

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE ENVIRONMENT COMMITTEE**  
**HELD ON MONDAY 4<sup>th</sup> JULY 2016 AT 7.00PM**  
**AT CLAYTON GREEN LIBRARY**

**PRESENT:** Councillor Mrs G Ormston (Chair)  
Councillor R Boyd  
Councillor M Clifford  
Councillor Mr R Ormston  
Councillor D Rogerson  
Councillor E Whiteford  
Councillor A Whitham

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

**16.11 APOLOGIES**

There were no apologies received.

**16.12 ELECTION OF CHAIR**

After due consideration Councillor Mrs G Ormston was elected Chair of the Environment Committee for a period of one year.

**16.13 DECLARATION OF INTEREST**

There was no declaration of interest.

**16.14 APPROVAL OF NOTES FROM MEETING HELD ON 16 MARCH 2016**

It was **RESOLVED** that the notes held on 16 March 2016 were approved as a correct record and were duly signed by the Chairman.

**16.15 MATTERS ARISING**

There were no matters arising.

**ACTION**

## **16.16 REVIEW OF TERMS OF REFERENCE**

The committee were provided with the Terms of Reference for scrutiny. It was **RESOLVED** that the committee work to the revised terms of reference and the document would be tabled for ratification at the next FPC meeting.

## **16.17 MANAGEMENT OF BACK LANE WOODS AND PONDS**

The members discussed the development of a wood and pond management programme for Back Lane.

It was agreed that Councillors Mrs G Ormston and Mrs A Whitham form a working party to consider the various options including:

1. A survey
2. A management plan,
3. Grant funding
4. Reconnection with the resident group the 'Friends of Back Lane Woods'.

The Working Party will report back on its progress at the next FPC meeting.

**Cllrs  
G Ormston  
/A Whitham**

## **16.18 CHRISTMAS TREE WORKING PARTY**

The committee were advised by Councillor Clifford that as agreed at the beginning of the year a Working Party would be required to organise the Christmas Trees within the parish and the 'Switch On' event.

The clerk raised the issue of expanding the Christmas trees into the West and North of the parish. This idea was put on hold at the present time.

It was noted that a contractor had offered up to £1,000.00 of sponsorship for the parish Christmas tree in return for the placement of an advertisement of his Christmas tree company.

The committee were also informed that the Finance Committee would be given delegated powers to authorise any purchases whilst the FPC were out of session during August 2016.

It was requested that the clerk contact the contractor to confirm the sponsorship sum and terms of the agreement and report back in due course.

**clerk**

After due consideration Councillors M Clifford, A Witham and R Ormston were asked to form a working party to start enquiries and report back as soon as was practicable.

**Cllrs M  
Clifford/R  
Ormston/ A  
Whitham**

**16.19 HANGING BASKETS 2017**

The meeting was advised that the parish were into the second year of a three-year contract with Plantscape Ltd to provide hanging baskets in the east and west of the parish.

The proposal was that 3 quotes be garnered including Plantscape with the specification of 48 half baskets to be spread around the main road and a hay basket on the notice board. Councillor E Whiteford was appointed to investigate the issue and report back as soon as was practicable.

**Cllr E  
Whiteford**

It was noted that the Highway Department would have to be notified regarding the placing of the brackets for the hanging baskets. It was requested that the clerk investigate this issue and report back to the committee in due course.

**Clerk**

**16.20 GRASS CUTTING CONTRACT**

The committee were informed of the current situation where due to having no specific contract in place some areas had become impossible to maintain by the existing contractor.

It was subsequently agreed by the Management and endorsed by the Finance Committee to instruct Chorley Council to undertake the grass cutting duties for 2016 only.

There will be a full tendering process in readiness for the coming year.

**16.21 CONFIDENTIAL ITEMS**

No items were deemed confidential.

**16.22 DATE OF NEXT MEETING**

The next scheduled meeting would be held Monday 5<sup>th</sup> September 2016 at 6.30pm at Clayton Green library.