

Item 111

On Thursday, August 6, 2026, 11:48 am, Adele Smith <clerk@trawdenparishcouncil.org.uk> wrote:

Hi Tracey

At our meeting on Monday, a couple of issues were discussed. Please see Councillors response below:

- f) Councillors noted that the Fire Risk Assessment has been ordered for the café at a cost of £395 + VAT. It was resolved that the Parish Council will pay for this, this year as it is not clear who is responsible for the spend in the café lease. In future years, the café tenant must ensure that the relevant fire risk assessments are conducted and paid for, annually and the fire extinguishers are the tenants responsibility.
 - Councillors are concerned that we may be pulled up for spending public money on an independent business so wanted to ensure that it was clear that you will need to have the Fire Risk Assessment carried out next year and that the extinguishers should be the responsibility of the business.
- g) Members of Friends of Ball Grove have raised an issue with the motor bikes struggling to egress from the car parks to the side of lake. They advise that they either have to travel very fast or are struggling to turn at the top of the ramp, safely. The Parish Council is unaware of this event taking place as no Event Notification Forms have been received. The Clerk to forward these to the café tenant and ask that these be completed and the risk assessment be returned urgently for review by the Parish Council. One form for the season duration is acceptable but must be reapplied when the season commences again.
 - Councillors are concerned about liability of the park being used outside of the official opening hours, for an organised event that we haven't received the paperwork for. I have attached the document that needs completing, please along with the risk assessment so that it can be approved by Councillors and kept on file.

The Water Safety Boards have been delivered and are currently in storage. I am waiting for the go-ahead from Lancs Fire and Rescue before they can be installed.

Thanks
Adele

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On Thursday, August 6, 2026, 12:33 pm, Tracey Bolton <tracey.lakeside@yahoo.com> wrote:

Hi,

Thank you for your email and for clarifying the points discussed at Monday's meeting.

F) Fire Risk Assessment

That's absolutely fine. If someone could recommend a reputable company or provide contact details for a suitable contractor, I'd be happy to arrange the Fire Risk Assessment going forward.

G) Motorcycle Events

Regarding the motorcycle events, the issue that was raised only occurred during the recent bike show, when the car park was much busier than normal due to the high number of attendees. A one-way system was put in place for safety reasons, and a small number of riders found it difficult to manoeuvre up the ramp. Those riders acknowledged at the time that the difficulty was due to their own inexperience or underestimating the weight and manoeuvrability of their bikes, rather than any issue with the site itself.

Prior to the bike show, we have never experienced any problems with motorcycles entering or leaving the site, and there have been no reported incidents during our regular bike meets.

If we hold another bike show in the future, we've taken the feedback on board and will implement additional traffic management, such as a stop/go system, to give riders more space and time to negotiate the ramp safely.

With regard to operating hours, I wasn't aware there were specific restrictions or that the bike meets fell outside the permitted times, so I apologise if we've misunderstood the requirements. I'd appreciate it if you could clarify the permitted operating hours and any conditions relating to organised events, so we can ensure we comply going forward.

Attendance at the regular bike meets is generally quite modest, and we've never experienced any issues with riders or motorcycles. They're usually relaxed gatherings and also provide us with a good opportunity to catch up on jobs around the café while customers come and go.

Many thanks, and I look forward to your guidance on the above.

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As some of you are aware I'm on holiday at the moment, so limited on signal, roaming data and capability on my phone, in regards to ACTUAL form filling. Bike nights aren't much different to any other operating times / days.

- **Name:** Tracey Bolton
- **Address:** Lakeside Cafe, Colne, BB8 7HA
- **Email:** tracey.lakeside@yahoo.com
- **Tel No:** [07837 522146](tel:07837522146)
- **Event Day Tel No:** [07837 522146](tel:07837522146)
- **Name of Event:** Lakeside Cafe bike Meets
- **Location of Event:** Lakeside Cafe, Colne
- **Date of Event:** Every Thursday (weekly)
- **Start Time:** 4:00 pm
- **Finish Time:** 8:00 pm
- **Expected Attendance:** 20–40 people

Description:

People arrive throughout the afternoon and evening in their preferred mode of transport, including motorcycles, classic vehicles and cars. Attendees meet socially at Lakeside Cafe, where they can purchase drinks and food. This is an informal social gathering with no organised competitions or displays. People are free to arrive and leave at any time during the event.

Activities:

- Social gathering
- Food and drinks available
- Informal vehicle meet

Staff:

- Tracey Bolton
- Lakeside Cafe staff

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Risk assessment

Hazard	Who may be affected	Control measures
Vehicle movements in car park	Visitors, pedestrians	Vehicles to enter and leave at low speed. Visitors to take care when walking through the car park. No vehicle displays or stunts permitted.
Slips, trips and falls	Customers and staff	Caf�� and outdoor areas kept tidy and free from hazards. Spillages cleaned promptly. Adequate lighting provided.
Hot food and drinks	Customers and staff	Food and drinks prepared and served in accordance with normal caf�� food hygiene procedures. Warning given that drinks are hot.
Fire	Customers and staff	Existing caf�� fire procedures and fire extinguishers in place. Exits kept clear. Staff familiar with emergency procedures.
Large numbers of visitors	Customers and staff	Attendance monitored. Visitors asked not to block entrances, exits or public highways. Overflow parking directed to suitable areas if required.
Adverse weather	Customers and staff	Visitors advised to take extra care in wet or icy conditions. Outdoor seating used only when safe.
General behaviour	All attendees	Event is an informal social gathering. No racing, excessive engine revving, burnouts or antisocial behaviour permitted. Anyone behaving unsafely will be asked to leave.

Overall assessment: Low risk.

Person responsible: Tracey Bolton (Lakeside Cafe)