



TRAWDEN FOREST
PARISH COUNCIL

Ball Grove Park Management Plan 2026



Revised and adopted by Trawden Forest Parish Council January 2026

Photo credit Trawden Forest Parish Council Clerk

Ball Grove Park

Management Plan

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Ball Grove Park Management Plan

1.0 Introduction

1.1 Summary

Ball Grove Park has been officially owned and managed by Trawden Forest Parish Council since 1 November 2023. This transfer from Pendle Borough Council was made to protect the park from further budget cuts and ensure its long-term care is managed on a local level. The Parish Council, with its ability to fund its assets more flexibly than the Borough, has allocated funding to maintain and improve the park to a higher standard than previously possible.

This interim management plan has been developed for 2025/26 and lays the foundation for a more comprehensive strategy that will be shaped by further community engagement and research.

The plan reflects the shared dedication of Trawden Forest Parish Council and the active members of the 'Friends of Ball Grove Park' to enhance the park's quality, accessibility, and sustainability.

1.2 Planning Process

This interim plan was created in response to the park's recent transfer of ownership. It involved collaboration with:

- Trawden Forest Parish Council members and Clerk
- Friends of Ball Grove Park
- Pendle Borough Council
- Park users (via the Friends Group)
- The Arboricultural Association
- Lancashire Wildlife Trust

The plan aims to:

- Define short-term goals aligned with long-term vision
- Address community and stakeholder needs
- Protect and enhance the park's natural and built assets
- Serve as a central reference for park management
- Support the park's Green Flag Award application

This document will be regularly reviewed and updated. Insights from its implementation will inform the development of a longer-term management plan.

2.0 Where Are We Now?

This section provides an overview of Ball Grove Park's status, including its location, features, usage, management, and strategic context. It sets the foundation for future improvements and details how it aligns with the Green Flag Award criteria.

2.1 Site Description

2.1.1 Ownership

Ball Grove Park is now owned and managed by Trawden Forest Parish Council. A detailed map of the transferred area is included in Appendix 1.

2.1.2 Location and Size

- **Grid Reference:** SD 9090 4038
- **Area:** 2.76 hectares
- **Google Maps:** [Ball Grove Park on Google Maps](#)

2.1.3 Overview

Located off Winewall Road, Ball Grove Park is designated as a local park in Pendle Borough Council's local plan. It serves as a peaceful green space for recreation and leisure. Historically, the site housed Europe's largest tannery mill, which was demolished and remediated in the 1980s. Today, the park features landscaped areas, habitats, and community facilities.

Key features include:

- Play area
- Lake
- Two car parks
- Picnic site
- Café
- Walking paths
- Informal recreation areas
- Section of the Fearndean Way footpath

Simple layout plan of Ball Grove Park



2.1.4 Usage

The park is mainly used by local residents for walking, dog exercise, visits to the on-site café and informal play. As part of the Fearndean Way, it also attracts visitors from outside the immediate area.

2.1.5 Facilities

Current amenities include:

- Children's play area
- Lake
- Picnic site
- Informal kick-about space with goal post
- Car parks
- Café

- Accessible paths
- Interpretive signage
- A wildflower meadow funded by Trawden Forest Parish Council

More details are available on the Parish Council's website. [More information is available through the council website](#)

2.1.6 Access

- **By Car:**
From the M65 (Junction 14), follow the A6068 (Vivary Way), then turn onto Cotton Tree Lane (B6250). Continue past the factory and turn left onto Winewall Road. The park entrance is just before the bridge.
Postcode for GPS: BB8 7BS
- **By Bus:**
Routes M3 (Burnley to Keighley) and M4 (Burnley to Trawden), operated by Burnley & Pendle Travel, stop nearby. [Route MM3 \(Burnley to Keighley\)](#) [Route MM4 \(Burnley to Trawden\)](#)

- **By Bike:**

While there are no dedicated cycle routes, the park is accessible to cyclists.

2.2 Brief History

- Ball Grove Park has a rich industrial past. Originally the site of a water-powered cotton mill, it was transformed in 1860 when John and William Sagar converted it into a tannery. At its peak, the Sagar Tannery was believed to be the largest in Europe, using over 100,000 gallons of water daily from the park's lodges.
- After the tannery declared bankruptcy in 1970, the site was demolished in 1974. In the 1980s, the area was decontaminated and redeveloped into a public park. The lake was restored, the land landscaped, and a picnic site created. Remaining buildings were repurposed into a café, which remains a popular local business today.
- Interpretive signage throughout the park and the adjacent nature reserve shares this history with visitors.

The Sagar Tannery prior to the fire and subsequent demolition.



2.3 Existing Management and Maintenance

Grounds maintenance is currently provided by Pendle Borough Council under a contract with Trawden Forest Parish Council. This contract was initially awarded for a 1 year term and has now been extended by an additional 2 years as per the terms within. This contract outlines all landscape maintenance tasks and is executed by a mobile team due to the park's informal layout.

Key features of the contract include:

- Regular and annual play area inspections
- Arboricultural work by specialist officers
- Emergency and ad hoc maintenance flexibility
- Risk assessments and public notifications handled by the contractor

Maintenance standards are jointly monitored by the Parish Council and the Friends of Ball Grove Park, ensuring proactive care—such as controlling invasive species and maintaining set-aside areas.

Building and infrastructure maintenance (e.g., bins, benches, paths) is the responsibility of the Parish Council. Regular inspections guide necessary repairs, and contractors are appointed as needed. The café tenant manages internal décor and furnishings.

Long-term infrastructure plans are in development and expected within the next year.

Grounds Maintenance Summary

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

Ball Grove Park plays a vital role in supporting the broader goals of both the local and regional community. This section outlines how the park aligns with key strategies and policies at the parish, borough, and national levels.

Local and Regional Strategies

Pendle's Sustainable Community Strategy

Developed by Pendle Partnership, this strategy sets long-term goals for a sustainable, high-quality future for the borough. Ball Grove Park contributes to several of its priorities, especially:

- Enhancing community safety
- Promoting health and well-being
- Fostering environmental awareness and stewardship

Pendle Borough Council Strategic Plan

This plan outlines how the Council will deliver on the Sustainable Community Strategy. Ball Grove Park supports:

- Community engagement and leadership
- Sustainable development and regeneration
- Accessible, high-quality services

Specifically, the park contributes to the goal of improving satisfaction with Pendle as a place to live by enhancing parks and recreation facilities.

Lower Lodge Lake with cafe



Photo credit – Trawden Forest Parish Council Clerk

Replacement Pendle Local Plan

The Local Plan translates strategic goals into land use policies. Several policies directly impact Ball Grove Park:

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 Neighbourhood Plan

This plan identifies Ball Grove Park as a key community asset. It protects the park and its car parks from development and supports the continued operation of the café as a valued local amenity.

Pendle Open Space Audit

This audit evaluates the quality and accessibility of open spaces. Ball Grove Park scored 55 out of 77—placing it in the upper quartile and classifying it as a good-quality site. While not a top priority for intervention, the audit recommends continued improvements to reach the highest standards.

Other Relevant Strategies

- **Corporate Equality Plan:** Ensures inclusive access and services for all park users.
- **Parks Strategy:** Promotes tailored management plans for each park to reflect local needs.
- **Children’s and Youth Play Area Strategy:** Guides future improvements to play facilities.
- **Climate Change Action Plan:** Encourages energy efficiency and biodiversity in park operations.
- **Ball Grove Wildlife Survey:** Identifies opportunities for habitat enhancement and community engagement.
- **Natural Environment and Rural Communities Act 2006:** Requires public bodies to consider biodiversity in all decisions.
- **Pendle Health & Well-Being Action Plan:** Recognizes the park’s role in promoting physical activity and mental well-being.

2.5 Byelaws

- Ball Grove Park is governed by a Public Spaces Protection Order. These regulations apply to all parks and open spaces across the borough and were developed in line with national standards. The previous bye-laws specific to Ball Grove Park were revoked at that time of conversion from the old by-laws in 2019.
- Currently, there is no requirement for Trawden Forest Parish Council to review or amend these PSPO's, as they remain appropriate and enforceable.

2.6 Leases, Licences, and Covenants

- There are no restrictive covenants, leases, or licences affecting the overall park site. However, the café located within the park operates under a lease agreement with a third-party tenant. This lease is currently under review.
- The café is a well-maintained and popular facility. Food hygiene standards are monitored through the Borough's certification scheme, with the café consistently receiving high scores.

2.7 Site Assessment

- To guide improvements and align with Green Flag Award standards, a comprehensive internal assessment of Ball Grove Park was conducted in December and January 2023/24. This evaluation was led by an external volunteer who is an experienced Green Flag judge, and incorporated feedback from previous Green Flag assessments.
- The assessment focused on the eight Green Flag criteria and helps to inform both this interim plan and the forthcoming long-term strategy by providing guidance on both day-to-day maintenance and longer term works required.

2.7.1 A Welcoming Place

- Ball Grove Park is accessible by car from two main entrances and offers a peaceful, inviting environment. The park's layout, signage, and facilities contribute to a positive first impression for visitors. Further details on this criterion and others will be expanded in the full site assessment section. The Park is also accessed via several footpaths and the adjoining Ball Grove nature reserve.
- This internal assessment uses the Green Flag Award criteria to evaluate Ball Grove Park's current condition and identify areas for improvement.



Photos taken from google maps search

2.7.2 Healthy, Safe and Secure

Ball Grove Park is generally considered a safe and healthy environment. Weekly inspections of the play area are conducted by Pendle Borough Council, under their current agreement. The rest of the park is inspected monthly and after instances of severe weather by a Councillor or representative of the council. The completed document is passed to the Parish Council Clerk who orders any urgent works or consults with the Parish Councillors for any small issues identified. The park benefits from visible signage and good lighting in and around the car parks. Any issues brought to the attention of the Parish Council Clerk are dealt with by means of an emergency response protocol and any ad hoc maintenance issues are built into the contractor's agreement, ensuring flexibility and rapid action when needed.

2.7.3 Well Maintained and Clean

The park is maintained to a high standard through a structured contract with Pendle Borough Council. Tasks such as grass cutting, litter picking, and path sweeping are completed regularly. The Friends Group also contributes to cleanliness and upkeep, helping to maintain the park's welcoming appearance. Infrastructure such as bins.



- Photo taken from internet search [Litter Picking - Love Your Chelmsford](#)

2.7.4 Sustainability

Environmental sustainability is a key focus. The park supports biodiversity through habitat creation, including a wildflower meadow. Maintenance practices aim to minimize environmental impact, and future plans will incorporate energy-efficient infrastructure and sustainable landscaping. The park aligns with Pendle's Climate Change Action Plan and the Natural Environment and Rural Communities Act 2006. Pendle Council declared a climate emergency in 2019 which actively promotes tree planting, rewilding and efforts to reduce emissions. The Parish council supports this agenda.



Wildflower area at Ball Grove

2.7.5 Conservation and Heritage

The park's rich industrial history is preserved through interpretive signage and careful stewardship of its natural features. The lake and surrounding habitats are managed to

support wildlife, and the site's historical significance as a former tannery is acknowledged and respected. Conservation efforts are guided by recommendations from the Wildlife Trust and local heritage policies.

2.7.6 Community Involvement

Community engagement is central to the park's management. The Friends of Ball Grove Park play an active role in maintenance. The Parish Council consults regularly with residents and stakeholders, ensuring that the park reflects local needs and values. Volunteer contributions are recognized and encouraged. Pendle Borough Council also hold volunteer days, within the Park to encourage a diverse group of individuals to engage with small maintenance projects within the park.

2.7.7 Marketing

Promotion of Ball Grove Park is currently informal but effective. The café, events, and natural beauty attract visitors, and information is available through the Parish Council's website [Ball Grove Park](#) and local networks. Future plans include improved signage, digital outreach, and collaboration with tourism initiatives to raise the park's profile.

2.7.8 Overall Management

Management of Ball Grove Park is collaborative and responsive. The Parish Council oversees strategic planning and infrastructure, while Pendle Borough Council provides grounds maintenance under contract. The Friends Group offers volunteer support. This multi-tiered approach ensures flexibility, accountability, and continuous improvement.

2.8 Recent Developments

Since the park's transfer to Trawden Forest Parish Council in November 2023, several key developments have taken place:

- A wildflower area, trialled in 2024 is scheduled for extension in spring 2026, adjacent to the lake
- A new lease of the lake to an angling association has been agreed.
- Maintenance standards have improved through joint monitoring and enthusiastic Park's officers within the Borough Council
- Works are planned to improve cleanliness of the playground and improve minor landscaping details
- Infrastructure planning is underway for long-term upgrades
- Community engagement has increased, with more involvement from the Friends Group
- These developments reflect a strong commitment to enhancing Ball Grove Park and preparing it for future Green Flag Award assessments.

3.0 Where Do We Want to Get To?

This section outlines the long-term vision for Ball Grove Park and sets the direction for future development and management.

3.1 Vision, Aims, and Objectives

Vision:

To create a vibrant, inclusive, and sustainable park that enhances the quality of life for residents and visitors, celebrates local heritage, and supports biodiversity.

Aims:

- Maintain and improve the park's natural and built environment
- Promote health, well-being, and community engagement
- Ensure accessibility and safety for all users
- Celebrate the park's history and ecological value
- Achieve, sustain and aim to improve the Green Flag Award status

Objectives:

- Deliver high-quality maintenance and infrastructure upgrades
- Expand community involvement through events and volunteering
- Enhance biodiversity through habitat creation and conservation
- Improve signage, interpretation, and digital outreach
- Monitor and evaluate progress regularly to inform future plans

4.0 How Will We Get There?

- This section presents the action plan for achieving the park's vision and objectives during the interim period.

4.1 Action Plan

- The following actions are prioritized for 2025/26:

Action	Priority	Timescale	Resources	Responsibility	Outcomes
Complete a schedule of site inspections and joint meetings to monitor maintenance standards and the implementation of this plan	High	Spring 2026 and on a quarterly basis	TFPC, Councillors and FoBG	Parish Council 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 2026	TFPC	Parish Council 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 reviewing the lease of the Cafe	High	End Spring 2026	TFPC, TFPC Solicitor, Café tenant	Parish Council 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 2026	TFPC	Parish Clerk to complete 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
Recreate and extend the	Medium	Spring 2026	£300 TFPC contribution	Pendle Borough Council	Increased biodiversity and amenity value

wildflower meadow					
Install defibrillator	High	Winter 2025	Purchased, capital funds use to install	Parish Council Clerk, Electrician	Enhanced safety in the park
Fill potholes in track as required	High	Spring 2026	Negotiable, potentially PBC jointly, volunteer labour	Parish Council Clerk, FoBG	On-going maintenance to ensure better access, safety and improved amenity value.
Schedule a range of volunteer events within the park	High	Ongoing	FoBG, Pendle Borough Council and other volunteers	Pendle Borough Council/FoBG	Improved maintenance and engagement of the community.
Replace bins where required	High	Ongoing	Capital budget TFPC	Parish Council Clerk	Continuous improvement amenity value and hygiene.
Unused part of building	Medium	Summer 2027	TFPC, Grant Funding	TFPC, Parish Council Clerk, external designers, builders, surveyors	Ongoing project to bring back the part of building currently unused to a community space.
Re-open exterior toilet	Medium	Spring 2027	TFPC, Grant Funding	TFPC, Parish Council Clerk, external specialist, builders, surveyors	Potential to re-open exterior toilet following feedback received on consultation.
Disabled parking area	Medium	Spring 2026	TFPC	Parish Council Clerk, contractor	To redefine the disabled parking area bays and install signage to each bay. Better access for disabled users.
Winewall Road parking area	Medium	Spring 2026	TFPC	Parish Council Clerk, contractor	To re-line the parking bays on car park and install painted walkways. Easier and better parking for all users.

Grip Strip from Keighley Road Car park down slope	High	Winter 2025	TFPC	Parish Council Clerk, contractor	To install a pedestrian 'grip strip' as slope is very slippery, even when dry. Enhanced safety for pedestrians.
Open space and perimeter	Low	Winter 2026	TFPC/FoBG	TFPC	To review if additional trees or structured shrub areas can be introduced to enhance biodiversity and structure for wildlife

Grounds maintenance tasks – Routine ongoing

Trees and shrubs	High	Monthly	PBC/TFPC	TFPC	To monitor shrubs and trees for issues to prevent hazard from low or sharp branches, prune or remove if required
Trees and Shrubs	High	3 yearly	TFPC / contractor	TFPC	To instruct qualified arboriculturist contractor to carry out a negative recording survey of all tree stock within the park and also those on the perimeter that have potential to be a hazard. Carry out required works as required
Grass areas	Medum	3 weekly between April - oct	PBC	TFPC	To ensure amenity grass is mowed as per spec for adequate play and relaxing space. To review on an annual agenda whether areas can be altered to differential mowing techniques. Ensure litter is picked prior.
To inspect timber structures, signs, bridges, pathways and car parks	High	Monthly	TFPC	TFPC	To routinely inspect for defects to reduce risk of injury or prevent damage escalating. To check and clean as required to present a good image and be hygienic.
To inspect Play area	High	weekly	PBC	TFPC	To ensure safe environment and reduce risk of injury. Prevent damage escalating

5.0 How Will We Know When We Get There?

To ensure that Ball Grove Park continues to improve and meet its objectives, a clear process for monitoring and evaluation is essential.

5.1 Monitoring and Review

The implementation of this interim management plan will be regularly reviewed by Trawden Forest Parish Council in collaboration with the Friends of Ball Grove Park. Key elements of the review process include:

- **Quarterly progress reviews** to assess completion of action plan items
- **Annual site inspections** to evaluate maintenance standards and infrastructure condition
- **Community feedback** gathered through surveys, meetings, and informal input
- **Green Flag Award assessments** used as benchmarks for quality and improvement
- **Contractor performance reviews** to ensure maintenance standards are upheld

Findings from these reviews will inform updates to the management plan and guide the development of a comprehensive long-term strategy. The goal is to create a dynamic, responsive approach that evolves with the needs of the park and its users.

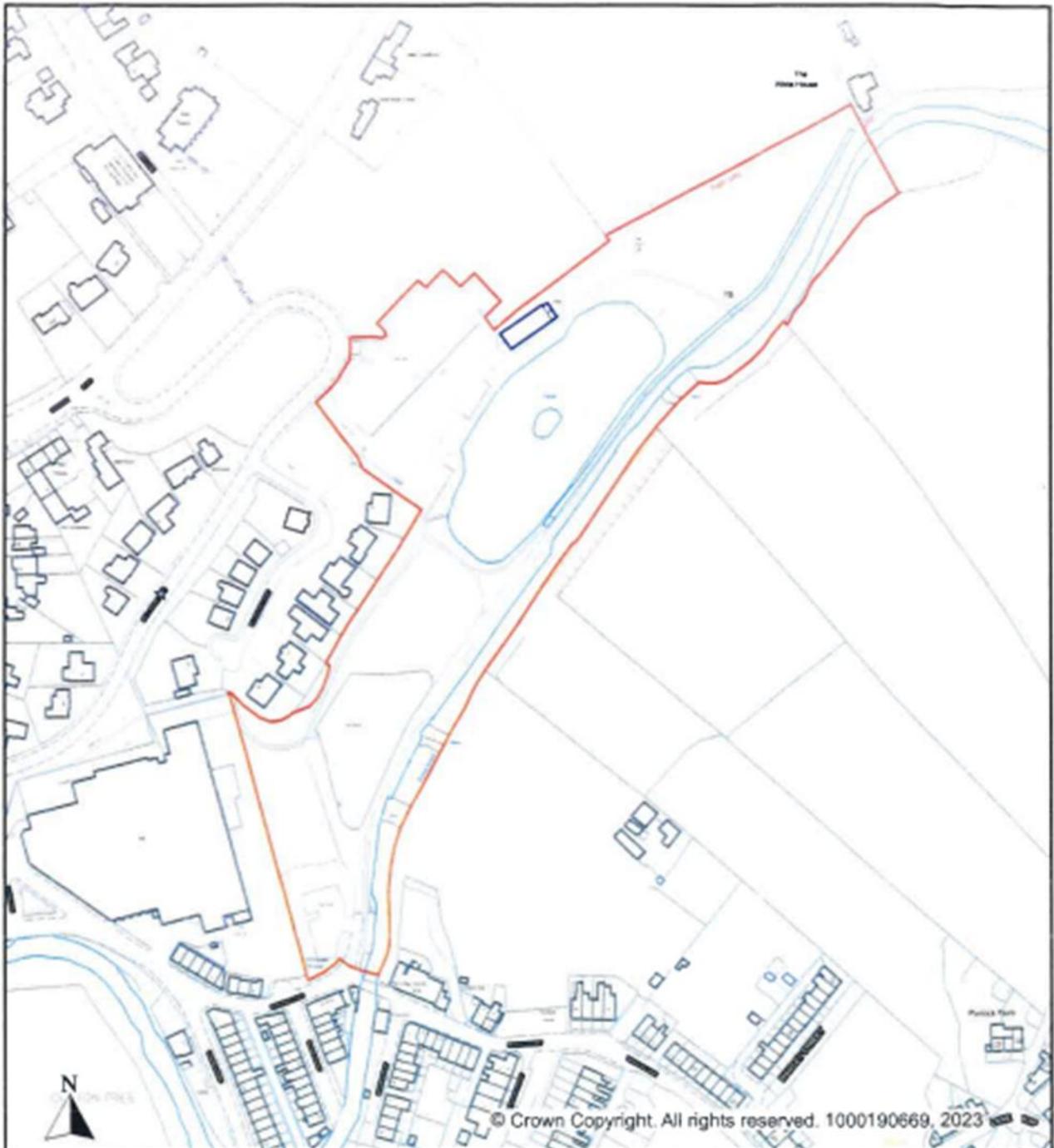
Appendices:

Appendix 1 Map of area

Appendix 2 Risk Assessment

Appendix 3 Green Flag Judges Report 2025

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</p> <p>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 volnteer 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
FoBG.**

		<h2 style="margin: 0;">Site Quality Evaluation (Mystery Shop)</h2>			
Name of Site	Ball Grove Park	Managing organisation	Trawden Forest Parish Council		
Weather Conditions	Overcast with sunny spells				
Date of assessment	29.10.2025	Time (from – to)	1:40 – 3pm		
Overall Result	<p>Green – Meets the standard with no concerns raised</p> <p>Amber – Meets the standard but with some minor areas of concern</p> <p>Red – Does not meet the requirement with major issues identified</p>				
Result: (✓)	<p>Is the site of Green Flag Award Standard?</p> <p> Green  Amber  Red  </p>				
Grading		Strengths and Recommendations			
<p>Each question is graded Green, Amber or Red</p> <p>NG (not graded) is used when the question can't be answered or is not applicable – for which an explanation is provided.</p>		<p>Strengths and recommendation are provided to support each grading.</p> <p>Photographs can be included throughout, or at the end of the report to support the feedback from the judge(s) in relation to both strengths and recommendations.</p> <p>Please refer to the Raising the Standard guidance manual here for further information on the criteria.</p>			
A Welcoming Place					
1. Is the site welcoming?	NG	G	A	R	Great location, wonderful views to surrounding valley with superb access into wider rural path network with well-maintained and welcoming (and free) carparks.
		✓			
2. Is the site easy to find?	NG	G	A	R	Yes, well signed from main road and easy sat nav./ online mapping recognition.
		✓			
3. Is signage in good condition?	NG	G	A	R	Signage at both main entrances was clear and accessible for all to read.
		✓			
4. Is the site accessible to all users?	NG	G	A	R	Overall site fully accessible to all users. Consider creating hard standing path network to at least the accessible and toddler/ young children's items of play equipment as currently this is across grass which is becoming trampled and muddied in wetter weather etc.
		✓			
Healthy, Safe and Secure					
5. Are facilities on site in good and safe condition?	NG	G	A	R	Overall facilities were in good and safe condition. Consider band edge repair to wetpour safety surfacing pad under junior (flat) swings.
		✓			
	NG	G	A	R	

6. Did you feel safe during the visit?		✓			Site felt safe and secure throughout visit and, in all areas, accessed - reinforced by users' comments when asked during visit.
7. Are dogs being controlled and the site free of dog fouling?	NG	G	A	R	All dogs were either on leads or under close control and supervision if off lead. Minor signs of dog fouling.
		✓			
Well Maintained and Clean					
8. Is litter, waste and recycling managed?	NG	G	A	R	There was no littering on site. Consider recycling (separating refuse) where resources and opportunities allow.
		✓			
9. Is there a good standard of horticulture maintenance?	NG	G	A	R	Where applicable, yes. Boundary hedge along NE boundary along pathway down to play area is maintained to a good standard.
		✓			
10. Is there a good standard of arboriculture maintenance?	NG	G	A	R	Generally, yes, though fallen/ split tree in tree line between lake side and path against river, immediately north east of the lake requires addressing. Orchard planting is a really positive step for the site and local community.
		✓			
11. Are buildings and infrastructure such as walls, paths, steps and structures in good condition?	NG	G	A	R	Yes, overall all in good condition. Arrange removal of damaged section of knee rail that has been left in Spring Garden carpark ASAP.
		✓			
12. Is equipment used by the public and staff in good condition?	NG	G	A	R	Items viewed during visit for public use (e.g. defibrillator) were all in good condition. None/ n/a for staff viewed during visit.
		✓			
Environmental Management					
13. Is there evidence that the site is managed to have a positive impact on the environment?	NG	G	A	R	Variety of habitats presenting through the park are appropriately managed to enhance biodiversity and create space for nature wherever possible.
		✓			
Landscape and Heritage					
14. Are heritage and/or landscape features in good condition?	NG	G	A	R	Yes, overall good condition through-out site. It would be good to see more interpretation signage if/ where relevant of any heritage features that the site contains to better reflect what has been captured online.
		✓			
Community Involvement					
15. Is there evidence of community involvement and engagement?	NG	G	A	R	Yes, on notice board next to café upcoming event at café advertised, Online through the PBC webpage and Friends Group/ volunteers are referenced within the management plan itself. Friends of Groups also have their own FB page.
		✓			
16. Is user feedback positive?	NG	G	A	R	Site users (dog walkers, walkers and children and parents in the play area) when asked were all positive about the site and its facilities.
		✓			
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	PBC webpage has a good level of detail – making the management plan available is a nice touch. Friends Group FB has not been updated this year. Could not find any recent general news items or events online for the site though.
		✓			
	NG	G	A	R	

18. Is the correct year flag flying and certificate on display?			✓		Empty flagpole on day of visit but there are certificates at both car park entrances displayed
Overall Result (✓)	Is the site of Green Flag Award Standard? Green  Amber  Red 				
Final comments A well patronised and maintained rural park which provides a good range of onsite activities and experiences in nature whilst providing a vital gateway to the wider landscape which is appreciated by its on site users.					