



Ball Grove Park Management Plan Meeting 13th November 2024

Present: Adele Waddington, Trawden Parish Council Clerk, Mel Henley, Chair of Friends of Ball Grove, Tracy Bolton, Lakeside Cafe, Cllr S Cockburn-Price, Borough Councillor, Phil Riley, Green Spaces Manager Pendle Borough Council, Chris McKee, Operational Services, Pendle Borough Council.

Cllr Jolley and Cllr Pate did not attend the meeting nor sent their apologies.

1. Where are we now?

An interim plan was completed and adopted by the Parish Council last year. This was submitted to the Green Flag Awards and judged to be of the required standard.

A copy of this was circulated to the group prior to the meeting.

2. Where do we need to be?

We need to complete a 5-year plan (best practice timescales for Park Management plans) that sets out our vision and plans for the park, prioritising them and demonstrating that they are underpinned by community needs. The plan will need to set out the following:

- The strategic context of the park – Phil and Chris to send updated information on the draft Pendle Local Plan (currently at consultation stage, Regulation 19) and Biodiversity Net Gain (BNG) to Mel.
- Adele to write to Neil Watson to ask whether Ball Grove can be added to the list of places in receipt of BNG from housing developments.
- The management of the park document. Adele has started to create this document, but it needs further work.
- Address the nine different areas of park management in accordance with the Green Flag criteria.
- Clearly demonstrate where we are, where we want to be and how we will get there.
- Set our vision, aims and objectives and set out a phased, prioritised action plan.
- Demonstrate how we will monitor and manage the plan.

3. How can we get there

It was agreed that the Working Group takes responsibility for completing the draft plan for adoption by the Parish Council and the following roles are suggested:

- Adele: Liaison with the Parish Council, the Working Group and be the liaison with the author of the draft plan (Mel). Provision of information as required. Setting up of Group and other meetings as required, with support from the TFPC Management Committee. Analysis of consultation.
- Working Group members: Providing a vision for the plan and guiding its completion. Provision of information where appropriate. Monitoring progress and assisting where possible
- Mel Henley: Provision of free consultancy to compile the draft plan reporting to the Parish Council and the Working Group on its progress and any issues arising that require assistance, determination, further information etc.

4. Timescales and dependencies

The management plan needs to be submitted to the Green Flag awards by the 31st January 2025

There are the following dependencies:

- Consultation: It was agreed that:
 - Mel would create the questions for the consultation.
 - The consultation would run from 26th November to 18th December 2024.
 - A copy of the consultation would be sent to Christ Church, Laneshaw Bridge and Trawden Forest Primary Schools.
 - Physical consultations will take place, in the café on 26th November and 14th December. Two sessions per day 10am – 12noon and 1pm – 3pm. Adele to send out a request for volunteers to man these sessions along with members of Friends of Ball Grove.
 - Pendle Borough Council to print 500 copies of the consultation document and invoice the Parish Council.
 - Friends of Ball Grove will deliver the consultation to nearby properties.
 - Adele will advertise the consultation on social media, the website, notice boards and create Google/Microsoft forms so they can be completed online. Online versions to be accessible via QR code.
 - Phil will print maps showing the area of the Park that is being consulted on along with information on when these consultations will take place. Adele to use these as her advertising.
 - Phil/Chris to supply posters and 'A' boards for outside the café with information and QR code to access online version of survey. This can be on display during the duration of the consultation.
- The grounds maintenance re-tendering program – Adele has put the document out for tender and the closing date for bids is 16th November 2024. Decision for the contract will be at the Parish Council meeting on 2nd December 2024.
- Provision of information: how quickly Pendle Borough Council and the Parish Council can get the relevant information to Mel for inclusion in the Plan.

- The democratic process to adopt the plan will be that the Working Group will agree to the content, Adele will then take this to the Parish Council meeting in January for final approval.

Although the timescale is incredibly tight, this should be achievable with focussed input from the Group members.