

DOWNHAM IN BLOOM COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 16 OCTOBER 2023 AT 1.35PM

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

	<p>Present Committee Chair to item 1– Cllr Frank Daymond</p> <p>Committee Members – Cllr Michael Lane, Cllr Jackie Westrop, Mark Mooney, Pat Smith, Richard Warden</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><u>To elect a chair</u></p> <p>It was proposed that Cllr Michael Lane be elected as chair of the Downham in Bloom Committee'</p> <p>Proposed Mark Mooney Seconded Pat Smith All in favour</p>
2	<p><u>To elect a vice chair</u></p> <p>It was proposed that Cllr Jackie Westrop be elected as vice chair of the Downham in Bloom Committee'</p> <p>Proposed Cllr Frank Daymond Seconded Mark Mooney All in favour</p>
3	<p><u>To Co-opt new members</u></p> <p>No new members requested to be co-opted.</p>
4	<p><u>To agree Terms of Reference</u></p> <p>It was agreed that the administrator would draft the terms of reference to present to the committee at the next meeting.</p>
5	<p><u>To receive Members' Apologies for Absence</u></p> <p>Apologies were received and accepted from.</p>

	Nick Robinson Chris Durham
6	<u>To receive members' declarations of interest</u> None Declared.
7	<u>To approve the minutes of the meeting held on 11 September 2023</u> 'It was proposed that the minutes for the meeting held on 11 September 2023 be approved as a true record of the meeting' Proposed Cllr Frank Daymond Seconded Cllr Jackie Westrop All in favour
8	<u>Public Participation – 15 minutes allowed.</u> There were no members of the public present. Pat Smith spoke to ask that an activity log be kept so that everyone is aware of what needs to be actioned and who has taken responsibility. It was agreed that Pat Smith could start a log and present it to the committee at each meeting.
9	<u>To receive an update on the award ceremony event and receive feedback.</u> Cllr Michael Lane said that he found great benefit from attending the award ceremony and confirmed that he would not be claiming any expenses as he had thoroughly enjoyed his day out. Downham in Bloom received a Silver Gilt and were very close to being awarded a Gold. Cllr Frank Daymond who also attended said that the town was bouncing back after the Covid period, so that a Silver Gilt was a good achievement. The administrator advised that today we have received an email from Anglia in Bloom inviting members of the committee to attend the autumn seminar on 26 th October 2023 at a cost of £20pp. 'It was proposed that Cllr Lane, Cllr Westrop and Richard Warden attend the Autumn on 26 October 2023 and that the fee be paid from the Downham in Bloom budget' Proposed Mark Mooney Seconded Pat Smith All in favour

10	<p><u>To review the 2023/2024 budget and discuss ideas to be put forward for the 2024/2025 budget request</u></p> <p>The administrator updated that we have £950.02 left of the £1534 budget for the 23/24 year.</p> <p>The budget request for the year 2024/2025 was discussed and agreed on the assumption that the Borough Council will continue to supply seed trays and Compost for the Container/Seed tray competition.</p> <table border="1" data-bbox="300 584 1375 1055"> <thead> <tr> <th>Budget Line</th> <th>Amount</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ancillary funds for weather and other damage</td> <td>£500</td> <td>£500</td> </tr> <tr> <td>Planting – General, Sustainable and Dry weather plants</td> <td>£584</td> <td>£1084</td> </tr> <tr> <td>Travel & Seminar/Award ceremony expenses, Entry into Anglia in Bloom, Portfolio and promotional materials, postage costs, awards and certificates and judging day expenses</td> <td>£750</td> <td>£1834</td> </tr> </tbody> </table> <p>‘It was proposed that the agreed budget request for a total amount of £1835 be put forward to Full Council’</p> <p>Proposed Cllr Michael Lane Seconded Cllr Jackie Westrop All in favour</p>	Budget Line	Amount	Total	Ancillary funds for weather and other damage	£500	£500	Planting – General, Sustainable and Dry weather plants	£584	£1084	Travel & Seminar/Award ceremony expenses, Entry into Anglia in Bloom, Portfolio and promotional materials, postage costs, awards and certificates and judging day expenses	£750	£1834
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11	<p><u>To receive an update on distribution of certificates, trophy, and prizes to the schools for the seed tray competition</u></p> <p>Cllr Michael Lane and Cllr Frank Daymond visited the schools to distribute awards and certificates.</p> <p>Cllr Michael Lane updated that children and adults at the schools were very happy to have taken part and with the awards and certificates and were keen to take part again.</p> <p>It was discussed that the seed tray and container competition would coincide with the Olympics next year and it was agreed that this would be the theme.</p>												
12	<p><u>To discuss aims and objectives for 2023/2024 and key dates</u></p> <p>It was discussed that the Route will need to be confirmed earlier this year and for it to be communicated to Borough and County throughout the year. Cllr Michael</p>												

	<p>Lane reminded that the Allotments will no longer be on the Downham in Bloom route but he would like Ashville House to be considered.</p> <p>Cllr Frank Daymond would like the planters from the Town Council Office to be placed at the bus stop by the hollies Car Park and for Downham Market Academy to be invited to do a mural on the bus stop. The administrator will investigate this possibility.</p> <p>It was agreed that the Best Front Garden competition be promoted now, so that residents are aware of the judging criteria which will cover general gardening but also sustainability.</p> <p>The town access sign was brought up at the recent market trader meeting due to plants covering the newer additional market sign. Low growing plants will be preferable going forward.</p>
13	<p><u>To receive an update on the litter picking group – Downham Market Womblers</u></p> <p>A new litter picking group will meet at 11am 19th November 2023 at the JCC. Litter will be picked at the JCC field and area of Ryston End. The administrator asked for any volunteers and it was suggested to contact the Rangers who may fit it in to their badge work.</p>
14	<p><u>To receive an update on the Old Sensory Garden Hard Standing</u></p> <p>The administrator updated that the Town Council has been approached by a community group who would like to use the hard standing for a community garden/vegetable patch.</p> <p>The community group had suggested recycling tractor tyres as planters. The committee raised that tyres are expensive to get rid of and wooden planters would be more aesthetically pleasing. Pat Smith offered to find the contact details for the wooden planters made for the station by prisoners and maybe this could be suggested to the community group.</p> <p>A proposed shed would be at risk of vandalism and theft which needs to be considered by the community group who accept that any damage or losses would be their risk.</p> <p>Cllr Frank Daymond asked if we can request that the Victorian Lampposts on the hardstanding be renovated. They require new lamps at a cost of £700 each and one needs a new cover- the administrator will investigate.</p> <p>Cllr Daymond asked that the administrator investigates with the Borough Council where a water supply is near the community orchard.</p>

15	<p><u>To agree items to be included in the next agenda</u></p> <ul style="list-style-type: none"> • To draft a judging route • To receive and update an action log • To agree advertising for best front garden competition • To discuss and agree terms of reference for approval by Full Council • To discuss and agree a sponsorship package for Downham in Bloom • To share photos taken that can be used for our entry into Anglia in Bloom • To discuss a suggested planting plan for the BC flowerbed
16	<p><u>To agree the date of the next meeting</u></p> <p>13 November 2023 at 1.30pm</p>
	<p>Meeting Closed 3.00pm</p>
	<p>SIGNED DATE</p>