been authorised by the Council or the Charity Commissioners).
7. Totnes Town Council does not expect anyone busking in the town to be using or being under the influence of drugs or alcohol.
8. The Totnes Buskers' Badge will be issued for three months to all entertainers who agree to comply with this code. Phone ID should be carried by the individual holding the Badge and they may be asked to produce it by a Police Officer or Council Officer. Every support will be given to buskers displaying the Badge. However, entertainers must stop performing immediately when requested to do so by a Police Officer or Council Officer. Totnes Town Council supports the police in their policing of the town, and in dealing with any buskers who are behaving in an antisocial manner.

Note: The Police and the Council will not normally institute legal action where the code is observed. However, breaches may make a person liable to prosecution. In addition, other persons may institute action under the same laws where breaches have occurred notwithstanding the code.

Caring Town Information Exchange

Connecting local people with local services.



Service update for 6 months from July-December 2017

Visitors

A total of 842 people have visited the CTIE during this period, and of these 197 visitors had 'specific needs for referral' (making a total of 1,230 visitors since we opened in April, of which 288 had referral needs).

Over the last few months we have seen an increase in needs around financial issues and support for physical health, but mental health remains the most significant need as shown in the table below. We have also seen more visitors over the age of 65, and issues being reported as more urgent.

Type of need expressed (visitor may have more than 1 of these)	% of visitors
Mental health	27%
Physical health	24%
For an older person - age related	19%
Financial issues	17%
Info on legal issues, benefits or rights	16%
Looking for social contact - activity or group	15%
Just needed someone to talk to	13%
Housing	10%
Interested in volunteering	8%
Drug or alcohol related	6%

Who is visiting?

- 12% are under the age of 30; 26% aged 30-50; 25% aged 50-65 and 33% aged 65-80.
- 80% of the visits were on their own behalf and 20% for someone they knew.
- 62% of visitors said it was an ongoing issue, 38% said it was more recent.
- 67% said their issue was urgent or somewhat urgent versus non urgent.
- 75% of visitors were female.
- 87% came in person, others telephoned.

Visitors have a wide range of queries and needs, which can take some time to emerge as trust grows during the conversation with the Connector. Some are quick to address, and others can take several hours of research and follow-up.

How did we help?

We were able to help with practically all of the issues in terms of sign-posting visitors to local organisations, services and groups. During this period we have made 152 referrals across 54 organisations (and since opening, we've made a total of 282 referrals across 85 organisations and groups). We provide the contact details to the visitors. The most common referrals are to: Marketplace Ministries (Food Bank, Drop In, Transition Club etc.), Citizens Advice South Hams, Churches, Totnes Caring, CVS, Community cafes, Learn Devon, Totnes Library and Walk & Talk.

Reflections

The number of visitors is continuing to increase as the service becomes more widely known. To help raise awareness, Denise and Victoria have been taking the CTIE out to other venues, including the library and Morrisons, as well as attending a range of events such as PRIDE, Carer's Rights Day, Forking Local Food Festival, and Keeping Young Totnes Safe. However, we look forward to the signage at the front of the Mansion being reinstated (date not yet confirmed), as this continues to negatively impact our profile to some degree.

The CTIE room set-up is now complete and provides a warm and welcoming space for all visitors. It increasingly acts as a doorway for the community into the local network of services and groups, and the service is highly valued as reflected in the results of the recent survey by Totnes Town Council - we hope this helps secure our funding from April 2018.

The CTIE has been helping some organisations to reach their service users, for example, South Dartmoor Energy and Citizens Advice South Hams have been holding drop-in sessions during the week. It's become clear that a lot of focused publicity needs to happen around these clinics in order to make sure people know they are there.

We continue to monitor usage of our service, and adapt it as needed to best meet the requirements of local people. We greatly appreciate the financial support of Totnes Town Council, without which this service would not be possible.

Young people

South Hams District Council Housing
01803 831234
(or 867034 out of hours) and select 'housing'.

Young People's Housing Advice
www.yhdevon.co.uk has emergency numbers, info and advice.

Nightstop Devon
01392 274853
Helps 16 to 25s to find a safe bed for the night (Exeter-based).

Devon Social Services
0345 155 1071 8am-8pm
Mon-Fri, Sat 9-1pm.
Emergency line for weekends, bank holidays, evenings 0345 600 0388.

Childline (under 18s)
0800 1111 anytime, or chat online at www.childline.org.uk to get help.

Young Devon
01626 202530 or 0808 281 0155 or see www.youngdevon.org. Offering advice, help and mental health support.

Space
01803 849200
Youth groups, activities and 1:1 support for young people. Rushbrook Centre, Station Road, Totnes, TQ9 5HW or email simon.roberts@spaceism.org

Kooth Online
www.kooth.com for free anonymous, online support with mental health.

YSmart.org.uk
0800 121 4751 or 01271 388162 for help with drugs and alcohol misuse for under 18s.

Support and counselling

Devon Rape Crisis
01392 204174 or support@devonrapecrisis.org.uk. Offers support, counselling, advocacy for anyone who has experienced sexual abuse or sexual violence.

Devon Domestic Abuse Support Services (Splitz)
0345 155 1074 or see www.splitz.org/devon For adults and children with experience of domestic abuse.

Samaritans
24hr free help line. Call 116 123 if you are in distress and need to talk, or 01803 299999. Text a support worker on 07725 909090.

Cruise Devon
0808 808 1677 or 0300 330 5466 free helpline open 10am-4pm, Mon-Fri, offering support for those who have lost someone close.

Relate South Devon
01803 299001 or sdevonrelate@btconnect.com for relationship advice and counselling.

Proud2Be
01803 864321 or info@proud2be.co.uk

Supporting LGBTQIA+ youth and adults through social groups, events, mentoring & counselling in Totnes and beyond.

Devon Victim Support
0300 303 0554
A charity that provides emotional and practical help to victims and witnesses of crime, regardless of whether you have contacted the police. Email: Devon.Cornwall@victimsupport.org.uk.

Mindline South Devon & Torbay
0300 330 5464
An out of hours confidential listening service for those in distress, open 8pm-11pm on Tues, Weds, Fri and weekends.

Forgiveness Therapy (Freedom Centre)
01803 84035
An approach to help with forgiveness, leading to freedom, making better choices and improving self-esteem.

Beyond Borders Totnes & District
info@beyondborders.totnes.org.uk. Fosters ongoing awareness and bridges local support to

specific needs of refugee and asylum seekers.

Crossline
0300 111 0101 or 01752 664243 (Plymouth Centre). A Christian help line to talk with trained and caring staff. Share a problem. Free and confidential.

Royal British Legion
0808 802 8080
Free advice line, 8am-8pm every day. Help offered for ex or serving armed forces and their families.

Food and essentials

Marketplace Food Bank
01803 840354
2a Burke Road, Totnes, TQ9 5XL
Open Tues, Weds, Thurs 10.30am-12.20pm and 2pm-3pm. Just drop in for emergency food parcel, simple referral needed for ongoing support. Marketplace Drop-In offers a hot lunch at about 1.1am from Monday to Friday, as well as clothes and access to showers.

Help in hard times

Contact details for local support services in and around Totnes.



This pocket guide gives contact details for emergency beds and food, housing, support and advice in and around Totnes. You can also visit the Caring Town Information Exchange for friendly, confidential help to find the support you need.

Emergency accommodation and housing advice

Marketplace Drop-In
01803 840354
Open Mon-Fri, 9.45am-12.45pm.
2a Burke Road, Totnes, TQ9 5XL

A warm welcome for the homeless, vulnerable and disadvantaged. Practical daily help, food, clothes. Sign-posting for services and access to emergency accommodation.

South Hams Homeless Housing Specialist
Call 01803 861234 (or 867034 out of hours) or email housing.advice@southhams.gov.uk to contact the Housing Options Team and make an appointment to discuss your needs and options.

Torbay Winter Night Shelters
07712 892735
Churches across Paignton and Torquay operate a

rota for evening meal, bed and breakfast for homeless people, every night from January to March.

Haven Torbay
01803 558727
A safe and welcoming space for all homeless and vulnerable people regardless of background, faith, race, gender or age. In the centre of Paignton: 1 Parkside Road, TQ4 6AE.

Shelter National helpline
0808 800 4444 and local contact in Plymouth 0344 515 2399. Legal advice on 0345 345 4345. Offers emergency and expert advice if you are homeless from 8am-8pm Mon-Fri, and 8am-5pm weekends.

Salvation Army
020 7367 4500 or 01752 562170 or for Devonport

House, 24 Park Avenue, PL1 4BA. Hostel provision for single homeless with support needs, all age groups (who have a Plymouth connection).

Devon and Cornwall Rough Sleepers Partnership
If you know anyone at risk of rough sleeping, call 0300 5000 914 (24 hrs) or email housing@swdevon.gov.uk

Shekinah
01803 217890
24-hour supported hostel service at Factory Row, Torquay, TQ2 5QQ for those in or seeking recovery from homelessness, drug and alcohol issues, offending and poor mental health. Drop-In also at Bath Street, Plymouth, PL1 3LT or call 01752 203895.

Want to help support our vulnerable people?

Several cafes and restaurants in town run the *Giving Back* scheme where customers can donate money which is then passed to the local Food Bank, Drop-In and other services for people experiencing hard times.

Or, if you have time to volunteer, local groups and service providers would love your help! Find out about volunteer opportunities at the Caring Town Information Exchange.

Caring Town Information Exchange

Connecting local people with local services

Open from 10.30am-2.30pm every Mon, Tues, Thurs, Fri and Sat at the Mansion, 36a Fore Street, TQ9 5RP. Phone: 01803 864450

www.caringtown.org.uk
Email: connector@caringtown.org.uk



A cup of tea and someone to talk to



St. John's Church
26 Bridgetown, TQ9 5AD
01803 840113 or 01803 550674. Drop in Coffee Morning and community café 'pay what you feel' on Wednesday mornings 10am-1.30pm.

Totnes United Free Church
56 Fore St, Totnes
01803 864577
Mon-Thurs. Drop in 10am-12.30pm for tea, coffee, biscuits, companionship. Donations only. Happy to talk, help is available.

Street Pastors
Volunteers from local churches are on our streets to listen, care and help everyone to stay safe on Friday nights 9.30pm-1am.

Help with mental health

NHS Depression & Anxiety Service
01803 696600
A free, confidential, talking therapy service for adults, offering effective treatments and therapies, can self-refer.

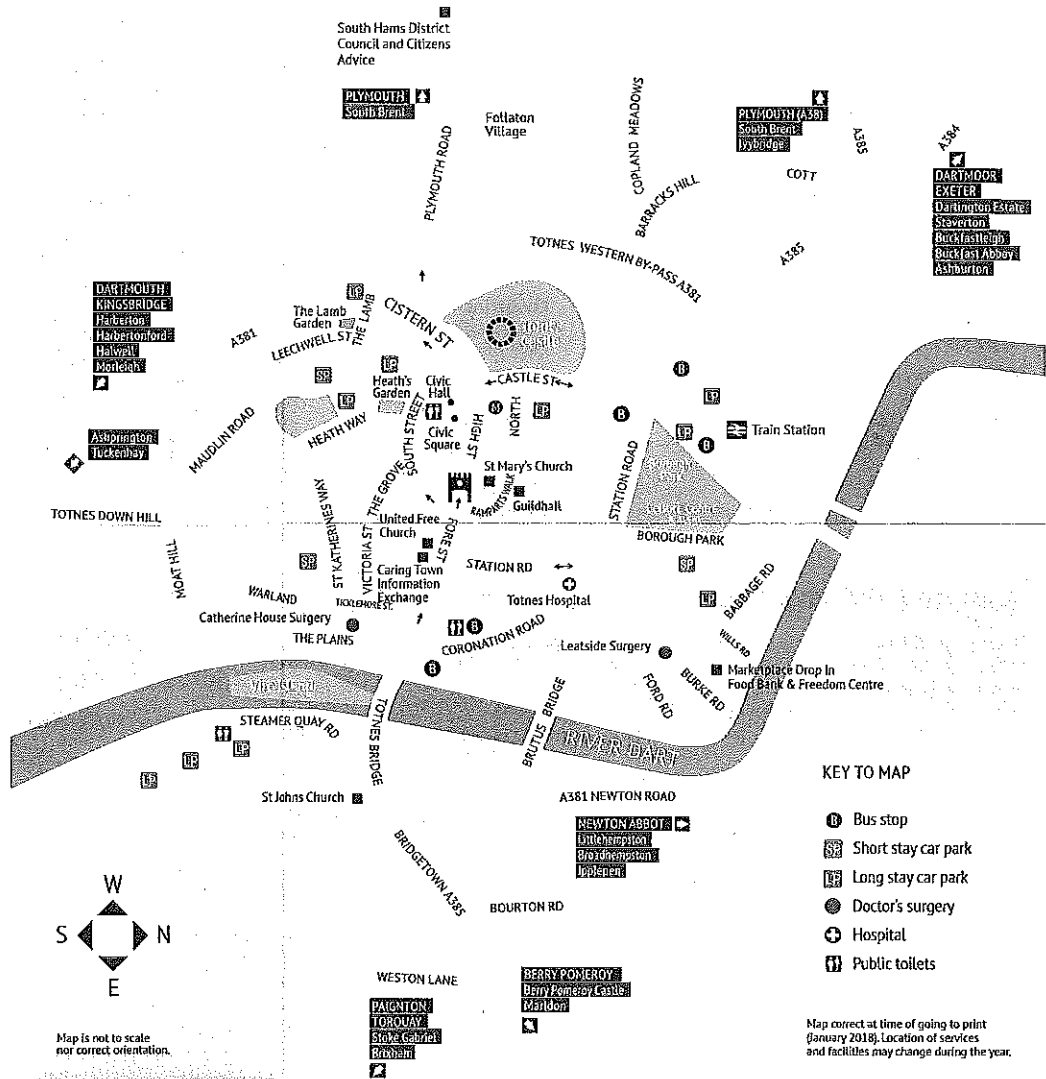
meeting room on Tuesdays 11am-1pm.

MIND
01752 5122280
Based in Plymouth, help and support for anyone struggling with poor mental health. Advice line 01752 520052.

Devon Emergency Duty Team
0345 6000 388 in mental health emergencies only.

Devon Recovery Learning Community
01392 677067 or see www.devonrlc.co.uk for courses and peer support for those with mental health difficulties, and their carers.

Rethink Plus
07890 048008
A drop-in support group meets at Morrisons in Totnes in the upstairs



Recovery from drugs and alcohol

Alcoholics Anonymous
0800 917 7650
Weekly meetings in Totnes.

Cocaine Anonymous
www.cauk.org.uk
Meetings in Plymouth and Newton Abbot.

Narcotics Anonymous
0300 999 1212
Weekly meetings in Totnes.

Al Anon
020 7403 0888
Help for anyone affected by another's drinking. Weekly meetings in Totnes.

Rise Recovery (Addaction)
0300 303 3384
Support for drug and alcohol issues. At Marketplace Drop In on Weds afternoons, and the Mansion on Thurs 10am-12.30pm.

National Association for Children of Alcoholics (NaCoa)
0800 358 3456
Info and support for everyone affected by a parent's drinking.

Smart Recovery
01463 729549
Meetings in Paignton, Torquay and Plymouth. Help and support for all addictive behaviours.

Breaking Free Online
www.breakingfreeonline.co.uk. On line treatment and recovery programme for problem alcohol and drug use.

Frank
0300 123 6600
For friendly and confidential drugs advice.

Debt, finances, benefits, legal advice and advocacy

Citizens Advice South Hams
0344 411 1444
Free, impartial, confidential and independent advice for everyone, whatever the problem – on the web, by phone and in person. Follaton House, Plymouth Road, Totnes, TQ9 5NE. Drop in Mon-Thurs from 10am-1pm and 2pm-4pm. www.southhamscab.org.uk. Sometimes available from the Mansion, call 01803 864450 for times.

CAP Christians Against Poverty
0800 328 0006
Based at Totnes United Free Church. Free debt counselling service to help lift you out of poverty.

Vocal Advocacy
01803 868300
Helps adults to understand and exercise their rights, especially those with communication difficulties.



Help finding work

Job Centre
0843 487 1844
68 New Walk, Totnes, TQ9 5WE. Relocating soon to Follaton House on Plymouth Road.

Enabling people to aspire and achieve. Tuesdays 2-4pm. A variety of courses available, help and space to complete them.

Big Issue
020 7526 3200
Big Issue works with homeless and vulnerably housed people in order to help them generate an income.

Transition Club (Freedom Centre)
01803 840354
Open 1.30pm-2.30pm Tues, Weds & Thurs. Free chat, support, confidence building, support with volunteering, and help towards training and work.

Training Hub (Freedom Centre)
01803 840354

Empowering Enterprise
01803 551551
Assists 18-24 year olds to develop employability and skills.



Other useful information

Leatside Surgery (GPs)
01803 862671 Babbage Road, Totnes, TQ9 5JA.

Torbay Hospital
01803 614567 or 0300 4568000 Lowes Bridge, Torquay, TQ2 7AA.

Totnes Caring
01803 865684
Support and assistance for older people.

Catherine House Surgery (GPs)
01803 862073
The Plains, Totnes, TQ9 5HA.

Police
Call 999 if urgent else call the Community Support Officers on 101.

Bob the Bus Community Transport
Provides Totnes and rural areas with affordable transport for all. See Bobthebus.org.uk or local bus stops for times.

Totnes Hospital
01803 862622
Coronation Road, Totnes, TQ9 5GH. Open 8am-8pm every day (minor injuries unit).

Totnes Library
01803 862210
Information, resources and internet access. Open Mon, Tues, Weds, Fri and Sat morning.



Item 6

Totnes Town Council Administrator <administrator@totnestowncouncil.gov.uk>

Fwd: BATTLE'S OVER - A NATION'S TRIBUTE 11TH NOVEMBER 2018 & EARLY UPDATE & NEW GUIDE TO TAKING PART

1 message

Bruno Peek <brunopeek@mac.com> 18 October 2017 at 09:50

To: r.gillis@bridport-tc.gov.uk, lesley@devoncommunities.org.uk, jandjdevon@hotmail.com, petertavypc@hotmail.co.uk, clerk@changford-parish.co.uk, parishclerk@liftonpc.org.uk, luppittclerk@yahoo.co.uk, natalie.hicks@newtonabbot-tc.gov.uk, townclerk@holsworthytowncouncil.gov.uk, simoninch@bideford-tc.gov.uk, dollard@delamore.com, admin@delamore.com, mail@okehamptonhamlets-pc.gov.uk, bucklandbrewerparishcouncil@gmail.com, keithchris@mac.com, phil.hamlyn@gmail.com, manorfarmstrete@hotmail.co.uk, lypstonepc@gmail.com, clerktosouthtawtonpc@gmail.com, clerk@hennockpc.org.uk, johnboulden21@hotmail.com, claudia.kelly@exeter.gov.uk, Lord Mayor's Office <lordmayorsoffice@belfastcity.gov.uk>, Totnes Town Council Administrator <administrator@totnestowncouncil.gov.uk>, lowersletchcott@hotmail.co.uk, donna@cliffordestate.co.uk, simon.day@keatonhouse.mac.com, projects@dawlish.gov.uk, charlesmorganbmct@icloud.com, nigbrown@icloud.com, townclerk@crediton.gov.uk

Dear Participants,

RE: EARLY UPDATE & NEW GUIDE TO TAKING PART IN 'BATTLE'S OVER - A NATION'S TRIBUTE 11TH NOVEMBER 2018'.

We were due to update you in JANUARY NEXT YEAR. However, the new Guide To Taking Part has been completed early, outlining the whole days activities - (PLEASE SEE ATTACHED GUIDE). From the Guide, you will now see all the four elements relating to 'Battle's Over' on 11th November 2018.

- 6.00PM: Sleep in peace, now the battle's over.
- 6.55PM: Battle's Over - The Last Post.
- 7.00PM: WWI Beacons of Light.
- 7.05PM: Battle's Over - Ringing out for peace.

With regard to Battle's Over - Ringing out for peace, we would be delighted if you would approach your local Cathedral/Minster/Churches encouraging them to take part by ringing their bells at 7.05pm to help us achieve the sound of thousands of bells ringing across our nation that night. Our overall aim is to have 1000 Cathedrals/Minsters/Churches involved, so would be extremely grateful if you would approach them as soon as possible, asking those wishing to take part, to email us the following information by no later than the 31ST OCTOBER 2018 please, to ensure we list them in the Guide during it's three monthly update taking place every three months from the 31st October 2017, through to 31ST OCTOBER 2018, so please ask them to send the details below to brunopeek@mac.com

- Name of Cathedral/Minster/Church etc:
- Address:
- Country:
- County:
- Name of contact:
- Telephone number:
- Email address:

From page 2 of the Guide, you will see the special certificate produced for this occasion to enable participants to download it from 30TH NOVEMBER 2018, so you/they can print it off and frame it as a permanent reminder of your/their involvement in this unique day of commemoration. Would you also please be kind enough to ensure you have undertaken all the elements relating to page 13, to ensure a safe and enjoyable event on 11th November 2018.

We will send you an outline press release during OCTOBER 2018, so you can localise it regarding your event, before YOU send it to all your own contacts within your local media, ensuring they are aware of your activities as part of 'Battle's Over - A Nation's Tribute 11th November 2018. (Please plan around sending the release on FRIDAY 2ND NOVEMBER 2018). Our next update will take place during JULY 2018.

However, in the meantime, may I take this opportunity to send you my warmest regards and to thank you once again for your amazing support and involvement, and wish you well with your planning.

Br

uno
Bruno Peek LVO OE OPR
Pageantmaster
'Battle's Over - A Nation's Tribute'
Tel: + 44 (0) 7737 262 913

Battle's Over Guide v14.pdf
8366K

Introduction

On 11th November 2018, the United Kingdom and its friends overseas will mark the day 100 years ago when the guns fell silent at the end of the First World War.

You can play your part in remembering the sacrifice of millions of men and women by joining us in Battle's Over, a unique series of events in the morning and evening involving organisations and communities the length and breadth of our nation and in many countries abroad.

- **Battle's Over - Sleep in peace, now the battle's over**
- **Battle's Over - The Last Post**
- **Battle's Over - WWI Beacons of Light**
- **Battle's Over - Let the Bells Ring Out**

6.00am - Battle's Over - Sleep in peace, now the battle's over

The sound of 1,000 bagpipes will fill the air before dawn has broken on 11th November 2018. In cities and towns throughout the land individual pipers will play Battle's O'er - a traditional air played by pipers after a battle. Heralding the start of the day's commemorations, they will play the haunting tune outside churches and cathedrals, in market squares and muddy fields, on hilltops and high streets, in valleys and village greens throughout the United Kingdom, Channel Islands and the Isle of Man, and at scores of locations overseas, including Australia, Canada, the USA, Germany, South Africa, France, Spain, Denmark, Israel and Somalia to name but a few.

A lone piper will play Battle's O'er in front of the Tomb of the Unknown Warrior at Westminster Abbey, London, with others undertaking a similar performance in front of cathedrals in the UK. At the same time, pipers everywhere will be playing the same tune in their local communities.

Following the playing of this piece of music at the Merchant Navy Associations National Memorial, Trinity Square Gardens, Tower Hill, London, at 6am, through to 7pm, when a WWI Beacon of Light will be lit, the 15,000 names of those brave Merchant Navy Seamen who lost their lives during this

dreadful war will be read out by a range of people from all over the United Kingdom, in remembrance of the sacrifices made.

We anticipate that this unique tribute, organised in association with the Glasgow-based College of Piping, will start the centenary media coverage on television and radio, and will provide some of the day's most moving and atmospheric sights and sounds, so if you wish to encourage a local Piper to participate by playing Battle's O'er at a location of their choice (excluding Cathedrals), please ask them to register asap, providing the following information to:

battlesoer@collegeofpiping.org

Name of Piper, Address, Country, County, Tel, Email

6.55pm Battle's Over - The Last Post

In association with the Air Training Corps, Army Cadet Force, Sea Cadet Force and the Light Infantry Buglers Association, the Last Post will be played at many of the 1,000 WWI Beacon sites throughout the United Kingdom, involving young people and others paying their personal tribute to those that gave their lives during World War I.

7.00pm Battle's Over - WWI Beacons of Light

Later that day, after darkness has fallen, more than 1,000 Beacons of Light will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

This is a commemoration inspired by a comment made on 3rd August 1914 by Britain's Foreign Minister, Sir Edward Grey. He was looking out of his office window at dusk as gas lights were being lit along London's Mall when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime."

Our country was about to be plunged into the darkness of the First World War, and it would be four long years before Britain and Europe would again experience the light of peace.



*Your chance to pay your
personal and community
tribute to those millions
that gave their lives
for their country
or returned home wounded
during or after the dreadful
darkness of four years of War*

1914 - 1918

in remembrance of the end of the war and the millions who were killed or came home dreadfully wounded, Beacons of Light will be lit around the country at 7pm on 11th November 2018.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning and bringing home the harvests. The beacons will symbolise the light of hope that emerged from the darkness of war.

Among the communities and other organisations that have confirmed their involvement are the Tan Hill Inn, Yorkshire Dales, the highest pub in Great Britain; Uhst, the most northerly inhabited island in Scotland; St David's, the most westerly city in Wales; Lowestoft, Suffolk, the most easterly town in England, and St Macartin's Cathedral, Enniskillen, the most westerly location in the United Kingdom. We do hope that your council and community will also choose to take part in this historic tribute.

There are a number of cost-effective ways of participating.

- (1) Use existing beacon braziers set on tall wooden poles and gas-fuelled beacons previously used for other historic anniversaries, celebrations and commemorations.
- (2) Build and light a traditional bonfire beacon.
- (3) Purchase the gas-fuelled beacon being specially produced for this project. Afterwards, it can be stored and used for future events. See page 10.
- (4) Build and erect a new beacon brazier on a tall wooden pole, using it as a permanent tribute to those that lost their lives in your local community during World War I. See page 11. (You may need to apply for planning permission so please contact your Local Authority Planning Department to seek their advice).

Councils, organisations and individuals taking part will be able to immediately download the official Battle's Over logo free of charge by going to www.brunopeek.co.uk and similar for the special certificate shown on page 2 from 30th November 2018 by going to the same website as a permanent reminder of their involvement in this tribute.

Those wishing to participate in the lighting of the World War 1 Beacons of Light, please go to page 9.

As you will see from pages 15, 17, 19, and 21, we have four worthy and appropriate charities associated with this event, representing the Royal Navy, Army, Royal Air Force, and Merchant Navy. Please feel free to make donations direct to one or more of them. You may also wish to consider staging a public collection for them around the lighting of your beacon.

7.05pm Battle's Over - Ringing out for peace!

As beacons blaze around the country, bells in 1,000 churches and cathedrals will ring out in celebration of the end of the First World War. Many people in Britain live within hearing of church bells, which call congregations to prayer and mark special occasions. But the sound of mighty bells, some of which are hundreds of years old, also provides a stirring soundtrack to historic events.

The ringing of bells to celebrate the end of the Great War is being organised in association with the Central Council of Church Bell Ringers, the representative body for groups who ring bells in the English tradition with rope and wheel. It was founded in 1891 and represents 65 affiliated societies of local ringers from all over the British Isles and many other countries from Australasia to North America to Africa.

The stirring sound of church and cathedral bells will provide a fitting conclusion to a day of contemplation, commemoration and, ultimately, celebration as our country and other nations reflect on events a century ago on the battlefields of Europe and at home in our factories and farms.

Please encourage your local Cathedral, Minster or Church to participate by ringing their bells at 7.05pm that evening, asking them to provide us with the following information to:

brunopeek@mac.com

Name of Cathedral, Minster, or Church, Address, Country, County, Name of Contact, Tel, Email

Please join us

Those millions of brave men, along with the many left at home, did their duty for their country during the dark days of war, so let us do our duty by them, remembering and honouring them through Battle's Over.

We encourage you therefore to join the many thousands of people already taking part, by participating in this unique community project, commemorating the bravery and personal sacrifice made by so many, along with celebrating the light that emerged from the darkness of war

Please see acknowledgements from page 23 onwards. These will be updated every three months up to 31st October 2018.



Photo: Archant Norfolk



Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
Battle's Over - A Nation's Tribute



How to take part & Beacon Lighting Ceremony

How to take part

Step 1: To confirm your involvement and assist us in easy communication and correct registration of your event, please be kind enough to undertake the following in FULL, as soon as possible, sending it to Bruno Peek LVOBEOPR, Pageantmaster, Battle's Over - A Nation's Tribute & WW1 Beacons of Light at - brunopeek@mac.com

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

However, if your event is open to the public your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event on 11th November 2018.

Name of Contact/Coordinator

Name of Council or Organisation

Job title of Coordinator

Full postal address including postcode

County

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

Islands, Isle of Man, UK Overseas Territory

Telephone number - landline

Mobile number

Email Address

Beacon Location if known when registering, including postcode

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

Beacon Lighting Ceremony - 7pm on 11th November 2018

The Beacon lighting ceremony should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council. However, you may wish to consider running a competition in partnership with your local media, with the winner having the honour of lighting your WW1 Beacon of Light at 7pm that evening.

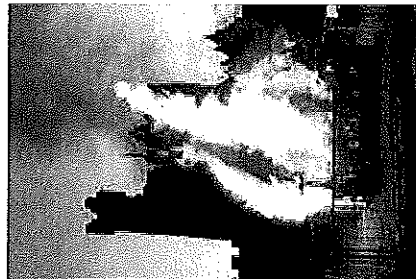
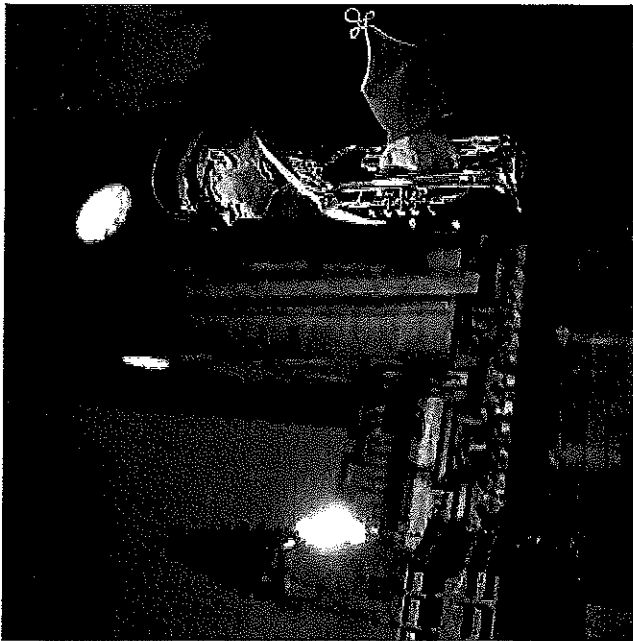
Step 3: Please arrange to have professional photographs taken during your event, and immediately after, please send NO more than TWO high quality, copyright-free photographs to brunopeek@mac.com including the name of the photographer, the Beacon location, including postcode, along with the name of the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

Step 4: If appropriate, please use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your Beacon lighting ceremony on the 11th November 2018.

Step 5: On 1st November 2018 we will be providing you with an outline Press Release for

your use, so please localise it, providing as much or as little information as you wish regarding your event, along with your contact details before YOU send it to all areas of your local media to enable them to contact YOU direct.

Step 6: Before the lighting of your Beacon at 7pm you may wish to consider reading out the names of those from your City, Town or Parish etc killed in action, during WW1, in remembrance of the sacrifices made.



Bontire Beacon, Killyleagh, County Down, Northern Ireland.



Beacon at Manor Farm, Strete, Devon, courtesy of Kate Gill, Stete Parish Council.

