

**LEDBURY TOWN COUNCIL
NOTES OF THE
EVENTS PARTY MEETING
HELD ON 28 APRIL 2021**

PRESENT: Councillors Knight and Howells

ALSO PRESENT: Angela Price – Town Clerk
Olivia Bundy – Admin Officer

EV1 APOLOGIES

Apologies for absence were received from Councillor Manns.

EV2 DECLARATIONS OF INTEREST (Councillors Only)

None received.

EV3 DISCUSSION ON REGGAE ON THE REC

DATES AND LOGISTICS

The Administrative Officer updated members on an informal meeting that had taken place to discuss Reggae on the Rec. She provided members with a calendar of local events from July to August 2021 and advised that the only date that did not cross over with other local events was Saturday, 21st August 2021. It was decided that Reggae on the Rec would be a family friendly event with food stalls, markets, and live music.

Members agreed that the event would be free due to the Rec being too small to border off and manage. Both Councillor Knight and Howells advised that the money could be raised from charging stalls to hire a pitch and suggested that half the monies made could be donated to the NHS.

Councillor Knight and Howells both agreed that a management company was not needed and that Councillors, staff, and the Community Development Officer could organise and manage the event. The Town Clerk reminded members that the Council could not rely on just staff attending the event and that Councillors would have to help, she suggested creating a rota so it would be fair for everyone. Councillors who are DBS checked will be asked to be present that the lost children's tent.

The Administrative Officer advised members that she has contacted St Johns to obtain a quote for first aid and she would investigate other companies including Hoople. Both the fire brigade and police will need to be notified of the event.

The Clerk advised the Recreation Ground is an alcohol-free zone and that the Officers would need to apply for an exemption before contacting mobile bars. Councillor Knight advised that she had a contact for a mobile Caribbean style bar that could sell cocktails and beers in reusable cups. Members agreed to contact mobile bars just outside of Ledbury to make it fair on business which provide this service in the town.

The Council will provide a seating area in the middle of the Rec, the Clerk suggested using the tables and chairs under the Market House and potentially hiring plastic table and chairs if needed.

MUSIC

Councillor Knight provided the Administrative Officer with contact details of Miriam and Ben Lewis at the Fringe who may be able to help with organising the music. She also suggested contacting Kris Radar, the busker that usually plays near the Market House in Ledbury due to the good feedback she had received from residents.

There was a discussion on whether the council provide a generator for local artists to play at the Recreation Ground. Councillor Knight advised members that there could be complications, including whether they would need to be topped up with petrol throughout the day and that it could cause a fire hazard. Councillor Knight had met with the manager of LSD promotions and it was suggested that the best option was to ask local artist to bring their own generator or power source.

The Administrative Officer suggested contacting a band / DJ that could set up a small stage with speakers and generator, and that they play throughout the day with Reggae style music in between sets.

Councillor Howells advised that he had the contact details of local artists that would like the opportunity to play at the event. He also suggested contacting Dymock Cricket Club as they hold annual music events to ask for advice and whether the Council should supply a marque for bands.

TOILETS

The Administrative Officer provided members with 2 quotes that she had obtained from Portaloo companies, which were based on 1000-2000 people attending the event as proposed by Councillor Howells. Both companies had recommended that the minimum number of toilets to hire would be 15 as they work on 100 people per toilet.

After a lengthy discussion member agreed to contact the companies and ask for a quote for the hire of 12 toilets, 2 being accessible. Councillor Knight advised that she would send contact details of another company to the Administrative Officer.

ENTERTAINMENT, MARKETS, STALLS AND TRADERS

Members agreed to advertise 40 spaces for stalls, however 6 of them must be food stalls and that 5-10 are reserved for local artists or traders that would like to sell their wares. There was a discussion on how much a pitch should cost and it was decided the Officers would contact other councils and ask for advice.

Councillor Knight had been approached by members of the public to ask whether a car boot could run alongside reggae on the Rec due to the Ledbury car boot closing. Whilst members agreed that a car boot would be a good idea in the future, it was decided that the car boot would not work due to different timings and style of the event that the Council want to organise.

The Administrative Officer advised that she would contact Ashley who provides the October Fair and ask whether they could provide some rides and a bouncy castle as requested by Councillor Knight. The Clerk advised members that she had taken advice from the Solicitors and that any bouncy castle company must provide insurance and guarantee that there will be a member of staff on site for the whole day. She explained that the SLCC recommend that councils stay clear of bouncy councils due to the accidents that can occur.

Janet Meredith of the Carnival Association may have contact details of entertainers that would be available on the day, including balloon artists and face painters. It was suggested that the Officers contact the face painter that attends the council's Christmas lights event.

RESOLVED:

1. That Officers obtain three quotes to supply 11 portable toilets for the event.
2. That Officers contact Herefordshire Council licensing department to apply of an exemption to sell alcohol at the event.
3. That Officers contact bands and local artists to ask whether they would be willing to play at Reggae on the Rec, noting that some bands may charge and therefore 3 quotes will need to be obtained.
4. That Officers contact Janet Meredith in relation to face painters and entertainment.
5. That Officers contact mobile bars from outside of Ledbury to ask whether they would be interested in attending the event, providing that a license is obtained.
6. That Officers contact Dymock Cricket Club to ask for advice on how they manage their events.

RECOMMENDATIONS:

1. That a recommendation be sent to the Environment and leisure Committee to agree to the Council organising Reggae on the Rec on Saturday, 21st August 2021.
2. That a recommendation be sent to the Environment and leisure Committee to agree on how the proceeds will be donated to the NHS and how much would need to be returned to the Council for future events.
3. That a recommendation be sent to the Environment and leisure Committee to agree on a budget for Reggae on the Rec.

EV4 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Economy & Tourism Working Party is scheduled for Tuesday, 11th May 2021 at 10:00am.

The meeting ended at 12:00

Signed: Date:
Chairman

**LEDBURY TOWN COUNCIL
NOTES OF THE
EVENTS PARTY MEETING
HELD ON 11 MAY 2021**

PRESENT: Councillors Knight and Howells

ALSO PRESENT: Olivia Bundy – Admin Officer

EV5 APOLOGIES

Apologies for absence were received from Councillor Manns.

EV6 DECLARATIONS OF INTEREST (Councillors Only)

None received.

EV7 TO ELECT A CHAIRMAN

RESOLVED: Councillor Howells was elected the Chairman of the Events Working Party.

EV8 TERMS OF REFERENCE

Members were provided with a draft copy of the Events Terms of Reference document.

Councillor Knight proposed that the Terms of Reference be accepted, noting that in the future they will need updating if the council decide to organise more larger events.

RESOLVED: That the Events Terms of Reference be approved

EV9 MINUTES

Members were asked to receive and note the minutes of the Events Working Party held on Wednesday, 28 April 2021.

The Administrative Officer updated members on the progress of contacting companies and obtaining quotes for services such as portable toilet hire. She advised members that after speaking to the Herefordshire Licencing department it was clear that the premises application needed to take priority.

It was agreed that the Administrative Officer would prepare an Event Management Plan for the next event's meeting.

There was a discussion on how much the market stalls would be charged, including the mobile bar and food trucks. Councillor Howells suggested that members of the Environment and Leisure committee agree on how the event will be managed financially and whether the Council pay for the entire event and that any proceeds are donated to the NHS.

RESOLVED:

1. That the minutes of the events working party held on Wednesday, 28 April 2021 be received and noted.
2. That the Administrative Officer prepare an Event Management Plan for the next meeting of the Events Working Party.
3. That a RECOMMENDATION be sent to the Environment and Leisure Committee to discuss the budget for Reggae on the Rec, noting that any proceeds go to the NHS.
4. That a RECOMMENDATION be sent to the Environment and Leisure Committee to discuss how much the Council should charge market stalls, food trucks and a mobile bar for a day ticket at the event.

EV10 UPDATE ON PREMISES LICENCE

The Administrative Officer advised members that she was in the process of applying for a premises licence with Herefordshire Council at a cost of £100. She explained that the council would have to advertise the licence in the local newspaper and around the Recreation Ground if approved.

RESOLVED: That the verbal update on obtaining the premises licence be received and noted.

EV11 HEREFORDSHIRE'S PUBLIC EVENT SAFETY ADVISORY GROUP

Members were provided with information on the Public Event Safety Advisory Group. The Administrative Officer advised that once the Event Management Plan had been submitted to Herefordshire Council, they would arrange for a safety advisory group to meet with members to discuss the event in detail.

Councillor Howells asked for more information on the advisory group and whether it could be held in the council offices with Councillors and staff. The Administrative Officer advised that she would contact the licensing department for clarification.

RESOLVED: That the verbal update on obtaining the premises licence be received and noted.

EV12 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Economy & Tourism Working Party is scheduled for either Tuesday, 1st June at 6:30pm or Wednesday, 2nd June at 10:00am, depending on Councillor's availability.

The meeting ended at 12:00

Signed: Date:
Chairman

ENVIRONMENT & LEISURE COMMITTEE	20 MAY 2021	AGENDA ITEM: 5(ii)
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RECREATION GROUND – GENERAL UPDATE

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with an update on various issues related to the recreation ground.

Detailed Information

1. Shelter

Attached is a proposed design for the rear of the shelter which includes various drawings provided by members of the public. It is hoped that this will be completed in June 2021, subject to weather conditions. The artists have agreed to make minor touch up repairs to the inside of the shelter where some damaged has been caused. Following the completion of both sides it will be essential that a graffiti protection coat is applied.

2. Basketball Court

Following an inspection of the recreation ground earlier in the year it was agreed by the Chair and Clerk that the backboards needed to be replaced. Unfortunately, it proved difficult to purchase off-the-shelf boards to fit the brackets that were in place and therefore a local business was asked to make two Perspex basketball backboards using the measurements of the old boards. These have now been installed with new hoops and nets.

3. Football Pitch Line Marking

Councillor Knight has advised that she has been approached by members of the public to ask whether it would be possible to mark out a football pitch for the children to play football at the recreation ground. Members may be aware that there are football goals in place at the recreation ground, however the area is not marked out as a pitch and does not provide a full-sized adult pitch area.

However, as a result of the request from members of the public a basic line marker and white paint has been purchased and there are plans to mark out a youth sized football pitch for use by children. The current goals are in a poor condition and the Clerk is currently looking into the cost to replace the two goals currently in place and once prices have been obtained will discuss this with the Chair and Vice Chair of the Environment & Leisure Committee with a view to purchase two new goals.

4. Benches

A number of benches made of recycled materials were purchased in 2020/21, some of which it is planned to locate at the recreation ground to replace some of the older benches currently in place.

On a recent inspection of the recreation ground carried out by the Clerk and Chair of the Committee, Councillor Knight, it was noted that the picnic bench adjacent to the enclosed play area was in poor condition and it was agreed that it should be replaced. It was agreed that it would be replaced with a multi-coloured picnic bench similar to the one in the picture below, to brighten up the recreation ground. The cost of a bench similar to this ranges from £365.00 to over £500.00.



5. Over the Easter Weekend there were several incidents at the recreation ground where a number of youths were gathering in the basketball area at night and causing a disturbance and leaving a considerable amount of rubbish, including broken bottles.

A number of residents reported the disturbances to the Police and one member of the public was very instrumental in cleaning up some of the rubbish and notifying the Clerk of the issues.

During this period, some damage was caused to one of the sleepers used as a bench in the vicinity of the basketball court and the grounds contractor has replaced the sleeper with new.

No reports have been made of any incidents that weekend and it would seem as though the issue has resolved itself since the Police were contacted.

RECOMMENDATION

Members of the Environment & Leisure Committee are requested to receive and note the above update.

