

**LEDBURY TOWN COUNCIL**

**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 Councillor Don McAll.

**71. DECLARATIONS OF INTEREST**

None.

**72. TO ELECT NON-COUNCIL MEMBERS**

**RESOLVED:**

**That Sabine Chowdry of Ledbury Poetry be 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.**

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

It was noted that the World Book Day Steering Group had met and that it had been a useful meeting. A list of actions set out (pages 101 & 102) had been compiled from that meeting. The CDO welcomed 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 2024 was Community Day too. Ledbury Food Group advised that they would be happy to host activities that complement its role.

It was suggested that events should be focused on from 10 June 2023 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 Group would consist of the following members: Al Braithwaite, Nina Shields and Cllr Helen I'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**

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 need to consider whether it would be appropriate for a road closure order to be in place for the whole 2 days whilst the Fair is in Town in future years. Additionally, it was considered that a planned layout of the event should be included in the SLA so as 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 had been presented to the Environment & Leisure 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 advised that she would be donating the mince pies and light refreshments on behalf of Co-op Funeralcare.

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

**RESOLVED:**

- 1. Members noted the revised timing of the event would be from 10.00am until 2:00pm.**
- 2. Sabine Chowdry 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 Environment & Leisure Committee meetings. 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, ensuring papers could be prepared in time.

### RESOLVED:

It was agreed that as there would be two 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 by-monthly to allow sufficient time to report back to the Environment & Leisure 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.

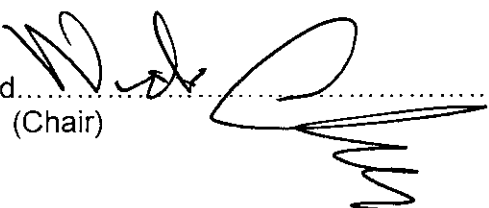
**RESOLVED:**

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

Signed.......... Date 07-02-2024

(Chair)

