

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 30 SEPTEMBER 2025

PRESENT: Councillors Harvey, Hughes and Morris
Non-Councillors – Al Braithwaite (Chair), Sonia Bowen, Griff
Holliday, Lizzie Gissane, Nina Shields

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Olivia Trueman – Community Engagement Officer (CEO)
Isabel Lewis – Masefield Matters Project Intern

24. APOLOGIES FOR ABSENCE

Apologies were received from Lynette Loader.

25. OCTOBER FAIR – 13 & 14 October 2025

Members were provided with an updated report in respect of the October Fair advising that the Deputy Clerk had met with the Rogers family to finalise any outstanding matters, such as signage, first aid, stewards etc. They were advised that Councillor Hughes had kindly offered to help put out the road signs.

It was noted that First Aid and the Lost Child station would be located at the Dodgems Cash Box in Bye Street Car Park and that both Ashley and Kimberley Rogers were qualified First Aiders and therefore able to cover the event. Members were advised that signs would be located around the town informing visitors of the location.

Councillor Harvey noted that, in previous years, the placement of signage in and around Bridge Street and Bye Street had caused difficulties, and she requested assurance that these issues would be taken into account when positioning road signs in these areas for future events. She also raised concerns regarding access to the Halo Leisure Centre and asked that officers obtain written confirmation from the Centre confirming that patrons are being advised to use the Bridge Street Car Park after 4:30 pm while the fair is in operation.

The Deputy Clerk confirmed that additional signage would be installed to advise motorists that there will be no vehicular access beyond Long Acres and acknowledged the comments raised in respect of the Halo Leisure Centre and would request a response.

Members queried what rides would be at the fair. Officers advised that the standard rides would be present, but that confirmation was awaited on other rides and attractions that will be attending.



RESOLVED:

That the report in respect of the October Mop Fair be received and noted.

26. REMEMBRANCE DAY – 9 & 11 November 2025

RESOLVED:

1. That the report in respect of Remembrance Day Services be received and noted.
2. That in the absence of an update from the Chairman's Secretary, a progress update be provided to all Members at the next meeting.

27. CHRISTMAS LIGHT SWITCH ON – 23 November 2025

Members were provided with an update report in respect of the Christmas Lights Switch on event, noting that one of the key considerations for this Working Party to consider was the cost of hiring market stalls and whether to buy-in covered stalls for all pitches as opposed to using the Council's branded gazeboes.

Councillor Harvey inquired whether it would be possible to place stalls along the route from High Street to St Katherine's Square. The CEO advised that, in previous years, traders located in St Katherine's Square had reported feeling somewhat disconnected from the main event.

Nina Shields asked what considerations had been given to sustainability in respect of this event. The CEO advised that food traders had been asked to use recyclable material.

RECOMMENDATIONS

1. That Council authorise officers to progress the Christmas Light Switch-On event using the allocated budget, at an estimated cost of £4,510, which includes all the entertainment referred to above.
2. That consideration be given to how the ABE lorry can be accessed, noting that they may be able to provide steps.
3. That a fee of £40 be levied on market traders for the hire of a market pitch.
4. That a fee of £80 be levied on food traders.
5. That the Barn be asked if they would be interested in holding a Farmer's Market on St Katherine's Square.



6. That Council offer a discount of 50% per pitch to town centre businesses, as a way of supporting independent traders and encouraging local participation, noting that the fee per pitch will be £20.

RESOLVED:

7. That information in respect of sustainability at events be included in the report to be submitted to Council.
8. That a list of sustainability actions could be considered when arranging events to be provided to organisations in the town to consider when arranging events.

28. CANDLE LIGHTING EVENT – 14 December 2025

The CEO informed Members of the forthcoming Candle Lighting Event at the Cemetery Chapel, which has traditionally been well received as an opportunity for families to come together and remember their lost loved ones. Light refreshments and mince pies are provided during the event. This year, it is hoped that the Poetry Festival will once again contribute by offering short poems, as in previous years.

RESOLVED:

1. That the report in respect of the Candle Lighting Event on 14 December be received and noted. The Deputy Clerk asked for volunteers to help with the event.
2. That the CEO ask the Ledbury Poetry if they would like to take part in the Candle Lighting Event.
3. That the CEO write to the Ledbury Poetry and invite them to attend future meetings of the Events Working Party.

29. EVENTS PROGRAMME

Lizzie Gissane advised that the traders were planning to hold a further Independent Trader's event in February 2026 based on Love your High Street and possibly linking in with the Masefield Matters theme.

Nina advised that Sustainable Ledbury were hoping to create a programme of events leading up to the Great Big Green Week in 2026 whereby families with young children will be encouraged to connect with nature. She advised that the project was subject to grant funding and would hopefully include bird watching and other activities and which would be timed to finish on Community Day.

Councillor Harvey advised that as part of her year as Chairman of the Council she hoped to create a community project whereby the town celebrates its trees.

RESOLVED:

That the updates in respect of the Events Programme be received and noted.

30. DRAFT PROJECT AND EVENTS PLAN 2025/26

The CEO introduced the draft Project and Events Plan explaining that this was a plan for proposed Council events through the year, which provided details of anticipated budgets for each event.

RESOLVED:

- 1. That the draft Project and Events Plan 2025/26 be received and noted.**
- 2. That staff hours relating to the preparation and attendance at events be included in the costings to help Council understand the full cost implications involved in putting on events going forward.**

31. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Events Working Party is scheduled for Tuesday, 28 October 2025 at 10.00 am.

The meeting ended at 11.12 pm.

Signed AB Brathwaite Date 28/10/25