



Ledbury Celebration – 8th July 2018 - “Town Party”

Notes and Actions updated from 3rd Working Meeting on 9th May 2018

Attending:

Elaine Fieldhouse, Town Mayor
Phillippa Slinger, Poetry Festival
Rachel Lambert, Joined Up Heritage (also rep. Robert Waddington)
Griff Holliday, Ledbury Food Group

1. Apologies: Alison Thomas, Ledbury Traders – Miriam Baker, Ledbury Fringe
2. Attractions for this year's event

Ledbury Poetry Festival – Entertainment 12 noon to 5pm

- Small trailer stage
- Music – Ludlow Jazz Collective, SassCapella (singing group)
- Poets – Kurly McGeachie, Nico Reznick and local poets
- MC arranged for the day – Rob Barratt (comedy poet)
- Dance 365 (under Market House) and Flash Mob

Ledbury Food Group – Food and Drink Festival 11am to 5pm

- Food and Drink Stalls – about 30 booked so far
- Drinks area for alcoholic drinks in High Street near stage – based on advice from Herefordshire Council. Temporary event notice issued.
- Drinks Area – Joined Up Heritage has bunting to act as “rope”. Tables and seats will be obtained by Food Group - Poetry Festival and Joined Up Heritage will help with cost. Need for barriers to string bunting from – **Action: Elaine** to see if LTC have spare stock of barriers (after those required for road closure).

Ledbury Fringe

- Buskers through the day at places round town
- Busking spot outside Feathers (in Food Festival area)
- Will organise busking around Poetry Festival programme

Ledbury Traders

- Will encourage shops to open – several reported good returns last year
- Will consider other support

Masters House – Joined Up Heritage

- Masters House to be open for visitors
- Rachel Lambert liaising with LADs on possible attraction for the day. Phillippa has planned programme slot. **Action: Rachel** to provide details for programme.

Ledbury Town Council

- Homend Mall will provide a cake for the event
- Possibility of town tours – Beth is considering **Action: Elaine**

Classic cars

- Car Club will bring 12 cars
- Permission to use part of St Katherines Car Park received from Herefordshire Council
- Robert W/ Rachel L will liaise with Car Club over arrangements
- Rachel L to consider best way of “roping off” area for cars. **Action: Rachel**

Youth Council with Ledbury Primary School

- Junior poetry completion – “Food”
- Junior art competition – “My favourite food”
- To be staged upstairs in Market House **Action: Elaine** to flag need for stewards with Town Councillors

Ledbury in Bloom – Judging day is 9th July

- Garden in a box completion for children – “Box of Delights” with judging on day – *awaiting confirmation of venue*

Other possible attractions

- Eastnor Pottery – agreed they should be invited. **Action: Alison/Elaine**

3. Location(s) for event

- High Street and Church Street
- Heritage Buildings – will be open on day
- Market House – upstairs for any exhibitions, downstairs for performance – buskers, drama, dance and for cake cutting
- St Katherine’s Car Park – Classic Cars between Masters House and Feathers. Note: 3 bays may be occupied for landscaping work.
- *Venue to be confirmed – Ledbury in Bloom competition*

Other Location Points

- *St Katherine’s Hall* – is being used for Romanian celebration on day. Griff H has advised Constantis by email. **Action: Griff** to follow up
- *St Katherine’s Car Park* – Area between Masters House and St Katherine’s kept clear for loading (from 4pm) and for Romanian event.

4. Logistics

- *Road Closure Notice* – needed 8am to 8pm for High Street and bottom end of Church Street – Balfour Beatty have informal notice. Town Council has submitted. Confirmation awaited – **Action: Elaine** to confirm

- *Road Closure – Advance Notice* - Poetry Festival has delivered notice about the event to high street businesses. **Action: Elaine** to confirm who gives notice to emergency services and bus company
- *Road Closure Management on day* – Ledbury Town Council to undertake actual closures on day. **Action: Elaine** to confirm arrangements for day, and LTC groundsman's availability to help through the day. Volunteers will be needed to man the Bottom Cross barriers during day. Elaine will seek volunteers. **Action: Elaine**
- *First Aid* – Need to seek people with appropriate training to help on a rota basis through the day. Mariam has had no success. **Action: All** to seek help.
- *Waste Management* – As last year – confirm help on day from Ledbury Town Council. Bins will be provided by Carnival. **Action: Elaine**
- *Stewarding* –Rotary have agreed to steward the general event area. Poetry Festival will provide two professional security men for drinks area. **Action: Griff** to confirm approximate area of drinks area. Food Group will also steward food and drink area. **Action: Griff** to arrange.
- *Car Parking* – Primary School has confirmed OK. Friends of JMHS will run JMHS car park for day in return for donations from parkers.

5. Publicity

- Poetry Festival: Folding Poster – less mailing this year, different format – and website – publication imminent.
- Fringe Flyer in preparation
- Celebration Flyer – Format agreed. **Griff** to progress. Phillippa to provide copy for the Poetry Festival block on the reverse. **Action: Phillippa**
- Event Listings – **Griff** to progress
- Social Media – **Phillippa** to see if Poetry Festival interns can help
- Local press and admags – **Griff** to progress
- Roadside Boards – as 2017 but picking up PF 2017 purple colour – agreed.

Other actions

- Budget for Publicity – Ledbury Town Council to provide £300 for roadside boards and share of design update and printing of event flyers. **Action: Elaine**
- “Town Party” – use this as a theme in publicity coverage. **Action: all**

6. Risk Management

Attendees reviewed last year's risk assessment and action plan and noted amendments for this year.

LTC had received information from Herefordshire Council on the desirability of providing a completed risk assessment and management plan to the Safety Advisory Group (SAG). Griff Holliday has liaised with the Food Festival organiser Katie Bott.

Griff will provide updated assessments to Kate who will then liaise with the SAG contact at Herefordshire Council. **Action: Griff**

All are to advise any new risks and confirm mitigation plans. **Action: All**

7. Roles and Responsibilities

The roles and responsibilities agreement for participants present at the meeting was reviewed and agreed.

Griff H will contact the Fringe in respect of their roles and responsibilities associated with their participation in the event. **Action: Griff**

8. Any other business

- 2017 Event Schedule can be updated for 2018 event

Next meeting - 5.15pm Wednesday 30th May at Ledbury Town Council Offices

Griff Holliday for Ledbury Celebration 2018