

## DOWNHAM IN BLOOM COMMITTEE

### MINUTES OF THE MEETING HELD ON MONDAY 13 NOVEMBER 2023 AT 1.33PM

This meeting was held at the Town Council Offices, 15 Paradise Road, Downham Market,  
PE38 9HS

	<p><b>Present</b> Committee Chair – Cllr Michael Lane</p> <p>Committee Members –Cllr Jackie Westrop, Cllr Daymond, Pat Smith</p> <p>Administrator – Jo Andrews</p>
	<p>Attendees were reminded of the Fire Evacuation Procedures and asked to put their phones on silent.</p>
1	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>Apologies were received and accepted from.</p> <p>Richard Warden Nick Robinson Mark Mooney</p>
2	<p><b><u>To receive members’ declarations of interest</u></b></p> <p>None Declared.</p>
3	<p><b><u>To approve the minutes of the meeting held on 16 October 2023</u></b></p> <p><b>‘It was agreed that the minutes for the meeting held on 16 October 2023 be approved as a true record of the meeting’</b></p> <p><b>All in favour</b></p>
4	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>It was shared that Wildlife Trust, WI and 3 other organisations have joined together to run the Coronation Gardens scheme and that a poster was passed to the administrator to advertise the scheme on the Town Council Website. More information can be found at <a href="http://www.mycoronationgarden.org">www.mycoronationgarden.org</a></p> <p>It was asked that the administrator write to the Boroughs Tree Preservation Officer regarding tree’s being removed in Downham Market and not being replaced.</p>

5	<p><b><u>To receive an update for the Anglia in Bloom Autumn Seminar 2023</u></b></p> <p>Cllr lane updated the following information acquired at the seminar:</p> <ul style="list-style-type: none"> <li>• Preparation time is now.</li> <li>• Special awards are free to enter, must be seen on route and in portfolio to show progression during the year and worth up to 100 points.</li> <li>• Virtual entries are £20 to enter maximum 3 (ie churchyards, care homes), these are not visited but can be put in the portfolio and worth up to 100 points 8 photographs and 80 words.</li> <li>• RHS Nature Park Scope – is now on school curriculum for KS1 And KS2. <a href="http://www.educationnaturepark.org.uk">www.educationnaturepark.org.uk</a> website regarding finding funding. Encourages children to record and interpret data about their gardens and record change and to find nature in schools. Photographs could be uploaded to Bloom.</li> <li>• David who was our judge in July 23 gave feedback of us needing to focus on recycling. Hanging basket and 3 tier planters need more trailing/cascading plants. Reminder to look at grants on AIB website. Sustainability is key this year.</li> <li>• This year is 60<sup>th</sup> anniversary of AIB theme is friendship.</li> <li>• Cllr Lane will be asking horticulture to have relationship with Bloom at committee meeting Monday.</li> <li>• Cllr Lane suggested Dementia Group could do more with us through the year not just the container competition and that Mens shed could be approached to make raised planters. The administrator showed the committee a picture of fairy doors that could be made and added to trees around Downham Market for children to find. Children could also be involved in decorating or designing the doors. Committee asked the administrator to contact Mens shed to see if they would be involved.</li> </ul> <p>The administrator showed copies of the Neighbourhood Awards certificates that had been given to Cllr Lane at the Seminar. They are framed and on display in the Town Hall. The WI have requested a copy of their Community bed Certificate and it was agreed that the WI will be entered for special award under the commercial/industrial category.</p>
6	<p><b><u>To receive and update the action log – with ownership of items</u></b></p> <p>The action log was discussed and agreed to be useful. The following points were raised.</p> <ul style="list-style-type: none"> <li>• The log should be sent in excel and not pdf.</li> <li>• The completed actions should be moved to an archive tab.</li> <li>• The log should be set out in themes rather than date order.</li> <li>• Cllr Westrop volunteered to complete the portfolio this year.</li> </ul>
7	<p><b><u>To discuss and agree terms of reference for approval by Full Council</u></b></p>

	<p>The administrator shared the draft terms of reference, and it was agreed to submit to Full Council with the following alteration:</p> <p>f) Promote and encourage attendance of all training offered.</p>
8	<p><b><u>To draft a judging route</u></b></p> <p><b>Town Hall</b> up bridge St, turn left onto high street, onto Lynn Road  <b>Memorial Garden</b> (May include field and community Orchard) Lynn Road, turn left onto Bexwell Road (possibly stop at <b>Papillion project</b>), Right into Howdale Road  <b>Howdale</b> Howdale Road to Church Road and around Tesco Roundabout  <b>Town Sign, WI bed and Borough Bed</b> Church Road, turn left onto Priory Road  <b>Priory Badge Bed</b> Continue on Priory Road  <b>Discover Downham</b> left on railway Road, left at Lawn boy, Richmond Road  <b>Willows</b> Back to Railway Road, Right into Fairfield Road  <b>Ashville Care Home</b> Right out of Fairfield Road onto Railway Road  <b>Station</b> Left onto Railway Road, Bridge Street  <b>Whalebone</b> Bridge Street left, through Hollies car park  <b>Methodist Church</b> Back through the hollies  <b>Town Hall</b></p> <p>Papillion Project at DMA may be included, Cllr Westrop to liaise with the school.</p> <p>The administrator is to formerly write to NCC and BC to let them know the draft route.</p>
9	<p><b><u>To agree advertising for the best front garden competition</u></b></p> <p>It was agreed that to get residents involved we should run a monthly photography competition with Downham in Bloom themes that the administrator will organise.</p>
10	<p><b><u>To discuss and agree a sponsorship package for Downham in Bloom</u></b></p> <p>The chair moved this item to the next agenda.</p>
11	<p><b><u>To share photos taken that can be used for our next entry into Downham in Bloom</u></b></p> <p>Committee were reminded to take photographs which can be sent to the administrator.</p>
12	<p><b><u>To discuss the opportunity to apply for the Tesco Stronger Starts Grant Funding Scheme and agree any actions</u></b></p> <p>The administrator showed the committee information regarding Hedgehogs R US Highways Project.</p>

	<p><b>'It was proposed that £150 is spent from the Downham in bloom budget on a box of 50 Hedgehog R US surrounds '</b></p> <p><b>Proposed Cllr Lane      Seconded Cllr Westrop      3 in favour 1 abstain</b></p> <p><b>'It was proposed that a Tesco Stronger Starts Grant Funding application for the purpose of purchasing plants, planters and ancillary equipment to develop Downham in Bloom is made.'</b></p> <p><b>Proposed Cllr Lane      Seconded Cllr Westrop      All in favour</b></p>
13	<p><b><u>To receive an update on the Old Sensory Garden hard standing</u></b></p> <p>Pat Smith offered to meet the group who wish to use the hardstanding for a community garden at the station to discuss grants further (they will need to be an organisation) and show possible planters to be donated from the railways.</p> <p>The administrator will email Victoria asking if she would like to meet.</p> <p>The administrator shared plans provided by the Borough Council showing there is no water supply near the Community Orchard.</p>
14	<p><b><u>To agree items to be included in the next agenda</u></b></p> <ul style="list-style-type: none"> <li>• To discuss a suggested planting plan for the Borough Council flowerbed near the Tesco roundabout.</li> <li>• To discuss and agree a sponsorship package for Downham in Bloom.</li> <li>• To receive an update on the photography competition.</li> <li>• To receive an update on Fairy doors.</li> <li>• To discuss an interpretation board at the Willows Nature Reserve.</li> </ul>
16	<p><b><u>To agree the date of the next meeting</u></b></p> <p>11 December 2023 at 1.30pm</p>
	Meeting Closed 3.10pm
	<b>SIGNED</b> <span style="float: right;"><b>DATE</b></span>