



# Barrowford Memorial Park

10 Year Management Plan 2007 - 2017





# Barrowford Memorial Park

Management Plan - 2019 Update

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# Barrowford Memorial Park Management Plan

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## Contents

<b>1.0 Introduction .....</b>	<b>7</b>
1.1 Summary .....	7
1.2 Process to produce plan.....	7
<b>2.0 Where are we now?.....</b>	<b>9</b>
2.1 Site Description.....	9
2.1.1 Ownership.....	9
2.1.2 Grid Reference & Area Size.....	11
2.1.3 General.....	11
2.1.4 Current Uses.....	11
2.1.5 Facilities & Features.....	11
2.1.6 Access .....	11
2.2 Brief History.....	12
2.3 Existing Management & Maintenance.....	12
2.4 Strategic Context.....	14
2.5 Bye-Laws.....	17
2.6 Leases, licences and covenants .....	17
2.7 Recent Developments .....	18
<b>3.0 Where do we want to get to? .....</b>	<b>21</b>
3.1 Vision.....	21
3.2 Site Assessment & Analysis .....	21
3.2.1 A Welcoming Place.....	21
3.2.2 Healthy, Safe & Secure.....	23
3.2.3 Well Maintained & Clean.....	24
3.2.4 Sustainability.....	25
3.2.5 Conservation & Heritage.....	26
3.2.6 Community Involvement .....	27
3.2.7 Marketing.....	29
3.2.8 Management.....	30
3.3 Aims & Objectives .....	31
<b>4.0 How will we get there?.....</b>	<b>32</b>
4.1 Action Plan .....	32
<b>5.0 How will we know when we get there? .....</b>	<b>40</b>
5.1 Monitoring & Review Plan.....	40
5.2 Measuring Performance & Quality.....	40

5.2.1 Green Flag Award Status .....	40
5.2.2 Performance Indicators.....	41
<b>Appendix 1 - Current Stakeholders .....</b>	<b>42</b>
<b>Appendix 2 - Organisation Chart.....</b>	<b>43</b>
<b>Appendix 3 - Press Releases .....</b>	<b>44</b>
<b>Appendix 4 - Recent Developments .....</b>	<b>45</b>
<b>Appendix 5 - Risk Assessments.....</b>	<b>51</b>
<b>Appendix 6 - Parks Communication Plan.....</b>	<b>54</b>



# Barrowford Memorial Park Management Plan

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## 1.0 Introduction

### 1.1 Summary

The Council made a commitment through their Parks Strategy 2007 – 2017 to develop and introduce individual Management Plans for all of Pendle's Parks. The Council recognises that all Parks are unique and need different management and maintenance regimes employed within them.

Pendle has a mixture of urban and rural settlements with the distinct geographical nature of the borough reflected in the wide variety of Parks in evidence. To enable flexibility and adapt Parks management to tie in with a specific Parks needs and characteristics and the people it serves, individual management plans have been introduced for the management and development of Parks that are shared by staff at all levels and by different Park user groups.

The aim of this Management Plan is to outline how Pendle Borough Council will develop, maintain and manage Barrowford Memorial Park. The implementation of the short term and long term action plans will be done in collaboration with key stakeholders and other partners to ensure the full involvement of the local community and create a sense of ownership from users.

The Plan will be reviewed and updated on an annual basis. However, it should not be seen as the finished article and is intended to be a live, working document that management need to be flexible with, and as such will be subject to change as appropriate.

In addition to contributing to the Council's wider corporate objectives, Neighbourhood and Environmental Services' aims and objectives and the Park issues most pertinent to the local community, this Management Plan was produced with a view to achieving Green Flag Award Status for Barrowford Memorial Park, and as such, the management and development of the Park is in accordance with the key criteria of the Green Flag Award as specified by Keep Britain Tidy.

### 1.2 Process to produce plan

This Management Plan has been driven and developed principally by a core working group. The Group was set up to steer the plan's development, implementation and review, and consists of:

**Kieron Roberts**, Green Spaces Manager (PBC Neighbourhood Services)  
**Lee Johnson**, Senior Park Keeper/Tree Officer (PBC Neighbourhood Services)  
**Keith Higson**, Parks Officer (PBC Environmental Services)  
**Councillor Nadeem Ahmed**, Executive Member for Parks

During the development process, the following persons or outside sources were consulted and have had some degree of involvement:

Friends of Barrowford Memorial Park  
Barrowford Parish Council  
Barrowford Memorial Park Bowling Club  
Landscape Maintenance Supervisors (PBC Environmental Services)  
PBC Financial Services  
PBC Legal Services  
Liberata (Property & Estates Management)

The majority of the above persons/outside sources are consulted with and involved in, the annual review process of this Management Plan undertaken between October and January of each year.

A list of key stakeholders can be found in [Appendix 1](#).

For the Management Plan to become a fully endorsed, cohesive and integrated working document it is essential that Council Members are fully committed to, and take ownership of, the Plan.



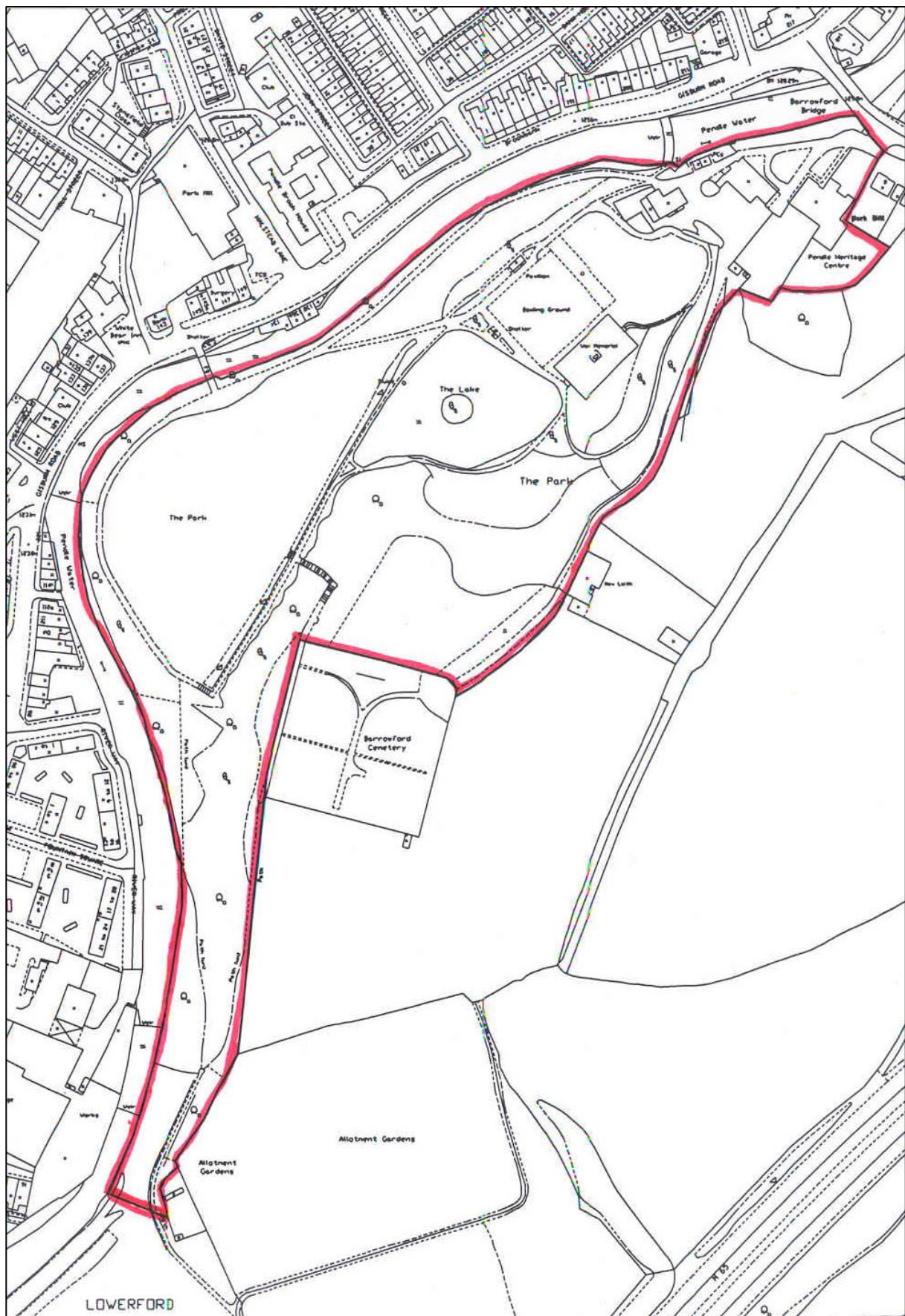
## **2.0 Where are we now?**

The aim of this section of the Management Plan is to give a brief introduction to Barrowford Park, its facilities, existing management of the park and also the strategies, corporate policies, 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 following plan shows the precise area of the Park, boundaries and area of PBC ownership.



## 2.1.2 Grid Reference & Area Size

**OS Grid Reference:** SD 8604 3965

**Area Size:** 4.38 Hectares

[Barrowford Memorial Park on Google Maps](#)

## 2.1.3 General

Barrowford Park is recognised by Pendle Borough Council (PBC) as a Local Park. Situated within the grounds of the park is Pendle Heritage Centre which is made up of a group of attractive Grade 2 listed farm buildings. Although the Centre is a separate business entity and is owned by the Heritage Trust for the North West, it is recognised locally as an attraction within the Park. The park represents an important open space for PBC used for recreation and leisure activities. The park does not feature in the National Register of Parks and Gardens.

The park also contains two children's play areas, Bowling Green, memorial garden incorporating a war memorial, wetland area and ornamental lake and picnic area amongst other features.

Barrowford Cemetery, which is also owned and managed by Pendle Borough Council, adjoins the Park and is accessed by foot and car through the Park.

## 2.1.4 Current Uses

Barrowford Park is used primarily by the local community for a variety of different reasons including informal recreation and sports, dog walking, bowling, children's play, as a shortcut and thoroughfare for local residents (accessing Cemetery or Bullholme Playing Fields), to view the war memorial and for relaxation and well-being purposes.

## 2.1.5 Facilities & Features

Barrowford is a local Park. Although the Park is relatively small in size, it contains many features. These include a bowling green, war memorial garden, two children's playgrounds catering for 0-4 year olds and 5-11 year olds, outdoor gym equipment, ornamental lake and wetland area, picnic area, woodland area and informal grassed areas.

[More information on the facilities and features of Barrowford Memorial Park are available on the Council website.](#)

## 2.1.6 Access

**Local users** – Barrowford Park is located approximately half a mile north east of the centre of Barrowford. The Park is accessed via several entrances, the first and most used is the entrance from the Heritage Centre off Colne Road. A small car park is located here with a much larger car park across Colne Road. Visitors to the Heritage Centre predominantly use this car park. The other access routes in to the park are the footbridge from Gisburn Road (across from the White Bear Pub) and the track from Bullholme Playing Fields.

**Driving directions from M65** - The park is situated just off Gisburn Road and is approximately 0.75 miles from Junction 13 of the M65. From Junction 13 of the M65 eastbound, take the first exit (A682) on to Gisburn Road. Follow this road for approximately 0.75 miles. The park will appear on your right hand side. Turn right at the George & Dragon public house, over the hump back bridge and turn right in to the Heritage Centre car park.

Postcode for GPS use is BB9 6JQ. This will take you to the Pendle Heritage Centre entrance to the Park and its associated car parking.

**Bus** - There are two bus routes that stop in several places in close proximity to the park. These are

route 7B (run by Clitheroe Local Services and Pendle Witch Hopper) and route 93 (run by Burnley & Pendle Travel).

**Cycling** - A cycle route runs through the park on the main path adjacent to the river. This cycle route links up with [Pennine Cycle Way Route 68](#). There are cycle racks installed in the park adjacent to the bridge at the White Bear entrance.

## 2.2 Brief History

Barrowford Park is situated in the heart of Barrowford and dates back to the 1920's when the estate of John Holt was sold off. The Council paid half, with the other half being kindly donated by two local cotton manufacturers, Sam Holden and John Dixon, on the condition that the land be used for recreational purposes by the people of Barrowford. Millholme, the northern area of the estate was made in to the Park while the southern area, Bullholme was designated a sports ground. The house and cottage of the estate is now Pendle Heritage Centre.

Officially opened on 25 March 1924, the Park was handed over to the Urban District Council and was dedicated as a memorial to soldiers from the village that had died in the First World War.

## 2.3 Existing Management & Maintenance

Barrowford Park is due to be transferred from Pendle Council to Barrowford Parish Council in April 2019. Although the Parish Council will have ownership of the Park and ultimately make decisions on major projects that affect it, the ongoing maintenance of the Park will continue to be carried out by Pendle Council's Landscape Maintenance Team with Officer support for Green Flag work, ongoing projects and management of the Bowls Pavilion.

Barrowford Parish Council has agreed to pay 75% of the maintenance schedule costs for 2019/20 with the other 25% being covered by Pendle Council. Next year will be a period of transition and it is hoped by April 2020 that the Parish Council will take on the full cost of the Park. We understand that the Parish Council will continue in the short term to contract Pendle Council to continue maintaining the Park thus they will pay 100% of the maintenance costs to Pendle Council (or a private contractor) to undertake all work in the Park.

All maintenance tasks in the Park are identified in the Landscape Maintenance work programme which covers all aspects of landscape maintenance (including highway tendered work) across the Borough of Pendle.

We have a dedicated Landscape Maintenance Parks team that maintain all Parks across Pendle. They are based at the Fleet Street Depot in Nelson.

Although mobile teams carry out maintenance work in the Park, there is a lot more flexibility in relation to one off jobs and we regularly deviate away from the schedule to ensure that the Park is maintained to a decent quality with a large amount of input from Officers, landscape maintenance staff and the Friends Group.

An informal agreement is in place with the Bowling Club for them to support us in the maintenance of the green. The Bowling Club cut the greens throughout the summer months via members/volunteer time. The Council's Landscape Maintenance Team work in co-ordination with them to ensure that the greens are looking the best they can be. This arrangement has worked extremely well over the past three years and the green is in a very good condition.

Maintenance of the interior and exterior of buildings within the Park is the responsibility of Neighbourhood Services with technical advice, when needed, sought from the Council's Property Services. Since December 2012, the Council's Waste Services section has been charged with the responsibility of emptying all litter and dog waste bins across Green Space sites. All other maintenance tasks are the responsibility of the Landscape Maintenance team.



## General Park:

<b>Task</b>	<b>Frequency per annum</b>
Grass cut medium maintenance	12
Grass cut high maintenance	16
Edge maintenance (Hard) Weed kill	2
Edge maintenance (soft) – Edging Tool	1
Edge maintenance (soft) – Edging shears	6
Edge maintenance (hard) – Strim	1
Shrub bed maintenance – Dig/Mulch Area	2
Shrub bed maintenance – Hoe & Weed	6
Shrub bed maintenance – Prune	1
Perennial bed maintenance – Dig/Mulch Area	1
Perennial bed maintenance – Hoe & Weed Area	6
Perennial bed maintenance – Cut back	1
Flower bed maintenance – Prepare summer bed	1
Flower bed maintenance – Plant summer bed	1
Flower bed maintenance – Hoe & weed	6
Sweep path & steps	12
Weed kill hardstanding	1
Sweep playground surface	52
Herbaceous bed maintenance – Hoe & weed bed	6
Herbaceous bed maintenance – Remove dead growth/stakes	1
Herbaceous bed maintenance – Fork & manure bed	1
Inspect playground	52
Empty litter bins	156
Litter pick site	156
Leaf clearance	1
Paths/Steps - Clean gullies	2

## Bowling green:

Grass cut fine turf	30
Edge maintenance (soft) – Edging Tool	1
Edge maintenance (soft) – Edging shears	12
Scarification	4

Aerate Slit Tine	2
Clean Gullies	12
Apply Spring Fertiliser	1
Apply Summer Fertiliser	1
Apply Autumn Dressing	1
Apply Autumn Fertiliser	1
Overseed	1
Hollow/Solid Tine	1
Apply Winter Fertiliser	1
Apply selective weed killer	1
Apply wetting agent	1

Appendix 2 details the existing organisational structure for the Council. The strategic arm of the Green Spaces section is positioned within Neighbourhood Services (Parks & Sports Outreach, Park Keeper & Hall & Pavilion Keeper) with the GM team and associated officers who carry out maintenance across Pendle's green spaces within Environmental Services. The two teams work closely together and are based at the same depot. Both teams will come together from April 2019 onwards as a result of another Council wide restructure.

## 2.4 Strategic Context

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 Barrowford Memorial Park.

The following local and national strategies were taken in to account in the writing of this management plan. This section also displays where Barrowford Memorial Park sits within the strategic context of the Council and how the Park contributes to the overall aims and objectives of the Council.

### Pendle Borough Council Strategic Plan 2018 - 2020

The Council's Strategic Plan 2018-20 sets out what the Council are doing about the priorities set out in the Sustainable Community Strategy. 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 and provides headline actions for the year ahead. The headline actions come under the Council's four key objectives, these are:

- Working with partners, the community and volunteers to sustain services of good value
- Helping to create and sustain jobs with strong economic and housing growth
- Helping to create and sustain resilient communities
- Maintaining a sustainable, resilient and efficient organisation which is Digital by Default

Barrowford Park's Management Plan can make a contribution to actions under the first and third strategic objectives.

### **Pendle Local Plan Part 1: Core Strategy**

The Pendle Local Plan Part 1: Core Strategy was formally adopted by the Council on the 17<sup>th</sup> December 2015. The Strategy is the key Development Plan Document (DPD) that will form part of the new Local Plan for Pendle.

It sets out the strategic planning policies the Council will use to help guide development to the most sustainable places over the 15 year period between 2015 and 2030.

All other planning policy documents must build on the principles set out in the Core Strategy regarding the development and use of land in the Borough. Its strategic objectives accord with the goals established in the Sustainable Community Strategy.

A broad framework for the protection and enhancement of our natural and historic environments (including nature conservation and open space sites) is to be looked at as part of the development of the Green Infrastructure (GI) Strategy.

The Council has previously adopted a number of documents that consider the provision of open space, parks, sports and recreation, and biodiversity in the Borough. These include:

- Pendle Open Space Audit (2008) - this has recently been updated and a new audit will be in place during 2019
- Outdoor Recreation Strategy
- Parks Strategy 2007 – 2017
- Children's & Youth Play Area Strategy 2006 – 2016
- Park Management Plans
- Biodiversity Audit 2010

It is proposed that the GI Strategy will bring together much of the contents from these documents in order to take a more integrated and strategic approach to the provision and management of green space in Pendle.

There will be numerous actions and policies set out within the document that will relate to or will have implications for Barrowford Park.

Barrowford Parish are also developing a Neighbourhood Development Plan which sets out policies to help guide development and the use of land. This includes determining the location of homes, shops and offices, setting design standards for new development and ensuring green spaces within the locality are protected. Consultation is ongoing and a revised plan will be submitted to Pendle Council in the near future.

### **Pendle Equality Plan**

The Council is committed to ensuring that it continues to comply with the Equality Act 2010.

Neighbourhood Services and Environmental Services contribute to the Council's Equality & Diversity objectives taking in to consideration all aspects of equality and diversity that may impact upon service delivery, e.g. Race, Disability, Sexual Orientation, Religion, etc.

Both Service Areas endorse and adhere to the corporate commitment and has incorporated this in to any developments, plans, policies and practices to enable better equality of opportunity and improved access for all Parks related services.

### **Neighbourhood Services Service Plan 2018/19 & Environmental Services Service Plan 2018-20**

Within both Service Plans there are priorities and actions relevant to all Parks. The actions outlined below directly affect/impact upon all Green Flag Parks in Pendle.

<b>Environmental Services</b>	<b>Neighbourhood Services</b>
Continue to work with Town and Parish Councils during the transfer of services, particularly transfer of Parks, to ensure we provide good value services that meet the needs of our Town/Parish Council clients.	Manage the process for the transfer of services to Town and Parish Councils.
	Implement the new Public Space Protection Orders in Pendle's parks and recreation facilities
	Retain existing eight Green Flag Awards.

### **Pendle's Parks Strategy 2007 – 2017**

This document ceased to exist at the end of 2017 and there are no plans to develop a new one due to the fact that all of Pendle Borough Council's Parks are due to be transferred to more localised Town/Parish Council's in 2019 and 2020.

### **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.

Neighbourhoods and Environmental Services 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.

### **Barrowford Memorial Park Wildlife Survey**

A wildlife survey of Barrowford Memorial Park was undertaken in 2001 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 identified a number of potential projects and recommendations.

The Park needs to be surveyed again in the short/medium term but this will not happen until it has been transferred to Barrowford Parish Council.

### **Quantified Tree Risk Assessments and Surveys**

As part of a risk management process a decision was taken by the Risk Management Working Group to carry out a Quantified Tree Risk Assessment (QTRA) across all our parks in Pendle with the exception of Walverden Park which has a more detailed survey and management plan instigated by their Friends Group.

The QTRA's were carried out by a local independent specialist in 2015/16 and work has





been ongoing over the last few years to implement the recommendations detailed. It is envisioned that the QTRA's and subsequent surveys will be carried out again in 2019/20.

### **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 Barrowford Memorial 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 Group**

A Pendle Health & Well-being Partnership has been set up to replace the Pendle Health & Well-being Group that was established in 2015. The new group meets bi-monthly and the Chair alternates between Pendle Council and the local Clinical Commissioning Group (CCG). The Partnership will play a crucial role in helping to improve public health in Pendle and tackling the wider detriments of health.

Neighbourhood Services and Environmental Services main aim is to encourage greater use and access to green spaces for the positive benefits of improved mental health, physical activity and relaxation (to deal with stress related problems).

### **2.5 Bye-Laws**

The Borough of Pendle has bye-laws for pleasure grounds, public walks and open spaces in relation to Parks, Cemeteries, Outdoor Recreation and Open Spaces. The bye-laws incorporate rules pertinent to Barrowford Park. The most recent bye-laws were developed in accordance with national guidelines and came in to operation from 1 June 2009.

The existing bye-laws have been reviewed and will be incorporated in to the new Public Space Protection Orders (PSPO's) that we will be implementing across all Parks from April 2019.

### **Public Space Protection Orders (PSPO's)**

Public Space Protection Orders (PSPOs) were brought in under the Anti-Social Behaviour, Crime and Policing Act 2014.

PSPO's specify an area where an activity is taking place that is likely to cause nuisance or be detrimental to the community's quality of life. The order also imposes conditions or restrictions on people using that area.

The Council committed to placing PSPOs on all play areas and MUGAs outside of parks during the 2016/17 financial year. From April 2019, the Council will introduce PSPOs within recreational and parks sites. The existing bye-laws and some new ones have been included in the new Parks PSPO's.

### **2.6 Leases, licences and covenants**

Pendle Council holds a [Premises Licence](#) that allows us to provide activities in Barrowford Memorial Park (along with Bullholme and Swinden Playing Fields). The Council are licensed, through the

Premises Licence, to provide activities such as:

- A performance of a play
- An exhibition of a film
- A performance of live music

The Licence authorises the carrying out of these activities between the hours of 10.00am and 11.00pm.

There are no other covenants, leases or licenses pertaining to the Council's management of the site.

## **2.7 Recent Developments**

This section of the document provides a brief summary of works carried out and/or improvements/progress made within the Park during the life of the management plan.

### **Park Specific developments during the life of this plan**

- Completion of the new viewing area and the creation of a picnic area near to the owl sculpture. Four new picnic benches have been installed at the top of the Park. We have also started to create a wildflower area in the vicinity of the picnic benches. Some wildflower seed was put down in 2012 but unfortunately this did not take as well as expected. More work will be done on this area in 2013. This has been done in partnership with the Friends Group.
- Widened main path through Park to allow vehicular access for our Landscape Maintenance Team and for any vehicles used as part of events, e.g. Barrowford Show. There have been a number of incidences in the past where vehicles have left tyre marks in the grass on either side of the path.
- Planting of five semi-mature trees next to the River
- Planting of a large number of whips (that have come from the Woodland Trust) on banking above play area
- Taken out bamboo, leylandii tree and some shrubs (triangular area) near to the Bowling Green/Shelter to open up sight lines. In co-ordination with the Friends Group, we have installed two new wooden planters that have been planted with various herbs. The idea being that users/local community can pick herbs from the beds for their own use.
- Taken out shrubs on the pond side of Bowls Pavilion and replaced with herbaceous beds. This has opened up the area and improved sight lines.
- Tidied up and cut back shrubs, etc. on Heritage Centre side of the Bowls Pavilion. Again, this has opened up the area and provided improved sight lines.
- The previously uneven footpath that linked the bowling green/pond area to the lower level path that leads to bridge opposite the White Bear pub has been upgraded (re-tarmacked).
- Removed shrubs from Heritage Centre side of the pavilion and replaced with perennial planting scheme.
- Installed interpretation boards to herb beds.
- Removed rose bed adjacent to Bowling Green. Planted with seasonal bedding (with the assistance of The Friends group and Barrowford in Bloom) during 2014. Planted four flowering Cherry trees.
- Carried out independent arboriculture survey and actioned necessary works.
- Installation of interpretation board at the fish pass.

Developments during the last review period include:

- Undertaken lake improvement works including the removal of significant amounts of silt in to a specially created bunded area at the back of the Park. This has been an ongoing process that has taken 12 months to complete. The lake is in a far healthier state than previous. In addition, we are currently developing a new interpretation board to be installed at the side of the lake informing park users about giving healthy food to the ducks, etc. This will be in situ

by April 2019.

- Drainage improvement works to alleviate flooding of Heritage Centre car park area, the grassed area below the lake and the grassed area between the bowling green and the car park. This was done in co-ordination with the Council's Drainage Officer and Barrowford Parish Council.
- Installation of sparrow hawk wooden sculpture by the lake.
- Improved planting around the Memorial Garden in co-ordination with the Friends Group, the Parish Council and the Bowling Club.
- Painted the bridge at the White Bear entrance to the Park. We have also erected a 'Welcome to Barrowford Park' sign at this entrance point.
- Moved picnic tables from the top of the Park to the former putting green area to create a picnic area. We have also provided two concrete bases next to the benches for Barbecues.
- Improvement works to the Bowls Pavilion façade - replacement of rotten fascias and removal of redundant guttering.
- Erection of two advisory warning signs near to the Fish Pass. We have had issues of youths jumping off the wall on the road side (not PBC land) and at the fish pass side of the river in to the water below. This can become very shallow in periods of dry weather (when the youths want to jump in to the water) and we are concerned that there could be a serious injury. Unfortunately, we are limited in what we can do as most of the jumpers are from the road side.

### **Restructure (to be implemented from April 2019)**

The Council has gone through another restructure exercise with details still being finalised. Neighbourhood Services will cease to exist from the end of March 2019 with the Green Spaces strategic and outreach staff being moved in to the Environmental Services section to join the administration and operational functions (Landscape Maintenance).

This in effect brings it back full circle to how we operated approximately 3 years ago, thus we hope it will provide stability and a more joined up approach to managing Parks and other green space sites for the future.

### **Financial and operational implications for Neighbourhood Services and Environmental Services**

Over the last 5 years, a significant amount of savings have been made in relation to the management of Green Space sites. In addition, Capital schemes have been significantly reduced to a point where there is more or less no Capital Programme.

The Strategic and Corporate Directors continue to ask all Managers of the Service groupings to reduce their operational costs on an annual basis. As such, all staff have been asked to come forward with money saving ideas for their particular section and the Council in general.

In view of the financial position of the Council and the ongoing transfer of Parks to Town and Parish Councils, Officers have reduced action plans to a more manageable size. The lack of finance has seriously affected some of our plans for parks in recent years and as such we have continued to work with the Friends Groups in working up action plans that are more realistic and less ambitious than previous.

We also continue to put the onus on Friends Groups to be more proactive in sourcing external funding and initiating/carrying out small scale projects through the advent of volunteer time. Officers will continue to work with the Friends Groups and other volunteer groups to source funding and develop small scale projects in the parks until that time when they officially transfer over to their respective Town/Parish Council.

### **Transfer of Services to Town/Parish Councils**

In order to reduce operating costs, shed liability and to contribute to meeting the target savings needed to enable the Council to survive and function in the medium term, the Council have (and

continue to) transferred a number of services to Town and Parish Councils over the past 3-4 years. This process begun in 2015 with the transfer of community halls and public toilets.

In 2016/17, play areas and MUGAs outside of parks were transferred along with bus shelters, on-street seating and CCTV.

Most notably though was the decision by Senior Management and Councillors to look at the transfer of its parks to Town/Parish Councils between 2017 and 2020.

Three Pendle Parks have transferred to their respective Town/Parish Council in 2018, these are:

Valley Gardens, Letcliffe Park & Victory Park – Barnoldswick Town Council

Barrowford Park is due to transfer to Barrowford Parish Council in April 2019.

The remaining seven Parks, still under Pendle Council ownership, are due to be transferred before the end of 2020. However, this is dependent upon their respective Town/Parish Councils agreeing to this.

For the three Barnoldswick Parks that transferred in 2018, it was agreed that the Council's Landscape Maintenance Team continue to undertake the maintenance of the Parks for at least the next 2 years. The Town Council will pay Pendle Council an annual fee to carry out this work.

Barrowford Parish Council has agreed to pay 75% of the maintenance schedule costs for 2019/20 with the other 25% being covered by Pendle Council. Next year will be a period of transition and it is hoped by April 2020 that the Parish Council will take on the full cost of the Park. We understand that the Parish Council will continue in the short term to contract Pendle Council to continue maintaining the Park thus they will pay 100% of the maintenance costs to Pendle Council (or a private contractor) to undertake all work in the Park.

Until the remaining seven Parks are transferred over to the Town/Parish Councils, they have also been asked to pay 75% of the total maintenance cost in 2019/20 to maintain the Parks on an annual basis. Most Town/Parish Councils have intimated that they are willing to do this but as of yet this has not been formally confirmed. If they do commit to this, then maintenance levels will keep the same but if they don't then maintenance levels will be reduced.

An example being that Brierfield Town Council has stated that they are only willing to pay 50% of the maintenance budget for Heyhead Park in 2019/20. Pendle Council will pay 25% of the budget cost but there will now be a shortfall of 25% thus the Landscape Maintenance schedule will have to be reduced to reflect this lower budget. Consequently, the quality of the park will inevitably fall.

Consequently, all of the above changes will have an enormous impact upon the delivery of Parks across Pendle and it will be dependent on each individual Town or Parish Council as to whether they continue to be involved with the Green Flag accreditation scheme.

As a result of the transfers, the two Park Keeper roles within Neighbourhood Services were lost at the end of March 2018 (they were re-deployed to the Environmental Crime Team). This has impacted upon the Green Spaces section significantly and has reduced our resources in so much as that we are only able to do very limited volunteer working days at the remaining seven parks under our control.



## **3.0 Where do we want to get to?**

### **3.1 Vision**

Pendle Council are committed to providing a safe, well-maintained, diverse, vibrant and accessible network of quality Parks across the Borough that builds on and respects the traditional roles and heritage, whilst encouraging a modern forward thinking approach to all aspects of the management and development of Parks.

The Council is also committed to satisfying the needs of all members of our community, ensuring the Parks meet current and changing demands and improving our social, environmental and economic well-being whilst positively contributing to the Council's 'Cleaner, Greener, Safer' Liveability agenda and corporate vision of establishing Pendle as a great place to live, learn, work and visit.

Management aim to positively contribute to this vision for all Parks, through the development of a high quality management plan for Barrowford Park. We recognise the importance of the Park as a local resource and aim to get more usage and involvement from local residents. We want a Park representative of the local area's needs, that instils people with a sense of pride and which establishes a greater degree of ownership from all sections of the community.

### **3.2 Site Assessment & Analysis**

To enable us to achieve our vision and realise our aspirations, we need to assess Barrowford Park's current position in relation to the key criteria laid down by Keep Britain Tidy's Green Flag Award Scheme. As part of the Green Flag Award assessment, judges produce a feedback report detailing strengths and weaknesses and provide recommendations as to what we can improve upon, from both a management Plan and Parks based point of view, in the future.

Subsequently, we need to analyse the information derived from both these assessments, identify where we have gaps, weaknesses and issues that need to be resolved, and then develop an action plan to address those issues.

During November and December, several site visits are made to Barrowford Park by the Management Plan's author and the Council's own fully trained Green Flag Award judge. The aim of this exercise is to use the Green Flag Award Assessment Scoring sheet to determine how the Park measures up to the criteria as set out by Keep Britain Tidy.

This assessment, in addition to taking in to consideration comments made by independent Green Flag Award judges, issues raised by the Friends Group, past experience and working knowledge of the Park (through our internal Officer's Working Group), informs the production of the action plan.

The following section looks at Barrowford Park's current status and highlights aspects of the Park that need to be improved in accordance with Green Flag Award key criterion.

#### **3.2.1 A Welcoming Place**

Barrowford Park is a Local Park of approximately 4.38 hectares, located just over a half mile to the east of the centre of Barrowford. Officially opened on 25 March 1924, the Park was handed over to the Urban District Council and was dedicated as a memorial to soldiers from the village that had died in the First World War. It is now owned and managed by Pendle Borough Council.

Barrowford Park is a popular, welcoming and aesthetically pleasing Park to visit. The Park is attractive due to the picturesque riverside environment alongside Pendle Water. The rise in level from Barrowford Park to the adjoining cemetery is such to create a distinctive interest in landscape level. In addition to the Heritage Centre buildings at the far end of the Park, there is a memorial garden and an ornamental lake which impart a serene atmosphere. Due to the sloped nature of the Park leading up to the cemetery, there are some unmanageable areas which are left mainly to develop as wildlife areas.

The Park is a mixture of hard and soft landscaping, formal and informal landscape elements, maintained areas and more natural environments. The open layout lends itself to good visual accessibility and clear sight lines across the Park providing good, safe access throughout. Working in co-ordination with the Friends Group and the River Ribble Catchment Trust (RCCT), management opened up the river banking close to the upper weir and waterfall to create a viewing area for the fish pass. A viewing area has also been created near to the owl sculpture at the top end of the Park offering panoramic views of, and beyond, the Park.

Access to the Park can be gained through several entrances with the main formal entrance being off Colne Road at the entrance to the Heritage Centre. This joint entrance to the Park and the Heritage Centre forms an impressive vehicular and pedestrian access point. The other access routes in to the Park are the footbridge from Gisburn Road (across from the White Bear Pub) and the track from Bullholme Playing Fields. In total there are three recognised entrances around the perimeter of the Park, although there is an area at the top end of the Park near the cemetery which is also used informally by local residents to access the Park.

The Park has sufficient car parking for visitors, mainly off Colne Road, and does not suffer like other Parks in Pendle from a lack of parking.

There are several bus route services from Nelson Town Centre that stop at several points along Gisburn Road which runs parallel to the Park. Penny farthing style cycle racks are provided at the entrance close to the bridge opposite the White Bear pub.

Lighting within the Park is minimal and there is limited lighting for the main thoroughfare that runs from the Heritage Centre entrance to Bullholme Playing Fields through the Park. Currently, we have a sodium light erected next to the Bowls Pavilion and lighting used for the Heritage Centre and the associated buildings. As a way of improving access and encouraging usage from local people during the winter months and at night, lighting could be reviewed. The erection of more strategic lighting in the Park would have the positive effect of improving visibility, instilling a greater sense of security and encouraging people to use the Park at all times of the year.

The majority of pathways in the Park are of a decent quality and are mostly suitable for wheelchair users and mobility scooters. Major improvements have been made to the main pathway that runs from the Heritage Centre through to Bullholme Playing Fields as a result of work carried out by the Council's Engineering & Special Projects team. The path improvement was paid for as part of the bigger Pendle Cycle Way Initiative. This thoroughfare has also been widened to allow improved vehicular access through the Park. There is currently no set resurfacing programme in place, thus an audit of all pathways is recommended in the future with a view to improving pathways and associated drains on a long term basis.

The Park has appropriate facilities and is accessible to people with a disability in accordance with the Disability Discrimination Act (DDA) 1995. The Council is committed to ensuring equal access for all and making the Park 'user friendly'. Both the 0-4 year old and 5-12 year old children's play area's contain at least two items of play equipment that can be accessed by children with a disability. We also provide specially adapted harnesses for the cradle swings on the 0-4 year old play area. Members of the public can request these harnesses from the local Park Keeper or from the main depot at Fleet Street. Disabled toilets and dedicated parking bays are provided at Pendle Heritage Centre. All these facilities and services are promoted on the Parks page of the website ([www.pendle.gov.uk/parks](http://www.pendle.gov.uk/parks)).

There are currently five interpretation boards installed within the Park. These boards are at the following locations:

- Near to the Heritage Centre



- entrance
- Near the footbridge entrance off Gisburn Road
- The entrance point from Bullholme Playing Fields which adjoins the Park at the Nelson end
- Next to the bog garden at the rear of the lake (this provides information on 'Ponds & Marshes')
- Adjacent to the fish pass

We also have a 'Welcome to Barrowford Park' sign at the Gisburn Road entrance.

A general Parks leaflet has been produced containing information on all eleven parks across Pendle. As such Barrowford Park is included.

### 3.2.2 Healthy, Safe & Secure

The Borough of Pendle recognises the importance of ensuring that Barrowford Park is a safe and secure site for staff, visitors and the local community as well as contributing to improving the health and well-being of Pendle and developing a better quality of life for its residents.

The Park offers free and accessible recreational provision to all sections of the community and can contribute to improving the health and well-being of local people and develop a better quality of life for its residents.

The park and adjacent Bullholme Playing Fields form important green spaces for people that live in the locality. The hard surfaced paths encourage people to spend time walking in the park and area.

The Park has grassed areas that are used for informal recreation such as ball games. The lake and bowling green areas have a more contemplative feel about them, with benches strategically placed to promote and encourage the opportunity for solitude, tranquillity and relaxation.

The Council appreciate that users have different perceptions of their own health and safety, thus we work closely with the local community to address issues and fears.

The Council's Environmental Crime Team (ECT) was established in 2010 to deal with all enforcement matters. The team is made up of three Environmental Crime Officers, plus one Dog Welfare Officer. All four staff members carry out regular patrols around Pendle's Parks and public land and have the powers to issue fixed penalty notices, or fines. 40% of their working time is dedicated to Green Space sites.

District Enforcement will also be working closely with the ECT during 2019 as they have been secured on a 12 month pilot project to provide presence mainly in town centre areas but will also spend some of their time at green space 'hot spot' sites where we have issues with dog fouling and control and litter.

We work closely with ECT and provide information to them on any 'hot spot' areas in relation to high levels of dog fouling, litter or anti-social behaviour at our sites. The ECT record any fixed penalties issued and prosecutions.

The Council employ a Dog Welfare Officer who deals with all instances of stray dogs within Parks.

All staff are uniformed and vehicles are sign-written to provide a highly visible presence.

Environmental Services manages a twenty-four hour emergency call out rota. This service can be obtained by ringing an out of hour's emergency number that is operated via a control room. This emergency number is displayed on the interpretation boards and will be put on any future marketing materials.

Pendle Council takes Health and Safety of all those affected by its operations very seriously. Litter operatives, the playground inspector, landscape maintenance staff and officers also report damage

and anti-social behaviour. All incidents of damage are assessed and either made safe immediately, removed or programmed for repair depending on the severity of the risk that they present.

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.

All service activities are risk assessed by competent, qualified staff who work in the field of the task that is being carried out. The Council also has lone working policies in place, complete with a traceable monitoring system should an officer require assistance.

All staff are issued with the appropriate Personal Protective Equipment (PPE) for the tasks that they carry out as part of their day to day duties. In addition to this, staff are trained to use, inspect and maintain any tools and machinery that they require to complete their roles. All tasks are individually risk assessed and the assessments are freely available to staff. Both hard copies and electronic copies of all risk assessments are available at the main depot at Fleet Street.

If anti-social behaviour is witnessed by Pendle Council staff or we are informed of ASB by the public, Friends Group, residents within the Park, etc. then we forward details on to the Council's Anti-Social Behaviour Co-ordinator who then liaises with the Police and the local PCSO's.

The local PCSO frequents the Park and the surrounding area on a regular basis.

The Council recognises the importance of having staff with a broad skills base. With this in mind, the Council encourages its staff to undertake personal development through professional qualifications and vocational training in line with the service area needs and demands.

### 3.2.3 Well Maintained & Clean

The Council recognises that the quality of a visitors experience 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.

The Council has a dedicated Landscape Maintenance Section that carries out all of the regular landscape maintenance tasks throughout the parks in Pendle. Their work is guided by the Landscape Maintenance Work Programme which is a frequency based, single, all-purpose system.

The Maintenance Work Programme includes all landscape maintenance tasks, and playground maintenance. Details of the maintenance schedule for Alkincoats Park can be found in section 2.3 of this document.

The maintenance of built structures and the infrastructure of the park are managed on an annual basis. Revenue budgets are in place to undertake any repairs and improvements as and when they occur. Work is generally reported through staff and Friends Group members to the relevant Officers, who then organise repairs either through internal services or external contractors. This system works well with anything reported being repaired in a quick and efficient manner.





In addition to this, the Bowling Club will make requests for repair and maintenance or report problems with the pavilion to the relevant officers/staff that would then action it. The Bowls pavilion is DDA compliant and continues to serve its purpose safely. There are no plans to upgrade or create a new building although we have undertaken minor repairs to the façade of the pavilion in the last year (replacing rotten fascia's, guttering, etc.).

Barrowford Park is litter picked three times a week (156 times a year) by Waste Services. There are 14 litter bins and 9 dog waste bins in the Park.

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 are currently no recycling bins available on site. Although the current system of litter collection works well, it does not allow for recycling. Therefore, consideration should be given to the replacement of some existing bins with recycling units.

The loss of the Park Keepers in April 2018 means that additional litter picking work that they carried out whilst doing regular patrols of the Park will not be forthcoming. In periods of heavy footfall, e.g. summer holidays, good weather, etc. in the Park, the Park Keepers were asked to keep an eye on bins in the Park to ensure that these do not overflow and become unusable. Unfortunately, we do not have this service anymore so we regularly have occasions where we are faced with overflowing bins and litter on the floor nearby after a busy weekend, etc.

The majority of the green waste generated by landscape maintenance operations is transferred from site to the Victoria Park Depot where it is composted down and used on beds and borders in the boroughs' parks.

Large waste from tree work is chipped on site and either removed to Victoria Depot for storage. 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.

All equipment, tools, machinery and vehicles are regularly checked for safety. Hand Arm Vibration (HAV) monitors are used on all relevant machinery/equipment used. Individual operatives are responsible for regular checks and if faults occur reporting to their Supervisor or Line Manager.

### 3.2.4 Sustainability

The Council are working towards providing services and facilities that have minimal impact on the environment, are cost effective and provides for future generations. We are committed to tackling social, economic and environmental problems affecting Parks whilst implementing new initiatives to further enhance sustainability across all Parks. Any future Parks improvements will adopt the principle of not being pursued at the expense of the interests of future generations.

Although the use of pesticides and chemicals are contentious with most members of the public, it is necessary in most Parks to use them. Barrowford Park is no different in that it does use these substances to control weeds although we are endeavouring to limit the use of them and where possible find non-chemical solutions.

The types of chemical that are used by Parks & Recreation are as follows:

- **Herbicides** – Herbicides are used mainly for the control of weeds on hard surfaces and on sports surfaces such as bowling greens. Trained staff carry out regular checks on herbicide products and use chemicals that have a minimal risk to the environment or the operator
- **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 chemical is only used on the completion of a

COSHH risk assessment and after every other method has been explored.

Pendle Borough Council has a policy in place whereby plants and bedding bought in from outside contractors use only peat-free compost.

The Council attempts to minimise waste at source, thus reducing the need for recycling and the use of landfill. Parks produce three main types of waste, these being litter, green waste and refuse and fly tipping. Waste generated by visitors to the Park is generally put in to the litter bins provided. The waste is wide and varied and often contains sharp objects and animal waste. As a result, this type of waste is not sorted due to the risk to the litter pickers and is disposed of via the municipal waste systems.

All our green waste from Barrowford 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. We also use bark chippings for woodland paths in some of our Parks (including Barrowford).

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

The Council 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.

Neighbourhood Services and Environmental Services 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. The main actions concentrate on cutting energy bills within buildings across our parks and outdoor recreation sites. Barrowford Park Bowls Pavilion is included in the work we are doing around this.

### 3.2.5 Conservation & Heritage

#### Natural Features

The Council are seeking to maximise the environmental potential of Parks across Pendle, placing a greater emphasis on protecting and encouraging biodiversity and making sure appropriate management practices/regimes are implemented to allow natural and semi-natural habitats to flourish.

Barrowford Park was surveyed in October 2001 by the Lancashire Wildlife Trust. The main principles and recommendations from this Survey are referenced and incorporated within this Management Plan. No such survey has been undertaken since 2001, thus it should be the intention to repeat this exercise in the near future but this may not happen until it has been transferred to Barrowford Parish Council.

The trees/woodland management in Barrowford Park is currently managed on a proactive type basis.

As a result of Arboriculture Survey's undertaken in November 2006 and 2014, extensive works have been carried out in accordance with



recommendations made in the final reports.

The Quantified Tree Risk Assessment's (QTRA's) were carried out by a local independent specialist. It is envisioned that the QTRA's and subsequent surveys will be carried out again in 2019/20.

The ornamental lake within Barrowford Park has been cleaned up and improved in the last year as part of a major scheme to de-silt at least 50% of the silt contained within the lake. Silt removal has taken place mainly around the periphery of the lake and then disposed of in a newly created bunded area at the back of the wetland area on an unused part of the Park. This has been on the whole successful although we were unable to remove the silt in the middle of the lake. We have, whilst doing this work, located the valve that enables us to drain the lake in the future which would make further de-silting work easier. We will work with the Parish Council to look at future works around this but it is obvious to see from the state of the lake that the work has been influential in making the water healthier and more aesthetically pleasing.

In addition, we are currently developing a new interpretation board to be installed at the side of the lake informing park users about giving healthy food to the ducks, etc.

The bog garden/wetland area is located in a sheltered nook between the lake and the escarpment. The wetland area is an ongoing project with the dual goals of improving the accessibility of the area for the public and increasing the variety of native plants and of wildlife. There is also an intention to upgrade/improve the wetland area boardwalk as there have been problems with users slipping during periods of wet and cold weather. Signage has been erected warning users of the dangers during the winter months.

The garden around the war memorial has had a significant amount of work carried out on it over the last two years with a variety of herbaceous plants and shrubs planted. The Council have worked with the Friends Group and the Parish Council in changing and improving the planting scheme in this area as well improving the drainage above the memorial garden and the path that runs alongside it.

The Park has some formal flower beds in the areas near the bowling green; however the focus is on perennial plantings which enhance the natural features of the Park. We have one other circular formal bed located between the Bowling Green and the river that traditional displays of spring/summer bedding are in evidence. All the bedding displays are designed by our own technical staff and are purchased by tender each year. After stripping the beds, all the old plants are composted and recycled.

The grassed areas of Barrowford Park are mowed on a regular basis as part of the landscape maintenance work programme.

### **Buildings & Structures**

There are a few examples within the Park where a lack of capital investment and maintenance over a long period of time has had a negative impact on the aesthetic value of the Park.

Facilities and features that need to be addressed include the painting of the Bowling Green Shelter, Coronation Walk and the steps leading from Coronation Walk up to the cemetery which have become problematic in recent years as a result of some paving stones coming loose and being in a poor state of repair.

We repair the loose stones on an ongoing basis but a larger one off capital scheme would improve Coronation Walk and the steps leading up to the top of the Park markedly.

The Bowls Pavilion is fit for purpose and continues to provide a suitable base for the Bowling Club.

### **3.2.6 Community Involvement**

The Council is proud of its connections with the local community. Management heavily involves the local community in the design and implementation of its improvements for all parks across Pendle.

Barrowford Park is no exception to this and has an active Friends Group that is consulted with and gets involved in any key developments for the park.

The Friends Group meet on a regular basis and focus on Park management issues, undertake small scale tasks such as clean up days and conservation improvement works.

Although we have an Friends Group, more work needs to be forthcoming on encouraging people of all ages to become active members of the group and to develop schemes that are of long term benefit to the improvement of the Park like the lake project.

In view of the financial situation at this time, it is especially important that the Friends Group begin to take on more responsibility and explore a wider variety of funding in order to supplement funds being put in by the Council (and the Parish Council).

The Chairperson of the Friends of Barrowford Park is also a member of the Parks Forum. The Parks Forum are an 'umbrella' group consisting of representatives from each Friends Group who meet twice a year to discuss and assist with strategic and day to day issues that are affecting the Borough's Parks. This Forum has become fairly diluted in recent years and meetings take place less regular. Due to the transfer of Parks, this group may cease to exist in its current capacity in the coming year although there is some talk of the Town and Parish Councils having something similar.

The Friends of Barrowford Park are a constituted group with a good membership including local Councillors, the Parish Council, local residents, park users, bowling club members, etc.

The Senior Park Keeper and Green Spaces Manager play a vital role as the points of contact between the Friends of Barrowford Park and the Council and as such a representative from the Council attends every Friends Group meeting. The Green Spaces Manager also works closely with the Bowling Club and the Heritage Centre as well as other relevant Council Officers, such as the Anti-Social Behaviour Co-ordinator, and attends meetings on behalf of the Council to disseminate information on any initiatives/issues within the park and pick up information on any issues brought up by local people pertaining to the park.

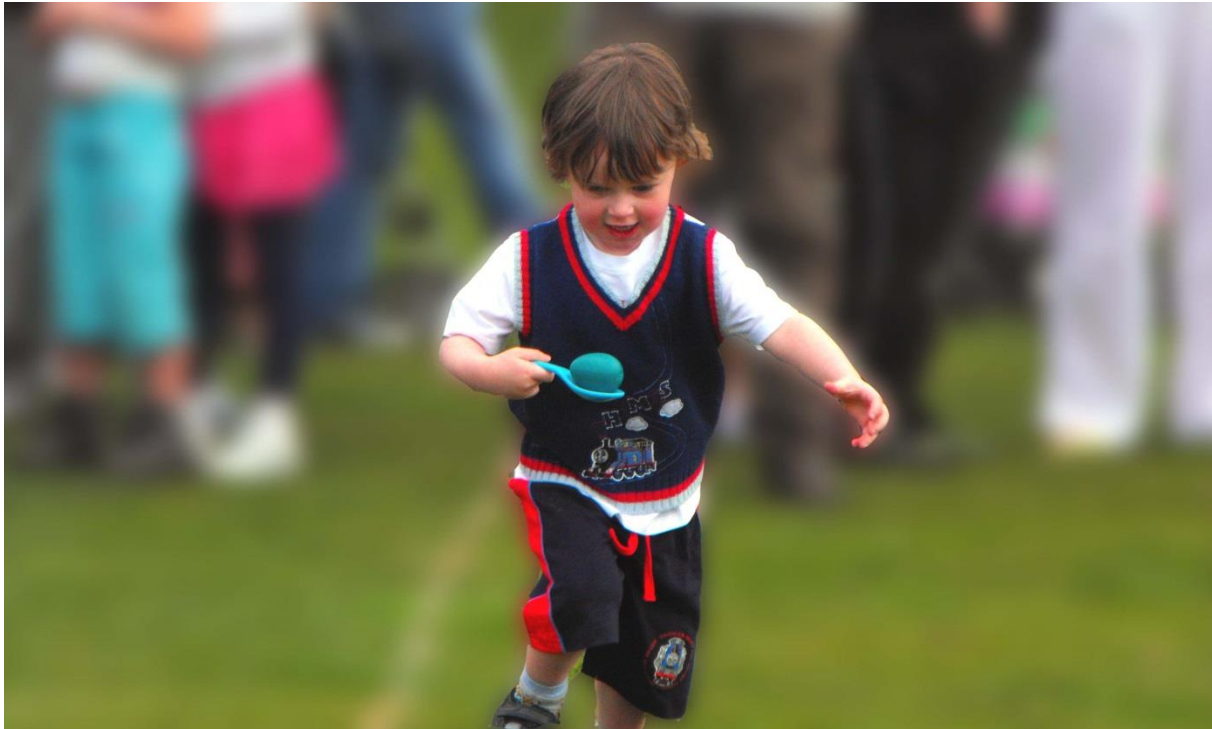
It is recognised by Parks & Recreation that any key developments, short or long term, must involve the local and wider community and any interested parties. Without their involvement in the decision making processes, the chances of long term ownership and sustainability for Barrowford Memorial Park would be significantly diminished.

Barrowford Memorial Park has an active Bowling Club who use the Bowling Green and pavilion from April through to October. Any issues relating to the bowling green and associated facilities are generally dealt with by the Council's Parks Operational Officer.

The bowling club has an informal agreement with the Council to carry out regular maintenance to the







bowling green. A machine was donated to the club from the Council for the club to use. The club cut, edge the green and maintain the gullies on a more frequent basis than the Landscape Maintenance Team are able to provide. We remain responsible for the intensive management of the greens such as weed and fertiliser treatments, scarifying etc.

The village of Barrowford has an active 'In Bloom' group. The group help improve all aspects of the village in line with the 'In Bloom' awards scheme. The group undertake some work in the park and also share some members with the Friends Group.

### **3.2.7 Marketing**

The marketing and promotion of Parks has become an essential and necessary part of parks management. With this in mind, it is imperative to present a positive image of the parks services, facilities and events focussing on attracting new park users and retaining existing users through adopting a more co-ordinated and strategic approach to the marketing of parks.

Marketing can allow the service area to achieve several key messages, these include:

- Promoting Council Services
- Promoting Council Facilities
- Education
- Attracting visitors
- Attracting economic regeneration
- Exploring tourism potentials

Currently, the Council employ a limited approach to marketing mainly due to a lack of resources; therefore it is important to ensure, through annual review, that existing resources are being used effectively.

The Park has three main entrance interpretation boards although only one (footbridge entrance) has a lockable notice board that allows for the promotion of Park events, Friends meeting notifications, General Parks news, etc. as well as including literature from other local voluntary and community groups. There are an additional two interpretation boards in the Park (Fish Pass information and Ponds & Marshes general information). Details of locations can be found in the 'A Welcoming Place' section of the Management Plan.



A general Parks leaflet has been produced containing information on all eleven parks across Pendle. As such Barrowford Park is included.

Information on Barrowford Park can be obtained from the Council's website at [www.pendle.gov.uk/parks/barrowford](http://www.pendle.gov.uk/parks/barrowford). This web page provides information on the history of the Park, facilities available, biodiversity in the Park, a site map, etc.

There are links from this page to 'Related downloads' which include Parks Bye-Laws, Management Plans, plans, etc.

In addition to this the Council have a [Facebook page](#) and [Twitter feed](#).

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

Events are a direct way of marketing the Park to the local community through engaging with local residents, children, etc. They are an opportunity to give people a taste for the Park and the features contained within them with a view to gaining repeat visits from people who have previously not used the Park before.

Since attaining Green Flag Award status for the Park, we have marketed the fact that we have attained a benchmark of quality to local users and visitors using the Park by positioning the flag at a location where it is seen by the highest number of people. We also incorporated the Green Flag logo in to the generic Parks information leaflet.

### **3.2.8 Management**

This management and maintenance plan forms the basis for the future management, maintenance and development of Barrowford Park that can be shared by staff at all levels and by the different park user groups and external stakeholders.

A commitment was made by management and members, through the adoption of the Parks Strategy 2007 – 2017, that individual management plans be introduced and developed. It was recognised that Pendle had a wide variety of Parks in evidence and thus 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 would be introduced as live working documents.

The Corporate Director has ultimate responsibility for managing both Environmental and Neighbourhoods Service Areas although day to day management of parks is the responsibility of a team of Senior Officers from across Neighbourhood and Environmental Services. The Council also work with, and have support from, our partners in developing parks. These partners include; the Police, the Community Safety Partnership, Parish/Town Councils, Area Committees, Schools, Pendle Leisure Trust, youth groups, etc.

To be able to achieve targets and improve the Park, management have designated lead officers who will primarily be responsible for delivering specific actions in Section Four. This provides staff at all levels with a clear sense of direction and recognises particular expertise and specialists within the Section.

Management have developed methods of self-assessment (Green Flag Award) and a procedure to measure improvements and effectiveness in the overall management of Barrowford Park. This is looked at in more detail in Section Five.

The Council are striving to manage and maintain Pendle's Parks to the best possible standards ensuring that money and resources being invested in Parks are being used in the most effective way possible, whilst simultaneously being proactive in seeking new ways of securing additional sources of funding to build on existing Council resources.

Ownership of the Park will change in 2019 and as such the current management and maintenance

framework may change in time to something different and in line with what the Parish Council aims/objectives are. The Parish Council have intimated that in the short term nothing much will change and that Pendle Council staff will be paid to keep the status quo in terms of management and maintenance. We will endeavour to work with the Parish Council to ensure that Barrowford Park is kept to a high quality standard.

### **3.3 Aims & Objectives**

The aim of this section of the management plan is to outline the Council's main objectives in relation to the development and improvement of Barrowford Park. These objectives take in to consideration issues highlighted in Section 3 and provide future direction for management and partners in all aspects of parks services to fulfil our overall vision for the Park.

The action plan in Section Four, developed in accordance with the Green Flag Award's eight key criteria and in co-ordination with the Friends Group, will put forward a number of actions with a view to achieving the following objectives:

- Enhance and enrich the general quality of the Park.
- Ensure the Park is safe, accessible and encourages equality of opportunity.
- Encourage use of the Park by all sections of the community.
- Ensure the Park is managed in a cost effective and efficient manner.
- Create an attractive and welcoming Park that promotes a positive image of the local area and Pendle.
- Ensure the Park is well used, appreciated and instils local people with pride.
- Promote the value and raise the profile of the Park as a means of improving the Environmental, Recreational, Social and Economic benefits to the local area and population.
- Encourage and develop ownership and self-management of certain aspects of the Park by the local community.
- Promote and preserve the Park's local heritage.
- Ensure the Park is managed to maximise and enhance its biodiversity.
- Ensure sustainability in managing and developing the Park.
- Ensure the Park meets the needs and aspirations of the local community, now and in the future.
- A Park that provides learning opportunities for all ages and abilities.
- A Park that has a shared vision from all its stakeholders.
- A Park that promotes health and well-being and increases the quality of life of the local community.

## 4.0 How will we get there?

### 4.1 Action Plan

The following section relates to the action plan and how Pendle Council will address and respond to the weaknesses/gaps identified, issues raised and challenges facing the Park in accordance with the eight key criteria as set out by Keep Britain Tidy under the Green Flag Award.

The action plan is split in to two. The first action plan concentrates purely on the next 12 months and provides more detailed actions which management are seeking to deliver in the short term. These actions contain milestones and provide timescales for each milestone. This is to ensure that actions are progressed and hopefully completed within the prescribed deadline.

The main action plan is a continuation of the previous year's action plan and incorporates a mixture of short, medium, continuous and long term actions. Although the actions contained within this document do not have milestones and are not as detailed as the 12 month action plan it does not mean that they are less of a priority and will not be progressed in the short term. The 12 month plan identifies both priority actions and also actions that may be easily achievable due to them having no resource implications, etc.

For both action plans, the tables identify whether actions are of a high, medium or low priority, resource implications, who is responsible for overseeing the action and partners involved.

- Short term actions = 1-2 years
- Medium term actions = 2-5 years
- Long term actions = 5-10 years
- Continuous actions = throughout the 10 year life span

From October this document, specifically its action plans, will be reviewed. During the period of October to January, a process of review will ensue which will include the gathering of information from various sources. Information will be derived from:

- Green Flag Award feedback (Mystery Shop and Formal Judging)
- Local Community Group feedback
- Pendle Council Officers

The results of these exercises and the reviews of the action plans will then determine the points of action for the following year taking in to account staff levels, budgetary constraints and other commitments.

The monitoring and review process for the Management Plan is discussed in more detail in Section Five.

<b>Action Number:</b> 1/5	<b>Project Title:</b>	<b>Transfer Park Ownership to Barrowford Parish Council</b>				
<b>Project Description:</b>						
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>High</b>	Greenspaces Manager	Friends of Barrowford Memorial Park. Barrowford Parish Council.	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b>			1	31/01/2019	Review Grounds Maintenance Schedule	
01/04/2018			2	31/01/2019	Review management plan	
			3	01/04/2019	Transfer ownership of park	
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Improved marketing and community involvement						
<b>Green Flag Criteria:</b>	Management					
<b>Additional Information:</b>	Once the Park is transferred to the Parish Council, Pendle Council need to ensure all work scheduled in the maintenance contract is being done to ensure value for money. Barrowford Parish Council is paying 75% of the maintenance costs with the remaining 25% coming from Pendle.					

<b>Action Number:</b> 2/5	<b>Project Title:</b>	<b>Health Walks</b>				
<b>Project Description:</b>	Complete the installation of Health Walks					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>Low</b>	Green Spaces Manager/Senior Park Keeper	Pendle Leisure Trust	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b> 31/12/2019			1	31/12/2019	Install & launch trail	
<b>Finances:</b> Finance secured.						
<b>Project Outcomes:</b> Improved health and well-being opportunities; Improved publicity for the park.						
<b>Green Flag Criteria:</b>	Healthy, safe and secure; Marketing					
<b>Additional Information:</b>	Health walk artwork designed and ready to install.					



<b>Action Number:</b> 3/5	<b>Project Title:</b>	<b>Woodland Path</b>				
<b>Project Description:</b>	Carry out works to improve the woodland path including re-establishing the path between the memorial garden and the bunded silt area.					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>Low</b>	Green Spaces Manager/Senior Park Keeper	Friends of Barrowford Memorial Park.	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b>  31/12/2019			1	31/12/2018	Carry out improvement works	
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Improved facilities						
<b>Green Flag Criteria:</b>	Healthy, safe and secure					
<b>Additional Information:</b>	EAG to do any wood edging work prior to the Friends Group replenishing paths with wood chip.					

<b>Action Number:</b> 4/6	<b>Project Title:</b>	<b>Public Space Protection Orders</b>				
<b>Project Description:</b>	Implement the Public Space Protection Order for Barrowford Park. Update all interpretation boards to include details of PSPO's.					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>High</b>	Green Spaces Manager	Friends of Barrowford Memorial Park. Barrowford Parish Council.	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b> 01/04/2019			1	01/04/2019	Implement PSPO	
			2	01/04/2019	Promote introduction of PSPO and install new signage	
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Improved community safety and involvement.						
<b>Green Flag Criteria:</b>	Healthy, Safe & Secure					
<b>Additional Information:</b>						

Action Number: 6/16	Project Title:	Volunteer Days				
Project Description:	Friends Group to initiate regular volunteer days in the park (Monday mornings)					
Priority:	Key Officer(s):	Partners:	Project Milestones			
Low	Senior Park Keeper	Friends of Barrowford Memorial Park/Barrowford Parish Council	Number	Due Date	Milestone Description	Completion Date
Project Completion Date:			1	31/12/2019	Hold volunteer days	
31/12/2019						
Finances: N/A						
Project Outcomes: Improved opportunities for volunteers						
Green Flag Criteria:	Community involvement					
Additional Information:	The Friends Groups will initiate regular volunteer working days, probably on Monday mornings. The Council will not get involved although we will help them promote these and provide some materials to them when needed, e.g. wood chip, tools, etc.					

<b>Action Number:</b> 6/6	<b>Project Title:</b>	<b>Lake Improvement Scheme</b>				
<b>Project Description:</b>	Install a new interpretation board educating park users on feeding healthy food to the ducks and wildlife in the Park. Complete remaining lake project work including removal of heras fencing and tidying up of bunded area and associated footpath.					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>Medium</b>	Green Spaces Manager	Friends of Barrowford Memorial Park. Barrowford Parish Council	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b> 31/12/2019			1	30/04/2019	Install lakeside interpretation board	
			2	30/06/2019	Complete lake improvement associated works	
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Improved opportunities for volunteers						
<b>Green Flag Criteria:</b>	Community involvement					
<b>Additional Information:</b>						

Action	Green Flag Criteria	Priority	Time Scale	Finances/Resources	Key Officer(s)	Partners
Develop a priority list of footpath works within the Park with a view to improving them when funds allow.	A Welcoming Place	Medium	Long	External funding	Greenspaces Manager, Senior Park Keeper	Friends of Barrowford Park
Work in partnership with appropriate agencies to combat youth nuisance, e.g. Community Safety Team, local Police, etc.	Healthy, Safe & Secure	Medium	Continuous	Staff time	Senior Park Keeper	Friends of Barrowford Park, Community Safety Team, MAPS, local Police
Continue to work in co-ordination with the Council's Environmental Crime Team to alleviate the problems of litter, dog fouling and dog control in the Park.	Well Maintained & Clean	Medium	Continuous	Staff time	Senior Park Keeper	PBC Environmental Crime Team, District
Re-asses the satisfaction survey process with a view to implementing a new approach.	Management	Medium	Short	Staff time/Existing budgets	Greenspaces Manager	Friends of Barrowford Park



## **5.0 How will we know when we get there?**

### **5.1 Monitoring & Review Plan**

The Green Spaces Manager will ultimately be responsible for monitoring the progress of the Management Plan and its subsequent action plan. Monitoring performance of the annual management and maintenance programmes will be undertaken in-house by relevant Officers. Officers will track progress and check that all components of the Park are being managed and maintained as intended.

This will subsequently feed in to the annual Service Planning process. Green Flag Award progress will also be discussed at the Friends Group's meetings and at the Parks Forum. All these meetings are aimed at promoting continued involvement and ownership from key users and to ensure the proposed actions are being delivered in line with the timescales outlined in the action plan.

The desired cycle is to PLAN – OPERATE – MONITOR – REVIEW – PLAN.

From October, this document, specifically its action plan, will be reviewed. During the period of October to January, a process of review will ensue which will include the gathering of information from various sources. Information will be derived from:

- Green Flag Award feedback (desk & field assessments)
- Local Community Group feedback (Friends Groups, Parks Forum, etc.)
- Performance Management & Quality tools (Performance Indicators, Green Flag Award)
- Neighbourhoods & Environmental Services Officers (Departmental Management Team Meeting feedback)

The information gathered will be collated to produce an annual report that will allow us to analyse the work we have carried out over the last twelve months and what we need to do to improve in the forthcoming year.

The results of this exercise and the review of the action plan will then determine the points of action for the following year taking in to account staff levels, budgetary constraints and other commitments.

### **5.2 Measuring Performance & Quality**

To measure how well we are performing and provide the public with evidence that management are maintaining levels of quality and the Park is developing and improving on a continual basis, the following performance management tools will be used.

#### **5.2.1 Green Flag Award Status**

The Green Flag Award standard recognises the quality of individual sites and is generally recognised as the national standard for Parks and Green Spaces. To gain a Green Flag Award involves satisfying a rigorous and wide variety of criteria and Councils are strongly recommended to manage Parks in accordance with the standard.

The securing of a Green Flag Award for Barrowford Memorial Park and the subsequent maintenance of Green Flag status is used as an annual independent external review mechanism for measuring performance management and the general quality of the Park. As part of the annual Green Flag assessment undertaken by Keep Britain Tidy, independent judges carry out desk and field research which involves scrutiny of the Park's Management Plan and assessment of the Park, against a set list of eight criteria, to obtain a combined final score.

Through successfully achieving a score sufficient enough to gain and then sustain Green Flag status for Barrowford Memorial Park in the future, we are ensuring that sound management and

maintenance practices are evident and continuous improvement is promoted in all aspects of the Park. We also utilise the scoring system to establish a baseline figure for the Park against which future progress can be measured annually.

### **5.2.2 Performance Indicators**

We do not have any park specific local performance indicators at the present time. Performance indicators (PI's) and service statistics tend to be a broad brush set of indicators that measure general aspects of service delivery as opposed to indicators specifically centred around individual parks e.g. playgrounds.

We will continue to look at the development of relevant and worthwhile PI's for all our parks in the future.

## **Appendix 1 - Current Stakeholders**

### [The Friends of Barrowford Memorial Park](#)

Chair: Susan Nike

### [Pendle Parks Forum](#)

Chair: David Smith

Barrowford Memorial Park Bowling Club

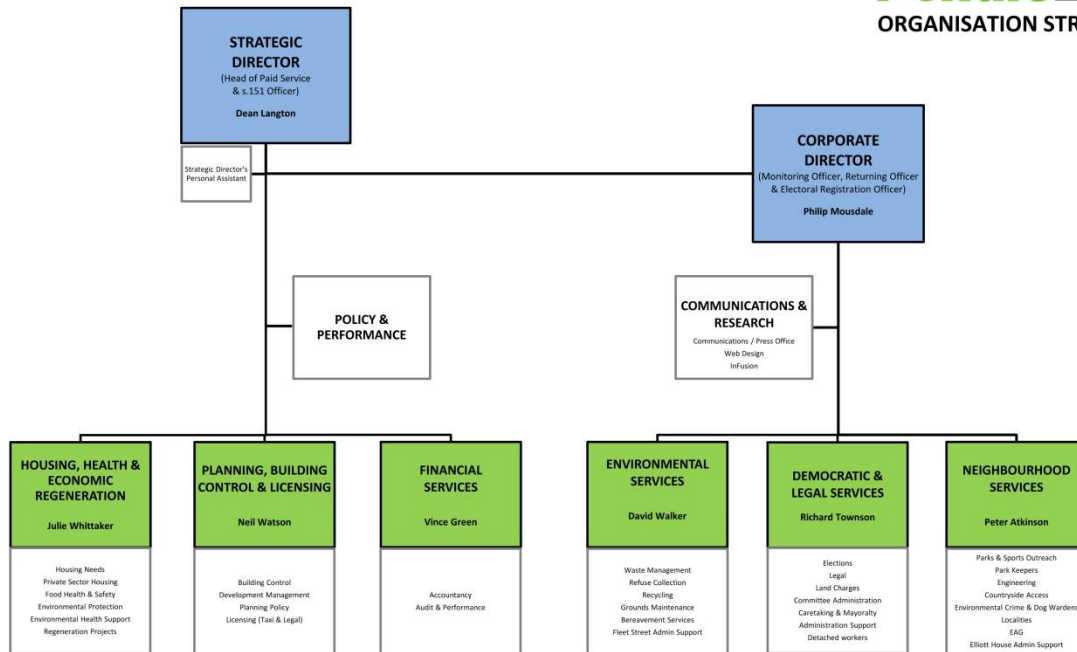
### [Barrowford in Bloom](#)

### [Barrowford Parish Council](#)

Clerk: Iain Lord

### [Pendle Heritage Centre](#)

## Appendix 2



## Appendix 3 - Press Releases

- [Mayors' Tour of the Parks - Lancashire Telegraph, 15<sup>th</sup> August 2014](#)
- [Green Flag Awards Announcement - Lancashire Telegraph, 28<sup>th</sup> July 2014](#)



## **Appendix 4 - Recent Developments**

<b>Action Number:</b> 1/13	<b>Project Title:</b>	<b>Wildflower Meadows</b>				
<b>Project Description:</b>	Complete wildflower meadows at the picnic area between the Cemetery and the Owl Sculpture					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>Medium</b>	Service Development Officer; Senior Park Keeper	Friends of Barrowford Memorial Park	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b>  31/12/2013			1	31/05/2013	Re-apply wildflower seed mix	31/05/2013
			2	31/12/2013	Assess success of meadows created	31/12/2013
<b>Finances:</b> Existing budgets, staff time						
<b>Project Outcomes:</b> Improved area within Park; Increased Biodiversity						
<b>Green Flag Criteria:</b>	A Welcoming Place; Conservation & Heritage; Sustainability					
<b>Additional Information:</b>	Wildflower seed was spread in 2012 but it didn't take as well as we anticipated. Therefore, we are going to re-apply some more wildflower mix.  Further wildflower seed was added to the area and although there was an improvement it was not as good as other areas we had treated with the same seed. Along with the Friends group we decided that we would not treat the area in the subsequent years and would instead look to creating an orchard on the same site.					

<b>Action Number:</b> 4/13	<b>Project Title:</b>	<b>Fish Pass Notice Board &amp; Electronic Counter</b>				
<b>Project Description:</b>	Install interpretation board at fish pass viewing area and progress the installation of an electronic fish counter.					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
Medium	Service Development Officer; Senior Park Keeper	Friends of Barrowford Memorial Park; Ribble Conservation Catchment Trust (RCCT)	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b>			1	31/05/2013	Install fish pass interpretation board	20/04/2013
			2	31/12/2013	Look at the feasibility of installing an electronic fish counter	1/12/2013
<b>Finances:</b> Existing budgets, external funding, staff time.						
<b>Project Outcomes:</b> Interpretation regarding the fish pass and what it will achieve; conservational value; enable RCCT to monitor the amount of fish going through the pass.						
<b>Green Flag Criteria:</b>	A Welcoming Place; Sustainability; Conservation & Heritage; Marketing					
<b>Additional Information:</b>	In relation to the electronic fish counter, we will work with the Friends Group and the RCCT in progressing this matter. The project will depend on how easy it is to hook up to an electrical supply in the Park.  The fish counter aspect of this project was dropped by RCCT. The nearest available electricity supply was located in the parks pavilion. It was found that the cost of installation would be cost prohibitive against the value of the project. It was decided that the money would be better spent funding other projects.					

<b>Action Number:</b> 5/13	<b>Project Title:</b>	<b>New artwork for Heritage Centre interpretation board</b>				
<b>Project Description:</b>	Complete new artwork for interpretation board near to Heritage Centre entrance.					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>Low</b>	Senior Park Keeper		<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b>  31/05/2013			1	31/05/2013	Complete and install artwork.	20/04/2013
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Improved interpretation of the park. Greater promotion of features in the Park						
<b>Green Flag Criteria:</b>	A Welcoming Place; Marketing					
<b>Additional Information:</b>	The existing artwork was removed and the frame was cleaned up and treated with anti-rust paint before being re-painted. New artwork was installed.					

<b>Action Number:</b> 1/14	<b>Project Title:</b>	<b>Orchard</b>				
<b>Project Description:</b>	Create an orchard on the grassed area adjacent to the Cemetery.					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
Low	Service Development Officer; Senior Park Keeper	Friends of Barrowford Memorial Park; Barrowford in Bloom	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b> 31/3/2016			1	31/3/2016	Plant trees	28/2/2016
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Improved biodiversity; Improved health & well-being.						
<b>Green Flag Criteria:</b>	A Welcoming Place; Conservation & Heritage; Healthy, Safe & Secure					
<b>Additional Information:</b>						

<b>Action Number:</b> 4/14	<b>Project Title:</b>	<b>Cemetery Road Improvements</b>				
<b>Project Description:</b>	Explore the possibility of improving the condition of the road to the Cemetery					
<b>Priority:</b>	<b>Key Officer(s):</b>	<b>Partners:</b>	<b>Project Milestones</b>			
<b>Medium</b>	Service Development Officer	Barrowford Parish Council; Barrowford Area Committee.	<b>Number</b>	<b>Due Date</b>	<b>Milestone Description</b>	<b>Completion Date</b>
<b>Project Completion Date:</b>  31/3/2016			1	31/3/2016	Carry out costing exercise to in improve the road.	24/8/2016
<b>Finances:</b> Existing budgets						
<b>Project Outcomes:</b> Increase perception of a wall maintained park.						
<b>Green Flag Criteria:</b>	A Welcoming Place; Well-maintained and Clean; Healthy, Safe and Secure					
<b>Additional Information:</b>						



## **Appendix 5 - Risk Assessments**



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

## RISK ASSESSMENT

<b>SERVICE AREA:</b>	Environmental and Recreation Services - Parks
<b>REFERENCE NUMBER:</b>	
<b>OVERALL RISK RATING:</b>	<b>LOW</b>
<b>SUBJECT OF ASSESSMENT:</b>	<b><u>GRASS CUTTING</u></b>
<b>Tasks involved:</b>	Grass Cutting by Ride-On-Mower Pedestrian Cylinder Mower Pedestrian Rotary Mower Strimming
<b>LOCATION:</b>	Various
<b><u>COMMON</u> HAZARD(S):</b>	Manual Handling Injury to Eyes, Limbs and Body Discharged Materials
<b><u>SPECIFIC</u> HAZARD(S):</b>	
<b>Grass Cutting by Ride-On-Mower:</b>	Rotating Blades Sliding on banking's Risk of vehicle overturning
<b>Pedestrian Cylinder Mower:</b>	Rotating Blades
<b>Pedestrian Rotary Mower:</b>	Rotating Blades
<b>Strimming:</b>	Rotating Cord
<b>INDIVIDUAL(S) AT RISK:</b>	The individual(s) undertaking the task and others within the immediate area.
<b><u>COMMON</u> CONTROL MEASURES IN PLACE:</b>	<ol style="list-style-type: none"> <li>1. Adequate information, instruction and training.</li> <li>2. Suitable PPE distributed and worn.</li> <li>3. HAVs Test undertaken.</li> <li>4. Induction by Supervisors and/or Supplier.</li> </ol>
<b><u>SPECIFIC</u> CONTROL MEASURES IN PLACE:</b>	

<b>Grass Cutting by Ride-On-Mower:</b>	1. Full Driving Licence Required.	
<b>FURTHER CONTROLS NECESSARY:</b>	None identified at present	
<b>SOURCE OF REFERENCE:</b>	Safe working practices S/4/0A HSE codes of practice S/4/0m Source of reference doc 2 S/04/K Operators manual low box 1, 2 and 4 HAVS 2014	
<b>ASSESSMENT UNDERTAKEN BY:</b>	<b><u>NAME</u></b>	<b><u>SIGNED</u></b>
<b>RISK ASSESSOR</b>	M PAYNE	
<b>NOMINATED OFFICER</b>	K HIGSON	
<b>OPERATIVE</b>	Various	
<b>ASSESSMENT UNDERTAKEN (DATE)</b>	Apr 2014	
<b>ASSESSMENT REVIEW (DATE)</b>	Apr 2015	

## **Appendix 6 - Parks Communication Plan**

## **Parks communications activity planned 2014/15**

### **Objectives:**

To communicate Pendle Council's investment in parks and green spaces

To encourage Pendle residents and visitors to the area to get out in the borough's parks and support outdoor events

To promote the Friends of Parks groups as a volunteering opportunity

To encourage people to get involved in regular volunteer days in Pendle's parks

### **Audiences:**

All residents of Pendle

Residents of neighbouring areas who may wish to visit parks outside of their own boroughs

Unemployed people who can gain skills for work whilst enjoying outdoor activity through the Friends of Parks groups

Active retired people who have time to contribute to the Friends of Parks groups

Families who can get involved in or even help out with Friends activities

Community groups

Council, Liberate and Pendle Leisure staff

Activity	Dates	Communications tools	Notes
Green Flag Awards judging	May/June	Blog post Media opp?	Highlight the amount of work that goes into an application and the involvement of the Friends of Parks groups
Walverden Park sparrowhawk sculpture replaced	Late May / early June 2014	Media opportunity Social media with photo(s) Blog post	
Promotion of tennis courts in Pendle's parks, linked to Wimbledon	June	Social media with photo(s) Blog post with photo(s) News release	Highlight steel tennis nets in Alkincoats & Heyhead parks
New steel tennis 'nets' in Alkincoats & Heyhead Parks	June 2014 LINK TO WIMBLEDON?	News release & media opp Social media Blog post	
New synthetic cricket wicket on Swinden playing fields	Mid June	Media opp Blog post Social media	Money from Nelson Area Committee Replaces a damaged wicket
Opening of Steven Burke Sports Hub at Swinden playing fields	Late June	News release & media opp Invite regional TV Social media Radio interviews Blog post Council staff intranet news	
Wildflowers blooming in parks	July	Parks blog Media opp Social media	
Promotions linking to Love Parks Week	25 July - 3 August 2014	Website carousel	Run by Keep Britain Tidy, Love Parks Week is



		Social media Blog post News release? Any events? Link to Green Flag Awards announcement?	the biggest and best celebration of green spaces. Encouraging people to get out into their local parks and linking to our Green Flag Awards results
Green Flag Awards announcement	July	News release & media opp Social media with photo(s) Blog post with photo(s) Council staff intranet news	We've applied for eight Green Flag Awards this year
Promote becoming a Friend using the theme of Volunteers <i>Make a Difference Day</i> , including calling for new Friends for the parks that don't currently have Friends groups	October 2014	Website carousel Social media Blog post Council staff intranet news	
Tree management work in Nelson's Walverden Park	Late 2014	News release Social media Blog post	
New year, new you – become a Friend of your local park	December 2014 / January 2015	Website carousel item from late December to late January 2015 Radio? Social media Blog post Council staff intranet news	
Valentine's Day – show your love for your local park	14 February 2015	Social media with photo(s) Blog post	Encourage people to share their love for their local park
East Lancashire Playing Pitch Strategy	???	News release Blog post	Kieron working on with Burnley, Rossendale & Ribble Valley Football, cricket, rugby & tennis About quality of pitches and protecting their future

Future use of former bowling green at Alkincoats – outdoor gym equipment	???	News release & media opp Blog post Social media	Responding to issue of anti-social behaviour
Volunteer days and other events/opportunities to get involved with Friends groups or get out in your local park	Ongoing	Website events calendar Emails to key local media Media opps Social media – before & after the events Blog posts 2BR What's On listings Council staff intranet news/MOTD emails	Check with Julie first as dates may change
Pendle parkrun	Ongoing	Social media (using Pendle Council profiles to share updates from the Pendle parkrun profiles as well as creating our own) Blog posts Northern Life family mag feature, summer 2014 News releases/media opps at milestones/when newsworthy angles are identified Council staff intranet news	
Human interest stories – to be identified	Ongoing, as identified	As appropriate to each story identified	

Plan author C Tulloch, May 2014

Approved by: KR, LJ May 2014





اگر آپ یہ معلومات کسی ایسی شکل میں چاہتے ہیں، جو کہ  
آپ کے لئے زیادہ مفید ہو تو برائے مہربانی ہمیں ٹیلیفون کریں۔

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which is better for you, please telephone  
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