



LEDBURY TOWN COUNCIL



15 August 2025

To: Councillors Chowns, Morris, and Hughes
Ward Councillors: Harvey, Peberdy, Simmons
Alison Braithwaite, Penelope Shaw
Events WP Members: Heather Coppock, Sabeen Chaudry, Griff Holliday, Beth Hughes, Hilary Jones, Lizzie Gissane, Lynette Loader, Sonia Bowen, Nina Shields and Christine Tustin

Dear All,

You are invited to attend a meeting of the **Events Working Party on Tuesday, 19 August 2025 at 11:00 am in the Market House, The High Street, Ledbury** for the purpose of transacting the business below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

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A G E N D A

1. **Apologies for absence**
2. **To approve and sign the minutes of the meeting of the Events Working Party held on 1 July 2025** (Pages 239 - 242)
3. **Volunteer Database Update** (Verbal)

4. **Heritage Open Days Update** (Page 243)
5. **Oral updates on the following events:**
 - **Celebration Day – 6 July 2025**
 - **Ledbury Carnival – 25 August 2025**
 - **Heritage Open Days – 12-21 September 2025**
6. **Events Programme** (Pages 245 - 246)
7. **Date of Next Meeting**

Tuesday, 16 September 2025 at 11.00am

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 1 JULY 2025

PRESENT: Councillors: Chowns, Harvey & Morris,
Non-Councillors: Al Braithwaite (Chair), Lizzie Gissane, Griff Holliday,
and Nina Shields.

ALSO PRESENT:

Julia Lawrence (Deputy Town Clerk)
Olivia Trueman (Community Engagement Officer)

1 ELECTION OF CHAIR FOR MUNICIPAL YEAR 2025/26

Councillor Morris nominated Al Braithwaite, and the nomination was seconded by Councillor Chowns.

A discussion took place as to who would take the minutes of the meeting. As no one volunteered, it was agreed that Council staff would produce the minutes after the meeting using a recording.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Sonia Bowen and Lyn Loader.

**3 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE
EVENTS WORKING PARTY HELD ON 3 JUNE 2025**

The Community Engagement Officer ("CEO") informed members that the event calendar on the Town Council website is now functioning correctly, following previous technical issues. The CEO explained that, after speaking with the website provider, it was discovered that there is a character limit for the event summary field. If users exceed this limit when submitting an event, the system automatically rejects the entry.

The CEO has asked the website provider to clearly display the maximum number of characters allowed in the summary field to help users avoid this issue in future.

RESOLVED:

The minutes of the meeting held on 3 June 2025 were approved and signed as a correct record.

4 VOLUNTEER DATABASE

The CEO informed Members that she would be meeting with Aimee Williams from Talk Community to discuss the possibility of developing a volunteer database, similar to the one launched by Herefordshire Council during the COVID-19 pandemic and lockdown.

The Deputy Clerk informed Members that she had spoken with Nic Sims about the possibility of sharing a volunteer database. However, it was noted that the Community Hub uses its own system and coding, which is incompatible with the Council's system.

5 HERITAGE OPEN DAYS 2025

The CEO provided an update on the Heritage Open Days progress. She advised members that all of the workshops and events that the Council were promoting were uploaded onto the HODs website, as well as the Town Council events calendar. She advised members that she is currently working on the programme, and working with the Masefield Matters team.

Councillor Morris requested that the bunting for Heritage Open Days be erected one week prior to the Ledbury Carnival, on or around Monday, August 18, 2025. The aim is to help promote the Heritage Open Days event to visitors attending the Carnival.

The bunting will be displayed along Church Lane and around key participating buildings, including the Market House, the Painted Room and the Almshouses, subject to receiving permission from the Diocese.

It was agreed that the bunting will be taken down on Monday, 22 September 2025.

RESOLVED:

- 1. That the update on Heritage Open Days be received and noted.**
- 2. That the events programme be updated on the Visit Herefordshire website.**
- 3. That the bunting for Heritage Open Days be erected on Monday, 18 Augus 2025, and be removed on Monday, 22 September 2025.**

6 ORAL UPDATES ON THE FOLLOWING EVENTS

6.1 Ledbury Carnival

No Carnival Representative was present.

6.2 Community Day 2025

Griff Holiday provided Members with an update on Community Day, distributing newspaper clippings from local coverage, including an article in the *Herefordshire Times*. He expressed his thanks to the CEO for arranging the Whale attraction, and to the Council for supporting the event through funding.

Griff Holiday noted that having a large attraction on the Recreation Ground helped to draw in younger people and families, significantly boosting engagement on the day. It was agreed that a similarly high-profile feature should be included in next year's event to maintain this momentum.

Griff also suggested the idea of introducing a Youth Community Day to run alongside the main Community Day, with the aim of further encouraging use of the Recreation Ground and deepening community involvement across age groups.

6.3 Ledbury Celebration

Griff Holliday provided an update on the progress of the Ledbury Celebration, noting that the event featured a wide range of entertainment and a strong presence of local traders.

6.4 Heritage Open Days – 12 to 21 September 2025

An update was provided in agenda item 5.

RESOLVED:

That the verbal updates on events in the town be received and noted

7 EVENTS PROGRAMME

Members reviewed the events programme and made various suggestions and amendments. It was agreed that the programme would remain a live document, to be included on all future event's agendas.

There was also a discussion regarding whether the Rally would return to the Town this year. Councillor Harvey advised Members that no decision had been made at this time.

RESOLVED:

That the update on the events programme be received and noted

8 CLIMATE CONSIDERATION

The CEO provided Members with an update on her proposal to include a climate consideration on future agenda papers. She explained that, since the Climate Change Working Party had stalled and the Council had previously

made a Climate Emergency Declaration, it would be beneficial to add a reminder at the top of agendas. This would encourage Members to consider the environmental impact of decisions and seek opportunities to incorporate sustainable practices, particularly in relation to events.

Councillor Harvey informed Members that Herefordshire Council has implemented a similar approach to climate considerations and kindly offered to share their wording for Council to review and potentially adopt. It was emphasised that this approach could be applied across all Council agendas, and not just those related to events—ensuring that climate considerations are more consistently integrated into the Council's work.

Members also discussed the Town Council's grant applications and agreed that additional sections could be added to ensure applicants provide information on how they are taking climate-conscious actions. Another discussion focused on the market and how climate considerations could be incorporated there as well. The conversations were positive, and Members agreed that the Council could utilise this approach more widely to strengthen its commitment to addressing climate change.

RECOMMENDATION:

That the Town Council agrees to add a climate statement to all agendas and incorporates this approach into other areas of work, including grant applications and market applications. Applicants and participants should be encouraged to demonstrate a conscious effort to address and reduce their impact on climate change.

9 DATE OF NEXT MEETING

The date of the next Events Working Party meeting to be held on Tuesday, 19 August 2025 at 11.00am, at Ledbury Town Council Offices.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	19 AUGUST 2025	AGENDA ITEM: 4
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Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

HERITAGE OPEN DAYS 2025

Purpose of Report

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

Detailed Information

Booklets

The CEO has finalised the event booklet, which has now been sent to print. An electronic copy is available on the Town Council website. A total of 700 copies have been ordered, matching last year's quantity, as some stock remained after the previous event.

The event has been promoted on the Town Council website, events calendar, and the Visit Herefordshire website. It has also been featured in the Town Council newsletter, the *Daffodil Line*, and a copy has been shared with Herefordshire Signpost. A press release will be sent to the *Ledbury Reporter* and the event will be shared repeatedly across the Town Council's social media accounts.

Bunting

Bunting will be installed on Monday, 18 August by the Town Maintenance Officer, in Church Lane and around the Town Council offices. The CEO has contacted other groups to encourage them to decorate their own premises, and advise that the council have spare bunting if needed.

Displays & Activities

- The Receptionist is preparing a Heritage Open Days window display, to be installed after the carnival decorations are taken down.
- The Administrator is organising a small craft market on Saturday, 20 September to complement the event.

Recommendation:

That Members of the Events Working Party receive and note the above information

EVENTS CALENDAR 2025 - 2026

- Ledbury Town Council Event
- Community /Outside Event
- Mayors Events
- Bank Holiday
- Holidays / Celebrations - Non-Bank Holiday

Month	Event	Date	Time	Venue	Organiser	Website	Action / Notes
Aug-25							
	Flower Picking - The Farm Patch	Friday 1st August - Sunday 14th September (Fri, Sat, Sun - only)	11:00 - 4:00	Gilbert's Farm, Lilly Hall Lane	The Farm Patch, Gilbert's Farm	https://thefarmpatch.co.uk/	Each ticket includes free return entry during the season
	Lakefest	Wednesday 6th - Sunday 10th August	Wed @ 2:00pm to Sunday at 1:30am	Eastnor Castle	Lee Martin	https://lakefest.co.uk/	A family-friendly music and entertainment festival held at Eastnor Castle Deer Park in Hereford
	VJ Day (Victory over Japan)	Friday 15th August	6:30pm	Ledbury War Memorial	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	Commemoration of the end of World War II in the Pacific, specifically on August 15, 1945, when Japan surrendered to the Allied forces
	VJ Day Service	Sunday 17th August	10:00am	St Michael and All Angels Church	The Church	https://www.ledburytowncouncil.gov.uk/en-gb	Service in relation to the above.
	Cannondale Malvern Classic - Mountain Bike Festival	Thursday 21st - Monday 25th August	Wed @ 1:00pm to Monday @ 11:00am	Eastnor Deer Park	Si Paton	https://malvernsclassic.com/	The UK's biggest mountain bike festival, races, entertainment and food /drink
	August Bank Holiday	Monday 25th August	N/A	N/A	N/A	N/A	a public holiday in the United Kingdom, typically observed on the last Monday of August in England, Wales, and Northern Ireland
	Ledbury Carnival	Monday 25th August	TBC	Ledbury Town Centre	The Ledbury Carnival Association	https://ledbury-carnival.co.uk/	Theme: Wonders of the World. Fairground rides, bands, stalls, dance displays, children's entertainment and a Carnival Procession.
Sep-25							
	Heritage Open Days	Friday 12th - Sunday 21st September	Various	In and around Ledbury	LTC	https://www.ledburytowncouncil.gov.uk/en-gb/latest-news/heritage-open-days	free access to a variety of local heritage sites and events. This annual festival provides a chance to explore local history and culture.
	Hillis Ford Stages (Ralley)	Friday 12th September	TBC	Starting at Ledbury Town Centre	Cheltenham Motor Club	https://www.cheltnmc.com/hills-ford-stages-rally/	a Closed Road Rally, organised by Cheltenham Motor Club
Oct-25							
	Funfair (Mop Fair)	Monday, 13th & Tuesday, 14th October	4:30pm - late	Ledbury Town Centre	The Rodgers Family / LTC Service Agreement	https://www.facebook.com/LedburyMopFair/?locale=en_GB	a traditional event that takes place in Ledbury on the High Street. It's a fun fair with rides and attractions. Dates back to 1138.
	Pumpkin Picking - Pumpkin Pete's	Various dates in October, tickets available from September	TBC	Moor Court Farm, Stretton Grandison	Pumpkin Pete's (Hannah and Ed)	https://www.pumpkinpetes.co.uk/pyo-pumpkins	a popular activity where people visit the pumpkin patch to select and harvest pumpkins, there are themed weekends such as circus, art and nature with food and drink available, lots of photo opportunities
	Pumpkin Picking - The Farm Patch	TBC	TBC	Gilbert's Farm, Lilly Hall Lane	The Farm Patch, Gilbert's Farm	https://thefarmpatch.co.uk/event/pumpkin-picking/	a popular activity where people visit the farm to select and harvest pumpkins, food and drink are available. Late night options available.
	Ledbury Ploughing Match	TBC	TBC	Aubreys Farm, Bromsberrow	The Ledbury Ploughing Society	https://www.facebook.com/pl/Ledbury-Ploughing-Society-100095258634091/	a competitive event where participants, using various types of ploughs (horse-drawn and tractor-driven), demonstrate their skills in preparing land for planting.
	Halloween	Friday 31st October	N/A	N/A	N/A	N/A	a holiday celebrated on October 31st, often involving dressing up in costumes, trick-or-treating, and carving pumpkins.
Nov-25							
	Remembrance Sunday	Sunday 9th November	11.00am	War Memorial and then Church	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	a day of remembrance held in the United Kingdom and other Commonwealth countries, typically on the second Sunday of November.
	Remembrance Day	Tuesday 11th November	11.00am	War Memorial	N/A	https://www.ledburytowncouncil.gov.uk/en-gb	to commemorate the service and sacrifice of those who have died in wars and conflicts.
	Bonfire Night	N/A	N/A	N/A	N/A	N/A	A memorial day to honour those who have died in war.
	Christmas Lights Switch on Event	Sunday, 23rd November	2.00pm - 8.00pm	Ledbury Town Centre	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	It commemorates the failure of the Gunpowder Plot in 1605, when Guy Fawkes and his fellow conspirators attempted to blow up the Houses of Parliament and assassinate King James I.
	Winter Glow - Malvern	Friday 21st November - Wednesday 31st December	TBC	The Three Counties Showground	Winter Glow	https://winterglow.co.uk/	community event where the lights adorning Ledbury are officially turned on, marking the start of the festive season.
Dec-25							
	Christmas Tractor Parade	TBC	TBC	In and around Ledbury	When Farmers Do Christmas	TBC	Festive Experience, Inc. Father Christmas, Ice Skating, Light Trail, UV Crazy Golf, Fairground, Market, Food and Drink etc...
	Late Night Shopping	Friday, 5th December	5:00pm - 8:00pm	Ledbury Town Centre	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	Vehicles drive through town decorated in Christmas lights to raise money for charity
	Christmas Day	Thursday 25th December	N/A	N/A	N/A	N/A	Shops are open later in the run up to Christmas
	Boxing Day	Friday 26th December	N/A	N/A	N/A	N/A	a Christian holy day that commemorates the birth of Jesus Christ.
							A public holiday celebrated the first day after Christmas.
							The lords and aristocrats would give their servants "Christmas boxes" filled with leftovers and small gifts after the parties, leading to the name "Boxing Day."
	New Years' Eve		N/A	N/A	N/A	N/A	The final day of the calendar year. It's a time for celebrations, with people gathering with friends and family to ring in the new year.

Jan-26	New Years Day	Thursday 1st January	N/A	N/A	N/A	N/A	a widely celebrated holiday that marks the beginning of the new year in the Gregorian calendar
	Burns' Night	Sunday 25th January	N/A	N/A	N/A	N/A	The birthday of the Scottish poet Robert Burns, on which celebrations in his honour are traditionally held in Scotland and elsewhere.
Feb-26	Big Breakfast	TBC	TBC	In and around Ledbury	Ledbury Food Group	https://www.ledburyfoodgroup.org/category/big-breakfast/	Event to celebrate local food and drink producers
	Ledbury's Got Talent - Provisional	TBC	TBC	In and around Ledbury	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	Talent Show with cash prize to raise money for Charity
	Valentines Day	Saturday 14th February	N/A	N/A	N/A	N/A	a celebration of love, friendship, and affection.
	Shrove Tuesday (Pancake Day)	Tuesday 17th February	N/A	N/A	N/A	N/A	Also known as Pancake Day, is a Christian tradition that comes before the start of Lent.
	Chinese New Year	Tuesday 17th February	N/A	N/A	N/A	N/A	2026 - Year of the Horse. A significant cultural celebration marking the start of a new year in the traditional Chinese calendar. Traditions such as exchanging red envelopes, fireworks and lion / dragon dances.
Mar-26	St David's Day	Sunday 1st March	N/A	N/A	N/A	N/A	Wales's national day, honouring St. David, the patron saint of Wales.
	Ash Wednesday	Wednesday 4th March	N/A	N/A	N/A	N/A	marks the beginning of Lent in the Western Christian tradition, a 40-day period of fasting and reflection leading up to Easter.
	World Book Day	Thursday 5th March	TBC	N/A	UNESCO	https://www.worldbookday.com/	events organised to promote reading for pleasure, particularly among children and families
	Ledbury World Bookfest	Saturday 7th March	10:00 - 2:00	In and around Ledbury	LTC	TBC	Workshops, activities, food / drink etc... held around town to celebrate World Book Day
	International Women's Day	Sunday 8th March	N/A	N/A	N/A	N/A	a global day recognizing the social, economic, cultural, and political achievements of women
	Mother's Day	Sunday 15th March	N/A	N/A	N/A	N/A	a holiday celebrating the importance of mothers and motherhood
	St Patrick's Day	Tuesday 17th March	N/A	N/A	N/A	N/A	a cultural and religious holiday celebrated annually on March 17th, honouring the patron saint of Ireland, St. Patrick
	Kempley Daffodil Weekend	TBC	TBC	Kempley Daffodil Meadow	Volunteers on behalf of St Edwards Church	https://www.daffs.org.uk/	an annual event in the village of Kempley, Gloucestershire, that celebrates the abundance of wild daffodils in the area
Apr-26	CountryTastic	Thursday 2nd April	TBc	Three Counties Showground	The Royal Three Counties	https://countrytastic.co.uk/	a family event for children aged 5-11 years old. The show attracts young people keen to learn all about food, farming and the countryside.
	Good Friday	Friday 3rd April	N/A	N/A	N/A	N/A	a Christian holy day commemorating the crucifixion of Jesus Christ
	Easter	Sunday 5th April	N/A	N/A	N/A	N/A	a Christian festival celebrating the resurrection of Jesus Christ, marking the end of Holy Week. More recently associated with traditions such as egg hunts and gift giving
	Easter Monday	Monday 6th April	N/A	N/A	N/A	N/A	Easter Monday is a bank holiday, along with Good Friday, marking the beginning of spring
	St George's Day	Thursday 23rd April	N/A	N/A	N/A	N/A	England's national day, commemorating the patron saint of England, St. George
	Eastnor Castle Mud Run	Sunday 26th April	TBC	Eastnor Castle	Relish Running Races	https://www.relishrunningraces.com/mud-bath-running-race-eastnor-castle.php	3K, 6K, 10K, camping available, mud run,
	Mayor's Mile - Provisional	TBC	TBC	TBC	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	Running event to raise money for the Mayor's charity
	Civic Celebration - Provisional	TBC	TBC	TBC	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	a formal event where the mayor, as the symbolic leader of the community, recognizes and honours individuals or groups for their contributions to the town
May-26	Early May Bank Holiday	Monday 4 May	N/A	N/A	N/A	N/A	
	Spring Bank Holiday	Monday 25 May	N/A	N/A	N/A	N/A	
Jun-26							
	Ledbury Community Day	Saturday 6th June	10:00am - 2:00pm	In and around the town	Ledbruy Community Group		Event showcasing community groups in ledbury
	Great Big Green Week	Saturday 6th- Sunday 14th June	10:00am - 2:00pm	TBC	LTC		Nationwide event about climate change
	Poetry Festival	TBC	TBC	In and around the town	Ledbury Food Group/ LTC/PF		Local event showcasing herefordshire local producers. This is held on the last day of the Poetry Festival
	Ledbury Celebration	Sunday 28th June	11:00am - 4:00pm	St Katherine's Carpark			

The Talbot - Quiz Night - Every other Wednesday
 The Talbot - Pie and Pint Mondays
 Shell House Kitchen - Monthly Quiz Nights
 Shell House Kitchen - Monthly Supper Clubs
 Ledbury Community Hub - Loads on, check their calendar!
 Hellens Manor - Monthly Sound baths with C Sound Space
 Malvern Hills Yoga - Various retreats at Hellens Manor and The Nest
 The Ledbury Flower Farmer does, talks, demos, tours and workshops check out her website