



HENLEY-ON-THAMES
TOWN COUNCIL

Town Hall
Market Place
Henley-on-Thames
Oxfordshire
RG9 2AQ

Tel 01491 576982

enquiries@henleytowncouncil.gov.uk
www.henleytowncouncil.gov.uk

**MEMBERS ARE HEREBY SUMMONED TO ATTEND A
MEETING OF
THE HENLEY IN BLOOM / CIVIC PRIDE SUB COMMITTEE**

to be held on

**THURSDAY 7 FEBRUARY 2019
AT 9.30 AM
in the**

**COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

Mrs J Wheeler
Town Clerk
1 February 2019

MEMBERSHIP

The Chair, Councillor D Eggleton
The Vice Chairman, Councillor Miss Kellie Hinton
Councillor Sara Abey
Councillor Miss L M Hillier
Mr T Ahmad
Mrs C Langler – Henley in Transition
Ms Catherine Notaras— Henley Wildlife Group & Hedgehogs
Mr P Simms – Henley Standard

IN ATTENDANCE:

Janet Wheeler – Town Clerk
Karl Bishop – Acting Parks Manager
Kyle Dowling – Horticultural Park Warden/Senior Park Warden
Ilona Livarski – Conservation Park Warden
Becky Walker – Committee Administrator

Members are reminded to sign the attendance book.

AGENDA

1. APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the Council, and not seek improperly to influence the decision about that matter.

3. PUBLIC PARTICIPATION SESSION

TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2-3 minutes.

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and pecuniary interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. CHELSEA FRINGE IN HENLEY

TO WELCOME Victoria Newton of the Chelsea Fringe in Henley to the meeting to update members on the proposed programme for 2019 (18 – 26 May) and **TO CONSIDER** once again supporting the Fringe (see attached report).

5. MINUTES

TO APPROVE the Minutes of the Henley in Bloom / Civic Pride Meeting held on the 29 November 2018 (see attached).

6. BUDGET UPDATE

TO RECEIVE, CONSIDER AND NOTE the budget to date (see attached).

To note the Christmas Tree shredding operated by the Parks Service raised £313. The Chairman also collected trees and delivering them to Mill Meadows.

7. **GARDENING BUDDIES**
TO RECEIVE an update from Gardening Buddies regarding plans for 2019.
8. **HANGING BASKETS**
TO CONSIDER the cost of the summer and winter hanging baskets for 2019/20.(see attached).
9. **LITTER**
i. **HENLEY SPRING CLEAN 2019**
TO CONSIDER AND NOTE the date of the Henley Spring Clean 2019:-
Saturday 30 March 2019 – 10 am – 12 noon is suggested which is within the Keep Britain Tidy's "Great British Spring Clean" (22 March to 23 April 2019) and avoids the Easter school holidays and **TO CONSIDER:-**
- areas to focus on
- community groups who may like to take part.
ii. **LITTER PICKING PACKS**
TO CONSIDER purchasing litter picking packs which can be loaned out to schools, community groups etc to carry out small litter picks (see attached).
iii. **TO CONSIDER** a project proposed by the Vice Chairman to have a structure or model made of or filled with rubbish to raise awareness of litter.
10. **CHAMPIONING THE HEDGEHOG**
TO RECEIVE an update from Catherine Notaras on Championing the Hedgehog project.
11. **TREES IN THE KINGS ROAD AND GREYS ROAD CAR PARK**
i. **TO NOTE** that SODC have confirmed that the two rowan trees that have failed in the Kings Road Car Park will be replaced with whitebeams.
ii. **TO NOTE** the tree that was removed from the Greys Road Car Park opposite the Day Centre will not be replaced due to issues of subsidence. SODC would be open to suggestions of this area being planted up with small shrubs/ bedding or a planter - the cost to be borne by HenleyTown Council/Bloom including arranging and paying for on-going maintenance and subject to approval of the plans in advance.
12. **THE HENLEY HOUSE AND GARDEN SHOW**
TO NOTE that the House and Garden Show have offered Henley in Bloom the opportunity to share a table with other community groups to promote their work with horticulture, conservation, biodiversity etc.
13. **PROGRESS REPORT**
TO RECEIVE AND CONSIDER the following progress report – see attached.
14. **CELEBRATION BEDS**
TO CONSIDER possible themes for the Celebration Beds at Mill Meadows for 2019.
15. **IN BLOOM**
i. **TO NOTE** the new marking sheet for Thames and Chilterns in Bloom with the amended marks allocation (see attached).
ii. **TO NOTE** a letter regarding Communities in Bloom International Challenge – see attached.
16. **DATE OF NEXT MEETING**
TO APPROVE the date of the next meeting.

bw

Mrs J Wheeler - Town Clerk
1 February 2019

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HENLEY TOWN COUNCIL
HENLEY IN BLOOM AND CIVIC PRIDE SUB COMMITTEE
THURSDAY 7 FEBRUARY 2019

REPORT ON: CHELSEA FRINGE IN HENLEY

1. **THE PURPOSE**

- i. To note the Chelsea Fringe in Henley 2019 will run from 18 to 26 May 2019 and to welcome Victoria Fringe (Co-ordinator) to the meeting to discuss this year's events.
- ii. To consider ways Henley in Bloom can once again support the Chelsea Fringe.

2. **THE BACKGROUND**

The Chelsea Fringe is "all about harnessing and spreading the excitement and energy that fizzes around gardens and gardening. The idea is to give people the freedom and opportunity to express themselves through the medium of plants and gardens, to open up possibilities and to allow full participation." *Chelsea Fringe Website*.

Henley in Bloom has supported the Fringe over a number of years with events including the Floral Flotilla, the Japanese Garden at Millennium Court and the Blossom Picnic at the Paradise Road Community Orchard.

3. **FOR CONSIDERATION**

Members are asked to consider:-

- a. **Floral Flotilla** - once again supporting the Floral Flotilla on Mill Meadows on **Sunday 26 May 2019 in the afternoon** including recommending the use of the temporary moorings at Mill Meadows (during the free period).
- b. **Chelsea Fringe Hub** – contributing towards the cost of the hire of the Old Fire Station Gallery which will act as a Hub for the Chelsea Fringe during the week advertising and promoting activities/events and acting as a meeting point for Festival attendees. The venue will also be used to host floral workshops by an independent provider at certain points and funding of this aspect is not requested. The total cost of the hire is £265 (local user rate applicable if supported by Bloom) and **a donation of £130 is suggested**.
- c. **Henley in Bloom event** – members are asked if they would like to enter an event and are asked for suggestions and support a Conservation Day/Week has been suggested. Last year a Blossom picnic was held at the Community Orchard.

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HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE HENLEY IN
BLOOM AND CIVIC PRIDE SUB
COMMITTEE MEETING HELD ON
THURSDAY 29 NOVEMBER 2018
AT 9.30 AM IN THE
COUNCIL CHAMBER, TOWN HALL
HENLEY ON THAMES

Present: The Chairman, Councillor Dave Eggleton
The Vice Chairman, Councillor Kellie Hinton
Councillor Sara Abey
Councillor Lorraine Hillier
Caroline Langler – Henley in Transition
Catharine Notaras – Henley Wildlife Group & Hedgehogs
Phil Simms – Henley Standard

In Attendance: Janet Wheeler – Town Clerk
Karl Bishop – Parks Manager
Kyle Dowling - Senior Park Warden (Horticulture)
Ilona Livarski - Park Warden (Conservation)
Becky Walker – Committee Administrator
Janet Munro-Nelson – Committee Administrator

The Chairman invited Jan Sutton of Gardening Buddies and Jeanette Cronin of Scott Investment to join the table.

19. APOLOGIES FOR ABSENCE

Apologies were received from Tuc Ahmad.

20. DECLARATIONS OF INTEREST

None received.

21. PUBLIC PARTICIPATION SESSION

None.

22. MINUTES

The minutes of the Henley in Bloom/Civic Pride Sub Committee (HiB) held on 26 July 2018 were received, approved and adopted and were signed as a true record.

23. BUDGET UPDATE

The Sub Committee received and noted the budget.

The Vice Chairman advised that HiB continues to look for sponsors.

24. GARDENING BUDDIES

Members received an update from Jan Sutton, continuing to fill Elizabeth Hodgkin's role in her absence, as follows:-

- Gardening Buddies (GB) finished their autumn work yesterday
- It has been a struggle this year with a number of plants dying due to the hot weather. Martyn Sheldrake of Toad Hall has a list of plants which need replacing and advises these are best planted in the spring
- The Rotary Club bed at Mill Meadows needs some replanting and this is planned for the spring. Contact to be made with the Rotary Club.

- It is hoped the leader of GB, Elizabeth Hodgkin, will return next year, possibly as a consultant/organising basis
- Parks have been a considerable help to GB taking on many aspects of the work particularly the Horticulture Park Warden with the Celebration Beds
- Thanks to Martyn Sheldrake of Toad Hall who continues to be a great help

The Sub Committee **RECOMMENDED**

that Garden Buddies and Parks be thanked for their hard work this past year

25. THAMES AND CHILTERN IN BLOOM – NEWSLETTER AND NEW JUDGING CRITERIA

- i. Members considered whether Henley would enter the Thames and Chiltern in Bloom campaign in 2019 with consideration of an entry fee.

After consideration, the Sub Committee **RESOLVED**

that Henley-on-Thames enter the 2019 Thames and Chilterns in Bloom with an entry fee of up to £130 be allocated from the Henley in Bloom budget

- ii. Members received and noted the changes in judging criteria and the 2018 Thames and Chiltern in Bloom October Newsletter.
- iii. Members received and noted the results of 2018 Britain in Bloom including the Gold award for Amersham with a discussion ensuing:-
- Amersham had improved greatly and involved community groups eg the Scouts who created floral models
 - get schools more involved next year
 - new and inventive projects are required to ensure Henley stands out
 - focus on wildlife for this year's competition - Ilona Livarski, Conservation Park Warden, is keen to get involved, especially to showcase what she does
 - an overall conservation plan to knit into the Neighbourhood Plan - Ilona has already started work on a conservation plan
- iv. Members noted and appreciated the Thames and Chilterns in Bloom Judges' Award for Outstanding Contribution given posthumously to Gareth Bartle in October 2018.

26. SINGERS PARK

Members received this item which was referred back from the Recreation and Amenities Committee's Meeting of 13 November 2018 for further consideration of the issue of rats and possible solutions along with details of costs and budget considerations. The R & A Committee requested that HiB Sub Committee report their recommendation directly to the Full Council at their next meeting on 8 January 2019.

Members heard from and read several different reports including from neighbours of Singers Park including Jeanette Cronin of Scott Investment, from Kyle Dowling (Horticultural Park Warden) and Ilona Livarski (Conservation Park Warden) who presented different options including a replacement hedge and railings and plant boxes, planting lavender around the base of the trees etc. During discussion the following comments were made:-

- bait bins have now been ordered; to be delivered 20 December 2018
- discussion first whether hedge should be removed; the privet is dying in many places
- this may be the opportunity to enhance this area
- put planting in that rats don't like such as lavender or green planting that allows for clear lower branches
- the main concern is the rats and how they seem to have multiplied in last 18 months; Scott Investment used to have 9 rat boxes and now has 19 rat boxes
- people enjoy the intimacy of the hedge and the concern is that trees will not provide the same protection
- some neighbouring businesses report their own pest companies have not reported an increase in rats; an adjoining business reports sighting rats, people drinking to excess and drug taking in Singers Park (anti-social behaviour)
- Ilona reported that silver birch trees were good at reducing pollution and noise and also suggested an evergreen native hedge

After discussion it was **RESOLVED**

that the present privet hedge and contaminated soil be removed with Parks reporting its suggestions for greenery replacement at the next Full Council Meeting on 8 January 2019

27. GRAVEL HILL FLOWER BED

Members received and considered a report from Kyle Dowling, Senior Park Warden regarding options for upgrading the paved area at the amenity area at the top of Gravel Hill/West Street. Councillor Kellie Hinton suggested making a feature of the pudding stone and suggested the possibility of an historical plaque.

It was **RESOLVED**

that further investigation be carried out into how the area can be improved including featuring the pudding stone and the possibility of installing a heritage sign

28. SEED SWAP

Members received and considered a report regarding establishing a seed swap. Kyle Dowling and Karl Bishop have met with representatives of the Allotment Association and Henley in Transition and the focus was on facilitating a community seed swap rather than setting up a seed bank as storage of seeds can be problematic. Further discussion provided the following comments:

- guidelines would include information forwarded by Councillor Sara Abey from the Eden Project "How to organise a seed exchange"
- the Allotment Association and Henley in Transition are keen to be involved with this project
- information will be available on social media, the Allotment Association's website and newsletter, the Town Council's website and possibly an event

The Committee noted the report.

29. PLANTERS OUTSIDE WOOTTON MANOR SHOPS

Members received and considered a report regarding the planters outside the Wootton Manor shops. Kyle Dowling had spoken with the owner of the property who does not want the benches to be reinstated however has offered to donate 3 or 4

quality planters if the Town Council arrange their planting and maintenance.

Comments during discussion were:

- plant sustainable planting eg perennials
- ask for size of planters and Parks can then devise a planting plan (to be agreed with the donor) and a budget can then be considered
- confirm these arrangements in writing with the donor

After discussion it was **RESOLVED TO RECOMMEND**

that the offer of planters to the Town Council (who are to plant and water) to be placed outside Wotton Manor shops be agreed in principal subject to the detail being clarified (eg sizes, design) and the donor be thanked for his kind offer

that once the details are know this Committee consider a budget for planting and maintenance

30. CHAMPIONING THE HEDGEHOG

Catharine Notaras updated Members regarding the Championing the Hedgehog projects which included included:-

- visiting Sacred Heart School who has a pupil championing hedgehogs,
- creating a second library window display to raise awareness of hedgehogs eg checking bonfires before lighting
- promoting "hedgehog highways"

Future projects planned include a primary school hedgehog themed competition and raising awareness of the danger litter can do to hedgehogs and other small mammals – to be included in the spring litter pick.

The Parks Manager also advised the Parks Services have adopted new policies to protect hedgehogs.

Phil Simms suggested investigating in cameras with night vision to observe hedgehogs which may help educate and enthuse school children and offered to put the Conservation Park Warden in touch with someone who maybe able to offer advice on this.

After discussion it was **RESOLVED**

to allocate up to £60 from the Henley in Bloom budget for the hedgehog competition project for primary schools

31. MEETING WITH HORTICULTURAL CONTRACTOR

Members received an update from the Chairman regarding a meeting with the Horticultural Contractor – Windowflowers.

Members considered areas which could be brought in-house now the Parks Team have a specialist horticulture Park Warden and two Park Wardens are taking a RHS Horticulture course. The areas included:-

- Gravel Hill
- Singers Park - planters
- Red Lion Lawn
- remove the 2 wooden barrel planters from in front of the Town Hall

The Committee **RESOLVED TO RECOMMEND**

that the wooden barrels in front of the Town Hall be removed in May when the current planting is removed

that Gravel Hill, Singers Park planters and Red Lion Lawn from the horticultural contract subject to further discussion/investigation

Post meeting note: Some of the plants/planters are owned by Windowflowers and associated costs will need to be investigated.

32. SCHOOLS IN BLOOM

- i. Members considered projects for 2019. **Hedgehogs:-** Catharine Notaras agreed to lead on the Championing the Hedgehog project and could include a "Hedgehog Day". Ms Notaras asked whether the hedgehog could feature in the window competition – Carolyn Molyneux to be contacted.

Hanging Baskets: The Chairman suggested providing two baskets along with the relevant seeds/plants to each primary school possibly one basket for flowers and one for fruit. Judging of the baskets to take place in July. A budget of £50 was suggested for the six primary schools and Nettlebed Primary School who have asked to participate previously.

The Committee **RESOLVED TO RECOMMEND**

that up to £350 from the Henley in Bloom budget be allocated for the Schools in Bloom project 2019 including hedgehog projects and up to £250 for the hanging basket project

- ii. Members were asked to consider allocating prize money for the Henley Schools Environmental Science Competition for next year. HIB contributed £100 in 2018.

The Committee **RESOLVED TO RECOMMEND**

that £150 be allocated from the Henley in Bloom budget towards the prize money for the 2018-2019 Henley Schools Environmental Science Competition/tree planting

33. CHRISTMAS TREE SHREDDING

Members received and noted the Parks Service would once again shred Christmas trees on 5 January 2019 at Mill Meadows between 10 am and 12.30 pm. Proceeds will go to Henley in Bloom. Volunteers are welcome to help with this event.

34. FUTURE PROJECTS

Members considered suggestions for future projects as follows:-

George Harrison Garden - The Vice Chairman suggested this project is progressed and would discuss this with the Chairman.

Conservation Report - Members received a verbal update from Ilona Livarksi regarding the conservation work she had undertaken. She felt these projects could be incorporated into the Bloom judging however the locations being out of town did mean they may be difficult to visit on the judges' tour (eg Chalk Bank and Gillotts Field). Other projects to include could be building bug hotels with Badgemore

Primary School, installing water butts at the depot, installing signs on why certain areas are not mown and left to grow, developing a leaflet for children on what can be found at Mill and Marsh Meadows, install a nature board with a changing display at Gillotts Field etc.

Paved Area on the Reading road (outside Tomalins) – Caroline Langler suggested placing a planter in this area and would approach businesses in the area regarding sponsorship.

35. PROGRESS REPORT

Members received and considered the progress report and the following comments were made:-

Chelsea Fringe Events – the Vice Chairman suggested holding a Conservation Day with the Conservation Park Warden to include wildlife discussions, slideshow presentation, launch the nature quiz leaflet for Mill Meadows, invite interested parties eg Henley Wildlife Group, Henley in Transition, River and Rowing Museum etc, provide food (edible flower biscuits etc

Town Entrance Signs- Horticulture Park Warden to meet with Gardening Buddies in early 2019 to reassess the displays..

Floral Train – On-going

Flowers at Henley Train Station – Councillor Sara Abey asked about floral displays at the train station and agreed to contact GWR to enquire and take the lead on this project.

Gardens of Henley 2019 – Kellie Hinton and Caroline Langler to meet and take this forward including preparing leaflets. Phil Simms would look into publishing the form in the Henley Standard.

The Committee **RESOLVED AND RECOMMENDED**

that £150 be allocated for Gardens in Bloom 2019 from the Henley in Bloom budget

It was **RESOLVED**

that the progress report be noted

36. DATE OF NEXT MEETING

The date of the next meeting was agreed as Thursday, 7 February 2019 at 9.30 am.

The meeting closed at 12 noon

Chairman

jmn

**Henley in Bloom/Civic Pride Sub Committee
Budget Report 2018/19**

	Income	Expenditure	Income	Expenditure
	actual to date 2018/19		actual total 2017/18	
Reserve brought forward	7,309.26		5,298.89	
INCOME TO DATE (Sage account 4101)	£	£	£	£
Sponsorships:				
Manning	500.00	(Paid)	1000.00	
Fidelity Group - Henley Bridge planters x 2 £2,000 for three years.	668.67	o/s to pay	0.00	
Donation from Rotary Club ref Rotary beds (budget for costs = £500 below)	0.00		250.00	
Total sponsorship income	1,168.67		1,250.00	
Other Income				
Christmas Tree shredding	313.00		189.00	
Hanging Basket sales - 219 summer/131 winter/16 brackets (2017 = 229 summer/99 winter/14 brackets) at £51.67 summer/£46.67 winter, £22 per bracket net of VAT (plus 14 summer/4 winter baskets 'supply only' at £40 each)	18,369.86	£168 o/s on debtors	16,295.31	
Plant sale	0.00		0.00	
Contribution from Henley Town Council budget	2,000.00		2,000.00	
GENERATED IN YEAR / AVAILABLE TO SPEND TO DATE	21,849.33		19,734.31	

	Income	Expenditure	Income	Expenditure
	actual to date 2017/18		actual total 2018/17	
EXPENDITURE TO DATE (excluding VAT where applicable) - Sage Account 6015				
EVENTS				
HIT Litter - refreshments		0.00		0.00
Activity at Plant Sale - 'plant a seed'		0.00		0.00
HIB Activity Day		0.00		0.00
Awards evening - Gardens/Pubs & restaurants (up to £700 HIB 28 July 16 min 37)	015580	25.00		0.00
Environmental Science (HIT project)	014566	100.00		0.00
'Greener Henley' campaign for shops to be green - leaflets		0.00		0.00

Schools In Bloom Event				
Honey Bee initiative / Butterfly gardens		0.00		300.50
Badgemore School towards planting in new pond (HIB 26th July 2018 min 14 budget £250)	015703	250.00		0.00
Sacred Heart grant	014571	200.00		250.00

IN BLOOM COMPETITIONS

Thames & Chilterns In Bloom Regional Competition Costs:				
Entry fee		0.00		100.00
Portfolio printing and postage costs		0.00		0.00
Vehicle hire and insurance		0.00		146.00
Badgemore School grant towards Orchard costs/Valley Road grant		0.00		0.00
Costs ref awards ceremony incl prizes		0.00		392.00
Judges lunch/tour costs/refreshments (HIB meeting 29/3/17 budget £450)		0.00		551.91

SPONSORSHIP COSTS

Walkers are Welcome subscription (2018 in subscriptions)		0.00		80.00
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HANGING BASKETS (estimated costs in Italics)

Summer hanging baskets - £46.75 x 219	Inv 15233	10,238.25		10,328.50
Baskets only - no watering £30.82 each x 14	Inv 15233	431.48		270.00

Undercharged 2 x winter hanging baskets ref 2016/17		0.00		79.00
Brackets 14 x £22 each	Inv 15233	308.00		396.00
Winter hanging baskets - £40.50 x 131 + £30.82 x 4 + 2 x £22 brackets	Inv 15644	5,472.78		3,976.50
BEDS AND PLANTERS/OTHER				
Planters In Duke Street - Window/towers maintenance	014986	25.58		0.00
Toad Hall - plants		0.00		0.00
Toad Hall - compost for Rotary beds		0.00		22.50
Toad Hall - pot bedding		0.00		259.78
Planting				
Gardening Buddles	15058/15056/ 15877	379.18		567.25
Celebration Beds - sign	014905	188.00		0.00
Other				
Henley Fringe Festival - registration	014938	27.00		0.00
Other		0.00		0.00
TOTAL EXPENDITURE TO DATE		17,645.25		17,719.94
Surplus/(Deficit) - Income over expenditure for the year	4,204.08		2,014.37	
Current Balance to carry forward	11,507.34		7,303.26	



HENLEY TOWN COUNCIL
HENLEY IN BLOOM AND CIVIC PRIDE SUB COMMITTEE
THURSDAY 7 FEBRUARY 2019

REPORT ON: HANGING BASKET CHARGES 2019/20

1. The Purpose

To consider the charges to customers for the summer and winter/spring hanging baskets 2019/20.

2. Costs and Proposed Charges to Customers

Windowflowers have advised that the cost of the baskets this year will rise in line with CPI, being an increase of 2.08%.

The revised 2019/20 cost to HTC below includes installing the planted basket, maintaining and watering, and removing it at the end of the season:-

- summer baskets - £47.72 + vat
- winter/spring baskets - £41.34 + vat

Administering the orders for hanging baskets takes staff time (R&A admin, front office and accounts) so the baskets are recharged at a small surplus to cover this. The surplus is reinvested in the Henley in Bloom budget to help fund future projects.

Members are asked to consider the charges to customers for 2019/20 – see below.

Summer baskets

2019/20 charge £53.33 + vat	(£64 inc vat)	£5.61 surplus
(2018/19 charge £51.67 + vat)	(£62 inc vat)	£4.92 surplus)

Winter/Spring

2019/20 charge £47.50 + vat	(£57 inc vat)	£6.16 surplus
(2018/19 charge £46.67 + vat)	(£56 inc vat)	£6.17 surplus)

3. Recommendation

Members are asked to approve the charges to customers for 2019/20 as above.

Report prepared by Becky Walker (Estates Manager), Liz Jones (Accountant) and Eileen Dennehy (Accounts Assistant)

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HENLEY TOWN COUNCIL

HENLEY IN BLOOM AND CIVIC PRIDE SUB COMMITTEE

THURSDAY 7 FEBRUARY 2019

REPORT ON: LITTER PICKING PACKS

1. THE PURPOSE

- 1.2 To consider purchasing litter picking equipment to loan out for small litter picks in Henley.

2. THE BACKGROUND

- 2.1 Each year Henley in Bloom arranges a Spring Clean however it has often been said that a more holistic approach should be adopted including more frequent litter picks, working with the community to reduce litter and working with schools.

3. DETAILED CONSIDERTION

- 3.1 As part of this approach it is proposed that Henley in Bloom purchase litter picking equipment which can be loaned to community groups, schools, residents associations, businesses, individuals, event organisers/clear-up groups etc. Information on litter reduction, awareness of litter and wildlife etc can be included.

- 3.2 The litter picking packs would include:-

- litter pickers (child and adults)
- hi-vis jackets (child and adults)
- disposable gloves
- bin bags (general waste and clear for recycling)
- health and safety guidelines/risk assessment information
- advice on ways to reduce litter, wildlife and litter picks eg hedgehogs

- 3.3 The packs would be available to loan all year round subject to availability.

- 3.4 **Litter collected** – how the litter is disposed of will depend on where the litter is collected.

- from areas that the District Council is responsible for clearance eg highways, verges, District Council land would be collected by SODC/Biffa. SODC branded bags will be available. Advance notice would be required.
- from areas owned by the Town Council eg Mill/Marsh Meadows, Makins, Freemans etc – the Parks Service will remove. Advance notice would be required.
- for areas privately owned (eg individuals or businesses) the owner would be responsible for disposal

To help with this, where the litter pick will be undertaken will be included on the application form so it can be easily identified who is responsible and all are aware.

- 3.5 **Educational Value** – one primary school has already contacted Henley in Bloom enquiring about how to borrow equipment and the remaining schools will be contacted to advise of the availability of the packs. It is hoped regular litter picks will help reinforce the message of the harm caused by litter.

3.6 Health and Safety – groups who borrow the litter will be required to complete risk and assessments and health and safety advice will be provided. One person will need to be nominated as the leader of the litter pick.

4. THE PROPOSAL

That Henley in Bloom purchase:-

- 20 children litter pickers
- 20 adult litter pickers (already purchased)
- 10 x 7 – 9 year old hi-viz waistcoats (HTC/Bloom branded or plain)
- 10 x 10 – 12 year old hi-viz waistcoats (HTC/Bloom branded or plain)
- 20 adult hi-viz waistcoats (HTC/Bloom branded or plain)
- bags to keep the equipment in so it can be easily loaned out

5. FOR CONSIDERATION

5.1 Members are asked to consider

that up to £400 is allocated from the Henley in Bloom budget to purchase litter picking equipment to be made available for loan to community groups, schools etc

Report prepared by Becky Walker (Estates Manager), Karl Bishop (Parks Manager), Kyle Dowling (Senior Park Warden),
01491 630076 b.walker@henleytowncouncil.gov.uk

1 February 2019

HENLEY ON THAMES TOWN COUNCIL

Henley in Bloom/Civic Pride Sub Committee – 7 February 2019

Progress Report

Minute Number	Subject	Progress
15 (26.7.18)	Town Entrance Signs	Kyle Dowling is to meet with Gardening Buddies regarding the floral displays at the Reading Road and Fairmile town entrance signs.
16 ii (26.7.18)	Floral Train	The Chairman is seeking quotes for the repairs to the Floral Train. It has been suggested this project may be eligible for funding from the GWR Community Fund once quotes are received.
10 (26.7.18)	Gardens of Henley 2019	The new criteria have been agreed. Caroline Langler and Councillor Kellie Hinton to give an update.
26 (29.11.19)	Singers Park	Full Council resolved to remove the hedge at its meeting in January. The original hedge has been removed. The Parks Service will be planting a beech hedge. The hedge will be kept to 3.5 feet tall once established to provide a barrier to traffic. Lavender will be planted around the base of the tree to deter pests.
28 (29.11.19)	Seed Swop	The seed swop will be held in the Council Chamber on Saturday 9 March 2019 between 10 am and noon. The seed swap initiative is being organised by Henley in Transition, the Henley Allotments Association, the Parks Service and Henley in Bloom.
27 (29.11.19)	Gravel Hill Flower Bed	A specification will be drawn up and distributed to local gardening/landscaping companies.
29 (29.11.19)	Planters outside Wootton Manor Shops	Awaiting a response/update from the owner regarding the type, style and size of the planters.
32 i (29.11.18)	Schools in Bloom	The Chairman to provide an update on the hanging basket project

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Britain in Bloom Marking Criteria – Frequently Asked Questions

Britain in Bloom Marking Criteria - FAQ

Although this question and answer sheet is not exhaustive, it is intended to answer those questions most frequently asked.

What Has Changed and Why:	
Q1.	Why have the Britain in Bloom marking criteria been updated?
Q1A.	<p>The marking criteria have been updated in response to feedback from hundreds of Bloom groups as well as numerous Bloom judges and reflects the changing nature of Bloom.</p> <p>Increased Emphasis on Community:</p> <p>The programme is being increasingly supported by entirely voluntary communities, with very few councils still able to support their local Bloom projects. People are being motivated to bring their community together and make it a better place through the power of plants.</p> <p>We know that Bloom is so much more than just flowers and people with the broadest range of skills can contribute to the success of their local Bloom group.</p> <p>To remain relevant to these hard working communities the programme needs to recognise their efforts and a simple way to do this is to reward them with additional marks for community involvement.</p> <p>Increased Emphasis on Environment:</p> <p>Bloom groups are working in an increasingly challenging environment and the programme should reflect this. While topics like climate change and pollution are frequently highlighted in the news, for people working in Bloom these issues are an everyday reality. The 2018 drought only emphasised the important frontline work Bloom groups are doing to mitigate these challenges.</p> <p>Environment is also a motivating factor for people, particularly young people, to volunteer for Bloom. To reflect the importance of the environment to Bloom supporters and the important positive impact Bloom has on the environment - it makes perfect sense to increase how environment is represented in the overall marks.</p> <p>Simplification of the Marking Structure:</p> <p>The newly simplified marking structure is designed to enable new entrants to easily join the programme with a clear understanding of what they are being assessed against. The simplified structure also aims to help new judges employ the criteria more easily and to ensure that all judges' assessments are as consistent as possible.</p>
Q2.	What has changed about the allocation of marks?
Q2A.	<p>The marks are now allocated:</p> <ul style="list-style-type: none"> • 40% for horticulture, • 30% for environment, and • 30% for community.



Britain in Bloom Marking Criteria – Frequently Asked Questions

	(In the old marking criteria marks were awarded 50% for horticulture, 25% for environment and 25% for community).															
Q3.	Will the new marking criteria change our overall score or medal level?															
Q3A.	When tested against the old system, the new marking criteria made very small changes to the scores in line with redistribution of marks which places greater emphasis on environment and community. For the most part these changes made no difference to the overall medal levels awarded – i.e. Bronze, Silver, Silver-Gilt or Gold.															
Q4.	Does the redistribution of marks dumb down the horticultural aspect of Bloom?															
Q4A.	The redistribution of marks does not dumb down horticulture; it does however celebrate the amazing community spirit that is at the heart of Bloom. Horticulture remains the most important aspect of Bloom and this is reflected by the fact that 40% of all marks are awarded for horticulture. There is no intention to reduce this 40%.															
Q5.	Why is there a separate Urban Marking Sheet? And what are the key differences between the Urban and Standard Marking Sheets?															
Q5A.	A separate Urban Marking Sheet has been created to assess entries to the 'BID/ Town Centre/ City Centre' category and the 'Urban Communities' category to reflect their specifically urban nature. The key differences between the Urban Marking Sheet and the Standard Marking Sheet are: <table border="1" data-bbox="445 1184 1251 1612"> <thead> <tr> <th>Sections:</th> <th>Urban Marking Sheet</th> <th>Standard Marking Sheet</th> </tr> </thead> <tbody> <tr> <td>• A3</td> <td>Seasonal Displays</td> <td>Plant Selection</td> </tr> <tr> <td>• A4</td> <td>Plant Selection and Quality</td> <td>Plant Quality</td> </tr> <tr> <td>• B2</td> <td>Built Environment</td> <td>Natural Environment</td> </tr> <tr> <td>• B3</td> <td>Hard Surfaces</td> <td>Hard Surfaces and Open Grass Areas</td> </tr> </tbody> </table> <p>There are some other minor text differences between the two marking sheets.</p>	Sections:	Urban Marking Sheet	Standard Marking Sheet	• A3	Seasonal Displays	Plant Selection	• A4	Plant Selection and Quality	Plant Quality	• B2	Built Environment	Natural Environment	• B3	Hard Surfaces	Hard Surfaces and Open Grass Areas
Sections:	Urban Marking Sheet	Standard Marking Sheet														
• A3	Seasonal Displays	Plant Selection														
• A4	Plant Selection and Quality	Plant Quality														
• B2	Built Environment	Natural Environment														
• B3	Hard Surfaces	Hard Surfaces and Open Grass Areas														
Q6.	Will all the Regions and Nations be using the new marking criteria?															
Q6A.	Each Region and Nation is approaching the new marking criteria differently. <ul style="list-style-type: none"> • Some of the Regions and Nations are already using the new marking criteria, some have been for several years; • Most are adopting it in 2019 at the same time as the RHS is using it for the UK Finals; • Others will dictate their own pace of change. 															



Britain in Bloom Marking Criteria – Frequently Asked Questions

	<p>If you are uncertain about your area please do contact your local Regional or National coordinator. A full list of contact details is available here: https://www.rhs.org.uk/get-involved/britain-in-bloom/register</p>
<p>Using the New Marking Sheets:</p>	
Q7.	<p>What has changed about the marking sheet itself?</p>
Q7A.	<ul style="list-style-type: none"> • Each sub section is scored out of 10 points instead of the previous 20. • The overall score for each entry is out of 100 instead of the previous 200. • Descriptions of what the judges expect to see for each score are included in the marking sheet. • The language is designed to be clear and simple to reduce subjectivity and help judges assess consistently.
Q8.	<p>Will entrants find it difficult to change over from the old to the new marking sheet?</p>
Q8A.	<p>We do not anticipate any specific challenges for entrants moving from the old to the new marking sheet.</p> <p>Those who have done so previously (e.g. The 2018 UK Finalist 'BID/ Town Centre/ City Centre' category entrants and regional Bloom entrants in Yorkshire) have not encountered any specific challenges when moving to the new criteria.</p> <p>Training will be offered at most regional seminars and the UK Finals seminar in 2019.</p> <p>If you do have any concerns please do contact either the RHS Communities Team or your local regional coordinator. See point 12A below for contact details.</p>
Q9.	<p>Should we try assessing ourselves against the new marking criteria?</p>
Q9A.	<p>Self-assessment can be a really brilliant tool to help you improve your entry. By working through the marking criteria in an honest and impartial way you can identify your strengths and weaknesses.</p> <p>By concentrating on your lower scoring areas you can look to improve your overall marks. You can repeat the exercise several times to track your progression.</p>
Q10.	<p>Why does the marking sheet show the medal levels for Horticulture (Section A), Environment (Section B) and Community Section C)?</p>
Q10A.	<p>In the UK Finals the RHS does not share the entrants' scores, only the medal levels awarded. We have found that by showing the medal level achieved for each of the sections (Horticulture, Environment and Community) it helps entrants understand where they have excelled and where they might need to focus their efforts in order to improve in the future.</p> <p>Each Region and Nation handles the sharing of scores or medal levels differently, and this will be reflected in each entrant's reports. For more information about your local Bloom regions please contact them directly, a full list of contact details is available here: https://www.rhs.org.uk/get-involved/britain-in-bloom/register</p>



Britain in Bloom Marking Criteria – Frequently Asked Questions

Q11.	How will judges share their feedback?
Q11A.	<p>The form has expandable sections allowing the judges to provide comprehensive and meaningful comments as much as they deem necessary. They will provide an Overall Impression as well as specific feedback on each entrant's performance in Horticulture, Environment and Community.</p> <p>Please note at the UK Finals the judges also provide face to face feedback to groups at the judges' surgeries. Some Regions and Nations also provide local judges surgeries, this varies between regions.</p>
Q12.	What happens if an entry scores less than 50 marks?
Q12A.	<p>If an entry scores less than 50 marks, they will not be eligible for a medal. In their comments the judges will provide the entry with encouraging feedback, highlighting how they could improve their score in the future.</p>
Q13.	What happens if an entry is missing an element entirely?
Q13A.	<p>Should any element, through no fault of the entrant, be absent then judges should use an average mark for that element only (average in most cases will be within 7-6).</p> <p>If the element is inappropriate to the area then the judges <u>should not mention</u> it in the feedback.</p>
Further Information	
Q12.	How can I find out more information?
Q12A.	<p>Please direct any queries to the RHS Communities Team:</p> <ul style="list-style-type: none"> • Email: communities@rhs.org.uk, or • Telephone: 0207 8213122 <p>Or to the coordinator of your local Bloom Region or Nation. A full list of contact details is available here:</p> <ul style="list-style-type: none"> • https://www.rhs.org.uk/get-involved/britain-in-bloom/register

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

Tuesday, January 22nd 2019

**Councillor Mr. Glen Lambert
His Worship the Mayor of Henley**

Dear Mr. Mayor,

We are pleased to invite Henley in the 2019 Communities in Bloom International Challenge.

The International Challenge involves winners from different National Programs (America in Bloom, Communities in Bloom, Britain in Bloom, Tidy Towns of Ireland, Japan in Bloom, Comuni Fioriti of Italy, Hungary, Croatia and others).

The program consists of communities receiving information and being evaluated by an international jury on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) including volunteer effort, as community involvement is integrated in all aspects of the evaluation, in regards to the following criteria; Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays. Communities are evaluated in June and July.

The registration form (to be completed by March 1st 2019 - extension possible upon request) can be completed directly on-line by following this link: <http://www.communitiesinbloom.ca/cib2019>

Please find enclosed information and feel free to contact us. I wish to take this opportunity to inform you that Dr. Andrea Bocsi (drbocsiandrea@gmail.com) is official contact person of Communities in Bloom in Europe, and she is at your disposal if you need any more information on our contest and movement.

The National Symposium on Parks & Grounds and National & International Awards Ceremonies will be held in Yarmouth, Nova Scotia, Canada from September 25th to 28th, 2019, under the theme "Blooms by the Sea". We would be pleased to showcase your achievements and to celebrate your bloom rating and level.

Hopefully, you will join us as we celebrate 25 years of enhancing green spaces in communities.

Sincerely,

Raymond Carrière,
Founding President
Encl.

