



# LEDBURY TOWN COUNCIL



27 July 2023

To: All Councillors  
Non-Councillors: Hannah Bengough-Sutton, Catriona Cole, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Susie McKechnie & Christine Tustin

Dear Member

You are invited to attend a meeting of the **Events Working Party on Wednesday, 2 August 2023 at 10.00am at Ledbury Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business below.

Yours faithfully

Angela Price  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018.

## AGENDA

- 1 Apologies for absence
- 2 Declarations of Interests

To receive any declarations of interest and written requests for dispensations.  
*(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011)*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

- 3 Election of non-council members to the Events Working Party**
- 4 To approve and sign the minutes of a meeting of the Events Working Party held on Wednesday, 5 July 2023 (Pages 21-26)**
- 5 Heritage Open Days – Update (Pages 27-48)**
- 6 World Book Day 2024 - Update (Pages 49-50)**
- 7 Christmas Lights Switch-On Event - Update (Pages 51-58)**
- 8 Ledbury Carnival - Update (Verbal)**
- 9 May Bank Holiday Event 2024 (Verbal)**
- 10 Strömstad – Update (Verbal)**
- 11 Poetry Festival – Feedback (Verbal)**
- 12 Calendar of Events/Website (Pages 59-62)**
- 13 Date of Next Meeting**

The date of the next Events Working Party meeting to be held on Wednesday, 6 September 2023, at 10.00am, at Ledbury Funeral Services, Bye Street, Ledbury.

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 5 JULY 2023

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**PRESENT:** Councillors: Morris (Chair), l'Anson  
Non-Councillors – Griff Holliday, Lynette Loader, Janet Meredith, Nina Shields

**ALSO PRESENT:** Julia Lawrence, Deputy Clerk

#### **1 APOLOGIES FOR ABSENCE**

Apologies were received from Hannah Bergough-Sutton, (Ledbury Poetry); Heather Coppock, Jill Jupp and Olivia Trueman.

#### **2 DECLARATIONS OF INTEREST**

None

#### **3 TERMS OF REFERENCE**

It was noted that the Terms of Reference had been approved at the recent Full Council meeting held on 29 June 2023.

#### **4 TO ELECT NON-COUNCIL MEMBERS**

It was noted that Nina Shields was re-elected as a non-council member.

#### **5 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 7 JUNE 2023 SUBJECT TO THE FOLLOWING AMENDMENTS:**

- 5.1 Item 5b: In the absence of the CDO being present at the meeting, it was suggested that the CDO should copy in the Deputy Clerk when confirming actions. In this instance, confirmation that a thank you letter had been sent to the Pet Shop
- 5.2 Item 5c: Agreed that Councillor Morris would meet with the Deputy Clerk to draw up a schedule of events to incorporate costs so that these can all be approved together so that it saves time having to revisit the exercise each time for an event.

- 5.3 Members of the Working Party noted Councillor Morris had attended the Full Council meeting to establish whether there was a budget for events and it was confirmed that there is already a budget line of £7,000 set for events during the course of the year.

**RESOLVED:**

**That the minutes of the Events Working Party held on 3 May 2023 be approved and signed as a correct record subject to the amendments recorded above.**

**6 HERITAGE OPEN DAYS - UPDATE**

Members of the Events Working Party noted the contents of the report that had been presented by the Community Development Officer (CDO).

Members agreed that due to the Sealed Knot not having responded to the CDO's emails, that the CDO should now pursue Timequest Medieval Experiences to participate in the event on Saturday, 16 September 2023 at a charge of £120 (2 people). Timequest had also confirmed that they would be happy to attend on Sunday, 17 September 2023 at no charge. Members were in full favour of using this alternative company.

The volunteer schedule was shared with Members of the Working Party. Nina Shields asked that the CDO provide a summary of help required when and where, so that she could see if she could get help from Sustainable Ledbury or the Library Group to assist.

As part of the "Past and Poet Trail" that the CDO and Tour Guide Manager were working on, to create a "Past and Poet Trail" throughout the Town, it was agreed that QR codes would be placed around the Trail which would load images and a map of the town. Members agreed to look for photographs as detailed in the CDO's report.

**RESOLVED:**

- 6.1 Members of the Events Working Party are to research and obtain copies of old photographs for the "Past and Poet Trail" as detailed in the report and report back to the CDO.**

**RECOMMENDATION:**

- 6.2 In the absence of the Sealed Knot responding to the CDO's emails, Members agreed that Timequest Medieval Experiences should be booked for the two days (16 & 17 September 2023) at a cost of £120.00 for two people, noting that one day was to be free of charge.**

## **7 COMMUNITY DAY EVENT – FEEDBACK**

Griff Holliday confirmed that the Committee were generally pleased with the way the event went. 60 different organisations were in attendance, which was an increase on last year and which gave everyone an opportunity to network. Footfall in both halls was good.

Griff Holliday questioned how to make the event more attractive for the youth and considered that something different may need to take place despite several youth organisations attending, i.e. army cadets. The Working Party considered that it may be appropriate to have an area dedicated to the youth or, alternatively, to put on an event on the Recreation Ground and do something that would appeal to them. For example, tug of war.

The Committee recorded a note of thanks to Ledbury Town Council for use of the Market House and general support for the event.

## **8 GREAT BIG GREEN WEEK**

Members of the Working Party noted the contents of the report.

Nina Shields commented on the bees wax wrap workshop noting that if this was to be repeated, then it would be preferable to have two irons and sharp scissors. Thanks were conveyed to Sophie Jarvis for organising the workshop on the day.

Members considered that it may be appropriate to have individual advertising of workshops in addition to the overall programme as it was considered that some of the events, i.e. bees wax wrap workshop may not have been widely advertised. Lyn Loader reminded Members of the Working Party that her windows at the Co-op could accommodate up to 18 posters, A4 size, to promote such events.

It was noted that the coffee morning had been very successful and had been an excellent networking event with 5 mayors, 3 DLTs, 5 councillors, the Chair and Vice Chair of Herefordshire Council all in attendance.

Lyn Loader made reference to the Co-op's charity funding available for local communities and recommended that Members visit their website for more information as to how the local community could benefit.

A note of thanks was also conveyed to Olivia Trueman for organising the litter pick event, which had also been well supported.

**RESOLVED:**

**That Members note the suggestions put forward regarding publicity of events and ensuring sufficient materials were available for workshops.**

**9 WORLD BOOK DAY**

Members of the Events Working Party noted the contents of the report. The Deputy Clerk confirmed that Ledbury Town Council had been successful in securing £2,000 funding which would be match-funded by Ledbury Town Council.

Nina Shields considered that the readathon should be repeated again next year.

**RECOMMENDATION**

**9.1 That a readathon event should take place at next year's World Book Day Event.**

**10 CHRISTMAS LIGHTS SWITCH-ON EVENT – SPONSORSHIP**

The Working Party were all in full favour of the Clerk writing to local businesses/organisations to seek sponsorship for the Christmas Lights switch-on event.

Ledbury Town Council also wished to erect a banner outside the Market House which would promote the companies that had sponsored the event. The banner would be erected in time for the event and Members of the Working Party were in full favour of purchasing a banner and erecting it at the said time.

**RECOMMENDATIONS**

**10.1 That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas lights Switch-on event.**

**10.2 That Officers be instructed to purchase a banner which would promote the businesses that had helped sponsor the event. Company names and logos would appear on the banner which would be erected outside the Market House on the day of the event.**

**11 CELEBRATION DAY EVENT – FEEDBACK**

Griff Holliday described the event as “the last day of magic”, being the last day of the Poetry Festival. It was noted that there had been 20 producers/

suppliers for food and drink, 4 musical acts and 3 poetic acts during the course of the day, which had been enjoyed by everyone.

10.55am Cllr Helen l'Anson left the meeting.

## 12 LEDBURY CARNIVAL – UPDATE

Janet Meredith gave an update on the Carnival; this year's theme being "Countryside Fun", noting that plans were going extremely well but the main hurdle was the traffic management bill for £7,500. In view of this, alternative routes were being considered with a preference to start from John Masefield High School. It will also be the first year to have disability/mobility scooters in the parade.

11.00am Nina Shields left the meeting.

Janet Meredith is to contact Nina Shields regarding contact details at John Masefield High School. The Carnival should also seek to apply for funding from the Civic Society.

## 13 STROMSTAD – UPDATE

Members of the Working Party were provided with a report which had been provided by Jill Jupp, as she was unable to attend the meeting.

### **RESOLVED:**

**That the report be received and noted.**

## 14 POETRY FESTIVAL

In the absence of Hannah Bengough-Sutton at the meeting, Hannah had sent an update for Members of the Working Party:

*"Ledbury Poetry Festival is in full swing and the town is buzzing with events happening in all the great venues throughout the town. There are still several days to go and tickets available for some of the events so do encourage people to come along. Some of the bigger events have sold out, which is great. Lots of local people are also volunteering in various roles throughout the Festival, which is so nice to have such a great team of local support to help with running the 10 day of events. There is still the Celebration Day event to happen on the last day of the Festival, with poetry and music performances alongside the food fair, and the Poetry Machine will be there all day too for people to drop in and have a poem typed up about them. It should be a lovely community feel to end the last day of the Festival. There will still be events on that evening too, including Poet Laureate Simon Armitage playing at Hellens with his band. So a lot to look forward to still this week. Thank you to everyone who helps support this."*

**15 CALENDAR OF EVENTS**

It was noted that the Three Shires Car Rally (16 September 2023) was missing from the calendar of events and that this should be added to the schedule.

**16 DATE OF NEXT MEETING**

The next meeting of the Events Working Party is Wednesday, 2 August 2023, at 10.00am, at Ledbury Town Council Offices.

The meeting closed at 11.15am.

.....  
Chair

.....  
Date

DRAFT

**LEDBURY TOWN COUNCIL**

<b>EVENTS WORKING PARTY</b>	<b>2 AUGUST 2023</b>	<b>AGENDA ITEM: 5</b>
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Report prepared by Olivia Trueman, Community Development Officer (CDO)

**HERITAGE OPEN DAYS - UPDATE**

**Purpose of Report**

The purpose of this report is to update Members of the Events Working Party on the progress of the Heritage Open Days.

**Detailed Information**

The CDO has completed the brochure for Heritage Open Days and has shared with the local groups and businesses that are taking part in this event. Overall, there has been positive feedback and the appropriate amendments have been made. A copy of the brochure has been attached to this report for reference for members approval.

The CDO is waiting for the listing from the Bell Tower and St Michaels and all Angels, which will be added to the brochure when received.

High quality paper has been ordered for the printing of the brochure, which should be completed by Friday, 11 August. Members are welcome to pick up copies from the Town Council Offices and an electronic copy will be available of the Town Council website.

To date, Ledbury Heritage Open Days has been advertised with the Daffodil Line, All about the Hills and the Country Signpost.

**Recommendation**

**That Members of the Events Working Party approve the attached brochure.**

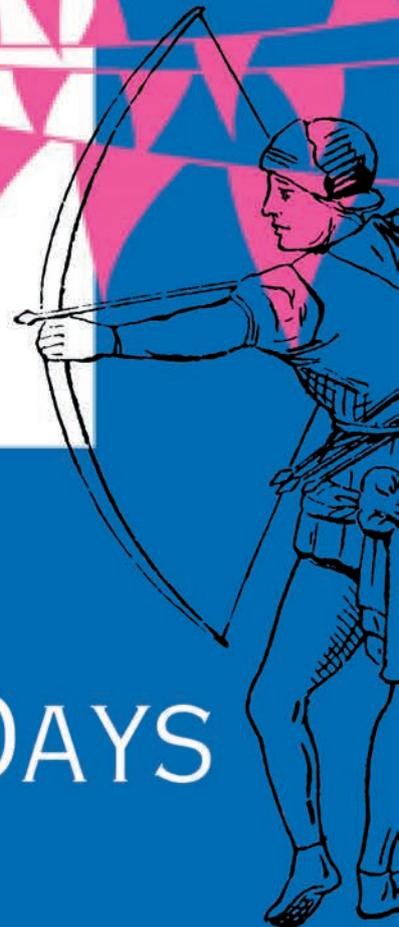


# VISIT **HEREFORDSHIRE**

brought to you by **Herefordshire County BID**



heritage open days



LEDBURY  
HERITAGE OPEN DAYS  
2023

[www.heritageopendays.org.uk](http://www.heritageopendays.org.uk)

# Welcome to Ledbury

## Welcome to England's largest heritage festival!

Heritage Open Days will be taking place between the 10-19 September, at thousands of places across the country. Join 46,400 volunteers in celebrating local places and stories and explore the multitude of familiar and hidden places on your doorstep, completely free of charge.

Check out HODS easy-to-use online directory to find out what's happening near you [www.heritageopendays.org.uk/directory](http://www.heritageopendays.org.uk/directory)

### Historical Streets, Close to the Hills

Soak up the town's history and as you stroll the streets. See the unusual stilted 17th-century Market House, find out about the Tudor history of the restored Masters House and walk up the cobbles of Church Street, home to the 16th-century Painted Room, the Heritage Centre, the Butcher's Row Museum and, then, St Michael's and All Angels Church where a painting by Titian was discovered. The town is surrounded by woods, great for walking, whilst the Malvern Hills and Marcle Ridge are within easy reach for longer hikes.



# Domesday Book

Town Council Office, 1 Church Street, Ledbury, Herefordshire, HR8 1DH



Visit one of Ledbury's oldest timber-framed buildings, currently used as the Town Council Offices and read through the County edition of the Domesday Book. This County Edition of Great Domesday Book is limited to one thousand copies!!

At the bottom end of Church Lane, stands one of Ledbury's oldest timber framed buildings, currently used as the Town Council Offices. It is believed to date from the end of the 15th Century, so stood in need of major restoration by the late 20th Century and work started in 1988. There is significant circumstantial evidence to suggest that it may well have been the New Booth Hall, which was commissioned in the late 15th Century.

For this festival only, we have a copy of the County edition Domesday Book, which will be displayed in the Jacobean Room for all to see. the Domesday Book is by far the most complete record of pre-industrial society to survive anywhere in the world and provides a unique window into the medieval world and William the Conqueror. This County Edition of the Great Domesday Book is limited to one thousand copies and this set number is 112.

Please note visitors will only be able to read a copy of the Domesday Book. There will be a member of staff to turn the pages when requested/needed and gloves will be worn at all times.

## Event Times

Friday 15 September: 10:00-13:00

Saturday 16 September: 10:00-12:00 & 13:00-15:00

## Booking Details

No booking required

## Access

Although we have a ramp, due to the age of our building the door frames are narrow and may not accommodate all wheelchairs / prams etc

## Directions

The entry door to the Jacobean Room is the first door on the left on Church Lane. The Building is currently being used as the Town Council and Tourist Information



# The Market House

High Street, Ledbury, Herefordshire, HR8 1DH

The stilted black and white Market House dates from the early 17th century and was built as a Corn Warehouse, but also used to store wool, hops and acorns through the centuries. It was used for a few years as a Marriage Room, although that was stopped in 2004 because of disability access laws. Today it is used for town council meetings, sales and exhibitions etc. The twice weekly charter market, dating from the 12th century, still takes place beneath it on Tuesdays and Saturdays.



## Timequest and Tudor Experience

On Saturday 16th September, inside the Market House, Master Richard will portray a Tudor Tailor and Mistress Mary will portray a Tudor Housewife. They will play European music from the 12th to 16th centuries, from country to more courtly tunes, using replica period instruments which include pipe & tabor, gemshorn and drums. There will also be a display of plants used for medicinal, cosmetic, laundry and general household purposes, as well as spice boxes, oils, balms and syrups using recipes from the period.

On the 16th and 17th of September, expert historians from local company Timequest ([www.timequestmedievalexperiences.com](http://www.timequestmedievalexperiences.com)) will be giving talks on the Medieval Longbow archer and medieval warfare. The talks will cover all aspects of medieval archery and there will be an opportunity to handle authentic items of armour, clothing and equipment.

## Event Times

Friday 15 September: 11:00-13:00 & 14:00-16:00

Saturday 16 September: Timequest & Tudor Experience 10:00-16:00

Sunday 17 September: Timequest Experience 10:00-16:00

## Booking Details

No booking required

## Access

The Market House is not accessible upstairs by wheelchair.

## Directions

The Market House is easily located in the centre of Ledbury, as it is the black and white timber framed building on stilts on the High Street.



# Burgage Hall ( Former Congregational Chapel)

Chapel Alley, High Street, Ledbury , Herefordshire, HR8 1DW

Discover the Burgage Hall, up a tiny alleyway in the centre of town and a living remnant of history from when this building was originally a black and white congregational chapel. It was rebuilt in 1832 in an austere classical style.

The hidden location of this former chapel can be explained by it being outside the remit of the Church of England in the 16th/17th century. Worship tended to be hidden out of sight, hence its situation, so close to the High Street, but hidden from the casual eye. After falling into disuse it was replaced by this 19th century brick building which is relatively grand, testifying to the new-found respectability of non-conformity in a period of growing religious freedom. It was restored in the 1950s by the Civic Society for community use. The light-filled building, with balconies at each end, is little changed and is a delightful space. For Heritage Open Days a special exhibition of Victorian wedding and christening robes has been brought out of storage. Tea and cakes will also be served.

## Event Times

Friday 8 September: 14:00-16:30  
 Saturday 9 September: 10:00-16:00  
 Sunday 10 September: 10:00-16:00  
 Friday 15 September: 14:00-16:30  
 Saturday 16 September: 10:00-16:00  
 Sunday 17 September: 10:00-16:00

## Booking Details

No booking required



## Access

The hall is on the ground floor and fully accessible from the High Street. Butcher Row Museum can also be accessed from here, avoiding the cobbled lane

## Directions

Keep your eyes peeled for the narrow alleyway at the side of the Market House on the High Street (beside the newsagents).

# 16th Century Painted Room

Town Council Office, 1 Church Street, Ledbury, Herefordshire, HR8 1DH



The 16th Century Painted Room is in an early 16th century building now used for the Town Council offices.

The paintings were done in imitation of the expensive wall hangings and tapestries found in the homes of the aristocracy and have been dated to the mid 1560s. The house is believed to have been built as a new Booth Hall, with the Painted Room used as a Court of Piepowder.

Tour Guides will be happy to chat to you informally about the paintings and answer your questions. We have displays about creativity during Tudor times as it relates to the 16th Century Painted Room, particularly with regard to knot gardens; leather wall hangings and tapestries.

Children's Tudor costumes will be available for dressing up. Suitable for children ages 7-9. We also have a small set of stocks for the children to use, as well as a supply of knitted soft fruits and vegetables to throw!

## Event Times

Friday 15 September: 11:00-13:00 & 14:00-16:00

Saturday 16 September: 11:00-13:00 & 14:00-16:00

Sunday 17 September: 13:00-16:00

## Booking Details

No booking required



## Access

Wheelchair users can access the ground floor of the building from the main Town Council Reception door on Church Lane, from where they can get to the only surviving fragment of the wall paintings that survives downstairs although the greater amount survives in the upper room.

## Directions

The entry door to the 16th century Painted Room is the first door on the right on Church Street, which curves around to the left from behind the Market House in the middle of the High Street. Several public car parks are available nearby.

# Butcher Row House Museum

Butcher Row House Museum, Church Lane, Ledbury, Herefordshire,  
HR8 1DW

A fascinating folk museum barely five yards square, over two floors - and has been moved twice! Today it can be found in a pretty courtyard and has local exhibits including a selection of Victorian christening robes and old musical instruments.

Butcher Row House Museum was built in the 1580s as part of a row of traders' properties down the centre of the High Street. When the Market House was built in the 17th century and the town prospered, the market area declined and the 'rows' were eventually demolished. This building is one of only two which survived, originally being moved to a garden behind the High Street. In the 1970s it was gifted to the Civic Society who moved it to its present location and created this unique museum of local artefacts. Of particular note is a rare and important example of a 'Regency' Lute made around 1800. Until its discovery by stringed-instrument conservator & restorer Chris Egerton and world renowned early-music performer Taro Takeuchi,

## Event Times

Friday 8 September: 10:00-16:00  
 Saturday 9 September: 10:00-16:00  
 Sunday 10 September: 10:00-16:00  
 Monday 11 September: 10:00-16:00  
 Tuesday 12 September: 10:00-16:00  
 Wednesday 13 September: 10:00-16:00  
 Thursday 14 September: 10:00-16:00  
 Friday 15 September: 10:00-16:00  
 Saturday 16 September: 10:00-16:00  
 Sunday 17 September: 10:00-16:00

## Booking Details

No booking required



## Access

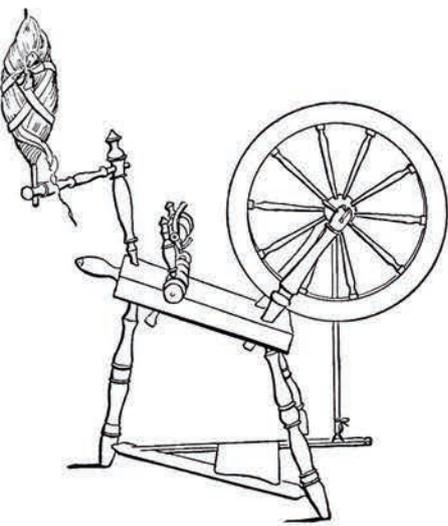
The museum is located in a paved courtyard off a cobbled lane. There are a couple of steps to the ground floor but a ramp is available on request. The second floor is not accessible but there is a digital display of the exhibits on the ground floor.

## Additional Information

tea and cakes will also be available.

# The Old Grammar School

Old Grammar School, Church Lane, Ledbury, Herefordshire, HR8 1DN



Explore the Heritage Centre in the Old Grammar School and enjoy a journey through time. Dress like a Tudor and learn about how people lived in the 16th/17th centuries. Have a go at writing using old fashioned materials. See wool being spun.

The Old Grammar School is believed to be the oldest public building in Ledbury. Built at the end of the 15th century by East Anglian wool merchants, the building you see today has changed little in 500 years. The large central hall, originally a market space, is now lined with displays which tell the history of Ledbury's buildings from the 13th century development of the town through to the 19th century.

In the Smoke Bay, dominated by an enormous original chimney, are displays which tell the story of the grammar school since it moved here in the late 16th century, together with carefully researched costumes for today's 21st century children to act out the history.

This whole building was saved by Ledbury Places, a charity dedicated to finding sustainable use for heritage buildings at risk.

## Event Times

Friday 8 September: 1030-1430

Saturday 9 September: 1030-1630

Sunday 10 September: 1030-1630

Thursday 14 September: 1030-1430

Friday 15 September: 1030-1430

Saturday 16 September: 1030-1630

Sunday 17 September: 1030-1630 (watch a local spinner at work, creating beautiful book marks and learn how this historic art can be brought back to life.)



## Booking Details

No booking required

## Access

The Heritage Centre is on the ground floor and has flagged stone floors. The Upper Floor - where the toilets are - is not easily accessible due to steep stairs.

## Directions

Church Lane is behind the iconic Market House in the centre of Ledbury, leading up to the parish church.

# New Street Chapel

Ledbury Cemetery , New Street , Ledbury, Herefordshire, HR8 2EL

The new Cemetery and its two chapels in New Street date from the 1860s, the chapels being designed by London architect Frederick Cockerill using local stone with Bath stone dressings. Visitors will also have some access to the Burial Books.

In the late 1850s the graveyard at Ledbury Parish church, St. Michaels and All Angels, was full and the authorities started to look for a suitable piece of ground on which to build a new cemetery, in line with the requirements of the 1857 burial act. A piece of land of about two and a half acres was purchased at the bottom of New Street and the new cemetery was consecrated in 1861.

The chapel which will be open for Heritage Open Days is the one originally designed for the established church; the smaller chapel is now used as a mortuary. Both chapels were built of local stone with Bath stone dressings.

The chapel has a raised platform with a reading desk for the Minister, and having accommodation down either side for mourners and bearers. There is a small separate vestry with doors of oak that have ornamental hinges to match the main doors of the chapel. The vestry also has a very attractive turret and a bell. The Cemetery grounds were laid out in the style of a landscaped garden, with paths, bushes and trees, as well as flowerbeds.



## Event Times

Thursday 14 September: 10:00-1:00

Saturday 16 September: 10:00-1:00

## Booking Details

No booking required

## Additional Information

Max 6 people per tour/session. Some Burial Books or copies will be available on the day.

## Directions

From the top of the High Street, follow the road called New Street, passing Co-op supermarket on your left handside. The Cemetery is 0.4 miles from Co-op and can be found on your left handside.

# Eastnor Castle

Eastnor Castle, Eastnor, Ledbury, Herefordshire, HR8 1RL

Visit Eastnor Castle, the home of the Hervey-Bathurst family and discover the grandeur of the rooms with a guided tour. Enjoy a stroll around the grounds afterwards and marvel at the magnificent trees in the arboretum, alongside a breath-taking lake.

Heritage Open Day visitors will be given a guided tour of the state rooms and bedrooms of Eastnor Castle, after which they are welcome to enjoy the castle grounds, tree trail, arboretum, and lakeside walk.

Eastnor Castle is now the home of the Hervey-Bathurst family, grandsons of Arthur Cocks, 6th Baron Somers and is surrounded by a beautiful arboretum and lake. It has richly decorated interiors containing medieval armour, fine art and tapestries. Visitors who explore the castle can view the magnificent state rooms including the Great Hall, State Dining Room, Gothic Drawing Room, Octagon Saloon and a number of opulent bedrooms. Visitors are invited to enter the Castle through the magnificent main doors. The beautiful grounds are home to a spectacular arboretum and a magnificent lake where visitors can walk freely or follow set trails and walks to discover some breathtaking views and landscapes.

## Event Times

Thursday 14 September 10:00am, 11:30am, 1.00pm

## Booking Details

Pre-booking: Required

Email: [enquiries@eastnorcastle.com](mailto:enquiries@eastnorcastle.com)

Booking opens: 9 June 2023 09:00

Booking closes: 14 September 2023 13:00

Go to: <https://eastnorcastle.digitickets.co.uk/event-tickets/49611?catID=41128&>



## Additional Information

Max 25 people per tour/session. 1 Hour

[eastnorcastle.com](http://eastnorcastle.com)

Check us out on social media:

## Directions

Please see booking confirmation for details on how to find us.

# The Old Grammar School (Repair Workshop)

Old Grammar School, Church Lane, Ledbury, Herefordshire, HR8 1DN

Do you have a much-loved item that has been damaged? We are trialling a Repair Workshop with a difference which will explore how all sorts of everyday items were used and repaired in the past - with the aim of making things for today from yesterday.

It is impossible not to notice the extent to which our ancestors made huge efforts to repair and retain their belongings rather than acquiring new ones. Whilst repair techniques such as darning and kintsugi have become popular within the art and craft world, these do not address the twin problems of skills loss and a throwaway culture which make it difficult for families to manage as prices increase and real incomes drop. Cheap imported clothing in man-made fabrics are not so easy to repair, and many of the other things we need in our lives today are not built for longevity.

Through engaging with historical objects which have been repaired, including those held by the Butcher Row Museum and the Heritage Centre, we can draw comparisons with the objects that we use and discard today, with an investigation of repair techniques used in the past and the types of objects which would have been repaired.

Workshops will facilitate discussion of the issues and encourage development of ideas to address them through a creative medium, as well as developing repair skills among participants.

## Event Times

Saturday 16 September: 1000-1400

## Booking Details

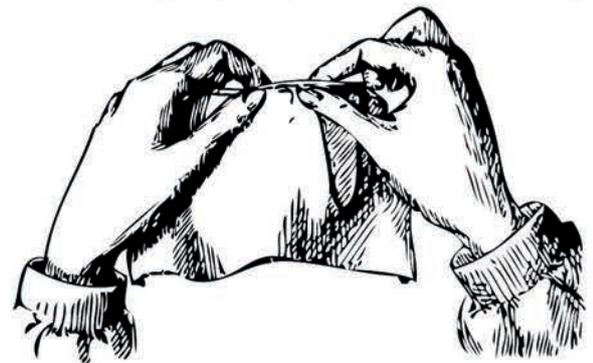
No booking required

## Access

Due to the age of the building the Upper Floor is not easily accessible for people with limited mobility. It is reached by a fairly steep flight of stairs and the polished floor is not very even!

## Directions

The Old Grammar School is located on the left hand side of the cobbled lane that leads up to the church behind the Market House - the black and white icon of this historic town.



# St Michaels All Angels

# Ledbury Bell Tower

# The Master's House

The Master's House, St Katherines, Bye Street, Ledbury, Herefordshire, HR8 1EA

Visit the magnificent 'House within a House' and Ledbury's Hidden Gem. Outside a Georgian and Victorian mansion, inside encased in this shell a Medieval Hall House and now a working library.

The Master's House has been at the centre of Ledbury life for more than 500 years. At its heart is the original timber framed Tudor Mansion but throughout its 500 years of history there have been many adaptations and additions. Originally a home for the Master of St Katherine's Hospital, successive occupants have altered it to suit their own needs. The building you see today is the product of all these changes with the modern restoration carried out between 2011 and 2015 revealing the many-faceted story of the Master's House.

In celebration of National Heritage Open Days on Wednesday 13 September the Friends of the Master's House will be staging two special tours with your guides in medieval costume befitting the original Hall House of 1487.



## Event Times

Wednesday 13 September: 10:00 and 14:00

## Booking Details

Pre-booking: Required

The tours (which take approx 1-2 hrs) are free but must be pre-booked by obtaining a ticket in advance at Ledbury Books and Maps, 20 High Street, Ledbury HR 8 1DS Call: 01531 633226

## Additional Information

Max 25 people per tour/session. During Heritage Open Days the third play in a Trilogy especially written for the Master's House entitled 'The Appointment' will be performed by Ledbury Amateur Dramatic Society. This is a charged event but information and tickets may be obtained from LADS at the Market Theatre ([www.themarkettheatre.com](http://www.themarkettheatre.com)).

[www.themastershouseledbury.org](http://www.themastershouseledbury.org)

## Directions

The Master's House is located just off the High Street and behind St Katherine's Hall and Chapel. It is in the middle of the main town car park.

# St Katherines Hall & Chapel

St Katherines Hall and Chapel, High St, Ledbury HR8 1DZ

Visit one of the most important surviving medieval hospital sites in the country, where expert historians will be giving talks on the Medieval Longbow archer and medieval warfare.



Formally known as St Katherine's Hospital, St Katherines Hall and Chapel is one of the most important surviving medieval hospital sites in the country. Hospitals like this were fairly common in the Middle Ages, but few have been retained in their entirety.

St Katherine's Hospital was founded in 1231 by Bishop Hugh Foliot to provide for the spiritual as well as the material well-being of the poor and the aged, the sick and the distressed, travellers and pilgrims.

In the Middle Ages, 'hospital' didn't mean what it does today. St Katherine's was something like a cross between a church, a hostel and a soup kitchen. It stood right in the centre of town, amidst all the hustle and bustle of everyday life. A small group of men (and women from 1238) called 'brethren' looked after poor and needy local people by giving them 'alms' (food, shelter and care)

## Event Times

TBC

## Booking Details

No booking required

## Access

The Hall and Chapel are located near the towns main carpark and offers a ramp for pushchairs and wheelchairs.

## Directions

St Katherines Hall is located near the Masters House, which can be found in the towns main carpark. Please note that there is a charge to use the towns main carpark.



# Ledbury Poetry House

Barrett Browning Institute, The Homend, Ledbury, Herefordshire, HR8 2AA

Come and find out about the history of the Barrett Browning Institute, take a tour of the building (including the top floor which is usually closed to the public) and hear about Ledbury Poetry's plans for the Poetry House in this iconic building.

Ledbury Poetry House is the home of Ledbury Poetry, which organises the annual Ledbury Poetry Festival, a Learning and Engagement programme, Ledbury Poetry Competition and a year round programme of events and activities, including exhibitions. Ledbury Poetry House is based in the Barrett Browning Institute, which was named after the poet Elizabeth Barrett Browning and has a long history as a reading room, library, meeting space and much more. The building was disused from 2015 to 2021 when Ledbury Poetry moved in, and the aim is to raise the funding to renovate and refurbish this dilapidated building and ensure that it can remain in community use as a Poetry House. The tour will explore the history, architecture and future vision for this iconic clocktower building.



## Event Times

**Thursday 14 September:** 1300 and 1500

**Friday 15 September:** 1300 and 1500

**Saturday 16 September:** 1300 and 1500

## Booking Details

No booking required

## Access

Only the ground floor is accessible by wheelchair or pushchair/pram

## Additional Information

**Max 15 people per tour/session.**

30 minutes to one hour **Contact for the day:** Chloe Garner 01531 634156

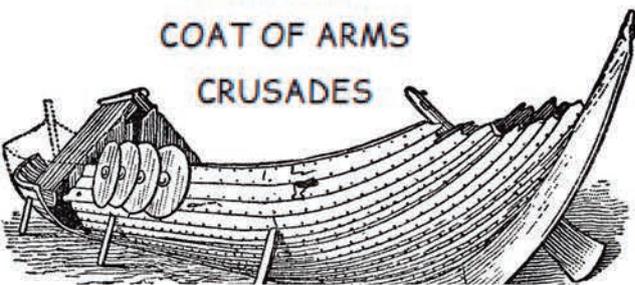
[ledburypoetry.org.uk/](http://ledburypoetry.org.uk/)



# Middle Ages Word Search



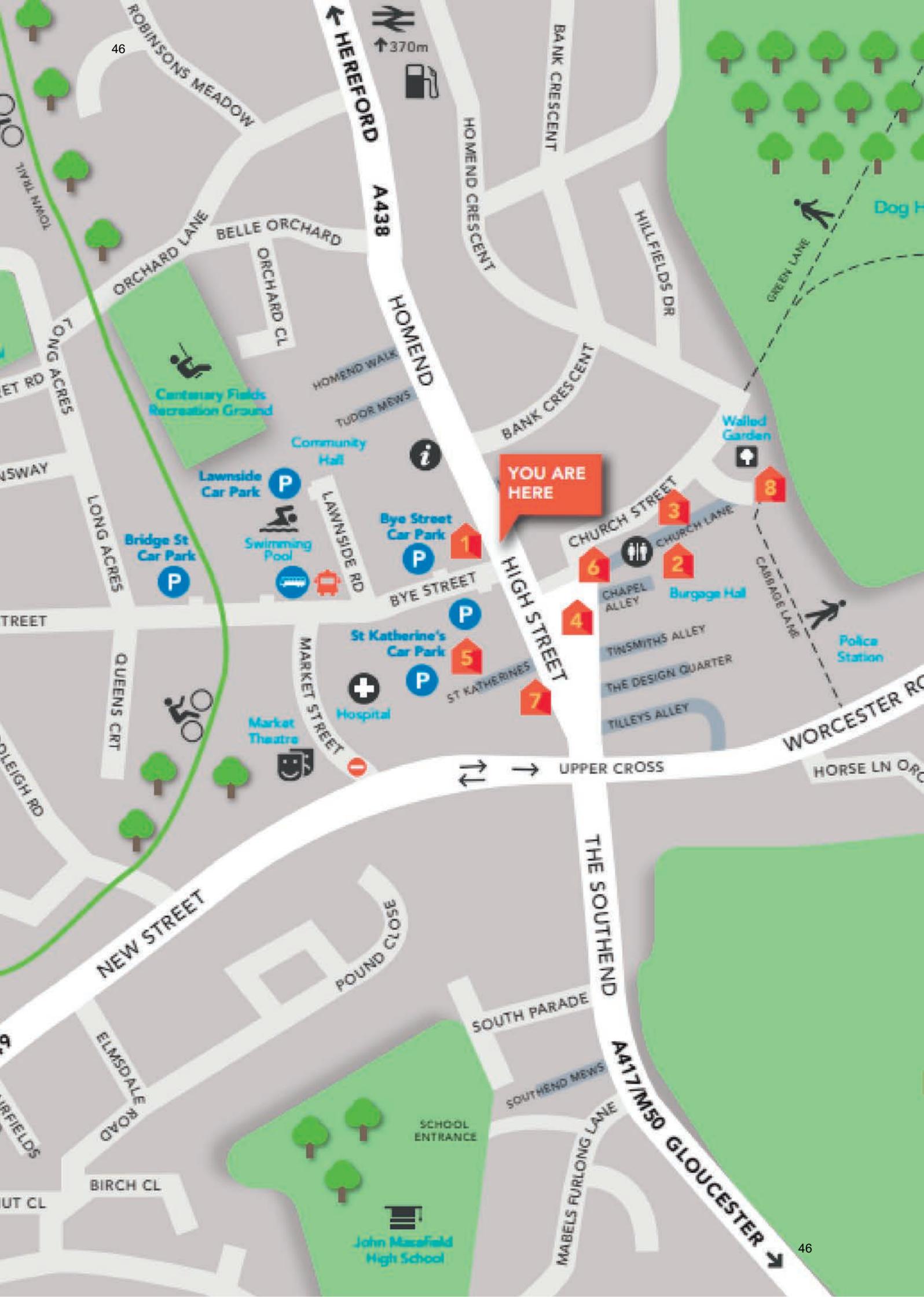
APPRENTICE  
 BARON  
 BISHOP  
 BLACK DEATH  
 CASTLE  
 CHARLEMAGNE  
 CHIVALRY  
 COAT OF ARMS  
 CRUSADES



FEUDAL SYSTEM  
 FIEF  
 FRANKS  
 GUILD  
 JOURNEYMAN  
 KEEP  
 KNIGHT  
 MAGNA CARTA  
 MANOR

MOAT  
 MONASTERY  
 PAGE  
 SERF  
 SQUIRE  
 VASSAL  
 VIKINGS





YOU ARE HERE

- 1
- 2
- 3
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- 6
- 7
- 8



1

### BARRETT BROWNING MEMORIAL INSTITUTE

Opened 1896 as a memorial to the poet, BBMI offered rooms for reading and meetings and became Ledbury's Council Library 1938–2015.



2

### BUTCHER ROW MUSEUM

Built in 1581, it was originally one of a row of fifteen properties in the centre of the High Street and moved to Church Lane in 1979.



3

### OLD GRAMMAR SCHOOL

Now called The Heritage Centre, it was built 1489/90, for the wool trade but used as a grammar school from 1660s.



4

### MARKET HOUSE

Completed in 1658, it was originally used for storing market crops, and then became Ledbury Town Hall holding plays and meetings.



5

### MASTER'S HOUSE

Restored in 2015, the Master's House now houses Ledbury Library. Its Georgian brickwork envelopes the C15th medieval timber-framed interior.



6

### PAINTED ROOM

The house, constructed in 1510, was possibly built as a Booth Hall, and the painted room upstairs dates from c.1560s.



7

### ST KATHERINE'S

Founded in 1231 by Bishop Foliot, St Katherine's Hospital offered hospitality to the poor and to travellers including pilgrims.



8

### ST MICHAEL'S CHURCH

The current structure dates from 12th century but the foundations were present long before the Domesday book of 1086.



## LEDBURY TOWN COUNCIL

<b>EVENTS WORKING PARTY</b>	<b>2 AUGUST 2023</b>	<b>AGENDA ITEM: 6</b>
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Report prepared by Olivia Trueman, Community Development Officer (CDO)

### **WORLD BOOK DAY – UPDATE**

#### **Purpose of Report**

The purpose of this report is to update Members of the Events Working Party on the progress of World Book Day 2024.

#### **Detailed Information**

Ledbury Town Council has been successful in the securing £2,000 from the UKSPF Festivals Grant for Ledbury World Book Day 2024. As this grant requires match funding, the Town Council will have the total of £4,000 to spend.

The CDO will contact businesses and local groups to confirm their involvement in Ledbury World Book Day 2024 and start a draft plan for the next Working Party.

Members will recall that in the previous meeting of the Events Working Party the CDO provided a draft budget for the event. The below information provides more detail on the budget lines and a basic plan of the day.

#### **Venue**

Currently, the CDO has planned to use similar buildings to previous years. These include the Burgage Hall, Co-op Funeral Care, Poetry House, Busy Bees, Town Council Offices, St Katherines Hall, and the Masters House. All groups and businesses will be encouraged to take part in Ledbury World Book and contact the CDO to discuss further.

#### **Marketing**

All marketing and advertisement will be done inhouse by the CDO, this will include a poster, regular social media posts, and any press releases.

Posters will be professionally printed and distributed in the Ledbury Focus, a strategy which proved to be successful last year. As well as marketing locally, the council will invest in targeted social media marketing focussing on families living within 30 miles of Ledbury. The poster will be advertised on Facebook for 1 month at a cost of £50 with a potential reach of 1000-3000 people per day (this is a variable cost and could be subject to change).

Signs will be printed and erected on verges on the outskirts of Ledbury in January 2024, two months before the event. The CDO will investigate the possibility of purchasing a sign that can be used every year by just changing the date, i.e. using stickers.

### **Entertainment**

The CDO will contact agencies and obtain a list of available authors for Ledbury World Book Day. Both bookshops in Ledbury will be contacted and asked to provide suggestions on what authors have been popular and what characters could walk around the town.

A company called Highstreet Safari have been contacted in relation to providing a geogaming experience in the High Street. The trails are set up using QR codes where players can follow a story line, complete challenges, and have fun whilst exploring the Town. By using High Street Safari, the Town Council can drive footfall to specific areas of the town and business, while giving families an incredible, fun, and free day out.

The below is an example of one of the trails High Street Safari run:

*Our intrepid heroes Ollie and Izzy are back on the safari path, this time they're searching for a mythical beast called the Obsidian Dragon. To get to it, they'll have to go on a globe-trotting journey speaking to ten other curious creatures who might know its whereabouts. The creatures won't give up their clues easily though!*

*Players will visit all of the creatures in your area, in any order, and scan the QR codes to reveal them in AR. They'll complete mini-challenges and riddles at each stop and once they've completed them all, they will be able to download the conclusion as a free ebook.*

More information can be found here (<https://highstreetsafari.com/>)

Redearth Arts and the Wildlife Trust will be invited to take part in Ledbury World Book Day again, as well as two face painters and a balloon artist. The CDO will look into the possibility of creating a booking system for the face painting due to the popularity last year.

### **Recommendation**

**That Members of the Events Working Party receive and note the above report.**

<b>EVENTS WORKING PARTY</b>	<b>2 AUGUST 2023</b>	<b>AGENDA ITEM: 7</b>
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Report prepared by Charlotte Barltrop – Administrator

## **CHRISTMAS LIGHTS SWITCH-ON EVENT 2023**

### **Purpose of Report**

The purpose of this report is to provide Members of the Events Working Party with an update on the plans for the Christmas Lights Switch-On event, which is being held on Sunday, 26 November 2023 in Ledbury High Street and St Katherine’s Car Park.

### **Detailed Information**

Ledbury Town Council (“LTC”) wishes to continue the success of the 2022 Christmas light switch-on and ensure that this becomes an annual event which not only encompasses the lights switch-on but becomes known as a destination to attend in the run-up to the festive season, and with that in mind, several other activities are being planned for this year’s event, as set out below.

The event will begin at 2.00pm culminating with the lights switch-on at 5.00pm by the Mayor of Ledbury and the Carnival Princesses and ending at 6.00pm.

- **Market Stalls**

The Market has been an extremely successful venture with 50 paying vendors having requested a pitch, payment will be requested at the end of October. These vendors range from food to craft stalls to local distilleries. For 2023 the food vendors will be located in St Katherine’s Car Park, behind the Alms Houses, in a specially created food court which will feature two juvenile funfair rides and a seating area.

A road closure will be in operation between Top Cross and towards the junction with Bye Street creating a pedestrian zone within the closed-off area from 10.00 am – 7.00 pm. This area will form the market and have an entertainment area adjacent to the Market House.

Local charities, such as Ledbury Food Bank and Talk Community, will be offered a stall, free of charge, within the market area in order that they may raise their presence in the community.

The planned food court, which is to be sited in St Katherine’s Car Park along with two juvenile funfair rides, will require the hire of a generator. Ashley Rogers, who is supplying the rides, has been asked to provide a quotation for the one-day hire of one of his generators for this purpose. The aim is to reduce excess noise by only running one generator in this area rather than separate ones for the rides and food vendors.

Please see the attached site plan (Appendix 1).

- **Entertainment**

Within the pedestrian zone there will be a small performance space for dancers etc. The entertainers are made up of free and paid for entertainers such as the Ledbury Morris and The Acro Chaps, who will make use of this space to perform. There will also be musical entertainment under the Market House including Ledbury Brass Band and Ledbury Community Choir who have accepted invitations to support the event.

LTC have engaged The Acro Chaps to provide entertainment in the form of 3 x 30 mins walkabout slots. LTC will provide a dressing room for the entertainers within their offices on Church Lane. They will be dressed in Father Christmas/Elf costumes.

LTC have compiled a varied programme of events to take place, however there is still a 45-minute session which needs to be filled. Following their success at the Coronation Event, officers have approached Mirror Ball who have provided a quotation of £840 and are available to perform on the day.

- **Father Christmas and the Grotto**

In 2022 the grotto and Father Christmas proved to be extremely popular and formed an important part of the Christmas Lights Switch On Event. With this in mind, plans have been put in place to create a Grotto in the Jacobean Room of LTC offices, subject to agreement of the Council.

The Community Development Officer will contact local groups in September, such as guides and scouts, to ask for volunteers to assist with the set up and running of the Grotto.

It is proposed that Father Christmas will be available between 1pm - 2pm for drop-in sessions and 2pm - 4.30pm for booked tickets, with 5-minute slots allocated. Officers would suggest that tickets be on sale at £2 per child, multiple children from the same household will be able to use the same, 5-minute, slot however a ticket must be purchased for each child, three children from the same family being offered a discounted rate of £5, with a three-child maximum per slot. Tickets will be sold from LTC offices, with the initial advertising planned for release on 1 November 2022.

In 2022 each child attending the grotto was given a book, at a cost of £1, and a selection box, at a cost of £1. Officers have suggested that a colouring book and pencils may be a suitable gift for 2023.

Please see attached poster (Appendix 2).

- **Craft Area**

In order to join the two event spaces, it is being proposed that St Katherine's Hall be used as the craft area in 2023. This area will also house the two face painters who have been booked for the event. This area has yet to be booked, subject to the approval of the committee.

LEAF have been approached to facilitate the craft area, where children will have the opportunity to make and decorate cards, decorations, and lanterns which they will be able to take home.

- **Santa Dash**

In addition to the events of 2022, it has been suggested that the Council may wish to hold a Santa Dash to take place on the morning of Sunday, 26 November. The suggestion would be to work with Ledbury RFC in hosting this event at the Rugby Club, to reduce the workload of Council staff.

The Santa Dash entry fee will include a Santa Suit for adults and a medal for all participants. A fancy-dress competition is proposed for any children who participate with prizes to be sourced from local businesses. The anticipated cost of Santa Suits is £4.20, with medals costing £0.79, and Members are requested to give consideration to the entry fee for the Santa Dash, noting that this will include Santa Suit and medal.

It is proposed that there should be two age groups, adults, and children, with the winner of each race receiving a prize from the Mayor. If approved the advertising for this event will begin in October via an expression of interest, with tickets being presold in order for the Santa suits and medals to be purchased accordingly.

- **Gifts for Struggling Families**

After the success of this initiative in previous years' Members are asked to make a recommendation to the Environment & Leisure Committee that the Clerk contact local companies to ask if they would like to sponsor these gifts.

- **Poster and Marketing of Event**

The attached poster (Appendix 3) has been designed and is awaiting approval. This will be displayed in the Town Council Offices on Church Lane, as well as being published on Ledbury Town Council's Website and social media platforms from mid-October with frequent tweets on FB/Twitter etc thereafter. The poster and a press release will also be sent to local media in the run-up to the event.

- **Financial Implications**

Currently there is an events budget of £7,500 available and the attached budget sheet (Appendix 4) provides information on anticipated expenditure for this

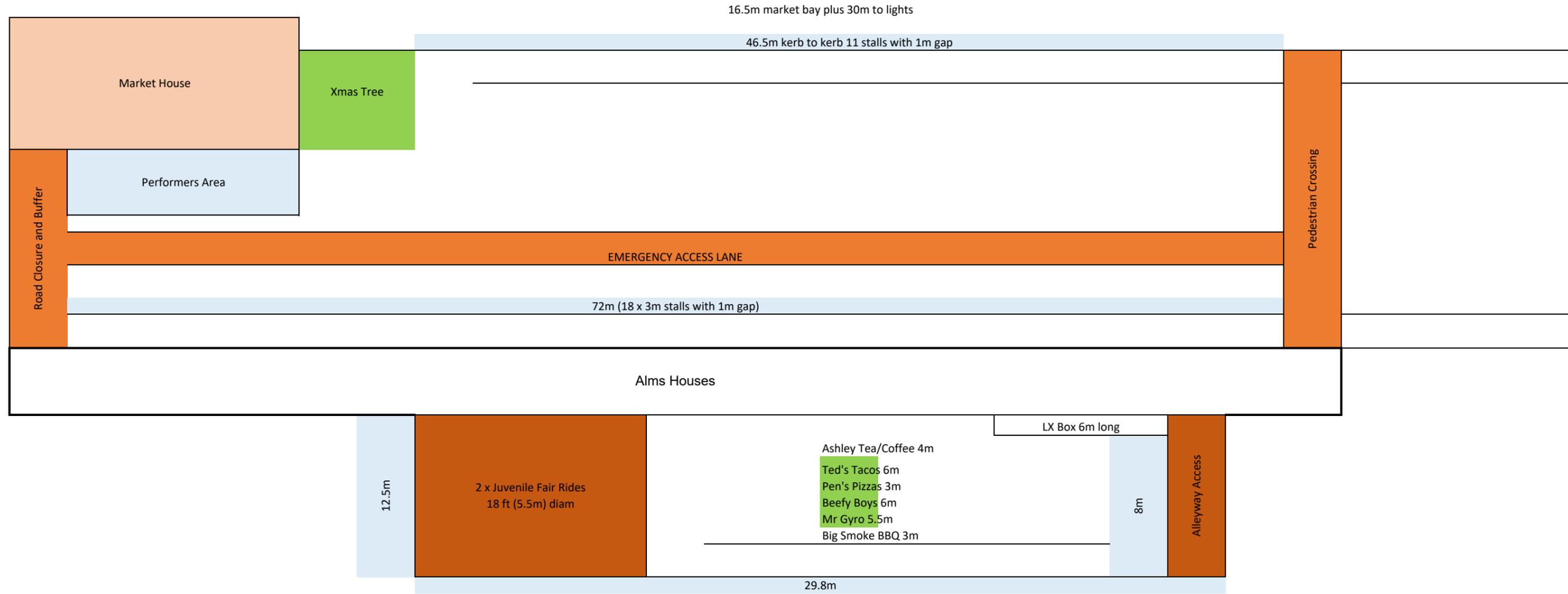
event. It should be noted that there will be income received from stall holders and food vendors, as well as a nominal fee from the Rogers family for the two fair rides, which can be used to offset some of the expenditure for this event.

- **Christmas Lights Switch-on 2024**

Officers would request that the date for the Christmas Lights Switch On Event 2024 is set at this meeting in order that this can be shared with other market towns to avoid clashes, following this having been raised in a recent Mayor's meeting.

### **Recommendation**

1. That Members of the Events Working Party approve the poster for the event.
2. That Members of the Events Working Party give consideration to the information provided within this report and submit the following recommendations to the Environment & Leisure Committee:
  - i. That a Santa's Grotto be held in the Jacobean Room and what gift should be given out by Father Christmas.
  - ii. That members approve the hiring of the band "Mirror Ball" to play at the event at a cost of £840.
  - iii. That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.
  - iv. That members approve the Santa Dash portion of the event and consider what to charge as an entry fee.
  - v. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.
  - vi. That members approve the hiring of St Katherine's Hall to be used as the craft space.
  - vii. That members set a date for the 2024 Christmas Lights Switch On Event to take place.





**LEDBURY**  
**TOWN COUNCIL**

Appendix 2

**VISIT FATHER CHRISTMAS**



**26** 2023  
**NOVEMBER**

Grotto open from 1pm to 2pm for walk in visits

From 2pm to 4.30pm by appointment

£2 per child - gift for every child

tickets from Ledbury Town Council Offices

01531 632306 or [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk)



**LEDBURY**  
TOWN COUNCIL

# *Christmas Lights*

## *Event Schedule*

Sunday, 26 November 2023

- 2.00pm Event Launch - Town Crier/Elves (walkabout)
- 2.10pm The Acro Chaps
- 2.45pm Mirror Ball
- 3.30pm The Acro Chaps
- 4.15pm Brass Band & Ledbury Community Choir and Carols under the Market House
- 5.00pm Light Switch On - Ledbury Mayor, Carnival Princesses, Father Christmas and Acro Chaps turn on the Christmas lights
- 5.05pm Ledbury Morris - performance in Arena



Father Christmas will be available in the Grotto from 1pm until 2pm for walk in appointments



2pm - 6pm



# Christmas

## LIGHT SWITCH ON & MARKET

FOOD - ENTERTAINMENT - GIFTS  
MUSIC - FUNFAIR RIDES



Grotto open 1pm - 4.30pm

Free Entrance

Free crafts in St Katherine's Hall

@Ledbury High Street & St Katherine's Car Park



For full details see [www.leburytowncouncil.gov.uk](http://www.leburytowncouncil.gov.uk)

Item	Out	In	Balance
Entertainers - Acro Chaps	£1,260.00		
Road Closure			
Market Traders rent approx		£780.00	
Rogers Funfair 2 x Juvenile		£100.00	
Face Painter x 2	£260.00		
Gifts			
Gift Wrap			
Craft Equipment			
Band			
Totals	£1,520.00	£880.00	-£640.00

Sponsorship		In
Totals		£0

**LEDBURY TOWN COUNCIL**  
**CALENDAR OF EVENTS 2023/2024**

Month	Event	Date	Time	Venue	Actions
<b>August</b>	Ledbury Food Bank	Every Wednesday & Friday Thursday	10.00am-12.00pm 6.00pm – 8.00pm	Homend Trading Estate	
	LEAF Activity Day	Saturday 19 August 2023	All Day event	Recreation Ground	
	Carnival	Monday 28 August 2023			
<b>September</b>	Ledbury Food Bank	Every Wednesday & Friday Thursday	10.00am-12.00pm 6.00pm – 8.00pm	Homend Trading Estate	
	Herefordshire Art Week (H-Art)	Saturday 2 Sept 2023 – Sunday 10 Sept 2023			
	Three Shires Car Rally	Saturday 16 September	All Day	High Street	
	Heritage Open Days (HODs)	Friday 8 Sept 2023 - Sunday 17 Sept 2023			
	HODs – Ledbury event	Friday 8 Sept 2023 - Sunday 17 Sept 2023	Various	16 <sup>th</sup> Century Painted Room, Master's House, New Street Chapel, Heritage Centre, Butchers Row Museum, Burgage Hall, Tilley's Printing, St Michael's of all Angels and The Bell Tower	LTC to register event.  CDO has emailed groups, including the sealed knot.  CDO has created an advert for the medieval market. Currently listed online and in the TC office.

Month	Event	Date	Time	Venue	Actions
<b>October</b>	Ledbury Food Bank	Every Wednesday & Friday Thursday	10.00am-12.00pm 6.00pm – 8.00pm	Homend Trading Estate	
	Funfair	Mon 9 Oct 2023 – Tues 10 Oct 2023	5.00pm – 10.00pm	High Street, Bye Street, Homend	
<b>November</b>	Ledbury Food Bank	Every Wednesday & Friday Thursday	10.00am-12.00pm 6.00pm – 8.00pm	Homend Trading Estate	
	Remembrance Day	Saturday 11 Nov 2023	11.00am	War Memorial	
	Remembrance Parade & Sunday Service	Sunday 12 Nov 2023	11.00am onwards	Ledbury War Memorial/St Michaels	
	Christmas Lights Switch-on Event	Sunday 26 Nov 2023	5.00pm (switch on)	Market House, High Street	Note: activities taking place during the day
<b>December</b>	Ledbury Food Bank	Every Wednesday & Friday Thursday	10.00am-12.00pm 6.00pm – 8.00pm	Homend Trading Estate	
	Late Night Christmas shopping	Friday 1 December 2023	TBC		
	Free Car Parking	TBC	TBC		
	Candle Lighting Event	Sunday 17 Dec 2023	10.00am – 4.00pm	Cemetery	
	Christmas Day	Mon 25 Dec 2023			
	Boxing Day	Tues 26 Dec 2023			
<b>2024</b>					
<b>January</b>	New Year's Day	Monday 1 January 2024			
Month	Event	Date	Time	Venue	Actions
<b>February</b>					

<b>March</b>	World Book Day	Thursday 7 March 2024			
	International Womens Day	Friday 8 March 2024			
	Ledbury World Book Day Event	Saturday 9 March 2024			
	Mother's Day	Sunday 10 March 2024			
	Good Friday	Friday 29 March 2024			
<b>April</b>	Easter Monday	Monday 1 April 2024			
<b>May</b>	Early May Bank Holiday	Monday 6 May 2024			
	Spring Bank Holiday	Monday 27 May 2024			
<b>June</b>	Great Big Green Week	8-16 June 2024			
	Father's Day	Sunday 16 June 2024			
	Armed Forces Day & raising the Flag	Saturday 29 June 2024			