

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 8 MARCH 2023

PRESENT: Councillors Morris (Chairman) and Shields
Non-Councillors: Griff Holiday, Lynette Loader,
and Hannah Bengough – Sutton (Poetry House)

ALSO PRESENT: Olivia Trueman - Community Development Officer (CDO)
Charlotte Barltrop - Administrator

E192 APOLOGIES FOR ABSENCE

Apologies for absence were received from Catriona Cole, Christine Tustin and Councillor Howells.

E193 DECLARATIONS OF INTEREST

None received

E194 TO ELECT NON-COUNCIL MEMBERS

RESOLVED:

That Hannah Bengough - Sutton of Ledbury Poetry Festival be voted in as a Member of the Events Working Party.

E195 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 8 FEBRUARY 2023

RESOLVED:

That the minutes of the Events Working Party meeting held on 8 February 2023 be approved and signed as a correct record.

E196 WORLD BOOK DAY UPDATE – MARCH 2023

The CDO advised Members that the event had run smoothly, all workshops had been well attended by members of the public and feedback which had been received from attendees, markets traders and local businesses had all been positive. It was also noted that over 80 businesses had taken part in the golden ticket trail and that the feedback was very positive.

Lynette Loader informed Members that the Face painting, held at the Coop Funeralcare offices, had been a huge success with more than 50 faces painted. However, there had been an incident with a member of the public being verbally abusive when told that the queue had closed due to time

constraints. It was suggested that a booking system be brought in for next year's event to avoid any disappointment and therefore conflict.

Busy Bees reported that they were well attended and that 50% of the children attending the play sessions were new to them. They felt that it had been highly successful.

Members discussed whether Ledbury World Book Day should become an annual event due to its success over the past two years. It was also suggested that planning for the event should commence immediately after the Poetry Festival in July, in order to create a larger event with the same level of success.

Councillor Shields asked that a special thanks to the Officers be minuted, for all the hard work put into organising Ledbury World Book Day.

RECOMMENDATION:

That a recommendation be sent to the Environment and Leisure Committee to agree to Ledbury World Book Day becoming an annual event, run by the Council, noting that planning for next year's event starts in July 2023.

E197 CHRISTMAS LIGHTS SWITCH ON EVENT – 2023

The Administrator updated the meeting on the current status of the plans for the Christmas Lights Switch On event 2023.

Members felt that the road closure should be in place from 11.00am, due to Santa's Grotto being open and the expected increase in footfall in the High Street during this period. Members also suggested that it may take longer than 1 hour to pack down the Market and event area so the road closure should end at 7.30pm.

The Administrator suggested that St Katherine's carpark be utilised as a Food Court and entertainment area for families, which could include a fairground ride for children. It was agreed that the space between the Almshouses and Masters House would be ideal space and would mean that there would still be parking available on the other side. It was noted that due to the lack of lighting in St Katherine's carpark, the Town Council would need to investigate the possibility of hiring a generator to provide lighting. Councillor Morris asked whether one of the local companies could become a sponsor and provide a free generator for the day.

The CDO advised members that she would be asking traders and businesses if they were interested in sponsoring the King's Coronation, and therefore could also include the Christmas Lights event. Members agreed that the businesses should be asked whether they would like to sponsor the Council's major events.

Members discussed the entertainer's options, details of which were provided within the report and decided that the favoured order for the entertainers from first choice to last was acrobats, Snow Queen and juggler/stilt walker.

RECOMMENDATIONS:

1. **That Officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11.00am and 7.30pm.**
2. **That the Environment & Leisure Committee consider hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel. Noting that the CDO will seek possible sponsorship from businesses.**
3. **That members ask the Environment & Leisure Committee to consider utilising a proportion of St Katherines Carpark for a 'Food Court' and that the Fun Fair is approached with a view to providing two children's rides to be placed in this area.**
3. **That Members consider the hire of a generator to allow supply of electricity to food traders, and lighting to the St Katherines Carpark, noting that there will be a service charge to traders.**

E198 COMMUNITY DAY EVENT

Griff Holiday informed the meeting that all plans that are currently in place for Community Day 2023 are going well.

Griff asked the members whether Ledbury Town Council would commit to a stand at the event.

RECOMMENDATION:

That Members of the Environment and Leisure Committee agree to Ledbury Town Council having a stand at Ledbury Community Day 2023.

E199 CORONATION EVENT – MONDAY, 8 MAY 2023 – UPDATE

Officers updated members on the current status of the plans for the Coronation Event which is due to take place on Monday, 8 May 2023, which included a community bunting project. The CDO advised members that she was liaising with community groups, members of the public and schools to create sustainable bunting to decorate the town.

The Administrator confirmed that she had booked a local butcher to provide a hog roast and that she is currently liaising with other food vans and traders. Councillor Morris asked that the Administrator confirm how many the Hog Roast would feed and report back to the next meeting. The CDO advised that

she would contact all eateries in Ledbury to ask whether they would like to open on Monday, 8 May, for the King's Coronation Celebration Event.

The Administrator reminded members that she was asked to gather three quotes for Coronation mugs which would be handed out to the children at Ledbury Primary School. Three quotes were discussed and it was agreed that members would go for quote number 3, which came to the total of £1,700 for 400 mugs. The reasons for this decision were due to the competitive price and that the company was local to Ledbury.

RESOLVED:

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- ~~1. That the CDO contact all eateries in Ledbury to ask whether they would like to open on Monday, 8 May, for the King's Coronation Celebration Event.~~

RECOMMENDATION:

- 1. That Members agree to purchase 400 mugs for the King's Coronation, which will be given to children at Ledbury Primary School at the cost of £1,700 including delivery.**

E200 CAREERS FAIR

The CDO provided Members with a report regarding her meeting with the Deputy Head Teacher at John Masefield High School. She advised members that the school usually hold a careers fair and that the school would welcome any help from the Council to continue this event.

Members agreed that careers events are more suited to students at schools as most jobs are now advertised online or through agencies. Based on last year's attendance at the career fair, members agreed to help facilitate John Masefield's student careers advice fair.

RECOMMENDATION:

That Ledbury Town Council help facilitate John Masefield High School Careers event, noting that a date has not been confirmed.

E201 GREAT BIG GREEN WEEK

Councillor Shields suggested that the Council arrange a community litter pick during the Great Big Green Week, and that community groups come together to promote sustainability either under the Market House or in a venue, something similar to COP 26 which the council helped facilitate in 2022.

The CDO suggested utilising the area under the Market House to display boards and hold activities.

MM

RECOMMENDATION:

- 1. That Members of the Environment and Leisure Committee agree to the Council arranging a community litter picking event during the Great Big Green week (10 – 18 June).**
- 2. That Members of the Environment and Leisure Committee agree to the Community Development Officer working with community groups and businesses to encourage them to promote sustainability, similar to COP 26 event in the Poetry House.**

E202 HERITAGE OPEN DAYS

The CDO updated Members on the current status of the plans for Heritage Open Days in 2023, advising that the plans are moving forward, and the event will feature a Medieval Market.

RESOLVED:

That the members received and noted the CDO's report.

E203 CALENDAR OF EVENTS

Members considered whether the format of the calendar of events should be altered. The chair enquired as to whether the date at which each event plan should begin should be noted within the Calendar.

It was felt that this may confuse the calendar somewhat but that a project planning calendar should be produced in which timelines for events are recorded to ensure that the EWP is working to produce quality projects.

RESOLVED:

The members agreed that a second calendar should be produced which reflects project planning start dates.

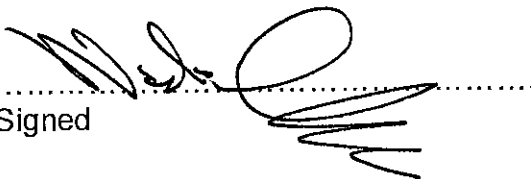
E204 DATE OF NEXT MEETING

RESOLVED:

The date of the next Events Working Party meeting to be held on Wednesday, 5 April 2023, at 10.00am, at Ledbury Town Council Offices, Church Lane, Ledbury.

The meeting closed at 12:10pm

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Signed



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Date

03 05 2023
