



Members of Barrow Parish Council are summoned to attend a Council meeting on Monday 9 May 2022 at Whalley Old Grammar School, commencing at 7.00pm.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Council meeting held on 4 April 2022.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**
- 4. Public participation (if any).**

ITEMS for DECISION

- 5. Finance Report:**
Report of the Clerk (enclosed) to approve the:
 - Accounts to date.
 - Payment of cheques as set out in the report.
- 6. Parishioner Consultation.**
Report of the Clerk (enclosed) to approve the Working Group's Terms of Reference.
- 7. Parish Amenities.**
Report of the Clerk (enclosed) to approve expenditure as set out in the report.
- 8. Renting Space at the rear of Old Row.**
Report of the Clerk (enclosed) to consider renting space at the rear of Old Row for the sale of pizzas.

ITEMS for INFORMATION

- 9. Planning Report.**
Report of the Clerk (enclosed) to consider planning matters since the previous meeting.
- 10. Inspection of trees on land owned by the Council.**
Clerk to update members on the tree inspections.
- 11. Bespoke Councillor email Addresses.**
Clerk to update members on the move to the new email format.
- 12. Jubilee Celebrations:**
Clerk to update members on the purchase of the commemorative bench and installing bunting.
- 13. Banking Facilities:**
Clerk to update members on the transition to Unity Bank.

14. Updates from Councillors:

- Update by Councillor Lee Street: Rowland Homes and School Governors.
- Update by Councillor David Birtwhistle.

15. Dates of future meetings.

Members are reminded that both the Annual Council Meeting and the Annual Parish Meeting need to take place in May. Members are also reminded that to avoid confusion it is good practice to hold the meetings on different dates.

The Annual Meeting of the Council is where members elect a chair, a vice-chair and appoint committee members and representatives to other bodies for example School Governors and a representative to the Burial Committee.

The Annual Parish Meeting is a meeting of the parish electors. Electors can contribute to the agenda. In practice these meetings often celebrate local activities and debate current issues in the community. The chair of the council, any two councillors or any six electors can call the Annual Parish Meeting. The Chair, if present, will chair the meeting.

By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the next agenda item.

ITEM for INFORMATION

16. Burial Committee – verbal report by the Cllr. Brown.



Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Phone: 07582 670562

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Agenda Item 2



Minutes of the meeting of the Parish Council held on Monday 4 April 2022

Present:	Councillors: Jean Brown (Chair), Elizabeth Kinder and Diana Chiappi		
In attendance:	Committee Clerk.		
Apologies:	Councillors: Lucy Crook, Lee Street and David Birtwhistle		
Start time:	19:02	Meeting closed:	20:07

22/039 APOLOGIES FOR ABSENCE.

Apologies were received from Parish Cllrs: Lucy Crook and Lee Street and Borough Cllr. David Birtwhistle.

22/040 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interests.

22/041 TO CONSIDER THE MINUTES FROM THE PREVIOUS MEETING.

Minutes of the 28/02/2022 meeting were approved as a correct record and signed by the Chair.

22/042 PUBLIC PARTICIPATION.

A Barrow resident described numerous issues that are having a negative impact on parishioners' and their well-being. Members informed the resident that the Parish Council had limited powers to address most of the issues raised, they would however take them onboard and see what could be done.

22/043 FINANCE REPORT.

The Clerk submitted a report updating members of the Council's financial position to date and to seek approval for the payments shown in the table below.

RESOLVED THAT COMMITTEE:

- Approve the accounts to date.
- Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due
481675378	Arthur J Gallagher	Council Insurance	1,008.68	0.00	1,008.68	31/03/22
2223093	LALC	Membership of LALC and NALC	319.41	0.00	319.41	31/03/22
	Oaklea Gardening	Trafford Gardens Maintenance	56.25	0.00	56.25	31/03/22
01-2022	Parish Clerk	Expenses: 10/01/22 to 28/03/22	144.30	0.00	144.30	31/03/22
	Parish Clerk	Salary: 10/01/22 to 31/03/22	1,708.80	0.00	1,708.80	31/03/22
	HMRC	Clerk Income Tax	427.20	0.00	427.20	22/04/22
BAR61030	PM+M	Payroll Services	66.60	11.10	55.50	15/04/22
Totals £:			3,731.24	11.10	3,720.14	

22/044 ASSET REGISTER.

The Clerk submitted a report seeking approval and adoption of the Asset Register and Policy.

Members were reminded that all local councils must maintain an asset register to ensure that fixed assets are appropriately safeguarded and that the register must be confirmed by the Council at the end of each financial year.

RESOLVED THAT COMMITTEE:

Approve the adoption of the Asset Register and Policy.

22/045 RISK REGISTER.

The Clerk submitted a report seeking approval and adoption of the Risk Register and Policy.

Members were reminded that the Parish Council is responsible for the management of risk in accordance with the policy and register and that an annual risk review must be carried out. It was noted that most of the Parish Council's identified risks are covered by the insurance the Council has taken out and which has recently been renewed.

RESOLVED THAT COMMITTEE:

Approve the adoption of the Risk Register and Policy.

22/046 TREE INSPECTIONS.

The Clerk submitted a report clarifying the Council's legal obligation regarding trees, the ownership of the land where Barrow Parish Council 'trees' are located and to consider quotes for carrying out a formal tree inspection.

Members were reminded that the law requires only that a landowner should take reasonable care to avoid acts which could cause a reasonably foreseeable risk of injury to persons or property.

RESOLVED THAT COMMITTEE:

1. Note the contents of the Report and Appendices
2. Approve the appointment of Mulberry Tree Consultancy Ltd. To carry out a formal inspection of the trees on land owned by the Parish Council.

22/047 TREE MANGAMENT POLICY.

The Clerk submitted a report seeking approval of a Tree Management Policy.

The Clerk reminded members that as the Council did not have a Tree Management Policy he had been authorised to prepare one.

The Policy noted that a principle of English Common and Statute Law is that the owner of the land where a tree is growing have a duty of care to visitors, residents, and passers-by when on their land. Therefore, the Parish Council has a responsibility to ensure that the Council's tree stock is regularly inspected and managed to ensure public safety and to minimise risk to property.

RESOLVED THAT COMMITTEE:

Approve the Tree Management Policy as attached as Appendix 1 to the report.

22/048 BESPOKE EMAIL ADDRESSES

The Clerk submitted a report seeking approval for implementing bespoke email addresses for all councillors.

The report noted that:

- Much of the Council's communication is now managed via email, including agendas, minutes, and finance updates as well as correspondence to and from other groups and members of the public.
- Currently, councillors use their own private email addresses.
- Following the introduction of legislation regarding data protection, the Council needed to consider whether it is satisfied that its current method of email communication and storage is compatible with the current legislation and good practice, or whether it requires councillors to use Council provided email addresses and mailboxes for all Council communications.

RESOLVED THAT COMMITTEE:

1. Approve the implementation of bespoke email addresses for all councillors in the format `cllr.firstname.lastname@barrowparishcouncil.org.uk`
2. Amend the 2022-2023 budget to cover the annual cost (£180) of mailboxes for all current councillors.

22/049 PARISHONER CONSULTATION

The Clerk submitted a report seeking approval for the setting up a working group that would consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process. The report noted that feedback from any consultations could form the basis of a 'Parish Plan'.

Members were reminded that parish councils have two main roles: community representation and local administration. For both purposes it is desirable that parish council decisions reflect the views of parishioners.

RESOLVED THAT COMMITTEE:

Agree to consult with parishioners and setup a working group as outlined in the report.

22/050 PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting.

It was noted that no actions were required on any of the latest planning applications. It was also noted that there may be a possible breach of the conditions relating to planning application 3/2022/0161 (Pendle View Fisheries).

RESOLVED THAT COMMITTEE:

Authorise the Clerk to investigate any possible breach and inform RVBC if a breach is found.

22/051 ACTIONS FROM PREVIOUS MEETINGS NOT COVERED ON THE AGENDA.

1. Investigate banking facilities offered by banks other than Barclays.

The Clerk informed members that he had investigated offerings from other high street banks and after consulting with LALC and other parish clerks he had been recommended the Unity Trust Bank.

Unity Trust Bank plc provides specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector. Founded in 1984 its head office is located in Birmingham.

Unity Trust Bank offers internet banking with the option to set up triple payment authority, members were reminded that this was a key requirement when moving to a new bank, as it removed the requirement for cheque signing. Triple Authority would allow two people to authorise account activity processed by the Clerk.

Other benefits include:

- Being able to assign an internet banking administrator.
- The ability to setup different levels of access with different payment levels.
- The ability to monitor all daily account activity and make future-dated payments.

There is an annual fee of £36 paid quarterly.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.

22/052 BUS TIMETABLE AND SHELTER

Members were reminded that Councillor Brown had received a request from a group of residents regarding a bus shelter with timetable for Hey Road. Councillor Mirfin said he would raise the matter with the Highways Department at Lancashire County Council (LCC).

Unfortunately Councillor Mirfin did not attend the meeting, he had however updated the Clerk stating that LCC would add a timetable to the bus stop and consider installing a bus shelter.

22/053 JUBILEE CELEBRATIONS

It was noted that bunting had been purchased and discussions were ongoing as to where it should be placed. The Clerk updated members on the cost of commemorative benches and 'real' Christmas trees.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to purchase a commemorative bench (purple) as shown to members at the meeting.

22/054 NEIGHBOURHOOD PLAN

Members were reminded that a Neighbourhood Plan is intended to strengthen neighbourhood planning by ensuring that any planning decision made by RVBC takes account of a parish councils' considerations.

To this end, Colin Hirst RVBC's Head of Regeneration and Housing had offered to meet with Council Members to talk them through the process of developing a Neighbourhood Plan.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to invite Colin Hirst to a future Committee Meeting

22/055 ISSUES RELATING TO PAVEMENTS, ROADS, AND STREET LIGHTING

The Clerk informed members that the Council's website had been updated encouraging parishioners to report any issues. It was noted that Councillor Street had been unable to attend the Highway Special conference but known issues had been passed to County Councillor Mirfin.

22/056 DATE OF NEXT MEETING

The next meeting is scheduled for Monday 9 May.

By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.

22/056 BURIAL COMMITTEE

Councillor Brown updated members on matters relating to the Burial Committee

Signed by Chair:

Date:

Agenda Item 5

For Decision



Meeting Date: 9 May 2022

Title: **Finance Report to end of April 2022**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's Financial position and to seek approval of the accounts to date and agree the cheques to be signed.

Members are recommended to:

1. Approve payment of the transactions as set out in the Schedule of Payments.

Schedule of transactions to be considered for authorisation.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date
1		Oaklea Gardening	Oaklea Maintenance for April 2022	56.25	0.00	56.25	30/04/22
2	04-LT680-QPBA	Corido Approved (minute 22/053)	Jubilee Bench (incl. £40 delivery charge)	667.99	111.33	556.66	13/05/22
3	JM1932	Whally Educational Foundation	Hire of Clader Room for Council Meeting	26.00	0.00	26.00	19/05/22
4		Stuart McGregor (volunteer and ex. Councillor)	Expenses in painting Barrow signpost	44.00	0.00	44.00	13/05/22
Totals				794.24	111.33	682.91	

Agenda Item 6

For Decision



Meeting Date:	9 May 2022
Title:	Working Group Terms of Reference
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek approval of the Draft Terms of Reference as attached to this Report as Appendix 1.

2 Background

Members are reminded that at the meeting held on 4 April 2022 they agreed to set up a working group that would consider how best to consult with parishioners to ensure their views are reflected in the Council's decision-making process. The report noted that feedback from any consultations could form the basis of a 'Parish Plan'.

The report also noted that If members were minded to approve the setting up of a Working Group, such a group would have its own Terms of Reference.

3 Recommendation

Members are recommended to:

- a) Approve the Draft Terms of Reference as set out in Appendix 1
- b) Nominate members of the Working Group (a minimum of three councillors).



For Information

Parishioner Consultation Working Group - Terms of Reference

Approved: Day Month Year

Chairman: Cllr. Jean Brown

Minute Ref.: 22.xxx

*Administered by Clerk and Responsible Financial Officer to Barrow
Parish Council.*

The Working Group has been constituted by the Parish Council at its meeting held on the dd/mm/yy (Minute 22/0xx refers).

1. Purpose of the Group:

The Working Group shall consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process.

2. Nominated Members of the Working Group:

Councillors:

3. Other Considerations:

- The Working Group shall take the form of a Task and Finish group with the aim of completing its considerations by the end of June 2022.
- The Working Group shall appoint a chair at its first meeting.
- The Working Group shall meet as necessary.
- Three nominated members of the Working Group need to be present to be quorate.
- The Working Group shall explore options and present these to the Council for a decision.
- The Working Group has no decision-making powers.
- The Working Group shall consult with other councillors, parishioners, and other agencies as appropriate.
- The Working Group shall identify realistic options on how best to consult with parishioners, having regard to the Council's current arrangements, and considering the principles of best value for the Council, the needs of the local community, and residents.
- The Working Group shall report back to the Parish Council as soon as possible after the finish date.

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Agenda Item 7

For Decision

Meeting Date:	9 May 2022
Title:	Improving Parish amenities.
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider the purchase of a new notice board, a new bench to replace the one located at Trafford Gardens, to improve the small pocket of land near the Barrow sign and to improve the flower beds on Trafford Gardens.


2 Noticeboard on Whalley Road fronting Trafford Gardens.

The current notice board (see below) was acquired second hand by the Council in April 2015. It is in a poor state of repair, with rotting wood, locks that are difficult to use, and more importantly, the transparency of the Perspex windows have deteriorated to a level that makes it extremely difficult to read notices within.



The cost of a replacement noticeboard of the type shown in use by Kendal Town Council, depends in part on the size of the replacement. For a noticeboard 1016mm x 762mm (40 inches x 30 inches) the cost is approximately £800, excluding VAT and excluding delivery charges.

BEST VALUE



- **5 Year Guarantee**
- 2 x Colour Matching Posts
- Anti Vandal Glazing
- Printed Header
- Free Design And Proof
- Secure Lock
- Magnetic Display Panel
- Robust Aluminium Frame

Size

4030 (1016 x 762mm)

Black
Brown
Dark Blue
Dark Green
Green
Light Blue
Maroon
Red
Silver
White
Yellow

StormGuard Post Mounted Church And Parish Notice Board With Header Panel

~~£649.00 — £1,363.00~~
£549.00 — £1,263.00

For costing purposes, I have assumed any installation charges would be met by the credit the Council has in the Lengthsman scheme. It should also be noted that there may be a charge for disposing of the current noticeboard.

3 Bench on Whalley Road fronting Trafford Gardens.

The existing bench (see below) has rotten wooded slats and is in a state of disrepair. It was acquired by the Council in April 2015, it is a memorial bench with a name plaque on the top rail, it would be considerate if the Council recognise the original bench with a replacement plaque on the new bench.

The cost to replace the bench with a 1.8m (6 feet) long Teak bench would be around £420 excluding VAT and excluding delivery charges. For costing purposes, I have assumed any installation charges would be met by the credit the Council has in the Lengthsman scheme. It should also be noted that there may be a charge for disposing of the current bench and for a replacement plaque.



4 Pocket of land near the Barrow Sign.

The bench that can be seen in the images below is currently in a state of disrepair and will be replaced by a commemorative bench, approval has already been given for this purchase (see minute 22/053).



The current bench is well used by parishioners and with the installation of a new bench, it would seem an opportune time to give the entire area a spruce up.

Former councillor Stuart McGregor has offered to clean and repaint the Barrow sign. Cutting back the over-grown shrubs, cleaning the flags under the bench, repositioning the public waste bin (taking it off the pavement) and providing a general tidying up can be undertaken by the Lengthsman as can the on-going maintenance of the area.

Please note the Council's balance on account of the Lengthsman's scheme as at 28/02/22 was £2,128.

It goes without saying that the necessary permissions and approvals will be obtained before any work commences, the Lengthsman will also take into consideration the breeding season of birds before any pruning takes place.

5 Trafford Gardens.

5.1 Flower Beds fronting Trafford Gardens.

Members will be aware that in October 2021 they agreed expenditure of £434 (minute 21/124) to remove shrubs, prune remaining shrubs, plant six x Hydrangeas and introduce soil improver on the three flower beds fronting Trafford Gardens. The work was undertaken by Oaklea Gardening and Handyman Services.

Members will also be aware that in December 2021 they awarded a 12-month gardening contract to Oaklea Gardening and Handyman Services. The contact covered the general maintenance, weeding and pruning of the flower beds. The value of the contact was £675 per year.

On a recent inspection of the beds, it is apparent that additional expenditure is required to make them an attractive feature. It should be noted that none of the Hydrangeas planted in October have survived the winter.

Oaklea Gardening have provided a quote to remove the old timber edgings and replace them with new tandalised timber (pressure treated timber), replace all timber stakes, dig out five dead shrubs and replace them with Viburnum shrubs and Red Robin shrubs, fill the beds with decorative wood chip and remove and recycle all waste products.

The cost for carrying out the above is £640 including VAT.

5.2 Planter under the Noticeboard.

Members are requested to replant the planters under the noticeboard with red and white coloured bedding plants that reflect The Queen's Jubilee celebrations.



6 Recommendations:

Members are recommended to:

- a) Approve the purchase and installation of a new noticeboard as set out in the report
- b) Approve the purchase and installation of a new bench as set out in the report.
- c) Approve, subject to the necessary permissions and approvals being obtained, the expenditure of no more than £200 to improve the pocket of land near the Barrow sign.
- d) Approve expenditure to improve the flower beds fronting Trafford Gardens as set out in the report.
- e) Approve expenditure up to £25 to replant the planter under the noticeboard as set out in the report.

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Agenda Item 8

For Decision

Meeting Date:	9 May 2022
Title:	Renting space at the rear of Old Row.
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider a request by Asad Ejaz, (from Nelson) to rent space on the land at rear of Old Row (behind the disused public house) for the sale of pizzas (see image below).

2 Introduction

Mr Ejaz informs me he is a sole trader, trading under the name of 'Crust N Slice'. Mr Ejaz also states his business has been registered with Pendle Borough Council (PBC), has been inspected by PBC and has been awarded a 5-star rating (see Appendix 1).

Mr Ejaz is looking to rent the space on Fridays and Saturdays between 4pm and 10pm.



3 License Requirements

Mr Ejaz does not yet have a license to trade in the Ribble Valley. RVBC have confirmed that Mr Ejaz has been in contact with them and that once he has secured a 'spot' he can proceed with the licence application. Member should note that trading after 11pm requires a hot food licence.

4 Background

Members are reminded that the land at the rear of Old Row is leased by BPC from RVBC for an annual fee of £100. This arrangement is in place until 2030.

Members are also reminded that BPC have previously allowed a mobile fish and chip van and a mobile fruit and vegetable van to trade on the land in question.

5 Recommendations

The following recommendations are given on the understanding that no trading will take place until the applicant has the necessary licenses in place.

Members are recommended to consider the application and either:

- a) Approve the application or.
- b) Approve the application with conditions, stating the conditions or.
- c) Reject the application stating the reason(s) for rejection.

If the application is Approved (Options a or b above) members are recommended to consider any rental charge.

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Agenda Item 9

For Information



Meeting Date:	9 May 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To inform members of the planning applications received by Ribble Valley Borough Council that relate to Barrow.

2 Weekly list of applications relating to Barrow:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website by following this link https://www.ribblevalley.gov.uk/weekly_lists

- 29 April.
There were no applications relating to Barrow.
- 22 April:
There were no applications relating to Barrow.
- 14 April:

3/2022/0339	Application for tree works	Development Description:	Grid Reference
DATE VALID: 01/04/2022	Development Address: 25 Barrow Brook Close Barrow BB7 9UN	Crown reduce T1 and T2 (Lime Trees), remove all dead wood and epicormic growth.	373704 438183
Officer:	Alex Shutt 01200 425111		

- 8 April:
There were no applications relating to Barrow.
- 1 April:
There were no applications relating to Barrow.

3 Members are recommended:

To note the contents of the report and set out any actions relating to the planning applications mentioned.

Clerk and Responsible Financial Officer to Barrow Parish Council.

March 2022.



TREE CONDITION SURVEY

at

Trafford Gardens
Washbrook Close
Clitheroe

Author: C. Salisbury
Date: 4 May 2022
Ref: TRE/TGWC



Mulberry

Adamson House, Towers Business Park, Wilmslow Road, Didsbury, M20 2YY

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1.0 INTRODUCTION

1.1 Professional Details

1.1.1 My name is Carl Salisbury and I have been working and studying in the Arboricultural Industry since 1988. I have many years practical and consulting experience as a Local Authority arboriculturalist and more recently as a private sector practitioner.

1.1.2 I so far hold the Higher National Diploma in Arboriculture and am a professional member of the Arboricultural Association. I regularly attend numerous conferences and seminars keeping up to date with latest research and best practices.

1.2 Tree Condition Assessment

1.2.1 This report was commissioned by Barrow Parish Council and its purpose was to carry out a site visit and to make a visual assessment of all trees within the site as shown on the site plan of Appendix Two.

1.2.2 This document provides details of their condition and recommendations for management and should be read in conjunction with the data tables of Appendix One and site plan of Appendix Two.

1.2.3 The survey on which the findings of this report are based was undertaken on Thursday 21 April 2022.

1.2.4 All trees were inspected from ground level only and all comments and recommendations made have taken into account the location of each tree, their surroundings and their likely impact on persons or property.

1.2.5 The limitations of this report are restricted to the persons, time, information made available and purpose for which this report has been prepared.

2.0 FINDINGS

- 2.1 All eighteen trees within the site were visually assessed. They were given an identification number and marked clearly on the site plan. The results are clearly described in the data tables of Appendix One and site plan of Appendix Two.
- 2.2 To give assistance in reading the findings the following glossary has been produced.

Arboricultural Glossary of Terms

The following terms are concurrent with best Arboricultural practice and within the guidelines set by the International Society of Arboriculture (ISA), the Arboricultural Association (AA) and the British Standards Institute (BSI).

Age Range: Age is site specific and categorised:

Young (Y)	Out-planted trees that have not yet established
Semi-Mature (SM)	Established trees up to 1/3 of expected height and crown
Early Mature (EM)	Between 1/3 and 2/3 of expected height and crown
Mature (M)	Between 2/3 and full expected height and crown
Fully Mature (FM)	Full expected height and crown
Over Mature (OM)	Crown beginning to break-up and decrease in size
Senescent (S)	Crown in advanced stage of break-up

Height: Height was estimated and recorded in five metre intervals such as: 0-5, 6-10, 11-15, 16-20, 21-25 and 26+

Condition: Assessment of current physiological condition and structural morphology incorporating vigour and vitality and categorised:

- A – Tree needing little, if any attention
- B – Tree with minor, but rectifiable defects, or in the early stages of physiological stress
- C – Tree with significant structural and physiological flaws and/or extremely stressed
- D – Tree that is dead, biologically/physically moribund or dangerous

Priority Rating:

- 1 – High - Action should be taken immediately
- 2 – Moderate - Work should be implemented in a programme of works (within 6 months)
- 3 – Low - Work that would benefit the trees which is not essential, but should be implemented if funding becomes available

Definition of Physiological & Morphological Terms

Adaptive Growth - The process whereby wood formation is influenced both in quantity and in quality by the action of gravitational force and mechanical stresses on the cambial zone.

Bifurcation – Forked or divided union.

Brown Rot - Form of decay where cellulose is degraded, while lignin is only modified.

Cankers (target or tumorous) - A localised area of dead bark and cambium on a stem or branch, caused by fungal or bacterial organisms, characterised by wound wood development on the periphery. This may be annual or perennial.

Cavity - An open wound, characterised by the presence of extensive decay and resulting in a hollow.

Chlorotic Leaf - Lacking in chlorophyll, typically yellow in colour.

Compartmentalisation - The physiological process that creates the chemical and mechanical boundaries that act to limit the spread of disease and decay organisms.

Coppicing - Is an ancient form of woodland management that involves repetitive felling on the same stump, near to ground level, and allowing the shoots to re-grow from that main stump. (Also known as the coppice stool).

Crack - Longitudinal split in stem or branch, involving bark and/or underlying wood. These may be vertically and horizontally orientated.

Decay - Process of degradation of woody tissues by fungi and bacteria through decomposition of cellulose and lignin.

Deadwood - Deadwood is often present within the crown or on the stems of trees. In some instances, it may be an indication of ill health, however, it may also indicate natural growth processes. If a target is present beneath the tree, deadwood may fall and cause injury or damage and should be removed, otherwise deadwood can remain intact for conservation purposes (insects, fungi, birds etc.).

End Weight - The concentration of foliage at the distal ends of stems and deficient in secondary branches.

Girdling Root - Root which circles and constricts the stem or roots causing death of phloem and/or cambial tissue.

Hazard Beam - An upwardly curved branch in which strong internal stresses may occur without the compensatory formation of extra wood (longitudinal splitting may occur in some cases).

Included Bark Union - Pattern of development at branch junctions where bark is turned inward rather than pushed out. Potential weakness due to a lack of a woody union.

Ivy Growth - Ivy growth may ascend into the tree's crown, increasing wind resistance, concealing potential defects and reducing the tree's photosynthetic capacity. Ivy growth is often acceptable in woodland areas as a conservation benefit.

Live Crown Ratio - The relative proportion of photosynthetic mass (leaf area) to overall tree height.

Reaction Wood - Specialised secondary xylem, which develops in response to a lean or similar mechanical stress, attempting to restore the stem to the vertical.

Root Plate Lift - The physical movement of the rooting plate causing soils to shift and crack. May occur during adverse weather conditions. Trees may become unstable.

Structural Defect - Internal or external points of weakness, which reduce the stability of the tree.

Suppressed - Trees which are dominated by surrounding vegetation and whose crown development is restricted from above.

Topping - A highly disfiguring practise, likely to cause severe xylem dysfunction and decay in major structural parts of the wood.

White Rot - Form of decay where both cellulose and lignin are degraded.

Wound - Any injury, which induces a compartmentalisation response.

Wound wood - Wood with atypical anatomical features, formed in the vicinity of a wound and a term to describe the occluding tissues around a wound as opposed to the ambiguous term "callus."

Woodland Structure - The vertical and horizontal arrangement of trees within a group or woodland i.e. Dominant - trees with a crown above the upper layer of the canopy, Co-dominant - trees that define the general upper edge of the canopy, Intermediate - trees that have been largely overgrown by others, Suppressed - trees that have been overgrown and occupy an under storey position and grow slowly, often severely asymmetrical.

Note: The definitions described above, may not necessarily be included within the Arboricultural Survey Data.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that all works to the trees be carried out in accordance with the data tables of Appendix One in order to bring them into good management and continue long-term tree cover in this area. These works can be summarised as follows:

Priority	Prune	Fell
1	N/A	T7
2	N/A	T3
3	N/A	T1 & T11

3.2 Standard of work

All tree work undertaken should be done in accordance with British Standard 3998:2010 and by competent contractors insured with public liability cover of at least two million pounds.

3.3 Statutory controls

If the trees on site are subject to any Tree Preservation Orders (TPO's) or are encompassed within a Conservation Area then statutory permission from the Local Planning Authority (LPA) will be required before any tree works take place.

3.4 Wildlife

All operations should take account of wildlife needs and be planned to take advantage of weather conditions and time of year for minimum damage and disturbance. If any protected species or nesting birds are present or discovered while the works are taking place all work should cease until contact has been made with Natural England for further advice. Natural England can be contacted on 0845 600 3078 or by e-mail to: enquiries@naturalengland.org.uk. Specific consideration should be given to the possible presence of roosting bats, which are protected by the Wildlife and Countryside Act 1981 (schedule 5) and included in schedule 2 of the Conservation Regulations 1994. Ideally, a survey should be carried out to identify any potential roost sites and if bats are found to be present advice should be sought from a person qualified and experienced in handling such matters and fully conversant with the implications of the Act.

3.5 Repeat survey's

It is recommended that a repeat survey of these areas be carried out on three yearly basis.

APPENDIX

ONE

Survey Data

Tree Risk Assessment: Trafford Gardens					Date: 21/04/2022	Surveyor: CS	
Tree No.	Species	Height (m)	Age	Condition Rating	Comments	Recommendations	Priority Rating
T1	Ash	6-10	SM	C	A poor-quality self-seeded specimen in decline due to Ash Dieback.	Fell	3
T2	Hawthorn	0-5	FM	B/C	A suppressed ivy-clad specimen displaying evidence of minor stem decay.	-	-
T3	Ash	16-20	M	C/D	A dominant specimen in decline due to Ash Dieback.	Fell	2
T4	Holly	0-5	SM	B	A suppressed co-dominant specimen with reasonable form.	n/a	n/a
T5	Hawthorn	0-5	FM	B/C	A suppressed specimen displaying evidence of minor stem decay.	n/a	n/a
T6	Oak	6-10	M	B/C	A co-dominant specimen with poor form. This tree is displaying evidence of decay within one of its primary limbs.	n/a	n/a
T7	Ash	16-20	M	C/D	A dominant specimen in decline due to Ash Dieback.	Fell	1
T8	Apple	0-5	EM	B	A co-dominant specimen with reasonable form.	n/a	n/a
T9	Hawthorn	0-5	EM	B	A co-dominant specimen with reasonable form.	n/a	n/a

Tree Risk Assessment: Trafford Gardens					Date: 21/04/2022	Surveyor: CS		
Tree No.	Species	Height (m)	Age	Condition Rating	Comments	Recommendations	Priority Rating	
T10	Oak	11-15	EM	B	A co-dominant specimen with reasonable form. The canopy of this tree contains minor deadwood.	n/a	n/a	
T11	Hawthorn	0-5	OM	B/C	A suppressed specimen with extensive stem decay.	Fell	3	
T12	Oak	0-5	Y	B	An individual specimen with reasonable form.	n/a	n/a	
T13	Rowan	0-5	Y	B	A recently planted individual specimen with reasonable form.	n/a	n/a	
T14	Rowan	0-5	M	C	An individual specimen with reasonable form. This tree is displaying evidence of decline within its upper canopy.	Monitor	n/a	
T15	Rowan	6-10	M	B	An individual specimen with reasonable form. The canopy of this tree contains minor deadwood.	n/a	n/a	
T16	Rowan	6-10	M	B	An individual specimen with reasonable form. The canopy of this tree contains minor deadwood.	n/a	n/a	
T17	Rowan	0-5	M	B/C	An individual specimen with reasonable form displaying evidence of minor basal decay. The canopy of this tree contains minor deadwood.	n/a	n/a	
T18	Rowan	0-5	M	B/C	An individual specimen with reasonable form. The canopy of this tree contains minor deadwood.	n/a	n/a	

Recommended works should be carried out to the *British Standard Recommendations for Tree Work, BS 3998:2010*

APPENDIX

TWO

Site Plan



T13

T14

T15

T16

T17
74.4m

T18

T12

T11

T10

T9

T8

T7

T6

T5

T4

T3

T2

T1

Trafford Gardens

WASHBROOK CLOSE

PAYNTER CLOSE

Abbey Terrace

Shelter

Cockerill Terrace
LB

PH

Playground

Play Area

Sub Sta

Lancashire
County Council

Lancashire
County Council

Lancashire
County Council

Lancashire
County Council

3-2m

Issu