

David Allister
Head of Parks, Documents & Delivery
Parks and Open Spaces
London Borough of Richmond upon Thames
Email: parks@richmond.gov.uk

18 December 2015

Dear ,

RE: 2016 In Bloom Programme

We are writing to update you on the Council's provision of hanging baskets for 2016 and more importantly explain how you can become involved to help beautify your local area.

The London Borough of Richmond upon Thames has a proud history as a flowered borough and it remains a priority to maintain its status with year round floral displays of various forms around the borough. To help further develop this important tradition the Council will continue to focus on enhancing the look and feel of each of the 14 villages across the Borough using the 'In Bloom' programme.

Each of the villages will continue to have a core of hanging baskets, collars and planters provided by the Council which will focus on key positions in each village and where we believe will have the most striking impact. Winter displays will however be on a smaller scale, at key strategic points in each village across the borough.

The theme for this year's display is yet to be agreed but will be selected each year by the Council.



How you can help to beautify your area

In addition to the number of baskets that are provided by the Council, we would like to work together with each village to enhance the number of displays that are on show and encourage village groups to take part in London wide competitions that showcase their local areas such as London In Bloom. This we feel would add a further dimension to our reputation as a flowered borough and help significantly enhance each village's appearance.

Taking part in the Council's In Bloom programme and enhancing your local area could not be simpler and is explained in the below step-by-step guide.

Step 1 – Consider which of the available options you would like to buy

Item	Cost	Item	Cost
18" Hanging Basket incl installation 	£62.00 nett per display (Summer) £43.99 nett per display (Winter) £105.99 nett per display (All year)	Barrier Troughs 	£81.62 nett per display (Summer) £57.68 nett per display (Winter) £139.30 nett per display (All year)
Collar Basket incl installation 	£91.54 nett per display (Summer) £63.90 nett per display (Winter) £155.44 nett per display (All year)	Towers (Large) 	Rental maintenance for large towers £1340.00 nett per display (Summer only)
Towers (Small) 	Rental maintenance for small towers £720.00 nett per display (Summer only)	Bulldog Brackets for Hanging Baskets 	£22.50 nett per bracket (1 per hanging basket)
Amberol Bracket for Collars (x2) 	£49.50 nett per full collar (2 halves as pictured)	Structural testing of Lamp Columns 	£45 per lamp column N.B. Structural testing can take up to 4 months to be completed.

Step 2 – Selecting a Location

Once you have decided on the items that you would like to buy then you will need to identify which lamp columns it is that they would like to use for the hanging baskets or collars. The Council recommends that you avoid lamp columns that have existing road signs attached or in close proximity with traffic lights as this can lead to complications as the floral display grows. The installation of barrier troughs and large or small towers will require approval from the Council.

Step 3 – Lamp Column Testing

Once you have identified the lamp columns that you would like to use for your extra hanging baskets we would need you to provide us with information of the lamp column number and road name so that we can arrange for the column to be structurally tested. Testing can take up to four months to be completed so the deadline for orders of summer baskets is **February 29th**. Should a lamp column that you have chosen be deemed structurally unstable the Council will reimburse you for the cost of testing.

Step 4 – Order and Payment

Once the lamp columns have been confirmed as structurally stable we will then organise through our contractor the installation and maintenance of your display and issue you with an invoice for payment.

Orders can only be accepted from established village consortiums. Minimum order of 4 hanging baskets, collars or barrier troughs or 1 tower (large or small) – please contact parks@richmond.gov.uk and title as 'Villages In Bloom' for more details.

Yours Sincerely



David Allister
Head of Parks, Documents & Delivery
London Borough of Richmond Upon Thames