

Ball Grove Park

Management Plan (Interim plan for 2024/25)





TRAWDEN FOREST
PARISH COUNCIL

Ball Grove Park

Interim Management Plan 2024/5

Revised by Mel Henley: Chair of The Friends of Ball Grove Park in conjunction with Trawden Forest Parish Council

Ball Grove Park Management Plan

Contents	Page No:
1.0 Introduction	4
1.1 Summary	4
1.2 The process to complete the plan	5
2.0 Where are we now?	5
2.1 Site Description	5
2.1.1 Ownership	5
2.1.2 Grid Reference and Area Size	5
2.1.3 General Description	6
2.1.4 Current Usage	7
2.1.5 Facilities and Features	7
2.1.6 Access	7
2.2 Brief History	8
2.3 Existing Management and Maintenance	9
2.4 Strategic Context	10
2.5 Bye-Laws	16
2.6 Leases, licences and covenants	16
2.7 Site Assessment	16
2.7.1 A Welcoming Place	16
2.7.2 Healthy, Safe and Secure	20
2.7.3 Well Maintained and Clean	23
2.7.4 Sustainability	25
2.7.5 Conservation and Heritage	26
2.7.6 Community Involvement	28
2.7.7 Marketing	29
2.7.8 Overall Management	30
2.8 Recent Developments	30
3.0 Where do we want to get to?	31
3.1 Vision, Aims and Objectives	32
4.0 How will we get there?	32
4.1 Action Plan	32
5.0 How will we know when we get there?	35
5.1 Monitoring and Review	35
Appendices:	
Appendix 1 Map of area	37
Appendix 2 Risk Assessment	38
Appendix 3 Green Flag Judges Report 2023	43

Ball Grove Park Management Plan

1.0 Introduction

1.1 Summary

Trawden Forest Parish Council is now the legal owner and responsible body for Ball Grove Park. The Parish Council have a track record of managing community assets or empowering community groups to do such. The primary rationale for the transfer from Pendle Borough Council was to prevent further financial pressures to Pendle resulting in significant budget cuts to the maintenance of the park. This has had a major impact on the park both in terms of revenue and capital expenditure. The Parish Council have raised the appropriate funds in order to effectively manage the park by increasing its precepts accordingly. This has been possible due to the less onerous restrictions on precept increases for a parish council. It is therefore in the interests of the local community that the transfer has occurred and will result in higher standards of maintenance and investment, than would otherwise be the case.

Given the transfer of the park is very recent (November 1st 2023) and the deadline for submitting green flag award applications was imminent an interim plan has been prepared for 2023/24 to enable further research and engagement of the community in the completion of a further reaching plan. This immediate action demonstrates the very significant commitment to the park by both Trawden Forest Parish Council and the Friends of Ball Grove, working together to improve the park.

Context of the Park

The village of Trawden sits within the wider community of Pendle.

Pendle has a mixture of urban and rural settlements with the distinct geographical nature of the borough that is reflected in the wide variety of parks in evidence.

This management plan seeks to reflect the wider needs of the community yet is bespoke to the park within its setting in the village of Trawden.

The aim of this Interim Management Plan is to:

- Set out our key objectives and actions for the period of the plan that reflect longer term aims
- Reflect community and partner needs
- Enable the completion of a longer-term plan that will further engage the community
- Protect and where possible enhance the park, its services and community assets
- Set out the information in a single key document the management mechanisms deployed for the park

This plan will be reviewed on a regular basis and amended as required. The lessons learned from its implementation will inform the longer-term plan.

In addition to contributing to the community's wider objectives, the aims and objectives of this Management Plan has also been produced with a view to achieving Green Flag Award Status for Ball Grove Park, and as such, the management and development of the Park is in accordance with the key criteria of the Green Flag Award.

1.2 The process to complete the plan

This Management Plan has been revised and completed as an interim plan as a result of the legal transfer of the park from Pendle Borough Council to Trawden Forest Parish Council.

During the development process, the following persons and key partners were consulted:

- Members and the Clerk of Trawden Parish Council
- Friends of Ball Grove Park
- Pendle Borough Council
- Users of the park, via the Friends Group
- The Arboricultural Association
- Lancashire Wildlife Trust

2.0 Where are we now?

The aim of this section of the Management Plan is to give a brief introduction to Ball Grove Park, its facilities, existing management of the park and also bye-laws, licences and covenants that may affect the management of the park both at present and in the future.

2.1 Site Description

2.1.1 Ownership

The park is now owned and managed by Trawden Forest Parish Council. The following plan overleaf shows the precise area of the park.

2.1.2 Grid Reference and Area Size

Grid Reference: SD 9090 4038

Area Size: 2.76 Hectares

[Ball Grove Park on Google Maps](#)

2.1.3 General Description

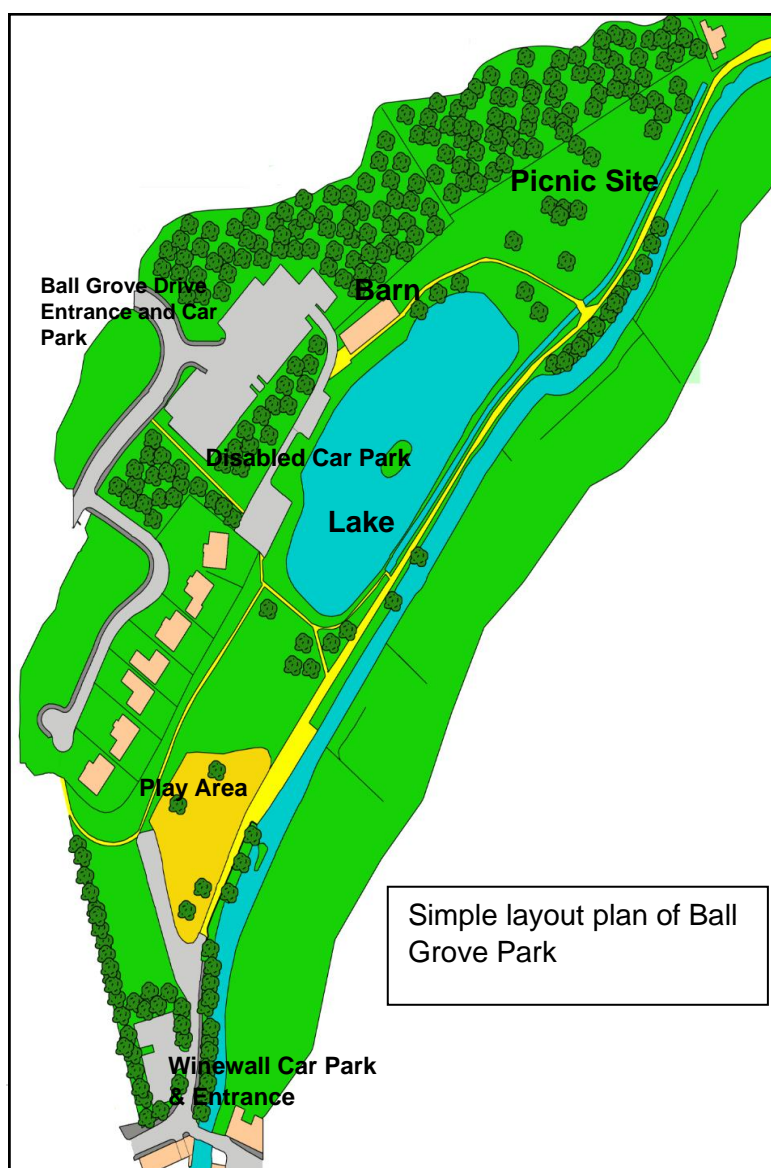
Ball Grove Park is recognised within the local plan of Pendle Borough Council (PBC) as a local park. Situated off Winewall Road, the park represents an important open space used by local people for quiet recreation and leisure activities. The park does not feature in the National Register of Parks and Gardens.

Although very little evidence now exists, the park was once the site of the largest tannery mill in Europe. After its demolition and appropriate pollution abatement, the area has been landscaped, habitats created and facilities provided for the community

The park features include a play area, lake, two car parks, picnic area, walks, cafe, habitats and informal areas.

A section of the long-distance footpath known as the Fearndean Way runs through the park.

A simple map is shown within this plan and a map denoting the exact area transferred to Trawden Forest Parish Council is provided in Appendix 1. It is this area that is to be judged for the Green Flag Award.



2.1.4 Current Usage

Ball Grove Park is primarily used by local people for quiet recreation pursuits such as walking, exercising dogs and informal games. However, as part of the Fearndean Way, the park also attracts visitors from outside the local vicinity and the Borough.

2.1.5 Facilities and Features

The current facilities and features for Ball Grove Park are as follows;

- Play area
- Lake
- Picnic area
- Informal kick about area
- Car parks
- Café
- Paths suitable for people with low mobility
- On-site interpretation

A wildflower meadow jointly funded by The Friends of Ball Grove Park and Pendle Borough Council is due to be installed in the spring of 2024

[More information is available through the council website](#)

2.1.6 Access

Local users

Ball Grove Park is located approximately a mile East of Colne Town Centre. The site can be accessed through the main entrance off Winewall Road (OS grid reference SD 9084 4010) or from the car park entrance off Ball Grove Drive (OS 9085 4037).

Driving directions from the M65

Follow the M65 until its termination at Colne (Junction 14). At the roundabout, take the first exit on to the A6068, Vivary Way. Follow this road for approximately 1.75 miles crossing two roundabouts. At the third roundabout take the second exit. Immediately after leaving the roundabout take the first left in to Cotton Tree Lane. Follow the road until a factory is reached. Take the first left after the factory in to Winewall Road. Take the first left, before the bridge, in to Ball Grove Park. Car parking is available on the left.

Postcode for GPS use is BB8 7BS.

Bus

There are two bus routes that stop close to Ball Grove Park. These are the [Route MM3 \(Burnley to Keighley\)](#) and [Route MM4 \(Burnley to Trawden\)](#). Both routes are operated by Burnley & Pendle Travel Limited.

Bike

At present there are no dedicated cycle routes to Ball Grove Park, however the park is very accessible to cyclists with storage points available.

2.2 Brief History

Records show that Ball Grove Park was once the site of a water powered cotton mill. In 1860 the mill was sold to John and William Sagar who developed the site in to a tannery. This mill was believed to be the largest tannery factory in Europe.

The lodge that is present in the park and the one in the neighbouring Local Nature Reserve were once used to power the mill and supply over 100,000 gallons of water per day to the tannery process.

In 1970, the Sagar's tannery mill was declared bankrupt and was demolished in 1974. The two lodges were retained.

In the 1980's the park was decontaminated and made safe and developed in to a picnic site. The lodge was drained and dredged with the surrounding land being landscaped.

Later in the 20th century the storage buildings remaining on site were converted into a cafe that is a very popular and thriving local business today. The lake was reinstated as an amenity feature and the play area developed.

The history of the site is interpreted on notice boards across the site and adjacent nature reserve.

The Sagar Tannery prior to the fire and subsequent demolition.



2.3 Existing Management and Maintenance

The Grounds maintenance of the site is continuing to be completed by the Grounds Maintenance Team from Pendle Borough Council and is governed by a contract with Trawden Forest Parish Council. All maintenance tasks in the Park are identified in the work programme and contract which covers all aspects of landscape maintenance for the park. The specifications and contract documents are available on request where appropriate notice is given.

Given the extent of work within the park and its informal nature, the maintenance is completed by a mobile team.

This contract will be reviewed at the end of the period of this management plan.

Monitoring of maintenance standards is completed jointly between the Parish Council and the Friends of Ball Grove Park. So far this has been an effective mechanism for improving standards and looking to ensure that preventative work, such as the cutting back of set aside areas to prevent pernicious weeds and trees from establishing.

The contract allows for ad hoc and out of hours work and emergency responses.

It also includes play area inspections both regular and annual, with the latter being undertaken independently to the contractor.

Arboricultural work is also included in this contract and undertaken by a specialist arboricultural officer and team.

The contractor is responsible for all aspects of the work, including appropriate risk assessments, notifications to the public, signage etc.

Whilst the park is now owned and managed by the Parish Council, in terms of its strategic context it remains a consideration with the Parks and Open Spaces Strategy of the Borough of Pendle.

As a part of this strategic function the Borough continues to provide support the Friends Group who undertakes project work to supplement and improve maintenance standards on a regular basis.

Environmental Enforcement activity within the park remains a function of the Borough Council.

The Borough (Our contractor) has significant flexibility in relation to one off jobs and is able to regularly deviate away from the schedule to ensure that the Park is maintained to a high quality with a large amount of input from Officers, landscape maintenance staff and the Friends Group.

Maintenance of the interior and exterior of buildings now sits with Trawden Forest Parish Council. This is managed by way of regular inspections to identify appropriate work and where required the Parish Council will appoint contractors to

undertake work to ensure the maintenance of the building on site to remain fit for purpose. The cafe tenant is responsible for internal decor, fittings and furniture.

Infrastructure such as bins, fences, benches and paths are managed in the same manner as the building on site.

The Parish Council expect to be able to complete longer term building and infrastructure plans within the next year, however given the recent transfer this has not been possible to date.

Below is shown a summary of the ground's maintenance specifications for ease of reference.

The Parish Council are currently engaged with the Friends Group, who's chair is an experienced Environmental and Parks Consultant to review the mechanisms deployed for the maintenance of the park. The services from the Friends Group where needed will be provided on a voluntary basis.

Task	Qty	Unit	Frequency per annum
Grass cut medium maintenance	24617	m ²	12
Grass cut low maintenance	81150	m ²	6
Grass vegetation maintenance	550	m ²	2
Edge maintenance (hard) weed kill	1507	Linear metre	2
Edge maintenance (hard) strim	1507	Linear metre	1
Sweep path & steps	6334	m ²	13
Sweep playground	128	m ²	52
Inspect playground	1	No.	52
Empty litter bins	7	No.	156
Clean gullies	10	No.	2
Litter pick site	1	No.	156

2.4 Strategic Context

It is important that the value of the park is understood and seen in the context of wider community aims and objectives. This understanding enables both the public and their elected representatives to see the park in a different and wider reaching light. As such this section of the management plan provides a summary of information contained within a variety of strategic documents and policies that are relevant to, and may have a potential impact on the management of Ball Grove Park.

The following local and national strategies were taken in to account in the writing of this management plan. This section also displays where Ball Grove Park sits within the strategic context of the wider community of Trawden and Pendle, and how the Park contributes to the overall aims and objectives of the community.

Whilst the site is now in the ownership of Trawden Forest Parish Council, and managed by them, the wider community strategies with the exception of the Trawden Forest Neighbourhood Plan continue to be led by the Borough Council, as such this part of the plan sets the management of the park in these frameworks.



Pendle's Sustainable Community Strategy

This Strategy was developed by Pendle Partnership and involved the whole community in its preparation. The Strategy sets the framework, priorities and key objectives for the next ten years. It outlines a sustainable future for the whole of the Borough while highlighting areas and issues that deserve particular attention. Its aims are to ensure that the residents of Pendle enjoy the best possible quality of life by creating a future that is economically, environmentally and socially sustainable.

Ball Grove Park's Management Plan makes a positive contribution to targets detailed within all eight of the priority goals outlined in the Strategy, although it will mainly impact upon and assist in:

- Creating a Borough in which people feel safe and crime continues to fall,
- Helping people to live long, healthy and independent lives,
- Deepening our understanding and respect for the environment

Pendle Borough Council Strategic Plan

The Council's Strategic Plan sets out what the Council are doing about the priorities set out in the Sustainable Community Strategy (including the Local Area Agreement). It also lists the major issues/actions the Council will be looking at during this period. The plan shows how the Council will contribute to the eight agreed priority outcomes in the Sustainable Community Strategy. The eight outcomes are set out under the Council's three corporate strategic objectives, these are:

- Successfully engaging and leading our community (Localities & Communities),

- Achieving economic growth, regeneration and sustainable development (Sustainable)
- Delivering accessible services of good value and good quality (Successful).

Within the Strategic Plan there is one outcome that relates to Ball Grove Park:

- Strategic Objective 3: Delivering accessible services of good value and good quality (Successful)

Develop community sports and recreation facilities

- Contribute to increasing people’s satisfaction with Pendle as a place to live by improving our parks and open spaces (formerly retain 7 Green Flag Awards and possibly obtain further 1 Green Flag Award)

The Replacement Pendle Local Plan

The Local Plan sets out the local planning authority’s detailed policies and proposals for the future development and use of land in Pendle and translates the aims of other Council strategies in to land use proposals or controls.

There are a number of key local authority planning policies that relate to or have implications for Ball Grove Park. The policies that are directly or indirectly linked to Ball Grove Park are summarised below:

Policy Reference	Implications for Ball Grove Park
4D - Natural Heritage – Wildlife Corridors, Species Protection and Biodiversity	Development proposals should ensure that biodiversity levels are maintained and where appropriate enhanced. Consideration of targets set out in the Biodiversity Action Plan for Lancashire and the UK.
9 – Buildings of Special Architectural or Historic Interest	The Borough Council will seek to preserve statutory Listed Buildings and conserve buildings or monuments of historic or architectural importance.
10 – Areas of Special Architectural or Historic Interest	10.5 The Borough Council will seek to protect and enhance any Parks, gardens and cemeteries of historic interest, and their setting.
14 – Trees, Woodland and Hedgerows	The Council recognises the importance and amenity function of trees, woodlands and hedgerows, and will protect them. Promote and develop woodland and tree management at Ball Grove Park.
33 – Existing Open Space	The Council will seek to protect those areas of open space allocated on the proposals map, and defined in the Council’s Open Space Audit and recognises the importance of open space (including Parks) in contributing towards the quality of life of Pendle’s residents and advocates protection, with a general presumption against net loss.
37 – East Lancashire Regional Park	The council support the East Lancashire Regional Park.
Section 106 Agreements	The Council may obtain a commuted sum payment from the developer which will contribute towards providing new provision, or the enhancement and maintenance of existing open space provision in the local area, e.g. creation of new habitats to benefit biodiversity in Ball Grove Park.

Trawden Forest Parish Council Neighbourhood Plan

Within the adopted Neighbourhood Plan, Ball Grove Park is identified as a focal point of the Cotton Tree and Winewall part of the Parish. It is an important asset that should be protected from development, and we have protected the car parks in order to assist with off street parking and ease of access to the Park. The café is a locally valued resource, which the Parish Council would like to see continue. It is felt that this attracts visitors to the Park.

Pendle Open Space Audit (Local Development Framework for Pendle)

The revised Planning Policy Guidance Note 17 (PPG 17) moved away from the previously advocated approach of the National Playing Fields Association (NPFA), which recommended a minimum standard of open space provision – known as the ‘six-acre standard’. Instead, PPG 17 acknowledged that open space standards were best set at the local level based on quality and accessibility, in order to cater more effectively for local circumstances.

The Pendle Open Space Audit (OSA) provides an understanding of existing open space provision (including Parks) within specified areas of Pendle, addresses the functions that it serves and assesses whether it meets the needs of users adequately by identifying any surpluses or deficiencies in relation to the quantity and quality of provision. In combination with the existing planning policies in the Replacement Pendle Local Plan provides a mechanism for redressing any quantitative and qualitative issues that may be highlighted and forms part of the evidence base that will underpin new planning policies in the Pendle Local Development Framework.

A quality assessment was undertaken for all Parks. There is a detailed assessment of Parks in Section D1 and D2 of the OSA. The average quality score for Parks was 46 out of a maximum of 77 points. Ball Grove Park scored 55 points falling within the upper quartile (deemed a good quality site).

The OSA states that, ‘those sites falling within the median or upper quartile, whilst a lower priority for attention, may also require some improvement works to be undertaken in order to reach the highest possible standards’.

Pendle’s Corporate Equality Plan

The Council has a commitment to achieve Level 3 (Excellence) of the new Equality Framework. The Equality Framework is the new measure of performance for Council’s in relation to Equality and Diversity and builds on and recognises the work that Councils have already undertaken under the old standard (Equality Standard for Local Government – ESLG).

Parks & Recreation contribute to the Council’s Equality & Diversity action plan which takes in to consideration all aspects of Equality that may impact upon service delivery, e.g. Race, Disability, Sexual Orientation, Religion, etc.

Parks & Recreation endorses the corporate commitment and has incorporated this in to any plans, policies and practices to enable better equality of opportunity and better access for all Parks services and to contribute to, and bring about the long-term cultural change that the Authority is striving to achieve.

Pendle's Parks Strategy

The Strategy represents the second dedicated strategy focussed on Parks and concentrates primarily on the services provided directly by the Council (as the main provider of facilities).

The Strategy provides a vision, core principles and values, key issues, strategic objectives, priority actions and a review and monitoring framework to strategically guide future design, provision and enhancement of Parks in Pendle over the next ten years. It is designed to build on the foundations laid by the original document and develop a whole new set of aims and measurable objectives for the future, responding to problems identified and issues raised by the public.

The Strategy sets out a number of priority actions to address and respond to issues in a variety of areas. These generic actions have a direct and indirect impact upon all Parks in addition to more specific actions that have major implications for Ball Grove Park. For example, within the Parks Strategy, it states that:

'To enable flexibility and adapt Parks management and maintenance to tie in with a specific Parks needs and characteristics and the people it serves, individual management plans will be introduced as live working documents for the management and development of Parks that can be shared by staff at all levels and by different Park user groups.'

Pendle's Children's and Youth Play Area Strategy

The strategy provides a vision, core principles, strategic objectives and related actions to guide the provision of play facilities over the next ten years. The strategy encompasses facilities for children's and youth play within the context of public provision managed and owned by the Borough of Pendle. The audit of facilities has taken into consideration relevant provision owned and managed by other providers, including facilities provided by Town and Parish Councils where appropriate. The focus of the strategy is on consultation and assessment of need to enable the Council to prioritise future actions regarding the provision of facilities.

The Strategy's aims are to:

- Identify key findings about the adequacy of existing outdoor play facilities
- Provide an insight into the requirements of young people
- Assist in identifying the future priorities for the Council in relation to play provision

Although there are no specific recommendations put forward in relation to Ball Grove Park, the majority of recommendations have relevance to and potential implications

for Parks. Therefore, these need to be considered in relation to Ball Grove Park in the future.

Climate Change Action Plan

The Borough of Pendle supports the creation of low carbon communities and is striving to be more energy efficient. Subsequently, a Climate Change action plan has been developed by the authority.

Parks & Recreation have specific actions set out in the Council's action plan that we must deliver in relation to reducing carbon emissions, energy usage and adaptation.

Ball Grove Park Wildlife Survey

A wildlife survey of Ball Grove Park has been undertaken by the Wildlife Trust to identify opportunities for environmental enhancement of the Park and to increase community involvement in relation to future design, implementation and maintenance. The report identifies a number of potential projects and recommendations.

It is essential that the main principles and project recommendations from the Wildlife Trust Survey report is incorporated in to the Ball Grove Park Management Plan.

Natural Environment and Rural Communities Act 2006

Local authorities in England and Wales have a key role to play in the conservation of biodiversity and this is now recognised and formalised within Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, where:

“Every public body must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity”.

With this in mind, any works carried out within Ball Grove Park or indeed any of Pendle's Parks, should not be to the detriment of the local biodiversity and where possible should include an element to the scheme that would improve the environment for future generations.

Public Health - Pendle Health & Well-Being Action Plan

This action plan has come about as a follow on from the previous Health Inequalities work the Council has undertaken. The action plan has been developed by the Pendle Health & Well-Being Group in response to the public health reforms instigated by the government in 2010. The reforms recognise the crucial role of Councils in improving public health and tackling the wider detriments of health.

Parks & Recreation are part of Pendle's Health & Well-Being Group and have a few actions that we lead on or are part of. Ball Grove Park provides a relaxing and well used venue for walkers, runners, formal and informal play.

We are also working with Lancashire County Council's Public Health leads on encouraging physical outdoor activity and promoting park use.

2.5 Bye-Laws

The Borough of Pendle has reviewed their bye-laws for pleasure grounds, public walks and open spaces in relation to Parks, Cemeteries, Outdoor Recreation and Open Spaces. The new bye-laws incorporate rules pertinent to Ball Grove Park. A complete new set of bye-laws have been drawn up that have been rolled out to all Parks. The bye-laws were developed in accordance with national guidelines. The existing bye-laws for Ball Grove Park were revoked and became obsolete. The bye-laws came in to operation from 1 June 2009.

Currently there is no need for the Parish Council to undertake a further review.

2.6 Leases, licences and covenants

There are no onerous covenants, leases or licenses pertaining to the overall site, however the cafe is leased and operated by a third party.

This lease is currently being reviewed, however with that said the cafe is a safe, clean and popular site. Food hygiene is managed by the Borough's Certification scheme, with the cafe scoring well.

2.7 Site Assessment

As part of our aim to improve the park, it is important to assess it as it currently standard. We acknowledge the Green Flag Award criteria as the industry standard, and as such this has been utilised for our own assessment of the park and the basis for planned improvements. An experienced Green Flag Judge has completed this and analysed the results along with the comments received from our previous actual Green Flag Assessment to form the basis of this interim and subsequent full management plan. We welcome the assessment for 2024 as this will further inform us.

During December and January 23/24, several site visits were made to Ball Grove Park by the management plans author to undertake this internal assessment.

Together with past experience and working knowledge of the park this assessment will inform the production of the action plan. The following section looks at Ball Grove Park's current status and highlights aspects of the Park that need to be improved in accordance with the Green Flag Award criterion.

2.7.1 A Welcoming Place

Approaching Ball Grove Park by car

Ball Grove Park can be approached by car from two directions. After the roundabout on the A6068, Byron Road, turn right in to the B6250, Cotton Tree Lane, following

the direction indicated on the brown tourism road sign. After about ¼ mile turn left in to Winewall Road and first left in the Ball Grove Park.

Alternatively, the park can be reached by continuing along the A6068 taking the fourth turning on the right in to Ball Grove Drive. Turn left after approximately 100 metres in to the upper car park.

Approaching Ball Grove Park by public transport

There are four bus stops located in close proximity to Ball Grove Park that enjoy a regular service.

Signage to the park

Subsequent to the transfer of the park, new signage has been provided and we are in the process of reviewing all of the signage to and in the park. The park is currently well signposted from all of the main routes to it with the standard brown tourism highways signs. These are located on the Whitewalls Roundabout, Trawden Road and two signs at the top of Ball Grove Drive.

Park Entrances

The park has two main entrances.

Ball Grove Drive Entrance (SD 9048 4038)

The Ball Grove Drive entrance (OS grid reference SD 9084 4038) leads in to the upper car park. This car park has a height barrier at the entrance to restrict vehicles above a certain height from entering the site. To the left of the barrier is a sign. The sign welcomes people to Ball Grove Park, displays car park opening times, information on byelaws and contact numbers.

The car park has a 'semi-wild' appearance to it with largely un-mown edges and weeds growing out of the kerb side.

It is not possible to open up views into the park from this top car park.

The surface of the car park is in good condition.

A road at the east of the car park leads down to a disabled car park at the side of the lake. This is not sign posted. Further signage may not be beneficial as there is limited parking lower down and limited turning circles. As such it is safer to not encourage wider access to this area for cars.

The opening hours for this car park are:

08:00 – 21:00 From 1st April until 30th September.

08:00 – 17:00 From 1st October until 31st March.

The opening and closing of the barrier is operated by the Friends of Ball Grove Park and is carried out by local residents.

Winewall Road Entrance (SD 9084 4009)

The Winewall Road Entrance is wide and welcoming. The car park is in reasonable condition; however, the potholes in the access road need to be repaired.

This car park also has a height barrier of different design to that of the Upper Car Park.



There is an interpretation board installed outside the car park that displays information regarding the history of the site, park features, contact details and byelaw information.

There is a litter bin located at the Winewall Road side of the car park. However, this is in poor condition. A review of bins in the park that includes, number, type, location and condition is currently underway.

Recently yellow lines have been added to try to prevent parking on the main access to the car park and signage and boulders have been added to restrict parking past the barrier and nearer to the play area.

The car park is edged with knee height wooden bollards.

Arguably this entrance is more welcoming because of the views into the park that demonstrate what the park has to offer.

Lighting

Lighting is not always beneficial within a park as it often gives the impression of safety notwithstanding that there are darker areas and obstacles that significantly decrease safety, as such lighting has been provided to peripheral areas where there is some casual supervision from adjacent roads and properties but not within the main park as this would encourage access by giving the impression of a greater level of safety that can actually be achieved.

Previous experience in parks demonstrates that this approach is supported by the Police.



Internal Signage

There are no directional signs showing people directions to facilities, however the park is small and most features are visible from most parts of the park.

There is an interpretation board located at the Winewall Road entrance that is of good quality design.

There is an interpretation board located on the building adjacent to the lake. This depicts a map of the both the park and the neighbouring Local Nature Reserve and some information relating to the history of the site. This interpretation board is of good design and is in reasonable condition. In addition to this there is a small notice board where community and park-based information can be displayed.

There is also an interpretation board installed at the Ball Grove Drive Car Park.

Footpath Surfaces

The footpath surfaces are of reasonable quality in most areas although they would benefit from repairs to some sections, in particular where they can become muddy in inclement weather and the track by the river that is heavily potholed. The latter requires urgent work as its current condition is restricting disabled access.

The majority of footpaths are suitable for people with low mobility. Due to the gradients several of the paths are not suitable for wheelchair users. With that said disabled access is available to the main features within the park.

Disabled Users

The park has facilities for disabled users. There is a car park specifically for disabled users at the side of the lake. However, this is not signposted from the entrance of the upper car park.

Design & Layout

The park was designed and laid out during the 1980's as a picnic site. The design emphasis was on an open green space that fits in to the local landscape and provides a valuable habitat for wildlife.

The park has a very open aspect with good sight lines across the majority of the park.

The design and maintenance regime of the park give a 'semi-wild' appearance that blends well with the landscape and the neighbouring LNR.

Later additions to the park have included a play area suitable for children from the age of 5 to 16.

2.7.2 Healthy, Safe and Secure

Health & Well-being

Ball Grove Park is a green space that is important to people that live in the locality. The hard surfaced paths and its links to the adjoining local nature reserve and the Fearne Dean Way encourages people to spend time walking and exploring the local countryside.

Much of the park is built within a valley bottom; this combined with reasonable paths means that overall Ball Grove Park is suitable for people with low mobility.

The park has a quiet aspect to it with benches provided in the play area and seating in the picnic area that are suitable for contemplation and relaxation. The lake and the river also help create a calming atmosphere.

In addition, the play area enables children to participate in physical activity along with adjoining areas that are suitable for informal sports and ball games.

The activities in the park are fully risk assessed with contractors having to provide these to Trawden Forest Parish Council, prior to the commencement of any work.

The park itself has also been risk assessed, including in particular the lake and play area. This assessment is shown in Appendix 2

A sample risk assessment (Volunteer activities) is also shown in Appendix 3.

The barrier at the Winewall entrance has been removed to comply with legal access rights; however, signage, fencing, a gate and rocks have been installed in the park and adjacent nature reserve to prevent illegal access/occupation. This has proven to be effective, excepting the occasional parking on the cobbled areas by park users.

Equipment & Facilities

Regular inspections of the park are carried out by Trawden Forest Parish Council and the Friends Group. Any faults, damage or instances of vandalism are reported to the Parish Clerk who prioritises as follows:

During early 2012, the play area benefitted from capital investment and was upgraded to a higher standard and extra pieces of equipment were installed. It was designed and constructed by an outside contractor. The tarmac and rubber matting surface were replaced by wet pour safety surfacing with grass in between the pieces of the equipment. The area is fenced and gated to prevent dogs from entering the play area. The surrounding area has mature trees to provide shade to the area when needed.

A defibrillator has been purchased and will shortly be installed near to the cafe.

The park has a well-managed and popular cafe that is leased to a local business, well maintained and offers a range of quality refreshments and toilet facilities.

The lake is utilised for fishing and has a number of fishing points, one of which has been recently restored by the Friends Group.

Security

Please note previous comments regarding lighting. The park benefits from Police patrols to it and within it. The barrier to the top car park is locked at night to prevent anti-social behaviour. The bottom car park is left open as it benefits from casual supervision and night usage by local residents that prevent anti-social behaviour.

The park itself is not locked but also benefits from casual supervision where visibility is possible from local residents. The track by the river is also regularly used by 2 properties again affording further casual supervision. Residents are aware of the out of hour's contacts and emergency contacts.

The security arrangements are deemed to be appropriate given the prevailing absence of anti-social behaviour, vandalism, graffiti etc, noted in the park.

Safety

Please note the comments in the Health and Wellbeing section above. Further to this, regular safety inspections are undertaken by Trawden Forest Parish Council, The Friends and Pendle Borough Council, the latter in relation to the play area. Independent annual safety assessments are also undertaken for the play area.

Resultant from the play inspections, and for any play facility defects (as a result of wear and tear or vandalism), the playground inspector will assess the defect and decide whether it is a minor or urgent defect. For all minor defects we aim to repair the defect in 48 hours of assessment. For urgent defects, we aim to repair defects within 24 hours.

Trawden Forest Parish Council closely monitors the adherence of contractors on site in accordance with the safety documentation provided and their legal duty in relation to the CDM, COSHH, H&S Regulations etc.

The Parish Council also complies with the legal requirements including having and adhering to the Lone Working requirements. It also has developed appropriate policies and monitors volunteer working within the park.

Risk assessments, policy documents and other health and safety related documentation is available with prior notice via the Parish Clerk for inspection.

Control of dogs

There are five dog waste bins located around the park. These are emptied on a regular basis by the Maintenance contractor (PBC)

In 2007, the Borough Council, under the Dogs (Fouling of Land) Act 1996, elected to create a bye-law that states that all open spaces to which the public have access is a designated area. This bye-law includes all parks throughout the borough and requires that dog owners must clean up after their dog or be subject to a fine.

The park is also covered by PBC's enforcement team (ECT), who react to reports of dog fouling, by monitoring and taking enforcement action when required.

Given the level of dog walking in the park, incidents of dog fouling is low.

The ECT is made up of two officers and a supervisor. A seven-day service with hours to reflect the seasons is provided. This team spends up to 40% of its time within the parks and is charged with issuing fixed penalty notices against instances of dog fouling, littering and bye law infringements.

Anti-Social Behaviour

Anti-Social Behaviour is very low within the park and where present normally consists of incidents of noise. Please note the comments made previously in this plan in relation to ASB.

2.7.3 Well Maintained and Clean

Litter and Waste Management

As previously stated, a review of bins is underway. The contractor (PBC) empties the bins within the park and undertakes scheduled litter picks, this is supplemented by volunteers for the Friends Group.

In the summer of last year, litter within the park became a very significant issue, particularly around the cafe. Subsequent to this all parties involved, including the owner of the cafe and Friends Group met and inspected the park. Resultant from this has been further discussion to provide an additional bin in the cafe area and a significant improvement in litter management. This approach of involving all partners is typical under the management of Trawden Forest Parish Council and is having greatly positive results, of which this example is one.

Litter is removed from the site on completion of the employees round and is transported back to Fleet Street Depot to be disposed of at the end of the day.

There is currently no recycling facilities available on site.

Any Green Waste generated on site is removed from site and take to the Victoria Park Depot where it is composted down and used on beds and borders in the boroughs' parks.

This includes that generated by volunteer activity.

Large waste from tree work is chipped on site and removed to Victoria Park Depot for storage where it is then used as an alternative footpath surface or as mulch on beds.

Smaller waste from tree works is on occasion, used to create valuable habitats for wildlife by the construction of habitat piles or to help alleviate instances of erosion by the use of dead hedging.



Landscape Maintenance

Trawden Forest Parish Council recognises that the quality of a visitor's experiences and increasing the levels of usage of a Park or Green Space is greatly impacted upon by the standard of maintenance and cleanliness of the site. A well-maintained

site leads to an overall feeling that the site is cared for and encourages return visits by park users.

Given this, contractual arrangements are in place to ensure maintenance standards are maintained within the park and that contractors complete the regular landscape maintenance tasks as identified earlier in this plan. During the summer of last year significant issues were apparent and in particular with the grass cutting regime, notwithstanding prevalent inclement conditions. The same approach as adopted to resolve the issues with litter was adopted and significant improvement implemented.

The current contractual arrangements are frequency based and as such do not fully address the issues of inclement weather and actual need. As previously stated, the contractual arrangements will be reviewed at the end of the grass cutting season, where a procurement process may be considered. This will also be dependent of the performance of PBC over the on-coming season and the elements of added value currently provided.

Building and Infrastructure Management and Maintenance

The maintenance of built structures and the infrastructure of the Park are managed via inspections completed by the Parish Clerk involving other professionals as required and appropriate. Our action plan includes as a priority the need to complete a scheduled maintenance and inspection program as given that the transfer of the park is so recent. Revenue budgets are in place to undertake any repairs and improvements as and when they occur. Work can also be reported by the public and Friends Group members to the Parish Clerk, who then organise repairs through external contractors. This system works well with anything reported being repaired in a quick and efficient manner.

A capital budget of £10,000 has been set aside for required works. This is significantly more than that allocated by the previous owners (PBC) and represents a very significant commitment by a Parish Council.

Equipment maintenance

All contractor equipment, tools, machinery and vehicles are regularly checked for safety. The Parish Council monitors compliance to the relevant health and safety standards.

All playground equipment and those items that the public have access to are inspected as per the contract in force and relevant work programme.

2.7.4 Sustainability

Trawden Forest Parish Council is working towards providing services and facilities that have minimal impact on the environment, are cost effective and provides for future generations. This includes expecting all contractors to do likewise, for example to minimise the use of herbicides. Indeed, herbicides are only allowed to hard surfaces within the park.

The waste from tree felling or surgery is utilised wherever possible to create bark, is recycled within the park.

Dead and dying trees are left in situ as important habitats where this has been appropriately risk assessed in accordance with the Arboricultural Association's code of best practice.

Paths are primarily constructed of permeable substance to encourage drainage and minimise flooding.

Aquatic and marginal habitats have a non-interventional maintenance regime, excepting where a health and safety issue may arise such as excessive algal growth.

Set aside areas and lower frequency mowing regimes where appropriate in this predominantly informal landscape minimise the use of consumables, pollution and create habitats that encourage wildlife.

Current and future planting consider pollinator cycles.

There is no watering undertaken in the park

Waste whilst not collected separately in the park is recycled off-site

The use of electric vehicles is encouraged, however with the diversity of contractors is not possible to achieve this across the board.

Consumable usage at the cafe is minimised and the building is appropriately insulated.

Any future procurement of major services or goods will include environmental impact assessment with contractors being required to minimise the adverse impact to the environment resultant from their work or supplies.

A full environmental impact assessment is planned as part of the completion of the full management plan.

The types of chemicals that are permitted for use are as follows:

- **Herbicides** – Herbicides are only used for the control of weeds on hard surfaces. Only staff carry who are appropriately trained are permitted to use herbicides and the contractor carries out regular checks on herbicide products and use chemicals that have a minimal risk to the environment or the operator and operate in full accordance with health and safety and environmental legislation, the latter in particular in relation to the use of herbicides in close proximity to water courses.
- **Timber Preservatives** – The majority of timber preservatives used are pre-applied by the supplier as tanalith pressure treatment. Any additional timber preservatives tend to be water based and have a very low risk to the environment.

- **Other Chemicals** – Any other chemicals are only used on the completion of a COSHH risk assessment and after every other method has been explored.

No bedding is used on-site and shrubs or other plants are sourced from growers who utilise peat free compost, as such there is no peat use on the site.

All our green waste from Ball Grove Park, e.g. tree clippings, grass cuttings, etc are recycled and placed in a variety of bays at Victoria Park Depot and are re-used as mulch on flower, rose and shrub beds throughout the year in all Parks.

Any instances of fly tipping and the abandonment of vehicles in Parks are reported to, and disposed of, by Waste Services unless the waste is minimal or is green waste which is then dealt with by our own staff.

2.7.5 Conservation and Heritage

Natural Heritage

Ball Grove Park is an oasis of green space in a built-up local environment. As a result, it is an important island area for wildlife with excellent connectivity to the adjacent nature reserve, countryside and further afield to Wycoller Country Park.

This connectivity is protected through the conservation and protection of water courses and set aside areas, meaning that deer, a variety of water fowl, rabbits, a wide range of insects from dragon flies to different types of bees and other wildlife is often seen in the park.

Only a few years ago there were no ladybirds recorded in the park, however the adjacent land owner introduced biological control to their poly tunnel and as a result ladybirds are now re-established in the park.

The Friends Group are utilising this poly tunnel to grow native trees and wildflowers of local provenance to reintroduce into the park or to reverse the current dwindling populations of some wildflower species.

That said there still remains a good diversity of species, including, bluebells, primroses, pink, red and white campions, celandines, etc.

The Friends Group also plan to plant a new buddleia bed to encourage pollinators

Any new planting will play close attention to sustaining wildlife in the park.

The Friends Group have to date completed a limited audit of the flora and fauna within the park, however will aim to complete a further assessment to guide the pending full management plan.

This assessment will seek to identify the range and condition of habitats and the subsequent range of fauna

The design, layout and location of Ball Grove Park ensure that this site has a high conservation value. Its range of habitats means that the park, has a wide range of biodiversity. This could be further enhanced by carrying out some project work.

Trees & Hedges

The trees in Ball Grove Park are currently managed on a reactive type basis by PBC (under contract) whom are currently working towards having all of its parks surveyed by qualified arboricultural specialist contractors on a rolling programme.

Although there are remnants of old hedgerows, some of these are overgrown with brambles and other undesirable vegetation. Whilst this is currently controlled a plan to remove this vegetation will be considered in the full management plan.

Grassed Areas

The grassed areas of Ball Grove Park are mowed on a regular basis as part of the contract with PBC, however set aside areas have been increased recently thus improving habitats.

Wildflower Areas

The Friends Group have also jointly funded the creation of a new summer wildflower meadow with PBC. This is due to be installed in Spring 2024 and will replace the beds that have become overrun with pernicious weeds due to inappropriate maintenance regimes.

The future maintenance regime for this area has been specified as is appropriate to a summer meadow. Close monitoring of the adherence to this revised maintenance will be undertaken to ensure that the new area is sustainable.



Built heritage

The heritage of the site relates primarily to the period when it was industrialised. Almost every element of this was either destroyed in the fire that led to the demise of the tannery or subsequently when the site was set out as an informal picnic area and decontaminated. The only building left from this period is what is known locally as “the barn” and contains the cafe. The main part of this is open to the public, with the side areas being considered for use by the Friends Group. In itself there is no real heritage value left to this building after its conversion many years ago. Interpretation of the history of the site is provided on site in key locations. The other historic elements are the lake (known locally as the lodge) This was used as the lower balancing lake when the tannery (a former mill) was water powered. This is in good condition and adds immense amenity and wildlife value to the park. This is also interpreted with clear concise signage on site. Finally, the remaining aspects left on

site in relation to its history is the cobbled track, where it still extends, which is in fair condition and the remains from foundations, which are relatively unsightly. This latter feature is being considered for a picnic area subject to funding and the options available will be explored in the full management plan.

2.7.6 Community Involvement

Trawden Forest Parish Council is an exemplar of community engagement (Please note this plan was composed by the Chair of the Friends Group, so this is not self-complimenting). For example, they have empowered the local community to manage a number of community facilities including a community shop. There is a very active Trawden in Bloom Group that the Parish supports. With the transfer of the park to the Parish Council, the Parish has accepted that they do not have staff with all of the expertise in the management of parks and are taking all appropriate steps to gain this. In the mean time they are empowering the Friends Group whose chair is an Environmental Consultant specialising in parks and open spaces to not just be involved in community projects but play an active role in decision making and the management of the park. This relationship has already resulted in significant improvements and a greater understanding of community needs. Later in this plan is shown the projects and improvements secured through this partnership working.

The Parish Council have not in any way relinquished control of the park and all final decisions are made by them as the accountable body, however as stated this partnership approach has provided significant dividends.

The Parish Council also take a partnership approach with the main contractor PBC and this has also led to improvements.

The Friends Group meet on a regular basis and focus on park management issues, undertake community projects.

The Parish Council has provided, safety vests, a first aid kit and has proposed storage for them to use.

They have developed a volunteer policy, and a health and safety framework for the group.

PBC also assist the Friends Group in the promotion of community volunteering events, the provision of tools and materials and a professional officer to assist where required.

2 publicity and consultation campaigns have been completed in the past 12 months with a few thousand flyers being posted, posters and social media being utilised together with Friends just talking to users of the park. The latter has been the most effective.

As a result of these campaigns the overall number of friends has increased and more importantly the number of actively participating friends has increased 6-fold.

We are now able to undertake larger projects such as the building of a new wooden bridge to provide access to a fishing point on the lake and open up views to the public.

Through these campaigns we are better informed as to what the public wants from the park.

This consultation will be extended and the results utilised to inform the pending full management plan.

The Friends of Ball Grove Park are a constituted group with a good membership including local Councillors, local residents, park users, local police, etc.

The Friends Group are also supported by the local Borough Councillor and Parish Councillors.

2.7.7 Marketing

Marketing for the park is appropriate for what the community has expressed it wants, namely that the park remains a valuable community led Local Park and that usage is not extended beyond its capacity.

The park is very widely used by both locals and the wider community already in particular walkers and dog walkers and users of the cafe and play area.

Indeed, at times paths become eroded and muddy because of significant use and wildlife is limited by this factor.

As such it is important that a balance is established between usage and the natural environment.

Resultant from this marketing is effective yet relatively discrete and takes the following forms:

- Via the social media page of the Friends Group,
- Via the PBC web site [Borough of Pendle website](#),
- Via the Friends Group web site,
- On-site marketing,
- Appropriate signage to the park,
- Publicity campaigns for specific things such as membership of the Friends Group and consultation,
- Outreach with local schools,
- Via the Green Flag portal.

Whilst a park leaflet is available, we are currently assessing if there is a need to renew this

On-Site Marketing- further explained

Ball Grove Park currently has three interpretation boards.

There is also an information panel installed on the building in the park. This was installed around 2008 and displays information regarding both the park and nature reserve.

Press Releases

Whenever an event or community led initiative takes place in the park a press release is sent out to all local agencies.

2.7.8 Overall Management

This management plan, whilst interim in its nature, demonstrates the high level and clear commitment from the Parish Council, particularly as it has been developed very shortly after the transfer of the park and within the reduced timescales available to meet the green flag award deadlines. Notwithstanding this, it will still form the basis for the management and development of Ball Grove Park over this period and lead into the development of a full management plan for a 5 or even 10-year period. It will be shared by staff at all levels, both within the Parish Council and PBC, and provided and endorsed by the Friends Group. The Parish Council will adopt this as the key policy framework for the management of the park.

The Parish Clerk will be responsible for the implementation of this plan, supported by Parish Councillors, The Friends Group and PBC. Later in the plan are shown the review mechanisms to be deployed ensuring that relevant standards and targets are met and that the plan remains live and fit for purpose.

The Parish Council will also monitor the day-to-day management and maintenance of the park assisted with the eyes and ears of the Friends Group.

Effective communication and reporting mechanisms are in place that currently work very well.

2.8 Recent Developments

Over the past year the following improvements/developments have been implemented:

Trawden Parish Council

- The legal transfer of the park- this has led to very significant improvements outlined elsewhere in this plan but in particular in the way partnerships have developed to benefit the park and increase community engagement
- The development of this management plan
- The gaining of information to ensure the smooth transfer and future management of the park by the Parish Clerk
- Clear communication and reporting mechanisms established with the Parish Council
- The development of risk assessment and volunteer policies to enable the Friends Group to function more effectively and in full accordance with relevant legislation

- The purchase of high visibility vests, a first aid kit and the consideration of a storage area for the Friends Group
- The raising of funds via the Parish Council precept to ensure the future financial stability of the park and enable a £10,000 budget to be set aside for capital works as required. (The revenue funding has increased in real terms as a result and the capital budget is the first dedicated to the park specifically for many years)
- The development of partnership working and joint management and monitoring arrangements with key partners
- The renewal of some of the signage on site
- The repainting of the entrance barrier
- Further tree planting and an extension to the set aside areas to improve biodiversity

The Friends Group

Publicity and consultation campaigns resulting in increased overall membership and a 6-fold increase in active membership, also a greater understanding of local community needs

An increase in the number, scope and scale of community projects undertaken in the park, including:

- A new wooden bridge constructed on site and installed in situ
- Bulb planting, litter picking, low level tree maintenance, clearance of paths etc.
- The appointment of a new chair and vice chair (The latter is a new position)
- Increased engagement with PBC to set the borough wide volunteering schedule
- Growing of wildflowers and native trees in preparation to be planted in the park
- The funding of a new wildflower meadow jointly with PBC

3.0 Where do we want to get to?

This section of the management plan aims to provide a future direction for Ball Grove Park.

3.1 Vision, Aims and Objectives

The vision for the park can be expressed as follows:

- Protecting the parks natural and built heritage, whilst providing facilities that the community need
- Understanding community needs and engaging them fully
- Providing a welcoming park that is clean, safe, accessible and well maintained and meets the needs of the local community

We have deliberately kept the above vision statements short and concise and feel

that other aspects of importance to the management of the part sit within these 3 core vision statements.

4.0 How will we get there?

4.1 Action Plan

This 1-year interim action plan, has been developed in collaboration with the Friends Group, indeed has been drafted by their Chair and then agreed by the Parish Council.

It considers the community needs expressed in the community engagement and promotional campaign completed by the Friends group in the summer of last year.

It also considers the resources available to undertake the tasks involved and as such is a balance of what may be hoped for and what is realistic but still stretching.

It represents the priorities identified in terms of community needs, legal obligations, protection of community assets and Parish Council aims and objectives.

The plan is empowered by the increased revenue budget (compared with the Borough's anticipated budget) and the capital allocation of £10,000.

The revenue budget allocated to the park is around £10,000, which as stated earlier is significantly higher than it would have been without the transfer of the park to the Parish Council.

Action	Priority	Timescale	Resources	Responsibility	Outcomes
Consider an application for a community orchard	Medium	Autumn 2024	£170k budget available for projects across the borough	TFPC and Friends	A community orchard is installed subject to funding and community needs The orchard will be maintained by volunteers and links with the local food banks established for the produce to be utilised
Complete a schedule of site inspections and joint meetings to monitor maintenance standards and the implementation of this plan	High	Spring 2024	Staff, Members and volunteers	Parish Clerk	The maintenance of the park will reach required standards and if it does not, remedial action will be identified and completed effectively
Compile a schedule for the maintenance of the building and infrastructure	High	End Summer 2024	Staff	Parish Clerk	The maintenance of the park will reach required standards and if it does not, remedial action will be identified and completed effectively
Preparation for review the lease of the Cafe	High	End Spring 2025	Staff, legal from PBC	Parish Clerk	The appropriate levels of funding will be gained and the cafe will continue to provide a popular venue and menu
Complete a longer-term management plan for the park	High	End Spring 2025	Free consultancy, via the Friends Group	Parish Clerk to oversee Chair of Friends Group to draft	The management of the park will be further established on a sustainable basis with a realistic work schedule that is funded and resourced ensuring that standards are maintained and where possible enhanced
Install a new wildflower meadow	Medium	Spring 2024	£100 Friends Group contribution	Contractor	Increased biodiversity and amenity value
Install defibrillator	High	Spring 2024	Purchased, capital funds use to install	Parish Clerk, Contractor	Enhanced safety in the park
Plant native trees and wild flowers	Medium	Spring 2024	Grown and planted by volunteers	Grown and planted by volunteers	Increased biodiversity and amenity value

Action	Priority	Timescale	Resources	Responsibility	Outcomes
Re-surface track (Chippings in potholes)	High	Spring 2024	Negotiable, potentially PBC, volunteer labour	Parish Clerk, Friends	Better access and improved amenity value
Schedule a range of volunteer events within the park	High	Spring 2024	Friends and other volunteers (Local church etc)	Friends	Improved maintenance and engagement of the community
Undertake community consultation	High	Autumn 2024	Admin support from TFPC, Volunteers	Parish clerk to oversee, Friends Group to undertake	Understanding of community needs to inform the full management plan
Tidy area around the cafe	High	Autumn 2024	Funding from PBC	Friends	Improved amenity value and hygiene
Replace bins where required	High	Summer 2024	Capital budget TFPC	Parish Clerk	Improved amenity value and hygiene
Review contractual arrangements with PBC and if required commence tendering process	High	Dec 2024	TFPC Revenue budget	Parish Clerk Assistance may be available from the Friends	Value for money and effective maintenance is obtained

5.0 How will we know when we get there?

5.1 Monitoring and Review

The Parish Clerk together with members of Trawden Forest Parish Council and the Friends Group will ultimately be responsible for monitoring the progress of the Management Plan and its subsequent action plan. This will include the monitoring of our current contractor.

Regular site visits have already been established and a schedule of these will be completed by the spring of 2024.

A 6-month review of the interim plan will also be conducted with the primary aim of learning lessons to enable the completion of a comprehensive longer-term plan for the park.

The feedback from Green Flag Judges will also be a key aspect of the monitoring of this plan and the standards within the park and due regard will be given to these in the compilation of a longer-term plan.

Finally, further public consultation is planned by the Parish Council and Friends Group and this will be regarded as the most important review of both our plan and the standards within the park, together with understanding current and future community needs.

Our regular site monitoring and the monitoring of our action plan will also inform as to the necessity of changes. As such it is intended that this plan is live and may therefore change and develop.

Appendices:


Appendix 1 Map of area

Appendix 2 Risk Assessment

Appendix 3 Green Flag Judges Report 2023

Appendix 1 – Map of the Area



<p>Description</p> <p>BALL GROVE COUNTRY PARK, OFF KEIGHLEY ROAD, COLNE</p> <p>Area edged red approx. 4.00 ha.</p>		<p>Borough of</p>  <p>Pendle Liberata</p> <p>Property Services</p> <p>No. 1 Market Street, Nelson BB9 7LJ</p> <p>Tel: 01282 878787 Fax: 01282 878993</p>
<p>Scale 1:2500</p>	<p>Drawing No.</p> <p>CO/PARKS/BG</p>	
<p>Drawn By R.P-K</p>	<p>Date Aug 2023</p>	

Appendix 2 – Risk Assessment

Friends of Ball Grove Risk Assessment

This is written to document how volunteers may carry out their activities to maintain minimal risk.

This risk assessment by Trawden Forest Parish Council (TFPC) will apply to the activities detailed below, providing the control measures described are in operation by Friends of Ball Grove (FoBG) and there are no further significant hazards.

Control measures to be followed are stated at end of this document – Action Plan.

Each volunteer is required to read this risk assessment, and sign to state they will follow requirements. This will be kept by TFPC Clerk as separate document.

This Risk Assessment should be read in conjunction with the Volunteer policy document.

TFPC recognises that there is risk in all activities and zero risk not possible; therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are common in interrupting volunteers normal work.

The group has a first aid kit. This is taken by lead volunteer on each gardening day. All volunteers are informed of this provision. In case of incident/injury to contact first aider at the shop. Mobile telephones are available to call emergency services.

Concerns, changes in risk management practice or minor injuries that are seen by Parish Councillors to be significant should be reported to the Parish Clerk or Chairman. All injuries, even minor to be reported to Clerk.

The Clerk has the list of names and emergency contact details of the volunteers (approximatley 20) and will keep under GDPR rules. FoBG lead volunteer to inform Clerk when list changes (name/address) to enable update.



TRAWDEN FOREST
PARISH COUNCIL

DESCRIPTION OF ACTIVITY:

FoBG volunteers litter picking, weeding, pruning, light tree maintenance (not at height), planting, supervised building and other commensurate duties as agreed by the Parish Council and the volunteer.

This hand tools (not powered), wheelbarrow, compost, buckets.

Location of activity: Trawden Forest Parish Council's owned area of Ball Grove Park, as shown on the map.



HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards	Who could be harmed	How harmed	Existing controls
Traffic - vehicle movement near site locations	Volunteers Members of the public	Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle. Public moving onto road out of way of activity.	<ul style="list-style-type: none"> • Volunteers to be aware of traffic risk – vehicle movement nearby. • Volunteers to be aware of public in vicinity, especially where pavements narrow or lacking, and leave enough space for public to pass. • Volunteers wear high visibility vests to make others aware of their presence – this does not prevent accidents. • Only do activities in daylight to ensure well lit. • Temporary traffic cones appropriately placed, if necessary to separate from vehicles.
Equipment – Use of hand tools – fork, trowel, hoe, shears, loppers, rake, spade, secateurs. Movement of wheelbarrow, trolley, water containers, compost bags, step-ups.	Volunteers, Clerk Members of the public	Manual handling in moving larger items - Sprains/strains/breaks, bruises, crushing injury, cuts, skin irritation from contact with soil/compost and any matter (biological, debris) in it, plants.	<ul style="list-style-type: none"> • Knowledge on tool use and guidance from more experienced volunteers – how to use safely for themselves and others. Use of long-handled and/or lightweight tools for ease of use. • Use of gloves where required – to minimise risk of cuts, abrasions, bruises, or skin contact for those who may experience skin irritation from soil or vegetation. • Keep tools away from public, i.e. close to each worker or in area not too near public. • Experience and awareness of volunteers to take care, share the load with others in team work, take their time, use suitable equipment to move/handle items. • Volunteers instructed not to lift/move if it feels too heavy/awkward, use their own individual capability. • Most equipment is stored at storage area within the <u>Park</u> building, or volunteers use their own hand tools. • Step-ups and step ladders to be stored at storage area at park building and a volunteer collects and returns on the gardening day.
Weather conditions – ice, strong winds, wet surfaces, sun	Volunteers	Sun - heat stress; Sunburn; windy - equipment moved by wind; very wet/icy – slips potential – risk of injury.	<ul style="list-style-type: none"> • Avoid very hot or very windy or wet/icy days – plan the activities/days/locations to suit weather. • Encourage volunteers to bring drinks of water for hydration. • All those involved to be made aware of need to protect themselves against over exposure to the sun and warm conditions • Take regular breaks or not garden for too long before get too warm or tired.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards	Who could be harmed	How harmed	Existing controls
Hazardous debris (needles, broken glass, animal faeces etc)	Volunteers	Needle stick injuries, cuts/lacerations, infection from infected needles etc. <u>Toxicariasis</u> (partial blindness cause by dog faeces)	<ul style="list-style-type: none"> • Volunteers to do a visual check of the area prior to start of task. • If any needle debris or broken glass is noticed – do <u>Not</u> pick up – refer to lead volunteer for advice. • Any debris/weeds to be disposed of appropriately. • Wash hands or use sanitiser gel after work, and before eating– use community centre or wash hands immediately on return home

ACTION PLAN - Specify any further action required		Action to be carried out by:	Date Completed, & by whom
1	Risk assessment to be read, revised and agreed upon with lead volunteer, and TFPC, then issued. Communication of risk assessment is important - each volunteer to sign the document to say read and understood and to follow it . Clerk to maintain the records and review annually. <u>FoBG</u> needs to update Clerk when volunteer list changes or new locations or activity outside scope of this risk assessment, the latter may trigger a new specific assessment.	All volunteers, Clerk	
2	Tools or equipment to be listed – what and where stored. List to be kept by the Clerk as a H&S record. Any new tools/equipment to be purchased by Clerk who will check if suitable for use, add to list, and update RA if relevant. Any defects or other issues to be reported by volunteers ASAP to Clerk. Clerk then to action repair or replacement. An annual inspection of any step-ups/ladders to be carried out by Clerk and record kept. Lead volunteer to take on task of checking first aid kit and ask Clerk for refill where necessary.	All volunteers, Clerk	
4	For work at height (i.e. any not ground level) only ‘hop-up’ steps or small step-ladders to be used as these are ‘work equipment’, need to be suitable for task, and need inspection to be assured low risk. If volunteers bring their own the Lead volunteer must check prior to use that are suitable and sturdy. Under no circumstances can a chair or other, non-ladder or non-steps be used for access or work. If any steps are not high enough for some tasks, then STOP - Clerk to advise or seek further H&S advice to find safe work at height provision, and this RA may need to be reviewed.		
5	Lone working to be avoided as much as possible. Not to be carried out if use step-ups or work at height or heavy work. Plan the work. Use buddy system, mobile phone message for keeping in touch, preferably work in pairs or nearby.		
6	When there are changes to type of work carried out, it is not listed here, or other significant change, inform Clerk, so that RA may be reviewed and revised where necessary. This way, the tasks can be kept low risk for all.		

Assessment carried out by:	Andrea Beswick, CMIOSH, in consultation with lead volunteer of <u>FoBG</u>.
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Appendix 3 Green Flag Judges Report 2023



SITE QUALITY EVALUATION (Mystery Shop)

Name of Site	Ball Grove Park
Managing Organisation	Pendle Borough Council
Date of Assessment	8.10.23
Time (from – to)	14:15 - 15:00
Weather conditions	Cloudy and bright

OVERALL RESULT	Green – Meets the standard with no concerns raised
	Amber – Meets the standard but with some minor areas of concern
	Red – Does not meet the requirement with major issues identified

Green	✓	Amber	Red
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Grading	Strengths and recommendations
Each question is graded Green, Amber or Red NG (not graded) is used when the question can't be answered or is not applicable – for which an explanation is provided	Strengths and recommendation are provided to support each grading Photographs are also included throughout, or at the end of the report to support the feedback from the judge(s) in relation to both strengths and recommendations Please refer to the Raising the Standard guidance manual here for further information on the criteria

A Welcoming Place					
1 Is the site welcoming?	NG	G	A	R	• Pleasant countryside location, with an attractive cafe and fishing lake
		✓			
2 Is the site easy to find?	NG	G	A	R	• With the help of wha3words
		✓			
3 Is signage in good condition?	NG	G	A	R	• Good signage in the car park, and at the cafe
		✓			
4 Is the site accessible to all users?	NG	G	A	R	• There are some steep gradients and sett paths across the site, but most areas of the park are accessible for all
		✓			

Healthy, Safe and Secure					
5. Are facilities on site in good and safe condition?	NG	G	A	R	<ul style="list-style-type: none"> Play area in good condition Picnic orchard is well maintained
		✓			
6. Did you feel safe during the visit?	NG	G	A	R	<ul style="list-style-type: none"> Open aspect of the park assists in a feeling of safety, together with a number of other park users
		✓			
7. Are dogs being controlled and the site free of dog fouling?	NG	G	A	R	<ul style="list-style-type: none"> No dog issues noted Very little fouling
		✓			
Well Maintained and Clean					
8. Is litter, waste and recycling managed?	NG	G	A	R	<ul style="list-style-type: none"> Some litter bins need replacing, due to aging and decay No recycling facilities noted on site - investigate the introduction of combined recycling bins
		✓			
9. Is there a good standard of horticulture maintenance?	NG	G	A	R	<ul style="list-style-type: none"> Yes, where applicable
		✓			
10. Is there a good standard of arboriculture maintenance?	NG	G	A	R	<ul style="list-style-type: none"> No issues noted with any trees, and impressive to see succession planting in progress, especially the jubilee avenue
		✓			
11. Are buildings and infrastructure such as walls, paths, steps and structures in good condition?	NG	G	A	R	<ul style="list-style-type: none"> Majority of infrastructure was in good condition
		✓			
12. Is equipment used by the public and staff in good condition?	NG	G	A	R	<ul style="list-style-type: none"> Play area and picnic areas well presented and maintained
		✓			
Environmental Management					
13. Is there evidence that the site is managed to have a positive impact on the environment and biodiversity.	NG	G	A	R	<ul style="list-style-type: none"> Biodiversity is inherent to this site, being on the edge of the Pennine countryside, with a fishing lake at the heart of the park Future planting and site management should focus on further aspects for increasing biodiversity
		✓			
Landscape and Heritage					
14. Are heritage and/or landscape features in good condition?	NG	G	A	R	<ul style="list-style-type: none"> Yes
		✓			
Community Involvement					
15. Is there evidence of community involvement and engagement?	NG	G	A	R	<ul style="list-style-type: none"> Noticeboard information displayed about the Friends Group
		✓			
16. Is user feedback positive?	NG	G	A	R	<ul style="list-style-type: none"> No discussion with park users
		✓			

Marketing and Communication					
17 Is there evidence of marketing and promotion, including events? e.g. notice boards, in buildings, website & social media	NG	G	A	R	<ul style="list-style-type: none"> • Good presentation of information in several well kept notice boards • Friends website is impressive and outshines the PBC webpage, which is lacking a sufficient information and illustrations/imagery
		✓			
18 Is the correct year flag flying and certificate on display?	NG	G	A	R	<ul style="list-style-type: none"> • Yes, flag flying proudly on the highest mound in the park
		✓			
Final comments					
<ul style="list-style-type: none"> • A most friendly and inviting park with wonderful views over the adjacent countryside • Well presented and well kept park - congratulations on retaining your Green Flag Award 					





