



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend an Extraordinary meeting of the Astley Village Parish Council to be held on **Tuesday 23 November 2021** at 7.30pm, Astley Village Community Centre at which the following business will be transacted.

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#### Summons

**1. Apologies for Absence**

To receive members' apologies.

**2. Declarations of Interest**

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

**3. Planting of Trees on the Village Green in front of the Shops/Flats**

To consider a report of the Parish Clerk (Enclosed)

**4. Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 5 January 2022 at 7pm.

Craig Ainsworth  
Clerk to the Parish Council  
5 Clarendon Gardens  
Bromley Cross  
BL7 9GW

A handwritten signature in black ink, appearing to read 'Craig Ainsworth'.

16 November 2021



# Astley Village Parish Council

<b>Title</b>	<b>Planting of Trees on the Village Green in front of the Shops/Flats</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>23 November 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>	

## Purpose of Report

The Parish Council are aware that concerns have been raised regarding the legality of the Parish Council planting five trees on the Village Green in front of the shops/flats.

In accordance with Standing Order 45. "Special Meeting, The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting."

This Extraordinary meeting has been called by the Chair of the Parish Council to decide how to proceed regarding the concerns/complaint received.

## Key Issues

### Background

The Parish Council on 4 November 2020 received a report from Councillor Chris Lennox (Minute 295.09 Village Development Two Year Plan) inviting the Parish Council to review the previous Village Development Plan titled "updated Spring 2020" and suggesting new and enhanced projects and appropriate budgets (Appendix A).

The description under "Tree planting" remained the same – "Plant more trees on wet verge areas to soak up excess water & replace trees which have had to be removed" but the budget was increased from £1,500 to £5,000 (Extract from minutes Appendix B)

At the Parish Council Meeting on 6 January 2021, (Minute 296.10 Environment Reports) it was agreed that Councillor Laura Lennox and Arnold Almond should determine the siting of trees on the verge areas and the replacement of the trees which had been removed (including the trees removed following the replacement of the hedgeline in the village centre with knee rail). This included making arrangements for the trees to be planted within the budget allocated (£5,000) (Extract from minutes Appendix B).

There was a meeting of the Village Development Working Group on Wednesday 27 January 2021, attended by Councillors' Keith Ashton, Chris Lennox, John McAndrew, Gillian Sharples and Chris Sheldon (Chair) to progress the initiatives included in the revised Two-Year Parish Development Plan and make recommendations to the Parish Council on 3 March 2021. Councillor Laura Lennox joined that meeting and provided an update in relation to the planting over thirty trees in the Parish.

Councillor Laura Lennox reported to the Working Group the proposed location of the trees and that the trees had been sourced from Everglades Nurseries Ltd at a cost of £2,491.80 and planting would commence the week beginning 8 February 2021.

At the Parish Council on 3 March 2021, Councillor Matt Lynch suggested under "Public Engagement" that it appeared that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats. At the same meeting (minute 297.07 Report of the Village Development Working Group) discussed the trees which had been planted adjacent to the knee rail on Chancery Road on the Village Green, but no decisions were taken. The report of the Village Development Working Group held on Wednesday 27 January 2021 is Appendix C to this report). (Extract from minutes Appendix B).

At the parish Council Meeting on 5 May 2021, (Minute 298.19 Correspondence), the press and public were excluded from the meeting and I reported that I had received a complaint alleging (i) that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats and (ii) the advice was unlawful. It was agreed that the Parish Clerk be requested to respond to the complainant as discussed and confirming that no action was proposed in respect of the allegations.

At the Council Meeting on 8 September 2021, (Minute 300.03 Public Engagement), Councillor Matt Lynch (in his capacity as a local resident) stated that the Parish Council had not sought the permission of the landowner prior to the planting of five trees in front of the shops/flats and the Parish Council had failed to address this issue. Following much discussion on this matter, the concern had still to be resolved.

It was my understanding that the Parish Council had previously sought the permission of Chorley Borough Council and Lancashire County Council in relation to the planting of trees on land within their ownership within the Parish. I have not been able to find any communications with the landowner prior to the planting of five trees on the Village Green in front of the shops/flats or Chorley Borough Council confirming their consent for the planting of the thirty trees in February 2021.

### **Action required by the Parish Council**

The Parish Council are invited to consider the position.



# Astley Village Parish Council

<b>Title</b>	<b>Village Development Plan Updated Spring 2020</b>				
<b>Report of</b>	<b>Councillor Chris Lennox</b>				
<b>Date</b>	<b>4 November 2020</b>				
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>

**Purpose of Report**

At the Parish Council Meeting on 2 September 2020 it was agreed that Councillor Chris Lennox should continue to be responsible for the preparation of the Village Development Plan and was requested to review the existing plan taking into account the comments made at that meeting and recommend the allocation of appropriate budgets to each project.

It was also agreed that the revised Village Development Plan be considered at the Parish Council on 4 November 2020.

**Key Issues**

The two-year Village Development Plan has been reviewed to include suggested new and enhanced projects and appropriate budget (see below). The Parish Council are invited to consider the report of the Parish Clerk (Agenda Item 6) alongside this report.

PROJECTS	ACTIONS	WHEN	BUDGET £
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder as part of Neighbourhood Working projects to improve the Village Centre. Green area in front of shops - plant trees following replacement of hedgeline with knee rail. Wildflower Meadow project at the rear of the Green.	2019/21	1,000
Planter scheme	“Adopt a planter” scheme with residents volunteering to maintain planters at the ends of roads.	2019/20	
Tree planting	Plant more trees on wet verge areas to soak up excess water & replace trees which have had to be removed.	2019/21	1,500
Wildflower Meadows	Extension of the Wildflower Meadow project introduced at The Farthings to other areas along Chancery Road in conjunction with Chorley,	2020/21	500

New lighting scheme for the Christmas Tree	New lighting purchased – installation for Christmas to be agreed.	2020	250
Litter bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.	2019/21	
Road safety	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2020/21	
Health & Well-Being	Encourage activities and groups in the Village; provide grants; Christmas carol singing event (when permitted); work with Chorley on Westway Fields project to enhance play facilities, with an agreed contribution by the Parish Council.	2019/21	10,000
Respect the Village campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley & PFP. Provide volunteer litter pick equipment for residents/groups for community litter picks.	2019/20	
Improving Community Engagement and Raising the Profile of the Parish Council	Improving communications with residents through upgrading the website and creating email addresses for councillors	2020/21	500

**Action required by the Parish Council**

The Parish Council are invited to discuss the revised Village Development Plan.

## Minute 295.09 Village Development Two Year Plan (4 November 2020)

The Parish Council received a report from Councillor Chris Lennox (copies of which had been circulated) suggesting new and enhanced projects and appropriate budgets.

It was noted that tenders had been invited from three companies to collect, test and dress the Parish Council Christmas tree. Only one quote had been received from City Illuminations Ltd at a cost of £300 per annum.

RESOLVED – (1) That the following revised Village Development Plan be approved:

PROJECTS	ACTIONS	WHEN	BUDGET £
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder as part of Neighbourhood Working projects to improve the Village Centre. Green area in front of shops - <b>plant trees</b> following replacement of hedgeline with knee rail. <b>Wildflower Meadow</b> project at the rear of the Green.	2019/21	1,000
Planter scheme	<b>“Adopt a planter”</b> scheme with residents volunteering to maintain planters at the ends of roads.	2019/20	250
Tree planting	<b>Plant more trees</b> on wet verge areas to soak up excess water & replace trees which have had to be removed.	2019/21	5,000
Wildflower Meadows	<b>Extension of the Wildflower Meadow project</b> introduced at The Farthings to other areas <b>along Chancery Road in conjunction with Chorley,</b>	2020/21	500
New lighting scheme for the Christmas Tree	New lighting purchased – <b>installation for Christmas lights</b> to be agreed.	2020	800
Litter bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.	2019/21	
Road safety	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2020/21	
Health & Well-Being	Encourage activities and groups in the Village; provide <b>grants</b> ; Christmas carol singing event (when permitted); work with Chorley on <b>Westway Fields project to enhance play facilities</b> , with an agreed contribution by the Parish Council.	2019/21	20,000
Respect the Village campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley and Places for People. Provide volunteer	2019/20	

PROJECTS	ACTIONS	WHEN	BUDGET £
	litter pick equipment for residents/groups for community litter picks.		
Improving Community Engagement and Raising the Profile of the Parish Council	<b>Improving communications with residents</b> through upgrading the website and creating email addresses for councillors	2020/21	500
Finger Post signs	To provide <b>signage for pedestrians throughout the village</b>	2021/22	2,500
Gateway signs	To provide <b>gateway signs</b> at the entrance to the Village at each end of Chancery Road featuring Astley Hall.	2021/22	5,000

(2) That the Parish Clerk be authorised to arrange for the collection, testing and dressing of the Parish Council Christmas tree from 1 December 2020 to 6 January 2021 at a cost of £300.

(3) That the Parish Clerk be requested to investigate the Radar Speed Sign not working on the Buckshaw Hall end of Chancery Road.

#### **Minute 296.10 Environment Reports (6 January 2021)**

The following issues were raised:

- The parking issues around Astley Park including parked cars on grass verges and alongside both side of Hallgate and the bins being full to capacity.
- It was suggested that prohibition of waiting restrictions should be explored along one side of Hallgate and the litter bins
- Estate agent boards had been sighted on Chancery Road and not on the property to which they related and this was being pursued by Councillor Laura Lennox with Chorley Borough Council.

RESOLVED – (1) That the Parish Clerk be requested to make representations to Chorley Borough Council regarding the waste bins being full to capacity and requesting that the frequency of emptying the waste bins be increased and the introduction of prohibition of waiting restrictions along one side of Hallgate.

(2) That Councillors Almond and Laura Lennox be requested to determine the siting of trees on the verge areas and the replacement of the trees which had been removed (including the trees removed following the replacement of the hedgeline in the village centre with knee rail).

#### **Minute 297.03 Public Engagement (3 March 2021)**

At 7.06 pm it was:

RESOLVED - That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

Councillor Matt Lynch (Chorley Borough Council attended the meeting and reported

that:

- A budget of £80,000 had been allocated by Chorley Borough Council for the play area at the West Way Sports Hub and associated development.
- Training on suicide prevention was available to be delivered in Astley Village.
- It appeared that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and explained that this was the last meeting prior to the County Council elections on 6 May 2021. He stated that he believed there had been a positive working relationship between himself and the Parish Council over the past four years with a number of notable successes.

### **Minute 297.07 Report of the Village Development Working Group (3 March 2021)**

A joint report (copies of which had been circulated of the Working Group and Parish Clerk was submitted, updating the Parish Council in relation to the work undertaken by the Working Group to progress initiatives included in the Two-Year Parish Development Plan.

Mr Simon Forster, Open Space Strategy Officer at Chorley Council attended the meeting to provide an update on the West Way Sports Hub and associated development and discuss the proposed play area.

The Chair of the Working Group (Councillor Chris Sheldon) reported Chorley Borough Council had extended the Wildflower Meadow Programme with the preparatory work commencing around the 17 March 2021 (weather depending) to include:

- Chancery Road junction with the Farthings
- West Way – two metre strip along the east side of West Way
- Chancery Road – the junction at The Farthings through to Long Croft Meadow – one metre strip where appropriate.
- The entrance to Hallgate
- The junction of Long Croft Meadow.

The Parish Council discussed the trees which had been planted adjacent to the knee rail on Chancery Road on the Village Green.

RESOLVED (1) That the budget for play equipment be increased from £20,000 to £30,000 and a further £5,000 be allocated to provide footpaths.

(2) That the option to pursue a 'typical' play area, similar to the one installed at Harpers Lane Recreation Ground be supported.

(3) That Councillors Keith Ashton and Matt Lynch be nominated to represent the Parish Council on the Tendering Evaluation Panel.

(4) That a site visit be arranged between the Chair of the Parish Council and Mr Forster to discuss the proposed extension of the footpath.

(5) That the budget for the Wildflower Meadow initiative should remain at £500 and the Wildflower Meadow Programme undertaken by Chorley Borough Council be noted.

(6) To consider additional areas which could be included in next year's schedule at the Parish Council Meeting in September 2021.

(7) That the following Councillors be allocated responsibility for the planters as indicated:

- Village Plan Noticeboard near Buckshaw Primary School – Councillor Keith Ashton.
- Millennium Noticeboard at the junction of Chancery Road and Hallgate – Councillor Chris Sheldon.
- Opposite Broadfields – Councillor Keith Ashton.

(8) That the Parish Clerk be requested to write to Derian House Children's Hospice inviting them to take responsibility for the planter in front of the pond.

(9) That the Parish Clerk be requested to write to APA Blackpool Ltd, (Mr Fazaz Latif), inviting him to meet with the Parish Council to discuss the proposals to improve the Village Centre which included the planting of trees.

(10) That Mr Forster be thanked for attending the meeting.

#### **Minute 298.19 Correspondence (5 May 2021)**

(i) Complaint

The Parish Clerk reported that he had received a complaint alleging (i) that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats and (ii) the advice was unlawful.

RESOLVED – That the Parish Clerk be requested to respond to the complainant as discussed and confirming that no action was proposed in respect of the allegations.

#### **Minute 300.03 Public Engagement (8 September 2021)**

Councillor Matt Lynch (in his capacity as a local resident) stated that the Parish Council had not sought the permission of the landowner prior to the planting of five trees in front of the shops/flats and the Parish Council had failed to address this issue. Following much discussion on this matter, the concern had still to be resolved.



# Astley Village Parish Council

<b>Title</b>	<b>Parish Development Plan</b>					
<b>Report of</b>	<b>Joint Report of the Village Development Working Group and the Parish Clerk</b>					
<b>Date</b>	<b>3 March 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>	
<p><b>Purpose of Report</b></p> <p>To update the Parish Council in relation to the work undertaken by the working group. The working group was established to progress the following initiatives included in the Two-Year Parish Development Plan and make recommendations to the Parish Council on 3 March 2021.</p>						
<p><b>Key Issues</b></p> <p>An informal meeting of the Village Development Working Group took place on Wednesday 27 January 2021, attended by Councillors Keith Ashton, Chris Lennox, John McAndrew, Gillian Sharples and Chris Sheldon. It was agreed that Councillor Chris Sheldon would Chair this meeting.</p> <p><b>Improve Village Centre and Enhance Village Green</b></p> <p>It was noted that the current budget allocated was £1,000.</p> <p><b>It was agreed</b> that Councillor John McAndrew would confirm the contact details for the owner of the shops/flats and surrounding paved area and then make contact with them to discuss the maintenance and aesthetic issues of the buildings and surrounding area. Litters was identified as an issue.</p> <p><b>UPDATE</b></p> <p>On 29 January 2021 there were no particular litter problem in the village centre, but it was noted that the flags are uneven with patches of mud in the dips. There had been heavy rain five days earlier which may have caused some erosion from the surrounding grassed area.</p>						

It has been confirmed that the shops and flats are owned by APA Blackpool Ltd, (Mr Fazaz Latif), based in Blackpool. Following a conversation with Mr Latif's Personal Assistant, it was stated that the landlord was unlikely to be in a position to spend money on the surrounding area and understood there was a contractor responsible for mowing the grass and clearing litter. Mr Latif was invited to work with the Parish Council.

There was a notice on the door 'My Girl's Cafe/The Little Inn on the Park' stating that they were closed due to the collapse of a ceiling in the cafe. The Newsagent/Post Office were having problems with a leaking roof.

According to Mr Latif's Office, that repairs to the leaking roofs would commence during the week commencing 11 February 2021 but as at 13 February 2021 no work had been undertaken.

### **Wildflower Meadows**

It was noted that the current budget allocated was £500.

It was the view of the Working Group that creating a wildflower meadow on the village green, extending the wildflower meadow at the Farthings and along some of the grass verges. The areas would need to be 'topped-up' each year.

The areas would need to be prepared/treated by Chorley Borough Council and there could be advantages in the Borough Council also purchasing and planting the seed.

**It was agreed** that Councillor Chris Sheldon would identify the specific areas of proposed planting and contact Chorley Borough Council to discuss the arrangements for preparing the ground and planting to take place.

### **UPDATE**

Councillor Chris Sheldon has written to Chorley Borough Council and is awaiting a response. The proposed positions of Wild Flower Areas Along Chancery Road are shown in Appendix A.

**It was agreed** to recommend that the budget be increased to £2,000.

Councillor Laura Lennox joined the meeting and provided an update in relation to the planting over 30 trees in the Parish. The trees had been sourced from Everglades Nurseries Ltd and planting was expected to take place in February 2021.

### **Planter Scheme**

It was noted that the current budget allocated was £250 (to provide plants).

It was noted that there were seven box planters and three stone planters in the Village. Some of the planters were maintained by local residents/Parish Councillors. It was suggested that each Parish Council could be the point of contact/ take responsibility for the maintenance for one of the planters. Councillor Keith Ashton offered to become responsible for one of the planters.

**It was agreed** that Councillor Chris Sheldon would plot the location of the planters on a map so they could be labelled/identified. The Parish Council on 3 March be asked to consider the suggestion that each Parish Council could be the point of contact/ take responsibility for one of the planters.

## **UPDATE**

A village map has been marked up with the positions of all the planters along Chancery Road (Appendix A). Councillors are requested to agree on allocating responsibility for each planter. A list of current contact details is included in the Confidential Appendix B.

### **Play Equipment (Westway Playing Fields)**

It was noted that the current budget allocated was £20,000.

It was noted that Councillor Laura Lennox had met with Simon Forster from Chorley Borough Council to explore a potential play area as part of the Westway Playing Fields Development. Chorley Borough Council had allocated £175,000 to fund a play area (toddler -10 years old) and a running track around the perimeter of the higher field. It was expected that the end of February 2021, the works at the Rugby Club completed by the end of March 2021 would complete the building works. Work would then commence on the all-weather pitch/running track and associated paths.

It was suggested that the Parish Council purchase one or more pieces of play equipment and these should be fully accessible.

**It was agreed** that the Parish Clerk be requested to invite Mr Forster to attend the Parish Council Meeting on 3 March to discuss the proposals and that a site plan and information on the proposals be circulated to Parish Councillors in advance of the meeting.

Mr Forster has confirmed that he will be attending this meeting.

**It was agreed** to recommend that the budget for play equipment be increased to £30,000 and a further £5,000 be allocated to provide footpaths.

**It was agreed** that Councillor John McAndrew would consult Astley Park School and Mayfield School on potential pieces of play equipment, and these should be fully accessible.

## **UPDATE**

Councillor John McAndrew to provide an update at the meeting.

### **Improving Community Engagement and Raising the Profile of the Parish Council**

It was noted that the current budget allocated was £500.

It was suggested that the Parish Council website could include the history of the Parish/Village and more photograph could be added to the 'gallery'.

There was an opportunity to promote the Parish Council more widely at selected events being held in the park, at Buckshaw Primary School and at Barrica Wines in the Park (Astley Farm).

**It was agreed** that Councillor Keith Ashton would research the history of the Parish/Village for inclusion on the website.

#### **UPDATE**

Councillor Keith Ashton has been in contact with Lincoln Shields from the Chorley Heritage group and he has confirmed that they do have information materials, maps etc. in storage relating to the history of the Parish/Village. Councillor Ashton will be able to access these resources but only once Covid-19 restrictions have been relaxed/ removed.

**It was agreed** the Parish Clerk would include the recent 'The Year in photographs' images from the Winter Newsletter on the website.

**It was agreed** that the Parish Clerk should explore purchasing display boards and information panels to promote the Parish Council at selected events being held in the park and at other venues such as at Buckshaw Primary School and at Barrica Wines in the Park

#### **UPDATE**

The photographs have now been uploaded to the 'Gallery' on the Parish Council website.

With regard to display material at events, Councillor Keith Ashton has suggested that it may be possible depending on the size of the display boards and suitability of the material produced by Chorley Heritage for the Parish Council to borrow items for display when access to the resources is permitted.

#### **Action required by the Parish Council**

1. That the budget for play equipment be increased from £20,000 to £30,000 and a further £5,000 be allocated to provide footpaths.
2. That the budget for the Wildflower Meadow initiative be increased by a further £1,500 to £2,000.
3. To agree on allocating responsibility for each planter.
4. To consider the proposed positions of Wild Flower Areas Along Chancery Road

**PLANTERS AND WILDFLOWER AREAS - INITIAL REPORT FOR ASTLEY VILLAGE PARISH COUNCIL**

**Positions of Planters Along Chancery Road**

In Figures 1 and 2 below, the positions of Planters have been marked and numbered in blue.

Where they have been labelled as “wood” this means the “wood like” resin material. I believe that those labelled CBC (Chorley Borough Council) and PfP (Places for people) are not the responsibility of the Parish Council.

We need volunteers to look after each of the Parish Council planters.

- No. 1
- No. 2
- No. 3
- No. 5
- No. 6
- No. 8
- No. 9
- No. 10
- No. 11
- No. 12

**Proposed Positions of Wild Flower Areas Along Chancery Road**

Also marked with red lines on the figures below are possible positions for wild flower areas. The following areas are marked:

1. An area the end of the Farthings (previously seeded in 2020)
2. A strip between long copse and Merefield
3. A strip between Merefield and Revensthorpe
4. A strip between Deerfold and Studfold
5. A strip from Studfold towards Long Croft Meadow, opposite Broadfields

I have not proposed an area on the Village Green as I feel that the space might feel less “open” if a wildflower area is added in front of the benches. I think the area should be left as it is but am open to other options.

I have assumed that areas along Chancery Road between Great Meadow and Buckshaw Hall Close are the responsibility of PfP and that we may not propose any wildflower planting in them. However, if we can then there may be scope for two or three more strips of planting around the entrances to Great Meadow, Broadfields and Buckshaw Hall Close.

Councillor Chris Sheldon, 19 February 2021

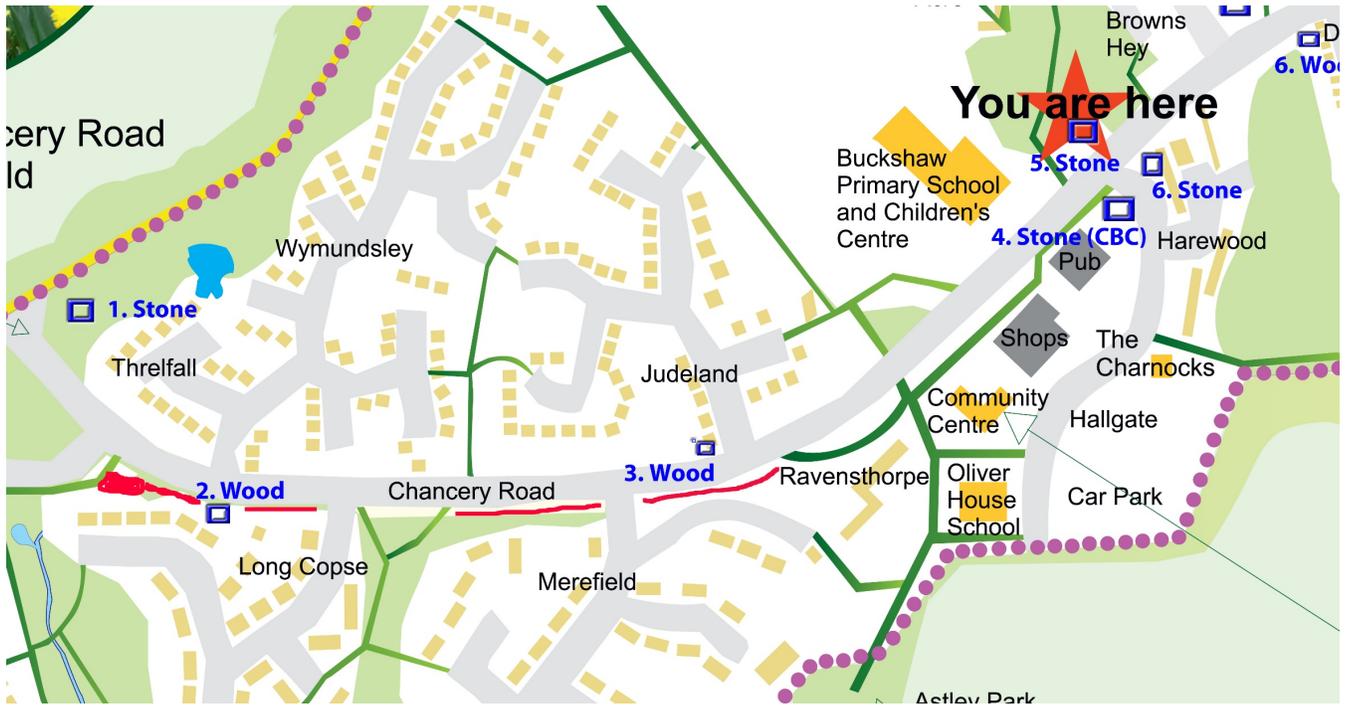


Figure 1 The Farthings to village centre

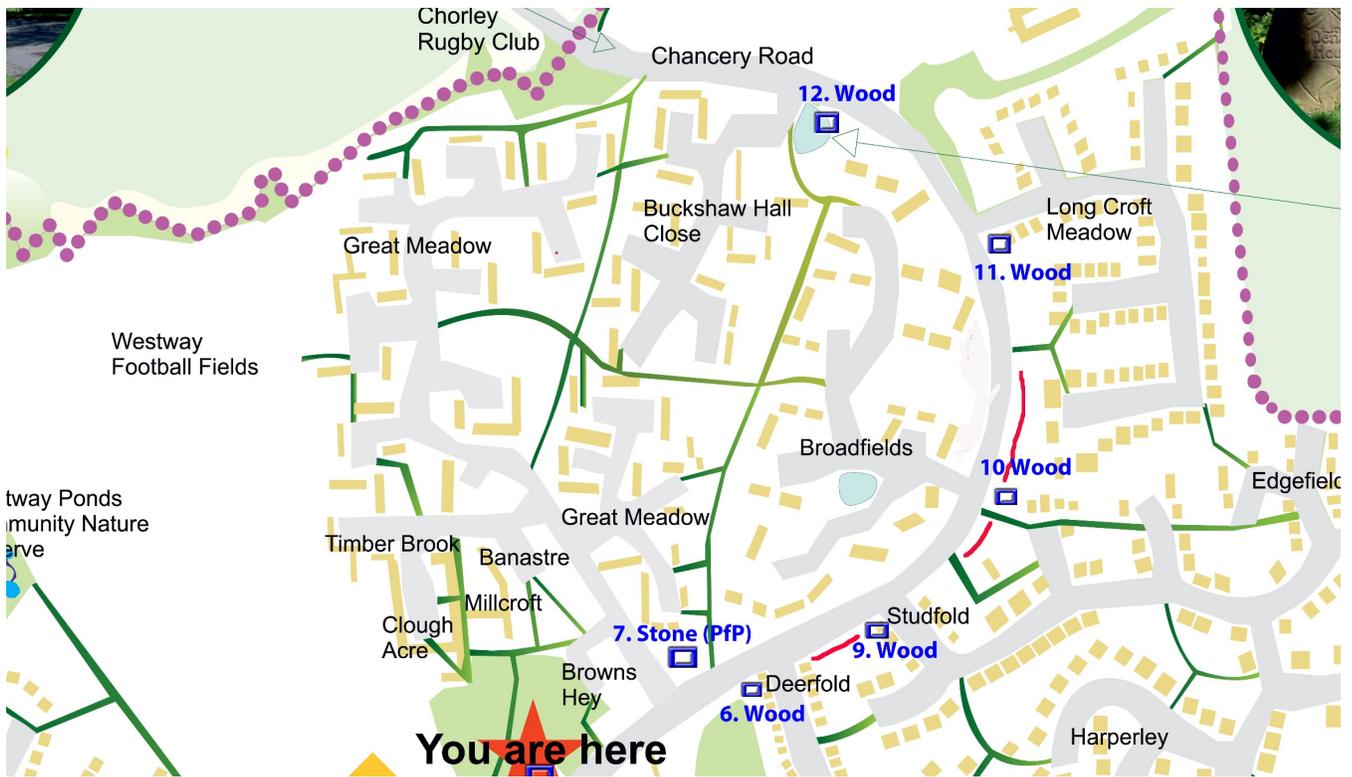


Figure 2 Village centre to Buckshaw Hall Close