



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET. LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

7 January 2022

To: Councillors Howells, Knight (Chair), Manns & Morris
Non-Councillors: Lynette Loader, Griff Holliday

Dear Member

You are invited to attend a meeting of the **Events Working Party on Thursday, 13 January 2022 at 10.00am at Ledbury Funeralcare (Co-op), Hawcutt House, Bye Street, Ledbury**, for the purpose of transacting the business below.

Yours faithfully

PP 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 1998.

A G E N D A

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**
4. **To approve and sign the minutes of a meeting of the Events Working Party held on Thursday, 9 December 2021** (Pages 15 to 18)

5. **Candle Lighting Event at Chapel - Feedback** (Verbal)
6. **World Book Day – March 2022 (Welcome Back Fund)** (Verbal)
7. **2022 Queen’s Platinum Jubilee Events** (Verbal)
8. **October Mop Fair 2022** (Verbal)
9. **Calendar of Events** (Verbal)
10. **Date of Next Meeting**

The date of the next Events Working Party meeting will be held on Thursday, 17 February 2022 at 10.00am, at Ledbury Funeralcare (Co-op), Hawcutt House, Bye Street, Ledbury.

LEDBURY TOWN COUNCIL

MINUTES OF AN EVENTS WORKING PARTY HELD ON THURSDAY, 9 DECEMBER 2021

PRESENT: Councillors Knight (Chair), Manns and Morris
Non-Councillor members - Griff Holliday (Ledbury Food Group),
Lynette Loader (Coop Funeral Care)

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Olivia Truman – Community Development Officer

E23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Howells and Hilary Jones.

E24 DECLARATIONS OF INTEREST

None received.

E25 ELECTION OF NON-COUNCIL MEMBERS

No new members

E26 To approve and sign the minutes of a meeting of the Events Working Party held on Friday, 19 November 2021.

RESOLVED:

That the minutes of the Events Working Party held on Friday, 19 November 2021 be approved and signed as a correct record.

E27 CHRISTMAS LIGHTS SWITCH-ON EVENT – FEEDBACK

The Deputy Clerk circulated a schedule of observations that had been drawn up following the event which was discussed at the meeting. A copy of that schedule is attached to the minutes.

In addition to the above, the following comments were also noted:

- Agreed that a road closure should take place next year. Councillor Knight noted that pedestrians were standing the wrong side of the safety barriers, in the highway, at the time of the lights switch-on.
- Generally, feedback from market traders was good and who expressed their wish to return.
- Consider doing the lights switch-on on the last weekend of November on the Sunday and bring forward the switch-on time to 4.00pm.

- Give free car parking to shoppers to attend late night shopping on another day.
- Holding the switch-on event on a Sunday would give retailers and market traders another opportunity to trade in the run up to Christmas noting that car parking is free on Sundays.
- Change trading times of market traders to trade from, say 2.00pm until 6.00pm.
- It was noted that whilst Christmas music was played via the PA system under the Market House, there were no Christmas carols and the music was too loud which prevented the Town Crier promoting the switch-on in close proximity to the event.
- More help from Councillors was also discussed. Councillor Morris suggested getting volunteers to help set up. The Clerk said that these volunteers would need to be DBS checked and have insurance in case of any accidents. Councillor Morris said that a budget should be allocated (approximately £10K) to allow for commercial assistance in the set-up and break-down of events.
- Griff Holliday made reference to a train that used to go up and down the High Street, which had been organised by Ledbury Lions. It was noted that Ledbury Lions no longer existed.
- Discussion took place regarding the elf characters that walked around in the run up to the switch-on. Councillor Knight suggested that film characters (i.e. Harry Potter) could be considered for next year and Councillor Dee is to provide details to the Community Development Officer.

Councillor Manns joined the meeting at 10:15am.

The Deputy Clerk said that the Committee should start to organise Christmas market stall bookings from early September. The Clerk also suggested that a Christmas craft area could be set up in the Committee Room in the Council Offices and to involve the students from John Masefield High School if they are available.

The Christmas lights were discussed. It was noted that this was a new three year contract and there were some issues that needed to be resolved, including:

- The Alms Houses had not been correctly decorated with lights in accordance with the specification.
- Additional Christmas lights should be considered for the BBI Building, Bye Street (subject to listed building consents), New Street and The Southend although it was noted that lights have already been allocated for the Southend.
- Consider running a competition for Ledbury school children to design a Christmas light display which could be placed across Bye Street, with the winners being able to assist with the switch-on of the lights.

The Clerk advised that she is arranging on meeting with Blachere for January 2022 to discuss the lighting arrangements going forward.

Thanks were noted from Committee members for all those who had contributed to the event.

Councillor Manns left the meeting at 11:11am.

The Clerk noted the Candle Lighting event that was taking place at the Chapel in the Cemetery on Sunday, 19 December between 10.00am and 4.00pm and that this should have been included on the agenda.

RESOLVED:

The following recommendations be referred to the Environment & Leisure Committee for consideration:

- 1. That the Christmas Lights switch-on event be held on the last Sunday in November, being Sunday, 27 November 2022, and for the lights to be switched on at 4.00pm.**
- 2. That a full road closure is put in place from Top Cross to the junction of Bye Street on Sunday, 27 November 2022 between 12.00 noon and 7.00pm.**
- 3. That market traders operate within the confines of the road closure from 2.00pm until 6.00pm.**
- 4. That Ledbury Town Council request the free parking day for the late-night shopping event to be held after the lights switch-on event.**
- 5. That a Christmas Light design competition is undertaken by Ledbury Schools, and for the winner to be invited to the switch-on of the lights.**

E28 WORLD BOOK DAY – MARCH 2022 (Welcome Back Fund)

It was noted that World Book Day is Saturday, 5 March 2022.

The Events Working Party considered the following events which could be funded by the Welcome Back Funds part of a world book day:

- That story telling events be held in different venues around Ledbury.
- Run a children's fancy dress competition.
- Short story competitions for primary/junior/secondary children.
- "Book characters" to walk around the town and a book signing for a new children's book that has come out.

Griff Holliday suggested that Ledbury Books & Map Shop should be invited to help in the event.

Councillor Morris left the meeting at 11.15am.

RESOLVED:

That the Deputy Clerk submit a report to the next Environment & Leisure Committee meeting in January 2022.

E29 2022 QUEEN'S PLATINUM JUBILEE EVENTS

Griff Holliday reported that he had been contacted by Chloe Garner, Director of Ledbury Poetry Festival, making reference to a Jubilee Fund, "Let's Create Jubilee Fund", whereby £5 million was being made available by the Arts Council. This was an opportunity to work with a cultural organisation and in this instance, it could be the Ledbury Poetry Festival. The deadline for submission of applications is 28 February 2022.

It was discussed a grant be provided for street parties in Ledbury of £100 per street.

Members discussed events for each day of the Platinum Jubilee, to be put forward to the Environment & Leisure Committee for discussion and approval.

Friday, 3 June 2022	Reggae on the Rec
Saturday, 4 June 2022	Community Day
Sunday, 5 June 2022	Big Jubilee Lunch

RESOLVED:

- 1. That the events working party proposed for the Platinum Jubilee be put to the Environment & Leisure Committee for discussion and approval.**
- 2. That the Clerk investigates the Jubilee Fund in respect of possible grant funding for the "Reggae on the Rec" event.**
- 3. That Event working party put forward to Environment and Leisure Committee a £100 grant scheme for the Queen's Jubilee Street parties for discussion.**

DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Events Working Party is scheduled for Thursday, 13 January 2022 at 10.00am.

The meeting ended at 11:36am.

Signed Dated
(Chair)