



21 JUN 2018

APPENDIX 4  
(REFER AGENDA ITEM  
7.3)

LEDBURY TOWN COUNCIL

## Ledbury Celebration – 8<sup>th</sup> July 2018 - “Town Party”

Notes and Actions updated from 4<sup>th</sup> Working Meeting on 30<sup>th</sup> May 2018

### Attending:

Jane Hopkins, Ledbury Town Council  
Phillippa Slinger, Poetry Festival  
Rachel Lambert, Joined Up Heritage (also rep. Robert Waddington)  
Griff Holliday, Ledbury Food Group  
Peter Hill, Ledbury Fringe  
Dee Knight, Tim Rae-Clarke

### 1. Apologies: none

Jane was welcomed to the meeting as the new Town Council representative in place of Elaine Fieldhouse. Alison sadly is not able to continue for the time being. **Action: Griff** to see if a replacement representative for Ledbury Traders can join us.

### 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 Ledbury Youth Theatre Flash Mob

**Action: Phillippa** to circulate performance timetable

#### 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” and can obtain more if needed. 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: Jane** 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 performance timetable.
- Have Fringe Banners.

#### Ledbury Traders

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

#### 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** will provide details for programme by 9<sup>th</sup> June.

#### Ledbury Town Council

- Homend Mall will provide a cake for the event. Cake cutting scheduled for 12.35 to 12.50 in programme. Carnival Princess and Attendants to be part of ceremony. **Action: Griff** to confirm arrangements
- Possibility of town tours – Beth is considering **Action: Jane**

#### 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 has purchased rope on posts to rope off the area.

#### Youth Council with Ledbury Primary School

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

#### Ledbury in Bloom – Judging day is 9<sup>th</sup> July

- Garden in a box completion for children – “Box of Delights” with judging on day – *2pm at Walled Garden (per Clive Gunn)*

#### Other possible attractions

- Eastnor Pottery – agreed they should be invited. **Action: Rachel**

#### 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.
- *Walled Garden – Ledbury in Bloom competition (confirmed 31/5)*

#### Other Location Points

- *St Katherine’s Hall* – is being used for Romanian celebration on day. Griff H has advised Constantis by email twice. **Action: Griff** to follow up

- *St Katherine's Car Park* – Area between Masters House and St Katherine's for loading (from 4pm) and for Romanian event – no barriers this year.

#### 4. Logistics

- *Road Closure Notice* –8am to 8pm for High Street and bottom end of Church Street – Balfour Beatty have informal notice. Town Council has submitted formal request. Confirmation awaited – **Action: Jane** to confirm
- *Road Closure – Advance Notice* - Poetry Festival has delivered notice about the event to high street businesses. **Action: Jane** to confirm who gives notice to emergency services and bus company. Griff noted that the Food Group organiser was sending the Risk Review to Herefordshire SAG
- *Road Closure Management on day* – Ledbury Town Council to undertake actual closures on day. **Action: Jane** to confirm arrangements for day using last year's Events Schedule as a base, and LTC groundsman's availability to help through the day. Dee and Tim agreed to man the Bottom Cross barriers between 10.30am and 5pm.
- *First Aid* – Need to seek people with appropriate training to help on a rota basis through the day. No success with enquiries. **Action: All** to seek help. **Action: Rachel** to seek costings for St John's Ambulance support for the day. Participants agreed to share cost if this was only way forward.
- *Waste Management* – As last year – confirm help on day from Ledbury Town Council. Bins will be provided by Carnival. **Action: Jane**
- *Stewarding* –Rotary have agreed to steward the general event area. **Action: Griff** to contact Rotary to organise rota for day with Food Group and other stewards. Poetry Festival will provide two professional security men for drinks area (approx. 30m x 30m). Peter Hill will enquire what stewarding help can be provided by the Fringe. **Action: Peter**. Will Classic Cars require stewarding? **Action: Rachel**
- *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 – now available
- Fringe Flyer now available
- Celebration Flyer – Format agreed. Printing imminent. File version to be distributed when available. **Action: Griff**.
- Event Listings – now published – Visit Herefordshire, Black Sheep, Eat Sleep Live, Ledbury Reporter etc.
- Social Media – **Action: All** to publicise events and programme. **Rachel**
- Local press and admags – **Griff** progressing –
- Roadside Boards – as 2017 but picking up PF 2017 purple colour – agreed. **Action: Griff** to order.

#### Other actions

- Budget for Publicity – Ledbury Town Council has agreed £300 for publicity.

- “Town Party” – use this as a theme in publicity coverage. **Action: all**

## 6. Event Schedule

It was agreed to review the Event Schedule at the next meeting. Griff will circulate last year’s schedule for updating – all to review prior to meeting. **Action: all**

## 7. Risk Management

Attendees asked to review updated Risk Review and provide any comment to Griff  
**Action: All**

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**

## 8. Roles and Responsibilities

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

## 9. Any other business

### Additional stalls/pitches

- Phillipa will contact the PF sponsors Coop to see if they would like a stand as last year
- Meeting agreed for a stand for Cupceramics to promote their community ceramics facility (Peter Arscott). They will provide table etc.
- Meeting agreed for a stand to sell goods for the Mayor’s/Chairman’s Charity subject to confirmation from the Chairman of the Town Council

**Next meeting - 5.15pm Wednesday 20<sup>th</sup> June at Market House**

Griff Holliday for Ledbury Celebration 2018

Sheet1

Time of day	Item	Location	Activity	Duration
12:00:00	Rob Barratt poet and MC	Main Stage	Intro and poetry set	00:15:00
12:15:00	Dance 365	Market House	3 x groups of 20 children	00:20:00
12:35:00	Celebration Cake - LTC	Market House	Cut and distribute cake LJC set up Rob MC, intro Kurly	00:15:00
12:50:00	Kurly McGeachie, poet	Main Stage	Performance incl 5 min set up	00:15:00
13:05:00	Ludlow Jazz Collective Paul Brooks 07980 822014	Main Stage	Performance	00:55:00
14:00:00	LADS	Market House - or stage	LADS theatrical presentation	00:30:00
14:30:00	Kurly McGeachie, poet	Main Stage	Performance	00:15:00
14:45:00	Ludlow Jazz Collective	Main Stage	Performance	00:45:00
15:30:00	Ledbury Youth Theatre Company Flash Mob Sally Watson <squallywatson@yahoo.co.uk>	Market House	Rob comperes? Dance is about 5 mins LJC set down, SassCapella set up	00:15:00
15:45:00	Nico Reznick, poet	Main Stage	Performance incl 5 min set up	00:15:00
16:00:00	SassCapella <a href="mailto:mtk@mariehereseking.uk">mtk@mariehereseking.uk</a>	Main Stage	Performance	00:45:00
16:45:00	Rob Barratt	Main Stage	Performance and Close	00:15:00
17:00:00			Finish	