

Present: The Vice Chairman, Councillor Miss Kellie Hinton
Councillor Dave Eggleton
The Mayor, Councillor Lorraine Hillier
Mrs Caroline Langler

In Attendance: Janet Wheeler – Town Clerk
Gareth Bartle – Parks Manager
Becky Walker – Minute Taker

Also Present: 1 member of the press

In the absence of the Chairman – Councillor S Smith, the Vice Chairman – Councillor Miss Kellie Hinton took the Chair.

The Vice Chairman welcomed Janet Wheeler, the new Town Clerk to the meeting.

77. APOLOGIES FOR ABSENCE

Apologies were received from the Chairman, Councillor S Smith, Mr P Simms, Mrs M Clarke and Ms K Kobik.

78. DECLARATIONS OF INTEREST

None received.

79. PUBLIC PARTICIPATION SESSION

None.

80. MINUTES

The minutes of the Henley in Bloom and Civic Pride Sub Committee held on 2 February 2016 were received, approved and adopted and were signed as a true record by the Chairman.

81. FRONT AND BACK GARDENS COMPETITIONS/PUBS AND RESTAURANTS

Members received the entry leaflets for the Front and Back gardens competitions and the Pubs and Restaurants and the Chairman thanked Mrs Caroline Langler for organising these.

Members considered the judging dates and agreed the following:-

- **Front Gardens** – the week commencing 18 July 2016
- **Back Gardens** – Saturday 23 and Sunday 24 July 2016
Judges - Mrs M Clarke to be invited to join the judging panel for the front and back gardens.
- **Pubs and Restaurants** – the week of 20 June 2016

Judges – Pubs and Restaurants - Councillor S Smith, Councillor Miss Kellie Hinton, Councillor D Eggleton, Mrs C Langer and a representative from the Henley Standard/Higgs Group as sponsors

It was suggested the back gardens could be judged at the same time as the front gardens when it is convenient with the entrant.

82. SCHOOLS IN BLOOM

The Chairman advised that there are two types of initiatives being undertaken for Schools in Bloom this year as follows:-

- **themed initiatives** which are offered to all schools – in the past these have included the Strawberry Summer, provision of Bird and Bat boxes, potato bags etc. This year the theme is the “Bee and Butterfly Year” where the focus is on assessing and providing all year round habitats and food for pollinators in school grounds.
- **the Schools Fund** whereby schools are invited to ask Henley in Bloom for assistance (either time, expertise or funds) for projects that are individual to their schools

Themed Initiatives - The Chairman advised that there is always a better response when schools are visited and suggested two teams of two undertake this task (with backup from the Parks Services) - Councillors S Smith/Miss Kellie Hinton and Councillors Lorraine Hillier/David Eggleton. The visits to encourage/include -

- information on the Bird and Butterfly Year including a plan of the school grounds and information on the types of habitat and food these pollinators require. It is hoped each school will assess their grounds to see how bee and butterfly friendly they are over the whole year. Schools may then ask for help from HiB (advice or funds) to improve their grounds
- provision of seeds, compost and pots to enable schools to grow flowers for cutting and arranging in order to demonstrate how easy this is and also to promote British grown cut flowers. This ties in with the cut flower market to be held by the Chelsea Fringe in Henley on Saturday 28 May in the Market Place
- encourage schools to register for the RHS Schools scheme and Kew’s “Go Wild” which provides free seeds, advice and info packs
- inform schools of the Henley in Bloom Schools Fund and discuss how HiB can work with schools on individual projects.

Councillor Miss L Hillier joined the meeting at 9.40 am.

After discussion it was **RESOLVED**

that the Councillors in Henley in Bloom visit the schools in Henley to advise of this year’s Schools projects including the Bee and Butterfly Year, Growing Cut Flowers from Seeds, encourage membership of RHS Schools and Kew’s “Go Wild” initiatives and also the Schools Fund

that £300 be allocated to this year’s Schools in Bloom initiatives to include provision of the seeds, compost and seed trays for growing cut flowers

Schools in Bloom Fund – Members received and noted the criteria for the Schools in Bloom Fund which were agreed in principle in October 2014 – see below.

The Fund will be part of the Henley in Bloom budget. Up to £1000 in a civic year and an unlimited amount of hours of volunteer time and support from the committee. Sponsorship is key and will be sought year round, for the School Fund as a whole and for individual projects.

Projects involving all schools (such as giving out seeds) will not come out of the School Fund.

All projects will be reported back to the committee for approval and support.

Projects can be requested by the school, suggested by members of the public or the committee. To keep it from being like a strict grant process, Henley in Bloom should retain the friendly and casual approach we have when starting new projects with schools.

In order to invite suggestions and requests from schools, an email to be sent from the chairman to all schools on a regular basis. (At least twice a year)

To launch the campaign, 2 or 3 projects are needed. Ideally a primary school, preschool and secondary school project. These should cover different key themes.

Criteria

To request a grant from the school fund, the school must be a pre-school, primary school or secondary school in Henley. This does not include schools outside the parish, such as Shiplake, Nettlebed or Peppard schools.

The money, materials and time or any part of those required must be for projects that are Henley in Bloom related. Gardening, art, community involvement, wildlife are key themes for projects.

The school must notify the committee, when requesting help, of any other sponsor or partner also helping to fund or facilitate the project.

Henley in Bloom must be able to photograph and publicise any work done or organised by the committee for use in the annual HiB portfolio and local media to help raise awareness of the Henley in Bloom campaign.

Councillor Miss Kellie Hinton provided an update to members regarding the Trinity School mural project which involves a wall being repaired and painted with a mural on a wildflower theme designed by an artist using drawings by the children. This Sub Committee has discussed providing money towards this project from the Schools Fund however was waiting for the initial repairs to be carried out and more detail on what is required eg materials, paint. Councillor Miss Hinton advised the wall has now been repaired by parents using donated material from Gibbs and Dandy and an artist has created the design and for the children to paint and asked if members were still willing to consider a contribution.

After discussion the Sub Committee **RESOLVED**

that the up to £200 is donated from the Henley in Bloom (Schools Fund) budget to Trinity Primary School for materials etc towards their project to paint a mural on the recently repaired wall subject to further information on how the moneys will be sent and provision of copy receipts

Councillor Miss Hinton advised members of an application from Badgemore Primary School to the Schools Fund for fund to contribute to the planting of a small orchard. Badgemore is an accredited Forest School and their grounds are well used as an outdoor classroom. In depth research has been undertaken during the planning of the orchard to ensure the right trees are planted in the right place whilst ensuring best value for money and advice has been sought from two local orchard owners.

The aim is to purchase 8 fruit trees (4 apple, 2 pear, 1 plum and 1 cherry) which will

be sited towards the back of the school field and adjacent to an area already being used for various wildlife habitats – woodland, woodland margin and meadow, The species of trees will be chosen based on the following criteria:- easy to grow, production of good quality fruit, easy to manage and fruit ripening September onwards (eg not early ripening varieties). The intention is also to plant crab-apples along the woodland margin.

The cost of the trees is approx. £270 and The School Lunch Company has donated £100 therefore the amount requested from the Schools Fund is £170.

Councillor Miss Hinton also hoped the Town Council could benefit from Badgemore School's research and knowledge with regard to the Town Council's proposed Community Orchard scheme at the amenity land between Paradise Road and Deanfield Road.

After discussion it was **RESOLVED**

that £170 be donated from the Henley in Bloom (Schools Fund) budget to Badgemore School to be put towards purchasing fruit trees for a small orchard in their school grounds

83. “WALKERS ARE WELCOME” INITIATIVE/ENCOURAGING USE OF FOOTPATHS

Councillor Miss Kellie Hinton (the Town Council's representative on for the Walkers are Welcome (WaW) accreditation initiative) advised members of this new endeavour. WaW is a nationwide initiative which encourages towns and villages to become more welcoming to walkers. It is combined with a Town Council project to encourage residents and visitors to be aware of, and use, local footpaths by creating circular walks from Henley, available as free leaflets/downloads, with illustrations, points of interest re the built and natural environment and wildlife and a map.

Councillor Miss Hinton felt this project shared aspects in common ground with HiB as both wanted to encourage people to explore the outside environment, raise awareness of natural habitats, wildlife and conservation; promote local heritage and aims to work with community.

Members considered ways HiB could support WaW and felt that contact should be made with the WaW group to ask them how HiB could support the initiative either by time or funds eg helping to provide a seat en route, help with writing/ideas for walks - easy access (flat walks), town centre based walk, park to park to park route, highlighting Bloom projects on walks etc.

After discussion it was **RESOLVED**

that contact be made with Walkers are Welcome group to advise of Henley in Bloom's support for this project and to ask for the best way HiB can help to progress this initiative

84. HORTICULTURAL CONTRACT

Councillor Miss Hinton advised that the Town Council's horticultural contract is due for renewal in June. After consideration the Town Council has resolved to extend the current contract for 6 months to provide more time to seek quotes from a variety of companies.

Members felt it was important for Henley in Bloom to be involved in the awarding of the horticultural contract and that the contractors should not only have knowledge of providing for Town Council's but also of the Royal Horticultural Society's Bloom criteria particularly as Henley achieved gold in the regional and national campaigns last year. It was noted that even if Henley does not enter the Bloom initiatives/competitions the values and aims eg working to promote horticultural activity and excellence, biodiversity, conservation, education should still be undertaken.

The Town Clerk advised she could source contact details for alternative companies.

Members noted the update.

85. SPONSORED HANGING BASKETS

Members received the costs from the supplier (Windowflowers Ltd) for 2016/17 and considered the proposed charges for sponsored summer and winter hanging basket as follows:-

The charge from Windowflowers for 2016 will be:-

- 1 basket - £45.50 for summer baskets (£46.30 in 2015)
- 1 basket - £39.50 for winter baskets (£46.30 in 2015)
(subject to Windowflowers continuing with the contract) (£46.30 in 2015)
- provision and installation of brackets - £20

The prices have been reduced by Windowflowers to encourage sales.

Members noted the **2015** baskets were sold at:-

- 1 basket - £50.83 (£61 inc vat)
- 2 or more (summer and/or winter) £49.58 (£59.50 each/£119 for 2 inc vat)
- 10 or more (summer and/or winter) cost price £46.30 (£56 each in vat)

Members noted the price includes provision of the baskets plus watering/feeding throughout the season.

After discussion it was **RESOLVED**

that the following charges be made for summer and winter sponsored hanging baskets

- **1 basket – summer - £50 (£60 inc vat)**
- **1 basket – winter - £45.83 (£55 inc vat)**
- **10 or more - £20 discount (including vat)**
- **provision and installation of brackets - £22**

***Post Meeting Note:-** following feedback from customers, the cost of 10 or more baskets has been amended to more accurately reflect the reduction in cost by Windowflowers and the different in price between summer and winter baskets.*

Members noted the chain stores in the town have key locations however do not buy hanging baskets as the decision is often made by Head Office and not at a local level and considered ways to rectify this.

86. EVENTS - HIT LITTER AND CHELSEA FRINGE IN HENLEY

- i. Members noted the arrangements for this year's litter campaign (Saturday 16 April.2016) as follows:-

- the meeting points are Christ Church Centre, Reading Road and the Gainsborough Estate (car park by the Pram Walk) at 10 am
- soup will be served at the Christ Church Centre at noon when a press photo call will also take place at noon
- volunteers are required for litter picking and issuing the equipment
- the Manager of Tesco Stores Ltd has arranged for a group of staff to litter pick along the Reading Road
- PCSO Claire Hewitt is manning a pick up point War Memorial Close
- volunteers are welcome

Members felt the message that you should not drop litter in the first place should be reinforced to the public and it was suggested this should be mentioned when members visit the schools. It was noted ways to reduce litter and to encourage recycling is part of the Town Council's Corporate Plan.

Councillor Miss Hinton advised that SODC are in Henley as part of the "Big Clean-Up" Campaign and have asked for suggested locations. Members advised the following be advised to SODC:-

- Riverside
- footpath by St Mary's Church/Almshouses
- Upton Close
- town centre area particularly Bell Street

After discussion it was **RESOLVED**

that Biffa/SODC be contacted to ask if they can advise on how Henley in Bloom can work with schools and the public to help promote the reduction of litter in the town and increase recycling

- ii. The Parks Manager provided an update regarding the **Floral Flotilla** at Mill Meadows on Saturday 21 May 2016 as follows:-
 - second year of this Chelsea Fringe event where boats are decorated with a floral theme, muster at Mill Meadows, cruise up and down the river and then muster again at Mill Meadows for their floral decorations to be viewed.
 - volunteers are required to help man the event and entries are required – Councillor Miss Kellie Hinton, Councillor Dave Eggleton volunteered.
- iii. The Parks Manager provided an update re the **Cut Flower Market** to be held on Saturday 28 May 2016:-
 - the location has been agreed at the Market Place and will be held alongside the Allotment Association and Green Shoots Plant Sale
 - professional growers and arrangers will attend
 - members of the public are invited to bring flowers to sell and also to buy
 - British produced cut flowers to be promoted

Volunteers are required to help on the day – Councillor Miss Kellie Hinton and Councillor D Eggleton volunteered.

Councillor Miss L Hillier asked if the Henley in Bloom Sub Committee would consider allowing one of the banner poles in the Market Place they have booked in May to be used to promote the Steam and Vintage Fair for the weekend following a request from Lady McAlpine.

Vice Chairman's Post meeting note – the Litter Pick was well attended. Councillor Dave Eggleton covered the Gainsborough Estate, Councillor Miss Kellie Hinton manned the Christ Church Centre and PSCO Claire Hewitt manned War Memorial Place. Staff from the Tesco Stores Ltd organised litter picking along the Reading Road.

Members agreed to one flagpole being used to promote the Steam and Vintage Fair as long HiB retained one flagpole and also the possibility of additional flagpoles being installed on the day.

Floral Train – members discussed the floral train and agreed it should be discussed in full at the next meeting including all the options and a decision be made on its future.

87. PLANTING – TOWN CENTRE POLLUTION

Members received and considered possible locations for silver birch saplings in containers which Mrs C Langler has produced following a meeting with Keith Stenning, Area Steward - Oxfordshire County Council (OCC) and Gareth Bartle, Parks Manager. The areas identified below are where the pavement is wide enough for a planter (approx. size of planter 1 m x 60 cm - saplings to be no higher than 2 /2.5 metres) Liaison with the retailers in the vicinity of where the planters are proposed would need to take place.

The possible locations include:-

- Duke Street - 2 planters outside Noa Noah, Huddledays and Vinegar Hill
Mrs C Langler and Councillor Lorraine Hillier visited Noa Noa and Huddledays who did not object however did mention it could affect deliveries. An email was sent to the Manager of Vinegar Hill however there is no response as yet.
- Duke Street - 1 planter near Gorvett and Stone/Peers and Hilton/Lawsons
- Duke Street – 1 planter outside St Audreys/Estilo
- Duke Street – 1 planter outside Rudi Kartal/Santander
- Duke Street/Friday Street corner – 1 or 2 planters outside Cook
- Bell Street - 1 planter near the Bell Book Shop/Elements Hairdressers

Consideration was also given to plant silver birch trees amongst the speckled laurel in Market Place. This area is owned by the Town Council and permission from OCC would not be required (subject to not obscuring the highway) and this suggestion could be considered as part of the horticultural contract.

After further discussion it was **RESOLVED**

that Oxfordshire County Council be contacted to ask for their permission to place planters in some/all of the following locations (it was noted the size/type of planters (yet to be decided) maybe required):-

- **Duke Street - 2 planters outside Noa Noah, Huddledays and Vinegar Hill**
- **Duke Street - 1 planter near Gorvett and Stone/Peers and Hilton/Lawsons**
- **Duke Street – 1 planter outside St Audreys/Estilo**
- **Duke Street – 1 planter outside Rudi Kartal/Santander**
- **Duke Street/Friday Street corner – 1 or 2 planters outside Cook**

- **Bell Street - 1 planter near the Bell Book Shop/Elements Hairdressers**

that Mrs C Langler liaise with the retailers in the vicinity of the proposed locations regarding placing the planters in these positions

88. INFORMATION BOARD – MAKINS RECREATION GROUND

Members were informed of a proposal to design and install an information board about Sir Paul Makins which was being organised by the Gainsborough Residents Association and Mrs V Greenwood. The board will provide history on the Makins family who donated land to the town and it is intended to locate the board, subject to the necessary permissions, on the grass verge on the Greys Road by the middle steps to the recreation ground next to the stone memorial.

The board will be of a similar style to the Gainsborough Board at the entrance to the Gainsborough Estate. It is proposed this will be the second in a series of 12 boards providing historical aspect of the town – others to include the War Memorial Hospital and the Obelisk. Members noted boards of this type were beneficial to the town and supported the RHS's Bloom aim of promoting local heritage.

Members considered making a donation to the cost of the board (approx. £1200) and noted SOHA, Henley in Transition, the Gainsborough Residents Association and the Henley Historical and Archaeological Group were considering donations. After further discussion it was **RESOLVED**

that Henley in Bloom donate up to £250 (or the shortfall if less following other donations) from the Henley in Bloom budget towards the cost of the design, manufacture and installation of a board to Sir Paul Makins at the middle entrance from the Greys Road to the Makins Recreation Ground

89. PLANTER ON THE JUNCTION OF MANOR ROAD/PEPPARD LANE

The Vice Chairman informed members of a request she had received from a resident of Manor Road to place a planter on the grass verge at the junction of Manor Road and Peppard Lane which is persistently driven over.

The resident has offered to pay for the planter, plants and to maintain/water and has asked if Henley in Bloom can help seek permissions from the Town Council and the Highways Authority – Oxfordshire County Council. It was noted the verge would need to be levelled and re-seeded before placing the planter. A sponsorship board showing Henley in Bloom's support to be added to the planter.

After discussion it was **RESOLVED TO RECOMMEND**

that the Highways Authority (Oxfordshire County Council) be asked for permission to place a planter on the grass verge at the junction of Peppard Lane and Manor Road (eastern corner) to prevent cars cutting across subject to the Town Council accepting ownership of the planter. The resident to be asked to provide an image and dimensions of the proposed planter

Subject to the above permissions it was **RESOLVED**

that up to £60 be provided from the Henley in Bloom budget to provide a plaque to be placed on the planter showing Henley in Bloom's support

90. THAMES AND CHILTERN IN BLOOM

- i. **Portfolio** - Members considered the compilation and production of the portfolio for the Thames and Chilterns in Bloom judging. Councillor Miss Kellie Hinton offered to co-ordinate the content. It was suggested Paula Price-Davies, who edits the Town Council's quarterly magazine, maybe able to help with the design/layout subject to her workload and if too heavy Bloom could consider an up to figure re overtime if appropriate.

It was **RESOLVED**

that Councillor Miss Kellie Hinton co-ordinate the compilation and production of the portfolio for the regional judging

- ii. **Judging Tour** - Members considered suggestions for inclusion on the judging tour and the following suggestions were made:-
- Ancastle Green
- Badgemore School
- iii. **Thames and Chilterns in Bloom seminar** - Members noted the revised date for the Thames and Chilterns in Bloom seminar to be held at the Town Hall is Thursday 3 November 2016.

91. BUDGET UPDATE

Members received, considered and noted the budget to date.

Christmas Tree shredding – Councillor D Eggleton offered to collect Christmas trees for shredding this year at a cost of £5 a tree to be donated to Henley in Bloom after the cost of diesel/petrol for the van was deducted.

92. GARDENING BUDDIES UPDATE

Members received and noted the following projects which have been undertaken by Gardening Buddies:-

- **Fire Station Bed** - is being reshaped and replanted with the help of the Parks Service, the Community Payback the Fire Service
- **Reading Road roundabout** – Gardening Buddies have weeded and maintained the roundabout in liaison with the designer.

A member suggested the planting of grasses around the base of the statue to obscure the metal stand.

93. DATE OF NEXT MEETING

The date of the next meeting – Tuesday 3 May 2016 at 9.30 am.

Post meeting note – this meeting is to be re-scheduled – date to be advised.

Chairman

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