



4 December 2023

To: All Councillors Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Dear Member

You are invited to attend a meeting of the Events Working Party on Thursday, 7 December 2023 at 10.00am at Ledbury Town Council Offices, Church Lane, Ledbury, for the purpose of transacting the business below.

Yours faithfully

maela 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 Eve held on Wednesday, 1 November 2023	ents Working Party (Pages 117 - 121)	
5	World Book Day 2024	(Pages 122 - 123)	
6	Great Big Green Week 2024	(Verbal)	
7	Christmas Lights Switch On Event - Feedback	(Pages 124 - 126)	
8	Candle Lighting Event at the Chapel	(Page 127)	
9	Photographic Competition – "Trees of Significance in Ledbury"	(Page 128)	
10	Schedule of Committee Meeting Dates	(Page 129)	
11	Calendar of Events/Website	(Page 130)	

12 Date of Next Meeting

The date of the next Events Working Party meeting to be held on Thursday, 1 February 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.

Distribution: - Full agenda reports to all Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Plus file copy

# MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 1 NOVEMBER 2023

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

## ALSO PRESENT:

Julia Lawrence, Deputy Clerk Olivia Trueman, Community Development Officer (CDO)

# 70. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Don McAll.

# 71. DECLARATIONS OF INTEREST

None.

# 72. TO ELECT NON-COUNCIL MEMBERS

Sabine Chowdry, Ledbury Poetry was elected to be a non-council Member of the Events Working Party.

# 73. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY HELD ON 4 OCTOBER 2023.

# **RESOLVED:**

That the minutes of the meeting of the Events Working Party held on 4 October 2023 be approved and signed as a correct record.

Agreed - Proposed by Councillor Morris; Seconded by Nina Shields. There was one abstention.

# 74. WORLD BOOK DAY - 9 MARCH 2024 (Overall Budget £4,000)

It was noted that the World Book Day Steering Group had met and had been a useful meeting, and a list of actions set out (pages 101 & 102) had been compiled. The CDO would welcome further suggestions and ideas for the day. It was noted that Sustainable Ledbury (Nina Shields) had not been invited, though detailed in the minutes of the meeting. Further meetings would be set to progress the actions from the Steering Group.

Members noted that additional inclusion on the day should be a stand for The Afghan Refugee Group and a presence by Ledbury Library Development Group to encourage greater membership.

# **RESOLVED**:

- 1. The Steering Group will continue to progress the actions.
- 2. Additional stands would be required for the event.

# 75. GREAT BIG GREEN WEEK ("GBGW") 8 – 16 JUNE 2024.

A verbal update was provided along with the poster from this year. It was noted that the first weekend of GBGW clashed with the annual festival at Hellen's. It was also noted that 8 June was Community Day too. It was noted that Ledbury Food Group would be happy to host some activities that complimented its role. It was suggested that events should focus from 10 June and for the second weekend. Promotion of the events needs to increase as well as potential "repeat" promotions to get into residents' diaries.

Activities that could be included again in 2024 include:

- Beeswax wrap (need more volunteers to run it)
- Wild Play by Herefordshire Wildlife Trust

# **RESOLVED**:

It was agreed that a Steering Group should be established to progress ideas for GBGW. The Steering Ground would consist of the following members: Al Braithwaite, Nina Shields and Cllr Helen l'Anson. The CDO is to set up a meeting to progress this.

# 76. CHRISTMAS LIGHT SWITCH ON - 26 NOVEMBER 2023

The report was noted.

It was agreed that the Mayor should open the event at 2.00pm and again at 5.00pm for the actual Light switch on.

Unfortunately, Cllr Whattler was unable to perform the role of Santa, due to serious health issues. The Events Working Group thanked Cllr Whattler for many previous endeavours as Santa.

# **RESOLVED**:

That the report on the Christmas Lights be noted.

# 77. OCTOBER FUNFAIR – 9 & 10 OCTOBER 2023

The report was noted.

Feedback from the Funfair at the time of the event was that everything had run well. It was felt by some that there had been less people attending this year although this was not the view of the whole Working Group.

There were severe traffic challenges due to a large ride impacting the pedestrian crossing on the High Street. This included infringing on to the High Street and part of Bye Street making it exceptionally difficult for vehicular movements and therefore a further TRO was put in place on the Monday morning to prevent traffic entering the High Street from New Street, The Southend and the Malvern Road. Irrespective of the road closure signs, vehicles still disregarded the signage and drove down through the High Street.

Ledbury Town Council will therefore be considering a road closure order to be in place for the whole 2 days whilst the Fair is in Town. The Funfair organisers need to ensure that they also comply with road closure arrangements. Additionally, it was considered that a planned layout of the event should be included in the SLA so to ensure that the larger rides did not block/restrict parts of the highway. However, it was noted that Funfair organisers are not always able to confirm what will be attending until the last minute, as has been the case with the Carnival.

The Group were advised the draft SLA was being presented to E&L committee on 2 November 2023.

# **RESOLVED:**

That the draft SLA be presented to this Working Party in December.

# 78. CANDLE LIGHTING EVENT AT THE CEMETERY CHAPEL 17 DECEMBER 2023

A verbal update was provided as well as a draft of the poster that will be produced.

It was noted that more volunteers were required to cover the event. However, after discussion, noting that no one attended the event last year after 2.00pm, it was agreed that the event should run from 10:00 am to 2:00pm this year.

Lynette Loader on behalf of Co-op Funeralcare would be donating the mince pies and light refreshments.

In addition to Carols being played, Ledbury Poetry could potentially do poetry readings – either live or recorded.

# **RESOLVED:**

- 1. Members noted that the revised timing of the event is to run from 10.00am until 2:00pm.
- 2. Sabine Chowdry is to explore the possibility of doing poetry reading(s) at the event.

# 79. SCHEDULE OF COMMITTEE MEETINGS

The schedule was noted. The day of the Events Working Party to meet does not suit everyone and does not align well with E&L. It was agreed that the Events Working Party would meet on a Thursday, allowing for a 2 week lead in to the E&L Committee cycle, so ensuring papers could be prepared in time.

# **RESOLVED:**

It was agreed that as there would be 2 Steering Groups in place to support the Working Party, namely World Book Day and the Great Big Green Week. The Events Working Party should meet alternate months to allow sufficient time to report back to the E&L Committee. Please see proposed timetable below.

Meeting		Date	E&L Committee		
Events Working Party		7 December 2023	4 January 2024		
Steering Groups	World Book Day Great Big Green Week	January 2024 - TBC			
Events Working Party		1 February 2024	7 March 2024		
Steering Groups	World Book Day Great Big Green Week	March 2024/April - TBC			
Events Working Party		4 April 2024	2 May 2024		

# 80. CALENDER OF EVENTS

The calendar of events will be extended to March 2025 prior to the next meeting.

It was noted that the cost of installing an electronic calendar will be presented to the Finance Committee.

The wreath making event on 2 December 2023, will run from 10:00am through to lunchtime. The event is to support the Mayor's chosen charities.

The invites for the Big Breakfast (2 -4 Feb) have been issued.

Community day is not organised by Ledbury Food Group, but by the Community Day Group.

Griff will supply a list of food suppliers to the Council for those present at the Christmas Light Switch On.

John Masefield's Birthday - 1 June, should be added to the events calendar.

# **RESOLVED**:

- 1. The above event changes were noted and need to be added to the Calendar of Events.
- 2. Griff Holliday is to provide information for food suppliers who will be present at the Christmas Light Switch On event.

# 81. DATE OF NEXT MEETING

The next meeting of the Events Working Party is Thursday, 7 December 2023 at Ledbury Town Council offices, Church Lane, Ledbury at 10.00am.

The meeting closed at 10.45am

Chair

Date

# LEDBURY'S FANTASTIC

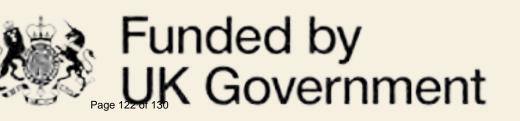
# WORLD BOOK DAY 2024

AUTHORS WORKSHOPS FACE PAINTING STORYTELLING READATHON ILLUSTRATIONS

# SATURDAY 9 MARCH 2024 10:00AM - 4:00PM



**Ledbury Town Council** 





Chy.

# LEDBURY'S FANTASTIC

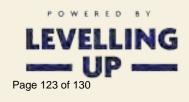
# WORLD BOOK DAY 2024

# AUTHORS WORKSHOPS

# FACE PAINTING STORYTELLING READATHON ILLUSTRATIONS







# SATURDAY 9 MARCH 2024 10:00AM - 4:00PM

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IN AND AROUND LEDBURY

EVENTS WORKING PARTY	7 DECEMBER 2023	AGENDA ITEM NO. 7
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Report prepared by Charlotte Barltrop – Administrator

# CHRISTMAS LIGHTS SWITCH-ON EVENT/MARKETS - UPDATE

# Purpose of Report

The purpose of this report is to provide Members of the Events Working Party with feedback from the Christmas Lights Switch-On Event, which was held on Sunday, 26 November 2023 in Ledbury High Street, St Katherine's Car Park and the Burgage Hall.

# Detailed Information

The Christmas lights were installed on 4 October 2023 and this year included gold and white lights along the Southend which have been well received. The Christmas tree had been delivered and installed and public feedback was positive.

Ledbury Town Council created an event which not only encompassed the lights switch-on but also included a street market, food court, funfair rides, live entertainment, Father Christmas in his Grotto, and a free craft area with face painters in the Burgage Hall for children to enjoy.

The event began at 2.00pm and ended at 5.45pm with Ledbury Morris who provided a display in the street. The road closure was in place from 10.00am until 7.00pm, which allowed time for the set-up to take place fully prior to the arrival of the traders.

## Market Stalls

The Market was extremely successful, with 46 paying vendors taking part. These vendors ranged from food vendors, such as Beefy Boys and Mr Gyros, and craft stalls to local distilleries. Having spoken to the traders who attended, they felt that it was a worthwhile event for them to attend and asked to be contacted for 2024 as soon as a date had been finalised. At the time of writing 8 vendors had contacted LTC to be booked in for the 2024 event. Many traders expressed that the pitch rent was extremely cheap for this event and this is something that the Environment & Leisure Committee will need to review for next year.

The road closure came into effect at 10am, however there were still several vehicles which were parked along the High Street which inhibited set up to a small extent. These vehicles were removed by 12.30pm.

## Entertainment

Included as entertainment for the event were Mirror Ball, the band which had proven to be a huge success at the Coronation Event, the Acro-Chaps who provided walkabout acrobatic elves and father Christmas, DBeatz Dance Company, The Market Theatre Senior Youth Group, Ledbury Brass Band and Ledbury Primary School and Ledbury Community Choir, as well as Ledbury Morris. The feedback which has been received about the entertainment has been extremely positive.

# Father Christmas and the Grotto

This year LTC offered a walk-in session for Father Christmas, between 1pm and 2pm, which was well attended. The ticketed session began at 2pm and was sold out. Volunteers and staff who support the Grotto have suggested that the walk-in session be extended as there was still a queue when the ticketed session began.

# <u>Volunteers</u>

While the need for volunteers was advertised well in advance, only 5 members of the public volunteered to help with the event. Our Town Crier, Mike Fray, assisted with the erection of the gazebos, which was a great help to the team and Councillors Furlonger, Newsham and Chowns assisted where required.

It should be noted that without Ledbury Maritime Cadets, the events which require road closures would not be able to go ahead as there are not enough staff and volunteers and they have already advised that they would be very happy to help again next year

# Lessons Learned

Whilst the feedback for this event has been extremely positive, both in person and online there are several things which would improve the experience for future events.

- 1. Father Christmas and the Grotto to have a longer walk-in session to allow as many children as possible to attend.
- 2. That the market bookings for the 2024 event are already open to ensure that traders are booked in good time.
- 3. That a booking form be created specifically for the Christmas Lights Event to include whether a gazebo may be required. Noting that Ledbury Town Council only have 12 gazebos to loan to vendors.
- 4. That the cost of the pitches be reviewed as traders all expressed that it was very cheap and that sales were good. Expressly that the Food Traders rent be increased in line with other events in the area.
- 5. That a solution to staffing the event be sought to ensure that the event is able to run in a safe manner.
- 6. That a different location be considered for the Food Court to allow better footfall and more space for the traders.

- 7. That the arrival of the traders be staggered to allow all enough time for setup to take place.
- 8. That the Administrator supply a report to the next meeting of the Events Working Party with regards to available performers and bands in order that they can be decided upon at an early stage.
- 9. That Community Groups be approached at the earliest opportunity to ensure that everyone is included in the official open times. For 2023 both DBeatz and the Youth Theatre groups were added at the eleventh hour which and performed prior to the official opening time of the event.

# **Recommendation**

That Members of the Events Working Party note the contents of this report.





# Ledbury Cemetery Chapel This Sunday

and

Bringing comfort and solace to those who have lost someone special in their life.

For full details visit www.ledburytowncouncil.gov.uk



EVENTS WORKING	7 DECEMBER 2023	AGENDA ITEM NO. 9
PARTY		

Report prepared by Julia Lawrence – Deputy Town Clerk

# PHOTOGRAPHIC COMPETITION - "TREES OF SIGNIFICANCE IN LEDBURY"

# Purpose of Report

The purpose of this report is for members of the Events Working Party to consider proposals put forward by the Climate Change Working Party to run a photographic competition.

# **Detailed Information**

Members of the Climate Change Working Party met in October 2023 and considered proposals to run a photographic competition to capture images of "trees of significance in Ledbury".

The competition is aimed at encouraging people to get out and take photographs of trees, find out about their history and botanical information which would lead to walks around the town.

The plan would be to select the 12 best photos to form a calendar that the Town Council would sell, as part of their tourism responsibilities. The competition could be launched at the start of the Great Big Green Week 2024 (June 2024) and would cover the different seasons with the intention of having it ready for circulation in 2026.

A panel of judges would be invited to select the winning entry. Judges could include, for example, a professional photographer from the studio in Lower Marcle Road Trading Estate, Andrew (from Tilley's the printers), Herefordshire Wildlife Trust, Ledbury Art Society and Miranda Thomas, a Ranger for Frith Wood.

It is proposed that the responsibility and organisation, including agreeing a budget, would be the responsibility of the Events Working Party to administer.

## **Recommendation**

- 1. That a recommendation be submitted to the Environment & Leisure Committee that the Events Working Party take ownership of this competition.
- 2. That the Environment & Leisure Committee be asked to agree a budget to enable this competition to take place.

# **DRAFT SHEDULE OF MEETINGS 2023/24**

May 2023	4 – Elections	11 – Annual Council	18 – Planning,	25 – Full Council	
-		Meeting	Economy & Tourism		
June	1 - Finance, Policy	8 - Planning,	15 – Environment &	22 –	29 -Full Council (A)
	& General Purposes	Economy & Tourism	Leisure		
July	6 -Resources	13 - Planning,	20 – Environment &	27 – Finance, Policy	
		Economy & Tourism	Leisure	& General Purposes	
August	3 -Full Council	10 - Planning,	17 -	24 -	31 - Resources
		Economy & Tourism			
September	7 -Environment &	14 - Planning,	21 -Finance, Policy	28 – Full Council	
	Leisure	Economy & Tourism	& General Purposes		
October	5 -Resources	12 - Planning,	19 -	26 -	
		Economy & Tourism			
November	2 -Environment &	9 - Planning,	16 -Finance, Policy	23 -Full Council	30 -
	Leisure	Economy & Tourism	& General Purposes		
December	7 -Resources	14 - Planning,	21-	28 -	
		Economy & Tourism			
January 2024	4 -Environment &	11 - Planning,	18 – Finance, Policy	25 – Full Council (B)	
	Leisure	Economy & Tourism	& General Purposes		
February	1 -Resources	8 - Planning,	15 -	22 -	29 -
		Economy & Tourism			
March	7 -Environment &	14 - Planning,	21 – Finance, Policy	28 -Full Council	
	Leisure	Economy & Tourism	& General Purposes		
April	4 -Resources	11 - Planning,	18 -	25 – Annual Parish	
		Economy & Tourism		Meeting	
May	2 – Environment &	9 – Annual Council	16 - Planning,	-	
-	Leisure	Meeting	Economy & Tourism		

(A) – Meeting to accept Internal Audit
(B) – Meeting to set annual budget and precept

# Events Calendar 2023 -2024

			Events Calen	dar 2023 - 2024				
	Ledbury Town Council Events							
	Community Events / outside events / Holidays							
	Mayors Events							
Month	Event	Date	Time	Venue	Organiser	Website	Actions / Notes	Budget
	Late Night Christmas shopping	Friday 1 December 2023	Until 8.00pm	Town Centre	Traders Association			
	Mayors Coffee Morning	Friday 1 December 2023	10.30am to 12noon	Council Offices	Ledbury Town Council		For Mayor's chosen charities	
	Free Car Parking	Saturday 2 December 2023	7:00am onwards	St Katherine's Carpark	Ledbury Town Council			
Dec-23	Carol Service	Sunday 10 December	6.30pm onwards	St Michael and All Angles	Ledbury Parish Church	https://www.ledburyparishchurch.org.uk/	LTC usually offer to print booklets	N/A
	Candle Lighting Event	Sunday 17 Dec 2023	10.00am – 2.00pm	Cemetery Chapel	Ledbury Town Council			
	Christmas Day	Mon 25 Dec 2023	N/A	N/A	N/A	N/A	N/A	N/A
	Boxing Day	Tues 26 Dec 2023	N/A	N/A	N/A	N/A	N/A	N/A
				2024				
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Jan-24	New Year's Day	Monday 1 January 2024	N/A	N/A	N/A	N/A	N/A	N/A
Jan-24	ivew reals Day	Monoay i January 2024	N/A	N/A	N/A	N/A	N/A	N/A
<b>-</b>	Mayors Valentines Coffee Morning	Wednesday 14 February 2024	10:30am onwards	St Katherines Hall (TBC)	Ledbury Town Council			
Feb-24	Big Breakfast	Friday 2 - Sunday 4 February		Ledbury	Food Group			
	World Book Day	Thursday 7 March 2024	N/A	N/A	N/A	https://www.worldbookday.com/	N/A	N/A
	International Women's Day	Friday 8 March 2024	N/A	N/A	N/A	https://www.internationalwomensday.com/	N/A	N/A £4,000 ( £2,00
Mar-24	Ledbury World Book Day Event Mother's Day	Saturday 9 March 2024 Sunday 10 March 2024	10:00am onwards N/A	Town Centre N/A	Ledbury Town Council N/A	N/A	N/A	fundina) N/A
	Mayors Easter Coffee Morning	Thursday 28 March 2024	10:30 onwards	St Katherines Hall (TBC)	Ledbury Town Council			
	Good Friday	Friday 29 March 2024	N/A	N/A	N/A	N/A	N/A	N/A
Apr-24	Easter Monday	Monday 1 April 2024	N/A	N/A	N/A	N/A	N/A	N/A
	Early May Bank Holiday	Monday 6 May 2024	N/A	N/A	N/A	N/A	N/A	N/A
May-24	Spring Bank Holiday - Village Fete Event (TBC)	Monday 27 May 2024	TBC	TBC	TBC	TBC	TBC	твс
	John Masefields Birthday	Saturday 1 June 2024	TBC					
	Community Day	Saturday 8 June	TBC	In and around Ledbury	Ledbury Communtiy Group			
Jun-24	Great Big Green Week	8-16 June 2024	TBC					
Jun-24	Poetry Festival	28 June - 7 July 2024	TBC	In and around Ledbury	Ledbury Poetry	https://ledburypoetry.org.uk/home/ledbury-poetry-festival/	N/A	
	Father's Day	Sunday 16 June 2024	N/A	N/A	N/A	N/A	N/A	N/A
	Armed Forces Day & raising the Flag	Saturday 29 June 2024	твс	Town Centre	Ledbury Town Council			
	Bode: Factoria	29 June 7 July 2004	TRO	In and around Ladhum	Lodhura Destar	http://odbummootn.org.uk/heme/ledbum.mootn.fe-tu-tu	N/A	
Jul-24	Poetry Festival Ledbury Celebration	28 June - 7 July 2024 07-Jul-24	твс	In and around Ledbury In and around Ledbury	Ledbury Poetry Ledbury Food Group & Ledbury	https://ledburypoetry.org.uk/home/ledbury-poetry-festival/	N/A	
	Leddiny Gelebraton	07-00-24			Poetry			
Aug-24								
Son 24								
Sep-24								
Oct-24	Funfair	8-9 October 2024	5:00pm onwards	Ledbury High Street				
001-24	Halloween	Thursday 31 October 2024						
	Remembrance Parade / Sunday Service	Sunday 10 November 2024	11:00 onwards	War Memorial	Ledbury Town Council			
Nov-24	Remembrance Day	Monday 11 November 2024	11:00am	War Memorial	Ledbury Town Council			
	Christmas Switch on Event	Sunday 24 November 2024	TBC	In and around town	Ledbury Town Council			
Dec-24	Late Night Shopping	Friday 6 December 2024	5:00pm onwards	Ledbury Town Centre	Traders Assocation			